

Clacton Archers

Rules of Constitution

1. **NAME**
The club shall be called "Clacton Archers"
2. **OBJECT**
The practice and promotion of archery in Clacton-on-Sea and the surrounding district.
3. **ADDRESS**
Care of the acting Secretary.
4. **AFFILIATION**
The club shall be affiliated to:
 - Archery GB
 - Southern Counties Archery Society
 - Essex and Suffolk County Archery Association
5. **MEMBERSHIP AND SUBSCRIPTION**
All members shall pay an annual subscription at rates to be determined from time to time at a General Meeting. The current rates of subscription are defined in **Appendix "A"** of these rules. Club subscriptions are due on 1st April each year. Archery GB subscriptions are also collected annually by 1st October. The Treasurer shall give written notice to any member whose Archery GB subscription is unpaid on by 1st October, and if this remains unpaid by 30th October the committee will be informed so that they can consider the future of that member's (and club) membership, which may lapse.
6. **ADMISSION OF MEMBERS**
Visitors (who must be affiliated to Archery GB) may shoot after payment of the visitor's fee as defined in **Appendix "A"**. Prospective new members may shoot on payment of the fee as defined in **Appendix "A"**. The committee reserves the right to turn down an application for membership. First time archers must have completed 12 hours of a beginners introductory course. Juniors (archers under 18 years of age) shall be encouraged to join the club, but membership shall be conditional on the appraisal and subsequent express approval by a Club Coach. The Coach's decision will be final. The junior must however, be supervised at ALL times, by a responsible adult, who need not necessarily be a club member. A social member is not entitled to shoot.
7. **EXPULSION**
The committee may expel or suspend from the privileges of membership, for such a period of time as they may decide, any member who in the opinion of the committee has acted in a manner detrimental to the interest of the club and/or sport of archery. Any potential partial or full refund of remaining membership shall be decided by the committee on a case by case basis, whose decision shall be final.
8. **SAFETY**
The club will only allow pets to be present at an outdoor shoot if they are kept on a lead and under control at all times, but they are strictly not to be permitted beyond the waiting line under any conditions. Pets are not allowed at an indoor shoot at any time.
9. **MANAGEMENT**
The Officers of the club shall be elected at the Annual General Meeting and consist of a Chairman, Vice Chairman, Secretary, Treasurer, Records Officer, Tournament Manager, Junior Representative, Child Protection Officer and two or more Committee Members, they shall serve for twelve months. The committee may vary in proportion to Club Membership and the Committee shall have the power to co-opt.
10. **GENERAL MEETING**
A General Meeting shall be held annually, with at least twenty-one days notice being given in writing to all members. The meeting shall elect the Officers and Committee members, nominations for who shall be submitted in writing to the Secretary at least one week before the meeting. Nominations can be accepted from the floor. The meeting shall have power to amend the Club's Rules and Constitution; any proposed alterations to be notified to the Secretary twenty-one days before the meeting. Alterations to the constitution shall require approval of at least 2/3 of voting members. The Committee may, or at the written request of at least one quarter of the membership call an Extraordinary General Meeting. Not less than seven days' notice of such a meeting shall be given to each member with notice of any proposition it is intended to move
11. **PROPERTIES**
Club properties shall be vested in the hands of the Chairman, Secretary and Treasurer as Trustees during the term of their office.
12. **ACCOUNTS**
The Treasurer shall submit in writing to the club members at the Annual General Meeting, an account of the club's income and expenditure. The Honorary Auditor who shall be appointed at the Annual General Meeting shall audit this account and the books

of the club. If it is not possible for the Treasurer to submit details as above to the membership due to insufficient time being allowed between the end of the financial year and the date of the Annual General Meeting for each member attending, copies to be forwarded to members not attending with copies of the minutes thereafter by the Secretary.

13. TARGET MEETINGS

Target meetings shall be held in accordance with the rules of the Archery GB. All outdoor target meetings will be run by a Field Captain. All members of the Committee and members of the club will be invited to take a turn in running the field.

14. PRIZE, TROPHY, HANDICAP AND OTHER MEETINGS

These may be held during the season and entry fees may be charged. Trophies won will be held for one year and must be returned to the Secretary not later than fourteen days before the next trophy meeting for which they are awarded.

15. REGISTRATION OF CLUB COLOURS

In accordance with the guidelines of Archery GB the Club may register colours to be reviewed and agreed at the AGM.

16. SUGGESTIONS OF COMPLAINTS

These must be submitted in writing to the Secretary, who shall submit them at the next meeting of the Committee. The subject of the complaint will have a chance to respond if they wish before a decision is made. Once made the committee's decision shall be final. If the subject of complaint is the Club Secretary the complaint can be handed to a committee member.

17. ABSENTEE VOTING

Should a club member wish to cast a vote on an issue that has been put up to vote but are unable to attend the relevant meeting they may do so by telling the club secretary in writing, no later than an hour before the scheduled start time of the meeting, either:

- a) Who they nominate to vote on their behalf
- OR**
- b) What option they wish to vote for, if it is possible to know options beforehand

18. COMMITTEE DISSAGREEMENTS

Should the committee not have a unanimous agreement on an issue, it shall be decided by the committee having a relative majority vote. In the event of a tie, the tie shall be broken depending on if it is a minor or major issue:

- **Minor:** The club chairman shall cast the deciding vote with preference for the status quo if possible.
- **Major:** The club shall have a relative majority vote at a General Meeting. Should this also tie, the club chairman shall cast the deciding vote with preference for the status quo if possible.

In the event that the committee can't agree on if it is a minor or major issue, it shall be treated as a major issue. The Chairman will only vote to cast a deciding vote.

19. CLUB DISSOLUTION

- a) Decision to dissolve
If the committee decides the club is no longer viable, for whatever reason they shall recommend the dissolution of the club to its members. The proposal shall be put forward at an EGM to enable a vote to take place. The club shall begin the dissolution process at the general meeting of a vote for dissolution if the vote for dissolution is approved by at least 2/3 of voting members.
- b) After payment of any outstanding debts, any remaining assets shall be divided up as follows:
 - I. Club members get first refusal on any non-financial assets remaining. Any disagreements on who gets what shall be decided via auction.
 - II. Any non-financial assets not wanted by any club members are sold or disposed of within 6 weeks off the date of the vote to dissolve.
 - III. All financial assets left after parts I. and II. of this sub section shall be divided into an amount of shares equal to the total consecutive years of membership for all remaining members, with each member being rounded up to the nearest whole year. Each member will then receive 1 share for each consecutive year they were a member. Committee approved temporary suspension of membership fees shall not count as a break in membership in regards to calculating the split of the money for any relevant club members. Any member forfeiting their share needs to do so in writing to the club secretary, with their portion being divided up the same way as the rest of the financial assets. Any remaining pennies that can't be split evenly among remaining members are distributed to charity/ECAA.

APPENDIX 'A'

Subscription Fees 01st April – 31st March

Adults (18 years and over) £12.50 per month by bank transfer.

Juniors (under 18 years) £5 per month by bank transfer.

Visitors (Archery GB affiliated) £5 per shoot payable at the beginning of a shoot to a Committee Member, if the Treasurer is not available.