



Meriden Archery Club

Forest Grounds, Meriden

President: The Right Hon. Earl of Aylesford.

CONSTITUTION

(Amended and Adopted at the AGM held on 21 November 2021)

1. NAME

The Club shall be known as MERIDEN ARCHERY CLUB (the Club) and will be affiliated to Archery GB, West Midlands Archery Society (WMAS) and the County of Warwickshire Archery Association (CWAA).

2. AIMS AND OBJECTIVES

The aims and objectives of the Club will be:

- i. To promote the sport of Archery in all its forms other than crossbow shooting, as defined in the Rules of Archery GB
- ii. To promote the Club within the local community
- iii. To offer coaching and participation opportunities in all forms of archery within the Rules of Archery GB other than crossbow shooting.
- iv. To ensure a duty of care to all Members of the Club.
- v. To provide all its services in a way that is fair to everyone.
- vi. To ensure that all Members receive fair and equal treatment.
- vii. To effectively manage the Club in line with this document, the Rules of the Club and the Rules of Archery GB.

3. MEMBERSHIP

- a. All members will be subject to the Constitution, the Rules of the Club, the Rules of Archery GB and by joining the club will be deemed to accept these.
- b. The membership year runs from 1st October each year.
- c. Members shall be enrolled in one of the following categories:

Membership Category	Affiliated to Archery GB through Meriden AC	Right to Vote	Right to Hold Office
Shooting Member	Yes	Yes	Yes
Shooting Member (Member of Archery GB via Direct Membership or another Affiliated Club)	No	Yes	Yes
Senior Shooting Member (over 65 years of age at 1 st Oct)	Yes	Yes	Yes
Senior Shooting Member (over 65 years of age at 1 st Oct, and member of Archery GB via Direct Membership or another Affiliated Club.	No	Yes	Yes

Junior Shooting Member (under 18 years of age at 1 st Oct)	Yes	No	No
Junior Shooting Member (under 18 years of age at 1 st Oct, and member of Archery GB via Direct Membership or another Affiliated Club)	No	No	No
Non-Shooting Parent/Guardian Member (junior member to be under 18 years of age at 1 st Oct)	No	Yes	Yes
Honorary Member	Yes (optional if non-shooting member)	Yes	Yes

- d. Junior Members must be accompanied by a parent/guardian or nominated supervising adult. In accordance with the Rules of Archery GB, they may only shoot when an Archery GB Member is present: this may be the Junior's supervising adult or another Club Member supervising with documented consent of both parties.
- e. Any Member who has not renewed their membership by 1st October is no longer insured by Archery GB and shall cease to be a member of the Club.
- f. Any person, on ceasing to be a Member of the Club, shall forfeit all rights and claims upon the Club, its property and funds.
- g. Applications for membership of individuals who do not affiliate through Meriden Archery Club will be considered and accepted at the discretion of the Committee, up to a maximum of 20% of the total membership at that time.
- h. Applications for membership of individuals who are parents or guardians of a Junior Shooting Member as a Non-Shooting Member will be considered and accepted at the discretion of the Committee, up to a maximum of 5% of the total membership at that time.
- i. Any Person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for Life.

4. MEMBERSHIP FEES

- a. Membership fees are payable in full with the application for membership and annually thereafter, unless otherwise agreed with the Committee.
- b. Club Membership Fees shall be proposed annually by the Committee and ratified at the AGM for the subsequent shooting year.
- c. All membership fees become due on the 1st October each year, together with Archery GB, CWAA and WMAS subscriptions. Any Member who chooses not to affiliate to CWAA and WMAS must join Archery GB as a Direct Member.
- d. Membership fees paid by category:

Membership Category	Meriden AC Fee	Archery GB Membership Fee	CWAA & WMAS Affiliation Fees
Shooting Member	Yes	Yes	Yes
Shooting Member (Member of Archery GB via Direct Membership or another Affiliated Club)	Yes	No (fee paid direct to AGB or another Club)	Yes (unless affiliated to Region and County through another Club)
Senior Shooting Member (over 65 years of age at 1 st Oct)	Yes	Yes	Yes

Senior Shooting Member (over 65 years of age at 1 st Oct, and member of Archery GB via Direct Membership or another Affiliated Club)	Yes	No (fee paid direct to AGB or another Club)	Yes (unless affiliated to Region and County through another Club)
Junior Shooting Member (under 18 years of age at 1 st Oct)	Yes	Yes	Yes
Junior Shooting Member (under 18 years of age at 1 st Oct, and member of Archery GB via Direct Membership or another Affiliated Club)	Yes	No (fee paid direct to AGB or another Club)	Yes (unless affiliated to Region and County through another Club)
Non-Shooting Parent/Guardian Member (junior member to be under 18 years of age at 1 st Oct)	Yes	No	No
Honorary Member	No	Yes (optional if non-shooting member)	Yes (optional if non-shooting member)

e. Where 'Yes' is indicated in the table above, payment of the relevant fees is obligatory.

