

WELLINGBOROUGH OPEN ARCHERY CLUB

CLUB CONSTITUTION 2019



1. General

- 1.1 The Club will be called Wellingborough Open Archery Club and will be affiliated to Northamptonshire County Archery Society (NCAS), East Midlands Archery Society (EMAS) and Archery GB (Trading name for the Grand National Archery Society (GNAS)).
- 1.2 The purposes of the Club are to promote and provide facilities for the amateur sport of archery in Wellingborough and community participation in the same. The aims and objectives of the Club shall be:
 - to offer coaching and participation opportunities in archery,
 - to promote the Club within the local community and archery,
 - to manage the archery field at Old Grammarian's Memorial Sports field,
 - 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.
- 1.3 The Club is managed by all the members for the benefit of the members and management decisions are taken at a Club or General meeting. All members are entitled and encouraged to attend, discuss and if eligible, vote at these meetings. Only the duly appointed officers of the Club, acting lawfully, shall have the power to bind the members to the rules of the Club.
- 1.4 The shooting regulations shall be those prescribed by Archery GB to which the Club shall affiliate.
- 1.5 No person will be allowed to shoot unless they are affiliated to Archery GB or World Archery or are receiving instruction as a beginner.
- 1.4 The postal address of the Club shall be that of the Honorary Secretary for the time being or such other address as may be decided by the Executive Committee.
- 1.5 The Constitution shall not be altered or amended except at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).
- 1.6 Affiliation to Archery GB, EMAS and NCAS is a prerequisite for all type of membership except social membership, providing that these organisations are in existence.
- 1.7 The Club will adhere to all policies, procedures and guidelines produced by Archery GB or other statutory body.

2. Membership

- 2.1 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. 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 has adopted.

- 2.2 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.

a) Senior Club Ordinary Member

All persons interested in archery being over the age of 18 years. Such membership shall have full voting rights.

b) Junior Member

All persons interested in archery being under the age of 18 years as at the first of October. Such membership shall have full voting rights.

c) Family members

Parents or guardians and children under the age of 18 as at the 1st October whose main residence is the same postal address. Such members shall have full voting rights.

d) Associate member (senior and junior)

Any person wishing to make full use of the Club's facilities but who affiliates to Archery GB through another active club. Election into this category shall not be allowed if the number of such members would then exceed 10% of the ordinary membership.

e) Social members

Any person wishing to be involved with the Club but not participating in archery. Such members may affiliate to Archery GB, EMAS and NCAS if they wish. Affiliation will be necessary if they wish to represent the Club within these organisations.

f) Honorary Life Members

The Club may at an Annual General Meeting confer Honorary Life Membership.

- 2.3 Application for membership shall be submitted to the committee and admission to the Club shall be by majority vote. Should the new member fail to pay the Club membership fee within one calendar month of joining, membership shall be deemed to have lapsed.

- 2.4 All members shall accept the jurisdiction of the Club and such rules, as the Club considers necessary for the supervision and safety of any archer shooting at the Club.

- 2.5 If, in the opinion of a Club meeting, any member who shall have been guilty of conduct that is considered unacceptable i.e. safety, reputation and harmony, such penalties may be

imposed, including expulsion, as decided by a Club/General meeting at which that member shall be allowed to speak.

3. Subscriptions

3.1 Beginners are required to pay an entrance fee to the Club to cover the cost of equipment, facilities and coaching fees for four lessons, this fee to be agreed at the AGM.

3.2 a) Ordinary Club members – fees to be agreed at each AGM.

b) Junior Club members – fees to be agreed at each AGM.

c) Family Club members – fees to be agreed at each AGM.

d) Associate members – fees to be agreed at each AGM.

e) Social members – fees to be agreed at each AGM.

Fees for Ordinary Club members upon reaching 60 years of age and retired from working shall be £20 less than that for an Ordinary Club members.

Fees may be suspended or reduced, with agreement and in confidence with the executive, if a member has long term sickness or is unemployed.

3.3 All subscriptions shall be paid within one calendar month of becoming due.

Club Fees are due by the 1st April (instalment payments can be agreed with the Treasurer)

Affiliation Fees are due by the 1st September (except that in the event of change regarding Archery GB re-organisation, the collection dates requirement will be that for Archery GB).

3.3 Subscriptions due by all members shall be paid to the Treasurer of the Club, who will issue receipts.

3.4 Target Fees may be payable on Club shooting days. Such fee levels shall be determined by the Executive Committee when the need arises.

4. Officers

4.1 Management of the Club's affairs, between general meetings, shall be entrusted to the Club committee who shall consist of:

Executive officers

a) Chair

b) Secretary

c) Treasurer

d) Club Captain

Non-executive officers.

- a) Eight appointed 'ordinary' members
- b) Co-opted members as required, on a needs basis

No person may hold two or more posts at the same time.

