



# **Fenland Archery Club Constitution and Rules**

**2 September 2017**

*To be reviewed every 3 years.*

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# Fenland Archery Club Constitution

**1.Name:** The name of the club is **Fenland Archery Club**. (Hereinafter called “the Club”)

**Address:** The postal address of the Club is that of the current Secretary or of the current Chairman if the post of Secretary is vacant.

**Affiliation:**

Affiliated to Archery GB (G.N.A.S), Southern Counties Archery Society (SCAS) and Cambridgeshire County Archery Association (CAA)

## 2.Aims and objectives

1. To promote and encourage the sport of archery.
2. To offer coaching and participation opportunities in archery.
3. To manage Fenland Archery Club.
4. To ensure a duty of care to all members of the Club.
5. To provide all its services in a way that is fair to everyone.
6. To ensure that all present and future members receive fair and equal treatment.

## 3. Membership

1. Membership shall be available to all who wish to pursue the sport of archery.
2. An application form for membership should be completed and handed to The Secretary of the Club following
  - a. Completion of FAC Beginners course.
  - b. Assessment by a Club Coach of experienced archers wishing to join the Club.
3. Membership should consist of officers and members of the Club.
4. 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 conducts that the Club has adopted.
5. Members will be enrolled in one of the following categories:
  - a. Senior member
  - b. Junior member
  - c. Associate member
  - d. Honorary member
  - e. Non-Shooting member
6. Capping of Club membership is at the discretion of the Club committee in order to provide safe shooting conditions.
7. The Club committee have the right to refuse membership to a new applicant.
8. Refusal of membership renewal to existing members will be subject to:
  - a. Failure to renew annual membership.
  - b. Membership and Shooting fees in arrears for more than one month.
  - c. Judgement of disciplinary hearing.

## 4. Membership fees

1. Membership fees will be set annually and agreed by the Club Committee.
2. Fees will be paid by the 1<sup>st</sup> September by annual subscription.

## 5. Officers of the Club Committee

1. Officers are to be elected onto the Club Committee from the Senior category membership of Fenland Archery Club at the AGM
  - a. Chair (Executive position)
  - b. Secretary (Executive position)
  - c. Treasurer (Executive position)
  - d. Lead Coach
  - e. Records Officer
  - f. Webmaster (Public relations officer)
  - g. Tournament Officer (1) – Open competitions
  - h. Tournament Officer (2) -- Closed Club competitions
  - i. Equipment Officer
  - j. Field Officer
  - k. Child Protection Officer
  - l. Additional Keyholder
  - m. Additional Keyholder

Club Coaches should be Committee members. They are in charge of running the line when Have-a-go and Beginners Courses are being held.

2. Fully paid up Senior members can run for committee positions after two months membership but cannot hold an executive position or become a key holder until they have full membership for a minimum of 12 months.
3. All Officers will retire each year but will be eligible for re-appointment.
4. All Officers shall be elected annually at the AGM.
5. All Club Committee members may hold up to two committee roles.
6. Executive Committee members may not hold the same position for more than four years.
7. No member may hold more than one executive position.
8. Committee members who are unable to fulfil their duties will be expected to resign.
9. A Committee member shall cease to hold office before the end of the elected term if:
  - a. Failure to meet conditions of eligibility for membership of the Committee.
  - b. Is deemed by a 2/3 majority of members has refused or failed to perform the duties of the post.
10. Executive members may only be removed at a AGM/EGM subject to rule 9 of the Constitution.

#### **6. Committee**

1. The Fenland Archery Club will be managed through the Club Committee.
2. The Club Committee may decide to co-opt senior members onto the Committee. Co-opted members will retire each year but will be eligible for re-appointment.
3. The Fenland Archery Club must appoint an Auditor, who must not be a member of the Club Committee.  
The Auditor will retire each year but will be eligible for re-appointment.
4. The Club Committee Meetings will be convened by the Secretary at least four times per year.
5. The quorum required for business to be agreed at Club Committee meetings will be five, two of which must be Club Executive Committee Members.
6. The Club Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.
7. The Club Committee will have powers to appoint sub-committees as necessary to fulfil its business.
8. The Club Executive Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Club Executive Committee will be responsible for making any action of suspension or discipline following such hearings.

#### **7. Finance**

1. The Club Treasurer will be responsible for the finances of the Club.
2. The Club Treasurer will provide a summary of the Club finances at each Committee meeting.
3. All Club monies will be banked in an account held in the name of the Club.
4. The financial year of the Club will end on : 31 August.
5. An audited statement of annual accounts will be presented by the Treasurer at the AGM.
6. To do all the lawful things necessary to carry out the aims and objectives of the Club providing always that:
  - a. In raising funds for its aims and objectives the Club shall NOT undertake any permanent trading activities.
  - b. The income and equipment of the Club shall be used only to promote the aims and objectives as described in this Constitution.
7. Any cheques drawn against Club funds should hold the signatures of the Treasurer plus one other full committee member for amounts up to £250.00 and two additional full committee member signatures for over £250.00.
8. Signatories may not be related by familial or marital linkage.

