



Wallingford Castle Archers

Club Administrative Procedures

1. Adoption of the Articles of Association

1.1. Wallingford Castle Archers adheres to and follows the Articles of Association as held by Companies House. This document contains additional rules to those laid out in the articles.

2. Name

2.1. The Club will be called Wallingford Castle Archers (“the Club”) and will be affiliated to the Southern Counties Archery Society, the County of Oxfordshire Archery Society, and the national governing body, Archery GB. The company limited by guarantee will be called Wallingford Castle Archers Limited (“the Company”) and exists to govern and manage the activities of the Club.

3. Aims and Objectives

3.1. 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 in archery;
- to provide training times specifically dedicated to junior members;
- 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; and
- to ensure that all present and future members receive fair and equal treatment.

Additionally the Club will comply with all of the requirements of a Community Amateur Sports Club as set out by HM Revenue and Customs including but not limited to:

- being open to the whole community;
- being organised on an amateur basis;

- have as its main purpose the provision of facilities for, and the promotion of participation in, one or more eligible sports;
- reinvesting any surplus income or gains in the club.

4. Membership

4.1. All members of the Club (“Club Members”) will be subject to the regulations of the Club Administrative Procedures, and by joining the club will be deemed to accept the regulations and codes of conduct that the Club has adopted.

4.2. Members will be enrolled in one of the following categories:

- Full senior member
- Associate member
- Junior member
- Concession member

A Club Member will be eligible for the concession membership rate if he/she is either between the ages of 18-24 inclusive or classified as disabled.

4.3. Any Club Member who is a Full senior member or Concession member will also be a member of the Company (“Company Member”).

4.4. All Company Members will be guarantors of the Company and the amount guaranteed will be £1 per Company Member.

4.5. Membership fees will be set annually by the Management Committee and confirmed at the Annual General Meeting (AGM). Fees will be paid monthly.

4.6. Fees are as follows:

- Full senior member: £15 (for a minimum term of 6 months from the first joining date)
- Associate member: £10
- Full junior member: £10
- Concession member: £10

4.7. Applications for membership should be submitted by all prospective Club Members via the form on the Club’s website, whereby they shall be assessed, approved or denied by a Director (item 5.1.).

4.8. Club Members may terminate their membership at any time, provided they have fulfilled the condition set out in item 4.6. by submitting a written request for membership termination to the Directors via email, at which point they will cease to be a Member and guarantor of the Company. No exclusively verbal requests for membership termination will be accepted.

5. Club Committee and Officials

5.1. The board of Directors of the Company will consist of:

- President
- Chairman

- Secretary
 - Treasurer
- 5.2. The Directors delegate certain responsibilities for the management of the club to a Management Committee. The Management Committee will include such positions as deemed necessary by the Directors and is likely to include:
- Equipment Officer
 - Records Officer
 - Junior Representative
- 5.3. Directors will serve a 3 year term, after which the position will be filled by election at the AGM. Outgoing Directors will be eligible for re-election.
- 5.4. Appointees to positions on the Management Committee will be selected annually at the AGM, unless a vacant position exists prior to the AGM at which point the process for appointment will be decided upon at the discretion of the Directors.
- All positions will be considered contestable at the AGM with the incumbent appointee eligible for re-appointment.
 - Where positions are uncontested, or when a prospective appointee is deemed to be unsuitable for the role, the ruling of the appointment will be determined by the Directors.
 - Where positions are contested by 2 or more prospective appointees, the appointment will be decided in one of two ways:
 - the Directors appoint both Members
 - the decision will be put to a Club Members vote
 - In order to be eligible to act as a Director, the individual must be a Company Member, thereby fulfilling the criteria established in item 4.4..
 - In order to be eligible to be appointed to a position on the Management Committee, the Club Member must be a Full senior member, Full junior member or Concession member.
- 5.5. The Management Committee:
- will be responsible for adopting new policy, codes of conduct, and rules that affect the organisation of the Club;
 - will have the power to appoint and dissolve sub-committees as necessary;
 - will have the power to appoint and remove advisers to the Club and its committees; and
 - will have the power to call an Extraordinary General Meeting (EGM).
- 5.6. The Quorum required for business to be agreed at Committee meetings will be three quarters of the total number of club Officials elected to the relevant committee.
- 5.7. Any Club Member may request to sit in on a Management Committee meeting, but may only join discussions if invited to do so.
- 5.8. The Directors will be solely responsible for disciplinary hearings of Club Members who infringe upon the Club rules, regulations or constitution. The Directors will

