

Aequus Archers Constitution 2015

Introduction:

The “heart” of any archery club can be captured by looking at it’s history, the outlook of the members and the shared vision that drives the club forward. Aequus Archers is renowned for it’s openness, it’s friendly “can do” attitude and it’s keenness to promote the sport to the able bodied and disabled alike.

History:

Launched officially on 1 October 2012, Aequus Archers was created by two coaches – Naomi Neighbour and Shaun Thomas – with a mission to actively promote and facilitate archery to all abilities. The first club meeting was attended by Lynn Judkins ,Greg Judkins, Kate Thomas, Shaun Thomas, Anthony Stevens, Ian Short and Naomi Neighbour, David Romaine from which the first Committee was formed with Ian Short as the Chair, Naomi as Treasurer and Shaun as Secretary. The newly formed group worked hard in the months leading up to the launch and, once established, encouraged other like-minded archers to join Aequus. The club has grown rapidly since then and continues to encourage new members, of all abilities, to take up the sport.

Ethos:

The club was set up to be open, honest and without barriers to participation so that anyone - irrespective of ability, background, ethnicity or circumstance – would be encouraged to have a go at target archery. The club was named Aequus Archers to reflect this ethos. The word “aequus” is taken from the Latin meaning for;

“Even, Calm, Equal, Favourable, Just, Fair”

Grants obtained on the basis of this ethos mean beginners and newcomers to the sport are catered for from the initial taster sessions right through to the point when they feel able to acquire their own equipment.

Vision:

- To provide learning opportunities from which to develop and grow.
- To work with other clubs and organisations to promote the sport.
- To develop our member’s skills to the best of their ability.
- To provide a safe and nurturing environment.
- To facilitate participation wherever possible.
- To help all our members to achieve more.

S.Thomas – Secretary

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Aims & Objectives

1. The aims and objectives of Aequus Archers are threefold, namely;
 - a. to promote Target Archery in all it's forms,
 - b. to give everyone⁽¹⁾ regardless of ability, background, ethnicity or circumstance, the opportunity to participate in the sport,
 - c. to develop member's archery skills to the highest level.

Affiliations

2. The Club and it's fully paid up members will be affiliated to Archery GB⁽²⁾ (AGB) and will accept it's constitutions and rules together with any alterations or additions thereto.
3. Fully paid up members will be affiliated to the Derbyshire County Archery Association⁽³⁾ (DCAA) and the East Midlands Archery Association⁽⁴⁾ (EMAS) and as such will be eligible to claim records and awards at events hosted by either organisation.
4. Members of the Club, through Rule 1 above, will be eligible to shoot at other AGB affiliated clubs subject to the terms and conditions applied by the host club.

Club Structure

5. Aequus Archers, herein after referred to as "the Club" or "Club", will incorporate Aequus Junior Archers and Aequus Disabled Archers both of which exist as separate bodies only for affiliation purposes to the appropriate regulatory organisations and as such have no existence outside the Club.
6. The Club will consist of a Committee and Members, the membership will include: Senior Members, Junior Members, Disabled Members, Senior Associate Members, Junior Associate Members and Disabled Associate Members.
7. The Committee will consist of, as a bare minimum, three Executive Officers namely: Chair, Secretary and Treasurer. Additional Committee positions will include; Captain, Child Protection Officer, Coach, Equipment Officer, Membership Secretary, Records Officer, Vice Captain, Vice Chair, Webmaster.
8. Several posts may be fulfilled by an individual, subject to approval by the Executive Committee.

Roles & Responsibilities

9. The Chair will preside at all Club meetings and will ensure that they are conducted in a fair and unbiased manner allowing everyone to express their views where relevant.
10. The Secretary will conduct the correspondence of the Club, take minutes at Club meetings and will be responsible for tournament entries and issuing press communications.
11. The Treasurer will conduct the financial affairs of the Club and will bank in the Club's name. All cheques will be signed by the Treasurer and one other Executive Officer.
12. The Captain will be responsible for range safety at all events and for organising any social events on the club's calendar.
13. The Child Protection Officer will;
 - a. be the first point of contact for any junior or vulnerable adult should an incident occur.
 - b. ensure that all incidents are dealt with in a discreet and professional manner in line with the Club's Child Protection and Vulnerable Adults Policy, herein referred to as the CP Policy.
 - c. ensure that parents and/or appointed guardians of junior and vulnerable adult members comply in full with their responsibilities as defined in the CP Policy.
 - d. represent the interests of junior members at committee meetings.
14. The Coach will;
 - a. be responsible for organising and overseeing the delivery of any have-a-go taster sessions and beginner's courses in line with the current AGB standard.
 - b. be responsible for the delivery of development programmes to all club archers,
 - c. oversee maintenance of the Club tuition equipment including bosses, stands, bows, arrows and all incorporated safety items.
 - d. manage the Club's coaching resources.
15. The Equipment Officer will;
 - a. maintain all equipment belonging to the Club to a satisfactory and serviceable standard.
 - b. Keep an up to date record of all equipment owned by the Club.
16. The Membership Secretary will;
 - a. maintain full, up to date records of the Club's current membership.
 - b. distribute updated membership contact data to the relevant Club officers.
 - c. inform members of any changes to membership fees.
 - d. write to all members before the subscription renewal date highlighting the correct procedure that needs to be followed and the fees that need to be paid by which date.

