



The Audco Archers Constitution



1. Name

- 1.1. The club shall be called “The Audco Archers” and hereinafter shall be referred to as “the Club” and shall be affiliated to Archery GB.
- 1.2. The Club shall be affiliated to Shropshire Archers Society “SAS” and West Midlands Archery Society “WMAS”.

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 equal opportunities and socially inclusive club.

3. Membership

- 3.1. Membership is open to any person who can demonstrate successful completion of a recognised Archery GB beginners’ course.
- 3.2. All members shall accept the jurisdiction of the Club and the committee.
- 3.3. All members shall be subject to the regulations laid out in this constitution and the Club Rules, and upon joining the Club it shall be deemed that they fully accept these regulations and rules.
- 3.4. Members of the Club shall be in one of the following categories:
 - Senior Member
 - U21 Member
 - Associate Member
 - Disabled Senior Member
 - Disabled U21 Member
 - Visitor
- 3.5. Non-members wishing to shoot as visitors to the Club will only be permitted access to the Club’s facilities if they hold a current Archery GB membership.
- 3.6. Non-members will be required to fully comply will the Club’s rules and instructions, and the Archery GB ‘Rules of Shooting’.

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, Secretary or Treasurer shall have full power to act as they deem necessary.
- 4.3. At meetings of the committee and at all AGMs and EGMs, in the event of an equal vote, the Chairperson (or in their absence the Secretary) is entitled to an additional deciding vote.

5. The Committee

- 5.1. The committee shall consist of: 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 Records Officer, Coaching Officer, Safeguarding and Welfare Officer, Competitions Officer, Membership Secretary, Equipment Officer, Committee Members and Junior Members Officer. Additional positions and assistant positions may be appointed as necessary. At least 50% of the non-executive committee officers must be fully paid-up members of the club. The Junior Members Officer must be aged 16 or over to qualify for a committee vote. The committee may also appoint a minute taker who shall have no voting rights.



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- 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. 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.
- 5.5. All positions must be proposed and seconded. In a situation where two people are proposed for the same position, the Secretary will arrange for a show of hands vote at the AGM.
- 5.6. If an officer of the committee is absent for 4 consecutive committee meetings (exceptional circumstances excluded), it shall be considered that this member cannot fulfil their duties and automatically forfeits their position.
- 5.7. In the event an officer of the committee executive or non-executive is unable to continue in their role for whatever reason, then a majority of the remaining committee officers can elect a person to fill the role in 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-committee powers within the limits defined at its formation.
- 5.9. The officers of the committee shall act as field captains and vice field captains at club sessions, if no members of the committee are present then appointed persons shall take on the roles of field captain and vice field captain for that session.

6. Carrying out the Aims and Objectives

- 6.1. In order to carry out the aims and objectives of the Club the committee has the power to:
 - Set and levy fees, raise funds, apply for and receive grants and donations.
 - Cooperate with and support other groups with similar aims and objectives.
 - Adopt new policies, codes of conduct and rules that benefit the Club or make them legally compliant.
 - Terminate the Club membership of an individual in line with the Disciplinary and Appeals policy.
 - Do everything which is lawful and necessary to achieve the Club's aims and objectives.

7. Committee Meetings

- 7.1. The committee meetings will be convened by the Secretary and meetings held no less than five times per year. All meetings will be held in person where possible.
- 7.2. The quorum required for business to be agreed at committee meetings will be 50% of the elected officers, including one from the Chairperson, Secretary or Treasurer. The committee will act by majority.
- 7.3. The Chairperson or person presiding at any meeting shall have a second and casting vote if required.

8. Finance

- 8.1. All club monies will be banked in an account held in the name of "Audco Archery Club." The Chairperson, Secretary, and Treasurer shall each have full access to the Club's bank account and all sub accounts to ensure transparency and protect against the misuse of funds by any single individual.
- 8.2. The Club Treasurer will be responsible for the finances of the Club.



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- 8.3. The Club Treasurer will be responsible for managing the club debit card.
- 8.4. Use of the card must be authorised by a Club Signatory: Treasurer, Secretary, Chairperson.
- 8.5. Payments made using the card cannot exceed £200 per month unless amount has been authorised by the Club committee.
- 8.6. The members, duly elected to the positions of Club Treasurer, Secretary and Chairperson, shall have the authority to sign cheques and make payments on behalf of the Club.
- 8.7. The financial year of the Club will end on 31st March.
- 8.8. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.9. The most recent annual accounts can be seen by any Club member upon request.
- 8.10. Any individual authorised to make payments or transfers on behalf of the Club shall be personally liable to reimburse the Club for any expenditure exceeding £200 if they cannot provide documented proof of prior approval. Approval must come from either all three Executive Officers (Chairperson, Secretary, and Treasurer) or a majority vote of the Committee. Furthermore, approval cannot be granted by a family member of the individual making the payment. Approval must be recorded in writing, such as in meeting minutes, emails, or other verifiable correspondence.

9. Annual General Meeting

- 9.1. A notice of the Club Annual General Meeting (AGM) will be given by the Club Secretary. A notice period of not less than 21 clear days will be given to all members.
- 9.2. The AGM will receive reports from the Club's officers and a statement of the accounts.
- 9.3. Nominations for positions of the Club's committee officers will be sent to the Secretary. Elections will take place at the AGM,
- 9.4. The quorum for an AGM will be 50% of the committee officers and those adult members who attend.
- 9.5. All full club members, aged 18 and over, are entitled to one vote each.
- 9.6. Parents of junior club members, who are non-club members themselves, are entitled to one vote per family.
- 9.7. The Club committee has the right to call an Extraordinary General Meetings (EGM) outside of the AGM. Procedures for an EGM will be the same as for the AGM.
- 9.8. The Secretary or other Club officer (if the Secretary is not available) will call an EGM on receipt of a written request, signed by ten adult Club members.

10. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership in attendance at the meeting. After discharging all debts and liabilities the remaining assets of The Audco Archers will be given to other Shropshire archery clubs with similar objectives of the Club.

11. Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

The Audco Archers hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.



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Signed Chairperson: _____

Date: _____

Name: _____

Signed Secretary: _____

Date: _____

Name: _____