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# THE CONSTITUTION OF LASSWADE ARCHERY CLUB

### (As amended at the Annual General Meeting on the 24th of February 2021)

1. ***Definitions***
   1. The club as a whole, and any future sub-divisions, shall be called Lasswade Archery Club, hereinafter referred to as “The Club”.
   2. The governing body known as World Archery, shall hereinafter be referred to as “WA”.
   3. The governing body known as the Grand National Archery Society (GNAS), (trading as Archery Great Britain (AGB)), shall hereinafter be referred to as “AGB”.
   4. The governing body known as the Scottish Archery Association shall hereinafter be referred to as “SAA”.
   5. The governing body known as the Eastern Area of the Scottish Archery Association shall hereinafter be referred to as “Eastern Area”.
   6. The sporting facility known as the Lasswade High School Centre shall hereinafter be referred to as “Lasswade Centre”.
   7. The archery range, and containing field within the boundaries of Grove Farm, Midlothian, shall hereinafter be referred to as “Grove Farm”.
   8. The landlord of the Outdoor Range at Grove Farm shall hereinafter be referred to as “The Landlord”.
   9. The Landlord, the Lasswade Centre, or any similar entities shall hereinafter be referred to collectively as “Hosts”.
   10. References to governing bodies (paragraphs 1.2, 1.3, 1.4 & 1.5) will be deemed to apply to any future changes of name, as and when they occur. References to local bodies will be deemed to apply to the appropriate local body, if any re-organisation of regions should occur.
   11. “The Club Coaching Team” means an ad-hoc sub-committee formed of Members of The Club who are running the current Beginners Course, or at other times those Members who have previously run Beginners Courses. The precise membership of this group will be decided at the time by the Club President, or if the President is not present, by the most senior Club Member. “The Club Coaching Team” must not include Novices.
   12. The Club shall be managed by an elected body, known hereinafter as the “Management Committee”.
   13. In certain situations, only the President, the Secretary and the Treasurer may officiate, in which case they will be referred to hereinafter as the “Club Executive”.
   14. If the Club President should be absent for any reason, the Club’s Vice President shall take on whatever role is described. When the Club President is present, the Vice President is an ordinary member of the Management Committee, but not a member of the Executive.
   15. To run an “Open Competition”, AGB require a pre-approved person to officiate, known to them, and in the rest of this document as a “Tournament Organiser” (TO). Getting approval from AGB requires the candidate to run a number of competitions, while being mentored by a current TO, so The Club should always strive to have at least two valid Tournament Organisers at any time.
2. ***General*** ***Provisions***
   1. The objectives of The Club shall be the promotion and encouragement of archery on all levels, and in all its forms other than bow hunting, and crossbow shooting.
   2. The Club shall be run as a “Non-Profit” organisation, i.e. all funds raised through Club activities must be used for the benefit of The Club in particular, or for Archery as a whole. No Member may receive Club funds, (except as reimbursement for legitimate expenses), unless and until The Club is wound up, as noted elsewhere in this document. Membership fees, and any fund-raising activities should be set at a level that ensures that The Club has a reasonable contingency fund at all times.
   3. The Club will not differentiate between members based on their shooting ability, other than that necessary for normal competition.
   4. The Club will not discriminate between members because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, ethnicity, religion or religious beliefs, sex or sexual orientation (these are the "Protected Characteristics" as defined by the Equality Act 2010).
   5. The ‘Rules Of Shooting’, ‘Shooting Administrative Procedures’ and relevant future regulations of WA, AGB and SAA shall be accepted as governing the relevant branches of the sport of Archery as practised by The Club and its members.
   6. Protocol
      1. The Club and all its members agree to abide by the provisions of all relevant and current WA, AGB and SAA Policies and Procedures, including policies for: Protection of Children; Protection of Adults; Anti-Doping policies; Equality; Conduct; as mandated by each body.
      2. All Club Members must agree to abide by any policies and procedures written by The Management Committee. Changes to these protocols may be made by a quorate committee as needed, but all changes must be advertised appropriately, and all changes must be ratified at the next AGM. Changes may be made with immediate effect if necessary, but the date of introduction will be noted in every case. Changes will only be made retrospectively in extraordinary circumstances.
