



Ditchling Archery Club

Constitution and Rules

Version

Revised Club Constitution and rules as approved by members at the following General Meetings

Version	Revision Date
1	
2	20 th September 2000
3	17 th October 2001
4	27 th February 2011
5	18 th October 2015
6	5 th December 2017
7	7 th November 2019

CONTENTS

CLUB CONSTITUTION	4
General Provisions	4
Management	4
Membership Fees.....	5
Finance	6
General meetings	6
Extraordinary General Meeting	6
Voting and Quorum	6
Safety	7
Discipline and appeals.....	7
Electronic Footprint.....	7
CLUB RULES.....	8
Dress.....	8
Shooting Days	8
Field Captain	8
Awards	8
Rounds.....	8
Damage.....	8
Cheating.....	9
Spectators	9
Eligibility for Awards	9
Medal Policy	9
Hire of club equipment.....	9

CLUB CONSTITUTION

GENERAL PROVISIONS

1. The Club shall be called DITCHLING ARCHERY CLUB, hereinafter referred to as 'the Club'.
2. The objects of the Club shall be the promotion and encouragement of Archery in all its forms other than bow-hunting or crossbows.
3. The shooting regulations as prescribed in the Grand National Archery Society (GNAS) Rules of Shooting shall be accepted as governing the relevant branches of the Sport of Archery practiced by the club and its members. These are available from the ArcheryGB website.
4. Nothing will be included in this constitution which conflicts with that of the GNAS/Archery GB.
5. The postal address of the Club shall be that of the Secretary of the Club.
6. The constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club.
7. If the committee or any member wishes to move a proposition designed to alter or amend the constitution, they shall submit such proposition to the Secretary at least twenty-eight days before the General Meeting at which such proposal is to be discussed. Notice of such proposition which it is intended to move shall be sent to all members entitled to receive notice of such Meeting.
8. GNAS/Archery GB Cards must be available for inspection at any club day, competition or Tournament. Any person, not able to produce a valid GNAS/Archery GB card, will not be permitted to shoot on that day. Inspection will be conducted by either a committee member or the field captain

MANAGEMENT

9. The management of the Club's affairs shall be entrusted to the Club Committee.
10. The Club Committee shall consist of:

Chairman

Secretary

Treasurer

Child Protection Officer (CPO)

Three Ordinary Members.

11. All the Committee Members as defined in Section 12 shall be appointed by members at General Meeting.
The Chairman, Secretary, Treasurer and Child Protection Office must be four separate persons except when special circumstances arise, and only until an EGM is called. In the absence of a Child Protection officer the responsibility for this role falls to either the Chairman or Secretary.
12. The Committee is obliged to meet not less than four times a year.
13. At meetings of the Club Committee, four members shall constitute a quorum. The Chairman, or in their absence the Secretary, or in their absence the Treasurer, if it is necessary, is entitled to an additional deciding vote.
14. The Club Committee may appoint sub-committees and may delegate to such sub-committee's powers within defined limits.

15. The Club Committee may co-opt a person to serve on the Committee for a specific purpose. No voting rights at the committee meeting will be granted and the period of the co-opted person to be reviewed at each committee meeting.
16. There shall be the following classes of members:
 - (i) Full Members
 - (ii) Junior Members
 - (iii) Honorary Members
 - (iv) Associate Members

(Associate Member is defined as a shooting member, who is already a member of another club and therefore only pays the DAC fees, as they will have already paid the appropriate affiliation fees through their main club.)

 - (v) Guest

(Guest is defined as a competent archer who is either a member of another Archer club or a Direct Member with Archery GB and has a valid Archer GB membership card)
17. Any person interested in archery, having attained the age of 18, shall be eligible for admittance as a Full Member, or under that age and over eight (8) as a Junior member, subject to the approval of the Club Committee.
18. Members aged 14 and under will require a parent or guardian present at all times
19. Any person whom the committee may wish to honour for distinguished service to the Club may be given an honorary membership for life.
20. A president will be elected by an AGM when a suitable candidate is prepared to accept the position. He/she will be a person who has a knowledge of and interest in archery and will promote the sport and the interests of the Club.

