

St Sebastian Archers

Constitution & Rules

1. The club shall be called St Sebastian Archers. (Hereinafter called “the Club”).
2. The postal address of the Club is that of the current Secretary for the time being or such other address as may be decided by the Club from time to time.
3. The object for which the club is established is **to promote and encourage the sport of archery**.
4. In the event of the dissolution of the Club, there remains after the payment of all debts and liabilities any funds or properties whatsoever, they shall be disposed of as directed by the General meeting approving the dissolution and shall be used for the sole purpose of promoting archery with other likeminded organisations.
5. The Club Constitution and Rules may only be amended at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) of the Club.

6. Membership

a) Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities. The Club shall provide for the following categories of membership:

Senior Member – any person over the age of 24 who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year (unless a member has paid all necessary affiliations to some other body).

Senior Member 18 – 24 – any person over the age of 18 years up to the age of 24 who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year (unless a member has paid all necessary affiliations to some other body).

Senior Member with disabilities – any person over the age of 18 who is registered disabled and has been accepted as a member of the club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year (unless a member has paid all necessary affiliations to some other body).

Junior Member - any person of less than 18 years who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year (unless a member has paid all necessary affiliations to some other body).

Social Member - any person interested in the Club but not partaking in the sport. Such membership will not carry voting rights.

Honorary Member - any person upon whom the Club has conferred this title in recognition of services to the club or to archery in general.

Associate Member - any person who is a member of another AGB archery club and paid County, Regional and National affiliation fees for the year relevant to their mother club and has also been accepted as an Associate member of the Club and has paid to the Club the prescribed Club fees for the year.

- b) All shooting members must be affiliated to the DCAA, EMAS and ARCHERY GB or in the case of Associate membership, affiliated to the mother club’s county, region and ARCHERY GB.
- c) Membership of the Club shall be by invitation from attending coaches and senior archers immediately following a beginner’s course at the club or for prospective members having previous archery experience, by election by Club meeting or field meeting following a successful archery assessment by at least two coaches/senior archers. The club coaches and officials shall have absolute discretion and shall not be required to give any reason

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in the event of non-election.

- d) On acceptance into the club, each new member will be required to complete a probationary period of 1 year, during which time they are subject to all club rules but may be asked to leave without Rule 8 applying. The decision to ask a probationary member to leave must be arrived at and agreed by at least 2 club officers or coaches. If a new member is asked to leave, they forfeit any fees they have paid to the club in respect of membership.

7. Duties and privileges of members

- a) Every member shall be bound to further the objects of the Club and shall observe these Rules and those of the Derbyshire County Archery Association, the East Midlands Archery Society and ARCHERY GB.
- b) All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.
- c) All members, including those who have paid affiliation fees at junior rates, shall be entitled to vote at Club meetings.
- d) Membership of the Club will terminate if:
- a properly authorised form of resignation is received; or
- Membership is terminated under Rule 8.
- e) When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by ARCHERY GB. Members will also follow carefully any additional guidance given in a Club handbook or other information issued from time to time for the use of our shooting facilities.
- f) All members will use their best efforts to ensure the safety and security of the property and equipment of the Club and will play an appropriate part in the maintenance of the property and equipment.
- g) Members who join on completion of a beginner's course, may borrow club equipment until such time that they purchase their own equipment. This will be free for the first 3 months, after that a nominal charge of £5 per session will be levied. However, in the event of a clash of requirements, as club equipment, the priority will be given to club functions, e.g., beginner's courses, over member requirements.
- h) A parent or a properly appointed responsible guardian when shooting at the Club must accompany each junior member of the club who is below the age of 16 years.
- i) Junior members (under 18) of the Club may shoot only if at least two adults are present, one of who must be a competent senior archer, affiliated to ARCHERY GB. However, provided that they are an adult member (excluding honorary members) of Archery GB, one parent/guardian alone may supervise his/her own child as per ARCHERY GB "Rules of Shooting" Rule 103-part c) ii).
- j) In the event of a member leaving the club, they shall be responsible for removing any of their personal equipment left in club storage. In the event of a former member not removing their personal equipment after a period of 24 months from the end of membership, the said equipment will be deemed to be a gift to the club and the club shall then utilise the equipment by way of sale to benefit the club or to be put to use by the club.
- k) In the case of a member wishing to become session coach or an existing LV1/session coach up grading to Development coach, the club will sanction financial support to the candidate by up to 50% of the course fees after a majority agreement at a club meeting and on the understanding that the candidate, on successfully achieving their coaching accreditation, will participate in some of the club coaching sessions, also lead on at least

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one beginners' course per annum or three courses during the period of the first coaching certificate (3 years). The club will also assist the candidate in applying for additional funding that may be available from time to time. Support payments to the coach candidate will become payable when the candidate has successfully completed the course and received the relevant certificate.

