

Constitution

Year 2018 - 19

1. Name

The Club will be called **Compton Archery** (hereafter referred to as 'CA' or 'The Club') and will be affiliated to the Southern Counties Archery Society, the County of Oxfordshire Archery Society and the National Governing body, Archery GB

2. Aims and Objectives of Compton Archery

- a. To practice and promote the sport of Archery in all its forms (with the exception of bow hunting and crossbows).
- b. To promote the Club within the local community and region
- c. To offer coaching and participation opportunities in Archery
- d. To offer introductions to Archery and instruct new archers
- e. To ensure a duty of care to all members of the Club
- f. To ensure that all present and future members receive fair and equal treatment.
- g. To provide training times specifically dedicated to junior/novice members
- h. To provide training times specifically dedicated to intermediate/advanced members
- i. To encourage participation in local and national competitions
- j. To form links with other archery clubs in the local area.

3. General rules

- a. The club shall observe the GNAS rules of shooting
- b. One member of the committee shall act as Field Captain or an experienced archer nominated by a committee member.
- c. No member under 18 years of age may shoot in the absence of another shooting member who is over 21 years of age.
- d. Members bringing children under the age of 16, including their own, onto the club grounds are responsible for their care and behaviour.
- e. Dogs or other pets are not permitted in the sports hall.
- f. Target meetings shall be held at least once per fortnight during all seasons.
- g. Archers should never put their own health at risk during the running of an archery session.
- h. Archers are expected to maintain their own equipment to a level which is safe and appropriate for use.
- i. New members will be subject to an own equipment inspection to confirm it is safe and appropriate to use.
- j. Prize, Trophy & Contest Meetings – The Club will hold Prize, Trophy and Contest Meetings during the season. Members competing for prizes at Prize Meetings shall pay a Prize or Trophy fee on the day. All perpetual trophies must be returned, in good condition, to the Secretary 14 days before they are due to be presented to the new winners.
- k. Visitors - All Club members shall be entitled to introduce visitors. Such visitors, providing they are current members of GNAS, shall be allowed to shoot at Practice, Target and open Prize Meetings on payment of a visitors fee and production of their up-to-date Archery GB Membership card. Such fee to be determined by Committee and brought to the attention of all club members by being posted up at Club

Meetings. Vistors are not entitled to compete for any in-house Club trophy events at the discretion of the committee.

4. General rules of etiquette

- a. The field captain should be obeyed at all times. The field captain has the right to stop an archer shooting at any time.
- b. No archer should make exclamations on the shooting line which might disconcert a neighbour in the act of shooting
- c. No archer should touch anyone elses equipment without permission
- d. No archer should leave litter
- e. If an archer breaks another archers arrow through their own carelessness, they should offer to pay for it. This does not include 'normal' shooting incidents.
- f. Archers should help to maintain club equipment and tidyness of the facilities where possible.
- g. Compton Archery is a family friendly club and thus we would not expect spoken or gestured expletives or any actions that might be considered inappropriate to children.

5. Membership

- a. Membership will consist of officers and members of the Club.
- b. All members will be subject to the regulations of the constitution and by joining the club will be deemed to have accepted these regulations and codes of conduct that the club has adopted.
- c. Members details will be held electronically in a secure environment.
- d. Members will be enrolled in one of the following categories:
 - i. Full member: Any archer applying for full shooting membership will be subject to a safety assessment and membership will be offered at the discretion of the committee.
 - ii. Associate member: Any person making application to join the club as an associate, who is already affiliated to Archery GB and is a member of another club, shall be subject to 5.c.i but with restricted rights (see 3.k).
 - iii. Junior member: A member of 16 years old or less. See 5.c.i but with restrictions detailed in 3.b
 - iv. Concession member: a club member will be eligible for the concession membership rate if he/she is over the age of 65 or classified disabled.
 - v. Non shooting member.

6. Membership fees

- a. Membership fees will be set annually and agreed by the Club Executive Committee and confirmed at the Annual General Meeting (AGM)
- b. Fees will be paid annually and will be the current cost of Archery GB membership plus a club fee as follows:
- c. Fees for the current year are as follows:
 - i. Full Senior Member: £1
 - ii. Associate Member: £1
 - iii. Full Junior Member: £1
 - iv. Concession Member: £1
 - v. Non shooting member: £1

7. Club Officers

- a. The officers of the club will at a minimum consist of:
 - i. Chairman
 - ii. Secretary
 - iii. Treasurer
- b. Additional officers of the club will consist of the following but only to the extent that they are appointed.
 - i. Records Officer
 - ii. Publicity Officer
 - iii. Equipment Officer
 - iv. Any other relevant officer positions as appointed.
- c. Officers will be elected annually at the Annual General Meeting
- d. All Officers will retire each year but will be eligible for re-appointment

8. Committee

- a. The Club will be managed through the Club Executive Committee consisting of:
 - i. *Chairman*
 - ii. *Secretary*
 - iii. *Treasurer*.
- b. Only these posts will have the right to vote at meetings of the Club Executive Committee.
- c. The Club Executive Committee will be convened by the Secretary of the Association/Club and held no less than *four meetings* per year.
- d. The quorum required for business to be agreed at Club Executive Committee meetings will be over 50% of the club Exec committee
- e. The Club Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- f. 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.
- g. 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.

9. Finance

- a. 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.
- b. The financial year of the Club will end on: *31st March 2019*
- c. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- d. Any cheques drawn against Club funds will hold the signature of a member of the exec committee.

10. Annual General Meetings

- a. 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.
- b. The AGM will receive a report from officers of the Club Executive Committee and a statement of the audited accounts.
- c. Nominations for officers of the Club Executive Committee will be sent to the Secretary prior to the AGM.
- d. Elections of officers are to take place at the AGM.
- e. All members have the right to vote at the AGM.
- f. The quorum for AGMs will be *25% of the membership*
- g. The Club Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. Discipline and appeals

- a. All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available under Governance from the Archery GB website.
- b. 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 President is the lead contact for all Club members in the event of any child protection concerns.
- c. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- d. 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.
- e. 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.
- f. 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.

12. Dissolution

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, any assets of the Association/Club that remain will become the property of *Rick Stephens*.

13. Child & Vulnerable Adults Protection Statement

The club believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where such members can learn and participate in the sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. This club has therefore adopted the GNAS Protection of Children and Vulnerable Adults Policy.

14. Equal Opportunities

Compton Archery is strongly committed to equal opportunities for all sectors of the community. It is the policy of the club to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, sexual orientation, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

15. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM

16. Declaration

Compton Archery hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Date	Version	Agreed by	Comments
19/10/2018	Draft 1.0	All	Draft for review
20/10/2018	Final 1.0	All	Released after EGM review meeting 19/10/2018
19/12/2018	Final 1.1	All	Removed Vice Chairman requirement from parts 7.0 & 8.0