



# Club Constitution

2020



# Perth Archery Club

## Club Constitution

### 1. Name.

The name of the Club shall be PERTH ARCHERY CLUB, hereinafter referred to as 'the Club.'

### 2. Objectives.

The Club is established to pursue the following objectives:

- a. The promotion and encouragement of archery in all its forms, other than crossbows and bow hunting.
- b. The organization, management and development of the sport for all members of the Club.
- c. Upholding the rules of the sport and promoting the highest standards of safety in the sport.
- d. Providing equal opportunities for successful participation by all sections of the community.
- e. Offering coaching, promotion and participation opportunities in archery.

### 3. Affiliation.

The Club shall be affiliated to the National Governing Body - Archery GB (AGB), the Scottish Archery (SA) which is the official, recognized branch of the National Governing Body in Scotland and the East Area of the SA.

In compliance with AGB's affiliation rules, all club members, including members with direct AGB membership must be members of SAA and Eastern Area. This is also a requirement of AGB club insurance.

### 4. Membership.

All members are subject to the Constitution of the club and the regulations of Archery GB.

- a. Membership of the Club is open to all individuals who are members of AGB, or of World Archery (WA) (formally known as the International Archery Federation (FITA)).
- b. AGB and SA membership for new members will be applied for at the same time as they join Perth Archery Club. All applications for AGB and SA membership will be completed by the club secretary or membership secretary.



# Perth Archery Club

- c. By joining Perth Archery Club, all members will be subject to the Rules of Shooting as directed by AGB; all members will also be deemed to have accepted the regulations and Codes of Conducts that the Club has adopted, which also included any codes of Conduct and policies the club has written.
- d. Members will be enrolled in one of the following membership categories:
- **Senior Member:**  
These members are registered at AGB through the club as a member of Perth Archery club and are 18 years or above.
  - **Associate Member:**  
These members can be direct AGB members and AGB members affiliated through another club.
  - **Junior Member:**  
These members are registered at AGB as a member of Perth Archery Club and are under 18 years.
  - **Honorary Life Member:**  
These members are registered at AGB through the club as Senior Members.
- e. Honorary Life members can be nominated by the membership prior to the Annual General Meeting. All nominations need to be sent to the Secretary in writing, 14 days before the Annual General Meeting. Election will take place at the AGM.
- f. Senior membership is open to any person interested in archery, eighteen and over, having completed a beginners' course or can show evidence of competence and safety.
- g. Junior membership is open to any person interested in archery, aged ten and over and under the age of eighteen, who has completed a beginners' course or can demonstrate the appropriate level of competence in a safe manner. The minimum age may be waived at the discretion of the Coach or the Committee.
- h. Junior members must be supervised at all times until they have satisfied the Coach of their proficiency.
- i. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- j. Each Senior Member shall be entitled to attend and to vote at a General Meeting<sup>1</sup>
- k. Each Junior Member shall be entitled to attend General Meetings<sup>1</sup> but will have no vote until the age of 16. They may not act as a proposer or seconder on any motions tabled.

---

<sup>1</sup> A General Meeting could be either an Annual General Meeting (AGM) or an Extraordinary Meeting (EM)



# Perth Archery Club

- l. Associate members may attend General Meetings<sup>2</sup> but will have no vote.
- m. DELETED
- n. Associate members may take part in Club Competitions at the committee's discretion but cannot claim club awards or represent the club at External Competitions.
- o. The total number of shooting Members will be determined by the facilities available for safe practice and will be defined by the Committee.
- p. It is a condition of membership that Members joining the club are made aware of this constitution and shall be deemed to accept its terms and any rules and procedures relevant to the Clubs and Archery GB.
- q. All new Members will be provided with a copy of the constitution which will also be available on the website.
- r. Membership fees shall be agreed at each Annual General Meeting. Any AGM approved changes to fees will come into force at the start of the next AGB Membership year.
- s. Archery GB fees will be due each September. Club Fees will be collected at an agreed time.