The President will automatically be reinstated at each Annual General Meeting unless he/she does not wish to continue, or there is a proposal signed by at least 50% of club members for their removal.

The president will chair the Annual General Meetings.
21. All members shall accept the jurisdiction of the Club and shall conform to such conditions, shooting rules and regulations as may be determined and reviewed annually by the club committee.

MEMBERSHIP FEES

22. All members as defined in clause 16, other than honorary members, shall pay an annual membership fee to the Club. The fees to be determined by the Treasurer and presented to the Club Committee for discussion and approval.
23. All membership fees shall become due on October 1st. but payable by no later than the 15th August. The committee will issue notification of any changes to the membership fee level by no later than 15th July.
24. New members joining during the Club year will pay the Regional and National fees in accordance with Archery GB's Quarterly Fee table. The Club fee will also be calculated by applying the same factoring used in Archery GB's fee table.
25. Any member who has not paid their membership fee by October 1st in any one year shall cease to be a member of the Club, unless the Treasurer considers there are extenuating circumstances.

FINANCE

26. The funds and property of the Club shall be vested in the Chairman, Secretary and Treasurer, in trust for the members.
27. All monies and sums received on behalf of the club shall remain the property of the Club and there will be no distribution of such funds amongst the members whilst the Club exists or in the event of the club's dissolution.
28. The Treasurer will present at the Annual General Meeting, an income and expenditure account for the twelve months ending September 30th
29. A copy of the income and expenditure account, duly certified by the auditor, shall be available to each member at the Annual General Meeting of the Club.
30. Bank accounts shall be maintained in the name of, the Club. All cheques and orders withdrawing monies from the account shall be signed by any two of the Club main Committee: Chairman, Secretary and Treasurer or person appointed by the committee.
31. The members at the club AGM shall appoint an auditor annually.
32. In the event of the dissolution of the Club, the assets shall be disposed of, by either donating them to another affiliated Archery club or sold, with the proceeds, after all liabilities have been met, being donated to the Sports Relief Charity.

GENERAL MEETINGS

33. The Annual General Meeting shall be held before the end of December at a place to be determined by the Club Committee. Not less than 21 clear days' notice of such meetings shall be sent to each Club Member. Nominations for election of club committee posts should be sent to the Secretary or may be received at the General Meeting, or by a signed declaration from the nominee and one proposer and one seconder in the person's absence. Non-Committee posts will be circulated with AGM invitation and members wishing to stand for any of these posts should either inform, in writing, the secretary in advance of the meeting or verbally at the meeting.

EXTRAORDINARY GENERAL MEETING

34. An Extraordinary General Meeting may be called by the Committee, or by at least 50% of the members entitled to vote at such a meeting and requested to the Committee. Not less than 21 clear days' notice of such meetings shall be sent to Club members entitled to receive notice of the meeting.

VOTING AND QUORUM

35. At all General Meetings:
 - (i) Thirty per cent of Club members shall form a quorum.
 - (ii) Each Club member shall be entitled to one vote.
 - (iii) A majority vote is required for all propositions, except that to wind up the Club which will require 75% to vote in favour.
 - (iv) The Club Chairman, or where appropriate the President, shall, if required, be entitled to cast an additional deciding vote.
36. In the case of emergency, the Chairman, Secretary and Treasurer shall together have full powers to act. In this case a full report will be issued to the President.

SAFETY

37. Safety regulations in accordance with GNAS/Archery GB and Club rules, shall be observed at all times. These are available from the ArcheryGB website.
38. The Field Captain shall be appointed at the AGM annually.

