**ISAA Constitution**

**Constitution**

The titles, headings and marginal notes in this document are for the purpose of explanations only and do not form any part of this constitution. The singulars shall include the plurals, the masculine shall include the feminine and bodies corporate.  
  
1. **Name**I. The name shall be The Irish Student Archery Association (here on the Association)  
  
2. **Aims and Objectives:**   
  
I. To act as a governing body for third level archers.  
II. To promote and instil an abiding interest in all forms of Archery in Irish Third Level Institutions except for bow hunting.  
III. To encourage and nurture the competitive aspect of the sport by means of, but not limited to, intervarsity competitions.   
IV. To provide information for students and institutions on the sport through any available media and aid in the formation of new clubs.  
V. To support and encourage a forum for discussion of ideas and problems and allow these to be communicated to the Archery Ireland on behalf of the clubs involved in the Association.  
VI. To provide a standard agreed format for intervarsity competitions.  
VII. To aid the creation, selection and development of a national student team to compete at international level.  
VIII. To actively seek sponsorship for the league and team in order to provide the best facilities possible for all involved.  
IX. The association is affiliated to the Archery Ireland.

**3. Members:**

I. All third level institutions are eligible to be members of the association.

a. Any club that affiliates with the association will pay a membership fee and will submit details of individual archers required subject to the individual’s consent.

b. Benefits include but are not limited to becoming associated with Archery Ireland, receiving training for coaches/leaders and archery workshops.   
II. All members shall be bound by this constitution.  
  
**4.** **Governing Executive Committee:**   
  
I. The Association shall have a Governing Executive Committee (The Committee).   
II. The Committee shall be the management structure of the Association   
III. The Committee shall run the Association on behalf of its’ members and in accordance with the aims and objectives in article 2 and in the best interest of the sport.  
IV. The Committee shall consist of persons, who where a full time student any time within the previous year, from third level institutions which entered an archer in at least half of the previous year’s Intervarsity League Competitions (IVs)  
V. The Committee shall meet at their discretion, but at least four times in an academic year.  
a. The quorum for such meeting shall be 2/3 of the Committee  
b. Although decisions should be arrived at by the consensus of the Committee (where possible), Committee decisions shall be decided by majority voting.   
c. All Committee members are required to attend at least two meetings a year. Those who fail to fulfil this requirement may be the subject of disciplinary proceedings at the discretion of the Committee  
VI. The Committee shall consist of:   
a. Chairperson   
b. Secretary   
c. Public Relations Officer   
d. Athlete Protection Officer  
e. Webmaster  
f. Records officer  
VII. The Archery Ireland Student Representative (if they are not already a member of the committee) may also attend Committee meetings, however they will not have a vote.   
VIII. A person may only hold one position on the committee at any time  
a. Except in the case of the Archery Ireland student Rep.  
IX. The Term of Office of these elected officers shall be one year.  
a. The term of office of the Student rep. is as defined by the Archery Ireland.  
X. A person shall not hold the same office for more than 2 successive years.   
a. Unless no other person interested in the post can be found.  
XI. Extra ordinary member positions, up to a maximum of 3 people, may be created in the case that interested parties do not one of the positions listed in article 4 VI..  
  
**5. Election of the Governing Executive Committee:**I. The Committee members shall be democratically elected by proportional representation ballot at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).  
a. Although the Archery Ireland Student Rep. will be voted on at the relevant ISAA meeting, their term of office will not begin until they are ratified at the next Archery Ireland AGM.  
II. Votes are to be allocated on the same basis as all other voting in the AGM/EGM (8 VIII)  
III. Each member institution may put two people up for election. These candidates may run for any number of positions.  
IV. The proposed candidate has the right to decline the post if he/she chooses.  
  
**6. Duties of Governing Executive Committee:**I. The Chairperson shall be:  
a. The chief officer of the Association whose functions include chairing all meetings of the Committee.   
b. The Chair of all meeting of the Association and will only have a vote in the case of a tie committee.   
c. An ex-officio member of any Committee or sub-Committee set up by the club unless no ex-officio runs for the post  
II. The Secretary shall:  
a. Be in charge of all correspondence and records of the Association.   
b. Keep minutes of all Committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the Association when requested by the Committee.   
c. Keep records of authorisation of expenditure and shall act as a financial advisor to the association.   
d. Give notice to all members of the Association's meetings, events and functions.   
III. The Athlete Protection Officer will liaise with IV hosts to advise the host clubs on running IV competitions in a manner appropriate to those under 18.   
IV. The Public Relations Officer shall:  
a. Be responsible for the advertising of all functions of the Association through all means feasible.   
b. Deal with external correspondence and maintain records of the contribution from outside bodies to the Association and to give notice to all members of these contributions.   
V. The Records Officer shall:  
a. Keep records of all scores achieved at IV competitions for as long as feasible.  
b. Keep a record of all current league records.  
VI. The Webmaster shall:  
a. Maintain the Website for the Association and report all feedback from the site at the next available meeting.   
b. Maintain the incoming E-mail for the Association and ensure all Committee members may view all mail received.   
c. Display any articles on our site Committee members submit in accordance with section 2.   
VII. The Ordinary Committee members:  
a. Have no fixed directive but are free to assist any other Committee member with that member's duties.   
b. Shall have the same voting privileges at all meetings that the rest of the Committee have.  
  