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

6. Finance

6.1. The financial year of the Club will end on: 31st July

7. Annual General Meetings

7.1. Notice of the Annual General Meeting (AGM) will be given by the Secretary.

7.2. Not less than 21 clear days' notice will be given to all members.

7.3. The AGM will receive a report from Directors and a statement of the audited accounts.

7.4. Nominations for Directorial positions open for election will be sent to the Secretary prior to the AGM.

7.5. Nominations for appointees to positions on the Management Committee should be sent to the Secretary prior to the AGM. The Directors will meet to decide which positions to hold elections for during the AGM.

7.6. Elections for Directors will be passed by a majority vote of those Company Members in attendance.

7.7. Elections for appointees to positions on the Management Committee will be passed by a majority vote of those Club Members in attendance.

7.8. Resolution of all Company matters raised will be passed by a majority vote of those Company Members in attendance.

7.9. All Club Members are eligible to raise a motion on Club matters at the AGM.

7.10. Resolutions of all Club matters raised will be passed by a majority vote of those Club Members in attendance.

7.11. All Company Members (as defined in item 4.4.) are eligible to vote on Company matters at the AGM.

7.12. All Club Members are eligible to vote on Club matters at the AGM.

7.13. Junior Club Members aged 14 or over are entitled to a vote at the AGM. For those junior Club Members of age 13 and under, their vote will be passed to a parent or guardian. Juniors between the ages of 14 and 18 may also chose to pass their vote to a parent or guardian. If the parent or guardian is themselves a Club Member then any votes passed to them by junior Club Members will be in addition to the vote they possess in their own right.

7.14. Requests for the right to vote by proxy must be submitted to the Secretary in writing. A form will be provided for the Company Member/Club Member to cast their vote(s) which must be returned to the Secretary no less than 24 hours prior to the AGM.

7.15. The Directors reserve the right to refuse any proxy vote where the form is insufficiently completed or unsigned.

7.16. The quorum for AGMs will be 25% of Company Members.

8. Extraordinary General Meetings

- 8.1. Procedures for any Extraordinary General Meeting (EGM) will be the same as for the AGM.
- 8.2. The Directors have the right to call an EGM at any time.
- 8.3. The Management Committee has the right to call an EGM at any time.
- 8.4. The Club Members may call on the Directors or Management Committee to call an EGM at any time on provision of signatures of 25% of Club Members aged 14 or over being provided to the Directors or Management Committee requesting such.

9. Discipline and Appeals

- 9.1. All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available on the club website, and under Governance from the Archery GB website.
- 9.2. 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.
- 9.3. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 9.4. The Directors will meet to hear complaints within 21 days of a complaint being lodged. The Directors have the power to take appropriate disciplinary action including the termination of membership from the club.
- 9.5. 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.
- 9.6. 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 Directors, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No Directors may sit on this panel.

10. Dissolution

- 10.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of Company Members.
- 10.2. Following a vote in favour of dissolution, dissolution will then take place within the bounds permitted under relevant legislation.
- 10.3. In the event of dissolution, any assets of the Association/Club that remain will become the property of the County of Oxfordshire Archery Society (COAS).

11. Amendments to the Club Administrative Procedures

- 11.1. The Club Administrative Procedures will only be changed through agreement by majority vote at an AGM or EGM.