Additionally there shall be a vice chairman who, while not forming part of the executive in his/her own right, shall, when substituting for the chairman, assume the full executive powers of the chairman.

The Club may at an AGM elect an Honorary President.

- 4.2 Any three executive officers shall have the power to act in the Club's best interests provided that they try to inform the other executive officer. The agreement of this officer is not required.
- 4.3 All executive actions shall be reported at the next Club Committee meeting.
- 4.4 If any executive officer fails to attend four consecutive Club meetings without prior agreement that officer will be deemed to have resigned. The remaining executive officers shall then call an EGM for the members to elect a replacement.
- 4.5 All officers shall hold office for a period of one year following their election at an AGM and shall be eligible for re-election.
- 4.4 An account verifier shall be elected annually at the AGM.

5. Quorum

- 5.1 All meetings shall start at a time specified and notified to the membership at least one week in advance. A Club meeting shall be quorate if 15% of the voting membership is present. An AGM or EGM shall be quorate if 20 percent of the voting membership is present. In both cases this must include any two Executive officers. If the Club voting membership falls below ten, quorum shall be five members or 100% of the voting membership, whichever is the lesser and include any two Executive officers.
- 5.2 If within half an hour of the time appointed for the meeting to commence a quorum is not present, the meeting shall be adjourned.
- 5.3 If four consecutive Club meetings are not quorate the Executive shall call an EGM to reconsider the management of the Club.

6. Finance

- 6.1 The property and funds of the Club shall be used solely for the promotion of the objectives of the Club as described in this constitution. 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 for promotion of the Club and all surplus income or profits are reinvested in the club.

- 6.2 The funds of the Club shall be expended as directed by club meetings. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 6.3 The funds of the Club shall be held in bank accounts and part of such funds may be invested elsewhere, as agreed by a general meeting. The Treasurer and/or either the Secretary or the Chairman shall sign cheques or other signatories as agreed. No two family members or persons in a relationship shall be signatories at the same time on the account.
- 6.4 An Income and Expenditure account and balance sheet will be prepared and audited for the financial year ended on the 31st December each year, for submission to the AGM.
- 6.5 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 Club Executive Committee.
 - (c) Pay for reasonable hospitality for visiting teams and guests; indemnify the Club Executive 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.
- 6.6 The Committee will have due regard to the law on disability, discrimination and child protection.

7 Meetings

- 7.1 The Annual General Meeting (AGM) of the Club shall be held as near as possible to the first week in February for the following purposes:
- a) To receive reports from officers of the Club
 - b) To receive accounts for the year up to the end of December
 - c) To elect the Executive and such other officers as the AGM decide.
 - d) To appoint an account verifier
 - e) To establish the membership and any other fees for the coming year.
 - f) To transact other business on the agenda.
- 7.2 Extra-ordinary General Meetings (EGM) may be called by the full Executive or at the request of sufficient numbers of members to form a quorum for that meeting. Such request shall be delivered to the Secretary in writing specifying the purpose of the meeting. No other business shall be considered at the meeting. Reasonable notice of such a meeting shall be sent to all members of the Club. Minutes of an Extra-ordinary General Meeting shall be circulated to all club members.

- 7.3 Notice of the AGM shall be despatched to all members of the Club at least 28 days before the meeting. All business for the agenda, including proposals are to be with the Secretary 14 days before the meeting and the agenda of the meeting shall be despatched, with the minutes of the previous AGM, to all club members at least 7 days before the meeting.
- 7.4 Notice of other Club Meetings to all members not less than 7 days before the meeting.
- 7.5 All members shall be entitled to a copy of this Constitution
- 7.6 Committee meetings will be held at least four times per year. All meetings are to be minuted and the minutes made available to all Club members.

8 Winding Up

- 8.1 In the event of the dissolution of the Club, the assets shall be disposed of as directed by the General Meeting approving the dissolution, by a majority of at least three quarters of voting members present at the meeting. The order of preference for such disposal shall be:
 - a) Payment of all club debts properly incurred by the Club through and incurred by Officers duly appointed in their year of office
 - b) Or to another organisation/club who in the opinion of the General Meeting have objects similar to the Club with a preference for amateur archery and are either a CASC or charity club.
 - c) Transferred to NCAS or other Authorised Authority (club governing body to be held in Trust until the Club reforms).

9 Interpretation of the Constitution

- 9.1 A General Meeting shall decide any dispute as to the meaning or interpretation of this Constitution. On prior circulation of the point in dispute to all voting members, in writing, at least 14 days before the meeting.
- 9.2 Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports clubs as first provided for by the Finance Act 2002.)

Declaration

Wellingborough Open Archery Club hereby adopts this constitution as a current operating guide regulating the action of members.

Club Chairman

SIGNED:..... DATE:.....

PRINT NAME:.....

Club Secretary

SIGNED:..... DATE:.....

PRINT NAME:.....