

Southampton University Paintball Club (SUPC)

Constitution

Name

1. The name of the student group shall be “Southampton University Paintball Club”, hereafter known as “SUPC” or “the group”.

This Document

2. This constitution, without limit or restriction, is subject to any conditions, limitations, requirements or restrictions imposed on it by the constitution of the Southampton University Students' Union (SUSU).

Affiliation with other organisations

3. The group shall be a society which is fully affiliated with SUSU as part of the sports zone under an affiliation package as agreed each year at the Annual General Meeting
4. The group's members shall be, where deemed appropriate by the committee, affiliated with the UK Paintball Sport Federation (UKPSF), via the payment of the appropriate fee to the UKPSF.

Committee

5. The group committee shall be formed of no fewer than three people: a President, a Treasurer, and a Secretary.
 - a) The President is responsible for overall administration of the group and is ultimately responsible for all actions of the group and its members.
 - b) The Treasurer is responsible for all financial issues within the group.
 - c) The Secretary is responsible for keeping minutes of any meetings of the group and assisting with general administration, including notifying members of events and ensuring the activities of the society can take place.
 - d) All three essential committee must be signatories on the group bank account.
6. Additional committee positions are as follows:
 - a) Social secretary
 - Responsible for organising socials for the group
 - b) Webmaster
 - Responsible for running the group's website and the associated members' website.
 - No technical knowledge should be required for the role.
 - c) 2 x Ordinary Members
 - Responsible for ensuring the interests of the members of the group are held first in the committee's minds.

7. The additional committee positions may be taken by a member of the essential committee, however this is only permitted in the case of nobody standing for that position.
8. The additional committee positions may remain unfilled.
9. At least one committee meeting per term must be held with the full committee present to discuss any matters that have arisen since the last meeting.
10. No committee member is permitted to remain in the same position for a period of more than three terms of office (i.e. 3 calendar years).
11. In the event of no candidates being willing to stand for a position, that position would remain unfilled until the calling of an Extra-ordinary General Meeting. Should that position be an essential committee position, clause ten may be nullified by a majority vote at the start of the Annual General Meeting.
12. Committee handover:
 - a) The handover period shall last for a period of two (2) months from the date of the AGM.
 - b) Each outgoing committee member shall have tasks to perform during the handover period.
 - c) President:
 - Ensure that all other handover processes are completed in a timely fashion.
 - d) Treasurer:
 - Ensure that all paperwork is completed to add/remove any signatories from the bank account
 - Provide the accounts for the previous year to the new treasurer in both electronic and paper form.
 - Ensure that any credit or debit cards the society's members may hold are destroyed if that member is no longer an authorised card holder.
 - e) Secretary
 - Ensure that SUSU has been passed the appropriate details of the new committee.
 - Ensure that all other details (such as minutes of meetings) are passed to the new committee.
 - f) Additional committee positions
 - All additional committee members should hand over their appropriate roles to the relevant person on the incoming committee. Ordinary members have no handover.

Membership

13. Membership of the society is open to any member of SUSU, including life members, external members, and staff members.
14. The yearly membership fee will be proposed by the treasurer each year at the AGM, after their budget proposal and this will then be approved by the current committee, followed by approval by the membership.
15. All members of the group should be issued with membership cards bearing the group logo, their name, University ID number and any other essential information as agreed by the committee.

16. All memberships must be recorded in the electronic membership management system. The committee shall hold a paper copy to allow for the odd occasion when the database is unavailable.
17. The group shall have a reciprocal membership agreement with the Southampton University Airsoft Society (SAS) whereby any member of this group is automatically entitled to the lowest level of membership available from SAS.
18. The committee may, with a two-thirds majority at a committee meeting, choose to terminate membership of the group for any number of individuals whose behaviour in the name of the group has been deemed unacceptable. The individual(s) should also be reported to SUSU if the committee deems it necessary to do so.
19. The group's aims and objectives are:
 - a) Promotion of the sport of paintball within the University of Southampton.
 - b) To get more people involved with the sport of paintball, by making it accessible to students.
 - c) Work with national governing bodies, local sites, and other Universities to improve the reputation and accessibility of these sports nationally across the UK.
 - d) Provide an accessible service for other societies for them to gain access to this sport as socials for their membership.

Club Governance

20. All actions of the group must be approved by a majority of the committee voting in favour of that action.
21. In the event of the committee being unavailable to vote on a decision and that in not making a decision the group would face catastrophic consequences by it being rendered financially insolvent, legally in fault or the health and safety of a member is at risk, that decision may be made by the President and one other committee member, excepting ordinary members.
22. Committee members may not be paid for their services during their term in office. The only payment that may be made to any member of the group by the group is for any purchases made by that member on behalf of the group (e.g. reimbursement for purchases made on behalf of the group on personal credit/debit cards).
23. In the event of an issue having no clear resolution due to a drawn vote, the president may cast the deciding vote.
24. The committee may appoint or dismiss a member of the committee by a two thirds majority vote at a committee meeting. Notice must be given to all committee members (including those to be appointed or dismissed) and have been given at least five days in advance.
25. A committee member may resign at any point by giving five days notice to one of the essential committee excluding themselves. If that person is part of the essential committee, a new appointment must be made within four weeks of the date of the notice.
26. Should the President resign, or be unable to continue in his role for a period of two weeks or more, an acting president will be chosen by two-thirds majority of the entire committee. An Extra-ordinary General Meeting must be held.
27. The group shall present accounts every year to the treasurer and a copy should be filed with SUSU where appropriate. The treasurer should balance the statements once a

month with incoming and outgoing expenditure. Each committee meeting should contain a brief report of the accounts to date.

28. For there to be quorum at a committee meeting, at least 50% of the committee must be present.
29. For there to be quorum at an Annual General Meeting, there must be 25% of the active members of the society present on that date. Active members of the society is defined as any member who has attended at least one event in the current academic year.
30. The AGM shall be announced at least two weeks in advance and must be held by the end of the Spring term each year.
31. Elections for society committee members shall be held at the AGM. Nominations shall be advertised at least two weeks in advance of the meeting. Notification of the intent to stand for a committee position should be done in writing to a member of the current committee.
32. The President shall chair the AGM for the full duration of the meeting.
33. Elections shall be carried out by a show of hands or secret ballot as decided by the Chair of the meeting. Should the result be tied, the Chair may vote in favour of one of the candidates or declare the post unfilled.
34. If a post on the committee is not elected for any reason, the existing member(s) of the unfilled post(s) shall continue in those role(s) until such time as a new candidate is elected. If the existing member(s) is unable to continue for any reason, then the role should fall to the most appropriate person as agreed by the committee.

Constitutional Amendments

35. The committee shall first approve any amendments to the constitution.
36. Amendments approved by the committee must be subsequently approved by a two-thirds majority of those present at a general meeting called to discuss the amendment.
37. Once approved by the group and its members, the amended constitution shall be passed to SUSU for their records.