**University of Bristol Archery Constitution**

**[1] Name**

* 1. The name of the club shall be University of Bristol Archery.
     1. The club may be referred to as UoB Archery for short, and/or in the case of documents simply the Archery Club or the Club after the first full reference.

**[2] Aims**

The aims and objectives of the Club shall be:

1. To promote archery as a sport and the Club as a whole within the University.
2. To provide a safe shooting environment for all members to work in.
3. To offer coaching for initial training and continuous development of all members.
4. Attend and be competitive at archery competitions.
   * 1. The primary national competition(s) shall be the indoor and outdoor legs of BUCS (British Universities and Colleges Sport).
     2. The primary regional competition(s) shall be the SWWU (South Wales and West University) Archery League.
   1. The Club will abide by the Union’s Code of Conduct and any other policies laid down by the Union’s Board of Trustees

**[3] Affiliations**

The club will be affiliated to the following bodies and organisations:

1. **The University of Bristol (UoB or simply the University).**
2. The University of Bristol Students Union (Bristol SU or simply the Union).
3. Gloucestershire Archery Society (GAS).
4. Archery GB.
5. The Grand Western Archery Society (GWAS).
6. The English Archery Federation.

**[4] Membership**

1. Full membership is open to all full members of the Union by application to the Club, via the online membership system.
2. The Club Secretary, Treasurer and/or Captain shall keep a list of all members.
3. There shall be a subscription fee levied for membership.
   1. This fee shall be fixed at the discretion of the committee.
      1. The fee may not be lower than the minimum rate set by the Societies Network.
      2. The subscription fee must be set no later than one week before the start of the Union’s Welcome Fair; after this point, no further change can be made to this fee.
   2. The fee must be paid by each member, via the University of Bristol Students Union website, according to current policy.
   3. Members will not be permitted to take part in any Club activity until their subscription has been paid (aside from taster sessions offered at the discretion of the committee).
4. The committee has the right to introduce and/or change a cost per session at any point.
   1. Two weeks’ notice must be given to all club members before any such change becomes active.
   2. Specific, individual sessions can have their session fee reduced or waived without prior notice.
   3. Special sessions, such as those with an external coach or coaches present, may be charged at a separate amount to cover such things as costs, et cetera. No prior notice is required, but members must be given a two-week period (commencing from the session in question) to pay any amount over the standard session fee.
5. There will be no refunds of membership except in extenuating circumstances under the discretion of the committee (in such case this may be pro-rata).
   1. All refunds must comply with the University of Bristol Students Union refund policy.
6. People wishing to join who are not students at The University of Bristol may do so but are required to purchase membership with governing bodies independently.
   1. These memberships are:
      1. Archery GB direct membership
      2. Gloucestershire Archery Society membership
      3. Grand Western Archery Society membership
   2. Non-student members must have affiliate membership with the Bristol SU.
   3. Non-Student members must still hold membership with the club (this may be at a reduced cost to account for the club not covering Archery GB insurance costs).
   4. Not less than two-thirds of the Society members shall be full members of the Union
7. Guest archers may participate in club sessions at the committee’s discretion.
   1. Guest archers must provide proof of valid AGB membership before shooting.
   2. Guest archers must make the committee aware of their intention to participate before the session.
   3. Guest archers will be briefly observed by a member of the committee to ensure they are following safe shooting practices.
   4. The committee reserve the right to revoke permission to shoot at any point

