

# RATPACK FIELD ARCHERS.

## CONSTITUTION AND RULES

**THIS DOCUMENT REPLACES ALL PREVIOUS DOCUMENTS AS OF 18/02/2023**

### Name

The club is called Ratpack Field Archers (known as 'The Club') and will be registered with the National Field Archery Society (NFAS).

### Purpose

Maximise NFAS Field Archery shooting with minimal management.

### Aims and objectives

To promote the sport of NFAS field archery for all styles, abilities and ages. To manage the shooting grounds in Hundredhouse Copse and Barn's Copse. Known as 'Binsted Woods' by the Club and referred to in this document as 'the woods', within the limits of the permit issued by the landlord.

To ensure duty of care, fair and equal treatment, offer coaching designed to acquaint all members in the safe use of all forms of archery equipment for recreation only. Ratpack Field Archers will not support in any way the use of the bow for the purpose of hunting game. This is illegal in the UK.

### 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 and the codes of conduct that the Club has adopted. Membership is subject to the approval from the Committee. Members will be enrolled in one of the following categories:

Individual member (shooting member)

Associate member (non-shooting member)

Honorary life member. (Bestowed by the membership at an AGM)

All junior members **must** be accompanied by a parent / guardian.

### Officers of the club

The Officers of the Club will be:

Chairman: to assist the Committee in all matters and holds casting vote. (voting Officer)

Secretary: responsible for day to day running of Club.(voting Officer)

Treasurer: responsible for monetary issues. (voting Officer)

Executive: to assist the Committee in all matters. (voting Officer)

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 until the next AGM.

### Committee

The Club will be managed through the Committee consisting of at least the listed Officers. The Committee will convene 4 times a year . Any additional meetings will be called by the Committee as required. The quorum required for business to be agreed at Committee meetings will be three voting Officers. The Committee will be responsible for adopting new policy, codes of conduct, annual fees and rules that affect the organisation of the Club. The Committee will have power to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business. The Committee will be responsible for disciplinary hearings of members who infringe NFAS rules, 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.

### Finance

Club money will be held as petty cash or banked.

The Club Treasurer will be responsible for the finances of the Club and it's budget.

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

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

Account signatures will be any 2 of 4, who will consist of Treasurer and one of the following. Chairman, Secretary, Voting Executive.

All Club debits must be paid where possible before the end of the year(March 31<sup>st</sup>)

Fees are due by the 1st April. Members will need to renew their membership before 1<sup>st</sup> April to insure they are carrying current cards when they wish to shoot.

The Treasurer will present quarterly accounts at each quarterly Committee meeting.

A Club and NFAS membership list must also be provided to the Secretary by the Treasurer.

Accounts to be audited annually.

### Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 1 months notice to be given to all members. Elections of Officers are to take place at the AGM. Nominations for Officers of the Committee must be presented at the AGM

with the nominee's prior consent. The AGM will receive a report from the Officers of the Executive Committee and a statement of the accounts. Only fully paid up adult members of Ratpack Field Archers have the right to vote at the AGM. The quorum for AGMs will be six paid up members on the day of the 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 20% of the membership have signed the petition (Procedures for EGMs will be the same as for the AGM.)

**Discipline and appeals**

All complaints regarding the behaviour of members/Officers should be submitted in writing to the Committee. The Committee will meet 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 the complaint in the first stage.

**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 be offered to other archery clubs or sports charities. The Committee at the AGM/EGM will make the decision on how this will be dealt with.

**Amendments to the constitution**

The constitution will only be changed through agreement by a committee majority vote as required, unless the changes are required by UK Law, NFAS Rules or landlord rental requirement.

**Club and Course Rule**

The Shooting Grounds shall only be used by the members of Ratpack Field Archers, unless as part of an official 'Open Shoot' or other organised shoot. An archer's membership must be current for them to shoot. In the post does not count as membership. Insurance requirements are that members hold a current Club and NFAS membership. New members cannot shoot until the Club has seen proof of NFAS membership and they also hold a current Ratpack Field Archers membership. Guests must produce current NFAS membership cards or be attending a pre-arranged Club event.

Other rules as set out in Appendix 1

**Declaration**

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

Name				
Position	Chairman	Secretary	Treasurer	Executive Officer
Date				
Sign				

**Appendix 1**

**RULES FOR SHOOTING IN THE WOOD**

- 1) Follow all NFAS rules as per their handbook. All archers must be members of the NFAS and have their current NFAS & Club membership card with them when shooting. **Exception to membership are those attending instruction courses (these people will be covered for 6 sessions by NFAS insurance if booked in on that day).**
- 2) Do not pick the flowers or shoot or touch the animals.
- 3) No smoking on the courses.
- 4) Smoking at the container area is permitted.
- 5) Always wait until the people are well clear of the shooting lanes before shooting.
- 6) Always during shooting days (non-shooting days will be announced) follow the set course in the correct direction.
- 7) Always wear stout footwear as there are adders in the wood. Be careful when searching for lost arrows.
- 8) Be vigilant at all times as it is not unknown for people to leave the bridle path contrary to the many warning signs.
- 9) Take your litter home including broken carbon arrows.

10) No dogs except assistance dogs which must be kept on a 2 metre lead at all times.(deer in the woods)

### **Important dates**

April 1<sup>st</sup> fees due.

Committee meetings, January, April, July and October.

January Committee meeting, proposed Club fees & estimated accounts for year.

January announce AGM. AGM reminders to Club in May.

February (last week) all debts paid. Notify Club of new fees.

Rent due first of the month by standing order.

### **Appendix 2**

## **GDPR**

General Data Protection Regulation 25th May 2018

Any reference to "Club" or "the Club" means Ratpack Field Archers. By joining the Club you automatically agree that the following data will be held by the Club Secretary and the Club Treasurer. (Title, Full Name, Address, Telephone number(s), Email address, NFAS membership number, Date of birth for Junior members and next of kin phone number.

Members bank details are not held by the Club.

No data on any member will be passed to a third party without their consent.

The only exceptions are:

1. Committee members contact details will be displayed on the Club website.
2. The Club Secretaries contact details are published in the NFAS Magazine and NFAS website.
3. The Club Treasurers contact details are published on Club membership forms.
4. The Club members name and NFAS number will be displayed inside the club hut.

When member's subscription expires, their details are kept for a year and then removed from Club records.

All block emails sent by the Club Secretary or the Club Treasurer will be sent BCC. This will protect members email addresses from being seen by other members.

Unless advised otherwise in writing, the Club may use the names and /or photographs of Club members (except Juniors) in any publication either print or electronic that the Club has direct control over.

Names and/or photographs of Junior members will not be used by the Club without written permission of the parent/guardian.

When members wish to advertise equipment for sale, their contact details (name, phone number and/or email address) will be attached to their advert.