

## **St Austell Bay Archers – Constitution**

### **1. Name**

The club will be called St Austell Bay Archers and will be affiliated to Archery GB, previously The Grand National Archery Society (as registered on Companies house).

### **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 manage the Club in accordance with this constitution, the rules of the club and the rules of Archery GB.
- To host tournaments and other events to raise funds for the improvement of the club
- To ensure that all present and future members receive fair and equal treatment.

### **3. Property and Funds**

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.

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 Community Amateur Sports Clubs Finance Act 2002.

The club may also in connection with the sports purposes of the Club;

- Sell and supply food , drink and related sports clothing and equipment
- 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
- Pay for reasonable hospitality for visiting teams and guests
- 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).

\*please note that this includes adults and young people

\*\*please note the responsibilities under law of the safeguarding of children, young people and vulnerable adults

#### **4. Membership**

Membership of the Club shall be open to anyone interested in Archery on application in line with the protected characteristics noted in the Equality Act 2010. 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. Members will be enrolled in one of the following categories:

- Full member
- Junior member
- Life member
- Honorary 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 officer and members of the Club and will be reviewed by vote annually at the AGM.

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

#### **5. Membership Fees**

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

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

#### **6. Officers of the Club**

The officers will be:

- Chairperson (in the case of ill health or bereavement then the role is delegated to the Vice Chairperson)
- Secretary
- Treasurer
- Safeguarding Officer

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Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

## **7. Committee**

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
- Vice-Chairperson
- Secretary
- Treasurer
- Safeguarding Officer
- Equipment Officer
- Records Officer
- Tournaments Officer
- Webmaster
- Junior Shooting Member
- Senior Shooting Member

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

The Club Committee will be convened by the Secretary of the Club and held no less than three times per year.

The quorum required for business to be agreed at Club Committee meetings will be Five.

The Club Committee will be responsible for adopting new policy, codes of conduct and good practice rules that affect the organisation and smooth running of the Club.

The Club Committee will have powers to appoint Sub-Committees as necessary and appoint advisors and additional members to the Club Committee as necessary to fulfil its business.

The Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations or constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Club committee will have due regard to the most recent laws on equality and safeguarding and that those holding roles within the club will have been trained appropriately.

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## **8. 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 each year.

An **audited** statement of annual account will be presented by the treasurer of the Annual General Meeting.

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

## **9. Annual General Meetings**

The Annual General Meeting (AGM) will be held in June each year. Notice of the AGM will be given by the Club Secretary, with no less than 21 clear days' notice 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 at their 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 Club Committee has the right to call an Extraordinary General Meeting (EGM) outside of the AGM routine schedule. Procedures for any EGM is the same as the AGM.

## **10. Discipline and appeals**

All disciplinary, safeguarding and poor practice concerns should follow the Archery GB procedures and be raised to the Case Management Panel as described on the website and in the Terms of Reference for the panel.

All concerns, allegations or reports of poor practice and safeguarding of members will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Safeguarding Policy. The Club Safeguarding Officer is the lead contact for all Club members.

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The Club Committee has the power to take appropriate disciplinary action, which includes the termination of membership from the club only.

Initially, all complaints regarding behaviour of members should be submitted in writing to the Club Secretary.

The Club Committee will meet to hear complaints within 14 days of the complaint being lodged, in exceptional circumstances this can be extended to 21 days by writing to the complainant. The outcome will be made to the complainant in writing within 7 days.

There is a right to appeal, these are required in writing to the Club Secretary within 14 days of receiving the Club Committee written outcome. In the case of appeal the County Chairperson will be requested to convene a panel of three independent individuals, following the Archery GB processes. No member of the Club Committee may sit on this panel.

## **11. Winding up**

The members may vote to wind up the club if three quarters of those attending the AGM vote to do so.

The Club Committee is then responsible for the orderly winding up of the Clubs affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- To another club with similar sports purposes which is a registers charity and/or
- To another club with similar sports purposes which is registered with the CASC and/or
- To the clubs governing body for use by them for related community sports.

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

In the event of dissolution, any assets of the Club that remain will become the property of Archery GB, previously The Grand national Archer Society (as registered on Companies House).

## **12. Amendments to the constitution**

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

### **13. Declaration**

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

Signed:

Name:

Date:

#### **Chairperson**

Signed:

Name:

Date:

#### **Secretary**

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