**[5] Running of the Club**

1. The club shall be run by the committee. The committee will be made up of elected members. All instances of the committee refer to these elected, executive members unless otherwise stated.
   * 1. The committee may be assisted by honorary non-executive committee members who may run sessions, attend committee meetings and perform other tasks agreed by the committee on a case by case basis. They do not have the other rights associated with the committee (this includes, but is not limited to, their right to vote in committee matters).
     2. Honorary non-executive committee should not have access to GDPR sensitive documents.
        1. Exceptions to this rule may be made at the discretion of the committee for ‘need to know’ information.
           1. For example, a coach may need to be aware of a participant’s provided medical information for the sake of ensuring safe participation in the sport.
2. The committee as a collective shall be responsible for upholding the University of Bristol Students Union policies and procedures, as laid out in the bylaws.
3. All executive positions shall be elected at the club’s Annual General Meeting (AGM) (or subsequent EGM(s) should any position be left unfilled or are subsequently vacated) and hold office until the next official handover after they come to power. The newly elected committee will be referred to as the committee elect until the official handover. During this transition period, the committee elect are non-executive committee members and thus have the same rights and responsibilities as other non-executive committee members.
   * 1. The date of the formal handover between committees is at the discretion of the outgoing committee but should occur between the end of the final competition of the year, and a date two weeks after this (barring any exceptional circumstances related to said competition).
     2. The committee may (by two-thirds majority vote) temporarily elect a club member into any unfilled position for a period of up to one month total per academic year. During this period the position will be non-executive. After this period has elapsed, the person must be voted into the full role at an EGM.
        1. At any point during the one month period, the committee can remove said member from the position with a simple majority vote.
     3. The committee may (by two-thirds majority vote) create honorary, non-executive positions and grant the position to a club member.
        1. At any point, the committee can abolish said position with a simple majority vote.
        2. After one month has elapsed the committee must re-establish the position with the same procure as was used to create the position, otherwise, the position is automatically abolished.
        3. No member may hold an honorary non-executive role for more than two months total in a single academic year without gaining approval from the club in an EGM.
4. At any given time, the Club committee must have a Club Captain, Secretary and Treasurer.
5. All members of the committee must be at least affiliate members with the Union. The Club Captain and Treasurer must be full members of the Union.
6. Attendance to committee meetings is compulsory for committee members, barring exceptions made at the discretion of the Club Captain.
7. Before the next year’s committee are elected, current committee members should write or amend a handbook (or similar document) to hand down to their successor so that they are informed on the role beyond what is stipulated in the constitution.

**[6] Executive committee**

**Captain:**

1. Act as head of the committee and club, delegating tasks to individual committee members
2. Ensure the club runs efficiently, constitutionally and in the best interest of all its members
3. Call upon any and all powers awarded to them by the Club constitution, the Union constitution, the Union bye-laws, and/or those directly granted by the Union or University in the running of the club including, but not limited to:
   1. The ability to act as a club signatory
   2. Having the deciding vote in any instance when the executive committee has a tied vote
   3. Voting on behalf of the club at Student Council meetings
   4. Representing the club and its interests at official events (SEH Club Captains Forums, #WeAreBristol club development process etc.)
   5. Discretion on what matters can be dealt with by individual executive committee members
4. Be knowledgeable of the University’s, Union’s, SEH’s, archery governing bodies’ and Club’s constitutional rules and guidelines

**Treasurer:**

1. Be responsible for the financial administration of the Club including:
   1. Record all transactions and save receipts where possible.
   2. Offer receipts for all money received over £20.
   3. Collect all relevant fees.
   4. Hold and safely store the club’s petty cash.
   5. Collect and safely store any deposits that may be imposed on the use of club equipment for all club activities.
2. Before the start of the new academic year, draft a financial plan regarding membership fees for the forthcoming year. This should be run past the committee before being agreed by the Treasurer and Captain.
3. Give the committee updates on the financial situation of the club at each committee meeting, and a statement on the financial activities of the club that year at the AGM.
4. Work with the relevant committee members when they (or the Treasurer themselves) express a desire to make a club purchase.
5. Organise the procurement of club clothing.
6. Organise funding and fundraising for the club, either through events, grant applications, promotions and/or sponsorship.
7. With the Captain, approve or reject all potential club expenditures.
8. Ensure the Club is financially responsible at all times.
   1. This may include making recommendations to the committee for raising or lowering session fees.
9. Produce the three-year financial plan each year as required by the SU reaffiliation process.

**Secretary:**

1. Assist the Captain in the planning of meetings and agendas.
2. Ensure that the notices and agendas for the AGM and EGM(s) are sent to the Club’s members.
3. Assist with managing Club correspondence.
4. Maintain a list of paid members in coordination with the Treasurer.
5. Maintain an attendance list for each session in coordination with the Captain and Treasurer.
6. Maintain an attendance list for each formal social in coordination with the Social Secretary.
7. Maintain a track of scores with Development Officer.
8. Make and keep minutes from all committee meetings, AGM and EGM(s).
9. Ensure Club members are registered with the correct governing bodies.
10. Provide an up-to-date constitution to any member who requests a copy and ensure there are sufficient copies at the AGM (and where relevant, EGM(s)) for members to read if desired.
11. Perform housekeeping on the constitution as necessary throughout the year.
12. Handle any and all Archery GB related paperwork.

