

# CONSTITUTION OF COUNTY OAK ARCHERY CLUB

## 1 Name

1.1 The Club will be called COUNTY OAK ARCHERY CLUB

1.2 The Club shall be affiliated to Archery GB, the Southern Counties Archery Society, Sussex County Archery Association, and any other body considered desirable by the Committee.

## 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 and archery communities.
- 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:

- Full member,
- Associate member,
- Junior member,
- Life member.

3.4 Any person wishing to take part in archery, having reached the age of 18 shall be eligible for Full Membership. See 3.9.

3.5 Any person similarly interested but under the age of 18 shall be eligible for Junior Membership.

3.6 The age of acceptance shall be at the discretion of the Committee after consultation with the Clubs Training Manager. In ALL cases, any junior under the age of 16 must be accompanied by a parent or guardian when attending the Club to shoot indoors or outside.

3.7 Juniors shall not be allowed to shoot unaccompanied by an adult archer as this invalidates the Club's and their own insurance cover.

3.8 All full and junior applicants must attend the COAC instruction course or have completed a recognised Archery GB instruction course before acceptance.

3.9 All applications for membership shall be submitted, on the appropriate form, to the Committee, who have the power to approve or refuse such applications. This includes applicants coming from a beginners' training course.

3.10 Visiting archers from other clubs already affiliated to Archery GB/FITA shall be allowed to shoot on Practice Days/Target Days and at Club Competitions, (space permitting) at a fee agreed at the AGM prior to that season and shall automatically become temporary members. If, however visiting archers, at the discretion of the Committee, wish to make repeated visits the fee will be that agreed on at the pre-season AGM. Any furtherance of annual membership necessitates re-application to the Committee. Such visitors will not be eligible to win Club prizes.

3.11 The Club may, at a AGM elect suitable persons to Honorary Life Membership of the Club.

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**3.12** Honorary Life Membership is bestowed for the lifetime of that member. Their Archery GB fee will be paid by the Club for as long as that member remains an active archer in COAC.

## **4 Membership fees**

**4.1** Membership fees will be set annually and agreed by the Executive/ Club Executive Committee or determined at the Annual General Meeting. This membership fee is in addition to the Archery GB fee.

**4.2** Subscriptions for club members shall become due on 31 July each year. Payment must be made within 4 weeks of that date. Failure to do so terminates membership. Those seeking re-admission must apply in writing to the Committee who have the right to refuse acceptance for all membership.

## **5 Officers of the Club**

**5.1** The officers will be:

- President,
- Chair,
- Honorary Secretary,
- Treasurer,
- Training manager,
- Records Office,
- Equipment Officer,
- Field captain.
- Match Secretary.

**5.2** Officers will be elected annually at the Annual General Meeting.

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

## **6 Committee**

**6.1** The Club will be managed through the Club Executive Committee consisting of:

- President,
- Chair,
- Secretary,
- Treasurer,
- Records Officer,
- Field Captain,
- Equipment Officer,
- Training Manager,
- Two club members,
- Match Secretary.

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

**6.3** The Club Executive Committee will be convened by the Secretary of the Association/Club and held no less than three occasions per year.

**6.4** The quorum required for business to be agreed at Club Executive Committee meetings will be thirty percent.

**6.5** The Club Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

**6.6** The Club Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Executive Committee as necessary to fulfil its business.

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**6.7** The Committee have the power to expend club moneys as required in its day-to-day management of the Club. This shall include for the time being such items as new targets, faces and stands. Expenditure on special projects shall require the sanction of the members at the AGM.

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

## **7 Finance**

**7.1** 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.

**7.2** The financial year of the Club will end on: 30 June

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

**7.4** Any cheques drawn against Club funds should hold the signatures of the Treasurer plus up to two other officers.

**7.5** The funds and the property of the Club shall be vested in the Chairman, Secretary and Treasurer.

## **8 Annual General Meetings**

**8.1** Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

**8.2** The Annual General Meeting shall be held during the month of August. One third of the voting membership of the Club shall constitute a quorum.

