



ANDOVER ARCHERS



CONSTITUTION

November 2011

Incorporating

ANDOVER JUNIOR ARCHERS and ANDOVER DISABLED ARCHERS

Affiliated to Hampshire Archery Association, Southern Counties Archery Society and G.N.A.S,

1) **Name**

The name of the Club is Andover Archers (hereinafter called "the Club").

The Club incorporates Andover Junior Archers and Andover Disabled Archers, which bodies exist only for the purposes of affiliation to appropriate organisations but otherwise have no existence separate from the Club.

2) **Address**

The postal address of the Club is that of the current Secretary or of the current Chairman if the post of Secretary is vacant.

3) **Object**

The object for which the Club is established is

To promote and encourage the sport of archery

In furtherance of the above object, the Club shall have the following powers:-

- a) To encourage and promote participation in the activities of the Club by individuals, clubs and other organisations concerned with the sport of archery.
- b) To invest the monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit.
- c) To do all other lawful things necessary to carry out the objects of the Club providing always that:-
- d) In raising funds for its objects the Club shall not undertake any permanent trading activities.
- e) The income and property of the Club shall be used only to promote the objects of the Club as described in this Constitution.

4) **Dissolution**

If upon the winding up of the Club there remains after the payment of all debts and liabilities any funds or properties whatsoever, they shall not be distributed among the members of the Club, but shall be transferred to some other organisation having similar objects to the Club.

5) **Membership**

Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities.

All members of Andover Archers will affiliate to the Hampshire Archery Association and the Southern Counties Archery Society. Annually each September, through the Club, the members will pay the fees as stipulated by each body.

The Club shall provide for the following categories of membership:-

- a) **Senior Member** – any person of 18 years or older who has been accepted as a member of the Club and has paid to the Club the prescribed Club, National and other affiliation fees for the year or be a direct members of GNAS who acknowledge Andover Archers as their primary Club.
- b) **Junior Member** – any person of less than 18 years who has been accepted as a Junior member of the Club and has paid to the Club the prescribed Club fees for the year.
- c) **Disabled Member** – any person who is registered disabled and has been accepted as a disabled member of the Club and has paid to the Club the prescribed Club affiliation fees for the year.
- d) **Honorary Member** – any person upon whom the Club has conferred this title in recognition of services to the Club or to archery in general.
- e) **Senior Associate Member** –. The number of Senior Associate Members is limited to existing associates, no further associates will be accepted.
- f) **Junior Associate Member** –Only applicable to existing associates, no further associates will be accepted.
- g) **Affiliate** – any non shooting person who wishes to be associated with the Club, having paid a donation equal to a visitors fee.

6) Duties and privileges of members

- 6.1 Every member shall be bound to further the objectives of the Club and shall observe these Rules and those of the Hampshire Archery Association, Southern Counties Archery Association and GNAS.
- 6.2 All members shall be entitled to ready access to the general communications of the Club, to be present at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer. The club house notice board should be a primary source of advertisement of these events.
- 6.3 All classes of members over the age of 16 shall be entitled to vote at Club General Meetings.
- 6.4 Membership of the Club will terminate if:-
 - 6.4.1 a properly authorised form of resignation is received, or
 - 6.4.2 membership fees remain unpaid two months after the due date, or
 - 6.4.3 the individual ceases to qualify under these rules, or
 - 6.4.4 membership is terminated under clause 7.
- 6.5 No member whose affiliation fees are in arrears shall:-
 - 6.5.1 be allowed to shoot or participate in any of the activities of the Club.
 - 6.5.2 vote at a meeting of the Club.

6.5.3 hold office in the Club.

6.5.4 requisition a Special General Meeting.

6.6 When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by GNAS. Members will also follow carefully any additional guidance given in the Club handbook and arising out of the agreements for the use of our shooting facilities.

6.7 All members will use their best efforts to ensure the safety and security of the property and equipment of the Club and will play an appropriate part in the maintenance of the property and equipment.

6.8 Each junior member of the Club who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian when shooting at the Club.

6.9 Junior members of the Club may shoot only if accompanied in accordance with the Child Protection Plan.

7) Discipline

The Club Committee reserve the right of membership of the Club and reserve the right to suspend members.

- a) Before any disciplinary action, the member shall be given at least 21 days notice in writing and shall be granted the opportunity to be heard by the Committee.
- b) The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.
- c) The member shall be allowed 21 days from the date of communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, with the Secretary of the Club. The Committee shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged whichever is the sooner.
- d) In the event of an appeal against the decision of the Committee, Head of Rules for GNAS shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.
- e) The Panel may hear such witnesses and consider such evidence as it shall think fit and its decision shall be binding both upon the appellant and the Club.

8) Applications for membership

An application for membership shall be submitted to the Committee for approval. The application form shall contain all the data needed to complete GNAS affiliation and membership record forms. All members will be expected to complete a membership renewal form for each new Club year. Information shall include current address, telephone number and email address.

9) Dues

All Club dues shall be as determined by the Club Committee from time to time and approved by the members in General Meeting.

- a) Club fees shall become due within one month of the AGM. Affiliation fees will be due in accordance with the requirements of the relevant bodies.
- b) The Club Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of the Club for any period.

10) The Club Committee

The Club Committee shall consist of the following officers whose services shall be purely honorary:-

Chairman	(Executive officer)
Secretary	(Executive Officer)
Treasurer	(Executive Officer)
Tournaments Organiser	
Equipment Officer	
Members Representative	
Records Officer	

11) Committee Meetings

The Club Committee will hold advertised, regular formal Committee meetings.

