



Buchan Archers Constitution

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1. Name

For Legal and Trading purposes, The Club Name will be “**BUCHAN ARCHERS**”. The club is constituted in Peterhead, Scotland.

2. Aims and Objectives

The aims and objectives of the Club will be:

- to offer coaching and participation opportunities in Archery
- to promote the Club within the local community and Archery
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the Club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- Full Member
- Disabled Member
- Junior Member
- Associate/Non-Shooting Member

4. Membership fees

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

Senior	£ 40.00
Family (Up to 3 members)	£ 80.00/£75.00 (Equivalent cost of eldest 2 members)
Junior (8-16 yrs)	£ 35.00
Disabled/Concession	£ 35.00
Non Shooting	£10.00
Outdoor Shooting Fees	£15.00 (Buchan Aero Club)

Club membership fees are to be paid within one month of joining or, for existing members within one month of notification of fees becoming due. Outdoor shooting fees are to be paid by the last day of January.

Target Fees are to be paid on the day of the Club shoot:-

Senior	£ 5.00
Disabled/Concession	£ 4.00
Junior	£ 3.00



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5. Officers of the Club

The executive officers of the club will be:

- Chair
- Vice Chair
- Club Secretary
- Treasurer
- Child Protection Officer

The non executive offices will be :

- Head Coach
- Records Officer
- Equipment Officer

6. Executive Committee

The Club will be managed through the Club Executive Committee consisting of:

Chair, Vice Chair, Club Secretary, Treasurer and CP Officer.

Only these posts will have the right to vote at meetings of the Club Executive Committee.

Members of the committee should hold office for 3 years to encourage continuity but in a staggered pattern.

The Club Executive Committee will be convened by the Secretary of the Association/Club and meetings held no less than 4 times per year.

The quorum required for business to be agreed at Club Executive Committee meetings will be: 3

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

The Club Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Executive Committee as necessary to fulfil its business.

The Club Executive Committee will be responsible for disciplinary hearings of members who infringe the Association/Club rules/regulations/constitution. The Club Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

Office Bearers are as follows :-

Chair	Alan Reid	(Signatory)
Vice Chair	Kimberley Mackenzie	(Signatory)
Secretary	Peter Brown	
Treasurer	Sean Perry	(Signatory)
Child Protection Officer	Peter Fowlie	



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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: 30th September.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. This statement will be reviewed by an independent party – which can be another senior member of the club – of no relation to the office bearer.

Any cheques drawn against Club funds should hold the signatures of any 2 authorized signatories.

The Club Bank Account is for Club use only, and shall be used for the purchase of Club Equipment and incidentals required by the Club, as well as the depositing of funds i.e. Membership/Target fees, Grants etc. The Club Bank account is not to be used for personal purposes.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

A minimum of 3 members of the executive committee must be present for the AGM to proceed.

The AGM will receive a report from officers of the Club Executive Committee including a statement of the accounts.

Nominations for officers of the Club Executive Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members aged 16 and over have the right to vote at the AGM.

The quorum for the AGM will be 25% of the current club membership.

The Club Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/Governance from the Archery GB website.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people 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.



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All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

The Club Executive Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club only. ***[Please note that clubs can not terminate the Archery GB membership of individuals].***

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Club Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

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 Association/Club that remain will become the property of other Clubs with similar objectives to those of the Club.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.