



Wallingford Castle Archers

Constitution

Year 2016 - 17

1. Name

- 1.1. The Club will be called Wallingford Castle Archers (“the Club”) and will be affiliated to the Southern Counties Archery Society, the County of Oxfordshire Archery Society, and the national governing body, Archery GB.

2. Aims and Objectives

- 2.1. 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 in archery
- to provide training times specifically dedicated to junior members
- 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

- 3.1. All members of the club (“Club Member”) 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.

- 3.2. Members will be enrolled in one of the following categories:

- Full senior member
- Associate member
- Junior member
- Concession member

A Club Member will be eligible for the concession membership rate if he/she is either between the ages of 18-24 inclusive, or classified disabled.

3.3. Membership fees will be set annually by the Club Management Committee and confirmed at the Annual General Meeting (AGM).

3.4. Fees will be paid monthly.

3.5. Fees are as follows:

- Full senior member: £15 (for a minimum term of 6 months from the first joining date)
- Associate member: £10
- Full junior member: £10
- Concession member: £10

4. Club Committee and Officials

4.1. The officials of the Club (“Officials”) will consist of the minimum of:

- President
- Chairman
- Secretary
- Treasurer

And will also consist of the following, but only to the extent that any of the following positions are appointed:

- Equipment Officer
- Publicity Officer
- Records Officer
- Any other relevant officer or officers appointed for any other positions.

4.2. Officials will be elected and appointed annually at the AGM. All Officials will retire each year but will be eligible for re-appointment.

4.3. The club will comprise of two committees, as follows:

- a Club Executive Committee, and
- a Club Management Committee.

4.4. The Club Executive Committee will consist of:

- President
- Chairman
- Secretary
- Treasurer

4.5. The Club Management Committee will consist of those Officials listed in item 4.1. above, to the extent that such Officials are appointed.

4.6. Save for matters specifically reserved to the Club Executive Committee, the Club will be managed through the Club Management Committee.

4.7. The Club Management Committee:

- will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club,

- will have the power to appoint and dissolve sub-committees as necessary,
 - will have the power to appoint and remove advisors to the Club and its committees,
 - will have the power to call an Extraordinary General Meeting (EGM).
- 4.8. The quorum required for business to be agreed at Committee meetings will be three quarters of the total number of club Officials elected to the relevant committee.
- 4.9. Any club member may request to sit in on a committee meeting, but may only join discussions if invited to do so.
- 4.10. The Club Executive Committee will be solely responsible for disciplinary hearings of Club Members who infringe the Club rules, regulations or constitution. The Club Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

5. Finance

- 5.1. All Club monies will be banked in an account held in the name of the Club.
- 5.2. The Club Treasurer will be responsible for the finances of the Club.
- 5.3. The financial year of the Club will end on: 31st July
- 5.4. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 5.5. Any cheques drawn against Club funds should hold the signatures of the Treasurer plus up to two other officers.

6. Annual General Meetings

- 6.1. Notice of the (AGM) will be given by the Club Secretary to all Club Members.
- 6.2. Not less than 21 clear days notice will be given.
- 6.3. The AGM will receive a report from officers of the Club Executive Committee and a statement of the audited accounts.
- 6.4. Nominations for officers of the Club Executive Committee will be sent to the Secretary prior to the AGM.
- 6.5. Elections of Officials are to take place at the AGM. Elections will be passed by majority vote of those Club Members in attendance.
- 6.6. Resolutions of all matters raised will be passed by majority vote of those Club Members in attendance.
- 6.7. All Club Members have the right to vote at the AGM.
- 6.8. The quorum for AGMs will be 25% of the membership.
- 6.9. The Club Committee has the right to call an EGM outside the AGM. Procedures for EGMs will be the same as for the AGM.

7. Discipline and Appeals

- 7.1. All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available on the club website, and under Governance from the Archery GB website.
- 7.2. 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.
- 7.3. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- 7.4. 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.
- 7.5. 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.
- 7.6. 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 Executive 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.

8. Dissolution

- 8.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the whole membership.
- 8.2. In the event of dissolution, any assets of the Association/Club that remain will become the property of the County of Oxfordshire Archery Society (COAS).

9. Amendments to the Constitution

- 9.1. The constitution will only be changed through agreement by majority vote of those Club Members in attendance at an AGM or EGM.

10. Declaration

Wallingford Castle Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of Club Members.