

## Exmouth Archers Constitution

### (1) Name

The association shall be called the Exmouth Archers, hereinafter called the Club. The Club includes Exmouth Archers Juniors, which exists only for the purposes of affiliation to the appropriate organisations but otherwise has no existence separate from the Club.

### (2) Objects

The objects of the Club are the provision of facilities for and the practice and promotion of participation in the sport of Archery.

### (3) Membership

- (a) There shall be three classes of membership namely:-
- (i) Full Members, further classified by age as to Junior and Senior, where the term Junior has the meaning defined by the rules of The Grand National Archery Society, (trading as Archery GB). Full Members will generally be affiliated to Archery GB through the Club.
  - (ii) Associate Members, again further classified by age as to Junior and Senior. Associate Members will generally be affiliated to Archery GB through another club or directly.
  - (iii) Social Members being well wishers as non-shooting associates. Social Members will generally not be affiliated to Archery GB.
- (b) (i) Associate Members may not vote at meetings of the Club but may elect a Senior Full Member to represent them on the Management Committee.
- (ii) Junior Full Members may not vote at meetings of the Club but may propose a Senior Full Member to represent them on the Management Committee.
- (c) (i) The election of members in each class shall be vested in the Management Committee which shall consider applications without discrimination as to gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (ii) The Management Committee at its discretion may elect applicants who are affiliated to Archery GB through another club or directly as Full Members rather than as Associate Members considering the likely commitment of the applicant to the Club.

- (d) The Management Committee shall determine from time to time the privileges of membership including access to the facilities of the Club accorded to each member.
- (e) The Management Committee shall determine from time to time the number or proportion of Junior to Senior Shooting Members, the minimum age for Junior Shooting Members, and the maximum number of Full, Associate and Social Members.

### (4) Subscription and Other Fees

- (a) All classes of membership shall pay annual subscriptions and such other fees as shall be determined from time to time by the Management Committee.
- (b) Members (excluding Social) shall at all times be affiliated to Archery GB either through the Club (for Full Members) or through another club or directly for Associate Members. If affiliating through the Club they shall also be affiliated to the DCAS and GWAS and shall pay to the Club the annual affiliation fees as shall be determined from time to time. If affiliation of a Full Member lapses they shall become a Social Member until such time as their affiliation is restored.
- (b) Associate Members shall provide to the Club at the start of each Archery GB affiliation year suitable proof of their current affiliation, failing which their membership shall be suspended.

### (5) Resignation

- (a) A member shall cease to be a member if they give written notice to the Secretary of their resignation.
- (b) A member whose subscription is more than two months in arrears shall be deemed to have resigned.

### (6) Expulsion

- (a) The Management Committee shall have power to refuse to accept any applicant for membership or to expel any member who, in its opinion, by conduct or character is likely to bring the Club or the sport into disrepute.
- (b) An applicant refused membership or an expelled member shall be given an opportunity to appear before the Management Committee to answer the complaint against them. They shall be given fourteen days written notice of the hearing together with written details of the complaint. The refusal or expulsion shall then only take effect on a two-thirds majority

vote of the Management Committee.

- (c) An applicant refused membership or an expelled member shall be at liberty to seek membership or reinstatement through a Special General Meeting convened under Rule 10 if the requisition signed as required by that Rule can be provided.

### **(7) Management Committee**

- (a) The management of the affairs of the Club shall be vested in the Management Committee.
- (b) The Management Committee shall consist of Senior Full Members who are affiliated to Archery GB through the Club and shall consist of the following members including Officers who shall serve in an honorary capacity:-
  - (i) Chairman;
  - (ii) Vice-Chairman;
  - (iii) Secretary;
  - (iv) Treasurer;
  - (v) Membership Secretary;
  - (vi) Records Officer;
  - (vii) Tournament Organiser;
  - (viii) Equipment Officer;
  - (ix) Coaching Organiser;
  - (x) Public Relations Officer;
  - (xi) Field Officer;
  - (xii) Enquiries Officer
  - (xiii) Two Normal Committee Members without portfolio
  - (xiv) Associate Members Representative being a Full Member elected by the Associate Members to represent them;
  - (xv) Junior Members Representative being a Full Member proposed by the Junior Full Members to represent them.
- (c) The Management Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Management Committee. Retiring members of the Management Committee shall be eligible to stand for re-election and there shall be no limit on the number of times a member may stand for re-election, with the exception of the Committee Members with no portfolio.
- (d) In order to encourage newer members to join the Management

Committee and participate in the running of the Club, the Normal Committee Members without portfolio may only serve in that position for two consecutive terms of one year. Thereafter they may remain eligible to stand for election to other positions.

