

Tynedale Archers Constitution

Adopted: Sunday 3rd October 2021



1. Objectives

The objectives of Tynedale Archers shall be:

- 1.1. To encourage, promote, develop, and provide archery experience (other than bow hunting) amongst all sections of the community within the geographic area local to Hexham, Tynedale and the Allen Valley.
- 1.2. To support members in participation in local, County and National competitions and other meetings at the discretion of the Committee.
- 1.3. As a not-for-profit voluntary organization based in the Community, to:
 - 1.3.1. Give a chance to those of all ages, who live in Tynedale, especially rural, or otherwise isolated, communities, to experience and enjoy a sport in which they can develop a skill.
 - 1.3.2. Give participants the opportunity to share and exchange ideas.
 - 1.3.3. Involve young people in a social activity in their community.
 - 1.3.4. Give participants a sense of self-esteem and worth, self-discipline, teamwork, and motivation to achieve their goals.
 - 1.3.5. Develop respect for each other as partners in their own recreation and in improving their community.
 - 1.3.6. Involve the participants in developing shared standards of behaviour and maintaining them.

2. Membership

2.1. Classes of membership

2.1.1. Honorary

Any person whom Tynedale Archers wishes to honour may be elected at any general meeting of the club.

2.1.2. Senior Member

A properly paid-up shooting member of the club.

2.1.3. Junior Member

A person who has not attained the upper age limit as stated in the G.N.A.S. Constitution, but who is a paid-up shooting member of the club.

2.1.4. Non-Shooting

Any person interested in archery and affiliated to the club and having attained the upper age limit laid down for junior membership as specified in the G.N.A.S. Constitution shall be eligible for admittance as a non-shooting member of the Club or under that age as a junior member.

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2.1.5. Members with Disabilities

Tynedale Archers definition of a disabled person is the same as the Equality Act and is as follows: "A person that has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities." Members with disabilities will also be members of each of the membership categories 2.1.1 to 2.1.4 as appropriate.

2.2. DNAA/NCAS

Tynedale Archers shall effect access to their annual general meeting by representatives of the Durham and Northumberland Archery Association (DNAA) and Northern Counties Archery Society (NCAS) by notifying the Association's secretary of the date, in writing, 28 days prior to their annual general meeting or with as much notice as is practicable.

- 2.3. All shooting members of Tynedale Archers shall, by such membership, become an associate member affiliated to the Grand National Archery Society (GNAS known as Archery GB), DNAA and NCAS
- 2.4. Tynedale Archers shall consist of a minimum of 6 senior associated members.
- 2.5. All shooting members are to be conversant fully with the Rules of Shooting; in particular those relating to safety and to the conduct of shooting.
- 2.6. Tynedale Archers will ensure members are encouraged to undertake qualifications in Coaching, in accordance with the rules of the GNAS.
- 2.7. The club shall have powers to disaffiliate any member(s), whose actions bring the club's name into disrepute or breach this Constitution. Such actions shall include blatant breaches of the safety rules which endanger other persons or property; the fraudulent acquisition of archery goods; the shooting of any animal; bullying or abuse of children or vulnerable adults and any other actions which the club, DNAA, NCAS, or Archery GB considers to be undesirable.
- 2.8. Any such person(s) subject to disciplinary proceedings shall have the right to a hearing in full committee before any decisions are made concerning their membership. The decision of the Committee is final on all matters concerning membership. If the person is a member of the committee, or is related to a member of the committee, a special committee of 5 senior members shall be convened for the purpose of that hearing.

3. Management

- 3.1. The management and property of the club shall be vested in a Committee. Sub-committees may be appointed by the Committee to deal with special projects.
- 3.2. In cases of emergency the Chair, Secretary and Treasurer (or any 3 of the Committee) shall have full powers to act on behalf of the Club.

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4. Committee

- 4.1. The officers of the Committee shall be elected at each annual general meeting and shall assume office thereafter.
- 4.2. The Committee shall consist of 6 officers, namely:
- 4.3. Chair, Senior Coach, Secretary, Treasurer, Junior Captain and Armourer.
- 4.4. One member of the Committee shall act as and train as the club Safeguarding Officer
- 4.5. Each officer and representative shall have one vote. In the event of a tie the Chair shall have a casting vote. All decisions made by the Committee shall be by simple majority
- 4.6. A quorum of the Committee shall consist of not less than 50% of the eligible committee membership.
- 4.7. In the event of the Chair's absence the Committee shall elect one of the members present to act as Chair of the meeting.
- 4.8. The Committee shall have power to co-opt members and advisors to fill casual vacancies and for such other purposes as they may decide.
- 4.9. The draft minutes of the Committee meetings shall be circulated to the officers and be made available to members not more than 14 days after the meeting being held.

5. Secretary

- 5.1. The Secretary shall duly convene all meetings of the club and the Committee.
- 5.2. Under the instructions of the Committee a record of all proceedings shall be recorded in a minute file.
- 5.3. The Secretary shall conduct the ordinary day-to-day business of the Association.

6. Treasurer

- 6.1. The Treasurer shall be responsible for the collection of subscriptions and for all receipts and disbursements of the club's funds.
- 6.2. The Treasurer shall prepare and present annually a receipts and payments account with balance sheet and shall keep all necessary books and records which shall be subject to audit at any time.

