

ARUNDOWN ARCHERY CLUB

CONSTITUTION

NAME

The Club shall be called Arundown Archery Club, hereinafter referred to as *the Club*.

ADDRESS

The postal address of the Club for the purpose of correspondence shall be that of the Secretary for the time being; or, if the post of Secretary is vacant, the Chairman for the time being.

OBJECT

The object of the Club shall be the practice and promotion 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 and organisations concerned with the sport of archery
- b) To affiliate directly, or indirectly by being part of an organisation that is a constituent of, to the Controlling Bodies of the Sport of Archery at International, National, Home Nation, and Regional Levels, who respectively for the time being are The World Archery Federation, hereinafter referred to as *WAF or FITA* ; The Grand National Archery Society trading as ArcheryGB, hereinafter referred to as *GNAS or Archery GB* ; The English Archery Federation hereinafter referred to as *EAF* ; The Southern Counties Archery Society, hereinafter referred to as *SCAS* ; The Sussex County Archery Association, hereinafter referred to as *S.C.A.A.*; Or to their legitimate direct successors or operational subsidiaries as necessary.
- c) To participate and be represented in the activities of the Sussex County Archery Association
- d) To invest the monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit
- e) To do all other lawful things necessary to carry out the objects of the Club providing always that
 - i. In raising funds for its objects the Club shall not undertake any permanent trading activities
 - ii. The income and property of the Club shall only be used to promote the objects of the Club as described in this Constitution

ACTIVITIES

- f) Activities of the Club shall be carried out in accordance with the Rules annexed to this Constitution.
- g) Activities and Operations shall be decided and managed through the voluntary consensual co-operative collaboration of the members.
- h) The Club shall strive to provide the best achievable facilities and activities for its members, but there shall be no obligation to provide specific services or facilities.

AMENDMENTS

The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club.

DISSOLUTION

The Club may only be Terminated and Dissolved by resolution at General Meeting

In the eventuality of the club being wound up, after settlement of all outstanding debts and liabilities, any remaining assets shall be realised and donated to the Royal National Lifeboat Institute.

Adopted: 13th December 2009

Revised: 7th May 2016, 15th April 2023

ARUNDOWN ARCHERY CLUB
(Formed 1954)

RULES

1. GENERAL

- 1.1. The Sport of Archery practiced by the Club and its members shall be organised and carried out in accordance with the G.N.A.S. / ArcheryGB Rules of Shooting.
- 1.2. The funds and property of the Club shall be vested in the Chairman, Secretary and Treasurer for the time being.
- 1.3. All monies and sums received on behalf of the Club shall remain the property of the Club and there will be no distribution of such funds amongst the members.
- 1.4. No alterations will be made to these Rules which will result in conflict with those of the G.N.A.S. or S.C.A.S or S.C.A.A.

2. MEMBERSHIP

- 2.1. There shall be the following Classes of Members: -
 - 2.1.1. Senior Members
 - 2.1.2. Junior Members
 - 2.1.3. Honorary Members
- 2.2. Any person interested in Archery who has completed a suitable course of training, and has demonstrated that they are a safe and responsible archer, shall be eligible for admittance; if above the age of 18 as a Senior Member, or under that age, as a Junior Member.
- 2.3. Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for Life or for a specified period of time. Honorary members will be responsible for paying their own affiliation charges to County, Regional and National Bodies.
- 2.4. All paid-up members shall have the right to attend Club General Meetings and to vote at the meetings, and are entitled to receive notices of Club Activities and all General Meetings of the Club.
- 2.5. Full Club Membership is only open to archers who are affiliated to G.N.A.S.
- 2.6. Members who are affiliated to G.N.A.S, S.C.A.A., and / or S.C.A.S. through other clubs may still elect to compete on behalf of the Club so long as National, County and Regional Rules permit it under the particular circumstances that apply. Members who have affiliated though a Club in another County (than Sussex) will need to pay a Sussex affiliation charge in order to compete in events organised by S.C.A.A..
- 2.7. All members shall accept the jurisdiction of the Club, and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.
- 2.8. Members are to abide by the spirit of the G.N.A.S. motto, and to comply with G.N.A.S. Codes of Conduct and Practice, and to do their best to support and advance the aims of the club, and not to do anything that would have a detrimental effect on the future of the Club, its dealings with its landlords or official bodies, or on members, guests or potential members.
- 2.9. The Club and its Members shall apply suitable standards of Conduct, Equality, and Care in all Club activities and dealings. In pursuance of this principle, the Club shall subscribe to and abide by the Codes and Policies of the Controlling Body (as defined in the Constitution) in respect of Etiquette, Conduct, Equality and the Protection of Children and Vulnerable Adults.
- 2.10. All members are to participate fairly in accordance with their age and ability in running and operating the club and in setting up and packing away equipment or assisting with organisation and management of activities and venues.
- 2.11. All members are to use their best efforts to ensure the safety and security of property and equipment and take care not to abuse or damage club property and facilities, and should contribute their skills and effort to construct, maintain and repair equipment for the benefit of all.
- 2.12. All members are to submit to the control and direction of the landlords and their employees in respect of premises used by the Club, including abiding by temporary or permanent restrictions imposed on use of parts of the premises assigned to the Club, and also when on other parts of the School Premises not assigned to the Club