- (e) A member of the Management Committee shall be deemed to have resigned as a member of the Management Committee if they have resigned as a member of the Club, or if the Management Committee considers and confirms by a three-quarters majority vote of all members of the Management Committee that the member has abandoned their office.
- (f) Management Committee meetings shall be held at least three times in each year. The Chairman and the Secretary shall have discretion to call further meetings of the Management Committee as they deem necessary. The Secretary shall give all the members of the Management Committee not less than two days oral or written notice of a meeting. Where appropriate such further meetings may be conducted by exchange of emails, with not less than two days allowed for responses.
- (g) The quorum at Management Committee meetings, including those conducted by email shall be six members. Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or in their absence another member of the Management Committee, shall take minutes.
- (h) In the event of an urgent or emergency matter the Chairman, Secretary and Treasurer together shall have the power to take decisions on behalf of the Management Committee. They shall consult where possible with other members of the Management Committee and report and minute their actions at the next Management Committee meeting. Where one of them is unavailable the same powers shall lie with two of them acting with another Officer.
- (i) In addition to the members elected at the Annual General Meeting the Management Committee may co-opt up to two further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- (j) Whenever a Management Committee member has a personal interest in a matter to be discussed they must declare it, withdraw from that part of the meeting unless asked to stay, not be counted in the quorum and have

no vote on the matter concerned.

- (k) The Management Committee may from time to time appoint from among their number such sub-committees as they may consider necessary and may delegate to them such powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- (l) The Management Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.
- (m) The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- (n) The Management Committee shall appoint such other officials as are required from time to time and these officials shall report to the Management Committee as and when required.
- (o) The Management Committee shall be responsible for appointing a Lady Paramount for each occasion when the office of Lady Paramount is required.
- (p) The Management Committee shall be responsible for keeping the Club in affiliation with the Grand National Archery Society.

### **(8) Honorary Members**

The Management Committee may elect any person as an honorary member of the Club for such a period as they think fit and they shall be entitled to all privileges of membership except that they shall not be entitled to vote at meetings nor to serve on the Management Committee.

### **(9) Annual General Meeting**

- (a) An Annual General Meeting of the Club shall be held not less than 10 months and not more than 14 months after the previous Annual General Meeting to transact the following business:
  - (i) to receive the Management Committee's Annual Report of the activities of the Club during the previous year;
  - (ii) to receive and consider the accounts of the Club for the previous year and the Accountant's or Auditor's report on the accounts and

- the Treasurer's report as to the financial position of the Club;
- (iii) if necessary, to remove and elect the Auditor or confirm that he remain in office;
- (iv) to elect by ballot a Management Committee for the ensuing year;
- (v) to decide on any resolution which may be duly submitted in accordance with Rule 9(c)

- (b) Nominations for election for membership of the Management Committee shall be made in writing by the proposer and seconder to the Secretary not less than twenty-eight days before the Annual General Meeting. In the absence of any nominations, nominations can be taken at the meeting at the Chairman's discretion.
- (c) Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than twenty-eight days before the meeting.

### **(10) Special General Meeting**

A Special General Meeting may be called at any time by the Management Committee and shall be called within twenty-eight days of receipt by the Secretary of a requisition in writing signed by not less than five Senior Full Members stating the purposes for which the meeting is required and the resolutions proposed.