**8.3** At the AGM the business shall include:

- The election of the Executive Committee,
- Confirmation of the appointed Honorary Auditor,
- Financial Statement for the preceding year,
- Determination of subscriptions,
- Annual reports from the Officers,
- Sanction of expenditure on 'special' projects,
- Any matters arising from Articles 3.11, 8.7 and 11.1,
- Any propositions from Club members.

**8.4** Nominations for officers of the Club Executive Committee will be sent to the Secretary prior to the AGM.

**8.5** In the event of vacancies on the day, nominations will be taken from the floor. The Committee have the power to co-opt if these vacancies are still not filled.

**8.6** All members have the right to vote at the AGM.

**8.7** Arrangements for Target Days, Practice Days, Matches and Club Championships shall be made by the Committee. The holding of Open Tournaments shall be confirmed by members at a AGM.

**8.8** The Committee shall at the request of 3 or more members, or of its own accord, call an Extraordinary General Meeting giving not less than 8 days' notice to the Club members.

**8.9** Procedures for EGMs will be the same as for the AGM.

## **9 Discipline and Appeals**

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**9.1** 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. Appendix 1 provides some procedural detail for club use.

**9.2** 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.

**9.3** All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

**9.4** The Club Executive 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. *[Please note that clubs cannot terminate the Archery GB membership of individuals.]*

**9.5** 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.

**9.6** 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 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 Association/Club that remain will become the property of Archery GB or a local archery club.

## **11 Amendments to the Constitution**

**11.1** The Constitution of the Club shall not be altered or amended except by a majority vote at a AGM or EGM. At least 21 days' notice shall be given to all members of the proposed alterations and amendments.

## **12 Declaration**

**12.1** *NAME OF Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:           DATE:

Name:  
Club Chair

SIGNED:           DATE:

Name:  
Secretary

## **Appendix 1**

### **EXAMPLE PROCEDURE FOR DISCIPLINARY HEARING AT CLUB, COUNTY AND REGIONAL LEVELS (WHERE NO OTHER PROCEDURE IS IN PLACE)**

(Note: The formal Archery GB procedure must be used for any child protection/safeguarding or anti-doping cases)

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If upon receipt of a complaint it is necessary to take disciplinary action, you should:

1. Notify the Respondent of:

The nature of the complaint against them, sending copies of any relevant documents to the member which supports the complaint.

1.1.2 The fact that disciplinary proceedings are going to be commenced and the procedure being adopted.

1.2 Ask the Respondent for full details of their position and any documents or evidence they wish to refer to in support of their position.

1.3 Inform the Respondent that they are entitled to bring a representative to the hearing.

1.4 Appoint three people to form a Disciplinary Panel to hear the complaint and the response. These people should be independent from the Complainant and the Respondent. For example, you could ask a local head teacher, magistrate, or other individual who is not connected with the individuals involved. Those individuals need not be archers or connected with the sport.

1.5 Set a date for the disciplinary hearing. This date should be agreed with the Respondent and if possible, any witnesses. The Respondent should be given every opportunity to attend the disciplinary hearing.

2. The Disciplinary Panel should be provided with all information regarding the complaint and the Respondent's response in advance of the disciplinary hearing. All information sent to the Disciplinary Panel should also be made available to the Respondent against whom the complaint has been made.

3. A representative from the Club, County, Region (who is not the complainant) should present the complaint to the Disciplinary Panel.

4. The Respondent should be given sufficient opportunity to respond to the complaint against him/her at the disciplinary hearing.

5. Where possible the Disciplinary Panel should give their decision as to whether the complaint has been upheld on the day of the hearing and also, if appropriate to do so, impose a suitable sanction. The Disciplinary Panel should refer to the sanctions set out in the Archery GB Disciplinary Policy for guidance. If the decision cannot be given on the same day, it should be notified to the Respondent against whom the complaint is made within seven days of the disciplinary hearing.

6. A note of the procedure followed, the decision and reasons should be made.

7. The process should be fair and transparent throughout to all parties involved.