

Conwy Disabled Archery

CLUB CONSTITUTION

1. Name

The club shall be called **Conwy Disabled Archery** (hereinafter called the 'Club').

2. Affiliation

The club shall be affiliated to Archery GB

3. Aims and Objectives

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of archery. The club shall aim to positively promote Archery to its members and offer coaching and competitive opportunities to all those members who wish to compete. To this end it shall operate a 'turn up and play' policy for all members, to ensure those who wish to take part have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

One of the important aims of what we do is to provide a more social aspect as a part of archery and by using archery to bring people together.

All surplus income and profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

4. Equality Statement

The club is fully committed to the principles of the 2010 Equality Act and the 2014 Social Care and Wellbeing Act.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital

status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules. See the Equality Policy for more details.

5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality Archery coaching in a safe environment by adopting the procedures and working practices of Archery GB. See the Welfare Policy for more details.

6. Membership

- 6.1 The club shall consist of the Trustees and the members.
- 6.2 Membership of the club shall be open to anyone interested in the sport of archery, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other belief, except as a necessary consequence of the requirements of Archery.
- 6.3 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.
- 6.4 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 6.5 All members are also required to abide by the appropriate Codes of Practice as might apply to their position in the club.
- 6.6 The Management committee may refuse membership, or remove it, only for good cause such as conductor character likely to bring the club or sport in to disrepute. Appeal against refusal or removal may be made to the members. This decision shall be made in accordance with the Equality statement in paragraph 4.

- 6.7 Members under the age of eighteen shall be considered as junior members.
- 6.8 Junior members will have the right to vote at Committee meetings and are entitled to elect one representative who shall have the right to vote.

7. Membership Fees

- 7.1 Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.
- 7.2 Annual membership fees shall be collected in January of each year and are payable to the Club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the year.

8. Management Committee

- 8.1 The Management Committee will act for the good of members and the club and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Welfare Officer, Junior Representative.
- 8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for three calendar years but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.
- 8.5 The quorum necessary for Management meetings shall be three members.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.

8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

9. Powers of Committee Members (Trustees)

9.1 The trustees must manage the business of the club and have the following powers in order to further the objects (but not for any other purpose):

- a. to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- b. to act in accordance with any conditions stated in grants applications.
- c. to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- d. to sell, lease or otherwise dispose of all or any part of the property belonging to the club. In exercising this power, the trustees must comply as appropriate with sections 117 - 122 of the Charities Act 2011;
- e. The trustees are not allowed to borrow money.
- f. to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- g. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
- h. to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects;
- i. to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - i. to obtain and pay for such goods and services as are necessary for carrying out the work of the charity;
 - ii. to open and operate such bank and other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds in the same manner;
- j. to do all such other lawful things as are necessary for the achievement of the objects.

9.2 No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.

- 9.3 Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.

10. Conflicts of interests and conflicts of loyalties

A club trustee must:

- 10.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the club or in any transaction or arrangement entered into by the club which has not been previously declared; and
- 10.2 absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

11. Finance

- 11.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.
- 11.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 11.3 The financial year of the club starts in March and ends in February
- 11.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts and expenditures on this account shall be agreed by the Secretary, Treasurer and Chairperson with Treasurer and Secretary as signatories.

12. Annual General Meeting and other meetings

- 12.1 The Annual General Meeting (AGM) of the club shall be held in December of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 12.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 12.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 12.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 12.5 The quorum for general meetings shall be three members present who are eligible to vote.
- 12.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than two members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

13. Voting Procedures for all meetings

- 13.1 All members entitled to vote at meetings shall have equal voting rights.
- 13.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.
- 13.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

14. Discipline and Appeals

- 14.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.
- 14.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the National Governing Body will be informed.
- 14.3 All individuals have the right of appeal to any disciplinary decision made by the Management Committee.
- 14.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 14.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 14.6 An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

15. Dissolution procedures

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sports governing body for use by them in related community sports.

16. Review of the Constitution

- 16.1 This Constitution should be reviewed a minimum of once every two years.
- 16.2 Any amendments to the Constitution can only be agreed at the Club's AGM.
- 16.2 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an

amendment to the Constitution may be proposed from the floor of a meeting.

- 16.2.1 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 16.2.2 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 16.2.3 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 16.2.4 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

1. Name & Signature Nick Kershaw

Date.

Position Treasurer

2. Name & Signature

Date

Position

3. Name & Signature

Date

Position