

EAST KILBRIDE ARCHERY

CLUB CONSTITUTION

Version 1.0
19 Feb 2017

1. NAME OF CLUB

- 1.1 The name of the club shall be ‘East Kilbride Archery Club’ and the club shall shoot at indoor and outdoor venues that meet the requirements for safe shooting and that have been agreed at a General Meeting.
- 1.2 The club shall operate under the auspices of Archery GB and Scottish Archery or any of their successors.

2. OBJECTIVES AND ETHICS

The objectives of the club will be the “not for profit” promotion and practice of archery open to any person interested in archery irrespective of gender, race, colour, religion or creed. Members with a disability will be encouraged where facilities for their involvement exist.

3. MEMBERSHIP

- 3.1 Membership shall consist of the following classes :-

- Senior - Indoors only
- Senior - Indoors and outdoors
- Family Senior - Indoors only
- Family Senior - Indoors and outdoors
- Intermediate (18-24) – Indoors only
- Intermediate (18-24) - Indoors and outdoors
- Family Intermediate (18-24) – Indoors only
- Family Intermediate (18-24) - Indoors and outdoors
- Junior (under 18) - Indoors only
- Junior (under 18) - Indoors and outdoors
- Family Junior (under 18) - Indoors only
- Family Junior (under 18) - Indoors and outdoors

- 3.2 A membership renewal form will be completed by all existing members by 31st August each year at the same time as their annual Archery GB and Scottish Archery subscriptions are due.
- 3.3 A Prospective Members policy shall be maintained. This policy will be reviewed at Committee and General meetings.
- 3.4 Short term, temporary members participating for the Duke of Edinburgh Award or other similar schemes, shall pay an appropriate fee at the start of their course.

4 SUBSCRIPTIONS AND FEES

- 4.1 All members shall pay such subscriptions and entry fees as shall be decided at a General Meeting of the Club on a recommendation by the Committee.
- 4.2 The various annual affiliations and membership fees shall be payable in two parts. The first payment, due before the 31st March of each season (season is 1st April to 31st March), shall be specifically designated for club funds. The second payment will be due before 31st August and will consist of the appropriate affiliation fees to Archery GB and Scottish Archery.
- 4.3 A monthly fee is payable in addition to the annual affiliations and membership fees.
- 4.4 Members joining East Kilbride Archery Club and the other affiliated bodies outwith these dates may pay a reduced subscription according to the date of application.
- 4.5 The level of fees charged for courses, other award schemes and visiting archers shall be determined by the Committee and reviewed annually. Any such fee may however be waived or adjusted at the discretion of the Committee.
- 4.6 Outdoor visitors are required to have their own membership of Calderglen Sports Hub and Club Visitor Fee.
- 4.7 A member remaining in arrears for more than three months without good reason will have his name deleted from the list of members. Reinstatement shall be at the discretion of the Committee and on full payment of the arrears. An administrative fee will be in addition to the arrears. The name of any member so deleted shall be minuted at the next Annual General Meeting.

5 EXECUTIVE COMMITTEE

- 5.1 The day to day running of the Club shall be governed by an Executive Committee consisting of elected ordinary members and comprising of the following positions: Chair, Secretary, Treasurer and Child Protection Officer.
- 5.2 The Executive Committee will have the option of inviting to their meetings any non-voting member(s) who may be able to assist with any topic.
- 5.3 The members of the Committee shall normally be elected at the Annual General Meeting and shall serve for a period of one year from the close of the A.G.M. at which they are elected. If any member resigns from the Committee, a replacement may be co-opted by the Committee for the remainder of that year.
- 5.4 The Committee shall meet as required and a minimum of twice per year. At any Committee meeting, three members shall constitute a quorum.

- 5.5 Calling of a Committee meeting shall be in writing with not less than three days' notice.
- 5.6 Minutes of all Committee meetings shall be available to members.
- 5.7 Any expenses incurred from the running of the Committee shall be defrayed from club funds.

