



SOUTHAMPTON ARCHERY CLUB

AFFILIATED WITH ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY & HAMPSHIRE ARCHERY ASSOCIATION

Club Constitution

1 The Club

- 1.1 The Club shall be called Southampton Archery Club, hereinafter referred to as the 'Club'.
- 1.2 The Club shall be affiliated to the Grand National Archery Society (GNAS) via Southern Counties Archery Society (SCAS) and Hampshire Archery Association (HAA).
- 1.3 Nothing in this Club Constitution shall conflict with that of any affiliated body above.
- 1.4 The postal address of the club shall be that of the Club Secretary.
- 1.5 The website address of the club shall be www.southamptonarcheryclub.org

2 Aims and Objectives

The aims and objectives of the club will be:

- 2.1 to promote and practice Archery in all its forms, other than hunting and crossbows.
- 2.2 to promote the Club within the local community.
- 2.3 to ensure a duty of care to all members of the Club.
- 2.4 to offer coaching to Club members and to beginners enrolled on beginner courses.
- 2.5 to encourage a climate of individual self-improvement through support from others.
- 2.6 to provide and make available Club services and facilities in a way that is fair to everyone.
- 2.7 to ensure that all present and future members receive fair and equal treatment.
- 2.8 to adopt Archery GB policy for safeguarding Children, Young People & Vulnerable Adults.

3 Membership

- 3.1 Membership will consist of officers and members of the Club.
- 3.2 All members will be subject to the rules and regulations of the Club Constitution and by joining the Club will be deemed to accept these rules and regulations and also any codes of conduct adopted by the Club.
- 3.3 Members will be enrolled in one of the following categories:
 - a) Senior member
 - b) Junior member
 - c) Honorary member
 - d) Associate member
 - e) Social (non-shooting) member
- 3.4 Associate members will have no permitted voting rights.
- 3.5 Social members will not be permitted to shoot and will have no permitted voting rights on matters affecting shooting.
- 3.6 At an Annual General Meeting the Club may wish to select any member, either for a specified period of time, or for life, to become an Honorary member. The Club will pay for affiliation to GNAS, SCAS and HAA for Honorary members as is necessary.
- 3.7 Honorary members not affiliated to GNAS will not be permitted to shoot and will have no permitted voting rights on matters affecting shooting.
- 3.8 The membership year of the Club will run from 1st October to 30th September.
- 3.9 All members, other than Honorary members, shall pay an annual subscription to the Club, collected by the Club Secretary during August. Subscription fees will be set annually and agreed by the Club Committee.
- 3.10 Pro rata subscription fees may be charged to members joining during the membership year at the discretion of the Club Committee.
- 3.11 All members shall accept the jurisdiction of the Club Committee and shall conform to all conditions, rules and regulations as are current, or which may be determined from time to time by the Club Committee or any affiliated body.

- 3.12 All members shall observe and conform to the Rules of Shooting of Archery GB and of FITA; these rules being accepted as governing the relevant disciplines of the sport practiced by the Club and its members.
- 3.13 All members, with the exception of Associate, Social and non-shooting Honorary members, are required to affiliate to GNAS, SCAS and HAA via the club, or individually to FITA.
- 3.14 Associate members are required to be affiliated to GNAS or FITA and be able to demonstrate such affiliation if requested by the Club Committee.
- 3.15 Any member without affiliation to the above governing bodies shall not be permitted to shoot in the company of Club members, or to make use of the Clubs shooting facilities or equipment, with the exception of individuals attending a have-a-go session or enrolled on a beginners course run by the Club, who are covered under Club insurance.
- 3.16 All members must take it upon themselves to keep the Club Secretary updated of any changes to their personal details such as email and postal addresses.
- 3.17 Individuals who are not members of the Club but who can demonstrate affiliation to GNAS or FITA, where sponsored and accompanied by a senior Club member, shall be permitted to shoot at the Club on a target fee basis subject to certain restrictions. Such fee and restrictions will be determined by the Club Committee according to Club resources, with any Executive Officer having the discretion to disallow any individual if it is deemed that attendance by that individual is inappropriate or likely to cause discomfort to other members.

