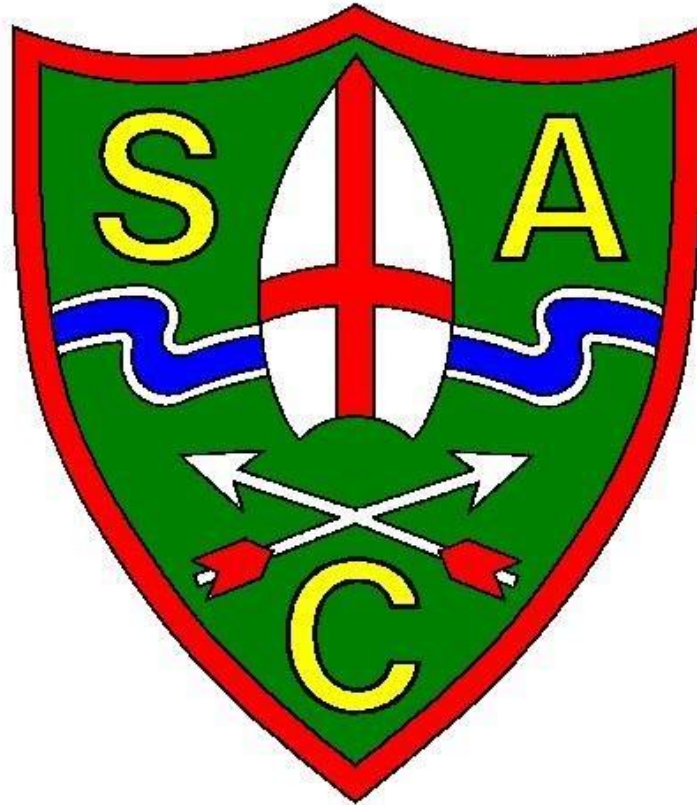


# ***Stortford Archery Club***

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## ***CONSTITUTION***

**Constitution Changes-**  
March 2017,  
March 2018,  
March 2019,  
July 2020

**Rules Changes**  
June 2017  
March 2018  
March 2019

## CONSTITUTION

### **1. THE CLUB**

- 1.1. The Club shall be known as STORTFORD ARCHERY CLUB (SAC)
- 1.2. The Club shall be affiliated to the Grand National Archery Society (GNAS) / ArcheryGB (AGB); the Southern Counties Archery Society (SCAS); and the Hertfordshire Archery Association (HAA).
- 1.3. The object of the club shall be the practice, coaching, and promotion of, and participation in archery in all its forms except with regards to crossbows, which shall not be permitted.

### **2. MEMBERSHIP**

#### **2.1. Types of Members**

There shall be four types of members: Senior, Young Person (18-24), Junior and Associate.

- 2.1.1. Senior membership is open to persons of 18 years and over who have completed a recognised course of instruction or be experienced archers (by agreement of the committee).
- 2.1.2. Young person's membership is open to all members who are between 18-24 years old. They have all the same rights as a senior member. They must have completed a recognised course of instruction or be experienced archers (by agreement of the committee).
- 2.1.3. Junior membership of Stortford Archery Club is open to persons under 18 and over 10 years old. The minimum age may be waived, at the discretion of the committee. All juniors must have completed a recognised course of instruction. Junior members must be supervised at all times until they have satisfied the committee of their proficiency and maturity.
- 2.1.4. Associate members may be accepted by the committee, at its discretion, into the club. Such associate members must be fully paid up members of a club which is affiliated to AGB. They will pay an annual fee in advance as determined at the AGM. They may not shoot for the club or take part in the club championships or claim club records nor vote at the AGM or any EGM of the Club.
- 2.1.5. The total number of members shall be decided by the committee.

#### **2.2. Compulsory adherence to the Constitution**

- 2.2.1. A copy of the Constitution and Rules will be supplied to each member when joining the club and copy of the Constitution will also be posted on the club website and be displayed on the club notice board in the container.
- 2.2.2. Each member upon application and subject to being accepted by the Club as a Member agree to and shall be bound by the Constitution, Rules and Policies of the Club (including codes of conduct adopted) during membership.
- 2.2.3. The GNAS Rules of Shooting are approved to give guidance to archers so they may practice their sport and engage in safe, fair competition with a spirit of friendly rivalry, all in keeping with the GNAS / AGB motto of "Union, Trueheart and Courtesie" and each member shall conduct themselves in an honest, harmonious, non-deceptive, and courteous manner towards all other members and shall not be unreasonably disruptive to the principled operation of the club.
- 2.2.4. The club committee will be responsible for disciplinary hearings of members who infringe the association / club rules / regulations / constitution. The club committee will be responsible for taking any action of suspension or discipline following such hearings

