



## CLUB CONSTITUTION

1.	<p><b>Name</b></p> <p>The name of the club is <b>Keynsham Archers</b>, hereafter called 'the Club'. It is affiliated to the Grand National Archery Society (GNAS) – also known as Archery Great Britain (AGB); Grand Western Archery Society (GWAS) and Gloucestershire Archery Society (GAS).</p>
2.	<p><b>Address</b></p> <p>The official postal and email address of the Club is that of the current Club Secretary or another member of the Committee as decided by the Committee.</p> <p>12 Eastwood Crescent, Brislington, Bristol BS4 4SS</p>
3.	<p><b>Objects of the Club</b></p> <p>The object of the club is to: <i><b>"Promote and encourage the sport of archery."</b></i></p>
4.	<p>The Club believes that archery should be open to all, regardless of ability or knowledge of the sport. In undertaking this the club are committed to:</p> <p><i>"Create an environment in which all have equal opportunities, regardless of capabilities and preferences. Whether they are participants, competitors, volunteers or administrators and regardless of whether they are members of the club or associated organisations."</i></p>
5.	<p><b>Aims of the Club</b></p> <ul style="list-style-type: none"><li>a) Promote and provide facilities to promote and encourage the sport of archery in all forms that comply with UK law.</li><li>b) Practice and promote the rules of associated and affiliated organisations.</li><li>c) To manage the club to the best of our ability and knowledge</li><li>d) Ensure a duty of care to all members</li><li>e) Adopt Archery GB's Policy for Safeguarding Children, Young Adults and Vulnerable Adults, and implementing these procedures.</li><li>f) Adopt Archery GB's Equality Policy and incorporate it in all aspects of the Club</li><li>g) Ensure that at least two club members have participated in a recognised basic awareness Child Protection training course.</li></ul>
6.	<p><b>Finance</b></p> <ul style="list-style-type: none"><li>a) All monies and sums received on behalf of the Club and property provided by the Club shall remain the property of the Club and there will be no right of distribution of Club property to members.</li><li>b) See Dissolution of The Club (Section 25)</li></ul>

	<p>c) The Treasurer will be responsible for the Club's finances. The Club's financial year will run from 1<sup>st</sup> October to 30<sup>th</sup> September.</p> <p>d) All monies will be banked in accounts held in the name of The Club.</p> <p>e) A statement of accounts will be presented by the Treasurer at the AGM.</p> <p>f) Cheques drawn on The Club's bank account will be signed by the Treasurer. The bank account will have 2 signatures, the Treasurer and another Committee member as decided by the Committee.</p> <p>g) The Treasurer will give an update at each committee meeting – either verbal or written.</p> <p>h) The accounts will be made available to any member for inspection on request.</p>
7.	<p><b>Constitution</b></p> <p>The Constitution of The Club shall not be amended or rescinded except by a majority of Members present at the AGM <b>or</b> an Extraordinary General Meeting convened for that purpose.</p>
8.	<p><b>Local Rules</b></p> <p>a) All members associated with the Club will abide by the Local Rules of the Club</p> <p>b) The Local Rules can be added, updated or amended by a majority vote at a committee meeting</p>
9.	<p><b>Membership</b></p> <p>The membership of the Club will comprise of the following:</p> <p>a) <b>Senior Members –</b> Any person over the age of 18 shall be eligible</p> <p><b>Voting:</b> A Senior Member has full voting rights as long as the full appropriate membership fee has been paid</p> <p>b) <b>Junior Members –</b> Young persons between the ages of 10 and 18 shall be eligible.</p> <p>Juniors aged 10 to 15 <b>must</b> be accompanied on the range by a parent or guardian who is directly supervising their child. This person must take responsibility for the junior whilst at the range. (see Section 11)</p> <p>Juniors aged 16 to 17 must be accompanied on the range by a parent or guardian. This person must be willing to take responsibility for the junior whilst at the range. (see also Section 11)</p> <p><b>Voting:</b> Junior Members have full voting rights as long as the full appropriate membership fee has been paid. The parent or guardian (at their discretion), have the right to vote on behalf of the junior.</p> <p>c) <b>Associated Members –</b> Any person over the age of 18 who does not wish to become a fully paid-up member but would like to take advantage of The Club ranges and activities. This they can do with a valid membership card from a club affiliated to AGB and associated memberships. Membership is at the Committee's discretion.</p> <p><b>Voting:</b> An Associated Member will have voting rights at the discretion of the committee.</p> <p>d) <b>Honorary Membership –</b> This is bestowed on a person the Club wishes to honour. (This person may or may not be a Club Member). An Honorary Member is elected at a General Committee Meeting with a majority and for one year. Honorary Membership is to be reviewed yearly at the AGM.</p>