DISCIPLINE AND APPEALS

39. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Archery GB policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Child Protection Officer is the lead contact for all Club members in the event of any child protection concerns.
40. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
41. The Club committee will meet to hear the complaint within 21 days of the complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club only. The club reserves the right to suspend the member pending the outcome of the investigation.
42. The outcome of the disciplinary hearing should be notified to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
43. Any appeal against the decision or sanction is to be addressed to the club Secretary in writing, within 14 days of the committee's decision notice. The club secretary will forward the appeal to the County Secretary Archery GB for their consideration.

ELECTRONIC FOOTPRINT

44. The committee must give approval before any social media, email account, or other Internet related account can be opened bearing the Club's name.
45. All social media accounts must have at least two administrators, one of whom must be a member of the committee.
46. Any holder of an Administrator role must be a full member of the Club.
47. Any Club email account must have a recovery email address set up, which must be another account within the club's domain name that is held by a member of the committee.
48. Any account where the above is not possible must have login credentials set to use an email address within the Club's domain name and these credentials should be shared with another member of the committee.

CLUB RULES

DRESS

- Outdoor - Correct dress in accordance with GNAS and/or club colours and dress code shall be worn for all Albion league matches and Club Championships. At all other meetings, suitable clothing shall be worn.
- Indoor - Correct dress in accordance with GNAS and/or club colours and dress code shall be worn for Club Championships only. At all other meetings, suitable clothing shall be worn.

If correct dress is not worn in line with the above, the person will only be permitted to shoot at the discretion of the Field Captain.

SHOOTING DAYS

- Club target days will be arranged by the Committee.
- A Senior Archer may only shoot when accompanied by a minimum of one other adult, who may be a non-archer.
- Junior archers may only shoot when under the supervision of a minimum of two adults, one of whom should be a Senior GNAS affiliated member.

FIELD CAPTAIN

On any Club Target Day, the Field Captain appointed for that day shall be responsible for discipline and safety. All those present shall obey him/her without question. Any infringement of this shall be reported to the Committee.

AWARDS

- Classification awards to be awarded at the first opportunity after the Records Officer confirms the achievement.
- Indoor and Outdoor Club Championship awards to be given at the time of the shoot or where circumstances make this difficult then at the next available opportunity.
- All other awards to be given at the AGM.
- All returnable awards to be returned at least one week before being re-awarded.
- The Club Championships will be shot within the club year.

ROUNDS

- When a recognised Round is being shot, others may join in, but only if the archers who are shooting have no objection.
- Archers wishing to shoot a Round should be ready to shoot at the appointed time.

DAMAGE

If an archer damages another archer's equipment either deliberately or due to carelessness, then he or she will reimburse the archer in due course.

CHEATING

Anyone caught cheating, i.e. knowingly calling out, or writing down a score different to that which has been shot, will be reported to the Club Committee. The Committee may dismiss the member from the Club, according to the Constitution.

SPECTATORS

Spectators are always welcome. However, they are not permitted to cross the five-yard waiting line or accompany an archer to the target, unless permission is given by the Field Captain.

ELIGIBILITY FOR AWARDS

- Must be a fully-paid member of the Club.
- Handicap awards will only be awarded to a member who has shot a minimum of three Rounds.

MEDAL POLICY

The following medal policy will be adopted by the club

Category	Number of Archers in the Bow type	Medals Awarded
Actual (Senior / Junior)	More than three	Gold, Silver, Bronze
Actual (Senior / Junior)	Three	Gold, Silver
Actual (Senior / Junior)	Two	Gold
Actual (Senior / Junior)	One	Gold
Category	Senior / Junior category	Medals Awarded
Handicap score		Gold, (providing they have exceeded their handicap score)

HIRE OF CLUB EQUIPMENT

Hire of club equipment will be available for hire to club members provided it does not interfere with club courses. A returnable deposit will be payable to Ditchling Archery Club and equipment signed for by a club committee member and hirer.

All equipment remains the property of Ditchling Archery Club at all times and must be returned on request at any time.

Period of hire and deposit will be determined by the club committee.

Any damage to the equipment will be payable by the club member, the value to be determined by the committee.