

NORTH DOWNS ARCHERY CLUB

CONSTITUTION

Affiliated to:

- Archery GB
- Southern Counties Archery Society (SCAS)
- Kent Archery Association (KAA)

1. NAME

- 1.1 The name of the Club shall be North Downs Archery Club (formerly Edenbridge Archery Club).

2. OBJECTIVES

- 2.1 The objectives of the Club shall be the promotion and encouragement of Archery and the maintenance of its traditions.

3. ADDRESS

- 3.1 The postal address of the Club shall be that of the Secretary for the time being, or any other address that the Committee may decide.

4. FUNDS

- 4.1 The income and property of the Club shall be applied towards the objectives of the Club as set forth in the Constitution. In the event of closure of the Club all assets shall be passed to the Kent Archery Association.
- 4.2 Any member leaving the Club shall have no right to claim any of the assets of the Club, any of its monetary assets, or any of its equipment, records, or other property.

5. MEMBERSHIP

- 5.1 Full membership of the club shall be open to any person over the age of eighteen years who completes an introductory instruction course, or who is an affiliated member of Archery GB at the time of joining the Club. Introductory instruction courses are held by the Club and are open to all without discrimination. Costs of the introductory course may be discounted from the membership fees as agreed by the committee.
- 5.2 Junior Membership of the Club shall be open to any person under the age of eighteen years who completes an introductory instruction course, or who is an affiliated member of Archery GB at the time of joining the Club. Introductory instruction courses are held by the Club and are open to all without discrimination. Costs of the introductory course may be discounted from the membership fees as agreed by the committee.

- 5.3 The membership fee comprises (1) membership of the Club, (2) affiliation fees to Archery GB, SCAS, and KAA.
- 5.4 Honorary membership of the Club shall be open to any person who, in the opinion of the Committee, shall further the objectives of the Club.
- 5.4.1 Honorary membership of the Club shall be at the discretion of the Committee.
- 5.4.2 An Honorary member who wishes to shoot with the Club shall have his/her affiliation fees paid by the Club.
- 5.5 Associate membership of the Club shall be open to any person who fulfils all other conditions of membership of the Club but who is, at the time of application for Associate membership, a member of another Club affiliated to Archery GB.
- 5.6 Club memberships, (Senior, Junior, Honorary, or Associate) shall be limited at the discretion of the Committee.
- 5.7 Persons wishing to join the Club shall either demonstrate their affiliation to Archery GB or shall pay their affiliation fees at the time of joining. After a period of three months a candidate for membership shall be proposed and seconded by Full Members. The candidate's application for membership shall be considered successful if a majority of the Committee voting on the proposal shall approve.
- 5.8 The Committee shall have the right to refuse an application for membership in line with Article 5.7. The Committee shall be under no obligation to give a reason for its refusal to accept a proposal for membership. A candidate for membership whose application is not successful shall not be permitted to take part in Club activities.
- 5.9 The Committee, or a majority of those members voting at an Extraordinary General Meeting (EGM) called specifically for the purpose, shall have the right to refuse membership of the Club to any person who, in its opinion, is unlikely to fulfil the objectives of the Club and to require the resignation from the Club of any person who acts in a manner detrimental to the interests of the Club.
- 5.10 Any Full member may bring visitors to the Club shooting days provided that the visitor(s) can demonstrate, when challenged, affiliation to Archery GB. The person inviting the visitor(s) shall be responsible for the conduct of the visitor(s).
- 5.11 All persons joining the club shall be provided with a copy of this Constitution. It is a condition of acceptance for membership that all persons joining the club agree to be bound by its terms and conditions and that they have signed the Declaration to that effect (appended at end of this document and to be retained with application form).
- 5.12 All members shall comply with Archery GB Rules of Shooting and Safeguarding guidelines, and those of Kent Archery Association. Copies are available from Archery GB and KAA websites (also on the NDAC website and in the cabin/trolley).

6. OFFICERS

6.1 Management of the Club shall be vested in the Committee.

6.2 The Committee shall consist, as a minimum, of the following officers:-

Chairman

Secretary

Treasurer

Records Officer

Equipment Officer

Child Protection Officer (CPO)

Further positions shall be filled at the discretion of the Committee and shall include but not be limited to:-

Public Relations Officer,

Ordinary Members, to include a Junior Representative if appropriate.

