



# Wymondham Archers Constitution

## 1. General

**1.1** The Club shall be Called “Wymondham Archers” hereinafter shall be referred to as “the Club” and shall be affiliated to Archery GB

**1.2** The Club shall be affiliated to Southern Counties Archery Society “SCAS” and Norfolk Archery Association “NAA”.

**1.3** The Club shall make its best endeavours to provide a duty of care to all the members of the Club, with no exceptions.

**1.4** The Club shall make its best endeavours to provide all its services in a way that is fair and reasonable to all its members.

**1.5** The Club shall make its best endeavours to current and future members to receive fair and equal treatment.

**1.6** The address of the Club shall be that of the current Secretary.

**1.7** Nothing shall be included in this Constitution which conflicts with that of the governing rules set by Archery GB.

**1.8** A copy of this constitution shall be made available to all club members.

**1.9** The shooting regulations as prescribed in the Archery GB “Rules of Shooting” shall be accepted as governing the relevant branches of the sport of Archery practised by the Club and all its members.

**1.10** The Constitution of the Club shall not be altered or amended except at an AGM (**7.1**) or EGM (**7.3**). Members wishing to move a proposition designed to alter or amend the constitution shall submit it to the secretary not less than 28 days before the meeting at which the proposition is to be considered. Notice of such a proposition which it is intended to move shall be sent to all members entitled to receive notice of such meetings.

## 2. Aims and Objectives

**2.1** The objective of the Club shall be the promotion and practice of Archery in all its forms, with the exceptions of Hunting and Crossbow shooting.

**2.2** To encourage progression and development in the sport by tuition, coaching and competition.

**2.3** To be an equitable and socially inclusive club.

## 3. Membership

**3.1** All members shall accept the jurisdiction of the Club and the committee.

**3.2** All members shall be subject to the regulations laid out in this constitution, and upon their joining the Club it shall be deemed that they fully accept these regulations.



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**3.3** Members of the Club shall be in one of the following categories:

- Senior Member
  - A paying senior member of the club who also shoots.
- Junior Member
  - A paying junior member of the club who also shoots.
- Non-Shooting Member
  - A paying or non-paying member of the club who contributes to the running of the club.
- Associate Member
  - A member of the club who may be a senior or a junior but who has Wymondham Archers as their second club.
- Honorary Life Member
  - As detailed in **3.5**.

**3.4** The Clubs Membership categories will fall in line with those used by Archery GB. However, archers who are 16 years of age or older shall be permitted to vote at meetings.

**3.5** Any person who the Club may wish to honour as an Honorary Life Member, for distinguished service to the Club may be elected by a vote of the committee and confirmed by a motion at any General Meeting of the Club. This member shall thereafter be in the category of Honorary Life Member and shall be exempt from Club Membership, but not from fees paid to affiliating bodies.

**3.6** All members shall be subject to any Archery GB fee structure as they are applied within any age category.

**3.7** Juniors under the age of 16 must be accompanied throughout the shooting session by a Parent/legal guardian. Juniors aged 16 and over may shoot without parent/legal guardian.

**3.8** Persons wishing to join the Club must first attend an archery beginners course run to Archery GB standards and have achieved the required safety standards for archery to satisfy the course instructors.

**3.9** Beginners completing a course at other locations to the Club or experienced archers who wish to join the Club will be assessed for competent set up and safe shooting prior to being invited to join the Club. Demonstration of competence will be assessed by any member of the coaching team, or any member approved by the committee for that purpose.

**3.10** All members of the Club must also be members of Archery GB. Persons highlighted in 3.8 and 3.9 shall be allowed to shoot upon receipt of a completed application form and membership fee. All new membership applications shall be reviewed and ratified by the committee at its next meeting.

**3.11** All members with the exception of honorary life members **3.5**, shall pay an annual club subscription at the rates agreed upon at AGMs.

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accessible The Club shall provide a discretionary payment structure for those who cannot afford to pay, so they can still become a member of The Club and fully participate in Archery.