6. **GENERAL MEETINGS**

- 6.1 The Annual General Meeting shall be held not less than 11 months and not more than 13 months after the previous year's AGM on a date to be decided by the Committee. The Secretary shall give all members a clear fourteen days' written notice of the calling of such meeting and a copy of the Agenda.
- 6.2 Retiring Committee members shall be eligible for re-election.
- 6.3 General Meetings, other than the Annual General Meeting, may be called at any time by the Committee or on demand in writing by any five members. In either case the Secretary shall give all members a clear seven days' notice of the calling of such meeting and the purpose for which it is being convened.
- 6.4 The Secretary shall call a General Meeting within thirty days of being so instructed. At any General Meeting, one quarter of the total Club members shall constitute a quorum.

7. **VOTING RIGHTS**

- 7.1 Only full members (which will include junior members attaining the age of sixteen years prior to the AGM) are entitled to vote.
- 7.2 Resolution shall be by a majority vote of members present. No proxy votes are permitted.

8. **FINANCIAL STATEMENT**

- 8.1 The club financial year shall run from 1st April to 31st March. The Treasurer shall present a prepared statement of accounts of the Club at the Annual General Meeting. Unless presented in such a format which discloses each individual transaction to the members, these accounts shall have been inspected by one Ordinary Member other than a Committee member whose name shall be stated at the A.G.M.
- 8.2 The Club shall maintain a cheque book account which requires the signatures of two persons on each cheque irrespective of the value. The nominated persons and number thereof for such signatures shall be decided at the Annual General Meeting (currently the Treasurer and Secretary).

9. ASSETS NOT FOR DISTRIBUTION

- 9.1 The income and property of East Kilbride Archery Club shall be applied solely in promoting the objects of East Kilbride Archery Club as set out in section 2.
- 9.2 No dividends, bonus or profit share may be paid or capital otherwise returned to the Members, provided that nothing in these Articles shall prevent any payment in good faith by East Kilbride Archery Club of reasonable out-of-pocket expenses properly incurred by any Committee or other member incurred through services to the club.

10. WINDING UP

- 10.1 On the winding-up or dissolution of East Kilbride Archery Club, a dissolution committee shall be appointed by the remaining club members.
- 10.2 The dissolution committee members shall be responsible for the disposition of all non-cash assets by whatever means the dissolving committee decides and settling any outstanding debts from the club accounts.
- 10.3 The dissolution committee shall not be responsible for any debt only the management of such funds as are in the club bank account to settle same.
- 10.4 No cash asset will be returned to any member unless in payment of a debt owed to said member.
- 10.5 On the settlement of all outstanding debts the dissolution committee shall remit any remaining funds to Scottish Archery or its successor to be used in the support of archery.
- 10.6 Any assets purchased with lottery funding will be distributed to another non-profit making body with similar aims. Any unspent lottery funding will be returned to the source.

11. DISCIPLINARY PROCEEDINGS

- 11.1 Discipline shall be under the rules and regulations of the Scottish and National Governing Bodies.
- 11.2 However, if a member, or associate member, is deemed to have brought the Club 'East Kilbride Archery Club' into disrepute or displayed behaviour considered dangerous to other members, he/she shall be subject to immediate internal disciplinary procedures which are documented in the East Kilbride Archery Club disciplinary policy.

12. CHILD PROTECTION

- 12.1 The members of East Kilbride Archery Club shall agree to abide by the Child Protection policy produced and implemented by the Scottish Archery Association.
- 12.2 It is a requirement that any child under the age of 16 years shall be accompanied by a parent/guardian or any other person nominated by the parent/guardian during each club meeting.

13. SHOOTING PRACTICES

- 13.1 Shooting shall be practiced under the rules of shooting of the Governing Bodies to which the club is affiliated.

14. REVIEW OF CONSTITUTION AND RULES

- 14.1 A review of the Constitution and Rules will take place at the Annual General Meeting of the Club at least once every five years.
- 14.2 Proposed alterations or changes to the Constitution or Rules must be declared to all members in writing at the time of the General Meeting notification.