**Development Officer:**

1. Be responsible for organising team selection.
   1. This should be done in conjunction with the Captain, Competitions Officer, and anyone else the Development Officer feels would help to make informed and fair choices.
2. Be responsible for the initial training and development of the members.
   1. This includes supplying the committee and coaches with a detailed beginner’s course plan before freshers/refreshers week.
3. Organise the recruitment/training of qualified coaches/leaders.

**Equipment Officer:**

1. This role may be held by two people.
2. Maintain and, as appropriate, repair club equipment.
3. Be responsible for maintaining a record of all damage that occurs to club equipment.
4. Liaise with other sources to have equipment fixed in cases where they (the Equipment Officer) do not feel capable of repairing the equipment themselves.
5. Be responsible for the safety of all club equipment.
6. Assist the Treasurer and Captain with club purchases regarding equipment.
7. Organise and maintain the club’s storage facilities to allow easy access to equipment and to minimise risks of hazards such as falling items.
8. Keep track of equipment signed out by athletes to be taken to competition.
9. Organise an equipment seminar/presentation/talk to be delivered to club members to help develop their understanding of equipment; in particular their ability to select appropriate first purchases.
   1. The seminar/presentation/talk may be delivered by someone other than the equipment officer as long as a majority vote by the committee is obtained.
   2. The seminar must occur before the December-January winter break.

**Social Secretary:**

1. Ensure club members feel included and able to approach other committee members.
2. Organise transport to social events if necessary.
3. Manage organisation of socials throughout the year.
   1. Mandatory socials include:
      1. Returning members meal (or other social) at the start of the academic year.
      2. Fresher’s Icebreaker event(s).
      3. Christmas/Holiday social.
      4. Non-alcoholic socials to meet accreditation scheme requirement.
   2. Socials may be organised and run by other committee members and/or other club members but the Social Secretary is to remain the primary social organiser
4. Socials should be held a minimum of every 2-3 weeks throughout the teaching terms.

**Media Officer:**

1. Maintain and keep up-to-date the club website and SU pages within a reasonable timeframe.
   1. Responsibilities on the club website include but are not limited to:
      1. Keeping the sustainability report up to date.
      2. Keeping the competitions page up to date with the Competitions Officer.
2. Remain active on other forms of social media on behalf of the club (Facebook, Twitter, Instagram) and encourage interaction between members.
3. Ensure that club events (such as fun shoots, charity events, etc.) are advertised to members.

**Competitions Officer:**

**This role may be referred to in short-hand as “Comp. Officer”.**

1. Assist the Captain and Development Officer with team selection for competitions.
2. Lead in planning transport to and from competitions.
   1. The Captain and Treasurer must be made aware of all expenses during competition planning.
3. Proactively search for competition opportunities which are available for club members to take part in, and suitably advertise these opportunities.
4. Lead the hosting of competitions on home soil.
5. The captain will still have the final say on matters, along with the treasurer when dealing with finances.
6. Competition hosting responsibilities include, but are not limited to, BUCS, SWWU, club head-to-heads and club championships.
   1. Note that it is not necessary to host BUCS, nor SWWU. But at least a reasonable amount of competition hosting should be done, where a “reasonable amount” is to be agreed by the committee.
7. Provide at least four World Record Status (WRS) events for club members in the academic year.
   1. In the case of the performance development squad (PDS) or equivalent, there must be enough opportunities provided so that each member of the PDS can attain a minimum of four WRS events at their own discretion.
   2. Events include the BUCS Indoor National Finals and BUCS Outdoors Championships.
8. Encourage members to engage in competitions yet allow the feeling of inclusivity to remain for those that do not wish to take part.
9. Work with the Secretary to ensure E-League scores are submitted on time.
10. Ensure competitors are comfortable at competition
    * 1. Have all the necessary equipment
      2. Are happy with the format of the competition
      3. Are aware of proper archery etiquette