4 Management

- 4.1 The management of the affairs of the Club will be entrusted to the Club Committee.
- 4.2 Officers of the Club Committee will include the required offices of Chairman, Secretary & Treasurer (known as Executive Officers), with additional positions of Membership Secretary, Club Coaches, Records Officer, Equipment Officers, Field Officers, Tournament Officers, Social Secretaries, Junior Representative & Safeguarding Officer as needed.
- 4.3 All officers will be elected annually from the Club membership (not including Associate or Social members), must be over 18 years of age at the point of election (with exception of the Junior Representative, who must be between 14 and 18 years of age at the point of election), and must not have been subject to any written disciplinary process within the Club within the previous year.
- 4.4 All officers will retire each year but will be eligible for immediate re-appointment if they continue to meet the requirements of 4.3, without a need to be proposed and seconded. Any new nominations must be proposed and seconded prior to election.
- 4.5 The Club Committee will be convened by the Club Secretary and will meet no less than 4 times a year.
- 4.6 The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the Club, as well as ensuring the Club continues to meet its aims and objectives as laid out in the Club Constitution.
- 4.7 The Club Committee will have powers to appoint sub-committees and advisors as it deems necessary, to enable it to carry out its duties.
- 4.8 The Club Committee will be responsible for disciplinary hearings of members who infringe any of the rules or regulations of the Club. The Club Committee will also be responsible for taking any action of discipline, suspension or expulsion following such hearings.
- 4.9 The quorum for meetings of the Club Committee will be any two of Chairman, Secretary & Treasurer and 50% of remaining Club Committee.
- 4.10 All officers of the Club Committee will hold equal voting rights within meetings of the Club Committee, with the exception that the Chairman (or Secretary in absence of the Chairman) will hold an additional deciding vote in the event of a tied vote.

5 Annual General Meeting

- 5.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days notice will be given to all members, such notice being delivered by email (where members have provided a valid email address to the Club Secretary) or by post

(where members have previously notified the Club Secretary that they wish to receive notice in this form), and by publishing on the Club website and the Club noticeboard.

- 5.2 The AGM agenda, together with details of general propositions for consideration (where appropriate), shall be published not less than 7 days prior to the AGM.
- 5.3 The AGM shall be held at a time and place determined by the Club Secretary.
- 5.4 All members aged 16 years and over on the date of the meeting have the right to vote at the AGM, with the exception of Associate members, and subject to the voting restrictions on Social and Honorary members with regards to matters affecting shooting.
- 5.5 All members entitled to vote but unable to attend the AGM may give their Proxy vote to the Club Secretary in writing or by email in advance of the meeting.
- 5.6 The AGM will receive a report from the Club Committee and a statement of accounts.
- 5.7 Any general propositions for consideration at the AGM shall be submitted to the Club Secretary in writing or by email (with confirmed receipt) not less than 28 days prior to the AGM, to allow inclusion in the notice for the AGM (where appropriate).
- 5.8 Nominations for officers of the Club Committee shall be submitted to the Club Secretary in writing or by email (with confirmed receipt) not less than 7 days prior to the AGM.
- 5.9 Elections of officers of the Club Committee will take place annually at the AGM, subject to matters beyond reasonable control.
- 5.10 The quorum for AGMs will be any two of the Executive Officers, 50% of remaining Club Committee Officers, and 25% of members (not including Associate or Social members).
- 5.11 Propositions and elections will be carried by majority vote of all members present (by show of hands), with the exception of a proposition of dissolution (requiring two-thirds majority vote by both the Club Committee and the remaining membership), or election of Chairman (which will require majority vote and be held by secret ballot).
- 5.12 The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM as it feels necessary. All procedures for EGMs will be the same as for the AGM.
- 5.13 One or more members may request the Club Committee call an EGM at any time to consider an urgent proposition, such request not to be unreasonably refused if the membership can be shown to be in majority support of immediate consideration at EGM.