#### **2.3. Application, Renewal & Termination of Membership:**

##### **2.3.1. Application**

Application for membership shall be in writing and made on the application form provided by the Secretary from time to time stating

- i) The applicant's name
- ii) The applicants habitual address;

- iii) The applicant's date of birth;
- iv) The applicant's GNAS/ArcheryGB Membership number; (if any)
- v) in the case of junior membership, the name and contact details of a parent / guardian.
- vii) Signature acknowledging adherence to the Constitution, Rules and Policies of the Club (and in the case of junior members, appropriate consents from a parent/guardian).

### **2.3.2. Renewal**

- i) Annual renewal of membership of the club shall be at the discretion of the club committee.
- ii) Upon motion by any committee member, the committee have the right to refuse renewal of the club membership in relation to any member upon a vote of at least 75% of the members of the elected Committee for the time being for any of the breaches listed in 2.3.4 ii) below.

### **2.3.3. Membership Fees**

- i) Application/Renewal shall be accompanied by the relevant membership fee if applicable.
- ii) A member shall remain liable for any unpaid subscriptions or other sums due to the club, notwithstanding any resignation or expulsion.
- iii) Membership fees shall be reviewed annually at the AGM.

### **2.3.4. Termination of Membership**

- i) A member of the club may terminate their membership upon notice to the club Secretary. Upon receipt of the notice, the Secretary shall remove the member from the Register of Members. No entitlement to refund of a membership shall arise upon resignation of a member.
- ii) Upon request by any committee member, the committee have the right to expel any full or associate member of the club or to deny membership to any person, by unanimous vote of the committee, for reasons of safety or any material , serious or persistent breach of :
  - a) Club Rules and Policies;
  - b) Club Codes of Conduct;
  - c) ArcheryGB Code of Conduct;
  - d) the Code of Conduct for Sports Coaches (in respect of any person coaching or assisting coaches)
  - e) any conduct deemed by the committee at its entire discretion (and without requirement to give reasons) which is injurious, harmful or disruptive to the club;
  - f) action likely to call into question the insurance cover for shooting;
  - g) upon a criminal conviction arising out of any conduct of that member in relation to the club or a club member.

2.3.5.. Any member expelled may, at the committee's entire discretion (and without requirement to give reason) have a proportional part of their subscription returned.

## **2.4. Personal Data**

- i) By providing personal data to the club, the member agrees that the club may use the member's data for any reasonable club use as determined from time to time by the Committee and within the principles of the GDPR (or successor legislation) and ICO guidelines.
- ii ) Members shall adhere to the club's Data Protection Policy.

## **2.5. Notice to Members**

- i) Any notice to a member is sent to that member's email address as registered with the club or sent by post to that members home address as registered with the club.
- ii) Notices to the Secretary are valid if received at secretary@stortfordarchers.org.uk or sent to the published postal address of the Secretary in writing.

## **2.6. Child Protection**

- i) The club adopts the GNAS / AGB Protection of Children and Vulnerable Adults (PCVA) Policy.
- ii) Parents, Coaches and Members must follow the relevant guidelines contained therein.
- iii) The Club Committee shall appoint a Child Protection Officer and deputy to whom members are expected to report suspected breaches of the PCVA Policy.

### **3. COMMITTEE**

3.1. The Committee will, subject to resignations and incapacity, consist of

3.1.1. Chair

3.1.2. Secretary

3.1.3. Treasurer

3.1.4. Records Officer

3.1.5. Junior Representative

3.1.6. Equipment Officer

3.1.7. Up to 3 Ordinary Committee Members

Each such Officer shall serve from the date of appointment until the following AGM date when they will be subject to re-appointment.

3.2. The temporary absence of a member listed in 3.1 above shall not invalidate a decision of the Committee.

3.3. The committee shall meet not less than six times per year and the club shall be managed via the committee.

#### **3.4. Power to appoint new officers and to co-opt**

i) The committee shall have the power to co-opt or otherwise appoint committee members additional to those set out in rule 3.1 and the power to replace resigning members or causal vacancies arising

ii) Each such officer shall serve from the date of appointment until the following AGM date when they will be subject to re-appointment.