**Well-being Officer:**

1. Ensure all club activities follow the correct safety procedures outlined by the various governing bodies (i.e. Archery GB, University, Bristol SU)
   1. Keep up to date risk-assessments for competitions, travel, regular sessions, taster events, Open Days, Freshers Fairs demonstrations etc.
2. Act as a confidential point of contact and support for anyone in the club
   1. This could include concerns about safety, concerns about other club members, concerns about finance
   2. Will be required to undergo training through the Bristol SU in order to best support members of the club (which is offered by the Bristol SU at the start of the academic year, and throughout the rest of the year)
3. Ensure the club accommodates all members
   1. This will involve ensuring the Bristol SU’s rules and guidelines for equality and diversity are followed
   2. Promote diversity in all club activities through awareness initiatives, taking part in university campaigns (i.e. Pride In Sport, This Girl Can) and outreach activities
4. Promote potential charity and fundraising events for the club
   1. This would include events such as: Movember, the annual Christmas Charity Raffle / Fun Shoot, Ingit10n

[7] **External Coaches:**

1. External coaches are not students/staff affiliated with the University of Bristol.
2. External coaches may exist only at the benefit of the club and its members and must hold a valid coaching licence equivalent to ‘Level 1’ or higher.
   1. If the coach is an alumni member of the club, then the requiorment for a coaching qualification may be waivered at the discression of the committee.
3. External coaches are welcome to attend club social events at the discretion of the committee.
4. External coaches are not required to purchase club membership, so long as they fulfil the duties outlined in the constitution.

**[8] Financial**

1. All financial arrangements must be administered in accordance with the guidelines set out by the University of Bristol Students Union.
2. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance and Administration shall jointly be empowered to issue financial instructions on behalf of the Club if:
   1. The Club folds with outstanding financial affairs.
   2. Change of mandate forms are not completed, and the previous Committee are out of contact.
   3. Financial irregularities are found.
3. Under no circumstances will Club funds be distributed amongst members.
4. Officers of the Club are not entitled to receive any payment from the Club, other than genuine out of pocket expenses.
5. The Club may not enter into any contract or other legally binding arrangement without the permission of Bristol SU.
6. In the event that the Club is no longer able to carry out its activities, and thus folds, all assets and debts will revert back to the University of Bristol Students Union.

**[9] Democratic Process**

**Annual General Meeting (AGM):**

1. The AGM will be the primary occasion when voting on changes to the constitution and committee elections are held.
2. The AGM must be held in the second term of the academic year, in accordance with Union policy.
   1. In the case of extenuating circumstances, other arrangements can be made.
3. A notice period of no less than two weeks must be issued to the club through all appropriate communication outlets (including, but not limited to, email, social media and announcement in sessions).
4. All proposals and nominations for committee roles or constitution changes will be performed during the EGM/AGM. Speeches on the reasoning behind these activities must occur during the EGM/AGM.
5. Each member of the committee, as of the start of the meeting, must present a report on the area related to their position.
6. Quorum shall be set as twice the committee size (by one or more members), plus one.
   1. Quorum shall be taken as the total number of full members who were either present at any point between the official start of the meeting and the collection of the voting papers in the final voting matter, plus any members who are voting via postal vote.
   2. In the event that quorum is not met, the AGM may go ahead if it reaches a reduced quorum of the number of committee size (by one or more members), plus one. This must then be ratified via an online poll (with a simple Yes, No, Abstain vote) open to all full club members with one vote per member. The vote will only be valid if the original quorum is met via the online poll.
      1. Where possible any such ratification poll should be made anonymous.
      2. Should either the reduced quorum or the online ratification quorum fail to be met, the Union must be contacted without delay and their advice followed.
7. A suitable number of copies of the Club constitution must be provided by the Secretary for members to refer to if and when they wish to during the meeting.
8. In exceptional circumstances, the AGM may be held online. (Exceptional circumstances such as the 2020 COVID-19 situation)

