

Barnstaple Archery Club Constitution

This version approved 17/01/19

Dated: 17 January 2019

(1) Name
The Club shall be called Barnstaple Archery Club, hereinafter called the Club.

(2) Objective
The objective of the Club is the provision of facilities for and the practice and promotion of the sport of Archery.

(3) Safe Guarding
The Club believes that when dealing with children and young people their welfare must always be of paramount importance. We are committed to providing an environment where children, young people and vulnerable adults can learn and participate in archery free from harassment and abuse.
All those people working with children, young people and vulnerable adults have a moral responsibility to safeguard and promote their welfare. This club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults to ensure peace of mind for adults, children, young people and vulnerable adults.

(4) Membership
(a) There shall be four classes of membership namely:-
(i) Senior Shooting Members (age 25+)
(ii) Senior Shooting members (age 18-24)
(iii) Junior Shooting Members, where the term Junior has the meaning defined by the rules of Archery GB. Junior Shooting Members may not vote at meetings of the Club but may propose a Senior Shooting Member to represent them on the Management Committee.

(iv) Non-shooting Members, who may vote at meetings of the club, wear club clothing and have a role in the running of the club but will not be affiliated to Archery GB, County or Region.

(b) The election of members in each class shall be vested in the Management Committee which shall consider applications without discrimination as to gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(c) The Management Committee shall determine from time to time the number or proportion of Junior to Senior Shooting Members and the minimum age for Junior Shooting Members.

(d) Renewal of annual membership is at the discretion of the management committee which shall consider applications without discrimination as to gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(e) Beginners

Most members join the club after successfully completing a beginner's course. It is a condition of the club that inexperienced archers are required to complete a course before being accepted as a member.

(f) Transferring from another club

For experienced archers wishing to join the club, transferring from another club, please note that we will wish to take references from your existing club. In addition, all applications are subject to consideration by the Club's committee, and therefore, there may be a delay of up to 6 weeks before an applicant receives a response to their application. Applications received immediately from those completing a beginner's course are exempt from this requirement.

(g) Probationary Period

All new members, including beginners and those from other archery clubs, are subject to three months probationary period. This period is to allow new members the opportunity to decide if membership of Barnstaple Archery Club is right for them. It also allows the Club the opportunity to ask members to leave if there are strong grounds for doing so. This is expected to be a very rare occurrence, and there would have to be a very good reason for the committee to take this action. The safety of other archers is a specific example which may require intervention by the committee.

It should be noted that members leaving during the probationary period may only receive a refund of club fees. The fees for County, Region & Archery GB will not be refunded.

(5) Subscription and Other Fees
(a) All classes of membership shall pay annual subscriptions and such other fees as shall be determined from time to time by the Management Committee.

(b) Shooting Members shall at all times be affiliated to Archery GB either through the Club or through another club or directly. If affiliating to Archery GB through the Club they shall also be affiliated to DCAS and GWAS and shall pay to the Club the annual affiliation fees as shall be determined from time to time.

(c) If affiliation of a Shooting Member lapses they shall not be able to shoot until such time as their affiliation is restored. Lapsed members must still pay the full year's subscription no matter when during the year they re-join. Fees for new members will be charged on a pro rata based on the date of joining.

(6) Resignation

(a) A member shall cease to be a member if they give written notice to the Secretary of their resignation. Resigning members will receive a refund of any fees that have been paid in advance for the following membership year. Refund of club fees for the current membership year may be given at the discretion of the management committee. The fees for County, Region & Archery GB will not be refunded.

(b) A member whose subscription is more than two months in arrears shall be deemed to have resigned.

(7) Discipline, Appeals & Expulsion

(a) The Management Committee shall have power to refuse to accept any applicant for membership or to expel any member who, in its opinion, by conduct or character is likely to bring the Club or the sport into disrepute.
(b) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Child Protection Officer is the lead contact for all Club members in the event of any child protection concerns.
(c) All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club.
The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
There will be the right of appeal to the Club Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.
All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/Governance from the Archery GB website.

(d) An expelled member shall be given an opportunity to appear before the Management Committee to answer the complaint against him. He shall be given fourteen days written notice of the hearing together with written details of the complaint. The expulsion shall then only take effect on a two-thirds majority vote of the Management Committee.

(e) Expelled members shall be at liberty to seek reinstatement through an application to the management committee.

(8) Management Committee

(a) The management of the affairs of the Club shall be vested in the Management Committee.

(b) The Management Committee shall consist of Senior Shooting or Non-Shooting Members and shall consist of the following:-

1. Chairman;
2. Vice Chairman
3. Secretary;
4. Treasurer;
5. Equipment Officer;
6. Membership Secretary

The committee shall be supported by the following officers:-

7. Records Officer;
8. Safeguarding Officer
9. Beginners coordinator
10. Club Development Officer
11. Events Organiser
12. Tournament Organiser
13. Press Officer
14. Fund Raiser
15. Webmaster

16. Junior representative (if required)
    Assistants can be appointed to help with any of the roles as the management committee deem appropriate.