6 Beyond Reasonable Control

- 6.1 In the case of emergencies, any two of the Executive Officers may act in agreement with each other without consulting the rest of the Club Committee.
- 6.2 If a Club Committee Officer resigns prior to an AGM, the Club Committee will decide by majority vote whether to replace that officer prior to the next AGM or not, either calling an EGM to elect a replacement or co-opting a member into the role until the next AGM.
- 6.3 If a Club Committee Executive Officer resigns prior to an AGM, an EGM must be called to elect a replacement unless an AGM is scheduled within 60 days. The Club Committee will decide by majority vote which existing Club Committee Officer will act in lieu of the resigned officer until such times as the AGM/EGM is held.

7 Finances

- 7.1 All Club funds and income will be banked in an account in the name of the Club.
- 7.2 The Club Treasurer will be responsible for the finances of the Club and for maintaining accounts showing detail of income and expenditure with receipts wherever possible.
- 7.3 The financial year of the Club will run from September 1st to August 31st.
- 7.4 The Club operates as a non-profit entity. Any income, funds and property of the Club, howsoever derived, shall be vested in the Club Committee and applied solely towards the aims and objectives of the Club as laid out in the Club Constitution.
- 7.5 There shall be no distribution of any such funds or property to members of the Club.
- 7.6 A statement of annual accounts will be presented by the Treasurer at the AGM.

8 Grievance, discipline and appeal

- 8.1 The Club Committee has the power to discipline any member or members who behave in a way likely to endanger the safety and well being of other Club members or the general

public, who behave in a way contrary to the principles of the Club, or who break Club rules and regulations or the rules and regulations of our affiliated and governing bodies.

- 8.2 Disciplinary action may include verbal or written warnings, removal from the Club Committee, and immediate suspension or termination of membership from the Club only. (Clubs cannot terminate GNAS membership of individuals.)
- 8.3 All complaints regarding the behavior or conduct of members should be submitted in writing to the Club Secretary or the Club Chairman.
- 8.4 In the event of any safeguarding concerns, the Safeguarding Officer should be the initial point of contact.
- 8.5 All complaints, safeguarding issues or poor practice concerns will be dealt with in accordance with the Archery GB guidelines.
- 8.6 The Club Committee will meet to hear complaints within 21 days of a complaint being lodged, the outcome of such a hearing will be notified in writing to the person who lodged the complaint, and to the member against whom the complaint was made, within 7 days of the hearing.
- 8.7 The person making the complaint and any other persons involved in the complaint shall be entitled to give their views to the Club Committee at that hearing or at a meeting called in advance of the hearing.
- 8.8 The Club Committee has the power to take appropriate disciplinary action as an outcome of a hearing including all measures listed in 8.2.
- 8.9 There is a right of appeal within 14 days of the notification of the outcome of a disciplinary hearing. This appeal must be made in writing to the Club Secretary or Club Chairman, and in the event of an appeal against the decision of the hearing, a panel of three experienced Senior Club members (to exclude Club Committee or any family of the member against whom the complaint was made) will be selected randomly and will be asked to decide unanimously whether to uphold the decision or not. If no unanimous decision can reasonably be reached, the decision of the Club Committee shall be final.

9 Dissolution

- 9.1 A resolution to dissolve the club can only be passed through agreement by two-thirds majority vote of both the Club Committee and the remaining membership at an AGM or EGM.
- 9.2 In the event of dissolution, the Executive Officers shall proceed thereupon, or at such a date as is specified in the resolution to dissolve, to realise the assets of the Club and discharge any debts or liabilities outstanding.
- 9.3 Assets remaining shall not be paid or distributed amongst members of the Club.
- 9.4 In the event of Club members joining other GNAS affiliated clubs, the Executive Officers will endeavour to distribute the remaining assets of the Club in a proportionate fashion to those clubs to support their increase in membership. Any excess shall be given or transferred to other not-for-profit entities promoting Archery within the local or regional area of the Club, the choice of such entities being up to the Executive Officers.

10 Club Constitution

This Club Constitution will only be changed through agreement by majority vote at an AGM or EGM.

11 Declaration

Southampton Archery Club hereby adopts and accepts this Club Constitution as a current operating guide regulating the actions of members.

Chairman: JAMES WILSON

Secretary: SYMON DAVIS

Signed: 

Signed: 

Date: 15/9/18

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