



Clyde Arrows

Archery Club

Club Constitution

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1. Name

- a) The name of the club shall be known as 'Clyde Arrows', hereinafter referred to as 'the Club'.
- b) The name of the Junior Section of the Club for those under 18 years of age shall be known as 'Junior Clyde Arrows', hereinafter referred to as 'the Junior Club'.
- c) The name of the Disability Section for those members with a disability shall be known as 'Disability Clyde Arrows', hereinafter referred to as 'the Disability Club'.

2. Objectives

- a) The club is established to pursue the following objectives:-
- b) The promotion and encouragement of archery hereafter referred to as 'the sport', in all its forms, other than bow hunting and crossbows.
- c) The organisation, management and development of the sport for all members of the Club.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- e) Upholding the rules of the Archery.
- f) Providing equal opportunities for successful participation by all sections of the community.
- g) The promotion of the sport.

3. Affiliations

- a) The Club shall be affiliated to Archery GB (AGB), the Scottish Archery Association (SAA) and the West of Scotland Archer Association. (WoSAA).

4. Membership

- a) Membership shall be open to all residents of the United Kingdom and any foreign national who takes up temporary residence.
- b) Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) Membership of the Club, the Junior Club and the Disability Club is open to all Archers who are current members of AGB or of the International Archery Federation (FITA).
AGB membership for new members will be applied for at the same time as they join the club.
All applications for AGB membership will be completed by the club secretary.
- d) Prospective members shall be allowed a probationary period of six weeks or six visits, as defined by present 'Grand National Archery Society' ('GNAS') rules before being requested to apply for membership and affiliation. During this six weeks the six hours beginner's course must be completed. The applicant has the decision to continue to full membership provided there are no

reasons to refuse this such as safety concerns, and where such grounds for refusal exist, these shall be made clear to the applicant.

- e) Except for those undergoing this probationary period only archers affiliated to GNAS or a national association recognised by the 'Federation International De Tir A L'Arc', hereinafter referred to as FITA may shoot with the Club.
- f) The Club Executive Committee may refuse membership but must provide a justifiable reason for refusal or may remove membership for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- g) All members are subject to the Constitution of the Club, the Articles of Association and laws of AGB and the SAA.
- h) Members shall be enrolled In one of the following categories:

| Membership Type | Explanation |
|-----------------------------------|--|
| Senior Member | Those aged 18 years or over |
| Junior Member | Those aged 17 or under |
| Non-Shooting Senior Member | Seniors who do not shoot at the Club |
| Non-Shooting Junior Member | Juniors who do not shoot at the Club |
| Senior Affiliate Member | A Senior with full membership at another recognised archery club |
| Junior Affiliate Member | A Junior with full membership at another recognised archery club |
| Honorary Member | An honorary post given on agreement of the Committee |
| Club Sponsor | Any previous member who no longer attends at the Club but wishes to continue to financially support the Club |

- i) All archers who affiliate to AGB, SAA and North/West/Eastern Area through the Club, the Junior Club or the Disability club on payment of the appropriate annual membership fee, will be known as full members.
- j) Each fully paid up Senior Member and Non Shooting Senior Member shall be entitled to attend and vote at General or Annual General Meetings.
- k) Each fully paid up Junior Member shall be entitled to attend General Meetings, but will have no vote but may pass any requests for motions through the Child Protection Officer.
- l) An archer who affiliates to AGB, either directly with AGB or through another club, or is a member of a club from out with the UK which is affiliated to FITA, may apply for membership of the Club, the Junior Club or the Disability Club and on payment of the appropriate annual fee, will be known as affiliate members.
- m) Affiliate and Club Sponsor members may attend General or Extraordinary General Meetings and may vote, however Honorary members may also attend but may not vote.
- n) Any person interested in archery, under the age of eighteen, shall be eligible for admittance as a Junior Member.

- o) If a club member wishes to terminate their membership, the request should be submitted in writing to the Club Secretary. It is the responsibility of the member to cancel their bank standing order.
- p) Failure to pay one month's fee will result in a letter or email being sent to the member concerned. If there is no reply and the member fails to pay for a second consecutive month a second notification will be issued and the member will be suspended from the Club or any event under the control of the Club.

Voting rights will also be suspended.

If after a third month the member again fails to pay all outstanding fees they will be removed from the Clubs membership.