**Extraordinary General Meeting(s) (EGM):**

1. EGMs will serve as the alternative means of voting for changes to the constitution and holding elections for any vacant committee position. Additionally, EGMs are to be called in any situation whereby the club as a whole must vote on emergency matters (including, but not limited to, the removal of incumbent committee members and issues the committee feel should be opened up to the club as a whole).
2. EGMs can be called at any point in the academic year.
3. A notice period of no less than one week must be issued to the club through all appropriate communication outlets (including, but not limited to, email, social media and announcement in sessions).
   1. In the event that the EGM is to hold an election for a committee position, this notice period must be no less than two weeks. Nominations do not need to be submitted with notice, and can be raised during the EGM.
4. An EGM can be pre-emptively called to follow directly on from the AGM to vote on matters which are dependent on the outcome of votes/elections at the AGM.
   1. For such a meeting, the normal notice period is waived with all nominations for elections being submitted in a brief recess between the end of the AGM and the beginning of the EGM.
   2. These EGMs can be cancelled without consultation if the result of AGM voting/elections means there is no subsequent action required (this includes, but is not limited to, situations where a vote for a new committee position at the AGM have failed and thus no longer require an election at the EGM).
   3. No business can be dealt with at such an EGM which is not required as a direct result of outcomes from the AGM; in these instances, another EGM must be called with the standard notice periods in effect.
5. No business not on the agenda may be voted on or approved during an EGM
6. Quorum shall be set as either ten per cent of the total number of paid club members
   1. Quorum shall be taken as the total number of full members who were either present at any point between the official start of the meeting and the collection of the voting papers in the final voting matter, plus any members who are voting by postal vote.
      1. Members who attend the meeting but leave before the final vote may either vote via postal vote(s) or else must be recorded as having abstained from the vote.
   2. In EGMs called to appeal the forcible removal of an executive committee member, quorum will be set as five members excluding the removed executive committee member and the remaining executive committee members.
      1. Should quorum fail to be met in such situation the forcibly removed executive committee member may immediately call for another EGM (with the standard notice period) to appeal the decision. Should the second EGM to appeal the decision also fail to reach quorum, then the decision shall be automatically upheld with the removed executive committee member losing the right to further appeal the decision.
7. EGMs can be called for by any individual committee member or by a member of the club who has the backing of no less than two other members.
8. A suitable number of copies of the Club constitution must be provided by the Secretary for members to refer to if and when they wish to during the meeting.
9. In exceptional circumstances, an EGM may be held online. (Exceptional circumstances such as the 2020 COVID-19 situation)

