



KEYWORTH ARCHERS: CONSTITUTION

VERSION 1.3 - REVISED 11TH MARCH 2022

1 Name

The Club will be called **Keyworth Archers** and will be affiliated to **Archery GB**.

2 Aims and objectives

The aims and objectives of the Club will be:

- to offer coaching and participation opportunities in Archery
- to promote the Club and the sport within the local community
- to manage the Club shooting facilities, both indoors and outdoors
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership consists of Officers and members of the Club.

All members will be subject to the regulations of the constitution, and by joining the club will be deemed to accept the regulations and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Senior member
- Junior member

4 Membership fees

Membership fees will be set annually and agreed by the Executive Committee.

Any member failing to pay such fees by the due date shall forfeit all rights and privileges of membership until all due fees are paid.

5 Executive Committee

The affairs of the Club shall be administered by the Executive Committee.

The Executive Committee will consist of: **Chairperson**, **Secretary** and **Treasurer**, who are known as "Officers", along with two additional members of the Club, elected at the AGM.

March 2022



The club will be managed through the Executive Committee and only Executive Committee members will have the right to vote at committee meetings.

The Executive Committee will meet at least once per quarter. Any member of the Club has a right to attend these committee meetings, but must notify the Secretary or Chairperson of their intention to attend at least 24 hours before the meeting.

The agreed minutes from the Executive Committee meetings will be distributed to the membership via the Club website (or on paper by request), subject to redaction if necessary.

The Chairperson, Secretary and Treasurer will all be signatories for the Club's banking purposes. Two signatures will be required on any cheques drawn against Club funds.

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.

The Club Executive Committee will be responsible for disciplinary hearings of members who infringe the Club rules or constitution. The Club Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

6 Committee

Other positions essential to the club (but not part of the Executive Committee) are:

- Child (and Vulnerable Adult) Protection Officer
- Records Officer
- Equipment Officer

Additional posts which may be of benefit to the Club include:

- Membership Secretary (this may be included in the Secretary position, or a separate position)
- Coaching Officer (Head Coach)
- Publicity and Website Officer
- Junior Captain
- Social Secretary

Prior to the first Annual General Meeting (AGM), all appointments will be made by the Chairperson. The Club's first AGM will be arranged within 6 months of the date at which Club membership first exceeds 12 persons. Thereafter, Officers and other committee members will be elected annually at an AGM. All positions must be retired immediately prior to an AGM, but will be eligible for re-appointment. Between AGMs, appointments may be made by the Executive Committee (for example, in the case of a committee member retiring, or if a new position is created); such appointments will be temporary, with the appointee retiring at the next AGM.



7 Finance

The Club will be run on a “not for profit” basis.

The Club will run a positive balance and not incur any debt, except by special resolution.

A budget will be set and agreed for each financial year.

Appropriate insurances will be taken out as necessary.

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. The financial year of the Club will end on 31st December.

A statement of annual accounts, approved by an external auditor and the Executive Committee, will be presented at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of two of the Club signatories.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary or Chairperson. Not less than 21 clear days’ notice to be given to all members.

The AGM will receive a report from officers of the Club Executive Committee and a statement of the accounts.

Elections of Officers and other committee members are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs (i.e. the number of people who need to attend for the AGM to be valid) will be 25% of the membership.

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.

9 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing or by electronic means to the Club Secretary.

The Chairperson (or if unavailable, the secretary, and then the treasurer) will appoint a group of 3 members of the Committee, to meet to hear complaints within 7 days of a complaint being lodged. The appointed group will have the power to take appropriate disciplinary action including the termination of a member’s membership of the Club.

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.

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.



10 Dissolution

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

The Executive Committee shall thereupon proceed to realise the property of the club whether by selling assets to members or by donating assets to another archery club. After discharge of liabilities the outstanding monies shall be divided between the membership

11 Amendments to the constitution

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

12 Declaration

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

SIGNED:

DATE:

Name:

Club Chairperson

SIGNED:

DATE:

Name:

Secretary