	<p><b>Voting:</b> If the Honorary Member is also a club member, then they will have the voting rights as dictated by this membership. If they are not a club member then voting rights will be at the discretion of the committee.</p> <p>e) <b>Affiliated Membership</b> – Any person who would like to be associated with the Club but does not want to partake in archery and would like to take part in Club activities and volunteer their services. The fee for affiliated membership is at the discretion of the Committee.</p> <p><b>Voting:</b> An Affiliated Member will have voting rights at the discretion of the committee.</p> <p>f) <b>Disabled Members</b> – As an inclusive club Members who are regarded as having a disability will be eligible to be a member in one of the above categories. Membership Fee's will be reduced for these members, <i>if</i> agreed at the AGM</p> <p><b>Voting:</b> A Disabled Member has full voting rights as long as the full appropriate membership fee has been paid</p>
10.	<p><b>Membership Fees</b></p> <p>a) All membership fees will be decided annually at the AGM by all present.</p> <p>b) Membership fees will be due in full on the 1<sup>st</sup> October, as laid out in the fee notification confirmed at the AGM.</p> <p>c) Should any fees not be received one month after the due date then membership will be classed as lapsed and all benefits of being a member of the club withdrawn. It will be considered by the club that the member has resigned.</p> <p>d) Membership fee must be accompanied by the relevant membership form.</p> <p>e) A Guest Membership Form (online) must be completed by a guest archer and the appropriate fee paid. The Guest member <b>must</b> have valid Archery GB membership and proof must be provided at the range before the archer is permitted to commence shooting.</p> <p>f) Should the member have extenuating circumstances or wishes to apply for Hardship Waiver this must be agreed by The Committee before the final fee is due.</p> <p>g) The Committee have the discretion to reduce fees for individuals in line with AGB's Hardship Waiver Application.</p> <p>h) The Club will endorse applications for Hardship Waiver and will waiver club funds from between 20% and 100% of the Club Fees at the discretion of the Committee.</p> <p>Please note Hardship Waiver cannot be retrospectively applied for. No refunds on paid fees will be given.</p> <p>i) All members (except non-shooting members) must have completed a Beginner's course or have been assessed by an experienced member of the Club prior to shooting independently.</p> <p>j) Should a member resign part-way through the financial year no monies will be refunded unless agreed by The Committee. Any refund of monies can only be for the club fee portion of membership fees. The club does not have the authority to refund monies it processes on behalf of other organisations.</p> <p>k) Should the member be asked to leave the club, due to a disciplinary issue no monies will be refunded.</p> <p>l) Ex-members can reapply for membership via the Committee. Until they receive Committee approval and pay the appropriate fee, they will not be able to participate in any club days or tournaments.</p>

11.	<p><b>Responsibilities of Members</b></p> <ul style="list-style-type: none"> <li>a) All club members are required to abide by the codes of conduct and policies as outlined by Archery GB</li> <li>b) All club members are required to abide by Archery GB's Rules of Shooting and to raise any safety concerns immediately with the Line Captain and/or a Committee Member.</li> <li>c) All club members are required to abide by the Local Rules as outlined by the Committee</li> <li>d) All club members are expected to act respectfully and civilly to each other</li> <li>e) Juniors aged 16 to 17 may attend the range without a parent or guardian if a Senior member of the Club is willing to take this responsibility and both parties have signed the appropriate forms, which will be held by the Club Secretary or a designated Committee member. The named Senior club member <b>must</b> be present at the range whenever the junior is attending without their parent or guardian. Juniors aged 10 to 15 <b>must</b> be accompanied on the range by a parent or guardian who is directly supervising their child. This person must take responsibility for the junior whilst at the range.</li> </ul>
12.	<p><b>Responsibilities of The Committee</b></p> <p>The Committee will be responsible for adopting new policies, codes of practice and liaise with other organisations concerning rules that affect The Club fulfilling its objectives and aims. This includes national and regional organisations, both within and outside the archery fraternity.</p>
13.	The Committee will have the power to appoint or disband sub-committees as and when required.
14.	<p>The Committee Membership will consist of:</p> <ul style="list-style-type: none"> <li>● Chairperson</li> <li>● Club Secretary</li> <li>● Treasurer</li> <li>● Membership</li> <li>● Records Officer</li> <li>● Tournament Officer</li> <li>● Protection Officer</li> <li>● Data Protection Officer</li> </ul> <p>These are the Titled Officers of The Club</p> <p>In addition to this, the Committee will consist of General Committee Members. These are Committee Members without portfolio.</p>
15.	<ul style="list-style-type: none"> <li>a) Each Titled Committee position will be voted onto the Committee Panel at each AGM. The Committee holds the right to ask a member to join the Committee to become a General Member, without waiting for the AGM or an Extra Ordinary Meeting.</li> <li>b) However, all posts including General Members will be voted on by the membership at the following AGM or an Extraordinary Meeting if on the agenda.</li> </ul>
16.	<p><b>Meetings &amp; Voting</b></p> <ul style="list-style-type: none"> <li>a) Voting will be shown by hand or verbal ascent. A ballot vote can be called if appropriate.</li> <li>b) The Chairman shall have the casting or an additional vote, should it be required to break a deadlock.</li> <li>c) Votes can only be accepted by members whose fees are fully paid.</li> </ul>

