

# Anchor Bowmen Archery Club

Affiliated to Archery GB, East Midlands Archery Society, and Derbyshire County Archery Association



## Constitution

### 1 General

- 1.1 The club shall be called Anchor Bowmen Archery Club, hereinafter referred to as "The Club".
- 1.2 The Club will affiliate to Archery GB, East Midlands Archery Society (EMAS), Derbyshire County Archery Association (DCAA) and other organisations that the Committee see fit and that benefit the Club.
- 1.3 The Club is established to promote and encourage the sport of archery.
- 1.4 The Club will not discriminate on race, religion, culture, age, gender, sexual orientation, disability or ethnic group.
- 1.5 The Club has a responsibility to protect all Junior members. As part of The Clubs responsibility all Safeguarding concerns will be reported to Social Services.
- 1.6 The Club does not accept liability for personal injury, damage to or loss of personal equipment / possessions.
- 1.7 The postal address of The Club shall be that of the Secretary, or such other address as may be decided by The Club.
- 1.8 The shooting regulations shall be those prescribed by the Archery GB.
- 1.9 Rules governing meetings are laid out in Standing Orders.
- 1.10 Rules governing the pursuit of archery within The Club are laid out in 'Anchor Bowmen General Club Rules'.

### 2 Management

- 2.1 The management of The Club's affairs shall be entrusted to a General Committee. This Committee shall comprise of the following Senior or Non shooting Members over the age of 18 with the exception of the Junior Captain who may be a Junior Member:

#### **Executive Committee Members**

- Chairman
- Secretary
- Treasurer
- Equipment Officer
- Membership Secretary

#### **Committee Members**

- Records Officer
- Tournament Organiser
- Trophies & Medals
- Junior Captain

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- Development Officer and County Representative
- Safeguarding Officer
- Deputy Safeguarding Officer

- 2.2 The General Committee shall normally meet once a month. All Club members are entitled and encouraged to attend, discuss and if eligible, vote at these General Meetings.
- 2.3 At General Meetings Five Committee members will constitute a quorum, of which three of which will be Executive Committee Members.
- 2.4 Management of The Club's affairs between General Meetings shall be entrusted to a quorum of the Executive Committee and any other committee member who may be co-opted. Three members of the Executive Committee make a quorum.
- 2.5 Five separate people will hold the Offices of the Executive Committee.
- 2.6 The positions of Safeguarding Officer and Deputy Safeguarding Officer must be held by two separate Senior Members. The Junior Captain must also be held by a separate Member.
- 2.7 All Executive Committee actions shall be reported at the next General Meeting.

## 3 Membership

- 3.1 The class of membership are:
  - **Senior Club Ordinary Members**  
All persons interested in archery being over the age of 18 years. Such membership shall have full voting rights.
  - **Junior Club Members**  
All persons interested in archery being under 18 years of age as at the 1<sup>st</sup> of October. While all junior members are to be encouraged to attend club meetings they have no voting rights with the exception of the election of the Junior Captain at the AGM.
  - **Associate Members (Seniors and Juniors)**  
Any person entitled to make full use of The Club's facilities but who affiliates to Archery GB through another active club. Senior associate members shall have full voting rights.
  - **Non-Shooting Members**  
Any person wishing to be involved with The Club but not participating in shooting. Such membership shall carry no voting rights.
- 3.2 All members shall abide by the Constitution and the General Club Rules of The Club.
- 3.3 Membership will be deemed to have lapsed at the discretion of the General Committee if a subscription due has not been paid within 28 days of the due date, or in the case of a new member, if not paid within 28 days of the General Meeting's approval of the New Members proposal of membership.
- 3.4 A lapsed member shall not be allowed to shoot until all fees due have been paid.

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- 3.5 Any prospective member expressing an interest in joining the club may have use of the facilities for a period of 28 days subject to Clause 2 of the General Club Rules. The Secretary must be notified during this time if membership is required. If membership is required the proposal form should be completed and handed to the Secretary, who will place it before the next General Meeting for approval.
- 3.6 Prospective Junior members must have the written consent of a parent or person with legal responsibility.
- 3.7 The General Committee at a meeting specifically called to discuss disciplinary action may by a majority of those present and entitled to vote, reprimand, suspend or expel any member whose conduct is deemed detrimental to the best interests of The Club.
  - 3.7.1 Before any such disciplinary action, the member shall be given at least 14 days notice in writing and shall be granted the opportunity to be heard by the committee.
  - 3.7.2 The decision of the committee shall be communicated to the member in writing and the committee shall not be required to explain their actions to any but those concerned which may include affiliated Bodies.

## 4 Finance

- 4.1 The funds of The Club shall be applied solely towards the promotion of the objects of The Club set forth in this Constitution.
- 4.2 The funds of The Club shall be expended as directed by General Meetings.
- 4.3 All monies and sums received on behalf of The Club shall remain the property of The Club and there will be no distribution of such funds amongst the members.
- 4.4 Money held in accounts shall be maintained in the name of The Club.
- 4.5 Any money withdrawn from the Accounts shall be authorised by any two of the Club Chairman, Secretary or Treasurer.
- 4.6 In the event of dissolution of The Club the remaining assets, after paying all debts and liabilities, shall be disposed of as directed by the General Meeting approving the dissolution.
  - 4.6.1 Disposal of assets upon dissolution of the club shall only be to not-for-profit or charitable organisations enabling non-discriminating participation in archery. Such organisations will be selected from local archery clubs, our regional archery associations/societies or UK national archery governing bodies.
- 4.7 An income and expenditure account and balance sheet shall be prepared and audited for the financial year ended on the 31<sup>st</sup> October each year, for submission to the Annual General Meeting.

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## 5 Subscriptions

- 5.1 Subscriptions to The Club for all classes of membership, and the dates when they become due, shall be decided at the Annual General Meeting. Details are as the Subscription Schedule.
- 5.2 Members shall also pay to The Club the required subscription to the affiliated bodies.
- 5.3 All fees shall be forwarded to The Club Treasurer.
- 5.4 Subscriptions for new members become due when the application for membership has been approved at a General Committee meeting.

## 6 Vacancies

- 6.1 The General Committee is empowered to fill committee vacancies that occur between Annual General Meetings.

## 7 General Meetings

- 7.1 The Annual General Meeting of The Club shall be held as near as possible to the first week in December to:
  - Receive reports from Officers of The Club.
  - Receive accounts for the year up to the end of October.
  - Elect the Executive and such other officers as the AGM decide.
  - Appoint an external auditor.
  - Establish the Subscription Schedule for the coming year.
  - Transact other business on the Agenda.
- 7.2 Notice of the Annual General Meeting 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. The agenda of the meeting shall be despatched, with the minutes of the previous Annual General Meeting, to all club members at least 7 days before the meeting.
- 7.3 Any amendments to The Club Constitution, General Club Rules, Standing Orders and Subscription Schedule can only be made at an Annual General Meeting, or an Extraordinary General Meeting, arranged for this purpose, after due notice.
- 7.4 All members shall be entitled to a copy of the current Constitution, Standing Orders, General Club Rules and Subscription Schedule. A current copy of these documents shall be kept in the clubhouse.
- 7.5 The general affairs of The Club will be undertaken at General Meetings usually held monthly.
- 7.6 The General Committee or a minimum of 25% of the Senior and Junior Club Members may call an Extraordinary General Meeting at any time.