## 5. Management Committee.

- a. The management affairs of the Club will be conducted by the Committee which will comprise:
  - Chair
  - Secretary
  - Treasurer
  - Membership Secretary
  - Records Secretary
  - Coach & Development Co-ordinator
  - Child Protection Officer (CPO)
  - Equipment and Range Safety Officer
  - Two General Committee Members
  - Junior representative (aged 16 or over)
  - Any other relevant position appointed by the committee
- i. These positions need not all be filled by separate individuals, thus committee members can have multiple roles.
- ii. Only these posts will have the right to vote at meetings of the Management Committee. One vote per committee member no matter how many committee positions held.

---

<sup>2</sup> A General Meeting could be either an Annual General Meeting (AGM) or an Extraordinary Meeting (EM)



# Perth Archery Club

- iii. The Committee can request senior members to assume roles such as equipment maintenance, newsletters and social activities, Webmaster, Field and Safety Captains as appropriate and may invite their attendance at meetings where relevant. Those invited to attend committee meetings will have no voting rights.
  - iv. A Child Protection Officer will be appointed by the membership from nominations made prior to the AGM. The same procedure will be used to appoint a CPO as listed below in section b (i) and b (ii).
- b. Committee members will be elected annually at the Annual General Meeting.
- i. Candidates will be nominated and seconded by voting members of the Club with the candidates' consent.
  - ii. Committee members will be eligible for re-appointment if they so wish.
- c. DELETED
- d. Senior Members (not including Associate Members) and Junior Members 16 years and over, may be elected to serve on the Management Committee.
- e. The Committee may co-opt any Member to any unfilled post on the Management Committee until the conclusion of the following AGM.
- f. The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the Committee by a representative elected by that sub-committee.
- g. The Committee shall meet as often as may be necessary and hold no less than 4 meetings per year.
- h. The quorum required for business to be agreed at Committee meetings will be 50% of the elected Committee Members.
- i. All minutes from Committee meetings are available for club members to read, but to keep with GDPR regulations these minutes will be redacted. A request to see the minutes must be made to the club secretary in writing.
- j. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.
- k. All committee members will operate in the interest of the Club and encourage the sport of archery.
- l. The Club has adopted the Child Protection Policy produced by SA. As part of the club's commitment to Child Protection all of the Committee members will be PVG checked.
- m. The Club requires written permission from all parents of junior members for photographs or video to be taken for Club and training purposes. Any person wishing to take photographs or



# Perth Archery Club

videos at the Club when juniors are present must make a formal request to the Child Protection Officer or a member of the committee if the CPO is not present.

- n. The club will operate within the “General Data Protection Regulations” (GDPR). Members’ names and contact details will be held on a database for the purposes of running the club, tracking handicaps and general communication from the committee to our members. Some data will be passed to AGB and SA for their administration and records. Members’ data will not be shared with any other organisation. Members will be asked specifically to sign a form granting permission for this; approval will continue until the member leaves the club or the approval is rescinded by the member writing to the secretary. (please see the clubs Data Protection Protocol Policy and other Data Protection documentation.)

## 6. Annual General Meeting (AGM).

- a. The AGM shall be held by the end of March each year at such time and place as determined by the Committee, at approximately twelve monthly intervals. The purpose of the meeting will be to:
  - Receive and confirm the minutes of the previous AGM.
  - Presentation of Chair’s report.
  - Presentation of Secretary’s report.
  - Presentation of the Treasurer’s report.
  - Approval of the annual accounts and receipt of a report from the Independent Examiner.
  - Election of officers to the Committee.
  - Agreement of membership fees for the coming year.
  - Consideration of changes to the constitution.
  - Consideration of any other relevant business.
  - Appointment of an Independent Examiner.
- b. A notice, calling an AGM shall be circulated to all members with a minimum of 28 days notice.
- c. A quorum for an AGM shall be 10 full members, of which 4 will be members of the Committee.
- d. All members of the club will be entitled to one vote each at Annual General Meetings, except the Chair of the meeting who will have a casting vote in the event of a tie.
- e. Only business stated on the agenda will be discussed at the AGM.
  - Any items for inclusion in addition to the items listed above are to be received by the secretary in writing not less than 14 days prior to the AGM.
  - Other business may be permitted at the AGM at the discretion of the Chair.