**3.12** All subscriptions to affiliating bodies shall be paid to the club by the 31<sup>st</sup> August every year. Remaining Club Fees may be paid in full each year by 31<sup>st</sup> August or within an agreed payment period and be equal to the full payment option as determined by the committee of The Club. Anyone who has not paid their subscription by the 30<sup>th</sup> September of that same year must re-apply for membership and although they are eligible to continue to shoot, if they are an Archery GB member, they will only be able to shoot on Club nights and will be required to pay visiting fees for shooting until membership is resumed. Non-members may be asked to show their Archery GB cards prior to shooting.

**3.13** If the committee decides there are extenuating circumstances regarding section 3.12, this requirement may be waived.

**3.14** Anyone who joins the Club after the 31<sup>st</sup> August shall have the AGB fee structure applied to their payments. Members who join The Club after 31<sup>st</sup> August will be subject to pro rata payments diminishing monthly as the year progresses based upon current fees applied by The Club – as published annually at the AGM of The Club. Those members may pay in one go or within an agreed payment option as determined by the committee of the club.

**3.14** Anyone who joins the Club after the 31<sup>st</sup> August shall have the AGB fee structure applied to their payments. Pro Rata diminishing monthly payments will be applied as the year progresses based on current fees applied by the club, as agreed annually at the AGM. Members may pay in one go or within an agreed payment option as determined by the committee of the club.

**3.15** Any visiting archer must be a member of Archery GB and have an up-to-date membership card or proof of their renewal and may then only shoot with the permission of the Field Captain of the day. They shall be subject to a visitor's target fee at the discretion of the committee.

**3.16** Visiting Archers fees will be set at the AGM each year.

**3.17** Visiting archers will be permitted to shoot at The Club on Club Nights only.

**3.18** Partner Archery Clubs will be determined at the AGM each year.

## 4. Management

**4.1** The management of the Club affairs shall be entrusted to the committee, who will act in the best interest of the Club and its members.

**4.2** In case of emergency, the Chairperson, Vice-Chairperson, Secretary or Treasurer, shall have full power to act as they deem necessary.

**4.3** At meetings of the committee and at all AGMs **7.1** and EGMs **7.3**, in the event of an equal vote, the Chairperson or Vice-Chairperson in the former's absence is entitled to an additional deciding vote.

## 5. The Committee



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**5.1** The Committee shall consist of: Chairperson, Vice-Chairperson, Secretary, Treasurer, Known as Executive Officers. These positions must be held by separate people who must be fully paid-up members of the Club over the age of 18.

**5.2** Non-executive Committee positions include Coaching Officer, Records Officer, Competitions Officer, Safeguarding Officer, Website & Social Media Officer, Equipment Officer and Junior Members Officer. Additional Positions of Assistant Treasurer, Assistant Equipment Officer, Catering and Social Officer and Ordinary Committee members may be appointed as necessary. At least 50% of the non-executive members of the committee must be fully paid-up members of the Club, and over the age of 16. The Committee may also appoint a Minute taker who shall have no voting rights.

**5.2** Non-executive Committee positions include Coaching Officer, Records Officer, Competitions Officer, Safeguarding and Welfare Officer, Website & Social Media Officer, Equipment Officer, Fundraising and Development Officer, Health and Safety Officer and Junior Members Officer. Additional Positions of Assistant Treasurer, Assistant Equipment Officer, Catering and Social Officer and Ordinary Committee members may be appointed as necessary. At least 50% of the non-executive members of the committee must be fully paid-up members of the Club, and over the age of 16. The Committee may also appoint a Minute taker who shall have no voting rights.

**5.3** An Executive officer may only hold one executive position but may hold one other position. Other officers may hold no more than two positions.

**5.4** The committee must have at least 8 meetings in a year.

**5.5** All positions of the committee will run for 1 year. All officers Shall be eligible for re-appointment if they wish, without a need to be proposed or seconded. A committee meeting with the newly appointed officers must be held no longer than 14 days after the AGM.

**5.5** All positions of the committee will run for 1 year. All officers Shall be eligible for re-appointment if they wish, in the absence of any other candidates. A committee meeting with the newly appointed officers must be held no longer than 14 days after the AGM.

**5.6** All positions must be proposed and seconded no later than 7 days before the AGM. These proposals will be overseen by the current Secretary. In the situation where two people are proposed for the same post the Secretary will arrange for a show of hands vote, to be held at the same AGM.

