# Constitution and Rules of Penicuik Archery Club.

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# CONSTITUTION

**1. Name**

1. The name of the Club shall be PENICUIK ARCHERS, hereinafter referred to as 'the Club'.

**2. Objectives**

The Club is established to pursue the following objectives:

1. The promotion and encouragement of archery hereafter referred to as 'the sport', in all its forms, other than bow hunting and crossbows.

2. The organisation, management and development of the sport for all members of the Club.

3. Promoting and maintaining the highest standards of technical competence and safety in the sport.

4. Upholding the rules of the sport.

5. Providing equal opportunities for successful participation by all sections of the community.

6. The promotion of the sport.

**3. Affiliation**

The Club shall be affiliated to the Grand National Archery Association (GNAS), trading as Archery GB (AGB), the Scottish Archery Association (SAA) trading as Scottish Archery and the Eastern Area (EA) of Scottish Archery.

**4. Membership**

1. Membership of the Club is open to all individuals who are members of GNAS/AGB, or to the World Archery (WA) formerly known as the International Archery Federation (FITA), provided they comply with this Constitution.

2. All members are subject to the Constitution of the Club and the rules and regulations of GNAS/AGB.

3. Members shall be enrolled on one of the following categories:

- Senior affiliate
- Non shooting Senior affiliate
- Junior affiliate
- Senior non-affiliate
- Junior non-affiliate
- Direct Senior

- Direct Junior

4. Any person interested in archery, having attained the age of eighteen, shall be eligible for admittance as a senior member.

5. Any person interested in archery, aged eight or over, and under the age of eighteen, shall be eligible for admittance as a junior member.

6. No person shall be refused membership on the grounds of race, colour, creed, religion, gender or sexual orientation.

7. All archers who affiliate to GNAS/AGB, SAA and Eastern Area through the Club, on payment of the appropriate annual membership fee, will be known as affiliate members.

8. An archer who affiliates to GNAS/AGB and SAA through another club; or who affiliates to GNAS/AGB and SAA directly and is also a member of another club; or is a member of a club from outwith the UK which is affiliated to FITA/WA, may apply for membership of the Club, on payment of the appropriate annual fee, will be a non-affiliated member.

9. An archer who affiliates to GNAS/AGB and SAA directly, and is not a member of any other club, may apply for membership of the Club and, on payment of the appropriate annual fee, will be known as a direct member.

10. Each fully paid up senior affiliate member shall be entitled to attend and vote at General or Annual General Meetings.

11. Each fully paid up junior affiliate, direct or non-affiliate member shall be entitled to attend General Meetings, but will have no vote.

12. Senior non-affiliate members may attend General or Extraordinary General Meetings but will have no vote.

13. Fully paid up senior affiliate members may be elected to and serve on the Management Committee.

14. For the avoidance of doubt, an archer who affiliates directly to GNAS/AGB only, will be treated as a visiting archer.

## 5 Management Committee

1. The Club will be managed by a Management Committee, which shall consist of the following Officers:

- Chair
- Vice Chair
- Secretary
- Membership Secretary
- Treasurer
- Field Captain
- Child Protection Officer
- Up to 4 co-opted members

2. All the above shall be entitled to one vote each at General Meetings, except the Chair of the meeting.

3. The committee may co-opt any affiliate senior member to any unfilled post on the Management Committee until the conclusion of the following AGM, providing that no more than two co-optees fill positions listed in article 5.1 above.

4. The Management Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the Management Committee by a representative elected by that sub-committee.

5. The postal address of the Club shall be that of the Secretary.

## 6 Child Protection Policy

1. The Club will adopt the Child Protection policy of the SAA as being that of the Club.

2. The club will register with the Volunteer Scotland Disclosure Services (VSDS) and ensure that all coaches affiliated through the club, those affiliated members assisting coaches and the Child Protection Officer become, or are, members of the Protecting Vulnerable Groups scheme (PVG).

3. The Child Protection Officer will be responsible for ensuring that a copy of PVG memberships obtained for members of the club is kept in a secure, lock-fast container and that only those persons requiring access to these records do so.

## 7. Suspension, Refusal or Termination of Membership

1. Where it is seen that an archer is in breach of safety rules, he/she may be immediately suspended from shooting by the Field Captain, or his/her deputy, for that session.