5. Conditions of Membership

- a) All members of the Club shall accept the jurisdiction of the Club as representing GNAS and shall conform to this constitution and such Rules and Regulations as may from time to time be determined by the Executive Committee.
- b) Juniors aged 16 or under must be accompanied by a parent or guardian at all times unless otherwise instructed by the Child Protection Officer after due consideration of any risks surrounding the child attending the Club unaccompanied.
- c) Junior members under the age of 18 shall not shoot unless two Senior Members are present.
- d) If the supervisor is non-shooting then they do not require Club membership but must be GNAS affiliated.
- e) That as required, the members of Clyde Arrows adhere to all rules and regulations pertaining to the overarching site of Milngavie & Bearsden Sports Club. Special regard must be given to the shared sport nature of the outdoor shooting range – no carbon arrows are to be used on the outdoor range due to risk of injury through loss.

6. Subscriptions and Fees

- a) The Club in General meeting shall determine annual membership fees to the Club in respect of the various classes of membership.
- b) A one-off joining fee covering initial subscription costs for Clyde Arrows, together with affiliation fees to the 'West of Scotland Archery Association' (WoSAA), the 'Scottish Archery Association' (SAA), and GNAS, shall be due by new members on joining the Club. Thereafter payment for all members will be by ongoing instalments paid to the club by standing order on the 15th day of each calendar month.

7. Assets of the Club

- a) The funds and property of the club shall be vested in the Executive Committee and such funds and property shall be applied in accordance with the expenditure plans approved at the AGM.

- b) The Executive Committee will implement the approved expenditure plans and is authorised to exceed the approved expenditure for the financial year by £250 without prior reference to the membership. Any such expenditure shall be formally minuted and reported to the following AGM.
- c) If the Executive Committee identifies further necessary Club expenditure, details shall be e-mailed to the senior membership allowing 7 days for comment. These details will also be posted on the club notice board for those members with no e-mail services. If no valid objections to the proposed additional expenditure are received within 7 day period, then the expenditure will be deemed to be approved and will proceed at the discretion of the Executive Committee.
- d) No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise by way of profit to the members.
- e) In the event of dissolution of the club, the assets shall be disposed of as directed by the General Meeting approving the dissolution as follows. The net assets and property of the Club will be transferred to the Scottish Archery Association for distribution for the general benefit of the sport.
- f) The operating account of the Club shall be deposited for the time being with a Bank nominated by the Club. Funds may be withdrawn or spent via the following methods:
 - 1. Cheques or withdrawal slips co-signed by the nominated signatories as agreed by the Executive Committee
 - 2. Club account bank card for online payments, whilst overseen by two nominated signatories as agreed by the Executive Committee
 - 3. Paypal linked to the Club account only as an online payment method, and not for cash withdrawal. Committee majority agreement is required to sanction a Paypal purchase.
- g) The Emergency Account of the Club shall be deposited for the time being with a Building Society or Bank nominated by the Club and may only be withdrawn by means of withdrawal slips signed by all three authorised signatories.
- h) Funds may only be withdrawn from the Emergency Account in the event of an emergency. E.g. major loss of equipment due to fire, theft and the like.
- i) The Treasurer shall, at the end of the financial year, prepare an income and Expenditure Account of the Club's finances that shall be certified by the Independent Auditor.
- j) The financial year of the Club shall end on the 30th day of September each year.
- k) The statement of accounts must be audited and returned to the treasurer at least four weeks before the Annual General Meeting (AGM) to allow it to be circulated with the calling notice three weeks before the AGM.

8. Independent Auditor

- a) The Committee shall, by majority vote, appoint an Independent Auditor, who shall not be a member of the Executive Committee, at the AGM for the next Club year. The Auditor must either be a recognised organisation with membership of the Institute of Chartered Accountants Scotland (ICAS) or two individuals qualified by experience.

9. Management

- a) The management of the Club's affairs shall be entrusted to an Executive Committee consisting of 8 senior members. At least two thirds of this committee must be members of the Club.
- b) The following officers will be appointed by the Club members at an AGM:

| Role | Term of Office |
|--|----------------|
| President | 1 year |
| Duties | |
| <ul style="list-style-type: none"> • Represent the Club as the official head of the organisation • Execute and oversee any disciplinary procedures as agreed by the Committee. • Develop a cohesive and driven Club subscription base • Maintain the security, integrity and future resilience of the Club • Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|--|----------------|
| General Secretary | 2 year |
| Duties | |
| <ul style="list-style-type: none"> • Develop and maintain Club records and organisational infrastructure, ensuring integrity of data recording • Maintain all relevant Club affiliations, associations and Competitive requirements • Ensure the Club adheres to, complies with and remains current with any legislative or regulative change in any overarching organisational affiliation • Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|--|----------------|
| Treasurer | 2 years |
| Duties | |
| <ul style="list-style-type: none"> • Oversee all financial transactions both credit and debit in relation to Club activities • Maintain and ensure integrity of all accounting documentation and auditable records and registers • Identify and address any financial exigencies to ensure compliance with regulative matters in support of the Secretary • Uphold the reputational value of Clyde Arrows by promoting best practice for any creditors • Develop partnership working arrangements with related businesses and organisations • Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|--|-----------------------|
| Development Officer | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Promote the Club and develop the Club business interests with external organisations and businesses Develop partnership working strategies to develop Club engagement with local communities, educational establishments and businesses Assist the Coaching Advisor with Club Member development matters Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|--|-----------------------|
| Quartermaster | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Maintain and monitor all equipment and inventory within the Club Maintain and monitor all grounds and properties associated with the Club Identify any requirements for equipment or estates inventory which can assist in developing the Club Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|---|-----------------------|
| Junior Rep & Child Protection Officer | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Represent any Junior members and provide a channel for engagement with the Committee Maintain the integrity of the Child Protection policies for the Club Identify and address any areas of conflict or concern which arise in relation to Junior members Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|--|-----------------------|
| Records Officer | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Maintain all Club Records in relation to: Membership Recorded shooting scores Attendance Support the Club Secretary in the work of maintaining accurate records Any other duties or actions which are deemed to be for the benefit of the Club | |

| Role | Term of Office |
|---|-----------------------|
| Coaching Advisor* | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Advise the Committee on all aspects of Coaching and Instruction Any other duties or actions which are deemed to be for the benefit of the Club | |

*This post is held by the Head Coach or a suitable Senior if no coaches available

| Role | Term of Office |
|---|----------------|
| Representative to WoSAA* | 1 year |
| Duties | |
| <ul style="list-style-type: none"> Provide a link for the Club to WoSAA and to further the needs of the Club Any other duties or actions which are deemed to be for the benefit of the Club | |
| <p>*This post only exists if no other Committee member fulfils this function and this role does not carry a vote</p> | |

- c) The election of members and officers of the committee shall take place at the AGM in the following manner:
1. Nominations for election to the committee shall be accepted prior to or during the AGM.
 2. All candidates shall be nominated and seconded by members of the Club with the candidates' consent.
 3. The General Secretary and Treasurer shall be elected on alternate years.
 4. Members of the Committee may, at the end of their term of office submit themselves for election to the same or another office.
 5. No member of the committee may serve in the same post for more than 2 consecutive terms, except if nominated under the provision of rule (vi)
 6. If no nomination for a particular office is received the previous holder of that office may be declared re-elected. If the previous holder is unwilling to be re-elected then the Committee shall have the right to co-opt a member to that office if a suitable person can be identified.
 7. The Club's Executive Committee shall meet as often as may be necessary, but not less than 4 times a year, exclusive of any General meetings. The minutes of any Executive Committee meeting shall be distributed to each Committee member not later than 2 weeks prior to the next meeting. A copy shall also be made available for inspection at nominated target days.
 8. The Executive Committee shall remain in office until the end of the due AGM.

10. Co-option

- a) Besides Rule 9(v) above, the Executive Committee shall have the right to co-opt a member to fill a vacancy on the Committee.
- b) Co-opted members shall be eligible to serve until the next AGM.
- c) Any changes to the committee structure during the year must be reported to the Club as soon as possible and minuted in the next AGM.

11. Quorum

- a) A quorum at an Executive Committee, Sub Committee or Ad-Hoc meeting shall consist of one half of the elected members of that committee.