# Perth Archery Club

- f. The meeting will be open to any Senior or Junior member of the Club but only those of 16 yrs or over will be eligible to vote.
- g. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.
- h. In the event of a change of Chair the outgoing Chair will continue to chair the meeting.
- i. A draft copy of the minutes will be circulated by the secretary to all members within 1 month, after the AGM. These minutes will be agreed at the next AGM.

## **7. Amendments to the Constitution.**

- a. Any proposal to amend or make additions to the constitution may be made by the management committee and submitted to the membership.
- b. Notice shall be given to all voting members at least 28 days prior to the meeting of any proposals to change the constitution.
- c. All comments from membership on proposed changes should be received by the secretary 14 days prior to the meeting.
- d. No Additional amendments or edits to the constitution can be proposed on the day of the AGM from either the Committee or the membership. The procedure in 7b needs to be followed. An EGM can be called to make any amendments or edits, the procedures for calling an EGM need to be followed. (see section 8)
- e. The constitution can only be changed through agreement by majority vote at an AGM or EGM that is quorate.
- f. Changes to the constitution shall require 2/3rd majority of those present and eligible to vote.
- g. Deleted.
- h. All proposals for changes to the constitution made by the membership shall be signed by 2 full members eligible to vote.
- i. Deleted.



# Perth Archery Club

## 8. Extraordinary General Meeting (EGM).

- a. An EGM may be called upon the written demand to the secretary by 5 or more full members of the Club or by 2/3 majority of the Committee.
- b. Notice for an EGM shall be a minimum of 28 days and it shall state the business to be discussed.
- c. A quorum for an EGM shall be 10 full members, of which 4 will be members of the Committee.
- d. Procedures for EGMs will be the same as for the AGM.
- e. The Chair, or in their absence, a full member selected by those present, will chair the meeting.
- f. All members shall register with the Secretary prior to the start of the meeting.
- g. Each member in attendance shall have one vote.
- h. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair of the EGM will exercise a casting vote.
- i. The Secretary or nominated minute taker shall keep the minutes of the meetings and record all proceedings and resolutions.

## 9. Finance.

- a. All Club monies will be banked in an account held in the name of the Club.
- b. The Club Treasurer will be responsible for the finances of the Club.
- c. The Treasurer and two other Management members shall be authorised signatories to sign cheques on behalf of the Club. Two signatures shall be needed on all cheques. Electronic payments will be notified to the club treasurer.
- d. The Club treasurer shall, subject to the instruction of the Committee, receive and disburse all monies due to the club and shall keep regular books showing accounts and transactions.
- e. The financial year of the Club will end on 31<sup>st</sup> December and an Independent Examiners statement of annual accounts will be presented at the Annual General Meeting and made available for all members.
- f. The accounts will contain receipts and expenditures during the preceding year with a balance sheet and statement of the financial position of the Club which will have been examined by an Independent Examiner.





# Perth Archery Club

- g. An Independent Examiner will be appointed at each AGM. No Committee Member may be appointed Auditor while holding office as a Committee member.
- h. The Club shall have the power to raise money by means of yearly membership fees and shoot fees, as determined by the Management Committee at the Annual General Meeting.
- i. The Committee may buy, rent or dispose of equipment to fulfil the functions of the club within the funds available to them.
- j. No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

## 10. Discipline and Appeals.

- a. All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/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 AGB /SAA Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Child Protection Officer is the lead contact for all Club members in the event of any child protection concerns.
- c. The club has its own Acceptable Behaviour Policy which all members are expected to follow. Archery GB and the Clubs Code of Conduct documents are part of the Acceptable Behaviour Policy.
- d. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- e. The Club Management 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.
- f. 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.
- g. 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 Chair of the Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.



# Perth Archery Club

- h. Where it is seen that an archer is in breach of safety rules, they may be immediately suspended from shooting by the Field Captain or their deputy, for that session.

## 11. Dissolution.

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. If the Committee's proposal is agreed by a majority at the EGM they will make a recommendation to the members who will instruct the winding up and dissolution of the Clubs by the Committee.
- b. In the event of dissolution, any remaining assets, including all monies, will be disposed of by the Committee as decided by the Club members.
- c. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

## 12. Declaration

Perth Archery Club hereby adopts this constitution as a current operating guide regulating the actions of members.

Print Name:	-----	-----
Signature:	-----	-----
	Chair	Secretary
Date:	-----	-----