- 2.13. New members will be considered as novices under probation for their first year. The committee shall have the power to terminate, or to decline renewal of, membership, if at any time during this period it is felt that a novice member's conduct is not acceptable. Any fees paid will not normally be refundable.
- 2.14. If in the opinion of the Committee any member who has completed their probationary period shall have willfully or repeatedly violated these Rules, or have engaged in conduct detrimental to the best interests of the Club which makes it undesirable that such member should remain a member of the Club, then an E.G.M. shall be called. The member concerned shall have the right and opportunity to be heard at the meeting. The Club shall decide the outcome by two-thirds majority of those present and entitled to vote, and may then reprimand, suspend or expel such a member, without being called upon to state a reason to any but the member concerned. The Club's decision at G.M. shall be final. The Club shall be free, if it so decides, to publish its decision in any medium, including the journals of the national or international archery bodies, and to notify the County, Regional and National Archery Bodies to which it is affiliated.
- 2.15. In addition to the foregoing, Membership will terminate if a Member submits a proper Resignation to the Club Committee, or if Membership Subscription remains unpaid for more than two months after the due date.

3. ADDITIONAL REQUIREMENTS FOR JUNIOR MEMBERS

- 3.1. Junior Members may only take part in the activities of the club when there are at least two adults present, at least one of whom shall be a full Member of the Club.
- 3.2. A parent or responsible guardian must be present at all times when Juniors under 14 years take part in the activities of the club.
- 3.3. If a parent or guardian of any Junior Member who is using the Club Facilities is not present, appropriate arrangements must have been made for the collection or transit of the Junior away from the Club Facilities, so that Club Members are not by default left responsible for the safety of the Junior.

4. MANAGEMENT

- 4.1. The management of the Club's affairs shall be entrusted to the Club Committee.
- 4.2. A Chairman, Secretary and a Treasurer shall be appointed by members in General Meeting which shall determine the terms of their appointments from time to time.
- 4.3. The day-to-day and routine management of the Club's activities shall be delegated to the Club Officers either individually or working together. Matters concerning significant changes to operation of the Club's activities, including Location, Premises, Membership and other similar issues shall be publicised to the Membership and resolved at Committee or General Meeting as appropriate. In emergencies requiring immediate action, the Chairman, Secretary and Treasurer may act together in the interests of the Club.
- 4.4. The Club Committee shall consist of: -
 - Chairman
 - Club Secretary
 - Treasurer
 - Membership Secretary
 - Safeguarding Officer
 - Records Officer
 - Equipment Officer - Targets and Range Equipment
 - Equipment Officer – Beginners and Have-A-Go
 - Training and Lessons Organiser
 - Tournament Organiser
 - Match Secretary
 - Social Secretary
 - Communications / Website Officer
 - Senior Shooting Member
 - Junior Shooting Member
- 4.5. All Committee Members, except those co-opted for particular purposes and who do not otherwise take part in the normal activities of the Club, shall be Full, paid-up, Members of the Club.
- 4.6. No member shall hold the position of Chairman for more than six successive years.
- 4.7. Retiring committee members shall be eligible for re-election in General Meeting.

- 4.8. Committee members may hold more than one position, but at no time should the Committee comprise less than three persons or less than half the club membership if the Club has fewer than six members.
- 4.9. The Club Committee may co-opt additional members to serve on the Club Committee when considered to be expedient. Co-opted members may not serve for more than a twelve month period without ratification by General Meeting.
- 4.10. The Club Committee may appoint sub-Committees and may delegate to such Committees powers within defined limits.
- 4.11. The Club Committee and Officers should use appropriate means to publicise the activities of the Club and to distribute news and information to all members. Suitable arrangements are to be put in place to ensure that communications sent to the Club by means in general use at the time are directed to the Club Secretary and individual Officers as appropriate.

