



# **PARKFIELD ARCHERS**

# **CONSTITUTION**

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## **1. Name & Address**

The name of the Club is Parkfield Archers and is affiliated to appropriate organizations.

Parkfield Archers incorporates Parkfield Hotshots (a Junior Archery Club) which exists only for the purposes of affiliation to the appropriate organizations, but otherwise has no existence separate from Parkfield Archers.

For the purposes of this constitution, the term “Club”, or the name “Parkfield Archers” should be taken to include Parkfield Archers and Parkfield Hotshots.

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

## **2. Objectives of the Club**

- 1) To participate in the sport of Archery and to encourage all levels of experience and capability to take an active part.
- 2) To encourage beginners in the sport of Archery.
- 3) To promote the development of Archery and to participate in Club and interclub competitions.
- 4) To develop fellowship between our members, their families and friends for the benefit of all.

## **3. Affiliation**

Parkfield Archers are registered with the Grand National Archery Society. (GNAS) (AKA ARCHERY NGB – AGB) and the Southern Counties Archery Society (SCAS) and Cambridge Archery Association (CAA).

## **4. Mutuality**

The Club funding is on a mutual basis. All income is to be used for the benefit of the Club. In addition to the normal running of the Club, this may be in the form of providing storage and shooting venues, which includes the payment of hall fees, license fees, rent, legal fees and all such matters that are needed to provide a place or places for the Club to keep and maintain equipment and to shoot.

In addition, income maybe used to purchase equipment that the Club requires to continue its purpose. This may be either as a replacement for broken or old equipment or for new equipment required for future use. Equipment in this context is not limited to items that are purely Archery related.

## **5. Shooting**

All shooting is to take place under the rules and code of conduct as laid down by GNAS. Attention is drawn to GNAS “ Rules of Shooting” With the exception of members of the public participating at “Have-a-Go” events who are properly supervised in accordance with GNAS rules, only Club members, bona fide visitors acceptable to the Committee, and registered beginners, are permitted to shoot. Note that it is a GNAS requirement that juniors, whether they are shooting alone or in a group, must be supervised by at least 2 adults, one of whom must be a GNAS member.

## 6. Membership

Parkfield Archers encourages beginners to Archery and provides an introduction course determined by coaches and committee.

During this time, Club equipment may be used and tuition is given.

After completion of the introduction course, or if the person is an accomplished archer, the beginner/person must become a member of the Club and be registered with the GNAS and this gives the member automatic third party public liability insurance cover.

Application for membership is open to anyone over the age of 8 subject to any limitations that may apply. Limitations may include the setting up of waiting lists where the Committee has ascertained that the Club cannot safely accept any new members. Application for membership is also subject to the approval of the Committee. The Committee, at their discretion, may allow exceptions to the minimum age requirement.D

Juniors under the age of 13 must be accompanied by a parent or other responsible adult acting "loco parentis" at all times. It is acceptable for 1 adult to take responsibility for up to 3 juniors provided the adult is not shooting. In this context, an adult is anyone over the age of 18. In certain circumstances, the Committee may waive this requirement.

Juniors aged 13 and over may be allowed to shoot unaccompanied subject to approval by the Committee. When deciding whether to waive this requirement, the Committee will take into account the age, experience and general behaviour of a junior but in general a junior would have to be over the age of 14 and been a member of the Club for at least 1 year

Any member failing to pay their fees to the Club on time is liable to be removed from the Club membership.

Anyone failing to pay their fees to GNAS on time will not be permitted to shoot as this would invalidate the Club's insurance.

### Full Member

- • Be aged 18 or above
- • Pays the currently agreed membership fee
- • Maintains GNAS membership
- • Is eligible to participate and vote at General Meetings
- • May be elected as a Club official
- • Qualifies to compete for all Club trophies and awards

### Junior Member

- Pays the currently agreed junior membership fee
- Juniors Members may participate and vote at General Meetings
- Juniors may be elected as a Club representative
- Juniors aged 16 and over may be co-opted by the Committee for a specific purpose
- All juniors qualify to compete for Club trophies and awards according to their age group Associate Member
- Be aged 18 or above
- Pays a reduced, currently agreed Club membership fee
- Maintains GNAS membership

- Is a non shooting member. However, at the discretion of the Committee an Associate Member may shoot on occasion, after paying the appropriate fee, which will cover 1 week.
  - Is eligible to participate and vote at General Meetings
  - May be elected as a Club official or co-opted by the Committee for a specific purpose
- Does not qualify to compete for Club trophies or awards

### Associate Membership

Is at the discretion of the Committee and should not normally exceed 25% of the Full Membership.