**7. Dismissal and Resignation of Committee Members:**I. No member of the Committee shall be dismissed from office unless:   
a. Written notice of a resolution to seek such a dismissal, signed by 30% of the members of the Association is received 4 working days prior to a general meeting at which such a resolution shall be debated.   
b. 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another Committee member.  
II. A resolution to dismiss a Committee member shall be passed by a simple majority voting at the relevant and quadrate meeting.   
III. A Committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the Committee as a whole. In the case that it is the Secretary who is resigning the letter of resignation must be submitted to the chairperson, who in turn will inform the rest of the committee. The responsibilities of that person shall be delegated to other Committee members(s) until a by-election can held to re-elect a new person to the position.  
IV. Bi-elections must take place at the earliest possible IV competition provided two weeks’ notice is given to the clubs   
V. The individual charged will be given a chance to plead their case to the Committee before voting.  
  
**8. Meetings:**I. The Committee shall convene one Annual General Meeting of all members within each calendar year at a place and time which in their opinion is most acceptable to the general membership no later than in the final month of the Academic year  
II. The Committee shall inform all of, its members of the date and venue of the AGM at least one month before the meeting.  
III. The AGM shall be held no later than in the final month of the Academic year where the main Committee members will be elected (where possible).   
IV. The purpose of the AGM shall be:  
a. To review the activities and performance of the Association over the previous year as well as annual reports from the outgoing Governing Executive Committee.  
b. to set targets for the following year  
c. to elect the relevant members of the Executive Governing Committee  
V. A quorum of the meeting shall be 1/2 the Governing Executive Committee members and 2/3 of the member colleges.  
VI. An Extra-ordinary General Meeting (EGM) shall be convened if:   
a. 2 member colleges of the Association request such a meeting in writing.   
b. A quorum of the Governing Executive Committee requests such a meeting in writing.   
VII. Two weeks’ notice must be given to the membership of the date and venue of an EGM  
VIII. Each member club has one vote.  
IX. At a meeting, a member may propose a resolution relating to the business of the Association. The resolution shall be voted on by a show of hands and a declaration of the Chairperson that the resolution is carried (unless a secret ballot is demanded by any member college) shall be conclusive evidence that the resolution has passed or failed.   
X. In the event that the Chairpersons resolution (8 IX) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the Committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Secretary (where requested by the general meeting).   
  
**9. General:**

I. The membership fee for the Association shall be reviewed at the AGM of the preceding year and any change will be decided by a vote at this AGM.   
b. No fee shall be imposed on institutions competing in their first IV season.  
II. Each member of the Association shall be entitled to receive a copy of this Constitution, on demand, free of charge.   
III. In joining the Association, members agree to be bound by the rules and regulations of the Association as laid down in this constitution and by the Governing Executive Committee.  
a. Members violating these rules and regulations shall be answerable to the Committee and for persistent breaches or an extremely serious breach, may have their membership revoked and no monies refunded, as deemed by a majority of the Committee.   
IV. Special Committees shall be set up for specific events and shall dissolve on the completion of it’s task, presenting it’s report to a higher Committee or the members, depending on where the mandate for it to be set up was exercised.  
V. Decisions made by the Association are to be in the in interest of all the colleges involved and should not go against the rules of their institutions.  
VI. No resolution may contravene ISAA, Archery Ireland or Fita policy.   
  
**10. Amendments to this Constitution**

I. Resolutions on any matter pertaining to the Association for consideration by the AGM shall be in writing and received three weeks before the meeting.  
II. Changes to the Constitution can only be effected at an AGM or EGM and then only by two thirds majority of voting members.   
III. The decision to allow the expansion of the executive Committee to include more members in order to allow for the growth of the Association shall be made in the same way as a change of constitution.  
IV. The Intervarsity League Rules are to be read and interpreted in conjunction with this Constitution.

a. Decisions to change these Rules shall be made at any meeting where quorum is met by the Governing Executive committee and the member colleges, when these changes have been received in writing two weeks before the meeting, and then only by two thirds majority of voting members. (Where quorum comprises of ½ the Governing Executive Committee and 2/3 of member colleges.)