   7. The official postal and email address of The Club shall be that of the current serving Club Secretary.
   8. This Constitution shall not be altered in any way except at an Annual General Meeting or an Extraordinary General Meeting of The Club.
   9. The addresses of the indoor and outdoor ranges at which the club shoots must be recorded with AGB, and amended as soon as possible should either range change location.
3. ***Membership***
   1. Club Members shall be classified as follows:-
      1. Senior members - those members who have attained the age of 18 years or older.
      2. Junior members - those members under the age of 18 years.
      3. Honorary members
   2. Any member may nominate any person to The Committee, for consideration for Honorary Membership, in order to honour distinguished services to The Club. If agreed, they may be ratified at an Annual General Meeting as an Honorary Member, and will be exempt from Club Membership fees, either for life or for a specified period of time. Nominations will not normally be approved if they exceed 10% of Club members, or six, whichever is larger.
   3. In this document, and at all Club Competitions, a Novice will be defined as:
      1. An Archer who has not yet reached the first anniversary of joining The Club,
      2. And has not yet reached the first anniversary of shooting with any other organisation,
      3. Or (if later) has not yet reached the first anniversary of finishing a beginners course.
   4. In this document, and at all Club Competitions, a Veteran will be defined as an Archer who has reached their 60th Birthday.
   5. All Club Members shall accept the jurisdiction of the Management Committee and shall conform to such conditions, shooting rules and regulations as may be determined from time to time, including measures for managing busy sessions at the discretion of the Target Captain. In addition, all Club Members must abide by the rules and regulations of The Club’s Host.
   6. If the Management Committee believes that there is currently / routinely insufficient space at either range, then persons wishing to join the club may be asked to join a waiting list.
   7. Club Members who are under 18 years of age must be accompanied by a parent, guardian or responsible person for the duration of their attendance at any club session.
   8. Persons who are under 18 years of age must be accompanied by a parent, guardian or responsible person for the duration of their attendance at any beginners’ class.
   9. For the safety of themselves and others, any person requesting to join a beginners’ class will only be allowed to shoot if the majority of The Club Coaching Team concur. Prospective archers who are not deemed safe, may (optionally) be invited to re-apply at a later date.
   10. For the safety of themselves and others, any person requesting to join The Club will only be allowed to shoot if the majority of The Club Coaching Team concur. Prospective members who are not deemed safe, may (optionally) be invited to re-apply at a later date.
4. ***Management***
   1. The management of affairs of The Club shall be entrusted to the Management Committee.
   2. The Management Committee shall consist of the following office bearers: President, Vice President, Secretary, Treasurer, Equipment Officer, Handicap Officer, Competition Trophy Officer, Webmaster, Child Protection Officer and Junior Representative. The Junior Representative should normally be a junior Member. If necessary, one person may hold more than one post, though one person must not hold more than one post within the Club Executive, and the President must not also hold the post of Vice President.
   3. Any qualified Tournament Organiser (who is a current Club Member) may attend and vote at any Committee Meeting. If more than one TO attends a meeting, only one may exercise this provision. If the TO holds another Committee position, this does not confer a second vote. If two or more Tournament Organisers wish to exercise this provision at the same meeting, the Member with the longest Club membership shall prevail.
   4. At Management Committee meetings, for the purposes of decision making, for a quorum to exist, at least four members must be present, at least one of whom shall be an office-bearer.
   5. The Management Committee shall have the power to co-opt additional, non-office bearing Committee Members at its discretion. Such appointments will last only until the next AGM.
   6. All Committee Members shall be appointed by a ballot of all members present at a General Meeting, which shall determine the terms of their appointments at that time, not to exceed three years. Members may be re-elected at the end of their appointments in the same manner.
   7. Voting:
      1. At meetings of the Management Committee, each Committee Member shall have one vote.
      2. The President will be entitled to one additional deciding vote, if necessary.
      3. The Junior Rep shall be entitled to a vote, regardless of their age.
      4. Club members who have not been elected to the committee may attend any Committee meeting, may speak, but will not be allowed to vote.
5. ***Finance***
   1. A bank account or accounts shall be maintained in the name of The Club, with access/control available to a minimum of two members, one of whom must be the current Treasurer. All cheques and paper orders withdrawing monies from the account or accounts must be signed by two members of the Club Executive. Where electronic systems only provide for one person, only the Treasurer is authorised to use it.
