



MORECAMBE BAY ARCHERS CLUB CONSTITUTION

1. GENERAL PROVISIONS

1.1. The Club shall be called Morecambe Bay Archers and is made up of two sections, Seniors and Juniors, hereinafter referred to as the Club, and will be affiliated to Archery GB, Northern Counties Archery Society and Cumbria County Archery Association.

1.2. The aim of the Club shall be to provide facilities for its members to participate in archery, to promote and encourage archery in all its forms under Archery GB guidance and to promote the Club within the local community.

1.3. It shall also:

1.3.1. Offer coaching and participation opportunities in Club activities

1.3.2. Ensure a duty of care to all members of the Club.

1.3.3. Provide all its services in a way that is fair to everyone.

1.3.4. Ensure that all present and future members receive fair and equal treatment.

1.4. The Shooting regulations as prescribed in the Archery GB Rules of Shooting shall be accepted as governing the relevant branches of the Sport of Archery practiced by the Club and its members.

1.5. Club colours are to "be confirmed" and all members are encouraged to use these colours.

1.6. Nothing will be included in this Constitution which conflicts with that of Archery GB.

1.7. The postal address of the Club shall be that of the appointed Club Secretary, Morecambe Bay Archers Secretary.

1.8. The Constitution of the Club shall not be altered or amended except at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) of the Club. Members wishing to make a resolution designed to alter or amend the Constitution shall submit such a resolution to the Secretary twenty one days before the Annual or Extraordinary General Meeting at which that resolution is to be considered. Notice of such a resolution shall be sent to all members.

1.9. The Management of the Club's affairs shall be entrusted to the Club Committee.

1.10. Morecambe Bay Archers fully adopts the principles and procedures defined by Archery GB to provide a duty of care for young people, to safeguard the well-being of young and vulnerable adults and protect them from physical, sexual or emotional harm and from neglect or bullying. The Club also adopts the codes of conduct for all coaches, officials and volunteers working with all persons involved in the sport of archery and these will reflect the codes defined by the Archery GB ClubMark document. The Club also adopts the Codes of Conduct relating to parents/carers and to the required standards of behaviour for both its junior and senior members.

2. CLUB MANAGEMENT

2.1. The Club Committee shall consist of any of the following:

Chairman, Secretary, Treasurer.

Equipment Officer , Membership Secretary

Adult Head Coach, Junior Head Coach

Competition Officer Junior Representatives



MORECAMBE BAY ARCHERS CLUB CONSTITUTION

Records Officer Safety Officer
Club Development Officer, Club Welfare Officer
Inclusion Officer Field Representative
PR Officer

2.2. At meetings of the Club Committee the Chairman, if it is necessary, is entitled to an additional deciding vote. The Chairman is appointed for 3 years after which the Club Members should agree any extended period. This to be done at an AGM or EGM. Members of the Committee holding more than one post will be entitled to only one vote.

2.3. All Club Committee positions can be appointed during Club Committee meetings, however the post of Chairman, Secretary and Treasurer must be ratified at the following AGM/EGM which shall determine the terms of their appointments.

2.4. The Club Committee may appoint Sub-Committees and may delegate to such Committee powers within defined limits.

2.5. The Club Committee shall meet a minimum of 4 times per year. The Quorum for committee meeting is more than 50% of the Club Committee including 2 out of 3 of the Chairman, Secretary, and Treasurer. The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club

3. MEMBERSHIP

3.1. The Club is committed to the Archery GB Equity Policy and will ensure that the principles of equity of access and opportunity are incorporated across all aspects of its development. In doing so it acknowledges and adopts the Sport England definition of sports equity.

3.2. Membership of the club shall be open to anyone interested in the sport 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.

3.3. 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

3.4. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

3.5. All shooting members of the Club must be affiliated to Archery GB. All members of the Club (shooting and non-shooting) will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

3.6. There shall be the following Classes of Membership:-

3.6.1. **Junior Members:** Young person's between the age of **7 and 17 inclusive**. Juniors may shoot provided there is more than one senior member in presence, and Junior members must have either a parent, guardian or a nominated responsible adult who remains with them at all times. Nominated responsible adult can be responsible for more than one junior member

3.6.2. **Senior Members:** Any person aged 18 or over.

3.6.3. **Inclusive Members:** Any person regarded as having a disability will be encouraged to join the club and participate in club activities. Member of this section will have the same rights and be subject to the same rules as the relevant Adult/Junior section.

3.6.4. **Volunteer Members:** Any person who does not wish to become a shooting member but has an interest in the aims and activities of the Club.

3.6.5. **Honorary Members:** Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for Life.

3.6.6. **Associate Member:** For the purpose of allowing an archer who is away from their home club due to work /domestic relocation or university and cannot reasonably shoot at their home location. At the discretion of the Club Committee an archer who is affiliated to Archery GB, either directly or through another club, or is a member of a club outside the UK which is affiliated to World Archery, may apply for membership of the Club. Such members will be known as associate members.

3.7. The maximum membership of the Club will be capped at a level where Club practice facilities and infra-structure deem that any further increase in numbers would be detrimental to the existing membership. This will be determined by the Club Committee.

3.8. Before being allowed to shoot members of the Club must have successfully completed an Archery GB beginner's course and have been assessed by qualified Club coaches as competent.

