



Perth Archery Club

Club Constitution

1. Name.

The name of the Club shall be PERTH ARCHERY CLUB, hereinafter referred to as 'the Club.'

2. Objectives.

The Club is established to pursue the following objectives:

- a. The promotion and encouragement of archery in all its forms, other than crossbows and bow hunting.
- b. The organization, management and development of the sport for all members of the Club.
- c. Upholding the rules of the sport and promoting the highest standards of safety in the sport.
- d. Providing equal opportunities for successful participation by all sections of the community.
- e. Offering coaching, promotion and participation opportunities in archery.

3. Affiliation.

The Club shall be affiliated to the National Governing Body - Archery GB (AGB), the Scottish Archery Association (SAA) which is the official, recognized branch of the National Governing Body in Scotland and the East Area of the SAA.

4. Membership.

All members are subject to the Constitution of the club and the regulations of Archery GB.

- a. Membership of the Club is open to all individuals who are members of AGB, or of World Archery (WA) (formally known as the International Archery Federation (FITA)), provided they comply with this Constitution.
- b. All members will be subject to the Rules of Shooting as directed by AGB; by joining the Club, they will be deemed to have accepted the regulations and Codes of Conduct that the Club has adopted. (Available on the Archery GB website.)
- c. Members will be enrolled in one of the following membership categories:



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- **Senior Member:**
These members are registered at AGB through the club as a member of Perth Archery club and are 18 years or above.
 - **Associate Member:**
These members can be direct AGB members and AGB members affiliated through another club.
 - **Junior Member:**
These members are registered at AGB as a member of Perth Archery Club and are under 18 years.
 - **Honorary Life Member:**
These members are registered at AGB through the club as Senior Members.
- d. Senior membership is open to any person interested in archery, eighteen and over, having completed a beginners' course or can show evidence of competence and safety.
 - e. Junior membership is open to any person interested in archery, aged ten and over, and under the age of eighteen, who has completed a beginners' course or can demonstrate the appropriate level of competence in a safe manner. The minimum age may be waived at the discretion of the Coach or the Committee.
 - f. Junior members must be supervised at all times until they have satisfied the Coach of their proficiency.
 - g. No person shall be refused membership on the grounds of race, colour, creed, religion, gender or sexual orientation.
 - h. Each Senior Member shall be entitled to attend and to vote at General Meetings
 - i. Each Junior Member shall be entitled to attend General Meetings, but will have no vote until the age of 16.
 - j. Associate members may attend General Meetings but will have no vote.
 - k. Junior members, 16 and over may attend the senior club at the discretion of the committee, or if supervised by a Senior Family Member.
 - l. Associate members may take part in Club Competitions at the committee's discretion but cannot claim club awards or represent the club at External Competitions.
 - m. The total number of shooting Members will be determined by the facilities available for safe practice and will be defined by the Committee.
 - n. It is a condition of membership that Members joining the club are made aware of this constitution and shall be deemed to accept its terms and any rules and procedures relevant to the Clubs and Archery GB.



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- o. All new Members will be provided with a copy of the constitution which will also be available on the website.
- p. Membership fees shall be agreed at each Annual General Meeting.
- q. Archery GB fees will be due each September. Club Fees will be collected at an agreed time.

5. Management Committee.

- a. The management affairs of the Club will be conducted by the Committee which will comprise:
 - Chair
 - Secretary
 - Treasurer
 - Membership Secretary
 - Records Secretary
 - Committee member
 - Junior representative (aged 16 or over)
 - Any other relevant position appointed by the committee
 - i. These positions need not all be filled by separate individuals, thus committee members can have multiple roles.
 - ii. Only these posts will have the right to vote at meetings of the Management Committee.
 - iii. The Committee can request senior members to assume rolls such as equipment maintenance, newsletters, and social activities, Webmaster, Field and Safety Captains as appropriate and may invite their attendance at meetings where relevant.
 - iv. A CPO will be appointed to the club.
- b. Committee members will be elected annually at the Annual General Meeting.
 - i. Candidates will be nominated and seconded by voting members of the Club with the candidates' consent.
 - ii. Committee members will be eligible for re-appointment if they so wish.
- c. All members of the club will be entitled to one vote each at General Meetings, except the Chair of the meeting who will have a casting vote in the event of a tie.
- d. Senior Members (not including Associate Members) and Junior Members 16 years and over, may be elected to serve on the Management Committee.



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- e. The Committee may co-opt any Member to any unfilled post on the Management Committee until the conclusion of the following AGM.
- f. The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the Committee by a representative elected by that sub-committee.
- g. The Committee will be convened by the Secretary and hold no less than 4 meetings per year.
- h. The quorum required for business to be agreed at Committee meetings will be four.
- i. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.
- j. All committee members will operate in the interest of the Club and encourage the sport of archery.
- k. The Club will operate a Child Protection Policy linked to SAA policy.
- l. The Club requires written permission from all parents of junior members for photographs or video to be taken for Club and training purposes. Any person wishing to take photographs or videos at the Club when juniors are present must make a formal request to the Child Protection Officer or a member of the committee if the CPO is not present.
- m. The club will operate within the "General Data Protection Regulations" (GDPR). Members' names and contact details will be held on a database for the purposes of running the club, tracking handicaps and general communication from the committee to our members. Some data will be passed to AGB and SAA for their administration and records. Members' data will not be shared with any other organisation. Members will be asked specifically to sign a form granting permission for this; approval will continue until the member leaves the club or the approval is rescinded by the member writing to the secretary.

