



Wymondham Archers Constitution 2024

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1. General

- 1.1. The Club shall be called "Wymondham Archers" hereinafter shall be referred to as "the Club" and shall be affiliated to Archery GB
- 1.2. The Club shall be affiliated to Southern Counties Archery Society "SCAS" and Norfolk Archery Association "NAA".
- 1.3. The Club shall make its best endeavours to provide a duty of care to all the members of the Club, with no exceptions.
- 1.4. The Club shall make its best endeavours to provide all its services in a way that is fair and reasonable to all its members.
- 1.5. The Club shall make its best endeavours to current and future members to receive fair and equal treatment.
- 1.6. The address of the Club shall be that as detailed on the Archery GB database.
- 1.7. Nothing shall be included in this constitution which conflicts with that of the governing rules set by Archery GB.
- 1.8. A copy of this constitution shall be made available to all Club members.
- 1.9. The shooting regulations as prescribed in the Archery GB "Rules of Shooting" shall be accepted as governing the relevant branches of the sport of archery practised by the Club and all its members.
- 1.10. The constitution of the Club shall not be altered or amended except at an AGM (7.1) or EGM (7.3). Members wishing to move a proposition designed to alter or amend the constitution shall submit it to the Secretary not less than 28 days before the meeting at which the proposition is to be considered. Notice of such a proposition which it is intended to move shall be sent to all members entitled to receive notice of such meetings.

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 equitable and socially inclusive club.



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3. Membership

- 3.1. All members shall accept the jurisdiction of the Club and the committee.
- 3.2. All members shall be subject to the regulations laid out in this constitution, and upon their joining the Club it shall be deemed that they fully accept these regulations.
- 3.3. Members of the Club shall be in one of the following categories:
 - A Full Shooting Member of the Club (One vote per member, 16 or more years of age).
 - Honorary Life Member - As detailed in 3.5.
 - A Full Non-Shooting Member of the Club (One vote per family, 18 or more years of age).
 - An Associate Shooting Member of the Club (Non voting)
 - Associate Non-Shooting Member - A paying or non-paying member of the Club who contributes to the running of the Club (Non voting).
- 3.4. The Club's membership categories will fall in line with those used by Archery GB. However, archers who are 16 years of age or older shall be permitted to vote at meetings.
- 3.5. Any person who the Club may wish to honour as an honorary life member, for distinguished service to the Club may be elected by a vote of the committee and confirmed by a motion at any general meeting of the Club. This member shall thereafter be in the category of honorary life member and shall be exempt from Club membership, but not from fees paid to affiliating bodies. An honorary life member shall be considered a fully paid-up member of the Club.
- 3.6. All members shall be subject to any Archery GB fee structure as it is applied within any age category.
- 3.7. Juniors under the age of 18 must be accompanied throughout the shooting session by a parent/legal guardian. Persons aged 18 and over may shoot without a parent/legal guardian.
- 3.8. Persons wishing to join the Club must either attend an archery beginners course or if experienced, their competence must be assessed by a Club Coach or if not available a competent archer, prior to joining.
- 3.9. Beginners completing a course at other locations to the Club or experienced archers who wish to join the Club will be assessed for competent set up and safe shooting prior to being invited to join the Club. Demonstration of competence will be assessed by any member of the coaching team, or any member approved by the committee for that purpose.
- 3.10. All members of the Club must also be members of Archery GB. Persons highlighted in 3.8 and 3.9 shall be allowed to shoot upon receipt of a completed application form and membership fee.
- 3.11. All members, with the exception of honorary life members 3.5, shall pay an annual Club subscription at the rates agreed upon at the Club's AGMs.
- 3.12. Club fees shall be paid in full each year by 31st August, or pro-rata from the time of joining, or within an agreed payment period and be equal to the full payment option as determined by the committee of the Club.
- 3.13. If the committee decides there are extenuating circumstances regarding section 3.12, this requirement may be reviewed.



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- 3.14. Anyone who joins the Club after the 31st August shall have the AGB fee structure applied to their payments. Pro rata diminishing monthly payments will be applied as the year progresses based on current fees applied by the Club, as agreed annually at the AGM.
- 3.15. Any visiting archer must be a member of Archery GB and have an up-to-date membership card or proof of their renewal and may then only shoot following agreement with the Club's risk assessment as well as an assessment for range and shooting safety. Visitors may be subject to a visitor's target fee at the discretion of the committee.
- 3.16. Visiting archers' fees will be set at the AGM each year.
- 3.17. Once assessed, visiting archers' may be permitted to shoot independently at the Club's ranges.
- 3.18. Partner archery clubs will be determined at the AGM each year.

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 a case of emergency, the Chair, Vice-Chair, Secretary or Treasurer, shall have full power to act as a collective in support of the function of the Club, as they deem necessary. In the case of a vote of these officers, a majority must be achieved.
- 4.3. At meetings of the committee and at all AGMs 7.1 and EGMs 7.3, in the event of an equal vote, the Chair or Vice-Chair in the former's absence is entitled to an additional deciding vote.