Only persons filling any of the positions above who are Full members of the Club shall have voting rights.

6.3 The period of office for all Committee Officers shall be one year. All Officers may stand for immediate re-election.

6.4 The Committee shall have the authority to co-opt a willing Club member to fill any vacancy that may arise on the Committee.

6.5 The posts of Chairman, Secretary and Treasurer must not be held by people from any one household/family, nor can two bank account signatories be from the same household/family.

6.6 A quorum of the Committee shall consist of a minimum of four officers, of which the Chairman or his/her designate and the Secretary or Treasurer shall be two.

6.7 Each Full Senior Member serving on the Committee, excepting the Chairman, shall have one vote in respect of each proposal considered by the Committee. In the event of there being no majority of votes cast, then the Chairman (if a Full member) shall be allowed a deciding vote. Only Full Members on the Committee have voting rights.

6.8 The Junior Representative shall attend Committee meetings to represent the opinions of the junior membership. Those views shall be given due consideration by the Committee. The Junior Representative shall not be allowed a vote.

7. TRUSTEES

7.1 There shall be at least two but no more than four Trustees of the Club who shall be appointed from time to time as necessary by the Chairman of the Club from among Full or Honorary Members over the age of 18 who are willing to be so appointed. No two trustees may be from the same household/family.

7.2 A Trustee shall hold office for life, or until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

7.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Chairman for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

7.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

7.5 The Trustees shall be indemnified by all members of the Club individually out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. Should the assets of the Club be insufficient to satisfy such liability, costs, expenses of payments the Trustees shall be entitled to a personal indemnity from the individual members of the Club. The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Trustees have been authorised to exceed such limit by a General Meeting of the Club.

8. ANNUAL GENERAL MEETING

8.1 The Annual General Meeting (AGM) shall be held on a date determined by the Committee. Such date shall be no later than six months after the end of the Club's financial year.

8.2 Copies of an Agenda for the AGM and the Accounts of the Club, as prepared by the Treasurer, for the year preceding the AGM shall be circulated to all Club members at least two weeks before the date of the AGM.

8.3 All Full, Junior, Honorary, and Associate members shall be eligible to attend and speak to a proposal at the AGM.

8.4 Junior, Honorary, and Associate members shall not be allowed a vote at the AGM.

- 8.5 Only Full members (as defined by Article 5.1) and those who have been approved for membership by the Committee shall be eligible to vote on any matters that are considered by the Club membership at the AGM.
- 8.6 Notice of the date of the AGM shall be given to each member of the Club at least four weeks prior to such meeting, inviting resolutions for consideration of the Club membership and nominations for the election of Officers.
- 8.7 All nominations for membership of the Committee shall have the verbal or written consent of the nominee(s).
- 8.8 Notice of any resolutions for consideration by the Club membership at the AGM and nominations for election of officers shall be submitted to the Secretary at least two weeks before the date of the AGM.
- 8.9 At AGMs of the Club each Full member present, with the exception of the Chairman, shall have one vote in respect of each proposal considered. In the event of there being no majority of votes cast, then the Chairman (if a Full member) shall be allowed a deciding vote.
- 8.10 Full Members of the Club voting at the AGM shall elect all Officers to office.
- 8.11 A Full member not attending the AGM may cast a vote in writing delivered to the Secretary at, or before the date of, the AGM.
- 8.12 The Agenda for the AGM shall include, but not be limited to:-
- (a) Apologies for absence
 - (b) Minutes of the previous AGM
 - (c) Matters arising from (b)
 - (d) Treasurer's report
 - (e) Records Officer's report
 - (f) Any other reports
 - (g) Election of officers
 - (h) Membership fees and subscriptions
 - (i) Amendments to the Constitution
 - (j) Any Other Business
- 8.13 A quorum of the Club membership shall consist of at least 50% of the Club membership as known to the Secretary at the time of the AGM. At least three of the members forming a quorum shall be Full Senior members.
- 8.14 The Financial Report prepared by the Treasurer for submission to the membership at the AGM shall be agreed by a minimum of two other members of the committee before the AGM.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 Any amendments to the Constitution shall be made at the AGM or at an EGM called specifically for the purpose.
- 9.2 A two-thirds majority of the Full members voting at the AGM or EGM shall be required before any amendment of the Constitution shall be considered as

approved.