- a) A quorum of not less than four members of the Committee is required for a meeting to proceed, two of whom must be from the Chairman, Secretary or Treasurer. The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any sub-committees set up for whatever purpose. The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.
- b) All decisions affecting the business and membership of the club shall be taken at formal committee meetings.
- c) In the case of an emergency any two of the Executive Officers shall have full powers to act together. But any decision must be reported and approved by a club committee meeting as soon as is reasonably possible.
- d) Any Members described in Clause 5.a), 5.c) or 5. d), are eligible to be elected to the Committee.
- e) No member shall be permitted to serve on the Committee of Andover Archers and the Committee of another Archery Club simultaneously.
- f) In the event of an official position becoming vacant during the year, the committee shall have the right to co-opt a replacement from within the club membership.
- g) The Committee may decide from time to time to co-opt other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the membership.
- h) If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting, then those present shall appoint one of their number to chair the meeting.
- i) Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the Chairman shall have a second or casting vote.
- j) If the numbers of committee members are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting of the Club.

- k) The Committee may at any time set up or dissolve standing or ad-hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of such Committees must be minuted and reported to the Club Committee as soon as possible.
- l) The Committee will maintain and publish a set of Club Rules for the guidance and observance by the membership.
- m) Any Committee member may be dismissed and replaced if he/she has, without satisfactory cause, missed 3 consecutive meetings.

12) Elections

All members of the Club Committee shall be elected for a one-year period at the Annual General Meeting of the Club. The retiring Committee members shall be eligible for re-election, subject to clause 11 d

- a) The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.
- b) All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 14 days before the date of the General Meeting at which the election will take place. Nominations must show the name of the proposer(s) and must confirm that the candidate named is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in an emergency.
- c) Any casual vacancy in the Committee may be filled by the Committee from those eligible, but any person so appointed shall retire at the end of the next General Meeting.
- d) A member of the Committee shall cease to hold office before the end of the elected term if:
 - I. By notice in writing, he or she resigns.
 - II. He or she ceases to meet the conditions of eligibility for membership of the Committee.
 - III. He or she is removed from the office by a resolution of the Club members in General Meeting.

13) General Meetings

The General Meeting of the Club shall be held once in every calendar year, on or before October 31st, as the Annual General Meeting.

- a) All those entitled to receive the notices of the Club (Rule 13) will be given at least 21 days notice of any General Meeting specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted. Notice will be given to all those entitled by email or via notice on the web-site.
- b) All General Meetings of the Club other than the Annual General Meeting shall be called Special General Meetings.
- c) Special General Meetings of the Club may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Committee, or by at least one quarter of the full members of the Club. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

14) Proceedings at the Annual General Meeting

The business of the Annual General Meeting shall be:-

- a) To present the Notice of the meeting.

- b) To receive the report of the auditor.
 - c) To approve the annual accounts and balance sheets.
 - d) To approve the annual report of the Committee.
 - e) Amendments to the Constitution.
 - f) To appoint the auditor for the following year.
 - g) To fix Club subscription levels for the following year.
 - h) To elect/confirm the new Committee members.
 - i) To agree outline the next years programme of events and activities as known.
1. The minutes of the previous AGM will be reissued 28 day prior to the date of the Annual General Meeting. Any points of correction or matters arising must be notified to the Club Secretary in writing not less than 14 days before the date of the meeting for inclusion in the agenda. No other points of correction or matters arising will be conducted at the Annual General Meeting.
 2. Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of specific detail in the agenda. All Special Business items must be submitted to the Club Secretary in detail in writing not less than two weeks before the date of the meeting for inclusion in the agenda. No other business will be conducted at the Annual General Meeting. All points so raised should be addressed. The Committee reserve the right to deal with any such matter by means of a statement at the meeting or by raising the issue for discussion, whichever is deemed appropriate.
 3. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, the quorum shall be ten members or one quarter of the membership of the Club, whichever is less.
 4. If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting if convened on a call from the members, shall be dissolved. In any other case, it shall stand adjourned to such other time and place as the Chairman shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be a quorum.
 5. The Club Chairman will take the chair at every General Meeting. If the Chairman is not present within 15 minutes after the appointed time, then the members present will appoint one of their number to take the chair.
 6. An election put to the vote shall be decided by the majority vote of those personally present and entitled to vote and those Members who have applied for a "Postal Vote" for this meeting only. In the event of an equality of votes the Chairman shall poll a second or casting vote.

15) Accounts

The Club Committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of the Club's affairs with regard to:-

1. The assets and liabilities of the Club.
2. Income and expenditure and the matters giving rise to such income and expenditure.
3. All sales and purchases of goods and services by the Club.

4. The books of account shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current Secretary and shall be made available for examination at every meeting of the Club Committee.
5. Once at least in every year, the Club Committee shall present to members in General Meeting, income and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date.
6. The financial year of the Club shall be from October 1st to September 30th.

Audit

At least once in every year, the accounts of the Club shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors.

- a) The auditor(s) shall be appointed at the Annual General Meeting of the Club and shall not be a member or Committee member.

16) Amendments to the Constitution

The Club Constitution may only be amended at a General Meeting of the Club.

- a) All proposals for changes to the constitution must be lodged with the Club Secretary 14 days prior to the A.G.M.