8. Discipline

- a) All members are expected to be familiar and abide by the Code of Conduct as given by Archery GB (AGB) and will encompass the Code of Conduct, Safeguarding Policy, Equality Policy, Rules of Shooting, Anti-doping Rules, Disciplinary Policy and On-line and Social Media Policy. (These can be found on the Archery GB website www.archerygb.org) and abide by them. Any member suspected or accused of not abiding to the code of conduct will be investigated according to the club's disciplinary procedure. Links to the code of conduct, on-line and media policy and disciplinary procedure can be found on the member's page of the club website (www.stsebastianarchers.com).
- b) The Club may at an EGM, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated these Rules, not covered under Rule 8a, or whose conduct is deemed detrimental to the best interests of the Club. The decision of the Club will be communicated to the member in writing and the Club shall not be required to explain its actions to any but those concerned. The Club decision taken at an EGM will be final.

9. Applications for Membership

An application for membership must be made in writing to the Membership Secretary of the Club and be accompanied by the necessary fees. The application form is to contain all the data needed to complete ARCHERY GB affiliation and membership record forms.

10. Dues

- a) All Club dues shall be as determined by the Club from time to time and approved by the members at an AGM.
- b) All subscriptions and affiliation payments will become due annually immediately following the date of the AGM and to be paid no later than September 23rd for the following year, any member having outstanding dues or debts at this time is considered to have terminated their membership.

11. The Club Committee

- a) The affairs of the Club will be supervised by the Committee who have such powers, duties and responsibilities as are laid down in these Rules and are not otherwise directed to be carried out by the members in General Meeting.
- b) The Club Committee shall consist of the following persons whose services shall be purely honorary:

- President

- Exec Officers:

Chairperson

Secretary

Club Captain

Vice Chairperson

Treasurer/Membership Secretary

Safeguarding Officer

- Non Exec
Officers

Club Vice Captain

Records Officer

Publicity Officer

Coaching Officer

Equipment Officer

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- c) All members of the Club Committee shall be elected annually at the AGM of the Club. The retiring Committee members shall be eligible for re-election.
- d) Any member who wishes to stand for any committee post, must have been a member for a full year before becoming a candidate. Members may be considered for the committee if they have been a member for less than a full year if proposed and seconded by existing committee members.
- e) Other posts may be added at a General Meeting of the Club throughout the year if needed. To then be ratified at the next AGM or EGM of the Club

12. Club Meetings

- a) No business will be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members two of which should be officers.

The Club members shall meet together for the conduct of business, as they shall decide. Questions arising at any meeting will be decided by a simple majority of votes. In the case of equality of votes, the chairperson will have a second or casting vote.

13. General Meetings

- a) The AGM of the Club will be held once in every calendar year, on or before August 30th, unless otherwise agreed, each year for the following purposes:
 - To receive the annual reports from the officers of the Club Committee.
 - To approve the Annual Accounts and Balance Sheet.
 - To fix club subscription levels for the following year.
 - To elect the new Committee members.
 - To transact any other business.
- b) No business shall be transacted at an AGM unless a quorum is present when the meeting proceeds to business. The quorum for an AGM shall be seven members or one quarter of the membership of the Club (whichever is the least).
- c) An EGM of the Club may be called by the Committee, or at the request of not less than four members, delivered in writing to the Secretary. All requisitions for an EGM shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

14. Accounts

- a) The income of the Club shall be applied solely towards the promotion of the objectives of the club as set forth in this Constitution.
- b) The funds of the Club shall be expended as directed by Club meetings.
- c) The general funds of the Club shall be held in Bank and/or Building Society accounts. Bank signatories shall be Club Chair, Club Treasurer, Club Secretary and Club Captain. Any two signatories shall sign cheques. In the case of electronic banking, a single signatory may make payment by way of debit card or bank transfer up to and including £500. For purchases in excess of £500, the purchaser shall obtain a sanction in writing or by email by two other signatories. Any transaction original receipts shall be passed to the treasurer for filing.
- d) The financial year of the Club shall be from 1st July to 30th June.
- e) At least once in every year the accounts of the Club shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by a member other than the club treasurer, named account signatories or their family members. An audit of accounts may be conducted if requested by a member or by an external body and is appropriate for the finances of the club and is agreed at a club meeting.