

## CONSTITUTION

### 1 Name

The Club will be called Barnsley YMCA Archery Club and will be affiliated to Yorkshire Archery Association, Northern Counties Archery Society and Archery GB

### 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 archery.

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:

- Adult member 18 and over
- Junior member

### 4 Membership fees

Club Membership fees will be set annually by the Club Committee.

Fees will be paid: In two instalments, January and July.

Affiliation fees will need to be paid by the end of August for forwarding to Archery GB etc by end of September.

## 5 Officers of the Club

The officers will be:

- Chair
- Honorary Secretary
- Treasurer
- Welfare/Safeguarding officer
- Two further officials

Officers will be elected annually at the Annual General Meeting.

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

## 6 Committee

The Club will be managed through the Club Committee consisting of the officers of the club. Only these posts will have the right to vote at meetings of the Club Committee.

The Club Committee will be convened by the Secretary of the Club and quarterly.

The quorum required for business to be agreed at Club Committee meetings will be three.

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 Club rules/regulations/constitution. The Club 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 31 December.

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

Any cheques/ electronic payments drawn against Club funds should hold the signatures of or be authorised by the Treasurer plus one other officer.

## 8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Club Committee and a statement of the accounts.

Nominations for officers of the Club Committee may be sent to the Secretary prior to the AGM. Nominations will also be accepted at the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership at the date of the meeting.

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.

An Extraordinary General Meeting (EGM) can be requested by 25% of the membership writing to the committee requesting a meeting be called. The Club Committee must call an EGM with 28 days of the valid request being received.

## 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 Welfare 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 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, Club equipment will be donated to a suitable archery group. Financial assets will be donated to a charity to be decided at the dissolution meeting.

## 11 Amendments to the constitution

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

## 12 Declaration

Barnsley YMCA Archery Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:            DATE:

Name:     Allen Hudson

Club Chair

SIGNED:            DATE:

Name:

Secretary