

Grimsby Archers

Incorporating

Grimsby Archers Juniors

Affiliated to the Grand National Archery Society, East Midlands Regional Archery Society and Lincolnshire County Archery Society

CONSTITUTION

1. **Name** The name of the club is **Grimsby Archers** also known as **Grimsby Archery Club** herein after referred to as "the Club"

1.1. The Club incorporates **Grimsby Archers Juniors** also known as **Grimsby Junior Archery Club**, which body only exists for the purposes of affiliation to the appropriate organisations but otherwise has no existence separate from the Club

2. **Address** The postal address of the club is that of the current secretary, or of the current chairman if the post of secretary is vacant

3. **Object** The object for which the club is established is

To promote and encourage the practise of the sport of archery

To negotiate for, acquire and provide adequate facilities to enable members to practise the sport of archery

In furtherance of the above object the Club shall have the following powers

3.1. To encourage and promote participation in the activities of the club by individuals, clubs and other organisations concerned with the sport of archery

3.2. To affiliate to the Lincolnshire County Archery Society and be represented at general meetings thereof

3.3. To invest the monies of the club not immediately required for its purposes, in such investments securities or properties as may be thought fit

3.4. To do all other lawful things necessary to carry out the objects of the club providing always that:

3.4.1. In raising funds for its objectives, the Club shall not undertake any permanent trading activities

3.4.2. The income and property of the club shall be used only to promote the objectives of the club as described in this constitution

4. **Dissolution** If on winding up of the club, there remains, after the payment of all debts and liabilities, any funds or properties whatsoever, they shall be transferred to some other organisation having similar objectives to those of the club, and will not be distributed amongst the members of the club

5. **Amendments** The Club Constitution may only be amended at an Annual General Meeting of the Club or a General Meeting specifically called for the purpose

6. RULES

7. **Membership**

7.1. Membership of the club shall be open to all persons interested in advancing the objectives of the club and who are willing to abide by the rules of the club subject to acceptance by the committee.

7.2. The club shall provide for the following categories of membership

7.2.1. **Senior Member** - Any person of 18 years of age or over who has been accepted as a member of the club and has paid to the club, the prescribed Club, County, Regional and National membership fees for the year

7.2.2. **Junior Member** - any person of less than 18 years of age who has been accepted as a member of the club and has paid to the club the prescribed Club, County, Regional and National membership fees for the year

7.2.3. **Senior Associate Member** - Any person of 18 years of age or over who has been accepted as a member of the club and has paid to the club, the prescribed Club membership fees, but has paid County, Regional and National membership fees for the year through some other club or organisation of which they are a member

7.2.4. **Junior Member** - any person of less than 18 years of age who has been accepted as a member of the club and has paid to the club the prescribed Club membership fees, but has paid County, Regional and National membership fees for the year through some other club or organisation of which they are a member

7.2.5. **Affiliate** Any non shooting person who wishes to be associated with the club, has been accepted by the club, and has paid the prescribed membership fees

7.2.6. **Honorary Member** Any person upon the club confers the title Honorary Member in recognition of services to the club or the sport of archery

8. **Duties and Privileges of members**

- 8.1. Every member shall be bound to further the objectives of the club and shall observe the rules of the club, Lincolnshire County Archery Society, East Midland Archery Society and the Grand National Archery Society
- 8.2. All members shall be entitled to ready access to the general communications of the club, to be present or represented at functions, events and meetings arranged by the club and to receive such support and assistance as the club is able to offer
- 8.3. All members are entitled to vote at the General Meetings of the club
- 8.4. Membership of the club will terminate if
 - 8.4.1. A properly authorised form of resignation is received by the club committee
 - 8.4.2. Membership fees remain unpaid 60 days after the due date of payment
 - 8.4.3. The club is dissolved
 - 8.4.4. The member ceases to qualify under these rules
 - 8.4.5. Membership is terminated under rule 3
- 8.5. No member who is in arrears with club fees shall
 - 8.5.1. Be allowed to shoot or participate in any of the activities of the club
 - 8.5.2. Hold office in the club
 - 8.5.3. Requisition a special general meeting of the club
- 8.6. When shooting, either indoors or outdoors, all members will follow strictly, for safety and other reasons, the Rules of Shooting as laid down from time to time by GNAS. Members will follow carefully any additional guidance given in any communications by the club and/or arising out of the agreements for the use of the shooting facilities
- 8.7. All members will use their best efforts to ensure the safety and security of the property and equipment of the club and will play an appropriate part in the maintenance of the property and equipment
- 8.8. It is the responsibility of every member to report to the committee any item of equipment that is defective and/or presents a hazard to members of the club, visitors or members of the public. It is also the responsibility of every member to report to the committee any member that is acting in an unsafe manner and / or likely to cause accident or injury to person or property, or be detrimental to the best interests of the club