5. The Committee

- 5.1. The Committee shall consist of: Chair, Vice-Chair, Secretary, Treasurer, and Safeguarding and Welfare Officer, 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 shall include Health and Safety Officer and may include Coaching Officer, Records Officer, Competitions Officer, Website & Social Media Officer, Equipment Officer, Fundraising and Development Officer and Junior Members Officer. Additional Positions of Assistant Treasurer, Assistant Equipment Officer, Catering and Social Officer and Supporting Committee Officers may be appointed as necessary. At least 50% of the non-executive officers of the committee must be fully paid-up members of the Club, and over the age of 16. The committee may also appoint a minute taker who shall have no voting rights.
- 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. The committee must have at least 6 meetings in a year.
- 5.5. All positions of the committee will run for 1 year. All officers shall be eligible for reappointment if they wish, in the absence of any other candidates. A committee meeting with the newly appointed officers must be held no longer than 28 days after the AGM.
- 5.6. Electing new Committee Members



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- 5.6.1. Persons wishing to run for a role that includes Chair, Vice-Chair, Secretary, Treasurer, and Safeguarding and Welfare Officer of the committee must provide a proposition statement when applying for a role at least 28 days prior to the AGM (up to approximately 250 words).
 - 5.6.1.1. If a new Chair is elected by a majority of the membership votes at the AGM of the Club, the incumbent Chair, where possible and if willing and able, will remain on the committee, as a voting member, for the following year to provide support.
- 5.6.2. All positions must be proposed and seconded no later than 28 days prior to the AGM. These proposals will be overseen by the current Secretary. In the situation where two or more people are proposed for the same post, the Secretary will arrange for a show of hands vote (either online or in person), to be held at the same AGM.
- 5.6.3. Only Full Club Members may hold a post on the Committee.
- 5.6.4. Associate Club Members may not vote in any Club Meeting.
- 5.7. If an officer of the committee is absent for 3 consecutive committee meetings it shall be considered that this member cannot fulfil their duties and may forfeit their position at the discretion of the committee.
- 5.8. 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.
- 5.9. 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.
- 5.10. Officers of the committee can form a quorum which will consist of any 4 officers of the committee, which must include at least one of the executive committee. Any quorum meeting must produce minutes and present them at the next full committee meeting.
- 5.11. At each shooting session there must be a trained field captain who is 18 or more years of age. If a trained field captain is not available shooting must not commence.
- 5.12. Committee officers' roles and responsibilities are outlined on Wymondham Archers Website .

6. Finances

- 6.1. All monies, property and funds received on behalf of the Club shall remain the property of the Club.
- 6.2. No above-mentioned property of the Club may be distributed amongst members of the Club or third parties, except for any reimbursements for products or services purchased by a member for the sole use or benefit of the Club.
 - 6.2.1. Spending Limit
The maximum non-committee-approved spending figure will be determined at each AGM. Approval for purchases exceeding the non-committee-approved spending figure can only be approved by the



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majority of the committee; of no fewer than 5 officers, excepting under section 4.2 above.

- 6.3. The funds of the Club shall be vested in the elected officers of the committee to be used for the benefit of the Club and its members.
- 6.4. The Club shall maintain a bank account in the Club's name. Any withdrawals from this account must be authorised by a signatory that shall include the Treasurer, plus one other of the following, Chair, Secretary and Assistant Treasurer.
- 6.5. The Treasurer shall provide a financial report at each committee meeting presenting the current financial state of the Club and is required to provide an annual summary of the financial position of the Club at each AGM.
- 6.6. Subject to the approval by the executive committee, the Club accounts can be available for inspection at any time during the course of the year, with 14 days minimum notice.

7. Annual General Meeting (AGM)

- 7.1. The AGM shall be held no later than the second week in September every year, at a time and place determined by the committee.
- 7.2. The purposes of the AGM are
 - To receive reports from the officers of the Club.
 - To receive accounts, from the previous year.
 - To establish the membership and target fees for the coming year.
 - To elect the executive and other officers of the Club.
 - To transact other business on the agenda.
- 7.3. Not less than 28 days clear notice of such a meeting shall be sent to each member. All business for the agenda, including proposals for officers are to be with the Secretary 28 days before the meeting. The agenda shall be dispatched to all Club members at least 7 days before the meeting.
- 7.4. An Extraordinary General Meeting "EGM" may be called by the committee. If five percent of Club members submit an application for such a meeting to the committee. But it shall be upon the discretion of the committee as to whether they act upon this. The notice, however, must be brought to the attention of the next committee meeting. If ten percent or more club members submit an application for such a meeting, then it must take place.
- 7.5. Notice of an EGM shall be sent to all members 28 days before by the Secretary. Any propositions to be moved to an EGM must be included in the notice of any such meeting.

8. Welfare, Discipline and Appeals

- 8.1. Should a difference or difficulty be raised towards the Club or a club member; the Club's procedures, found on the Wymondham Archers website, shall be used to resolve the issues.
- 8.2. The Club committee shall have the right to terminate membership of any individual for any item of serious misconduct, examples of which include but are not exhaustive to the list found in the Resolving Differences and Difficulties Procedure found on the Wymondham Archers website.



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- 8.3. The Club subscribes to the Archery GB policy for the protection of children, young people and vulnerable adults, and all concerns shall be recorded and responded to swiftly and appropriately in accordance with the Archery GB policy.
- 8.4. The Club Safeguarding & Welfare Officer is the primary contact for all club members in the event of any child protection and vulnerable persons concerns.

9. Dissolution

- 9.1. The decision to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the current membership.
- 9.2. In the event of the dissolution of the Club, the equipment can be passed on or sold to any other clubs in Norfolk. The assets shall then be disposed of to recognised charitable foundations or organisations.

10. Declaration

Wymondham Archers hereby adopts and accepts this constitution as a current guide regulating the actions of its members.

Signed Chair:

Date:

14/May/2024

Name: Pete Hill

Signed Secretary:

Date:

14/05/2024
14/05/2024

Name:

Salina Baboo
Keith Brandon