### Honorary Member

- Pays no Club fees
- Does not need to be a member of GNAS
- Is a Non Shooting Member. However, on occasions, an Honorary Member maybe allowed to shoot. This is subject to the Honorary Member being a member of GNAS and at the discretion of the Committee. An appropriate fee must be paid which will cover 1 week. The maximum number of times in any year being 12.
- Is not eligible to participate or vote at General Meetings
- May be co-opted by the Committee for a specific purpose
- Does not qualify to compete for Club trophies or awards

***Honorary Membership*** will be conferred annually on any Non Member who, in the opinion of the Committee merits recognition for services to the Club in the preceding year. Ex Club members who maintain GNAS membership may also be granted the status of Honorary Member. Honorary Membership should not normally exceed 25% of the Full Membership.

## 7. Juniors

Should circumstances and numbers permit, a separate Junior Section maybe formed, following GNAS Child Protection Policy. Such a section may have its own addendum to the Club Constitution, to cover its own specific requirements.

## 8. Club Officials

Club Officials are normally honorary and stand for reelection annually. The minimum requirements are:

- Chairperson
- Secretary
- Treasurer

In addition the following positions should be filled where possible:

- Equipment Officer
- Records Officer
- Two Members Representatives (1Adult & 1Junior)

It is not desirable that any of these functions should be combined but they may be if circumstances make this necessary.

The following positions are held by full club members in an ex officio manner:

- Membership Officer
- Child Protection Officer

These officers are chosen by the committee but do not have any position on the committee and therefore do not need to attend meetings.

The Club may create additional or alternative positions as circumstances indicate.

Nothing in the above shall preclude the Committee appointing a full or part time paid official or staff. Remuneration must in all cases reflect the amount of work done on the Club's behalf.

N.B. where the Club does become an employer, even a cash payment for a few hours work on an irregular basis, the latest requirements concerning Employers liability insurance, income tax, National Insurance and any other legal requirements would have to be met.

Each official must be proposed and seconded and obtain a simple majority vote of those present at the meeting.

Only Full and Associate members may be elected to the Committee.

An auditor will be appointed by the Committee. There is no requirement that the auditor should be a member of the Club and professional fees maybe incurred.

The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.

## **9. Meetings**

At any meeting, announcements made, matters discussed; together with any actions or decisions; must be subject of a proper minute. Major changes to the running of the Club can only be put into effect at a General Meeting.

General Meetings (including the AGM) are subject to 2 weeks notice being given. Beginners may attend General Meeting and may participate in the discussions but they cannot vote or be counted towards a quorum.

### **Committee or a sub Committee meeting**

A quorum will be at least 50% of that Committee's members.

A quorum at a General Meeting is 30% of the total Club membership.

### **Weekly Meetings**

Normally the Club meets at least once a week for the purpose of shooting target Archery. Certain announcements concerning forthcoming events etc. may be made at these meetings. A written record of announcements concerning fetes etc. showing time, date and venue are to be kept to form an official minute for the purposes of complying with the requirements of the Public Liability Insurance. These weekly meetings may coincide with other meetings.

### **Other Meetings**

From time to time, additional meetings maybe held to deal with specific items. These meetings may comprise members of the Club Committee only (Committee Meetings), members of properly constituted sub Committees or members of the whole

Club (General Meetings). At least one third of the Club Committee shall be present at a General Meeting.

### **Annual General Meeting**

The AGM is held to elect or re-elect Club officials and to consider, inter alia, the annual accounts. The opportunity is taken to review the past year and consider the future. The AGM is held as soon as possible after the end of the Club financial year allowing time for the accounts to be properly prepared and audited. If a quorum cannot be obtained, a further meeting shall be called for 2 weeks later. If a quorum cannot be obtained at this second meeting, then those present shall be at liberty to deal with all matters arising.

## **10. Voting**

The categories of Club member entitled to participate when a vote is called, are listed under clause 6. Membership. Members who are unable to attend a particular meeting may indicate their vote in advance to the Committee. Such vote must be in writing.

A simple majority is accepted to carry the motion.

The exception to this is for changes in the Club's constitution where 66% of the voting membership must agree to the change. In general, the Chairperson shall not vote at any meeting except in the event of a tie in which case he/she will have the casting vote.

Beginners may attend General Meetings and participate in the discussions but they cannot vote or be counted towards a quorum.

