

NEATH ARCHERS, ARCHERY CLUB

CLUB CONSTITUTION

DATED: 28th February 2024

SECTIONS 1 to 8 INCLUSIVE

SECTION 1: GENERAL

- i. The Club shall be known as 'Neath Archers'. Here after referred to as The Club.
- ii. The club may elect a president for a term of 2 years
- iii. The aims and objectives of The Club will be
 - To offer coaching and participation opportunities in archery in all forms
 - To promote the club within the local community and archery in all forms
 - To ensure a duty of care to all members of The Club
 - To provide all it's services in a way that is fair to everyone.
 - To ensure that all present and future members receive equal and fair treatment in accordance with the club rules and the rules of Glamorgan Archery Association (GAA), the Welsh Archery association (WAA) and Archery GB (AGB)
- iv. The constitution of The Club can only be amended at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) by a majority vote. Such amendments or alterations shall be in writing only and delivered to the club secretary not less than one month before such meeting.
- v. The postal address shall be that of The Club secretary.
- vi. The Club shall obey AGB rules of shooting at all times
- vii. All monies received on behalf of The Club however derived shall be applied solely towards the promotion of The Club. Financial aid to any individuals will be discussed on an individual basis by the Executive Committee.

SECTION 2: MANAGEMENT

- i. The management of The Club shall be entrusted to the Executive Committee
- ii. The Executive Officers of The Club shall be elected annually at the AGM
 - Chairperson
 - Treasurer
 - Secretary
- iii. In addition the following posts shall be elected annually and will form the Committee and will be answerable to the Executive Officers.

- Junior Representative
 - Tournament Officer
 - Membership Secretary
 - Equipment Officer
 - Child Protection Officers – 1 x male and 1 x female
 - Health and Safety Officer
 - Records Officer
 - Web Master
- iv. Nominations for the election of all committee officers shall be sent in writing to the club secretary not less than 3 weeks before the AGM. All written nominations will take precedence over any verbal nominations.
 - v. All nominees to be full senior club members.
 - vi. In the event of no written nominations being received before the AGM the Chairperson can consider nominations from the members present at the AGM. All nominations whether written or verbal will require a proposer and a seconder to ensure their validity.
 - vii. The Committee may fill vacant positions by advertising to the membership for a period of 14 days to seek interested parties. These individuals will be full committee members. Vacancies and any filled positions shall be notified to Members via email.
 - viii. The Committee may Co-opt members for particular projects. These individuals can attend Committee meetings but will not have a vote.
 - ix. The date of the AGM will be advertised at least 6 weeks in advance of the date.
 - x. The Chairperson shall preside at all club meetings and may only have the casting vote.
 - xi. All senior full members have the right to vote at the AGM and if required this can be by way of a secret ballot.
 - xii. The quorum for AGMs and EGMs will be a minimum of 20% of senior full members.
 - xiii. The Executive Committee or 20% of senior members can call an EGM giving at least 7 days notice.
 - xiv. The Executive Committee will be responsible for adopting new policies, codes of conduct, and any other rules that may affect The Club.
 - xv. The reproduction of the club badge in any form will be at the discretion Of the Executive Committee
 - xvi. The Club colours registered with AGB is all black.

SECTION 3: MEMBERSHIP

- i. The Club will consist of officers, members and Associates.
- ii. Membership of The Club shall be at the discretion of the Executive Committee
- iii. Members will be enrolled in one of the following categories
 - Full Senior member
 - Junior member
 - Associate
- iv. The number of Associates accepted to enrol will depend on the venue capacity and will be relative to the number of Full and Junior members.
This number will be released twice a year prior to the Indoor and Outdoor shooting seasons, and Associates accepted on a first come basis.
Half yearly Associate enrolment will be available for both indoor and outdoor seasons.
Associates will not be able to claim Club records, attend and vote at Club meetings.
- v. Membership shall imply without reserve, acceptance of and compliance with the adopted regulations of the constitution, codes of conduct and any other rulings and decisions of the club and AGB. The Executive Committee reserves the right to decline membership to any person without stating a reason.
- vi. A Junior shall be defined as any person under the age of 18 years old or as specified by AGB. No junior may join the club under the age of 9 years old. All juniors must be accompanied by a responsible adult at each session (a responsible adult can be nominated from within the club members by written consent from the junior's parent or guardian)
- vii. The use of equipment will be at the club's discretion and will be monitored in strict accordance with AGB Rules of Shooting and that of The Club's.
- viii. Visitors wishing to shoot on Club nights must contact the Club in advance to seek availability, which will be subject to venue capacity. They will need to show proof of AGB, County and club membership and pay the appropriate target fee. Acceptance will solely be at the discretion of the Executive Committee.
- ix. It is an individuals responsibility to keep the committee apprised of any changes to their contact details.

SECTION 4: SUBSCRIPTIONS

- i. All members shall pay an annual membership fee to The Club and in addition “Target Fees” will be charged at each club session.
- ii. Discounted fees will apply to the following positions held within The Club as a goodwill gesture in thanking them for the commitment they give to The Club. Please refer to the current Neath Archer’s fee structure document which can be amended at the AGM.
 - Coaches
(on the proviso that 20 hours of coaching either with beginners or in house is undertaken per annum)
 - Chairperson, Treasure, Secretary
 - President

SECTION 5: DISCIPLINE AND APPEALS

- i. All concerns, allegations or reports of poor practice /abuse relating to the welfare of Children and Young People and Vulnerable Adults will be recorded and responded to swiftly and appropriately in accordance with AGB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Child Protection officers are the lead contact for all Club members in the event of child protection concerns.
- ii. It is expected that any issues regarding the behaviour of members be dealt with initially on an informal courteous and mutually respectful basis between members.
- iii. Where an informal resolution cannot be reached then a formal complaint can be made in writing to the club secretary.
- iv. The Executive Committee will be responsible for disciplinary hearings
- v. The Club Executive Committee will meet to hear complaints within 21 days of a complaint being lodged.
- vi. The outcome of a disciplinary hearing should be notified in writing to all parties within 7 days of the hearing.
- vii. If in the opinion of the Executive Committee any member of The Club is guilty of misconduct the Executive Officers after affording such a person a reasonable hearing impose any penalty as it may deem necessary although the said person will have the automatic right to appeal the said decision.
- viii. There will be the right to appeal to the club secretary following disciplinary action being communicated . The appeal must be made within 7 days of the outcome in writing. In the event of the appeal being made against the decision of the Executive Committee a panel of 3 club committee members will be selected. No member of the Executive Committee may sit on this panel.
- ix. Any complaint involving more than one member of the Executive Committee should be sent to GAA for consideration

SECTION 6: FINANCE

- i. The financial accounts of The Club shall be presented at the AGM and balance sheets presented to all present.
- ii. Any cheques drawn against the club funds should hold the signatures of the treasurer plus one of the other Executive Officers.
- iii. In the event of The Club ceasing to exist AGB regulations will apply

SECTION 7: AFFILIATION

- i. All members of The Club must be members of GAA, WAA and AGB, with the exception of people on a beginner's course.
- ii. For beginners, on the completion of their course must join The Club, GAA, WAA and AGB before they are allowed to continue shooting at club venues. One purpose of this is to ensure that AGB insurance is contiguous.

SECTION 8: DECLARATION

SIGNED :

DATE :

NAME :

CLUB CHAIRPERSON