#### **3.5. Changes to Club Rules & Policies**

i) Changes to the Rules and Policies may be done by the committee after consultation with the club members.

ii) Consultation shall be deemed carried out where a substantial majority of members have been advised by electronic messaging of the proposed changes and given the opportunity to provide their views and/or any objections.

iii) All full members (seniors & juniors) and parents/ guardians of juniors will be consulted on any proposed changes within the club. Where proposals are put to a vote, only full members aged 16 or over will be eligible to cast a vote. For members under 16, the views of a parent or guardian will be considered.

#### **3.6. Power to fill Lacunae:**

i) The committee shall be empowered to deal with any matter not covered by the Club Rules, Policies and Constitution.

#### **3.7. Resignation**

i) Any member of the committee may resign upon notice to the Secretary and the Chair.

ii) A committee member unable to fulfil their duties will be expected to resign.

iii) Where any committee member fails to attend at least 4 committee meetings in any 12 month period following an AGM, the committee may at its entire discretion determine that they have resigned.

### **4. COMMITTEE MEETINGS**

#### **4.1. Meeting**

i) A committee meeting may be held by a meeting or by a meeting with additional parties attending by telephone conference,

#### **4.2. Conduct of Committee Meetings**

i) At all meetings the Chair shall preside or, in their absence another officer in the order stated in 3.1..

ii) The Secretary or in their absence another officer as stated in 3.1 shall take minutes and these shall be available to committee members.

#### **4.3. Committee minutes**

The committee may release a copy of the committee minutes to the members and shall be entitled upon majority vote of the entire elected committee to redact any material contained in the committee minutes where it is considered appropriate in order to maintain the privacy of any member or to preserve any obligations of confidentiality or otherwise as is desirable.

#### **4.4. Quorum**

Quorum of committee shall be 50% plus 1.

#### **4.5. Voting**

- 4.5.1. Each member of the committee shall be entitled to bring any motion and, save where voting right is excluded as a result of conflict of interest, each member of the committee present in person or by phone shall have one vote. Voting shall be by show of hands (or poll in the case of telephone attendees) and proxy voting or voting by committee members not present shall not be permitted.
- 4.5.2. In the event of a dispute about Conflict of Interest, the Chair (or in the case of potential conflict of interest of the Chair, the Secretary) : If there is a conflict of interest with both the Chair and the Secretary then the standing remainder of the committee shall vote for a resolution.
  - i) shall be empowered to determine whether a conflict of interest arises and that determination shall be final.;
  - ii) shall be empowered to waive conflict of interest in relation to a committee member where reasonable so to do and in such circumstances, that committee member may cast a vote on the relevant matter.
- 4.5.3. Except where otherwise expressly stated to the contrary, a majority vote shall be required to pass any motion. (A majority vote shall mean a vote of any quorate committee present, subject to all Members of the committee having received due notice of the meeting.)
- 4.5.4. The committee shall be entitled by election of the entire elected committee to unanimously waive notice of any meeting.
- 4.5.5. The Chair may not vote at meetings unless there is a deadlock and then they have the deciding vote.

#### **5. FINANCE**

- 5.1. 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.
- 5.2. The subscriptions of the club (including any affiliation fees), and the date on which they are payable shall be proposed by the Treasurer at the Annual General Meeting and be subject to approval by a majority of members present.
- 5.3. The annual club subscriptions including all affiliation fees, shall comprise SAC membership fee plus the current fees required by ArcheryGB, SCAS and HAA.
- 5.4. On each occasion the club shoots, a visitors fee shall be payable by each visitor shooting, such a fee to be fixed each year at the AGM. It is the responsibility of the field captain to collect all fees on behalf of the treasurer.
- 5.5. The club shall not be responsible for loss or damage to members' property except where, during official Club shooting session the fall of targets causes damage to members arrows, the replacement cost of which will be reimbursed by the club.
- 5.6.
  - i) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
  - ii) It shall be decided by the members at the AGM whether the following year finances shall be subject to audit.

#### **6. GENERAL MEETINGS (AGMs and EGMs)**

##### **6.1. Annual General Meeting**

- 6.1.1. There shall be an ANNUAL GENERAL MEETING of the Club once a year before the 31 March.
- 6.1.2. The meeting will receive Officers Reports, the Annual Accounts, Election of Officers, Presentations of Classification medals, other prize giving and other relevant motion matters plus any Other Business.
- 6.1.3. Nominations for Officers to be received in writing by the Secretary at least 30 days prior to an AGM, The Secretary may at their discretion accept late nominations upon notice to all members up to 10 days prior to the AGM. Members will receive notice of all nominations at least 7 days prior to the AGM.