## **11. Records**

The Club complies with the Data Protection Act which, amongst other things covers the confidentiality of personal details held by the Committee and limits the circumstances in which such details may be disclosed. Individuals may view their personal details, which are held in the Club records by application through the Club Chairman provided this does not entail the divulging of details concerning other Club members. All records remain the property of the Club.

## **12. Finance**

The agreed Club subscription fees are payable annually.

The Club's financial year ends 31st March but may be varied as the Club directs. The Treasurer is to prepare accounts together with a full report for presentation to the AGM. Expenditure of Club funds is subject to certain controls which may be amended from time to time by a General Meeting or at the AGM.

The following limits apply as at April 2012:

- The Treasurer is permitted to incur authorized expenditure up to £50 without reference to other members of the Committee.
- For expenditure above £50 and up to £200, the Treasurer must obtain additional approval from either the Chairperson or Club Secretary.
- For larger amounts, (over £200), additional approval by at least 50% of the Committee is required.
- The above constraints do not apply to the payment of amounts incurred by the regular hire of a shooting venue, or the regular upkeep of such venue. They also do not apply to any funds held temporarily in the Club's accounts on behalf of GNAS.

## **13. Insurance**

Third Party Public Liability Insurance cover is mandatory and at present this is provided by our registration with GNAS. All shooting Club members must be registered with GNAS for this insurance to be valid.

Club assets are to be insured if financially viable and it is the responsibility of the Committee to arrange cover where possible.

Other forms of insurance such as Personal Accident, Loss or Damage of Personal Equipment etc, are for the individual to arrange. In addition, members should note that provided they are not paid expenses, their Motor Insurance should cover them when attending or assisting at Club events. However, it is the member's responsibility to check their cover with their own insurers.

## **14. Dissolution**

In event of a situation arising where the Club must be wound up, the decision to do so must be taken at a General Meeting unless the situation has become untenable, in which case the Committee is at liberty to proceed. If possible, two independent executors should be



appointed. Once all debts and liabilities have been discharged any funds or property remaining shall not be distributed among the members of the Club but shall be transferred to some other organization or organizations having similar objectives to the Club. Such organizations to be approved at a General Meeting or failing that then by the Committee.

## **15. Disciplinary**

In all aspects of dealing with complaints and disciplinary problems, the Club will be guided by the contents of "Getting it Right" published by the Sports Council 1994, or its subsequent replacements or equivalents. The Committee reserves the right to take action against anyone who is considered to be acting contrary to the constitution, rules or spirit of the Club. This may take the form of informal warning, formal warning, censure, suspension or expulsion or any other form of sanction that the Committee may deem to be appropriate. Contravention of GNAS rules, etc. may also be considered under this procedure if it is felt appropriate.

Where a problem arises, anyone concerned may approach a Committee member to act as a neutral mediator. It is likely that clarification (sorting out misunderstandings or unintended offensive behaviour), a verbal warning and/or a request to stop such behaviour may well result in no further action being required.

Failing this, persons who are acting inappropriately will be advised and asked to account for themselves to the Committee.

The Person/Persons may be accompanied by another member to act as friend on their behalf if they so wish.

At least 2 weeks notice will be given of the hearing and where the person concerned fails to attend, the hearing may continue in their absence unless such person can show just cause for their absence of which the Committee shall be the judge.

The Committee may appoint a panel of 3 to hear the complaint to ensure impartiality. The make up of this panel may be challenged on the grounds of partiality provided it is done so at least 1 week in advance to permit the matter to be considered by the Committee. After deliberation, the Committee may reject such challenge or replace one or all members of the panel.

The outcome of the hearing will be communicated in writing. Within 2 weeks of the hearing, the person concerned has the right of appeal. The procedure for conducting an appeal shall be as set out in the publication "Getting it Right", published by the Sports Council, 1994, or its subsequent replacements or equivalents. The decision of the appeal hearing will be communicated in writing and is final

## **16. Trophies**

All trophies such as cups and shields issued by the Club remain the property of the Club. This does not include medals and badges.

## **17. Training**

Where appropriate, a coaching Committee will be formed to oversee all aspects of training from Beginners Courses onwards. The Coaching Committee is responsible to the Club Committee.

## **18. Vulnerable Adult And Child Protection Policy**

The Club has a Vulnerable Adult and Child Protection Policy. All members must be aware of its content. The policy is displayed on the Club notice board and will be issued to all new members. In this context, a new member is someone who has paid the appropriate GNAS fee). The Club will always have a Child Protection Officer and a Deputy Child Protection Officer.

## **19. Condition**

In the event of any of the above conflicting with GNAS (ArcheryGB) rules, then the GNAS (ArcheryGB) rules shall prevail.