5. ELECTIONS

- 5.1. All members of the Club Committee shall be elected annually at the Annual General Meeting of the Club. The retiring Committee members shall be eligible for re-election.
- 5.2. The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected
- 5.3. 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 emergency.
- 5.4. Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.
- 5.5. A member of the Committee shall cease to hold office before the end of the elected term if he or she:
 - 5.5.1. by notice in writing, resigns
 - 5.5.2. ceases to meet the conditions of eligibility for membership of the Committee
 - 5.5.3. is removed from office by a resolution of the Club members in General Meeting

6. MEETINGS:

- 6.1. A General Meeting shall be held annually at which in addition to other business, the officers shall be elected and vacancies on the committee filled. The financial record books shall be open for inspection and awards shall be given.
- 6.2. At General meetings a quorum shall be eleven Members, or two-thirds of the Club Membership, whichever is less.
- 6.3. All those entitled to receive the notices of the Club will be given at least twenty one days notice of any General Meeting (unless the meeting is called in response to an Emergency, see below), specifying the day, the hour and the place of the meeting and in the case of Extraordinary or Emergency General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice shall be sufficient proof of notice and the accidental omission to give such notice or the non receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.
- 6.4. Extraordinary General Meetings may be called at any time at the request of at least one third of the members or the committee by simple majority. The purpose of an Extraordinary General Meeting is to deal with business, such as changes to the constitution, that need to be considered and approved or rejected at a General Meeting, when there is feeling that the business needs to be dealt with before the next Annual general Meeting. Requests for convening an Extraordinary General Meeting are to be delivered to the Club Secretary, who, within fourteen days, is to notify all Club Members of the date and time of the meeting, giving at least twenty one days, but not more than forty two days, notice.
- 6.5. Emergency General Meetings may be called at any time at the request of at least one third of the members or the committee by simple majority. The purpose of an Emergency General Meeting is to deal with matters of considerable urgency requiring rapid decisions and action, and possibly adoption of temporary policies or measures, but shall not involve permanent changes to the constitution of the Club. Requests for convening an Emergency General Meeting are to be delivered to the Club Secretary, or in their absence, the

Chairman, who, at the earliest opportunity will contact all members to request that they attend, and if any member is unable to attend to obtain that member's agreement or disagreement that the decision of the meeting will be binding. If it is not possible to contact any Full Member who has attended at least two Club Target Days in the preceding three months, then it will be taken that the member does not agree to the decision of the meeting being binding. If, after attempting to contact every Club Member, the aggregate number of members known or deemed to disagree exceeds one third of the membership, then decisions taken at the Emergency General Meeting will be noted, but will be subject to ratification by simple majority of all Full Club Members (by calling another meeting for that purpose, or holding a postal vote) at the earliest possible opportunity, before being implemented.

- 6.6. All requisitions for Extraordinary or Emergency General Meetings shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting
- 6.7. Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary not less than twenty eight days before the General Meeting at which such proposition is to be considered. Notice of such proposition which it is intended to move shall be sent to all members entitled to receive notice of such Meeting.
- 6.8. Club Committee meetings shall be held at suitable intervals as determined by the Committee
- 6.9. Any Member wishing to present anything to the Committee must submit their proposal to the Secretary, Treasurer or Chairman who in turn will either by agreement present it to the committee on the Member's behalf, or call the Member to attend the next suitable committee meeting to present it themselves.

7. CONDUCT OF MEETINGS

7.1. Committee Meetings

- 7.1.1. No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members
- 7.1.2. 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
- 7.1.3. The Committee members shall meet together for the conduct of business, as they shall decide. 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
- 7.1.4. The Committee members may act notwithstanding any vacancy in their body, but if the numbers 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.
- 7.1.5. 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
- 7.1.6. 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
- 7.1.7. 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.

8. Proceedings at General Meetings

- 8.1. The ordinary business of the Annual General Meeting shall be:
 - 8.1.1. To present the Notice of the Meeting
 - 8.1.2. To approve the Annual Accounts and Balance Sheets
 - 8.1.3. To approve the Annual Report of the Committee
 - 8.1.4. To fix club subscription levels for the following year
 - 8.1.5. To elect the new Committee members.

- 8.1.6. 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. No other business will be conducted at the Annual General Meeting
- 8.2. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be eleven members or two-thirds of the membership of the Club, whichever is less. 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
- 8.3. The Club Chairman will take the chair at every General Meeting. If the Chairman is not present within fifteen minutes after the appointed time then the members present will appoint one of their number to take the chair.
- 8.4. A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote. In case of an equality of votes, the chairman shall poll a second or casting vote
- 8.5. All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.

