



## Argyll Field Archers (AFA)

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### CLUB CONSTITUTION

#### General Provisions:

- 1 The Clubs shall be called the Argyll Field Archers and Argyll Field Junior Archers hereinafter referred to as the AFA.
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  - (a) The funds and property of the AFA shall be vested in the Chairman, Secretary and Treasurer.
  - (b) All monies and sums received on behalf of the Club shall remain the property of the AFA.
  - (c) The property, effects and funds of the AFA, however derived, shall be applied solely towards the promotion of the objects of the AFA and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the AFA. If, upon the winding up or dissolution of the AFA, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given and transferred to some other organisation or organisations having objects similar to the objects of the AFA, such organisation or organisations to be determined by the members of the AFA by Resolution passed at a General Meeting at or before the time of dissolution, and if and so far as effect cannot be given to such provision then to some charitable object.
- 3 The objects of the AFA shall be the promotion and encouragement of Archery in all its forms, other than Bow Hunting. The use of Crossbows will not be permitted.
- 4 The AFA will operate as an equal opportunities organisation. Membership is open to all without distinction of race, sex, sexuality, age, ability, political or religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, in the interests of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved in furtherance thereof but not otherwise, the AFA shall seek to:
  - (a) Promote interest in the activities of archery as rewarding physical recreation.
  - (b) Provide opportunities for members to develop their skills in safety.
- 5 The Shooting Regulations as prescribed in the G.N.A.S. Rules shall be accepted as governing the relevant branches of the Sport of Archery practised by the AFA and its Members.
- 6 Nothing will be included in this Constitution which conflicts with that of the G.N.A.S.
- 7 The postal and email address of the AFA shall be that of the current Secretary.
- 8 The AFA may hold personal details on Computer or manually. These will only be those necessary for the smooth functioning of the Club and are available for inspection upon request. Any details are solely for the Club and shall not be given to any one else other than



those authorised under the Data Protection Act. The duty lies with members to notify the Secretary of any changes to their personal details.

- 9 The constitution of the AFA may be altered by Resolution passed by a majority of two thirds of the members present at any A.G.M. or E.G.M. (see General Meetings for notices and propositions).

### **Protection of Children and Vulnerable Adults:**

- 10 The AFA believe that when dealing with Children and Vulnerable Adults, their welfare should always be of paramount importance. The AFA is committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. The AFA has therefore adopted the G.N.A.S. Protection of Children and Vulnerable Adults Policy to ensure peace of mind for both adults and children.

### **Membership:**

- 11 There shall be the following Classes of members
- i) Senior Members
  - ii) Junior Members
  - iii) Honorary Members
  - iv) Associate Members (Junior and Senior)
  - v) Affiliate Members
- 12 Any person interested in Archery, having attained the age of 18 shall be eligible for admittance as a **Senior Member**, or under that age, but at least 10 years or older, as a **Junior Member**.
- 13 **Junior Member** applications must be signed by the child's parent or legal guardian who will maintain full responsibility for that child and his/her actions. Junior members must be accompanied by a Senior Member, or Senior Associate Member of the AFA, or visiting competent G.N.A.S. Senior archer at all times when shooting on AFA grounds.
- 14 Any person whom the AFA may wish to honour for distinguished service to the AFA may be elected at a General Meeting of the AFA as an **Honorary Member** for life or for a specified period of time.
- 15 **Associate Members** are members who have paid AFA membership fees but are affiliated to G.N.A.S. through another club or as an Ordinary G.N.A.S. Member. They cannot attend meetings, have no voting rights, cannot serve on the Committee and their shooting scores will not be included in any AFA club shoot records other than open competitions and events.
- 16 **Affiliate Members** are any non-shooting person who wishes to be associated with the AFA having paid a donation to the AFA and is accepted by the Committee for life or for a specified period of time. Affiliate members have no voting rights and cannot act as an Office Bearer.