2. The Management Committee shall be entitled to:

    1. Refuse any application for membership (or request to shoot as a visitor) on the grounds that such membership (or visit) would be prejudicial to the objectives of the Club as set out in article 2 of this constitution.

2. Suspend the membership of any member who is deemed to have acting in a dangerous or reckless manner at any Club session

3. Where the Management Committee deem the actions of any member is in breach of the SAA disciplinary conduct code, the matter will be referred immediately to the SAA Executive.

3. Where membership of the Club has been suspended, the member will remain suspended until such time as the Management Committee has dealt with the matter, or in the case of a referral to the SAA Executive, the SAA have dealt with the matter

4. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.

5. Any member under suspension shall be barred from taking part in any shoot or event under the control of the Club.

6. The Management Committee shall inform the member in writing of any decision to terminate their membership.

7. Notification of the termination of a membership will be forwarded to the Governing Body.

## 8. Annual and Extraordinary General Meetings

Annual General Meeting (AGM)

1. The AGM shall be held in December each year at such time and place as determined by the Management Committee. At each AGM the following business shall be conducted:

    1. Receive and confirm the minutes of the previous AGM.
    2. Presentation of the Clubs financial accounts for the year.
    3. Presentation of Clubs projected financial situation for the forthcoming year, and the setting of all fees
    4. Appointment of an Inspector of the Club finances
    5. Presentation of Chairpersons report
    6. Presentation of Secretary's report
    7. Election of officers to the Management Committee.
    8. Any resolutions to be brought before the meeting will be submitted in writing to the Secretary not less than 28 days prior to the AGM

2. Notice for an AGM shall be a minimum of 21 days.

3. A quorum for an AGM shall be 6 senior affiliate members, of which 3 will be members of the Management Committee.

Extraordinary General Meeting (EGM)

1. An EGM may be called upon the written demand of
    1. 11 or more senior affiliate members of the Club; or
    2. $^{2}/_{3}$ majority of the Management Committee.

2. Notice for an EGM requires a minimum of 21 days notice, and statement of the business to be discussed.

3. The quorum for an EGM shall be 12 senior affiliate members, of which 3 will be members of the Management Committee.

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**9. Rules for all General Meetings**

1. The Chair, or in his/her absence, the Vice Chair, or a senior affiliate member selected by those present, will chair the meeting.

2. All members shall register with the Secretary prior to the start of the meeting.

3. Each senior affiliate member shall have one vote.

4. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair will exercise a casting vote.

5. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

**10. Election of Officers to the Management Committee**

1. The members of the Management Committee shall be drawn from senior affiliate members, as defined in article 4.

2. Committee members shall be appointed by members in General Meeting.

3. Members of the Committee may submit themselves for re-appointment at each AGM, but a member may serve continuously in the post of Chair, Secretary or Treasurer for no longer than six consecutive years, but in extenuating circumstances, may be extended on agreement at an AGM

4. All nominations for election to the Management Committee shall:

    1. have the consent of the nominee;
    2. be in writing;
    3. be seconded;
    4. be received by the secretary not less than fourteen days before the AGM.

5. Un-nominated posts may be filled by nomination(s) and election at the AGM.

6. The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

## 11. Rules for the Management Committee

1. The Chair, or in their absence the Vice Chair shall chair Management Committee meetings, or in his/her absence the Secretary or a nominee from the committee in the event of all those mentioned being absent.

2. Fourteen days notice of any meeting of the Management Committee shall be given by the Secretary, except when the date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.

3. In an emergency, the Chair may call a meeting at four days notice.

4. The quorum shall be 6 senior affiliate members, of which shall be 2 members of the Management Committee.

5. All senior committee members present at a Management Committee meeting shall be entitled to vote.

6. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair will exercise a casting vote.

7. Meetings shall be open to all members of the Club.

## 12. Finance

1. The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in article 2. However, the Management Committee may, from time to time, give donations on behalf of the Club to good causes.

2. The Club shall have the power to raise money by means of yearly membership fees and shoot fees, as determined by the Management Committee at the AGM or EGM.

3. Monies shall be lodged in a bank account in the name of the Club.

4. The Chair, Treasurer and Secretary, or where 12.7 applies another senior member of the club, shall be authorised signatories to sign cheques on behalf of the Club. Two signatories shall be needed on all cheques, direct debits or standing order payment authorisations.