### **(11) Procedure at Annual and Special General Meetings**

- (a) The Secretary shall send notice of the date of the General Meeting to each member at their last known email address together with the resolutions to be proposed thereat at least twenty-one days before the meeting. In the event that a member does not have an email address such notice shall be sent to his last known postal address.
- (b) The quorum for the Annual and Special General Meetings shall be one-quarter of the Senior Full Members.
- (c) The Chairman or in their absence the Vice-Chairman or in both their absences a member selected by the Management Committee shall take the Chair. Each member present and entitled to vote shall have one vote and resolutions shall be passed by a simple majority of those entitled to vote unless otherwise required in these Rules. In the event of an equality of votes the Chairman of the General Meeting shall have a casting or additional vote.

- (d) The Secretary, or in their absence another member of the Management Committee, shall take minutes at General Meetings.

### **(12) Alteration of the Rules**

These Rules may be altered at an Annual or Special General Meeting by resolution carried by a two-thirds majority of those members present and entitled to vote.

### **(13) Bye-Laws**

The Management Committee shall have power to make, repeal, and amend such bye-laws as they may from time to time consider necessary for the well being of the Club, which bye-laws, repeals, and amendments shall have effect until set aside by the Management Committee or at a General Meeting.

### **(14) Rules of Shooting**

The Rules of Shooting prescribed by the Grand National Archery Society and as modified from time to time shall be the Rules of Shooting of the Club.

### **(15) Finance**

- (a) All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of four signatories authorised by the Management Committee which shall normally include the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in their discretion think fit.
- (b) The income and the property of the Club shall be applied only in furtherance of the Objects of the Club and no part thereof shall be distributed or paid by way of bonus, dividend or profit to any members of the Club.
- (c) The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer or member of the Club and to any person or persons for services provided to the Club. No Officer or member shall be provided with remuneration from the Club for shooting.
- (d) The financial transactions of the Club shall be recorded by the Treasurer in such a manner as the Management Committee think fit.
- (e) The Accounts of the Club shall be examined annually by a qualified Accountant or if so required by the Management Committee shall be audited.

### **(16) Borrowing**

- (a) The Management Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion for the general upkeep of the Club or with the sanction of a General Meeting for any other expenditure, additions or improvements.
- (b) When so borrowing the Management Committee shall have the power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such a manner or on such terms and conditions as they think fit, and in particular by mortgage or charge upon or by the issue of debentures charged upon all or any part of the property of the Club.
- (c) The Management Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.
- (d) The Trustees shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto as the Management Committee may deem proper for giving security for such monies and the interest payable thereon.

### **(17) Property**

- (a) The property of the Club, other than cash at the bank, shall be vested in not less than two and no more than four Trustees. They shall hold the property upon trust for the members of the Club in accordance with the directions of the Club.
- (b) The Trustees shall deal with the property as directed by resolution of the Management Committee and an entry in the minute book shall be conclusive evidence of such a resolution.
- (c) The Trustees shall be Club members elected by the Management Committee to serve as Trustees and shall hold office until death or resignation unless removed by a resolution of the Management Committee.
- (d) The Chairman is nominated as the person to appoint new Trustees within the meaning of section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so

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nominated by the Management Committee as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide with the Club or the Management Committee be conclusive evidence of the fact so stated.

- (e) The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

### **(18) Dissolution**

- (a) A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall require a three-quarters majority of the members present and entitled to vote.
- (b) Any assets remaining after discharge of the debts and liabilities of the Club shall be given or transferred to the Grand National Archery Society as the national governing body for use in related community sport.

General revision adopted at AGM 2006

Changes to clauses 2, 6 and 18 to HMRC requirements adopted at SGM 2008

Addition of Clause 8 (subsequent clauses renumbered), minor corrections, AGM 2010

Addition of sub-clause 7xi (subsequent sub-clauses renumbered), AGM 2012

Addition of sub-clause 7v (subsequent sub-clauses renumbered), AGM 2013

Changes to clauses 8a and 12a, AGM 2014

Addition of clause 7d, deletion of Clause 8 (subsequent clauses renumbered), revision to clause 9a, AGM 2016

Changes to clause 3 to update membership classes and Clause 7 Committee Members with no Portfolio. Changes to make document gender neutral, AGM 2019

Tim Pratt November 2019