7. Club Records

- 7.1. The committee shall elect a member to keep a record of scores made by members of the club. These records are to be available for all members to see as requested.

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- 7.2. The committee shall ensure a record is kept of any trophies and awards owned by or presented to the club; the origin and method of award and maintain a register of persons to whom the trophies/awards were presented.

8. Accounts

- 8.1. An account shall be opened in the name of Tynedale Archers'. Any two senior members from 4 agreed by the club shall be authorised to sign cheques, and to approve the treasurer to raise orders.
- 8.2. The club's accounts shall be audited annually and presented at the annual general meeting. The auditor shall not be any of the officers on the Committee.

9. Subscriptions

- 9.1. All members of the club shall pay annually a subscription to the club at rates to be agreed, by simple majority, at the annual general meeting, at a level to retain its non-profit making status, but to allow it to function in terms of equipment, venue, administration, publicity, and fees. In addition, all shooting members, shall pay such affiliation fees as are required by DNAA, NCAS, and Archery GB.
- 9.2. All affiliation fees shall be paid to the club by BACS, cheque, or cash.
- 9.3. The Treasurer shall administer the fees due to DNAA, NCAS, and Archery GB using whatever affiliation method is in use at any time.

10. Finance

- 10.1. All monies paid to the club shall be banked in the name of the club.
- 10.2. All single items of expenditure over £500 must be approved in advance by the Committee. All payments shall be paid by cheque under the joint signatures of two of the 4 approved signatories.
- 10.3. A sum of petty cash may be allotted, by the Committee, for the proper expenses of the Secretary who shall keep a petty cash account, which is subject to annual audit.

11. General Meetings

- 11.1. General meetings of the club shall be convened not less than once yearly on dates to be decided by the Committee. The Secretary shall give not less than 21 days' notice of each general meeting with agenda to all members and to the secretary of the DNAA.
- 11.2. The first general meeting held after the close of the club's financial year on 31 August shall be the annual general meeting. A minimum of 6 senior members shall constitute the quorum at all general meetings.

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- 11.3. Any notice of motion, amending the Constitution, may be made by the Committee or by a senior member, seconded by another senior member. Motions must be submitted in writing to the Secretary at least 21 days before the date of the meeting. Amendments shall become effective only if passed by a two-thirds majority of senior members present, and voting, at any general meeting of the club.
- 11.4. The agenda for the annual general meeting shall be:
- 11.5. Apologies for absence.
- 11.6. Minutes of the previous annual general meeting.
- 11.7. Matters arising.
- 11.8. Secretary's report.
- 11.9. Treasurer's report and audited accounts.
- 11.10. Election of officers: including agreement on member to act as Child Protection Officer and another to act as records officer
- 11.11. Level of subscriptions for coming year
- 11.12. It may also include motions received by members (except at the discretion of the Chair, those amending Constitution only).

12. Extraordinary General Meeting

- 12.1. The Secretary shall convene a general meeting on the instructions of the Committee or at the written request of not less than four members of the club.
- 12.2. The meeting shall be held within 6 weeks of the date of the written request.
- 12.3. The object(s) of the meeting shall be stated clearly in the agenda for the meeting. No other business shall be transacted.
- 12.4. A notice convening the meeting, together with the agenda, shall be circulated to all officers of the club and to the DNAA at least 21 days prior to the meeting.
- 12.5. A copy of the minutes of the meeting shall be circulated to the aforementioned persons before the date of the next Committee meeting, following the extraordinary general meeting.

13. Voting

- 13.1. Voting at all general meetings of the club shall be by show of hands of any members present. The Chair of any meeting shall have second or casting vote. All questions shall be decided finally by vote. Members not voting shall be bound by the decision made at the meeting.

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14. Dissolution

- 14.1. If at any Committee meeting of the club a resolution be passed calling for the dissolution of the club, the Secretary shall convene an extraordinary general meeting, as defined in 12, to vote upon the resolution.
- 14.2. If at that extraordinary general meeting the resolution is carried by at least two thirds majority of the eligible members present, the Officers shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the club, and discharge all debts and liabilities of the club.
- 14.3. After discharging all debts and liabilities of the Association the remaining assets shall not be paid or distributed amongst the eligible members of the Association but shall be given or transferred to some other voluntary organisation having objects similar to the Association's. (Except where such assets were donated, being the personal property of a known individual, they will be returned to the donor)

15. Powers

- 15.1. Tynedale Archers has the following powers, which may be exercised only in promoting its objectives:
 - 15.1.1. to undertake activities which will benefit children and young people and archers of all ages
 - 15.1.2. to bid for funds
 - 15.1.3. to co-operate with other bodies
 - 15.1.4. to hire property, coaches, or premises on an occasional basis, but not in such a way as to create an ongoing liability
 - 15.1.5. to recruit unpaid volunteers
 - 15.1.6. to make charitable gifts or donations from its funds
 - 15.1.7. to set aside funds for special purposes and to invest funds in accounts with guaranteed returns
 - 15.1.8. to take out insurance of its members and assets
 - 15.1.9. to have its funds/accounts audited
 - 15.1.10. to do anything else within the law which promotes its objectives.