8.9. Each junior member must be delivered to, and collected from the club by a parent or properly appointed responsible guardian (referred to herein as "appropriate person" when attending shooting sessions at the club

8.9.1. It is the responsibility of the appropriate person

8.9.1.1. to ensure that rule 2.9 is complied with, before the junior member is left in the care of the club,

8.9.1.2. to ensure that the club has an emergency contact for the duration of the shooting session

8.9.1.3. to inform the club of any medical condition that may affect the ability of the junior member to shoot safely

8.9.1.4. to collect or arrange collection of the junior member promptly at the end of the session

8.9.2. Junior members will not be allowed to leave the session until the appropriate person arrives, unless the club has been given explicit instructions to the contrary by the appropriate person, in which case the appropriate person assumes full responsibility for the consequences of those instructions.

8.10. Whenever Junior members are present at the club, there must always be at least two adults present, one of whom must be a competent senior archer and member of GNAS

9. **Discipline**

9.1. The Club Committee may at any meeting, by a vote of greater than 51% of those present and entitled to vote, reprimand, suspend or expel any member who has violated these rules or whose conduct is deemed detrimental to the best interests of the club

9.2. Before any such disciplinary action, the member shall be given notice in writing and shall be granted the opportunity to be heard by the committee

9.3. The decision of the committee shall be communicated to the member in writing and the committee shall not be required to explain its actions to any person other than the member and the members' representatives. The committee is free, if it so decides, to publish its decision in any medium.

9.4. The member shall be allowed 28 days from the date of communication of the decision of the committee in which to lodge an appeal against the decision, in writing with the secretary of the club. The committee shall not communicate its decision, other than to the member and the members representatives, until that period has expired, or an appeal has been lodged, whichever is the sooner

9.5. In the event of an appeal against the decision of the committee, the chairman of the county committee shall be requested to appoint a panel of appeal consisting of three independent individuals. No member of the club committee may sit on this panel

9.6. The panel may hear such witnesses and consider such evidence put forward by both parties. The decision of the panel shall be binding upon both the appellant and the club

10. Applications for membership

10.1. An application for membership shall be made in writing to the secretary of the club and shall be accompanied by the necessary fees. The application form must contain all of the necessary data needed to complete the membership forms and record forms as required by GNAS and other organisations

10.2. The club reserves the right to refuse membership to any person, subject to appeal under the disciplinary procedure.

10.3. Potential members must be able to demonstrate a minimum level of skill of being able to shoot safely and an understanding of the safety procedures and rules of the club to the committee. It is preferred that the potential member should have completed a GNAS beginner's course.

10.4. Persons with convictions for offences of abuse of children or unspent convictions under the offences against the person act will not be considered for membership

11. Beginners

11.1. The club shall from time to time undertake to provide beginners courses for the instruction of beginners as recommended by GNAS.

11.2. The club committee shall nominate a member or members to be tutor (s) for the duration of beginners course. The club shall ensure that the tutor has the requisite skills to instruct the students on the beginners course. If the beginners course includes one or more persons under the age of 18, then all tutors shall be asked to complete a police search form as made available by the local council or other body. The tutors shall be responsible for the welfare of the students under their care.