9. MEMBERSHIP CHARGES and USE OF FACILITIES

(The expression 'facilities' is to include premises used by the Club, equipment provided or used by the club whether owned by the club or not, and any event, service or instruction session provided by the Club)

- 9.1. Membership will run from 1st October to 30th September of the following year. Subscriptions and affiliation payments will become due on 1st October each year at the rates proposed by the Treasurer and approved by the committee.
- 9.2. The Club Committee may, in its absolute discretion, waive, cancel, or reduce payment to the Club of Membership Charges or other indebtedness for any period.
- 9.3. Members joining the Club for the first time later than 1st January may be offered a concessionary pro-rata membership charge for the remainder of the year to 30th September. *(Note that the G.N.A.S. affiliation period runs from 1st October to 30th September, at the time of writing is subject to pro-rata adjustment if new members join after 1st April.)*
- 9.4. In addition to Membership Subscriptions, 'per use' charges may become payable for using the club facilities at times other than Sundays. Such charges must be paid promptly, usually at the time of use. Some of these payments may be directly payable to the Landlord as a concession for using the premises outside the guaranteed contracted times.
- 9.5. Keys and/or Combination Codes to Club Stores and Buildings will only be issued to Full Members who have achieved a level of competence sufficient to act as the Field Captain of a Club Target Day.
- 9.6. The door locks and/or combination codes of the Club stores may be changed at the end of each Membership year. In which case members are to return any keys issued for the preceding year. Replacement keys and/or combination codes will be issued to members upon renewing their membership. No member except the treasurer may hold more than one year's keys at any one time.
- 9.7. Shooting shall only take place on designated range areas. Use of the outdoor and indoor ranges is strictly limited to times agreed with the Landlords.
- 9.8. Shooting may only take place when there are at least two archers present, at least one of whom must be a Full Member eligible to hold a store key. Whenever possible, at least three people should be present who are all capable of contributing to the safe operation of the Range.
- 9.9. Club members may use outdoor and indoor ranges for practice but priority must be given to archers shooting recognised rounds on club target days and beginners under instruction on beginners evenings. Under these circumstances club members practicing shooting must conform with the instructions of the acting field captain controlling the target session or the beginners.
- 9.10. A Club Target day may be any day when permitted by the Landlords throughout the year.
- 9.11. Shooting on a Target Day should start punctually, but if expedient or mutually agreed or requested, the start may be deferred at the field captain's discretion. If the date or time of a

target day is to be varied other than as described above, the membership must be notified either by means of a bold notice displayed on the club notice board for at least two weeks before the altered date or by informing all active club members individually.

9.12. Admission of individual archers to indoor shooting will be at the Committee's discretion.

10. USE OF CLUB FACILITIES BY NON-MEMBERS

10.1. Any person who takes part in shooting activities who is not a Full Club Member, by reason of being a Visitor or being under instruction, or taking part in a 'taster' or 'have-a-go' session or similar, must submit themselves to the control and direction of the Club while on the Club Range(s) and associated areas, and also submit to the control and direction of the landlords and their employees when on other parts of the venue not assigned to the Club.

10.2. Visitors shall be allowed to shoot at any practice or target day meeting by permission of the field captain or a Committee member. The visitor shall pay a fee determined from time to time by the committee.

11. INSTRUCTION AND TRAINING

11.1. The Club will strive to provide a good standard of Beginner Instruction and on-going Support and Training to help the development of all members as they wish and require.

11.2. The Club will charge for Instructing Beginners unless, for reasons of goodwill, a concessionary rate or free instruction is offered to groups or individuals. Funds raised from Instruction will be used to defray costs in equipment, consumables and office costs, and premises hire.

12. FUND RAISING ACTIVITIES

12.1. The Club may augment Subscription Income by conducting events, or other fund-raising activities as may seem appropriate and viable.

12.2. The Committee will examine all Fund-Raising proposals, and do its best to ensure that events have been properly planned and publicised to minimise risk of losses and to maximise income.

12.3. Members will be encouraged to assist with these activities, and in particular with the logistics of setting-up, running and dismantling Archery Events.

13. ACCOUNTS

13.1. 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:

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

13.2. 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

14. RECORDS

14.1. The Club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the GNAS Rules of Shooting, by any person, while that person was a member of the Club

14.2. Scores achieved by members shall be forwarded to the S.C.A.A. Records Officer from time to time as necessary in accordance with the requirements of that body