



# HOUGHTON ARCHERS CLUB CONSTITUTION

## **1 Name**

1.1 The Club will be called Houghton Archers and will be affiliated to Archery GB

## **2 Aims and Objectives**

2.1 The aims and objectives of the Club will be:

- to offer coaching and participation opportunities in archery
- to promote the Club within the local community
- 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 Membership**

3.1 Membership should consist of Officers and Members of the Club

3.2 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.

3.3 Members will be enrolled in one of the following categories:

- Adult Shooting Member (18 years and above)
- Junior Shooting Member (up to 18 years)
- Social / Non Shooting Member
- Honorary Life Member

3.4 All Shooting Members must join Archery GB (AGB), Durham & Northumberland Archery Association (DNAA), and the Northern Counties Archery Association (NCAS).

## **4 Membership Fees**

4.1 Fees consist of Club Membership Fees, AGB, DNAA & NCAS Fees, and Shooting Fees.

4.2 Fees will be set annually and agreed at the Annual General Meeting

4.3 Club Membership Fees

- Membership Fees are to be paid annually in May.
- Under special circumstances with the agreement of two of the following Club Officers (Chairman, Treasurer and Secretary), Club Membership fees can be paid quarterly in May, August, November and February. Any requests for such arrangements will be treated confidentially.

- New Club Members will pay a full membership fee or a pro rata fee depending on when they join the club. This will be done on a quarterly split. Members joining in May/June/July will pay 100% of the fees, Aug/Sept/Oct joiners will pay 75%, Nov/Dec/Jan joiners will pay 50% and Feb/Mar/ Apr joiners will pay 25%

#### 4.4 AGB / DNAA / NCAS Membership Fees

- Archery GB / DNAA / NCAS fees are to be paid annually in September, ahead of the AGB official renewal date on 1st October.

#### 4.5 Shooting Fees

- Shooting Fees are to be paid Monthly by standing order, or by session

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

#### 5.1 The Officers will be split into two categories:

- Executive Officers
- Non – Executive Officers

#### 5.2 The Executive Officers will consist of the:-

- The Chairman
- The Treasurer
- The Secretary

#### 5.3 The Non – Executive Officers will consist of:-

- Head Coach / Coaches (also incorporates Equipment Officer)
- Membership Officer
- Safeguarding / Child Protection Officer
- Health and Safety Officer
- Media Officer (Website)
- Assistant Media Officers (Facebook Administrators)
- Communications Officer
- Tournament Officer
- Match Secretary / Records Officer
- Beginner's Course Organiser
- Social Secretary
- Junior Members Representative.

#### 5.4 Officers will be elected annually at the Annual General Meeting and will retire each year, but will be eligible for re-appointment.

#### 5.5 An Officer may hold more than one position.

## **6 Club Management**

- 6.1 The Club will be managed by the Members. Membership Meetings will be convened by the Club Secretary and held no less than three times per annum.
- 6.2 Apart from the normal day to day business of managing the Club the Members will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club at such meetings.
- 6.3 The quorum required for a Members Meeting will be five
- 6.4 If for some reason face to face meetings are not possible then it is permissible for meetings to be held using remote technology, for example Zoom or other such network solutions.
- 6.5 In exceptional circumstances, where immediate or urgent action is required, decisions may be taken by unanimous agreement of the Executive Officers
- 6.6 Where one of the Executive Officers is not available an Honorary Officer may be consulted as a replacement but all decisions must be made by a minimum quorum of three.
- 6.7 In such urgent situations the position must be advised to all Members within seven days. If any objections are received, a full Members Meeting must be called immediately.

## **7 Annual General Meetings**

- 7.1 An Annual General Meeting will also be held at which all the Executive and Honorary Officers will present reports to the Members, including an annual statement of financial accounts detailing all income and expenditure.
- 7.2 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary with not less than 21 clear days' notice to be given to all Members.
- 7.3 Elections of Executive Officers and the appointment of Honorary Officers are to take place at the AGM. Nominations for Executive Officers of the Club will be sent to the Secretary prior to the AGM.
- 7.4 All attending Members have the right to vote at the AGM.
- 7.5 The quorum for AGMs will be five.
- 7.6 The Club Executive Officers have the right to call Extraordinary General Meetings (EGM) outside of the AGM. Procedures for EGMs will be the same as for the AGM.

## **8 Finances**

- 8.1 All Club Monies will be banked in accounts held in the name of the Club
- 8.2 The Treasurer will be responsible for the finances of the Club
- 8.3 All withdrawals from the Club's accounts should be authorized by a minimum of two Executive Officers.

## **9. Disciplinary Hearings**

- 9.1 All disciplinary, child protection, vulnerable adults 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
- 9.2 All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.
- 9.3 The Club's Child Protection Officer is the lead contact for all Club Members in the event of any child protection issues
- 9.4 All complaints regarding the behaviour of Members should be submitted in writing to the Club Secretary
- 9.5 The Club Executive Officers will be responsible for disciplinary hearings of Members who infringe the Club's rules, regulations and constitution and will be responsible for taking any action of suspension or discipline following such hearings.
- 9.6 The Executive Officers will meet to hear complaints within 21 days of a complaint being lodged, and have the power to take appropriate disciplinary action including the termination of membership from the Club but do not have the power to terminate membership of Archery GB.
- 9.7 The outcome of a disciplinary hearing should, within seven days, be notified in writing to the person who lodged the complaint and the member against whom the complaint was made.
- 9.8 There will be the right of appeal to the Club Secretary following disciplinary action being announced.
- 9.9 In the event of an appeal against the decision of the Executive Officers, 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 Dissolution**

- 10.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the Membership.
- 10.2 In the event of dissolution, any assets of the Club that remain will be distributed to local clubs / groups who have the same goals and aspirations as Houghton Archers, and will not be handed to an individual for personal use.

## **11 Amendments to the Club Constitution**

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

## **12 Declaration**

- 12.1 The Members of Houghton Archers hereby adopt and accept this Club Constitution – January 2023.

### **Approvals**

**Chairman Name & Signature** \_\_\_\_\_ **Date** \_\_\_\_\_.

**Treasurer Name & Signature** \_\_\_\_\_ **Date** \_\_\_\_\_.

**Secretary Name & Signature** \_\_\_\_\_ **Date** \_\_\_\_\_.

### **Note**

**Changes to Constitution (March 2021) were proposed and agreed at the AGM held on 22<sup>nd</sup> November 2022, the revised Constitution was approved for issue at the Club Meeting held on 24<sup>th</sup> January 2023.**