



# MARSHLAND ARCHERS CONSTITUTION

## NAME

Marshland Archers

## OBJECTIVES

The practice and promotion of Archery for all ages including the encouragement of archery amongst people of all ages and abilities.

To support those who wish to compete.

## AFFILIATION

The club shall affiliate to the Grand National Archery Society (GNAS) aka. Archery GB, Norfolk Archery Association (NAA - Counties) and Southern Counties Archery Society (SCAS – Regional).

## MANAGEMENT

The club shall be managed by a Committee consisting of:

**The Chairman** shall be chiefly responsible for the direction and co-ordination of the Club's activities.

**The Vice-Chairman** shall be responsible in the absence of the Chairman.

**The Secretary** shall be responsible for correspondence and the keeping of club records, insurance policies, recording memberships and rental/leasing agreements. He/she may pass tasks to other officers; however, the secretary has the final responsibility for all records and following the guidelines of GNAS. He/she shall also call meetings as directed by the Committee.

**The Treasurer** shall be responsible for the collecting of subscriptions and other funds, payment of Club expenses, keeping accounts and preparing an Annual Balance Sheet.

**Senior Coach** shall be responsible for organising beginner's courses, taster sessions and training. He/she will coordinate with other coaches and make sure the club sustains a coaching level suitable for the size of the club. He/she will liaise with the secretary and treasurer for all necessary paper work and payments.

**Equipment Officer** shall be responsible for checking club equipment safety, be responsible for the acquisition of new and replacement equipment. He/she will liaise with the secretary and treasurer for all necessary paper work and payments.

**The Records & Tournament Organiser** shall be responsible for recording all scores and handicaps, organising of tournaments as set out in the GNAS Guidelines and rules of shooting.



# MARSHLAND ARCHERS CONSTITUTION

**The Child Protection Officer** shall be responsible for dealing with all child & vulnerable adult's protection and welfare issues of the club. This officer will undergo a criminal record check (DBS) before appointment and upon appointment. They will ensure there's a written procedure for contacting local services departments and the police, together with any 'out of hours' contacts and procedures. They will ensure that anyone with substantial access to children and vulnerable adults give their consent to having a DBS check.

**The Junior Representative** shall be responsible for gathering views and opinions of Junior Members and reporting these to the Committee Meetings as required.

More officers can be elected at the Committee's discretion. Members of the club are entitled to attend committee meetings to give active support.

## **PROPERTIES**

All Club funds & properties shall be vested in the hands of the Chairman, Secretary, and Treasurer as Trustees during their term in office.

## **ANNUAL GENERAL MEETINGS**

An Annual General Meeting (AGM) shall be held each year. 21 clear days' notice of the meeting must be given in writing to all Club Members. The meeting shall elect the Club Chairman, Secretary, Treasurer and other committee officers. All adult Club Members shall be entitled to submit nominations for these offices. Such nominations must be in writing, signed by the proposer and seconded and submitted to the Secretary at least 14 days before the meeting.

The nomination should have had the consent of the nominee. If no nominations are received, the Committee shall have the power to submit its own nominations. The meeting shall have the power to alter the Club Rules and Constitution. Notice of any proposed alterations to these must be submitted in writing to the Secretary at least 14 days before the meeting.

The AGM will receive a report from all officers of the Club as well as the reviewed statement of annual accounts from the Club Treasurer for approval, this review can be carried out by a minimum two (2) club members.

A quorum shall consist of one fifth of the total adult membership.

## **SPECIAL MEETINGS**

The Committee shall have the power to call an Extraordinary General Meeting (EGM), by giving at least 7 days' notice in writing to all adult members. EGMs can also be called by any 5 adult members, by giving 14 days' notice to the Secretary. Procedures for EGMs will be the same as for the AGM.

## **VOTING RIGHTS**

At AGMs, EGMs and club meetings each member is eligible to one vote on items debated and needing a vote. In all cases the Chair will have a casting vote if necessary. All but associate



# MARSHLAND ARCHERS CONSTITUTION

members have a voting right.

## **DISCIPLINE**

The Club Committee shall hold a hearing to consider any complaints received from club members, and any disciplinary action thought necessary. In all such situations, the committee shall correspond fully with all parties concerned, both verbally and in writing within 7 days of the hearing. However, the decision of the committee in all such cases is final. The committee shall ensure that all such actions are to the good of the club.

All complaints regarding the behaviour of Club or Committee members should be submitted in writing to the Club Secretary. In the event of a complaint against the Club Secretary, these should be submitted in writing to the Chairman.

The Club 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.

