



## CONSTITUTION

### 1 Name

- a. The Club will be called Ramsey Ravens Archery Club (*herein after referred to as The Club*) and will be affiliated to the Cambridgeshire Archery Association (CAA), the Southern Counties Archery Society (SCAS) and the Grand National Archery Society (GNAS) (currently trading as ArcheryGB).

### 2 Aims and Objectives

- a. The aims and objectives of The Club will be:
  - I. to offer coaching and participation opportunities in archery
  - II. to work in partnership within the local community and within archery
  - III. to maintain a safe environment with regard to equipment and venues
  - IV. to ensure a duty of care to all members of and visitors to The Club
  - V. to provide all its services in a way that is fair to everyone
  - VI. to ensure that all present and future members receive fair and equal treatment
  - VII. to equally value and develop opportunities for recreational and competitive archers
  - VIII. to run as a not-for-profit organisation

### 3 Membership

- a. Membership will consist of officers and members of The Club.
- b. All members will be subject to the regulations of the constitution and by joining The Club will be deemed to accept these regulations, Club Rules and Codes of Conduct that The Club has adopted.
- c. Members will be enrolled in one of the following categories:
  - I. Full member Adult, registering with GNAS through The Club.
  - II. Associate member Adult, registering with GNAS directly or through another club.
  - III. Full junior member 18 years of age or younger, registering with GNAS through the Club.
  - IV. Associate Junior member 18 years of age or younger, registering with GNAS directly or through another club.
  - V. Non-Shooting Member
  - VI. Honorary member Any member who is deemed to have given exceptional service to The Club. Nominations may come from any member of The Club and must be approved by the Committee. The benefits of Honorary Membership shall include exemption from membership fees and tournament fees.
- d. All new members are subject to a six month probationary period during which time the committee may, if deemed appropriate, cancel the membership without comment or refund.

### 4 Membership Fees

- a. Membership fees will be proposed annually by the Clubs Executive Committee and must be agreed by the full committee and published to the membership at the Annual General Meeting.
- b. Membership fees shall be due annually on 1st April. Any archer having not paid by 1st May shall be deemed no longer a member.
- c. Affiliation fees shall be due annually on 1st September. Any member having not paid by 1st October shall not be eligible to shoot until said affiliations are re-instated.



*Ramsey Ravens Archery Club*  
EST 2014



## 5 Officers of The Club

The Executive Officers, making up The Clubs Executive Committee, will be:

- Chair
- Secretary
- Treasurer

Non-executive Committee Officers may be:

- Publicity Officer
- Team Manager
- Coaching Officer
- Child Protection Officer
- Members Officer
- Equipment Officer
- Records Officer
- Junior Representative
- Webmaster

## 6 Committee

- The Club will be managed through the Club Committee consisting of: Chair, Secretary, Treasurer and four other officers as listed in section 5 above. Each committee member has one vote – NOT each post.
- In the event of an equally split vote, The Chair shall have the casting vote.
- The Club Committee meetings will be convened by the Secretary of The Club and held no less than six times per year.
- Members of The Club may be present at Club Committee meetings to observe or contribute to the meeting when invited by The Chair but will not be eligible to vote.
- The quorum required for business to be agreed at Club Committee meetings will be four.
- The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers to The Club Committee as necessary to fulfil its business.
- The Club Committee will be responsible for disciplinary hearings of members who infringe the Association/Club rules/regulations/constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.
- In extenuating circumstances The Club Executive Committee may conduct Club business providing decisions are unanimous.

## 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 March
- An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
  - Audits may not be carried out by another member of the Committee



- ii. Any cheques drawn against Club funds shall hold the signatures of two Executive Committee members, one must be that of the Treasurer.

### 8 Annual General Meetings

- a. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary not less than 21 clear days prior to the meeting.
- b. The AGM shall be held in **March** each year.
- c. The AGM will receive a report from officers of the Club Committee and a statement of the audited accounts. These will be circulated by the Secretary to the membership 7 days prior to the meeting along with the agenda.
- d. The AGM will only discuss agenda items. Items for discussion should be submitted to the Secretary at least 7 days prior to the meeting.
- e. Nominations for officers of the Club Committee will be sent to the Secretary at least 10 days prior to the AGM.
- f. Elections of officers are to take place at the AGM.
  - i. All officers will retire each year but will be eligible for re-appointment.
  - ii. En bloc elections are not permitted.
  - iii. The Executive Officers may not be related in any way.
  - iv. Executive Officers must have served at least one year in a non-executive role
  - v. Officers may hold more than one post but not more than one Executive Post
- g. All members have the right to vote at the AGM.
- h. The quorum for AGMs will be 25% of the membership, or 12 members whichever is the smaller.
- i. The Club 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

- a. 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.
- b. 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.
- c. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- d. 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 suspension from Club activities, withdrawal of privileges and the termination of membership from The Club. Complaints against members of the Executive Committee will be dealt with at county level.
- e. 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.
- f. 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.
- g. The Club adopts a zero tolerance approach to bullying.



Ramsey Ravens Archery Club

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## 10 Dissolution

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, any assets of The Club that remain after payment of all debts and liabilities, will become the property of another local club with similar objectives or be donated to the sports Governing Body as agreed by the membership.

## 11 Amendments to The Constitution

- a. The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- b. This Constitution may not contain any provisions that conflict with those of the CAA, SCAS or GNAS.
- c. This Constitution is also available on the Clubs Website. The website version may be updated from time to time and in the event of discrepancies between the content of this copy of the constitution and the version on the website, the online version will apply.

## 12 Declaration

- a. Ramsey Ravens Archery Club hereby adopts and accepts this constitution v1.0.5 as a current operating guide regulating the actions of members.

SIGNED:

DATE:

16/05/2020

Name:

David Stoker

Club Chair

SIGNED:

DATE:

20/5/2020

Name:

PJ BAKER

Secretary

SIGNED:

DATE:

3/6/2020

Name:

Andy Semark

Treasurer