6. Annual General Meeting (AGM).

- a. The AGM shall be held by the end of March each year at such time and place as determined by the Committee, at approximately twelve monthly intervals. The purpose of the meeting will be to:
 - Receive and confirm the minutes of the previous AGM.
 - Presentation of Chairperson's report.
 - Presentation of Secretary's report.
 - Presentation of the Treasurer's report.
 - Approval of the annual accounts and receipt of a report from the Independent Examiner.
 - Election of officers to the Committee.



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- Agreement of membership fees for the coming year.
 - Consideration of changes to the constitution.
 - Consideration of any other relevant business.
 - Appointment of an auditor.
- b. Notice for an AGM Shall be a minimum of 28 days.
- c. A quorum for an AGM shall be 10 full members, of which 4 will be members of the Committee.
- d. Only business stated on the agenda will be discussed at the AGM.
- Any items for inclusion in addition to the items listed above are to be received by the secretary in writing not less than 14 days prior to the AGM.
 - Other business may be permitted at the AGM at the discretion of the Chairperson.
- e. The meeting will be open to any Senior or Junior member of the Club but only those of 16yrs or over will be eligible to vote.
- f. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.
- g. In the event of a change of Chair the outgoing Chair will continue to chair the meeting.

7. Amendments to the Constitution.

- a. The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- b. Changes to the constitution shall require 2/3rd majority of those present and eligible to vote.
- c. Notice shall be given to all voting members at least 28 days prior to the meeting of any proposals to change the constitution.
- d. All proposals for changes to the constitution shall be signed by 2 full members eligible to vote.
- e. All comments on proposed changes should be received by the secretary 14 days prior to the meeting.



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8. Extraordinary General Meeting (EGM).

- a. An EGM may be called upon the written demand to the secretary by 5 or more full members of the Club or by 2/3 majority of the Committee.
- b. Notice for an EGM shall be a minimum of 7 days and it shall state the business to be discussed.
- c. A quorum for an EGM shall be 10 full members, of which 3 will be members of the Committee.
- d. Procedures for EGMs will be the same as for the AGM.
- e. The Chairperson, or in his/her absence, a full member selected by those present, will chair the meeting.
- f. All members shall register with the Secretary prior to the start of the meeting.
- g. Each member shall have one vote.
- h. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair will exercise a casting vote.
- i. The Secretary or nominated minute taker shall keep the minutes of the meetings and record all proceedings and resolutions.

9. Finance.

- a. All Club monies will be banked in an account held in the name of the Club.
- b. The Club Treasurer will be responsible for the finances of the Club.
- c. The Treasurer and two other Management members shall be authorised signatories to sign cheques on behalf of the Club. Two signatures shall be needed on all cheques. Electronic payments will be notified to the club treasurer.
- d. The Club treasurer shall, subject to the instruction of the Committee, receive and disburse all monies due to the club and shall keep regular books showing accounts and transactions.
- e. The financial year of the Club will end on 31 st December and an Independent Examiners statement of annual accounts will be presented at the Annual General Meeting and made available for all members.



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- f. The accounts will contain receipts and expenditures during the preceding year with a balance sheet and statement of the financial position of the Club which will have been examined by an Independent Examiner.
- g. An Independent Examiner will be appointed at each AGM. No Committee Member may be appointed Auditor while holding office as a Committee member.
- h. The Club shall have the power to raise money by means of yearly membership fees and shoot fees, as determined by the Management Committee at the Annual General Meeting.
- i. The Committee may buy, rent or dispose of equipment to fulfil the functions of the club within the funds available to them.

10. Disciple and Appeals.

- a. All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/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 AGB /SAA 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 Management 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.
- 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 Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.



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- g. Where it is seen that an archer is in breach of safety rules, he/she may be immediately suspended from shooting by the Field Captain or his/her deputy, for that session.

11. Dissolution.

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. If the Committee's proposal is agreed by a majority at the EGM they will make a recommendation to the members who will instruct the winding up and dissolution of the Clubs by the Committee.
- b. In the event of dissolution, any remaining assets, including all monies, will be disposed of by the Committee as decided by the Club members.
- c. In the event of winding up the Club the assets shall not be freely distributed amongst the members of the Club.

12. Declaration

Perth Archery Club hereby adopts this constitution as a current operating guide regulating the actions of members.

Print Name:	-----	-----
Signature:	-----	-----
	Chair Person	Secretary
Date:	-----	-----