



Dunbrody Archers

Club Constitution

Est. 2004

1. Name

- 1.1 The name of the club is Dunbrody Archers, hereafter referred to as “the Club”.
- 1.2 The overall running of the Club shall be managed by an elected Committee.
- 1.3 The Club is affiliated to the Irish Field Archery Federation (hereafter abbreviated to IFAF) whose Shooting Rules shall be accepted.

2. Club Membership

- 2.1 FULL membership may be granted to anyone on payment of the relevant fee and completion of the membership requirements laid out by Dunbrody Archers, and IFAF. Adult FULL members have full voting rights. Cubs and Juniors have NO voting rights.
- 2.2 The Committee shall set the membership fees. Annual fees shall be payable before the end of July. Any new member joining from the 1st of February shall pay 50% of the annual fee. Any new member joining during June or July shall pay the full fee, which will suffice until 31st July of the following year. Any member whose membership has lapsed shall pay the full fee to join at whatever date.
- 2.3 Anyone starting with the club must either complete a Dunbrody Archers New Archer course OR in the case of an archer already registered with a recognised archery body, must be proposed and seconded by a current member of Dunbrody Archers of good standing, one of whom must be sitting on the current, elected committee.
- 2.4 Any/all persons under the age of 18 shall not be allowed to attend training sessions or any other archery event hosted by us or any other club unless accompanied by a parent or guardian.
- 2.5 Membership of the Club shall cease in all or any of the following circumstances:
 - 2.5.1. If a member gives notice of resignation in writing to the Secretary.
 - 2.5.2. Any members who wilfully refuse or neglect to comply with any of the provisions of the Club Rules or shall be guilty of any conduct objectionable to other members of the Club or prejudicial to the interests of the Club shall be liable to expulsion by Resolution of the Committee provided that not less than two weeks’ notice shall be given by the Secretary in writing to any such members of the intended Resolution and the nature of the allegation made against him/her. A member at his/her option shall be entitled to give an explanation in writing or to attend the meeting of the Committee at which the Resolution is to be considered and to give such explanation or make such defence in person as they may think fit. The Committee shall have absolute and unfettered discretion to accept or reject any such explanation or defence and its decision to expel any member shall be final and conclusive. Any person, on ceasing to be a member of the Club shall forfeit all right to claim upon the Club, its property and funds. No member is entitled to a refund of any membership fees.

3. The Committee

- 3.1 The Committee shall consist of the Chairperson, Secretary, Treasurer, Members Representative and Facilities Manager. These roles will be nominated at an AGM. The Committee will be supported in the every day running of the club by an Extended Committee. Extended Committee roles will reflect the needs of the club at the time and will not require nomination at an AGM. Extended Committee members may attend meetings if required but will not have voting rights.
- 3.2 Election of the Committee shall be by a show of hands at an AGM. Voting shall be by those present and eligible to vote. In the event of two or more vying for the same position it will go to a private ballot. Only adult members with current, valid club membership are eligible to stand for nomination to the committee,
- 3.3 All members of the Committee shall hold office for one year. All Committee members may stand for re-election after their term of office expires. No one person can hold the same committee position for any longer than 3 consecutive years.
After a 1 year break the individual may be re-elected to the same or another position on the committee.
- 3.4 The committee will hold scheduled meetings on the first Tuesday of every month if required
Committee members will be notified by text the previous week. All efforts shall be made to convene said meetings at a time and place to ensure maximum attendance.
- 3.5 At all Committee Meetings four elected Committee members shall form a quorum.
- 3.6 Each Committee member shall be entitled to one vote except the presiding chairperson who shall cast the deciding vote only in the case of a tie.
- 3.7 Online Committee Meetings will be only used for emergency meetings or should our movements be restricted. Meetings to be arranged for after training nights in the hall or in the woods.

3.8 Duties of the Committee Members:

3.8.1. The Chairperson shall:

- 3.8.1.1. Present an agenda for all general meetings of the Committee.
- 3.8.1.2. Preside at general meetings of the Committee.
- 3.8.1.3. Co-ordinate the activities of the Club.

3.8.2. The Secretary shall:

- 3.8.2.1. Assure the proper publication of official notices and reports and shall keep the archives of the Club and support weekly update of club website.
- 3.8.2.2. Ensure that Committee members receive an agenda for general meetings and a copy of the minutes of such meetings
- 3.8.2.3. Ensure that all members of the Club receive notice of Annual General Meetings and Extraordinary General Meetings.
- 3.8.2.4. Ensure that at least 2 members of the committee have access to all club email, social media and website accounts.