**Committee Elections and Removal:**

1. Executive committee positions can only be filled by an AGM or, failing that, an EGM
2. Executive committee positions can be forcibly removed in line with the Union’s Code of Conduct.
3. The Treasurer shall be a full member of the Union and not in their final year at the University. However, if given approval by the Bristol SU Societies’ Network, a final year student may take the position
4. An executive committee member may resign at any point from their election to the next AGM.
   1. If the Captain, Treasurer or Secretary wishes to resign, the Union must be contacted and their advice followed.
   2. To resign, the executive committee member in question must make a formal resignation, in writing, to be received by the Captain. The Captain must then accept said resignation, also in writing.
      1. After the resignation has been submitted, they must be granted a two week cooling off period between the Captain accepting the resignation and it becoming active.
         1. At any point during this period the resigning executive committee member may withdraw their resignation.
         2. The cooling off period may only be granted the first time said member hands in their resignation (regardless of if they have since been re-elected or have changed committee positions).
   3. Any executive committee member who has resigned may not hold another position (executive or otherwise) on the committee, nor act as a line captain, until the next AGM.
   4. Executive committee members, who have resigned, been subsequently re-elected into the executive committee and then resigned for a second time, may not run for any future committee positions. Any such nomination must be ignored by the Secretary.
   5. With majority vote from the committee, any committee member may be asked to resign. If they object to this resignation then an EGM must be called to resolve the situation.
5. Election nominations must be proposed by the person who wishes to run, either during an EGM or an AGM.
   1. The nominee must be a full member of the club at the time of the respective AGM or EGM.
      1. The roles of Club Captain, Treasurer and Secretary must be held by students of the University.
   2. The nominee must intend to be a full member of the club until the official handover event which would mark the end of the time in the position for which they wish to run for.
      1. This may be the next handover event if they are running for the current committee or the following handover event if they are running for the next committee.
      2. In cases where the potential nominee intends/desires to continue at the University as a postgraduate, or is in the process of applying as an undergraduate, but has not yet received acceptance, the Union should be contacted ahead of the election and their advice followed. If their nomination is upheld it must be made clear before and after their speech/manifesto that they have not yet received confirmation that they will be a student at the University.
6. Elected committee members will hold office until either the next AGM or such time that they are removed from office by the aforementioned procedure(s); whichever comes first.
7. Elections will be conducted using a simple first-past-the-post voting method.
8. For all positions, the ballet will include the nominated members in addition to:
   1. R.O.N. (Re-Open Nominations).
      1. This is a choice available to members should they feel none of the nominated members are either suitable for the role and/or capable of performing the required duties.
         1. Should R.O.N. obtain the highest number of 1st choice votes in the first-past-the-post method, it will automatically be deemed voted in and thus the position will be left vacant and must be voted for again at a subsequent EGM.
   2. Abstain.
      1. This is a choice available to members who feel any number of the candidates to be equally qualified and who wish not to have their vote counted.
         1. Abstain is unable to be voted in with the exception of an event where the only votes are for abstain.
            1. In this instance the position will be unfilled and must be voted for again at a subsequent EGM.
         2. Should members vote for abstain in a choice other than first then all choices after abstain will be disregarded.
9. Prior to the first vote, the voting method (including the difference between a R.O.N. vote and an abstention) must be explained by the Secretary, Captain or another executive committee member on their behalf.
10. All nominated members may deliver a speech at the relevant meeting to express why they feel they should be voted for. The length of these speeches is at the discretion of the Captain and Secretary, but must be set no less than one week before the meeting, and must be strictly adhered to.
    1. Nominees who do not attend the meeting, without notifying the committee beforehand of an unavoidable absence, void their right to this speech.
       1. The committee can offer discretion on this if they (by simple majority vote) decide to accept the nominee has extenuating circumstances (including, but not limited to, being hospitalised or the death of a relative).
    2. During said speeches, all other nominees for the position must wait outside the room.
11. The floor must be opened to questions after the speeches.
    1. After all speeches are completed the nominees must be called in one by one for any questions members may wish to put to the candidate. After they have answered any and all questions, the nominee must again wait outside the room until everyone running for that position has had a chance to answer their respective questions.
    2. The number of questions permitted is at the discretion of the Captain and Secretary, but should be fair on all nominees.
12. The counting of votes will be organised by the Captain and Secretary (as of the start of the meeting).
    1. No person may count the votes for a position in which they were a nominee.
    2. Vote counters must be announced no less than five days prior to the election.
       1. If five or more members (either committee or regular club members) lodge an objection over a particular vote counter the Captain and Secretary must make every effort to find a suitable replacement ahead of the election.
13. The votes shall be counted after each position with the result announced immediately after the votes have been double checked.
    1. A brief recess shall occur during the vote counting. During which time nobody who is not counting the votes may speak to those doing so.
    2. The positions must be elected in the following order (skipping over any not being run for):
       1. Captain
       2. Treasurer
       3. Secretary
       4. Development Officer
       5. Competitions Officer
       6. Equipment Officer
       7. Social Secretary
       8. Media Officer
       9. Well-Being Officer
14. All votes should be anonymous unless the voter forgoes this right.
    1. To aid this, all vote(s) must be counted by the Captain and Secretary using a show of hands after all voters close their eyes (or a similar method approved by the committee).
15. No person may vote more than once per election.
16. Should a member run for multiple positions and is elected for one of them, they must automatically be withdrawn from the remaining position(s).
17. In the case where an online vote is necessary and multiple roles are won by an individual, that nominee is given a choice of preference.