5. MANAGEMENT

- a. The management of the Club shall be deputed to a Committee consisting of the Officers of the Club who shall be elected annually by Members at the AGM to serve until the following AGM.
- b. The Committee shall be made up of a minimum of seven Members, of which no more than two shall be Non-Shooting Members. These Members must include the Chair, Secretary and Treasurer, each of whom shall be a shooting member, and the remainder of the Committee must fulfil the functions listed below:
 - i. Membership Secretary
 - ii. Club Captain
 - iii. Vice Captain
 - iv. Equipment Officer
 - v. Records Officer
 - vi. Tournaments Officer
 - vii. Communications Officer
 - viii. Junior Liaison Officer
 - ix. Safeguarding Officer
 - x. Groundsman

Each Committee Member shall have power to vote at any meeting, with the exception of the Chair who holds a casting vote.

- c. The Club may have an Honorary Life President, who shall be entitled to be present at all meetings and have power to vote at any meeting.
- d. Committee Members must have been a member of the Club for a continuous period of at least one year (two years in the case of Treasurer) prior to taking on a Committee role.
- e. All Committee Members will retire each year but will be eligible for re-appointment.
- f. The Committee may co-opt Members for particular projects. Although these individuals may attend Committee meetings but as they are unelected they shall not have a Committee vote.
- g. If a Committee Member is absent from Committee Meetings three times in succession without submitting apologies and satisfactory explanations, that Member shall be deemed to have resigned from the Committee.
- h. The Committee shall have the power to fill Committee vacancies by appointing a person to a vacant post after having advertised the vacancy to members for a period of 28 days so as to identify any interested parties: this individual will have a Committee vote. Any such vacancies shall be notified to Members via the Club notice board, email, post and the Club website, whichever prove most practical.

- i. If no other person can be found to fill a Committee position, then another Committee member may hold more than one position but will be entitled to only one vote. No one person may be both Junior Liaison Officer and Child Protection Officer.
- j. The Committee shall meet on at least six occasions during its term of office.
- k. A quorum for Committee Meetings shall be 5 Members.
- l. The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club, subject to ratification at the AGM.
- m. Any Committee Member who has a direct business interest in the Club must declare this to the Chair and the Treasurer and should abstain from any voting that may result in their business benefitting from the proposition to be voted upon.
- n. All Club Members are welcome to attend Committee Meetings and can bring an item for discussion under A.O.B. but shall not have a vote.

6. FINANCE

- a. The Club shall keep such bank or other accounts as shall be deemed necessary by the Committee, all accounts shall be in the name of the Club. Cheques and other withdrawals from such accounts should be signed and authorised by any two signatories from the Treasurer, Chair, Secretary or registered signatories. Signatories cannot be from the same family unit.
- b. The Treasurer will be responsible for recording the financial transactions of the Club in such a way as to give a true and fair record of the Club's activities and be prepared to provide a breakdown of expenditure/income if requested by Members.
- c. The Financial Year will run from 1st April to 31st March.
- d. The Committee shall be responsible for the assets of the Club.
- e. An examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- f. The Committee will seek approval for expenditure on major capital items from the membership in line with the Club Rules.
- g. The Committee may consider requests for charitable or philanthropic donations where such requests meet the criteria set out in the Club Rules.

7. GENERAL MEETINGS (AGM & EGM)

Within this section of the Constitution any reference to 'in writing' shall be deemed to include both paper and electronically transmitted documents, e.g. email, scanned documents.

- a. The Annual General Meeting (AGM) shall be held in the month of November or as soon as practicable thereafter, upon a date and time to be determined by the Committee.
- b. An Extraordinary General Meeting (EGM) may be convened at any time by the Committee, or if at least 10% of the voting membership request such a meeting in writing to the Secretary stating the reason.
- c. Current Members shall be provided with a minimum of 28 days notice of all General Meetings, Notice of such Meetings shall be placed on the Club's notice board and circulated to Members via email, post and the Club website, whichever means are most practical.
- d. The quorum for General Meetings shall be a minimum of 10% of voting Members.