   2. In the event of three members of the Club Executive being absent then a member of the Management Committee may sign a cheque, provided that they have been pre-authorised to do so and that their details are held by the bank or other organisations who hold a Club account or accounts.
   3. By the end of December each year, The Club must cause to be prepared a financial statement showing the financial position of The Club to the end of its preceding Financial Year, and shall present the report at the Annual General Meeting. A statement of income and expenditure to the end of the Financial Year must be presented at the same occasion.
6. ***Auditors***
   1. A person must be appointed annually by the Management Committee to inspect and examine the Financial Statement for accuracy. This person must be independent of The Club.
7. ***Annual*** ***Fees***
   1. All Members of The Club (other than Honorary Members) must pay annual fees to The Club at rates to be determined from time to time by The Club’s Members at a General Meeting.
   2. In exceptional circumstances, the Club Committee may temporarily reduce the membership fees payable, and/or refund fees already paid, if approved by a majority vote.
   3. All Club fees become due on the 30th of September each year or the club session nearest to this date.
   4. Visitors who wish to shoot at any Club range must pay fees to The Club at rates to be determined from time to time by The Club's Members at a General Meeting.
   5. Visitors to The Club may make a single payment to cover the entire outdoor season. This would not confer any membership rights.
   6. Annual affiliation fees due to AGB, SAA and the Eastern Area must be paid by the 30th of September each year.
   7. The Annual Club Fee may be paid as a single payment or by a number of instalments agreed with the Club Treasurer, which will normally mean twelve equal monthly payments by Standing Order. The method of paying such instalments must be agreed in advance with the Club Treasurer.
   8. Payment of the Annual Fees to AGB, SAA and the Eastern Area may only be made by “one off" separate payments to (1) AGB and (2) SAA & the Eastern Area respectively.
   9. Any Member who, without good reason, does not pay their Annual Fees to AGB; to SAA; to the Eastern Area; their Annual Club Fees; or defaults on the instalments agreed by the Club Treasurer will have their membership suspended until all or any outstanding fees are paid.
8. ***General*** ***Meetings***
   1. An Annual General Meeting of The Club must be held before the end of February each year, at a place and time to be determined by the Management Committee.
   2. An Extraordinary General Meeting may be called by the Management Committee, or at the request of a minimum of four club members.
   3. No less than seven clear days’ notice of either type of General Meeting must be sent to Club Members by an email purely covering that subject. Details of any proposals to be discussed must be included in this notice.
   4. No less than seven clear days’ notice of either type of General Meeting must be posted on the web site; and on all Social Media sites belonging to the club. A summary of any proposals to be discussed shall be included in these notices.
   5. Members who wish to have a relevant matter discussed at a General Meeting must present it, in writing, to the Club Secretary or President at least 21 days before the meeting, in order for it to be notified to the Members, as noted in paragraphs 8.3 & 8.4
   6. At all General Meetings:-
      1. In order to form a quorum, four Senior Members plus at least one member of the Club Executive will be required. If the meeting isn’t quorate, then no decisions can be made, other than voting-in Post-holders / Committee Members.
      2. Each Senior Member shall be entitled to one vote.
      3. Only those present at the meeting are entitled to vote.
      4. The Club President will, if required, be entitled to one additional deciding vote in the event of a tied vote or votes.
      5. Honorary Members are entitled to vote at General Meetings even if they are in-active shooting members.
   7. At all Annual General Meetings (but not at Extraordinary General Meetings) all Members present at the meeting must receive a written report regarding each of the positions of the Club Management Committee, and a written statement of the financial accounts.
9. ***Winding Up Of The Club***
   1. In the event of The Club being wound up or ceasing to be viable, the affairs of The Club shall be dealt with in accordance with the current legal practise, but with the exception of:-
      1. The “Jim Coull Trophy” shall be returned to the survivors of the late Jim Coull.
      2. Club trophies will be awarded to the Club Member who has won the appropriate trophy or trophies on the most occasions providing that they are still ‘paid-up’ Club Members.
      3. Once any outstanding payments or debts are cleared any remaining funds will be donated to a charity or charities to be decided by The Club at the appropriate time.

This concludes the current version of the Lasswade Archery Club Constitution.