17. The Records Officer will compile member's handicaps and classifications, maintain records of the Club's scores, club records and award winners.
18. The Vice Captain will assist the Captain with their duties and will stand in for the Captain as and when required.
19. The Vice Chair will assist the Chair with their duties and will stand in for the Chair as and when required.
20. Web Master will be responsible for the upkeep of the Club's website and any other social media sites that the Club decides to employ.

Governance

21. The Club members will meet at regular intervals to conduct the business of the Club.
22. The Club meeting will be conducted in an open format where all members are eligible to attend.
23. For any Club meeting to be valid a minimum of two Executive Officers and five voting members must be present.
24. The Club meeting's decisions in all matters will be final, except when Rule 2 applies.
25. The Committee will have sole management of the Club funds, income and properties.
26. The Committee may co-opt members to serve on the Committee or its Sub-Committees.
27. A Committee Member may be called upon to represent the Club at any AGB, DCAA or EMAS meeting as and when required.
28. All Committee Members will retire annually on the date of the Annual General Meeting but may stand for re-election.
29. Any member of the Committee may resign from their post by giving twenty eight days written notice to the Secretary.
30. The Secretary may resign from their post by giving twenty eight days written notice to the Chair.
31. Any member will be able to inspect the Club's financial records by giving twenty eight days written notice of his or her request to the Treasurer.
32. The Club's financial records will be independently examined annually.
33. All Club trophies will remain the property of the Club and must be returned to the Secretary on request.
34. The Handicap Improvement Medal will remain the property of AGB and must be returned to the Secretary on request.
35. Awards i.e. classification badges, progress awards and individual trophies that have been for unique achievement may be retained by the recipient in perpetuity.

General Meetings

36. An Annual General Meeting will be called on the first convenient date each calendar year and no later than thirteen months from the last.
37. Twenty eight days notice will be given to all paid up members of an intention to hold an Annual or Special General Meeting.
38. Seven days notice will be given if an Emergency General Meeting is to be held.
39. A report of the Club's financial records will be presented by the Treasurer at the Annual General Meeting.
40. The Annual Subscription for all types of membership will be decided at the Annual General Meeting by a vote of members.
41. Alterations, additions or amendments to the Club Constitution will only be sanctioned at an Annual General Meeting or Emergency General Meeting.

Membership

42. Membership categories will include the following: Senior Members, Junior Members, Disabled Members, Senior Associate Members, Junior Associate Members and Disabled Associate Members.
43. Senior members are;
 - a. persons aged eighteen years old or over who have paid the relevant annual club subscription fee.
 - b. affiliated to AGB, DCAA and EMAS through the Club on an individual basis.
 - c. eligible to vote at official Club Meetings.
44. Junior members are;
 - a. persons under eighteen years old who have paid the relevant annual club subscription fee.
 - b. affiliated to AGB, DCAA and EMAS through the Club either on an individual basis or en-bloc according to membership type.
 - c. not eligible to vote at official Club Meetings.
45. Associate members are;
 - a. persons of any age who have paid the relevant annual club subscription fee.
 - b. affiliated to AGB through another club or recognised body - proof of membership to another club or body must be provided and a copy supplied to the Secretary.
 - c. not eligible to vote at official Club Meetings.

46. Disabled members can join the Club as either a Senior, Junior, Disabled or Associate member according to the fee paid at the time of joining and any existing membership of another club, Rules 43, 44 and 45 will therefore apply accordingly.
47. Disabled members must be registered or are able to be registered disabled as defined in the current governing body guidelines.
48. Affiliation of disabled members to AGB, DCAA and EMAS is through the Club on the same basis as Senior and Junior members.
49. Senior and Junior Disabled Members eligibility to vote will be on the same basis as defined in Rules 43 and 44.
50. Associate Disabled Members are not eligible to vote at any Club meeting.
51. Full Membership privileges are;
 - a. use of the Club Shooting Range, Club Targets, Club Equipment during shooting sessions organised by the Club,
 - b. access to all general communications of the Club i.e. newsletters, notices, announcements, website, etc,
 - c. access to all events organised by the Club e.g. club functions,
 - d. access to any support and assistance that the Club is able to offer and,
 - e. voting rights at official Club Meetings.
52. Associate Member and Junior Member privileges include (a) ~ (d) but exclude (e).
53. Honorary Membership entitles the holder to full membership privileges without incurring the cost of membership fees. Any affiliation fees due to AGB, DCAA and EMAS will be paid by the Club.
54. The membership year runs from 1st October to 30th September, on which date all subscription fees are due.
55. The Committee will have the right and the authority to refuse or cancel membership at any time subject to the outcome of an Emergency General Meeting.
56. Gross misconduct or a serious infringement of the Rules of Shooting will result in instant suspension of membership and withdrawal of membership privileges.
57. Occurrences as defined in Rule 53 will be discussed at an Emergency General Meeting and the outcome will be communicated to the person or persons involved within 28 days of the incident.
58. Honorary membership may be granted to an individual by the Committee.
59. Membership privileges will only be available to members that have paid their fees in full.
60. Any new Club member admitted after the 31st of December of the current membership year may pay subscriptions on a pro-rata basis.

