

Ledbury Archery Club



Constitution

1. Ledbury Archery Club

The Club shall be called **Ledbury Archery Club** and known locally as Ledbury Archers, and shall be affiliated to Archery GB (The Grand National Archery Society), West Midlands Archery Society (WMAS) and Herefordshire Archery Association (HAA).

2. Aims and Objectives

The aims and objectives of the Club *shall* be:

- To offer a secure and suitable venue to practise archery and for coaching.
- To promote the Club within the local community and within the sport of archery.
- To manage equipment belonging to the Club.
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair and equal to everyone.

3. Membership

Membership shall consist of Officers and members of the Club all of whom shall be subject to the regulations of the Constitution and by joining the Club shall be deemed to accept those regulations and codes of practice that the Club has adopted.

4. Membership Fees

Membership fees shall be set annually by the Management Committee.

Membership Fees shall be paid annually and shall include obligatory membership of ArcheryGB, WMAS, and HAA.

The Club's Membership year shall be 1 October to 30 September and Membership Fees for the forthcoming year shall be paid by Members no later than 14 September.

5. Officers of the Club

The Officers of the Club shall be:

- Chair
- Secretary
- Treasurer
- Lead Coach
- Records Officer
- Equipment Officer
- Data Protection Officer

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Officers shall be elected annually at the Annual general meeting. All officers shall retire each year but will be eligible for re-appointment. The position of Data Protection Officer may be held concurrently with another role.

6. Committee

The Club shall be managed through the Management Committee comprising those identified in Article 5 above (or a deputy for the Lead Coach) and the Club's landowner.

The Management Committee meetings shall be convened by the Secretary and held no fewer than four times per year.

The quorum required for business to be agreed at Management Committee meetings shall be three including at least any two of the The Chair, The Secretary and The Treasurer

The Management Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

The Management Committee shall be responsible for disciplinary hearings of members who infringe the club rules or Constitution. The Management Committee shall be responsible for taking any action of suspension or discipline following such hearings.

It is the intention that all matters agreed shall be by unanimous approval but in the event of a vote which is tied, The Chair shall have an additional casting vote.

7. Finance

All Club monies shall be banked in an account held in the name of the club. Ledbury Archery Club is a not-for-profit community group and any surplus monies shall be reinvested in equipment and running costs.

The Club Treasurer shall be responsible for the finances of the Club.

The financial year of the club shall end on 31 July each year.

A statement of annual accounts shall be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds shall hold the signatures of the Treasurer plus one other Officer mandated by the bank and not related to or resident at the same address.

A Club member not standing on the Management Committees shall be appointed at each AGM as Examiner of the annual accounts. This person shall liaise and cooperate with the Treasurer and form an opinion as to the reasonableness and accuracy of the annual accounts and shall comment to this effect in writing within the annual accounts.

8. Annual General Meetings

Notice of an Annual General Meeting (AGM) shall be sent to members by the Secretary no fewer than 21 clear days before.

The AGM shall receive a report from the Officers and a statement of the accounts.

Nominations for Officers shall be sent to the Secretary prior to the AGM.

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Elections of Officers shall take place at the AGM but the Management Committee may co-opt other new or replacement members at other times to serve until the next AGM.

All officers shall retire each year but shall be eligible for re-appointment.

The quorum for AGMs will be five, including at least any two of the Chair, The Secretary and The Treasurer.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs shall be the same as for the AGM.

9. Discipline and Appeals

All concerns, allegations or reports of poor practice or abuse relating to the Welfare of Children and Vulnerable Adults shall be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and Safeguarding Procedures.

The Secretary is the lead contact for all members in the event of any Child Protection and Safeguarding concerns.

All complaints regarding the behaviour of members shall be presented and submitted in writing to the Secretary.

The Management Committee shall meet to hear complaints within 7 days of a complaint being lodged and shall have the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within three days of the hearing.

There shall be a right of appeal to the Management Committee following disciplinary action being announced.

The Management Committee shall consider the appeal within 21 days of the Secretary receiving the appeal and its decision shall be final.

10. Dissolution

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

In the event of dissolution, any assets of the Club that remain (financial and equipment) shall become the property of Herefordshire Archery Association for the promotion of the sport within the county.

11. Amendments to the Constitution

The Constitution shall only be changed through agreement by a majority vote at an AGM or EGM.

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12. Declaration

Having been agreed at the AGM on 31/08/2019 Ledbury Archery Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed	████████████████████	Date:	31/08/2019
Name:	Mark Beaumont	Position	Club Chairman
Signed	████████████████████	Date:	31/08/2019
Name:	Robert Oates	Position	Club Secretary
Signed	████████████████████	Date:	31/08/2019
Name	Tony Fussey	Position	Club Treasurer