## **FINANCES**

The Club will maintain a club bank account whose designated signatories will be the Club Chairman, the Club Secretary and the Club Treasurer. All payments will be by cheque and signed by at least two designated signatories.

The Club Committee may choose to authorise remuneration and expenses to any member of the Club and to any other person or persons for services provided to the Club. This remuneration excludes the payment of any membership and shooting fees.

The Club may opt to provide food, beverages, social events, sports clothing, equipment, training and coaching, the Club may also employ members and remunerate them for providing goods and services in connection to the Club activities on simple and fair terms set out by the Club Committee.

The Club will keep a set of simple accounting records of all income and expenditure with receipts, so they can be inspected at any time and for transparency by the Club Committee, GNAS or any applicable governing body.

The Club Treasurer will be responsible for ensuring that the accounts are reviewed in plenty of time and presented at the AGM.

## **CHILDREN & VULNERABLE ADULTS PROTECTION STATEMENT**

This club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.



# MARSHLAND ARCHERS CONSTITUTION

## MEMBERSHIP

All membership applications must be submitted to the Secretary. The Committee shall have the power to accept or reject applications.

**Senior Members** shall be those of 18 years or older who have been accepted as a member of the Club and have paid to the Club the prescribed membership fees for the year.

**Junior Members** shall be those under the age of 18 who have been accepted as a member of the Club and have paid to the Club the prescribed membership fees for the year.

Juniors shall be accepted from the age of 8 years, but if younger than 12 years, it will be a condition of membership that: -

- They must be accompanied by their own parent(s) or guardian(s) who are non-shooting members,

**Full Members** shall have paid a full annual membership and have to pay a reduced target fee on club shooting days and competition fees.

**Affiliate Members** shall have paid the club fees (including GNAS fees) and have to pay a target fee on club shooting days.

**Non-Shooting Members** will pay a small membership fee in recognition of the volunteer support they provide the club. This membership will ensure that volunteers are formally members and covered by the full range of insurance that Archery GB provides and give voting rights within the Club.

**Associate Members** will pay an annual subscription determined by the Committee and on production of evidence of GNAS membership, they shall be associated with the Club for shooting and other supporting activities but will not be eligible to stand for committee and will not have voting rights. Associate Members are required to pay a target fee on the day and any fees required for the hire of venues. Associate members are personally responsible for the management of their own scores.

## SUBSCRIPTIONS – Please see our separate Fee Schedule

Fees are payable in advance as outlined in the Fee Schedule.



# MARSHLAND ARCHERS CONSTITUTION

## HAVE-A-GO, TASTERS & VISITORS

Newcomers wishing to get into archery are welcome to attend have-a-go events and days. Each event will be organised by a senior coach with attendance of senior members and where possible all level 1 coaches as long as the club have them at their disposal. Coaching/shooting must be on a one to one basis and follow the "GNAS Code of Practice for Have a Go Events".

Guests are permitted to attend a maximum of 2 events, where thereafter they will be asked to attend a beginners' course and become a full member.

Tasters will be charged at a fair rate per person set by the committee.

Visitors affiliated to societies other than the GNAS shall be allowed to shoot upon production of proof of liability insurance and may do so on payment of a target fee.

## INSTRUCTION OF BEGINNERS

The period of instruction is limited by the insurance cover held by the GNAS/Club. Beginners will be given 4 one and half hour lessons (one per week) in the basic technique of shooting. The fee covers insurance and the use of Club training equipment. Beginners will be informed that on completion of the course, if they wish to continue in the sport, they must join the Club as full members (when affiliation fees become payable).

If the beginner decides not to join the Club, then their association with the Club must cease. They will not be allowed to extend their course of instruction.

## USE OF CLUB EQUIPMENT

New members will be allowed to use club equipment for the period listed below:

- 4 weeks from commencement of tuition - use of all necessary equipment.
- 6 weeks from commencement of tuition - members are expected to purchase their own archery kit (bow, arrows, finger tab and arm brace).
- Any club member wishing to use club equipment must pay a hire fee as set in our **Fee Schedule**.

## SHOOTING SEASON

- The indoor shooting season is from **1<sup>st</sup> October to 31<sup>st</sup> March**.
- The outdoor shooting season is from **1<sup>st</sup> April to 30<sup>th</sup> September**.

There will be no scheduled shooting the **2 weeks of Christmas and Easter**.



# MARSHLAND ARCHERS CONSTITUTION


## DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain will be donated to another archery club where the equal promotion of archery is paramount.

Adopted at a Committee Meeting on:

Date: 21/3/2019

Signed: 

Print Name: RWOX (Chairman)

Signed: 

Print Name: C. COATES (Secretary)