11.3. Upon payment of the required fees, a beginner will receive a course of instruction in safety, shooting with bow and arrow and other skills and information associated with the sport of archery. The course will comprise of 6 lessons, each lasting not less than one and one half hours, one lesson per week over 6 consecutive weeks. Contiguousness of lessons may be waived at the discretion of the tutor(s) giving not less than 6 days notice of cancellation or postponement prior to the lesson.

11.4. Failure on the part of the student to attend a minimum of two thirds of the course (4 lessons) will render the course incomplete and the committee may require the student to complete a second course.

12. Dues

- 12.1. All Club dues shall be as determined by the Club Committee from time to time and approved by the members in General Meeting.
- 12.2. All subscriptions and membership payments shall become due annually on October 1st for the following year.
- 12.3. The Club Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of the Club for any period.

13. The Club Committee

- 13.1. The affairs of the Club shall be supervised by the Committee which will have such powers, duties and responsibilities as are laid down in these Rules and are not otherwise directed to be carried out by the Members in General Meeting.
- 13.2. The Club Committee shall consist of the following persons whose services shall be purely honorary:
 - 13.2.1. Chairman
 - 13.2.2. Secretary
 - 13.2.3. Treasurer
 - 13.2.4. Junior Co-ordinator
 - 13.2.5. Records Officer
- 13.3. The Committee may decide from time to time to co-op other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members.

14. Committee Meetings

- 14.1. No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members.

- 14.2. If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their number to chair the meeting.
- 14.3. The Committee members shall meet together for the conduct of business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the Chairman shall have a second or casting vote.
- 14.4. The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting of the Club.
- 14.5. The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any sub-committees set up for whatever purpose.
- 14.6. The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.
- 14.7. The Committee may at any time set up or dissolve standing or ad hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of such committees must be minuted and reported to the Club's Committee as soon as possible.

15. **Elections**

- 15.1. All elections are subject to Rule 2.5
- 15.2. All members of the Club Committee shall be elected annually at the Annual General Meeting of the Club. The retiring Committee members shall be eligible for re-election.
- 15.3. The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.
- 15.4. All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 14 days before the date of the General Meeting at which the election will take place. Nominations must show the name of the proposer(s) and must confirm that the candidate named is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in emergency.
- 15.5. Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.
- 15.6. A member of the Committee shall cease to hold office before the end of the elected term if:
- 15.6.1. By notice in writing, he or she resigns.
- 15.6.2. He or she ceases to meet the conditions of eligibility for membership of the Committee.

15.6.3. He or she is removed from the office by a resolution of the Club members in General Meeting.

16. General Meetings

16.1. The General Meeting of the Club shall be held once in every calendar year, on or before September 30th, as the Annual General Meeting.

16.2. All those entitled to receive the notices of the Club (Rule13) will be given at least 14 days notice of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Extra-ordinary General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice and the accidental omission to give such notice or the non-receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.

16.3. All General Meetings of the club other than the Annual General Meeting shall be called Extra-ordinary General Meetings

16.4. Extra-Ordinary General meetings of the club may be called by the committee, or by three or more members of the club. All requisitions for an Extra Ordinary General meeting shall specify the purpose for which the meeting is being called and only that business may be conducted at the meeting

17. Proceedings at General Meetings

17.1. The ordinary business of the Annual General Meeting shall be

17.1.1. To present the notice of the meeting

17.1.2. To receive the report of the auditor

17.1.3. To approve the annual accounts and balance sheets

17.1.4. To approve the annual report of the committee

17.1.5. To appoint the auditor for the following year

17.1.6. To fix subscription levels for the following year

17.1.7. To elect the new committee members

17.2. Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of the specific detail in the agenda. No other business will be conducted at the annual general meeting

17.3. No business shall be transacted at a general meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be 10 members, or one quarter of the membership, whichever is the fewer