3.8.3. The Members Representative shall:

- 3.8.3.1. Encourage and support member engagement with club activities
- 3.8.3.2. Represent the interests and opinions of members at Committee meetings
- 3.8.3.3. Receive and evaluate suggestions from the membership on the running of the club and its activities and present these to the Committee where appropriate.
- 3.8.3.4. Plan and organise events and activities for members.

3.8.4. The Treasurer shall:

- 3.8.4.1. Co-ordinate the financial affairs of the Club.
- 3.8.4.2. Keep adequate accounts for the Club.
- 3.8.4.3. Deposit all monies to the Club account.
- 3.8.4.4. Present a statement of accounts supported by an official bank statement at every Committee meeting.

3.8.5. The Facilities Manager shall

- 3.8.5.1. Co-ordinate and manage the woods courses and equipment to include course setting and maintenance.
- 3.8.5.2. Keep Inventory of all club equipment in both the woods and youth centre.
- 3.8.5.3. Keep the Committee informed of any equipment which needs to be purchased or replaced.

4. Meetings

- 4.1 The Annual General Meeting will be held during the month of January.
- 4.2 No AGM will be held on the same day as any other event or IFAF event.
- 4.3 AGM's will be held in the hall so as to be convenient to the majority of Club members.
- 4.4 All members shall be informed of the agenda a full 14 days before the AGM.
- 4.5 The business of the AGM shall be the Minutes of the previous AGM, Matters arising from these minutes, Officers' Reports, The Election of Officers, Any Other Business and provisionally setting the date for the AGM the following year.
- 4.6 An Extraordinary General Meeting may be called by the Committee, or by the signatures of at least 51% of voting members in support of a notice of motion. The membership shall receive a full 21 days notice and a copy of the notice of motion with printed and legible signatures before any such meetings and only the notice of motion can be discussed at any such meeting.
- 4.7 At an AGM a quorum shall be deemed to be 8 members.
- 4.8 At an EGM a quorum shall be deemed to be all signatories with reasonable exception.

5. Amendments to the Club Rules

- 5.1 Club rules can be changed only following a majority vote at an AGM/EGM. Any such changes shall be communicated to all Club members as soon as possible following any such decision.

6. Social Networking Policy

- 6.1 Dunbrody Archers realises that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of social networking sites such as Facebook, You Tube, Instagram, TikTok, and Twitter, etc. However, Dunbrody Archers is also aware that these sites can become a negative forum for complaining or gossiping and care must be taken. This Policy gives Officers, Club Secretaries and Archers clear guidelines as to what Dunbrody Archers expects of them when accessing these sites.
- 6.2 Guidance For Officers, Club Secretaries and Archers: If an Officer, Club Secretary or Archer has their own personal profile on a social media website, they should make sure that others cannot access any contents, media or information from that profile that: they are not happy for others to have access to and/or which would undermine their position as an Officer, Club Secretary or Archer of Dunbrody Archers. As a basic rule, if you are not happy for others seeing particular comments, media or information then simply do not post these onto a public forum site. When using social media sites, Officers, Club Secretaries and Archers should consider the following:
 - 6.2.1. Changing the privacy setting on their profile so that only people they have accepted as friends can see their comments.
 - 6.2.2. Review who is on your 'friends list' on your personal profile. In most situations it would be common practice and sense to not accept 'friends requests' if you do not actually know the person(s) concerned.
 - 6.2.3. Ensuring personal blogs have clear disclaimers that the views expressed are personal and not representative of Dunbrody Archers.

6.2.4. Breach of the IFAA Code of Conduct will result in disciplinary action and may result in the termination of your membership.

6.2.5. All Officers, Club Secretaries and Archers must ensure that they are respectful toward:

6.2.5.1. the club Dunbrody Archers, the Society of Irish Field Archers, fellow Officers, Club Secretaries and paid members and their parents/guardians and visitors to the club.

6.2.5.2. Officers, Club Secretaries and Archers should be aware that any disrespectful comments to any of the above might be seen as libellous and could result in disciplinary action or the termination of their membership.

6.2.5.3. The IFAF logo or derivative thereof may not be used without written consent from IFAF.

6.2.5.4. Dunbrody Archers members are at all times ambassadors for the sport of Archery, for their Club and for IFAF. Beware of your actions being captured via images, posts or comments online as these will reflect on the sport of Archery, your Club and IFAF.

6.2.5.5. Please note – an Officer, Club Secretary or any Archer making extreme slanderous, derogatory or inflammatory remarks may also put themselves at risk of legal proceedings.

29/01/2024

I hereby have read and understood this document and agree to abide by it.

Block Letters

Signature Member/Parent/Guardian

Date