(c) The Management Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring during the year by resignation or otherwise may be filled by the Management Committee. Retiring members of the Management Committee shall be eligible for re-election and there shall be no limit on the number of times a member is re-elected to a post.

(d) The Chairman and the Secretary shall have discretion to call meetings of the Management Committee as they deem necessary.

(e) Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or if absent, another member of the Management Committee, shall take minutes.

A minimum of 4 officials are required for a committee meeting

(f) The Management Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.

(g) The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

(h) The Management Committee shall be responsible for keeping the Club in affiliation with Archery GB.

(9) Annual General Meeting

(a) The Annual General Meeting of the Club shall be held each year during January to transact the following business:
(i) To receive the Annual Report of the activities of the Club during the previous year;
(ii) To receive and consider the accounts of the Club for the previous year and the Accountant's or Auditor's report on the accounts and the Treasurer's report as to the financial position of the Club;
(iii) If necessary to remove and elect the Auditor or confirm that he remain in office;
(iv) To elect by ballot a Management Committee for the ensuing year;
(v) To decide on any resolution which may be duly submitted in accordance with Rule 9(c)

(b) Nominations for election for membership of the Management Committee shall be made in writing by the proposer and seconder to the Secretary not less than twenty-eight days before the Annual General Meeting. In the absence of any nominations, nominations can be taken at the meeting at the Chairman's discretion.

(c) Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than twenty-eight days before the meeting.

(10) Procedure at Annual General Meetings

(a) The Secretary shall send to each member at his last known address written notice of the date of the General Meeting together with the resolutions to be proposed thereat at least twenty-one days before the meeting.

(b) The quorum for the Annual and Special General Meetings shall be 20% of the Shooting Members.

(c) The Chairman, or if absent, a member selected by the Committee, shall take the Chair. Each member present and entitled to vote shall have one vote and resolutions shall be passed by a simple majority of those entitled to vote. In the event of an equality of votes the Chairman of the General Meeting shall have a casting or additional vote.

i. Any senior member who is unable to attend the Annual General Meeting may give their vote to the Chairman to be applied by proxy, provided they communicate their wish in writing.

(d) The Secretary, or if absent, another member of the Committee, shall take minutes at General Meetings.

(11) Alteration of the Rules

These Rules may be altered at an Annual or Special General Meeting by resolution carried by a two-thirds majority of those members present and entitled to vote.

(12) Rules of Shooting

(a) The Rules of Shooting prescribed by Archery GB and as modified from time to time shall be the Rules of Shooting of the Club.
(b) All members will be subject to these and by joining the club will be deemed to accept these regulations.
(c) All members of the club are expected to practice a level of archery commensurate with the health and safety of themselves, other club members and members of the public.

(13) Finance

(a) All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except when authorised by two signatories who shall normally include the Chairman, Secretary and Treasurer. This may be carried out by either:

i. By cheque signed by two of the authorised signatories
ii. By electronic means, including internet banking. In this case two of the authorised signatories must sign to approve before payment is made

Any moneys not required for immediate use may be invested as the Management Committee in their discretion think fit.

(b) The income and the property of the Club shall be applied only in furtherance of the Objects of the Club and no part thereof shall be distributed or paid by way of bonus, dividend or profit to any members of the Club.

(c) The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer or member of the Club and to any person, or persons, for services provided to the Club. No Officer or member shall be provided with remuneration from the Club for shooting.

(d) The financial transactions of the Club shall be recorded by the Treasurer in such a manner as the Management Committee think fit. A monthly review of bank statements will take place to verify any electronic transactions.

(e) The Accounts of the Club shall be examined annually by a qualified Accountant or, if so required by the Management Committee shall be audited.

(14) Borrowing

(a) The Management Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion for the general upkeep of the Club, for other expenditure, additions or improvements.

(b) When so borrowing the Management Committee shall have the power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such a manner or on such terms and conditions as they think fit.

(c) The Management Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

(15) Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall require a three-quarters majority of the members present and entitled to vote.

(b) Any assets remaining after discharge of the debts and liabilities of the Club shall be given to DCAS to hold in trust for 5 years and made available for anyone wanting to restart the club during that time. After the time has elapsed they should be given to a local/archery charity, as agreed by the attendees at the time of, and during, the S.G.M.

(16) Interpretation

(a) Reference in these Rules to the masculine or feminine gender shall apply equally to the other.
(b) References to communication being ‘in writing’ includes the use of Electronic Mail (Email).

Dated: 17 January 2019