- 17.4. At 30 minutes past the time set for the start of the meeting, if a quorum is not present, if the meeting was convened on a call from the members, it shall be dissolved. In any other case it shall be adjourned to such other time and place as the chairman shall appoint. In the event of there not being a quorum present after 30 minutes have elapsed from the time appointed for the adjourned meeting then those members present shall be a quorum.
- 17.5. The club chairman will take the chair at every General Meeting. If the chairman is not present within 15 minutes of the appointed time, then those members present will appoint one of those present and entitled to vote as chairman.
- 17.6. A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote and the votes of any member not personally present who is entitled to vote and has made representation in writing to the secretary at least 24 hours before the appointed time at which the meeting is to start. Written representation may take the form of an intention to vote for or against a motion in the agenda, or may give a member personally present and entitled to vote, power of attorney to cast that members vote in their behalf. Members voting whilst absent shall not be counted towards the necessary quorum. In the case of an equality of votes, the chairman shall have a second or casting vote.
- 17.7. All acts done in good faith at a general meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before conclusion of the meeting, have modified the outcome.

18. **Accounts**

- 18.1. The club committee shall ensure that proper and sufficient books of account are kept in such manner as to give a good and fair view of the state of the clubs affairs with regard to:
- 18.1.1. The assets and liabilities of the club
 - 18.1.2. Income and expenditure and the matters giving rise to such income and expenditure
 - 18.1.3. All sales and purchases of goods and services by the club
- 18.2. The books of accounts shall be kept at the home of the current treasurer or, if that position is unfilled, at the home of the current secretary and shall be made available for examination at every meeting of the club committee, or to any member within a reasonable period of notice.
- 18.3. At least once in every year, the club committee shall represent to its members in general meeting, the income and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date
- 18.4. The financial year of the club shall be from October 1st to September 30th

19. **Audit**

19.1. At least once in every year the accounts of the club shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors

19.2. The Auditor(s) shall be appointed at the annual general meeting of the club and shall not be a committee member nor any person who has been a member of the committee in the previous 2 years

20. **Notices**

20.1. Each member shall notify the club secretary of any change of the address which is recorded as the postal address of the member

20.2. A notice may be served by the club on any member, either personally, or by mail in a pre-paid letter addressed to the recorded address of the member

21. **Tournaments**

21.1. The club shall hold outdoor and indoor tournaments and any other archery events that it requires. The meetings may be open or closed, but in the case of closed tournaments shall be available only to members of the club who are entitled to shoot under the GNAS rules of shooting

22. **Teams**

22.1. The club may enter representational teams in any suitable events

22.2. Club teams will be chosen in accordance with the procedures agreed by the club committee using mechanisms that are clearly visible to all members

22.3. Club teams will be chosen only from club members who are entitled to shoot for the club under GNAS laws and rules of shooting

23. **Records**

23.1. The club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the GNAS rules of shooting, by any person, while that person was a member of the club. Rounds shot at recognised Club Target Days, as outlined by GNAS rules of shooting, or tournaments organised by members of GNAS or FITA are acceptable for record purposes. The original scoresheet, or photocopy thereof, signed by the archer and scorer, or in the case of an organised tournament, a copy of the final official results sheet must be sent to the club records officer for entry into the club records book.

23.2. The club records officer shall keep record of all rounds shot by members at club target days for the purposes of handicap and classification

23.3. It is the responsibility of the individual member to lodge a claim for any record with the appropriate body according to that bodies requirements. Where the body requires that the claim be made through the club

records officer, the member must make request to the club records officer along with such information to enable the claim to be processed

24. **Alteration to the rules**

- 24.1. Additional rules may be announced by the club committee from time to time in the interests of safety and security, subject only to the requirement that these rule changes shall be ratified by the members in General meeting in due course
- 24.2. The rules of the club may otherwise only be altered, amended, repealed or added to by special resolution of the members in General meeting
- 24.3. No alteration shall be made to the rules that would have the effect of putting them in conflict with the constitution of GNAS, or the regional and county bodies to which the club is affiliated or the laws and byelaws of the country.

25. **Appendices**

- 25.1. Other documents may be appended to this document and form an integral part of these rules. Additional documents may be added from time to time as amendments to the constitution as changes in practise or legislation may require
- 25.2. Other documents included are
 - 25.2.1. GNAS rules of shooting
 - 25.2.2. FITA rulebook
 - 25.2.3. Grimsby Archers child protection policy
 - 25.2.4. Grimsby Archers sport equity policy