##### **6.2. Extraordinary General Meetings**

- 6.2.1. An Extraordinary General Meeting may be called
  - i) at the request of the Chair, or
  - ii) by written request to the Secretary supported by 50% of the committee elect;
  - iii) by written request of any member, which is supported by at least 25% of the members stating the reason for the meeting.
- 6.2.2. No business other than that contained in the request may be conducted at such a meeting.
- 6.2.3. Save where at least 50% of the committee Elect consider that the constitutional change cannot await the next AGM and accordingly designate the EGM as an "Urgent EGM", an Extraordinary General Meeting shall consider any changes to the constitution.

6.2.4. An EGM may not consider nominations or Elections for Officers.

### **6.3. Rules for General Meetings**

6.3.1. Changes to the constitution may only be made at an Annual or Urgent Extraordinary General Meeting. All proposed changes to the constitution must be sent to the Secretary at least 6 weeks prior to the General Meeting date.

6.3.2. The Secretary shall take steps to convene such an EGM within 6 weeks of receipt of a valid request.

6.3.3. All AGM/ EGM minutes will be published in draft within 6 weeks of the meeting date.

6.3.4. At least four weeks' notice, including any motions being proposed at a General Meeting must be given to all members. For an EGM, the purpose of the meeting, as contained in the request for the Meeting, shall be provided in the notice.

#### **6.3.5. Chairing of Meeting**

i) The Chair of the committee (or in her/his absence, the next senior member of the committee as listed in clause 3.1 will preside at a general meeting. In the absence of a committee member willing to chair the meeting, the members may elect a Chair for that meeting.

#### **6.3.6. Quorum**

A General Meeting shall have a quorum of 10, or 25% of members, whichever is the less.

#### **6.3.7. Voting**

i) Save where otherwise required by law or the constitution, any resolution will be decided by simple majority vote by show of hands, and a motion shall be deemed passed if a simple majority of votes are passed at a meeting, (e.g 61 votes aye against 60 votes nay passes a motion, but 60 votes "aye" against 61 votes "nay" does not pass a motion).

ii) The Secretary or acting Secretary shall determine the votes cast and their decision shall be final.

iii) Voting shall be one vote for each eligible member attending.

iv) Proxy voting is not permitted.

### **7. COMPLAINTS**

7.1.1. All complaints are subject to the procedure as stated in the Rules

7.1.2. The committee's decision will be final.

### **8. DISSOLUTION**

8.1.1. The club may be dissolved by a resolution of two-thirds of the members of the club at an EGM.

8.1.2. In the event of dissolution of the club the assets will be realised by the Treasurer and the net assets after repayment of the current years subscriptions will be given to GNAS / AGB or a GNAS / AGB affiliated archery club or to a registered charity as decided by the attendees of the EGM.

# Stortford Archery Club

## RULES

### 1 SHOOTING

- a) GNAS Rules of Shooting will be observed at all times. Sunday will be Club Target Day. All archers are expected to start at the stated time promptly.
- b) Shooting shall at all times be under the control of a Field Captain who, before shooting will check all bosses are secure. The Field Captain should be an experienced member / archer who has a good working knowledge of the rules of shooting. The Field Captain shall make decisions on any matter arising on the day of shooting and the Field Captain's decision is final.
- c) The shooting times at the club are as follows
- Tuesday – 6pm at the container
  - Thursdays – 6pm at the container
  - Sundays – Club day – Shooting starts at 2pm. We meet at the container at 13:30 if 6 dozen round. If we are shooting a 12 dozen round then Start shooting at 10am and meet at the container at 9:30am.

Please also refer to the on line shooting diary on the club website for any last minute changes.

We ask members to be at the container on time so we can.....

Ask people what distances they wish to shoot at so we can get the right quantity of bosses out.

Make sure we have enough help pushing the trolley. A minimum of 4 adults are needed for the trolley, NOT only 4 adults on the trolley. The more people who help push the better.

Get the field set up all at the same time with everyone's help and importantly before any bows are assembled. It is your club and ALL members are expected to help set up the range first.

(Juniors Parents - please help out where you can because juniors are not allowed to lift bosses and stands etc.) Junior archers can put out the distance flag, shooting line, can help peg out stands etc

We score on a Sunday and if we have already started promptly at the correct time then the targets might be moved before you have finished your distance. This in turn holds shooting up.