3.9. **Implications of Membership**

3.9.1. All members of the Club shall conform to such conditions, rules and regulations as may be determined by the Club Committee.

3.9.2. The acceptance of new members and the renewal of Membership shall be at the discretion of the Club Committee.

3.9.3. At all times, Members are bound by the rulings of the Adult or Junior Head Coaches or duly appointed Field Captain of the day, whose decision is final.

3.9.4. All Members are expected to help and support the Club in its activities. All Members must assist in setting up or putting away equipment at Club sessions.

4. **DISCIPLINE AND APPEALS**

4.1. All members shall accept the jurisdiction of the Club and shall conform to such conditions, shooting rules and regulations as may be determined from time to time

4.2. Morecambe Bay Archers fully adopt the principles and procedures defined by Archery GB for Disciplinary Policy, Regulations and Procedures as defined by the Society at that time.

4.3. Any complaint that related to a breach of the Society's Policy for Safeguarding Children, Young People and Vulnerable Adults or any conduct which constitutes a criminal offence should immediately be referred to the appropriate authority outside of the Club.



MORECAMBE BAY ARCHERS CLUB CONSTITUTION

4.4. The Club Committee shall have the power to refuse any application for membership, to expel or suspend any officer or member who has, in their opinion, conducted themselves in a manner detrimental to the best interests of the Club. Likewise the Club Committee shall have the power to exclude visitors/parents/supporters from Club practice sessions and events if in their opinion they are conducting themselves in a manner detrimental to the best interests of the Club and its members.

4.5. All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The Club Committee has the power to take appropriate disciplinary action including the termination of membership. Archery GB should be informed of any such decision. The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and the member whom the complaint was made about, within 7 days of the hearing.

4.6. There will be a right of appeal to the Club Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Club 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.

5. SUBSCRIPTIONS

5.1. The annual fees for membership of the Club shall be as determined from time to time by the Club Committee.

5.2. No persons shall be deemed to be a member of the Club unless such fees have been paid to the Club within the prescribed time limit. All fees shall be paid to the Secretary who can arrange a receipt to be issued by the Treasurer if requested

5.3. All subscriptions shall become due on 31st August. The subscription for a member newly joining the Club on or after 31st August in any year shall be due for payment in accordance with Archery GB instructions in force at the time.

5.4. A member who has not paid their subscription by 30th September in any one year shall cease to be a member of the Club unless the Club Committee considers there are extenuating circumstances.

6. FINANCE

6.1. All Club monies will be banked in an account held in the name Morecambe Bay Archers. The Club Treasurer will be responsible for the finances of the Club.

6.2. A copy of the Balance Sheet and Income and Expenditure Account, independently reviewed, shall be presented by the Treasurer at the Annual General Meeting. If accounts are produced in a time period further than two months away from an Annual General Meeting then copies should be made available to all members and a copy posted on the Club notice board.

6.3. All cheques and orders withdrawing monies from the Account shall be signed by any two of Secretary, Treasurer Chairman or registered signatory. Signatories cannot be from the same family unit.

6.4. The funds and property of the Club shall be vested in the Chairman, Secretary, Treasurer and one other Committee Member. These people have the responsibility to ensure the Club remains in funds and must not put the Club into an overdraft position, or enter into any transaction or series of transactions which could jeopardise the long term financial stability of the Club.

6.5. Upon dissolution of the club any remaining assets shall be given or transferred to Northern Archery in the first instance, to pass on as they see fit to other needy causes, or another registered CCAA club, a registered charity or the sport's governing body for use by them in related community sports.

6.6. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

7. ANNUAL GENERAL MEETING

7.1. An Annual General Meeting shall be held each year at a place determined by the Club Committee. Not less than twenty-one clear days notice of such Meetings shall be sent to each Club Member.

7.2. The AGM will receive a report from Officers of the Club Committee and a statement of the Annual Accounts, and ratify the appointments during the year of either the Chairman, Treasurer or Secretary.

7.3. Nominations for Officers of the Club Committee will be sent to the Secretary prior to the AGM for elections to take place at that meeting.

8. EXTRAORDINARY GENERAL MEETINGS

8.1. The Club Committee, at the written request of 10 or more Club members shall call an Extraordinary General Meeting (EGM).

8.2. Not less than twenty-one clear days notice of such Meetings shall be sent to Club Members, giving notice of the resolutions to be considered, and details posted on the Club Website/Notice Board.

9. VOTING AND QUORUM

9.1. At all General or Extraordinary Meetings:-

9.1.1. 20% of the Club including 50% of the Club Committee members shall form a quorum.

9.1.2. For the purposes of calculating a quorum the 'Club' will be defined as all members at the date of the meeting.

9.1.3. Members who cannot be present may register a vote on any of the resolutions as long as they do so in writing prior to the meeting.

9.1.4. Each Club Member shall be entitled to one vote.

9.1.5. The Chairman shall, if required, be entitled to cast an additional deciding vote.

9.2. Amendments to the constitution will only be made through a majority vote at an AGM or EGM.

 **MORECAMBE BAY ARCHERS
CLUB CONSTITUTION****DECLARATION**

Morecambe Bay Archers hereby adopts and accepts this constitution as a current guide regulating the actions of members.

Signed: Ian Robinson

Date: 27 August 2014

Name (club Chairman

Signed: Nadine Mcgregor

Date: 27 August 2014

Name (Club Secretary)

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