9.3 Any amendments properly approved shall have immediate effect.

9.4 The Committee shall determine any matters not covered by the Constitution for a period not extending beyond the next AGM.

10. FINANCES

10.1 The financial year of the Club shall run from 1st January to 31st December.

10.2 A Financial Report in the format of an Income & Expenditure statement and in sufficient detail to properly show the financial position of the Club shall be prepared by the Treasurer and presented to the Committee at each Committee meeting and to the Club membership at least two weeks prior to each AGM. The Financial Report presented to the membership for the AGM shall cover the period of the financial year preceding the AGM.

10.3 The Financial Report prepared by the Treasurer for submission to the membership at the AGM shall be agreed by a minimum of two other members of the committee before the AGM.

10.4 All monies which are the property of the Club shall be held by a financial institution approved by the Committee.

10.5 All transactions between the Club and a financial institution shall be approved by Full members of the Committee and shall be conducted by any two of the following: Treasurer, Chairman, Secretary, designated Committee Member.

10.6 All cheques shall bear the signature of any two of the following: Treasurer, Chairman, Secretary, designated Committee Member. (Not more than one signature per family/household).

10.7 The Treasurer shall be permitted to retain a cash sum sufficient to meet the incidental expenses of the Club.

10.8 The Club membership, by adoption of this Constitution, agree that the Club funds can be employed to reimburse its officers and Trustees against all reasonable expenses incurred by them in the performance of any acts or duties carried out for or on behalf of the Club. The Committee shall approve all such expenditure.

10.9 All members of the Club individually agree to hold harmless any or all of the Club's officers and Trustees in respect of any loss or damage suffered by any or all of them as a result of the act or omissions of the Club's officers and Trustees in the performance of their duties.

11. SUBSCRIPTIONS

11.1 Annual Club subscriptions in respect of Full, Junior, Associate or Honorary membership as agreed at the AGM shall fall due for payment before (or at) the beginning of the Club year following the AGM at which they are agreed.

11.2 Affiliation fees as advised by Archery GB shall be paid before or by the date

designated for such payment by Archery GB.

- 11.3 The Club Secretary shall not affiliate any member not paying the affiliation fees by the due date. Responsibility for affiliation will then be the responsibility of the Club member, who shall be required to demonstrate their affiliation to Archery GB before being allowed to shoot with other Club members.

12. SCHEDULE OF ACTIVITIES

- 12.1 The Committee shall meet at intervals no greater than three months, or as may be deemed necessary, to discuss matters relevant to the running of the Club and activities pertaining to Archery.
- 12.2 The Committee shall keep a minuted record of each of its meetings.
- 12.3 A copy of the Minutes of each Committee meeting shall be displayed on the noticeboard and made available to members.
- 12.4 Shooting Days – The shooting days of the Club shall be every Sunday throughout the year and any other days/evenings that are approved by and recorded as such by the Committee.
- 12.5 All shooting by Club members shall be conducted in accordance with the Rules of Shooting approved from time to time by Archery GB and in force when the shooting takes place, copy in trolley/cabin.
- 12.6 For safety reasons, Full members wishing to shoot must have at least one other experienced member present at all times. (This is covered by Archery GB Rule 103).
- 12.7 Persons who are not experienced Full members and Juniors should not shoot on their own at any time.
- 12.8 All lost arrows to be recorded on Lost Arrows Form.
- 12.9 All accidents to be recorded on Accident Form.
- 12.10 A list of Senior and Junior members' emergency contact telephone numbers and addresses to be kept in Accident book.
- 12.11 Members are entitled to use Club equipment free of charge.

13. RECORDS

- 13.1 A copy of all financial and shooting records will be displayed in the cabin and shall be provided as "backup" and retained by the Chairman. Copies will also be given to all members.

This Constitution was agreed by a majority of the Club members on 30th December 2018.

Signed by the Chairman, R. Fitzsimmons

In joining North Downs Archery Club I agree to be bound by the terms and conditions contained within the Club's Constitution.

Signed

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Member's name

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Print name

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Address

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Tel No

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E-Mail

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Dated

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Senior or Junior (under 18yrs)

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