If the shooting diary shows a 12 dozen round, then you are more than welcome to come along for the afternoon session and shoot a 6 dozen round. Just be aware more bosses maybe be need for this.

If you turn up to shoot and all the bosses are full, then it is your responsibility to collect further bosses from the container. Any additional bosses you put out, should, where possible, be taken down should you leave early. The field captain takes ultimate responsibility for the number of bosses.

If you turn up late - especially on a Sunday, which is a Club Scoring day then it interrupts the shooting of the "on time" archers when you wish to put additional bosses out.

If you are unable to help setting up, then please help putting away. It is unfair to expect others to both set up and take down for you.

If you have a genuine reason for not being able to help lift bosses etc then please let a committee member know.

**Remember the longer it takes to set up, the less time everyone has to shoot**

- d) Scores will be recorded on official Club score sheets, which will be collected by the Field Captain/ committee member or placed in the white box in the container. Scores from External sources must be on official scoresheets or on official results. External scores are to be notified to the records Officer as soon as possible after the event.
- e) All members and visitors (including Juniors Parents or Guardians) to Stortford Archery Club, are assumed to give consent to having photographs taken for any online / marketing activity related to the club, unless they indicate otherwise next to their name in the shooting Record and inform the Field Captain prior to shooting. Members taking photographic images have permission to use them for personal and /- or club use only. In addition, all members must refer to the SAC Child Protection Policy.
- f) All members must sign the shooting record each time they attend even if they are not shooting. This include visitors and members that do not shoot such as coaches etc. The book will be on the trolley.

**g) Field Archery (3D Targets).**

All field targets owned by the club are to be stored in the container. Members may use these targets on all shooting days (informal field shooting) using any bow style, with the following conditions.

The archer taking the target from the container is fully responsible for its safe return.

Only 3 arrows per archer at anyone target may be shot.

If more than 1 archer per target, then please swap between available targets

All archers must ensure the “rebar” metal stakes are used in the correct way to avoid arrow damage.

Where possible a “split (or independent) field” is required. ArcheryGB rules regarding this will be followed at all times.

All archers whether target or field must shoot facing the same way, i.e. there will be no shooting line that allows archers to shoot at right angles to the normal target shooting line.

All archers must, on their initial use of the field targets speak with a committee member first.

All compound archers shooting a formal club field shoot can only do so if it has been agreed with a coach beforehand.

The club holds formal field shoots where the rules and shooting positions are different to the above

## **2 CLUB CHAMPIONSHIPS**

- a) An Indoor and Outdoor Championship Tournament shall be held each year.
- b) All Club trophies will remain the property of the Club. Members must return them to the organiser 7 days before the relevant tournament. All trophies will be returned in a good and clean condition. Any engraving is the responsibility of the trophy recipient. If a trophy is lost then the last recipient will be expected to replace it and make good all engraving.

## **3 CLASSIFICATION MEDALS**

- a) Each member who attains an outdoor classification shall receive a medal from the Club the following year at the AGM.. Classification medals will only be issued on the first occasion of attaining that level.

## **4 BEHAVIOUR**

- a) The GNAS Rules of Shooting are approved to give guidance to archers so they may practice their sport and engage in safe, fair competition with a spirit of friendly rivalry, all in keeping with the GNAS / AGB motto of “Union, Trueheart and Courtesie”. All members are expected to abide by the ArcheryGB codes of conduct at all times.
- b) All members are to abide by this guidance and these words. Any member who feels unable to treat others with respect and courtesy may have their membership terminated



## **5 JUNIOR SHOOTING AGREEMENTS**

a) The committee have agreed to have a Junior Agreement Policy where certain juniors are allowed to come along to the club and be supervised by an "SAC responsible adult" (they will have red tags). All adults who have agreed to act as a "SAC responsible adult" will have signed an agreement. also. Hopefully this will mean more Juniors will come along and shoot and will not have to have their parent sitting watching.

## **6 COMPLAINTS**

a) Any member having a complaint shall give written notice to the Secretary and/or the Chair, either of whom will take it to the Committee for further investigation. The committee will decide how to deal with the complaint, considering the GNAS complaints procedure. If a Committee member is the complainant or the subject of the complaint, they may take no part in the decision process. Complaints shall be addressed within 28 days of the date lodged and a written response sent within 14 days after of the committee meeting to discuss the complaint.

b) The decision of the committee is final.