#### **8. Annual General Meeting**

1. Notice of the AGM will be given to all eligible members by the Club Secretary not less than 21 clear days of the AGM.
2. The AGM will receive a report from officers of the Club Executive Committee and a statement of the audited accounts
3. Nominations for officers by Senior fully paid Members of the Club Committee will be sent to the Secretary prior to the AGM.
4. Elections of officers are to take place at the AGM.
5. All fully paid Senior members have the right to vote at the AGM.
6. A quorum shall consist of at least three Committee members and one quarter or ten of the general fully paid Senior membership of the Club, whichever is less.
7. The Club Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGMs. Procedure for EGMs will be the same as for the AGM.

## **9. Discipline and appeals**

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

1. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
2. The Club Executive Members will meet to hear complaints within 21 days of a complaint being lodged. The Club Executive Members has the power to take appropriate disciplinary action including the termination of membership from the Club only.
3. 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.
4. 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 Club Executive Members, the Chairman of the County Committee (CAA) shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.
5. 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.

## **10. Dissolution**

1. The Club can be dissolved by a resolution of two thirds of the eligible fully paid up senior membership of the Club present at an AGM/EGM. No proxy or postal voting will be permitted at a dissolution EGM.
2. If there remains after the payment of all debts and liabilities any funds or properties / equipment, they shall NOT be distributed among members of the Club, but shall be donated to a charity or charities in either cash or property/equipment form as decided by fully paid senior members of the Club at the AGM/EGM.
3. The reason for the dissolution shall be correctly minuted, and submitted to the Chair of the CAA /SCAS
4. Within one calendar month of the dissolution, members opposed to the dissolution may have their objection specifically recorded and submitted to the Chair of CAA /SCAS as part of any appeal.
5. The Chair of CAA/SCAS may appoint a panel of three mutually acceptable persons who are not members of the Club to hear any appeal.
6. The panel may hear such witnesses and consider such evidence as it shall think fit and its decision shall be binding upon both the appellants.

## **11. Amendments to the Constitution**

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

1. No rule shall be introduced, altered, or repealed save by a fourth/fifths majority of members present, assuming a quorum of three Committee members and one quarter of the general membership present.
2. Any proposed changes must be submitted in writing by a fully paid up member and seconded by another fully paid up member to the Club Secretary not less than twenty-eight days in advance of the AGM. The Secretary shall inform members of the amendments not less than twenty-one days prior to the AGM.

## **12. Child Protection Policy.**

The Club will adopt the ArcheryGB Safeguarding Children and Young People Policy. (See Rules R.11)  
The Club has a Safeguarding Children and Young People Policy Statement. (See Rules R.11.)

## **13. Equal Opportunity**

The Club will adopt the ArcheryGB Equal Opportunities Policy. (See Rules R.11)  
The Club has a Equal Opportunities Policy Statement. (See Rules R.11)

# Fenland Archery Club Rules

## R.1. Rules relating to Membership

- 1.1. 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. Members will be enrolled in one of the following categories:
- a) Senior member (21yrs onwards)  
Any person who has been accepted as a member of the Club and has paid the Club, CAA/SCAS and GNAS Senior membership fees for the year.
  - b) Senior member (18-21years)  
Any person who has been accepted as a member of the Club and has paid the Club, CAA/SCAS and GNAS Junior membership fees for the year.
  - c) Junior member (under 18yrs)  
Any person who has been accepted as a member of the Club and has paid the Club, CAA/SCAS and GNAS Junior membership fees for the year.
  - d) Associate member (Senior or Junior)
    - a) Any person who has been accepted as an Associate member of the Club and has paid to the Club the prescribed Club fee but has paid all other necessary membership fees to some other body including their primary GNAS subscriptions through another club.
    - b) Associate members to enter competitions for their primary Club until such time they become a member of FAC.
  - e) Honorary Member  
Any member whom the Club has conferred this title in recognition of services to the Club or to archery in general Honorary membership may be granted by a majority of the Club members at the AGM and will be subject to renewal at all succeeding AGMs.
  - f) Non-Shooting (Direct) Member  
Any member who has been accepted as a member of the Club and has paid the membership fees for the year direct to Archery GB.  
Honorary, Associate and non-shooting members may not hold committee positions.
- 1.2. **Membership Fees**
- a) Following receipt of Archery GB, CAA/SCAS annual subscriptions fees The Club committee will set annual fees to be agreed by the Club Committee or determined at AGM.
  - b) Fees will be paid in full annually by the 31<sup>st</sup> August.
- 1.3. **Shooting fee**
- a) All members will be required to pay shooting fees quarterly and in advance by Bank Standing Order or on-line banking payment.
  - b) One junior, under 18years fee is free when shooting with a parent/relative member.
  - c) No refund will be made for pre-paid sessions that are not attended.
  - d) No discount will be available for pre-payment.
- 1.4. **Guest Archers (non-Club member)**
- a) Must produce a current GNAS membership card.
  - b) Pay a guest fee as determined by the committee.

