

Burton Bridge Archers – Club Constitution and Rules

February 2018

1 Burton Bridge Archers, hereafter referred to as 'the Club', is a not-for-profit membership organisation run by volunteers for the practice and promotion of archery as deemed legal by United Kingdom law and recognised by either the Great Britain or World governing bodies.

2 The Club shall show no discrimination between gender and for the purpose of this document any reference to the male shall apply equally to the female; any discrimination in respect of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation shall not be tolerated and any member guilty of such will be subject to the Disciplinary Process as described in Clause 30.

3 Membership of the Club shall be determined by the relevant clauses within this document. A List of Members shall be held by the Secretary and shall be accessible by any other Club Officers for the necessary performance of their duties.

4 The Club shall be managed by an annually elected Committee who shall meet at intervals of not more than but not restricted to 3 calendar months to effect appropriate and satisfactory management of Club affairs for the benefit of all members. Any items for discussion should be submitted to the Secretary not less than two weeks prior to the meeting.

5 The Committee shall comprise: the President (if any), Chairman, Vice Chairman, Secretary, Treasurer (all of whom must be Full Members of the club) and 4 further Full Members each and all being duly elected at a General Meeting open to all Club members held annually, not later than 28th February.

6 The Annual General meeting shall also be for the purpose of: electing Club Officers as necessary and not part of the management committee; receiving and, if approved, adopting the statement of the Club's accounts for the preceding year; setting a scale of subscriptions and discussing any other business subject to clause 7 of this document.

7 Any other business for inclusion in the Annual General Meeting shall be forwarded to the Secretary not less than four weeks prior to the meeting. Any proposal to amend the content of the Club Constitution shall be duly proposed and seconded and the Secretary shall ensure any such proposal together with an Agenda is communicated to the members not less than two weeks prior to the meeting.

8 A Committee meeting shall be deemed quorate with 6 Committee members one of whom must be either the Chairman, the Vice-Chairman or the Secretary; a General or Extra-Ordinary General Meeting shall be quorate with 10 members with voting rights, one of whom must be either the Chairman, the Vice-Chairman or the Secretary. The Chairman shall take charge of any meeting. In his absence the Chairman's responsibilities are passed for the duration of the meeting to the Vice-Chairman or the Secretary in that order.

9 Members submitting items for discussion at a Committee meeting and Club Officers who are not members of the Committee may be invited to attend the meeting to facilitate appropriate management of the relevant item or duty. Any member or Club Officer attending in such capacity is not entitled to vote.

10 The Committee may call an Extra-Ordinary General Meeting for any specific matter about which it deems the membership should be consulted; the Secretary shall give all members two weeks notice of such meeting by whatever means he deems appropriate.

11 Any decision made at an Annual General, Extra-Ordinary General, or Committee meeting shall be by simple majority. In the event of an equality of votes the Chairman or his deputy shall have an additional or casting vote. Votes may only be cast by members with voting rights present at the meeting. No proxy votes are permitted.

12 The term of office for all Committee positions except the President is from the date of appointment until the next scheduled Annual General Meeting of the Club.

13 The President (if a vacancy exists) shall be nominated for a specified period of office by the outgoing Committee and elected by the Club members at an Annual General Meeting.

14 A Committee member may retire upon completing 1 months notice submitted in writing to the Secretary.

15 The Committee may where circumstances necessitate co-opt a member with full voting rights to act as a member of the management Committee where a vacancy exists by virtue of retirement from the elected Committee in accordance with Clause 14 or when a vacancy has not been filled at the Annual General Meeting. Any such member serving on the Management Committee assumes all responsibilities and rights as if they were elected at an Annual General Meeting.

16 The Committee shall have the authority to add to, replace or amend any section of this Constitution or Rules of the Club where such action is necessary when either a health and safety or member welfare issue has been identified by the Committee.

17 The Secretary has charge of and legal possession of all Club property.

18 The Club shall be affiliated to those County, Regional or National Societies as determined appropriate by the Committee.

19 Classes of Club Membership shall be defined by a table of fees as adopted at the Annual General Meeting. Subscription fees are non-refundable except in special circumstances and agreed by the Committee.

20 The Club Chairman, Club Secretary and Club Treasurer shall be afforded a reduction in subscription fees such that the fee payable equals the Archery GB club member fee.