**5.7** If a committee member is absent for 4 consecutive committee meetings with the exception of the additional positions highlighted in 7.2, it shall the be considered that this member cannot fulfil their duties and automatically forfeits their position. It shall then be up to the remaining officers to elect a person to fill the interim until the next AGM.

**5.8** The Committee may appoint Sub-Committees, which shall include at least one officer, and may delegate to such Sub-Committees powers within the limits defined at its formation.

**5.9** Members of the Committee can form a Quorum which will consist of any 4 members of the Committee, which must include any of the executive committee. Any Quorum meeting must produce minutes and present them at the next full committee meeting.



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**5.10** The Members of the committee shall act as field captains and vice field captains on club target days, if no members of the committee are present then appointed persons shall take on the roles of field captain and vice field captain for the session.

**5.11** Committee member's roles and responsibilities are outlined on a separate document.

## 6. Finances

**6.1** All monies, property and funds received on behalf of the Club shall remain the property of the Club.

**6.2** No above-mentioned property of the Club may be distributed amongst members of the Club or third parties, except for any reimbursements for products or services purchased by a member for the sole use or benefit of the Club. Approval for purchases for the club exceeding £50.00 can only be approved by the majority of the committee; no fewer than 5 officers.

**6.3** The funds of the Club shall be vested in the elected Officers of the committee to be used for the benefit of the Club and its members.

**6.4** The Club shall maintain a bank account in the Club's name. Any withdrawals from this account must be signed by any two of the following, Chairperson, Treasurer, secretary and assistant treasurer.

**6.5** The accounts shall be assessed annually to be arranged by the standing treasurer, after approval from the committee members.

**6.6** The treasurer shall report at each committee meeting the current financial state of the Club. And is required to provide an annual summary of the financial position of the Club at each AGM.

**6.7** The Club accounts must be available for inspection at any time during the course of the year, with 14 days minimum notice.

## 7. Annual General Meeting (AGM)

**7.1** The AGM shall be held during March every year, at a time and place determined by the committee.

**7.1** The AGM shall be held no later than the second week in September every year, at a time and place determined by the committee.

**7.2** The purposes of the AGM are

- To receive reports from the officers of the Club.
- To receive accounts, from the previous year.
- To establish the membership and target fees for the coming year.
- To elect the Executive and Other Officers of the Club.
- To transact other business on the agenda.

**7.3** Not less than 21 days clear notice of such meeting shall be sent to each member, all business for the agenda, including proposals for officers are to be with the secretary 14 days



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before the meeting. The agenda shall be despatched to all club members at least 7 days before the meeting.

**7.4** An Extraordinary General Meeting “EGM” may be called by the committee. Any three club members may submit an application for such a meeting to the committee, but it shall be upon the discretion of the committee as to whether they act upon this. The notice, however, must be brought to the attention of the next committee meeting. If ten or more club members submit an application for such a meeting, then it must take place.

**7.5** Notice of an EGM shall be sent to all members 21 days before by the Secretary. Any propositions to be moved to an EGM must be included in the notice of any such meeting.

## 8. Welfare, Discipline and Appeals

**8.1** Should a complaint arise against a club member; it must be referred to the committee who will take whatever action they deem necessary to protect the interests of the Club members. The committee’s decision will be final.

**8.2** The Club committee shall have the right to terminate membership of any individual for any of the following reasons:

- Actions detrimental to the Club or its members.
- Abusive behaviour towards other club members.
- Reckless behaviour.
- Endangering the safety of others.
- Non-payment of club subscriptions.

**8.3** The Club subscribes to the Archery GB policy for the protection of children, young people and vulnerable adults, and all concerns shall be recorded and responded to swiftly and appropriately in accordance with the Archery GB policy.

**8.4** The Club Safeguarding Officer is the primary contact for all club members in the event of any child protection and vulnerable persons concerns.

## 9. Dissolution

**9.1** The decision to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the current membership.

**9.2** In the event of the dissolution of the Club, the equipment can be passed on or sold to any other clubs in Norfolk. The assets shall then be disposed of to recognised charitable foundations or organisations.

## 10. Declaration

**Wymondham Archers hereby adopts and accepts this constitution as a current guide regulating the actions of its member.**

Signed Chairperson:

Date:

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# Wymondham Archers Constitution

Name:

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Signed Secretary:

Date:

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Name:

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