

# **Constitution and Rules**

## **Pines Park Archers**

**As of 22<sup>nd</sup> April 2014**

### **1. Name**

The club is called Pines Park Archers (known as “The Club”) and will be recognised by the National Field Archery Society (NFAS).

### **2. Aims and objectives**

The aims and objectives of the club will be:-

- To foster and promote the sport of field archery for ALL styles, abilities and ages, both amateur and professional, especially within the family.
- To promote the club within the local community and Archery in general.
- To manage the shooting grounds in Sansom Wood (known as “the woods”) within the limits of the permit issued by Forest Enterprises.
- To offer coaching designed to acquaint both archers and non-archers in the safe use of all forms of archery equipment for recreation only.
- To ensure a duty of care to all members of the club.
- To foster the spirit of goodwill, fellowship and sportsmanship among archers.
- To ensure that all present and future members receive fair and equal treatment.
- Pines Park Archers will not support in any way the use of the bow for the purpose of hunting game. This is illegal in the UK.

### **3. Membership**

The membership should consist of officers and members of the club.

All the membership will be subject to the regulations and the constitution. By joining the club you will be deemed to accept these regulations and the codes of conduct that the club has adopted.

Membership is subject to approval from the Committee.

Members will be enrolled in one of the following categories:-

- Individual member
- Associate member
- Family member

- Honorary life member

#### 4. Membership Fees

Membership fees will be set annually by the Executive Committee and agreed at the Annual General Meeting.

Fees will be paid annually by 1<sup>st</sup> April each year.

#### 5. Officers of the club

The officers of the club will be:-

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Shoot Secretary
- Junior Officer (Non-voting)

Officers will be elected annually for the term of one year at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election. The committee has the right to co-opt a member on to the committee to fill a vacancy.

To be elected an officer of the club, an individual must have been a full member of the club for a minimum of three years, unless co-opted by the committee to fill a vacancy.

#### 6. Committee

The club will be managed through the Committee consisting of:-

Chairman, Vice Chairman, Secretary, Treasurer, Shoot Secretary, Junior Officer. Only these posts (except Junior Officer) will have the right to vote at meetings of the Executive Committee.

The Committee will convene no less than Four times per year, which will be open to all the membership unless the executive committee deem the meeting to be held 'In Camera'.

The quorum required for business to be agreed at Committee meetings will be 3.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Committee will have power to appoint sub-committees as necessary and appoint adviser to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or breach the conditions of the permit.

The Committee will be responsible for taking any action of suspension or discipline following such hearings.

#### 7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31<sup>st</sup> March each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

#### 8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Chairman. Not less than 28 clear days notice to be given to all members by post.

Nominations for officers of the Committee must be sent to the Secretary no later than 7 days prior to the AGM.

Elections of Officers are to take place at the AGM.

The AGM will receive a report from all the Officers of the Executive Committee and a statement of the accounts.

Only fully paid up adult members of Pines Park Archers have the right to vote at the AGM.

The quorum for AGMs will be 25% of membership on day of AGM.

The Committee has the right to call Extraordinary General Meetings (EGM) at anytime, the membership may petition the Committee to call an EGM if 33% of the membership have signed the petition (Procedures for EGMs will be the same as for the AGM.)

#### 9. Discipline and appeals

All complaints regarding the behaviour of members/officers should be submitted in writing to the Committee.

The Committee will meet 'in camera' to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the

termination of membership, if the complaint is upheld.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member(s) against whom the complaint was made within 30 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being notified. The committee will consider the appeal within 30 days of the Committee receiving the appeal. The appeal must be lodged within 7 days of initial outcome being notified, to the committee.

The Committee or the member against whom the complaint was made has the right to have the appeal heard by 3 ordinary members of the club who have not been involved in the complaint in the first stage.

#### 10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain after ALL liabilities have been discharged will become the property of the membership and at the AGM/EGM a decision will be made on how the remainder will be dealt with.

#### 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. (The quorum for AGM will be 25% of membership on the day of the AGM).

#### 12. Club and Course Rule

The Shooting Grounds shall only be used by the members of Pines Park Archers, unless as part of an official 'Open Shoot' or other organised shoot.

### **RULES FOR SHOOTING IN THE WOODS**

- ❖ On hearing:- **STOP, HALT, FAST OR HOLD** you must cease shooting and put down your bow.
- ❖ To shoot in the woods there must be two full members of Pines Park Archers over the age of eighteen.
- ❖ There is to be no smoking in any part of the wood.
- ❖ All archers in an OPEN shoot must be members of the NFAS and have their membership card with them, and have their arrows marked in accordance with NFAS rules.
- ❖ Do not walk around with arrows in your hand.

- ❖ Do not loose an arrow if you cannot see where the arrow will land.
- ❖ Do not loose an arrow if your footing is not secure.
- ❖ Never point your bow at any person or animal.
- ❖ Keep back whilst other members of your group are shooting.
- ❖ Never run in the woods.
- ❖ When scoring, drawing or looking for lost arrows, at least one adult member of a group must remain standing in front of the target.
- ❖ Always wait until the people drawing arrows from the boss are well clear of the targets before shooting.
- ❖ ANYONE suspected of being under the influence of Alcohol and/or Drugs (prescription or other) will be removed from the woods.
- ❖ Anyone found or seen to be acting improperly will be cautioned by a committee member and may be asked to leave the woods.
- ❖ There will be no shooting on the day before an open shoot until all the work has been completed, and the course layer has given the all clear and permission to shoot.

### 13. Declaration

Pines Park Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed

Date

Mick Dews, Chairman

Neil Page, Vice Chairman

Barry Buckley, Treasurer

Moira Hodgkinson, Shoot  
Secretary

Winnie Smith,

Club Secretary