61. Any person applying to become a shooting member of the Club must either;
 - a. be an existing AGB member,
 - b. produce a valid certificate which indicates that they have successfully completed an AGB endorsed Beginner's Course or
 - c. agree to complete an AGB endorsed Beginner's Course.

Shooting

62. All publicised Club shooting sessions will be deemed a Club Target Day for the purposes of assessing scores, handicaps, classifications, records and awards.
63. The Captain or Vice Captain will be responsible for Range Safety, in their absence a member will assume the role and take on the responsibilities of Field Captain.
64. Members shooting at any other venue, or at any other time other than a publicised Club Target Day must submit a verified score sheet⁽⁵⁾ to the Records Officer at the earliest opportunity.
65. Every respect will be shown to the property and grounds used by the Club and any loss or damage caused will be reported to a Committee Member immediately.
66. It is the responsibility of the owner of any lost arrows to retrieve them from a shooting range at the end of every shooting session, a metal detector will be provided by the Club to facilitate the locating of lost arrows.
67. If an arrow cannot be retrieved it must be reported immediately to a Committee member.
68. Full Carbon arrows will not be allowed to be shot on any outdoor shooting range due to the lack of sufficient metallic detectable elements within the arrow.
69. Members shooting at a tournament, demonstration or on a visit to another affiliated Archery Club will be suitably attired in accordance with the AGB Dress Regulations⁽⁶⁾.
70. Members must ensure that suitable footwear⁽⁶⁾ is worn at all times during a shooting session. No open toed footwear is permitted on a shooting range due to the risk of potential injury from objects protruding from the ground.

Visitors

71. A member will be allowed to introduce a shooting visitor to the Club if;
 - a. the visitor is affiliated to Archery GB or World Archery⁽⁷⁾,
 - b. permission is granted by a Committee Member,
 - c. the Visitor Fee is paid in full and,
 - d. they have filled in the appropriate sections of the Visitor's Book.

- 72. Visitors must be supervised by the member that introduced them to the club unless one of the coaching staff has agreed to take responsibility for them.
- 73. All visitors must wear appropriate clothing and appropriate footwear whilst on the shooting range.

Beginners

- 74. Interested persons will be allowed to attend the Club for a maximum six visits with the possibility of entry into the Club as Full Members subject to Rule 61.
- 75. Club equipment may not be loaned or borrowed without the permission of the Coach or the Equipment Officer.
- 76. Parents and/or appointed guardians of beginners, who are under eighteen years old or vulnerable adults, must comply in full with their responsibilities as defined in the Club's Child Protection & Vulnerable Adults Policy.

Dissolution of the Club

- 77. The Club may be dissolved by a resolution passed at an Annual General Meeting or a Special General Meeting provided that at least twenty eight days notice of the proposal has been given to each member and that at least three quarters of the members present vote in favour of the proposal.
- 78. In the event of the dissolution of the Club any remaining monies, grants and assets will be returned to the grant providers, shared between schools in the local area or given to a sporting charity with the benefit of improving sporting opportunities.
- 79. The disposal of the Club's assets on dissolution will be decided and carried out by a Special Committee convened for that purpose.

Declaration: All members of the club are duty bound to adhere to the rules set out in this document. We, the undersigned, shall ensure the rules are applied fairly in all matters pertaining to the Club and its membership.

Signed on behalf of Aequus Archers:

Chair: Dated.....

Treasurer: Dated.....

Secretary: Dated.....

Notes:

- (1) Participation in Target Archery is solely at the discretion of the Coach and the Coaching Staff.
- (2) Archery GB – this is the trading name of The Grand National Archery Society. Address: Lilleshall National Sports Centre, Nr Newport, Shropshire, TF10 9AT.
Telephone: 01952 677888.
Their website is www.archerygb.org
- (3) The Derbyshire County Archery Association is the governing body for the sport in the county.
Their website is www.derbyshirearchers.com
- (4) The East Midlands Archery Association is the governing body for the sport in the region.
Their website is www.emasarchery.co.uk
- (5) Members should not record their own scores at any shoot, all score sheets must be countersigned by another AGB member who has witnessed the archer's arrow scores.
- (6) The AGB dress code is clearly laid out in the GNAS Rules of Shooting document. Members should refer to "Part 3 Target Archery - Outdoors section 307" and "Part 6 Flight Shooting section 608".
- (7) World Archery is the International Governing Body for archery across the Globe. The organisation is based in Lausanne, Switzerland and their website is www.archery.org

S.Thomas – Secretary