5. The financial year of the Club shall run from 1st November to 31st October

6. A copy balance sheet and income/expenditure account duly certified by the Inspector shall be made available to the Club members at the AGM.

7. No two members of the same family may be signatories on any bank account operated by the club.

## 13. Amendments to the Constitution

1. This Constitution may only be amended by a proposal passed by a majority of members present with entitlement to vote at an Annual or Extraordinary General Meeting.

2. Any amendment to the Constitution must be submitted to the Secretary, no less than 28 days before the date of the meeting.

3. Such proposed amendments will be circulated to the membership by the Secretary no less than 21 days before the date of the meeting.

## 14. The Dissolution of the Club.

1. Any resolution to dissolve the Club may be passed at any General Meeting provided that:

    1. the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and

    2. at least twenty eight days notice of the proposed resolution shall be given in writing by the secretary to all members, and

    3. such a resolution shall receive the assent of two thirds of those present and entitled to vote.

2. In the event of the dissolution of the Club the following provisions shall be made for the properties of the Club:

    1. Five bosses, five stands, five beginners bows together with five sets of bracers, tabs, etc. in reasonable condition shall revert to Beeslack Community Education Centre;

    2. The remaining archery equipment shall be donated to the Eastern Area of Scottish Archery for the purpose of assisting in setting up of new Clubs;

    3. All monies that remain shall be donated to a registered charitable organisation which is to be decided by Club members at the time of dissolution.

## 15. Club Rules

1. The Management Committee may at any meeting amend or delete Club rules as they see fit.

2. Any amendments to the rules will be circulated to the members as soon as practicable after the meeting

3. The Club rules will be held as an appendix to this document.

## 16. Data Protection

The data protection policy is available on the club website www.penicuikarchers.co.uk, or on request to the Secretary.

## 17. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Penicuik Archers.

SIGNATURES

| | | | |
|---|---|---|---|
| Chair | Lance Hawker | Secretary | Brian Imrie |
| Date | 03/11/2023 | Date | 03/11/2023 |

# CLUB RULES Appendix 1

**SAFETY**

1. GNAS rules of shooting must be observed at all times.

2. During outdoor Club shoots, the shooting area will be cordoned off and warning signs displayed.

3. In the absence of the Field Captain, an experienced senior archer present must assume this responsibility.

4. Any junior member, aged under 10 who joins the club, must join with an appropriate adult member.

5. All junior members under the age of 12, must be accompanied by a parent or guardian at all times during a Club session.

6. The parent/guardian of a junior member, who is over 12, but under 16 years of age, will inform the Field Captain, a member of the committee or a coach, of the arrangements to collect that junior member at the end of the session.

7. Archers wishing to shoot on any target day must be present at least 20 minutes before shooting is due to commence. Any latecomer must join the Round/Rounds being shot after reporting to the Field Captain of the day to ensure that space is available. No arrows lost as a result of being late can be made up, SIGHTERS OR OTHERWISE

**LOST ARROWS**

8. A search for a lost arrow will be conducted when an arrow is declared as lost. Where an arrow cannot be found after an exhaustive search, all shooting will cease, and every archer present will undertake a search for the arrow, and if necessary, a grid search will be undertaken. If after this search the arrow is still lost, details will be placed in the 'lost arrow book'.

9. Notification will be made at the earliest opportunity to Penicuik High school, Penicuik Centre and Midlothian Council of the lost arrow, and the area in which is it believed to be in.

10. Where an arrow is later found, it will be removed from the lost arrow book, and Penicuik High school, Penicuik Centre and Midlothian Council will be informed that the arrow has been found.

**FEES**

11. AGB, SAA and AREA FEES: payable on joining the Club, and there after every September, or date, as prescribed annually by AGB, SAA and Eastern Area.

12. CLUB MEMBERSHIP FEES: payable on joining the Club, and thereafter every September at the time of paying annual affiliation fees. Club fees for the forthcoming year will be set at the AGM. Where a member joins the club part way through the year, fees will be in the same proportion as AGB/SAA fees.

13. VISITORS FEES: AGB or WA affiliated members who visit the club and wish to shoot, may do so (unless prohibited under Section 7.2.1 of the constitution) on production of a current affiliation card and payable each time an archer, who is not a member of the club, shoots at a club session, as agreed annually at the AGM or an EGM.

