



Constitution of: Brent Valley Archers

Proposed on : 11TH January 2018

1. Name

The Club will be called **Brent Valley Archers** and will be affiliated to Archery GB, Middlesex County Archery Association and Southern Counties Archery Society.

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 within the local community and the sport.
- To manage the Club premises, equipment and members' confidential data.
- 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 should consist 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 these regulations and codes of conduct that the Club adopted.

- Members will be enrolled in one of the following categories:
- Full member
- Associate member
- Junior member

Membership of the Club shall be open to any person who is interested in helping the Club to achieve its aims, willing to abide by the rules of the Club and willing to pay any subscription agreed by the Management Committee.

- Junior members must be accompanied by a parent / guardian
- Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- All attending members are to help setup and take down the range.
- Members are to set up and take down in a safe manner, two able-bodied members are required to handle the Butts when setting up and taking down of range, less able-bodied members are to put target faces away and sweep the floor. The storage area must be left tidy and free of clutter.
- Help check all lights are off, windows and doors are locked, and the centre is left secure at the end of each session.
- Persistent non-adherence will result in a disciplinary action followed by termination of membership. See section 9
- Every individual member and each organisation shall have one vote at General Meetings.
- The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made. See section 9

4. Membership fees

Membership fees will be set annually and agreed by the Executive / Club Executive Committee or determined at the Annual General Meeting.

Fees will be paid: yearly by an annual subscription.

5. Officers of the Club

The main officers will be:

- Chairperson
- Secretary
- Treasurer

Any other relevant position including, but not limited to:

- Equipment Officer
- Webmaster
- Child Protection Officer
- Coach
- Records Officer
- Competition Officer

Officers will be elected annually at the Annual General Meeting and or via an agreed alternative method. All officers will retire each year but will be eligible for re-appointment.

Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Club
- represent the Club at functions/meetings that the Club has been invited to
- act as spokesperson for the Club when necessary

(b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Club in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Club

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Club
- keep proper accounts that show all monies collected and paid out by the Club

The duties of the remaining officers will be determined and agreed upon at an appropriate time, as and when such positions are required and defined.

6. Management Committee

The Club will be managed through the Club Executive Committee consisting of: The designated officers of the Club, (see section 5).

Only these posts will have the right to vote at meetings of the Club Executive Committee.

The Club Executive Committee will be convened by the Secretary of the Association/Club and held no less than one (1) meeting per year.

The quorum required for business to be agreed at Club Executive Committee meetings will be greater than 50% of the number present in the post.

The Club Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.

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 Association/Club rules/regulations/constitution. The Club Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

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.

Any money obtained by the Club shall be used only for the Club.

Any bank accounts opened for the Club shall be in the name of the Club.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus at least one of the designated officers.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. The meeting will be held in December. Not less than 10 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 audited accounts.

The AGM will be used to discuss and agree fees courses and any other business pertaining to the Club

Nominations for officers of the Club Executive Committee will be sent to the Secretary, not less than 10 days prior to the AGM.

Elections of officers are to take place at the AGM and or via an agreed alternative method

All members have the right to vote at the AGM, the quorum for AGMs will be at least 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 disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available under Governance from the Archery GB website.

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 Archery GB 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.

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

The Club Executive 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.

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.

In the event of dissolution, any assets of the Association/Club that remain will become the property of Middlesex County Archery Association or some other association / club with similar objectives to those of Brent Valley Archers.

11. Amendments to the constitution

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

12. Declaration

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

SIGNED:

DATE:

Name:

Club Chair

SIGNED:

DATE:

Name:

Secretary