- 17 All members shall accept the jurisdiction of the AFA and shall conform to such conditions, shooting rules, safety guidelines and regulations as may be determined from time to time by the Committee and these will be detailed in the AFA's bylaws. At no time will AFA bylaws contravene those as laid down by G.N.A.S.
- 18 Any member breaching AFA rules, causing a nuisance, or otherwise acting against the interests of the AFA may be requested to leave that particular AFA Meeting by the Chairman.
- 19 The Committee shall have the power, on a vote by two thirds majority of its entire number, upon their being satisfied that any member has infringed any rule, or whose conduct appears to endanger the character, aims, interests or good order of the AFA, to suspend such member from exercising his or her privileges as a member of the AFA for such period as the Committee may determine. The defending member is to be given seven days notice in writing of the meeting. The defending member may attend the committee meeting to state his/her case and be accompanied by one member of the AFA of their choice to act as witness. The witness will not actively participate in the meeting. The decisions of the Committee shall be final.
- 20 Any member suspended shall not be entitled to a refund of fees paid to the club, must pay any outstanding debts to the AFA and return any AFA property held by him/her.

### **Subscriptions and Fees:**

- 21 All Members as defined in Clause 11 other than Honorary Members shall pay an annual subscription to the AFA at rates to be determined from time to time by the members of the Committee, excluding any increase imposed by G.N.A.S., S.A.A. or W.S.A.A. Associate Members will be responsible to pay all AFA fees but will have paid all necessary affiliation fees through another club or as an Ordinary G.N.A.S. Member. Only such paid up members may vote in a General Meeting or be elected to Office. Honorary, Associate and Affiliate Members cannot vote at meetings or be elected to office. An Honorary Member who wished to shoot must, however, still pay the GNAS and other affiliation fees, but would be exempt from the club fee. All subscriptions to the AFA should be sent to the AFA Secretary and the application form shall contain all the data needed to complete G.N.A.S. affiliation and record forms.
- 22
  - a) All subscriptions shall become due on 1<sup>st</sup> September for the following year.
  - b) A member who has not paid his subscription by 24<sup>th</sup> October shall cease to be a member of the Club unless the Club Committee considers there are extenuating circumstances.
  - c) Exceptionally, in cases of financial hardship, the subscription may, at the discretion of the Treasurer, be paid in instalments, providing the first instalment covers the G.N.A.S. /S.A.A. /W.S.A.A. affiliation fees.
  - d) There shall be no joining fee.
  - e) Shooting fees for visiting G.N.A.S. archers will be determined by the Committee and can be reviewed from time to time.



### Management:

- 23 The management of the AFA's affairs shall be entrusted to the AFA Committee
- 24 The AFA indemnifies the committee of any risk, financial or otherwise other than that prescribed under Common Law.
- 25 The AFA may acquire lands, buildings, properties, equipment, and leases. All heritable property of the AFA shall be vested in the Chairman, Secretary and Treasurer and their successors in office in trust for the purposes of the AFA and, in the event of the said officers at any time being called upon personally to implement obligations undertaken or liabilities incurred by them on behalf of the AFA, the members of the AFA shall relieve them and their successors in office of such obligations or liabilities. All members of the AFA have a duty to ensure that all assets owned and managed by the AFA are kept in good condition, are safe and secure.
- 26 The AFA Committee shall consist of 3 Officer Bearers – **Chairman, Secretary, and Treasurer**, and up to 3 other members as deemed necessary by the current Office Bearers for the functioning of the AFA. The committee shall have no less than 3 and no more than 6 elected or appointed members. AFA members can be co-opted on to the committee for an agreed period of time to perform specific tasks, but will not have voting rights on the Committee during the duration of their service. Senior members only will be eligible for Office Bearer posts. In the event of any vacancy occurring in the Committee, the remaining Committee members shall have power to fill such vacancy until the first Annual General Meeting thereafter. All posts are open for re-election except no member shall hold the position of Chairman for more than 3 successive years.
- 27 At meetings of the AFA Committee the Chairman, if it is necessary, is entitled to an additional deciding vote.
- 28 The Club Committee may appoint sub-Committees from the membership and may delegate to such Committees powers within defined limits and timeframes.