## Appendix 2 - Version control

## 2013 amendments

| Clause | Amendment |
|---|---|
| 3 | After "Grand National Archery Association (GNAS)", add *trading as Archery GB (AGB)* and after "the Eastern Area of the SAA add" *(EA)* |
| 4.1 | Between "Membership of the Club is open to all individuals who are members of GNAS/*AGB,* or" and "International Archery Federation (FITA), provided they comply with this Constitution." add *the World Archery (WA) formerly known as the* |
| 4.2 | After GNAS add AGB |
| 6. | Delete all and replace with<br>1. The Club will adopt the Child Protection policy of the SAA as being that of the Club.<br><br>*2. THE club will register with the Central Registered Body in Scotland (CRBS) and ensure that all coaches affiliated through the club, those affiliated members assisting coaches and the Child Protection Officer become members of the Protecting Vulnerable Groups scheme (PVG).*<br><br>*3. The Child protection Officer will be responsible for ensuring that copies of PVG membership obtained for club members are kept secure in a lock fast container and that only those persons requiring access to these records do so.* |

**2014 Amendments**

| Clause | Amendment |
|---|---|
| 6.2 | Replace the words "the Central Registered Body in Scotland (CRBS)" with" Volunteer Scotland Disclosure Services (VSDS)" |
| Insert at 12.7 | No two members of the same family may be signatories on any bank account operated by the club |
| Rule 11 | Replace referenced to GNAS with AGB |
| Rule 12 | replace the words "January, as agreed annually at the AGM." With "September at the time of paying annual affiliation fees. Club fees for the forthcoming year will be set at the AGM. Where a member joins the club part way through the year, the club fees will be in the same proportion as AGB/SAA fees." |
| Rule 13 | Replace all existing wording with "VISITORS FEES – AGB or WA affiliated members who visit the club and wish to shoot, may do so on production of a current affiliation card and payment of a visitors shooting fee. Such fee will be set at the AGM" |

**2015 Amendments**

| Clause | Amendment |
|---|---|
| 3 | Insert the words 'trading as Scottish Archery' after Scottish Archery Association (SAA) |
| 4.3 | delete 'club member or member' after each membership category |
| 4.3, 4.8 | Replace all references to 'associate member 'with 'non affiliated member' |
| 4.8,4.9 | add 'and SAA' after GNAS/AGB |
| 4.10 | delete 'or direct'``` |
| 4.11 | add 'direct or non-affiliate' after junior affiliate |
| 4.12 | Replace 'Affiliate member' with 'Senior non affiliated member' |
| Insert at 4.14 | 'For the avoidance of doubt, an archer who affiliates directly to GNAS/AGB only, will be treated as a visiting archer' |

| | |
|---|---|
| 5.1, 9.1, 10.3, 11.1, 11.3, 12.4 | replace Chairperson and Vice Chairperson with Chair and Vice Chair |
| 6.3 | replace ‘for club members with ‘members of the club’ |
| 8.1 | delete ‘at approximately twelve monthly intervals’ |
| 9.3 | replace ‘senior member’ with ‘senior affiliate member’ |
| 12.2 | replace ‘at the Annual General Meeting’ with ‘at the AGM or and EGM’ |
| Rule 12 | Replace ‘January’ with ‘September’ |
| Rule 13 | Replace ‘payable each time an archer shoots, as agreed annually at the AGM.’ With ‘payable each time an archer, who is not a member of the club, shoots at a club session, as agreed annually at the AGM or an EGM.’ |

**2019 Amendments**

| Clause | Amendment |
|---|---|
| 1.1 | Delete ‘for those aged 18 years and over’ |
| 1,2 | Delete in its entirety |
| 4.7, 4.8, 4.9 | Delete all reference to ‘junior club’ |
| 12.4 | Insert after secretary ‘or where 12.7 applies another senior member of the club,’ |

**2022 Amendments**

| Clause | Amendment |
|---|---|
| 4 | Removed category "Life" member |
| 7.2.1 | Extended membership to also cover shooting as a visitor. |
| Rule 13 | Clarification that visitor shall not be excluded by item 7.2.1 of the constitution |
| 16 | Renumber to 17 to allow for Data Protection section |
| 16 | Added reference to the Data Protection Policy being available on the website, or on request to the secretary. |
| Section Index | Updated to include new section and page numbers |