- e. The business at an AGM shall be managed as follows:
 - i. Only debate motions previously notified to the Secretary in writing not less than 14 days prior to the date of the meeting. Each motion shall have a Proposer and Secunder before any voting on that motion takes place.
 - ii. Ratify policies and Rules under Clause 5(l).
 - iii. Receive reports from the Officers of the Committee.
 - iv. Receive a statement of the examined annual accounts.
 - v. Elect Club Officers and Committee Members.
 - vi. Nominations for the Club Officers and Committee Members may be sent to the Secretary prior to the AGM or taken from the floor at the AGM. Each Nomination shall have a Proposer and Secunder.
 - vii. Appoint the Accounts Examiner(s). Up to two shall be appointed although only one will be required to examine the Accounts. Examiners cannot be from the same family unit of any Member who is elected to the Committee.
 - viii. The final item of business at the AGM shall be Any Other Business. This item shall be for discussion only.
- f. At an EGM only the stated business at the time the EGM is called will be considered.
- g. At an AGM or EGM Members who cannot be present may register a vote on any of the motions as long as they do so in writing to the Secretary prior to the meeting.
- h. Motions may be amended at the AGM. The amended, rather than the original motion will be voted on first. Postal votes for the original motion will not be counted in this vote. If this motion is carried, then it becomes accepted. If the amended motion is not carried, then the original motion will be voted on. A postal vote for the original motion will then be counted along with votes of those present.
- i. Any Member nominated for Committee who is a Direct Member of Archery GB or a Member of any other affiliated club shall declare this fact to the AGM before any voting takes place.
- j. Any Member who has a direct business interest in the Club must declare this to the Chair and the Treasurer and should abstain from any voting that may result in their business benefitting from the proposition to be voted upon.
- k. Voting will be carried out in line with the following:
 - i. Election of Officers of the Committee shall be by secret ballot where the post is contested.
 - ii. All other decisions shall be made by a show of hands.
 - iii. Only the minority vote and abstentions will be counted and the result will be recorded as, for example, "many for, 6 against, 2 abstentions".
 - iv. Provided the meeting has a voting quorum, any vote where votes for exceed those against shall be passed.
 - v. Abstentions will be counted separately and shall not be included in the counts for votes for or against.
 - vi. Any member has the right to call for a count of votes for, against and abstentions.
 - vii. In the case of an equality of votes the Chair shall be entitled to a casting vote.

8. DISCIPLINE

a. General:

- i. Shooting Members are assumed to understand that an active archery range of any kind is NOT an appropriate place to lose tempers, pursue personal grievances or quarrels, or deliberately treat fellow-archers discourteously.
- ii. They are also assumed to realise that no amount of experience, expertise, service to the Club, office holding, or any combination of these exempts any members from their obligations, to themselves, their fellow archers, and the Club, to follow the Rules of Shooting in force at all times, and accept any restrictions or instructions following from them.

b. Children, Young People, and Vulnerable Adults

- i. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the appropriate policies which are available from the Archery GB website. The Club Child Protection Officer is the lead contact for all Club Members in the event of any child protection concerns.

c. Disciplinary Process for all other cases

- i. Prior to a formal grievance or complaint process being initiated, attempts at resolution of the issues should be made between all parties and if necessary under the mediation of the Committee. The Disciplinary Process described below should be regarded very much as a last resort.
- ii. Definitions:
 - a. '*incident*': an event, such as a breach of rules, offensive or dangerous behaviour, a quarrel, a complaint by any member of another's conduct, resulting in the need to apply this disciplinary process;
 - b. '*Chair*': the MAC committee chair or, in his/her absence, any appropriate Committee Member;
 - c. '*DP*': Disciplinary Panel (see below);
 - d. '*respondent*': the club member at the wrong end of the disciplinary process.
- iii. Process:
 - a. Any unresolved incident will be reported as quickly as possible to the Chair and documented as soon as possible thereafter.
 - b. On receipt of an incident report, the Chair will convene a DP, consisting of four volunteers, recruited and led by the Club Captain, 5 members all told. The respondent may arbitrarily object to two of the DP, who may then be replaced, and request the Committee to seek a different leader for the DP, giving reasons.
 - c. The DP will meet to consider the case. It may call in advice, witness, and expertise from any competent source. Having considered the case, it will recommend action to the Committee. Both the Committee and the respondent will be bound by a majority recommendation from the DP, except for the appeal process described below. The Committee will play no part in the deliberations of the DP, other than as requested by it.
 - d. A respondent who is under threat of being expelled from the Club may appeal in writing to a General Meeting automatically called for the purpose upon receipt of the appropriate documentation but will be suspended from membership until the GM takes place. The decision of that GM, delivered under the normal rules of General Meetings, will be final.

9. DISSOLUTION

- a. A resolution to dissolve the Club can only be passed at an AGM or EGM. A majority of the full voting membership of the Club is required in order to pass this resolution and not simply those of those Members attending the AGM or EGM.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. to another Club with similar sports purposes which is a registered charity
 - ii. and/or to another Club with similar sports purposes which is a registered Community Amateur Sports Club
 - iii. and/or to another Club who is affiliate to the same governing body
 - iv. and/or the Club's governing body for use by them for related community sports.

10. AMENDMENTS TO THE CONSTITUTION

The Constitution will only be changed through agreement by majority vote at an AGM or EGM, voting being carried out in line with 7(k).

11. DECLARATION

Meriden Archery Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members.

Signed: (signed at Committee Mtg 180122)

Date: 18 January 2022

Name: Clive Beech

Club Chair

Signed: (signed at Committee Mtg 180122)

Date: 18 January 2022

Name: Alan Smith

Club Secretary

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