## R.2. Rules relating to the management of Committee/AGM/EGM meetings

- 2.1. The AGM shall be held once in every year on or before 10 September.  
In the event if the quorum is not present, the meeting will be dissolved.
- 2.1.1. The Secretary will record an accurate representative of all business covered at Committee, AGM or EGM meetings and circulate to all Committee members.
- a) The minutes of any meeting are to be approved by the Chair at the next successive meeting with action points completed.
  - b) Any member of the Club can request copies of meeting minutes.
  - c) Any member of the Club is entitled to attend committee meetings as observer.
  - d) Any member can pre-submit an item for discussion /consideration under Any Other Business.
- 2.1.2 EGM  
Extraordinary General Meetings of the Club may be called by The Secretary at any time.

## R.3. Rules relating to Data Protection-Private & Confidential

- a) The Secretary will be the only person holding information of all membership past/present.
- b) Documents kept as hardcopies or stored on the Club computer memory stick to be kept for six years.
- c) The Secretary will be the only person to set up and manage the Club group email system.

- d) The Secretary to send a list of members' emergency contact numbers to all committee members in case of need. This information is Private & Confidential and must be kept in a secure place.
- e) Annual Membership Forms to be kept for one year 1<sup>st</sup> September to 31 August then shredded.
- f) All documents relating to the Club to be secured at the residence of the Secretary.

**R.4. Rules relating to Club coaches**

- a) All Club Coaches to hold up-to-date relevant DBS(Disclosure & Barring Service) certificates.
- b) Copies of DBS certificates to be kept by The Secretary
- c) All Club Coaches are responsible for the renewal of the Coaching Certificates.
- d) All Club Coaches to serve on the committee (See 5.1. of the Constitution)
- e) Club Coaches are in charge of running the line when Have-a-go and Beginners Courses are being held.

**R.5. Rules relating to Records**

- a) The Club shall maintain and publish records of the highest scores shot in each branch of archery in accordance with Archery GB Rules of Shooting.
- b) Scores achieved will be forwarded to CAA from time to time as necessary in accordance with requirements of CAA

**R.6. Rules relating to Tournaments**

- a) The Club shall hold annual outdoor and indoor, closed or open Tournaments and other archery event events.
- b) Closed tournaments shall be available only to members of the Club.
- c) These events will be managed by Archery GB Rules of Shooting.

**R.7. Rules relating to Child Protection Officer**

- a) Fenland Archery Child Protection Officer is expected to comply strictly to GNAS Policy(See useful Links)

**R.8. Rules relating to Keyholders**

- b) Members cannot be a Keyholder until they have full members for a minimum of 12 months
- c) All Club Keyholders to serve on the committee.

**R.9. Rules relating to Club shoots**

- a) Members are expected to comply strictly with the Club Shooting Procedure (See Useful Links)
- b) Members to comply to the additional guidance given in The Club Members Guide (See Useful Links)
- c) It is the responsibility of the Field Officer, Keyholder or another Committee member to manage the shooting line.
- d) There must be a minimum of two adults present before any shooting can take place, one of whom must be a committee/keyholder member
- e) The Shoot attendance register must be signed by all attending before shooting begins.

**R.10. Policies and Procedures**

- a) Fenland Archery Club are required to comply to GNAS policies and procedures which can be accessed under:

[www.archerygb.org/documents\\_governance.php?folderid=2707&includeref=doclist1198](http://www.archerygb.org/documents_governance.php?folderid=2707&includeref=doclist1198)

**R.11. Fenland Archery Club issued the following Policies and Procedures**

Members should familiarise themselves with the following Club policies to be found on our Website

- a) Beginners Courses and Have a go sessions (December 2015)
- b) Shooting Procedures(December 2015)
- c) Safeguarding Children and Young People Policy Statement (September 2017)

Link to :ArcheryGB Safeguarding Children and Young People

[www.archerygb.org/document/safeguarding-children-young-people-policy](http://www.archerygb.org/document/safeguarding-children-young-people-policy)

Link to: Equal Opportunities Policy Statement (September 2017)

[www.archerygb.org/wp-content/uploads/2017/05/oppo301EqualityPolicyProcedures-21998](http://www.archerygb.org/wp-content/uploads/2017/05/oppo301EqualityPolicyProcedures-21998)

These policies are available on the Club website [www.fenland-archery.co.uk](http://www.fenland-archery.co.uk)

**Useful Links:**

Fenland Archery Club website : [www.fenland-archery.co.uk](http://www.fenland-archery.co.uk)

Fenland Archery Club Members Guide: [www.fenland-archery.co.uk/beginners/](http://www.fenland-archery.co.uk/beginners/)

**Notes:**

- G.N.A.S            Grand National Archery Association
- S.C.A.S            Southern Counties Archery Society
- C.A.A.             Cambridgeshire Archery Association
- P.C.V.A            Protection of Children and Vulnerable Adults

**Declaration**

Fenland Archery Club hereby adopts and accepts this Constitution and Rules as a current operating guide regulating the actions of members

**Chair:**

Neil Double

Signed.....

Date:.....

**Secretary:**

Heather Hooper

Signed.....

Date:.....

**Treasurer**

Christopher Arch

Signed.....

Date:.....