21 All applications for shooting membership shall be on a form from time to time prescribed by the Committee, all details being completed to the best knowledge of the Applicant and being signed as so by the Applicant or a person with Parental Rights in the case of an application for Junior Membership and accompanied by the appropriate subscription fee. All data acquired by such means shall be kept in accordance with the current Data Protection Act and used only by the Club's authorised Officers for the performance of their club duties. Acceptance of membership shall be at the discretion of the Committee who shall not be required to give reason for their decision.

22 A member with Associate status shall provide documentation upon request of the Secretary of valid "Home Club" membership and adequate public liability insurance cover for any shooting activity taking place upon or within grounds or facilities either owned, leased or used by the Club on a regular or occasional basis. The Secretary shall be entitled to make copy of such documentation to be kept with the List of Members.

23 The Club shall have the facility to recognise Honorary shooting or non-shooting members; nominations for such to be in accordance with Clause 7 of this document.

24 Non-shooting Honorary members in accordance with Clause 23 or Associate members may not hold Committee positions and are not entitled to vote in any Annual General or Extra-Ordinary General meetings.

25 Subscriptions are due annually and in advance becoming due on 31st July in each year.

26 Any member who is one or more calendar month(s) in arrears shall be liable to have his name removed from the List of Members and shall not be re-elected or entitled to shoot at Club meetings or represent the Club until such arrears have been paid.

27 All classes of membership shall provide Emergency Contact details, such details to be kept secure but shall be accesible by any serving Officer of the Club.

28 Visitors to the Club may shoot an unlimited number of times provided that they are a current member of Archery GB and have paid the appropriate fee as determined at the Annual General Meeting.

29 Any member of the Club who contravenes the Rules of the Club or who is guilty of conduct prejudicial to the good name of the Club shall be subject to the Disciplinary Process as described in Clause 30. Such member shall be given the opportunity to defend his case before the Committee, whose decision shall be final.

30 Any matter subject to Clause 2 or Clause 29 shall be investigated by the Committee. If the member concerned is also a serving member of the Committee then he shall not be party to the investigation. The Committee may issue a Verbal Warning followed by a Written Warning prior to membership being terminated unless it is deemed that the issue under investigation involves a risk to the safety of either other members or the Public in which case the Committee may terminate the membership of the member with immediate effect. Any refund of Fees paid shall be at the discretion of the Committee.

31 The shooting regulations of ArcheryGB, formerly referred to as the Grand National Archery Society, or any subsequent authorised governing body for archery in the UK shall be observed. Outdoor shooting at the Washlands Sports Club shall normally be in the location and directions indicated within Appendix 1. The use of "all-carbon" arrows is prohibited within the area bounded by the Yellow Line marked in Appendix 2. At this and any other venue and at all times archers shall act in such a way that maintains the safety of all members and the public.

32 The club shall adhere to the relevant Archery GB Safeguarding Policies and Procedures. Any matters relating to such shall be reported directly to the appointed Safeguarding Officer who shall follow the appropriate procedures as determined by Archery GB. In the event of the Safeguarding Officer not being available and there being a concern regarding the immediate safety of a child or vulnerable adult then Social Care or the Police may be informed.

33 The Committee shall arrange the Club Championship and various other competition or novelty shoots, the dates of which shall be available via the Club Website and/or the Club Notice Board(s).

34 Anyone presenting a prize or benefit to the Club, shall have the right to reasonably regulate the terms upon which it shall be awarded, subject to the approval of the Committee.

35 No archer shall be awarded more than one Club Prize at any one meeting.

36 The Club Website and any Club Social Media activity shall be maintained by persons acting under the direct instructions of the Committee; such persons need not be members of the Club. All Club Members and persons acting for the Club under direct instruction of the Committee shall abide by the Club's Social Media Policy.

37 Members holding in trust any monetary or other such asset of the Club shall immediately upon request of the Committee relinquish possession and/or title without condition.

38 Members will be entirely responsible for their own equipment at all times.

39 Any assets remaining after creditors have been paid shall, in the event of the Club being wound up, be sold and the proceeds distributed between the existing Full Senior Members in equal share.

40 Any matter not specifically covered by the foregoing clauses shall be dealt with at the discretion of the Committee.

APPENDIX 1

Direction of Shooting

Normal Club Day and Club Target Competitions



Clout and Specified Club or Open Competitions



APPENDIX 2

Boundary of Shooting Area

