

The Coquet Valley Archers Constitution – 29th November 2015

1 Name

Coquet Valley Archers.

2 Aims and objectives

The aims and objectives of the Club will be:

- to offer coaching and participation opportunities in the sport of Archery
- to promote the Club within the local community and surrounding area
- to manage the funds, equipment and running of Coquet Valley Archers
- 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 will 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:

- Full member
- Junior member

4 Membership fees

Membership fees will be set annually and agreed by the Executive/ Club Executive Committee or determined at the Annual General Meeting.

Subscriptions will be due on the 1st October each year.

5 Officers of the Club

The Executive Committee officers will be:

- Chair
- Secretary
- Treasurer
- Quartermaster
- Any other position that is relevant or required

Executive 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 committee consisting of:

Chairman, secretary, treasurer, quartermaster and any other member whether elected or co-opted. A quorum will consist of the 4 main officers as above.

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 Executive Committee as necessary to fulfil its business.

The Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations or constitution. The Club Executive 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 30th September.

An statement of annual accounts, which has been independently examined, will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of the two of the three signatories registered with the bank.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

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

Nominations for officers of the Club Executive Committee will be sent to the Secretary prior to 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 total membership.

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

In all disciplinary, child protection and poor practice concerns the club will follow the Sports Coach UK Code of practice for Sports Coaches.

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 Sport Coach UK guidelines. The Club Secretary 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.

At all club events where shooting is to take place there must be present at least one club coach and one other responsible adult member. At least one of these persons must have a current First Aid Certificate.

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, any assets of the Association/Club that remain will become the property of an institution in Coquetdale, that will be designated by the Executive Committee

11 Amendments to the constitution

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

12 Declaration

Coquet Valley Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name:

Club Chair

SIGNED:

DATE:

Name:

Secretary