12. Disciplinary Powers

- a) A 3 stage disciplinary procedure will be used in the Club in cases of breach of discipline:
 - 1) A Verbal Warning.
 - 2) A Written Warning.
 - 3) Dismissal from the Club
- b) In the case of juniors the parent or guardian will be notified of any actions taken.
- c) Under normal circumstances the disciplinary procedure will move from steps (1) to (2) within a 2 month period of 'probation' between each stage and reset after two months.
- d) In cases of dangerous behaviour, and with the approval of two-thirds of the Committee, either step (1) or step (2) may be omitted, or with approval of the whole Committee, stage (3) may be immediately enforced.
- e) Step (1) will be carried out by the President at, or as near to as possible, the time of the breach of discipline. In the absence of the President any member of the Executive Committee or a Qualified Coach may execute this step.
- f) Steps (2) and (3) will be implemented by the President under the direction of the Executive Committee.
- g) All reasonable opportunity of a hearing shall be given to a member charged with an infringement of the conditions of membership. The Executive Committee shall not be required to give any reason for its decision to any member.
- h) The decision of the Executive Committee on any disciplinary matter shall be final, subject to appeal.
- i) If in the opinion of the Committee, any member shall have been guilty of conduct unbecoming of a member of the Club, an EGM shall be called. The Club may then expel such a member, after a hearing, without being called upon to state a reason to any but the member concerned. The Club's decision at an EGM shall be final.
- j) All members have the right of appeal to the Executive Committee then to WoSAA, SAA and GNAS.

13. Ad-Hoc Committees

- a) The Executive Committee shall have the right to set up ad-hoc committees to consider and make recommendations on any matter which such a Committee is desirable.
- b) Any recommendations made by an ad-hoc committee shall not be binding on the Club, but if ratified by the Executive Committee shall have the force of an Executive decision.

14. General

- a) The AGM will normally be held by 30th day of November each year, at a date, time and venue to be decided by the Executive Committee.
- b) The agenda for the AGM shall contain the following items:
 - 1. To elect suitable people to Honorary Life Membership.
 - 2. To consider the Financial Statement for the year just ended.
 - 3. To consider the reports from all members of the Executive Committee.
 - 4. To elect the members of the Executive Committee as detailed in Rule 9.
 - 5. To approve or propose amendments to the expenditure plans presented by the Executive Committee for the next financial year.
 - 6. To appoint an Auditor for the ensuing year.
 - 7. To discuss and vote on any permissible proposition from members.
- c) Notice of the AGM, together with an agenda, an election nomination form and a copy of the audited and approved statement of accounts shall be sent out to the Club members three weeks prior to the AGM.
- d) Propositions to be discussed at the AGM shall be proposed and seconded in writing and submitted to the General Secretary four weeks before the due AGM.
The Proposer or Secunder must be present to present these at the AGM.
- e) An Extraordinary General Meeting (EGM) may be convened by the Executive Committee or called at the request of not fewer than 25% of senior Club members. The request by members must be submitted to the Club Secretary in writing, stating reasons for the meeting.
- f) A notice calling the EGM must be circulated at least 14 days before the date of the meeting.
- g) A quorum at an AGM or EGM shall consist of 50% of senior Club members.
- h) Members who cannot attend may request the attendance of a representative who will be granted speaking rights but will not be permitted to cast any vote other than his or her own.
- i) The representative must be a member of the Club.

15. Voting

- a) Each Senior Club member shall have a vote at a General Meeting.
- b) Only Junior members may vote for the Junior Representative. Where required, the Club President may exercise a casting vote, but may not vote otherwise.
- c) Voting by proxy is not permitted.
- d) In the event of a deadlocked vote, the Club President shall have the casting vote in any formal meetings of the Club above and beyond their own personal vote.

16. Competitions / Target Days

- a) The Club will endeavour to run at least one open competition each calendar year.
The date, venue and round will be decided by the Executive Committee.

- b) The Committee shall attempt to further, archery development by encouraging attendance at events incorporating forms of archery other than Target Archery.
- c) All scheduled shooting sessions shall be deemed Target Days as defined by GNAS.
- d) The shooting rules of GNAS or FITA, whichever may be appropriate, shall be the shooting rules of all target days and competitions.
- e) Trophy winners shall be responsible for the safekeeping of trophies and their return to the Tournament Secretary prior to the tournament. All winners must sign a receipt before taking the trophies away.
- f) No Club trophies may be won by a professional unless previously donated for such purpose. Professional Archers will only be permitted providing they are not competing for prizes for amateur archers.

17. Amendments to the Constitution

- a) Any proposal to amend or add to the Constitution may be made by the Executive Committee and submitted to the Club in General Meeting.
- b) Alternatively, any proposal to amend or add to the Club's Constitution shall be submitted in writing to the Club Secretary by a minimum of four weeks prior to the AGM.
- c) A note of any proposed amendment or addition to the Constitution to be put forward at an EGM shall be sent with the notice calling the meeting.
- d) Any amendment or addition to the Constitution shall require to have the majority of votes cast at a General Meeting to become adopted.