

# ST AUSTELL BAY ARCHERS CONSTITUTION

## 1 Name

The Club will be called St Austell Bay Archers and will be affiliated to the Grand National Archery Society

## 2 Aims and objectives

The aims and objectives of the Club will be:

- to offer coaching and participation opportunities in Archery
- to promote Archery and the Club within the St Austell area
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

## 3. Property and Funds

(i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

(ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(iii) The Club may also in connection with the sports purposes of the Club:

- (a) sell and supply food, drink and related sports clothing and equipment;
- (b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- (c) pay for reasonable hospitality for visiting teams and guests;
- (d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 3 Membership

Membership of the Club shall be open to anyone interested in Archery on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. For the time being, members will be enrolled in one of the following categories:

- Full member
- Junior member
- Life member

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Membership should consist of officers and members of the Club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the Club adopted.

#### **4 Membership fees**

Membership fees will be set annually and agreed by Club Committee.

Fees will be paid and will become due on 1<sup>st</sup> August. Any member who has not paid their subscription by 31<sup>st</sup> October shall cease to be members of the Club

#### **5 Officers of the Club**

The officers will be:

- Chairperson
- Secretary
- Treasurer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

#### **6 Committee**

(i) The Club will be managed through the Club Committee. The Club Committee will be elected annually at the Annual General Meeting and will consist of:

- Chairperson
- Secretary
- Treasurer
- Child Protection Officer
- Equipment Officer
- Records Officer
- Tournaments Officer
- Junior Shooting Member
- Senior Shooting Member

Only these posts will have the right to vote at meetings of the Club Committee.

- (ii) The Club Committee will be convened by the Secretary of the Club and held no less than three times per year
- (iii) The quorum required for business to be agreed at Club Committee meetings will be five.
- (iv) The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- (v) The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers and additional members to the Club Committee as necessary to fulfil its business.
- (vi) The Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules or regulations or constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (vii) The Club Committee will have due regard to the law on disability discrimination and child protection.

## **7 Finance**

All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club. The financial year of the Club will end on 6<sup>th</sup> April.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of any two of the Officers of the Club.

## **8 Annual General Meetings**

The Annual General Meeting (AGM) will be held in October each year. Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Club Committee and a statement of the audited accounts.

The Secretary will request nominations for officers of the Club Committee to be submitted to the Secretary prior to the AGM. If no nominations are received prior to the meeting then the Chairperson may at his/her discretion call for nominations from the floor during the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the Full Members

The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9 Discipline and appeals**

All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available under Governance from the Archery GB website.

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.

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 only.

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.

### **10 Winding Up**

- (a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened AGM or EGM.
- (b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- (c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - (i) to another Club with similar sports purposes which is a registered charity and/or
  - (ii) to another Club with similar sports purposes which is a registered CASC and/or
  - (iii) to the Club's governing body for use by them for related community sports.

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Association/Club that remain will become the property of The Grand National Archer Society

### **11 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### **12 Declaration**

St Austell Bay Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name:

Club Chairperson

SIGNED:

DATE:

Name:

Club Secretary