### Finance:

- 29 Members in the Annual General Meeting shall appoint an auditor annually.
- 30 The Club shall prepare and present at the Annual General Meeting, a Balance Sheet showing the financial position of the AFA on **28<sup>th</sup> February** of the proceeding year together with an Income and Expenditure Report for the twelve months ending on that day. A copy of the Balance Sheet and Income and Expenditure Account, duly certified by the Auditor, shall be available at the Annual General Meeting.



- 31 The Committee, through the Treasurer, shall submit a budget of expenditure at the Annual General Meeting for approval.
- 32 Any single expenditure in excess of £500, not in the approved budget, must be authorised at Committee Meeting as defined below.
- 33 All AFA equipment and properties shall be insured for loss and any other cover deemed necessary by the Committee.
- 34 Bank Account shall be maintained in the Name of the **Argyll Field Archers**. All cheques and orders withdrawing monies from the Account shall be signed by any two of Club Chairman, Secretary and Treasurer.

#### **General Meetings:**

- 35 The **Annual General Meeting** (A.G.M.) shall be held on or prior to **15<sup>th</sup> April** each year at a place to be determined by the AFA Committee. Not less than fourteen clear days notice of such Meetings shall be sent to each AFA Member.
- 36 Nominations for Committee positions must be submitted to the Secretary seven days prior to the A.G.M. meeting. The nominee, the proposer and the seconder must sign each nomination. All must be members on the day that the members are notified of the Annual General Meeting.
- 37 The Chairman may request the meeting to sanction nominations from the floor of the meeting, if this is agreed by a majority vote. A proposer and seconder, who must be members on the day, must support such nominations.

#### **Extraordinary General Meetings:**

- 38 The AFA Committee, or at the request of thirty percent or more AFA Members shall call an **Extraordinary General Meeting** (E.G.M.). Not less than fourteen clear days notice of such Meetings shall be sent to AFA Members. Notice of any Propositions, which it is intended to move, shall be sent to all AFA Members entitled to receive notice of the Meeting.

#### **Voting and Quorum:**

- 39 At all AFA General Meetings:-
  - a) Twenty percent of all Members shall form a quorum, two of whom must be Office Bearers. If a quorum is not achieved no business can be conducted.
  - b) Each Senior and Junior member shall be entitled to one vote.
  - c) Voting shall be by show of hands, except for the Committee appointments.
  - d) In the event an AFA member is unable to attend a meeting they are entitled to a proxy vote on pre-proposed propositions which must be put in writing by the absent member.



- e) Voting for the Committee at the A.G.M. must be by ballot in all cases. In cases of only one nominee the vote must still be taken, voting YES or NO, if the NO vote is carried the Chairman will request further nominees and re-vote. If there shall be more candidates for election to the Committee than there are vacancies thereon, the election shall be by ballot wherein each member present shall be entitled to give one vote each to as many candidates as there are vacancies and the candidates securing the largest number of votes shall be elected.
- f) In the event of a tie the Chairman shall, if required, will be entitled to cast an additional deciding vote, except in the case where the presiding Chairman is standing for re-election and the vote is for that Committee post. In this case the deciding vote will be decided by the AFA Secretary.

40 At all AFA Committee Meetings

- a) Three members shall form a quorum, two of whom must be an Office Bearer.
- b) There must be 7 days notice given of every AFA Committee Meeting.

41 In the case of an emergency, or in exceptional circumstances where it is warranted the Chairman, Secretary and Treasurer shall have full powers to act in the best interests of the AFA.

42 All minutes of meetings, shooting records, accounts, bylaws, leases, letters held by the AFA etc will be documented and archived by the Secretary and will be available to any member who so wishes to see them upon a reasonable request within realistic timescales.

Signed ..... Date  
Chairman

Signed ..... Date  
Secretary

Signed ..... Date  
Treasurer

March 2007