	<ul style="list-style-type: none"> <li>d) If an Affiliated member has not paid any fees or part fees, they are entitled to vote <b>only</b> at the discretion of the Committee.</li> <li>e) Voting Rights are noted under Membership (Section 9)</li> <li>f) Voting can only be taken at the meeting; no postal or email votes will be counted or included.</li> </ul>
	<b>Annual General Meetings (AGM), Special General Meetings (SGM) &amp; Extraordinary General Meetings (EGM)</b>
17.	<p><b>Annual General Meetings (AGM)</b></p> <p>The AGM and EGM will be Quorate with a minimum of 5 members made up of either Committee or General members of the Club</p> <p>The date of the AGM will be circulated to all members at least 3 weeks before the actual date of the meeting.</p> <p>The purpose of the AGM is to:</p> <ul style="list-style-type: none"> <li>a) Receive reports from the Chair, Treasurer, Club Secretary, Membership Secretary, Protection Officer, Records Officer and the Tournament Officer</li> <li>b) If the officer is unable to give a verbal update, then a written report must be sent to the Club Secretary at least 1 week before the AGM.</li> <li>c) The Treasurer will give a report to the meeting which the membership will vote on accepting as a true record of accounts</li> <li>d) The Membership Secretary to review fees and charges for the club and all affiliated organisations.</li> <li>e) To update the membership on any Data Protection issues.</li> <li>f) All Committee posts to be elected for the following 12 months, unless otherwise decided at the AGM.</li> <li>g) Propose new resolutions or amendments to The Constitution – these are to be sent to the Club Secretary 3 weeks before the date of the AGM and must be signed by a proposer and seconder.</li> </ul>
18.	<p><b>Extraordinary General Meetings (EGM)</b></p> <ul style="list-style-type: none"> <li>a) The Committee or a minimum of 4 club members shall call an EGM</li> <li>b) The purpose(s) of the meeting must be sent to the Club Secretary in writing, including the names of the members asking for said meeting.</li> <li>c) An EGM will be called at minimum of 3 weeks from the Club secretary receiving written notification, or a mutually agreed date.</li> </ul>
19.	<p><b>General Meeting or Committee Meetings</b></p> <ul style="list-style-type: none"> <li>a) Committee meetings to be held whenever levels of club business deem it necessary. Dates to be arranged and confirmed by the Club Secretary or Chairperson with as much notice given as possible.</li> <li>b) The Club Secretary can call a General or Committee meeting at the request of any Committee or ordinary member. This will require a minimum of 2 weeks' notice.</li> <li>c) All Committee Meetings will be chaired by The Chairman. In the absence of the Chair or the Chair being incapacitated during the meeting the role of Chair will be elected from attendees.</li> </ul>

	<p>d) The Note-taker of the meeting cannot be elected as the Chair <b>and</b> continue as the Note-taker.</p> <p>e) All acts done in good faith at a Committee Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.</p>
20.	<p><b>Quorum</b></p> <p>a) A quorum consists of a minimum of four Committee Members including, but not limited to, at least two Titled Officers of the Club</p> <p>b) All actions taken on behalf of the Committee are to be reported back to the Committee for approval or information purposes as soon as possible.</p>
21.	<p><b>Election of Officers or General Committee Members</b></p> <p>a) The Officers of The Club will be elected and appointed each year at the AGM as are General Committee Members. Nominations shall be forwarded from the proposer and seconder and signed by the nominee. These need to be given to the Club Secretary in writing no later than 7 days before the AGM.</p> <p>b) Nominations will not be considered later without the relevant signed consent and the nominee being present and verbally consents to be considered.</p> <p>c) Should an Officer need to be appointed after the AGM then the Committee can appoint an Officer of the Club until the next AGM, when the post is voted on by the general membership.</p>
22.	<p><b>Discipline &amp; Appeals</b>  <b><i>For a flowchart covering the Discipline &amp; Appeals Procedures - see Appendix 1.</i></b></p> <p>a) All complaints regarding the behaviour of any member should be submitted to the Club Secretary in writing. Should the complaint concern the Club Secretary, the complaint can be submitted in writing to any Committee Member.</p> <p>b) Should any issue arise during a club event or tournament then the Field Captain for that event will have the authority to suspend any member for up to 48 hours until the Committee can be fully informed of events. The Committee will then decide if the Respondent is able to carry on shooting whilst a disciplinary hearing is taking place. This will be done on a case-by-case basis, depending on the sensitivity or risk and nature of the incident.</p> <p>c) If an incident occurs at the range, the Field Captain for the event is to note the issue in the Daily Range-Shooting Log.</p> <p>The Field Captain must beware of any safeguarding, sensitive or confidential issues and note them sympathetically.</p> <p>d) The Committee will inform the Respondent within 7 days that there has been a complaint made against them.</p> <p>The Respondent is entitled to know:</p> <ul style="list-style-type: none"> <li>● the nature of the complaint</li> <li>● access to all statements and evidence</li> <li>● have the Discipline Procedure explained and any procedure questions answered</li> </ul> <p>e) The Committee will try and resolve the issue with both parties amicably, unless the incident is deemed severe enough to issue a formal hearing.</p>