**Constitutional Changes:**

1. Any constitutional change voted through must be ratified by the Societies Network of the Union.
   1. These changes will be taken as valid from the point of the vote unless later proven otherwise.
      1. Should validity be reversed, all subsequent elections and/or constitutional changes which are related to said overruled change are automatically null and void.
2. Changes to the constitution must be voted through by a simple majority of voting members at either an AGM or EGM.
   1. Absentees are not counted as voting members.
3. Constitutional changes that do not require voting through must be made known to the Club appropriate communication outlets (including, but not limited to, email, social media and announcement in sessions). Such changes include housekeeping (the reformatting and other tidying acts to sections of the constitution, which must not alter the intended meaning of said sections), and those which are imposed upon the club by:
   1. The University of Bristol Students Union.
   2. The University of Bristol.
   3. Archery GB.
   4. Changes to the law.
4. The proposer must read the proposed change to the club at the meeting.
   1. For large changes this may be done in the form of a summary of said changes.
5. After the proposer has read the proposed change the floor must be opened to questions.
   1. The proposer should be the primary responder to said questions, however others may step in and answer at the discretion of the proposer, Secretary and/or Captain.
6. All votes should be anonymous unless the voter forgoes this right.
7. No person may vote more than once (per item), with all constitutional changes being voted for by an anonymous show of hands.
   1. A brief recess shall occur during the vote counting. During which time nobody who is not counting the votes may speak to those doing so.
      1. The results of the voting from each section must be withheld until all proposals have been voted on.
8. The counting of votes will be organised by the Captain and Secretary (as of the start of the meeting).
9. Should two or more proposals conflict, the voting options must not be a simple yes or no for each, but rather a single vote for the area of conflict with the options of voting for one of the proposals or else voting against all of them.
10. Postal votes may be provided to the Captain no less than one day before the meeting.
    1. The vote(s) must be in a sealed envelope with the full name of the voting member on the front.
       1. Should the member be present during any part of the vote the envelope must be destroyed to prevent double voting.
       2. Should the member not be present during any part of the vote, the envelope must be opened and the voting paper(s) collected with the rest without being looked at.
    2. Envelopes should be on hand at the meeting for situations where a member needs to leave during the vote; at this point they can convert their vote to a postal with the above procedure applying.

**Miscellaneous Voting Matters:**

1. In any voting matter not covered in the constitution, the committee have the right to vote internally on a resolution
   1. This includes whether or not to organise a full club democratic event (such as an EGM)

**[10] Miscellaneous**

**Range Preparation:**

1. Members will help prepare the shooting space for the commencement of the session and the returning of said space to a clean condition after the session.
2. This includes but is not limited to:
   1. The setting up/down of:
      1. The bosses.
      2. Target faces.
      3. The safety net(s).
      4. Safety Signs.
      5. Waiting line.
   2. The tidying of the range post-shoot (and if required pre-shoot).
   3. Miscellaneous tasks (including those of the committee) required to commence shooting in a safe, clean environment and to ensure it is left is the same state as the Club would wish to find it.
3. These tasks should be given priority by all members over the setting up/down of their own equipment (including club bows, etc.).
4. Repeated failure to assist with these tasks without just cause (at the discretion of the committee) can lead to barring from team selection (with a simple majority vote by the committee) and/or further disciplinary action (in accordance with the disciplinary procedures laid out in the constitution).

**Line Captain:**

1. The Line Captain (also known as the Field Captain) is a position that has overall responsibility for safety at a shooting session. Thus, they must be suitably qualified for the position (may be assigned at the discretion of the committee).
2. The Captain is responsible for designating a Line Captain.
   1. This may be done on a session by session basis or covering any length of time.
   2. The decision can be reversed at any time by the Captain.
   3. Should no Line Captain be designated, the position shall default to the most senior committee member present at the shoot.
3. The Line Captain has the power to (when appropriate and having just cause):
   1. Start, end and pause sessions.
   2. Prevent any given member shooting.
   3. Force any given member to be accompanied on the shooting line by an experienced member (this member can be specified by the Line Captain).
   4. Request (to the committee) disciplinary action be taken in line with the procedure laid out in the Code of Conduct.

**Team selection:**

To provide a fair team selection the Development officer, Captain, and Competitions Officer shall lead a separate committee to select teams to attend University competitions. This will be comprised of coaches and any person deemed to have useful input. Selection may take place under the guidance of the following and any other information that the board deems useful.

1. Attendance and score at a team try-out session.
2. Scores at regular sessions.
3. Attitude at sessions.
4. Attendance to sessions.
5. Attendance to other club activities.

**Handling of club equipment:**

Club equipment taken on excursions must and can only be handled by a committee member agreed by the captain or equipment officer.

1. This equipment can include scopes, tripods, cameras and various high-value items.
2. The committee have the power to label an item as “special equipment”
3. If agreed by the committee (majority vote), any chosen non-committee member(s) may handle special equipment on excursions.
4. Club equipment can be handled by athletes if it has been appropriately signed out as managed by the Equipment Officer(s).