	<p>f) The 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.</p> <p>Note: The Club does not have the authority to terminate membership to Archery GB or other organisations.</p> <p>g) At the Discipline Hearing the Respondent must be allowed:</p> <ul style="list-style-type: none"> <li>● to put their side forward</li> <li>● provide their own documents or evidence</li> <li>● bring a friend or support to any hearings</li> <li>● respond at the hearing</li> </ul> <p>h) 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 10 days of the hearing.</p> <p>i) There will be the right of appeal to the Club Secretary following disciplinary action being announced.</p> <p>j) The Appeal must be lodged with the Committee within 14 days of receipt of the outcome from the original hearing.</p> <p>k) In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals.</p> <p>l) No member of the original panel may sit on the Appeal Panel. The Committee should consider the appeal within 30 days of receiving the appeal.</p> <p>m) All disciplinary, child protection and poor practice concerns should follow the AGB Case Management Referral Panel guidelines which are available from the Archery GB website.</p> <p>n) All concerns, allegations or reports of poor practice/ abuse relating to the welfare of children, young people or vulnerable people will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.</p> <p>This includes reporting any Safeguarding or Anti-Doping issue directly to AGB.</p> <p>o) The Club Protection Officer is the lead contact for all Club members in the event of any protection concerns. They will also lead the Discipline Panel.</p> <p>p) All notes and information will be confidentially held by the Committee. However, the Committee has the right to forward any relevant information to associated organisations if required.</p>
23.	<p><b>Dissolution</b></p> <p>a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.</p> <p>b) "A resolution to dissolve the club can only be passed at an Annual General Meeting or Extraordinary General Meeting through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Gloucestershire Archery Society or suitable charity".</p> <p>c) All liability commitments are to be resolved before assets are distributed.</p>

24.	<p><b>Declaration</b></p> <p>Keynsham Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members:</p> <table> <tr> <td data-bbox="199 271 359 297"><b>Chairperson:</b></td><td data-bbox="842 271 1031 297"><b>Comms Officer:</b></td></tr> <tr> <td data-bbox="199 322 512 349"><b>Name</b> Dougal Matthews</td><td data-bbox="842 322 1098 349"><b>Name</b> Neil Paramor</td></tr> <tr> <td data-bbox="199 360 440 398"><b>Signed</b> <i>D Matthews</i></td><td data-bbox="842 360 1062 398"><b>Signed</b> <i>N Paramor</i></td></tr> <tr> <td data-bbox="199 423 493 450"><b>Date</b> 1<sup>st</sup> October 2024</td><td data-bbox="842 423 1133 450"><b>Date</b> 1<sup>st</sup> October 2024</td></tr> </table>	<b>Chairperson:</b>	<b>Comms Officer:</b>	<b>Name</b> Dougal Matthews	<b>Name</b> Neil Paramor	<b>Signed</b> <i>D Matthews</i>	<b>Signed</b> <i>N Paramor</i>	<b>Date</b> 1 <sup>st</sup> October 2024	<b>Date</b> 1 <sup>st</sup> October 2024
<b>Chairperson:</b>	<b>Comms Officer:</b>								
<b>Name</b> Dougal Matthews	<b>Name</b> Neil Paramor								
<b>Signed</b> <i>D Matthews</i>	<b>Signed</b> <i>N Paramor</i>								
<b>Date</b> 1 <sup>st</sup> October 2024	<b>Date</b> 1 <sup>st</sup> October 2024								



## Appendix 1

Discipline Procedure for Keynsham Archers to be used in conjunction with The Constitution.

For full information please see the Constitution's Disciplinary section. For guidance on sanctions refer to the Archery GB Disciplinary Policy

