

# The Warlingham Archery Club

## Constitution and Rules



Available to all Club Members

This Constitution and Rules was first adopted by The Warlingham Archery Club ('the Club') at the Annual General Meeting held on 26<sup>th</sup> June 2011 to replace all previous Constitutions and Rules of the Club. The Constitution has been approved by HMRC to exempt the Club from payment of Corporation tax.

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1. NAME

The Name of the Club is THE WARLINGHAM ARCHERY CLUB

2. OBJECTIVE (PURPOSE)

The Club exists to foster and promote the practice of archery in all its forms and the maintenance of its traditions and provide facilities for and the promotion of participation in the amateur sport of Archery in the Warlingham, Surrey area.

3. PERMITTED MEANS TO ACHIEVE THE OBJECTIVE

- 3.1. The Club may establish a Private Company Limited by Guarantee and without share capital known as The Warlingham Archery Club which will offer honorary or subscription membership in accordance with the constitution and rules of membership determined by a Management Committee which will include the Directors of the Company. The Management Committee will be elected annually by the holders at the time of the honorary or subscription memberships and who will also be registered as the Members and Guarantors of the Company. The liability of each member is limited to £1.00, being the amount that each member undertakes to contribute to the assets of the Company in the event of it being wound up while they are a member or within one year after they cease to be a member.
- 3.2. The Warlingham Archery Club on behalf of the Club members may: -
- a. Acquire and provide grounds, equipment, equipment storage, coaching, shooting, medical and related facilities.
  - b. Provide coaching, training and related social events.
  - c. Effect insurance for the Club and its members, contractors, guests and third parties where deemed necessary and NOT provided as part of the affiliation through the governing body Archery GB (AGB) also known as the Grand National Archery Society (GNAS).
  - d. Raise funds by appeals, subscriptions, loans, charges and organising events.
  - e. Open bank accounts and borrow money and give security for the same.
  - f. Buy lease or licence property and sell let or otherwise dispose of the same.
  - g. Make grants and loans and give guarantees and provide other benefits.
  - h. Set aside funds for special purposes or as reserves.
  - i. Invest funds in any lawful manner.
  - j. Co-operate with or affiliate to any bodies regulating or organising the sport of archery.
- 3.3. **None of the above powers may be used other than to advance the objective consistently with the rules of the Club and the general law. The assets and property of the Club will be owned and administered by The Warlingham Archery Club, a private company limited by guarantee and without share capital registered under the companies act 1965 to 2006.**

#### 4. MEMBERSHIP OF THE CLUB

- 4.1. The membership of the Club will comprise the Officers of the Club plus General and Honorary members. The Officers of the Club will be President, Captain, Secretary and Treasurer. Honorary Vice Presidents will be proposed for election or re-election annually by resolution at the Club's AGM. The Club is organised as a Community Amateur Sports Club and all Directors, Officers or Coaches act in a voluntary capacity and receive no remuneration except for the repayment of approved expenses incurred on behalf of the Club.
- 4.2. The management of the Club will be the responsibility of a Management Committee elected at each AGM by the voting members. The Committee members share responsibility for all operational requirements of the Club and will comprise The Officers of the Club plus other ex-officio members who will be the Child Protection Officer and the Records Officer. Joint appointments to any of these roles will be accepted but will count as single vote in committee and the Management Committee may at any time seek volunteer Club members for secondment to the Committee for a specific purpose and period.
- 4.3. At least 2 of the elected Officers of the Club will also be appointed each year as Directors of The Warlingham Archery Club: a Private Company Limited by Guarantee whose sole purpose is to hold and administer the Club's funds and other properties on behalf of and in the interests of the general and honorary members. The distribution of surplus income by this company is expressly forbidden in its Articles. A copy of the Memorandum and Articles of The Warlingham Archery Club will be open to inspection by any interested Club member from the Club Secretary.
- 4.4. The job descriptions for all Management Committee members and the functions performed are deemed to be incorporated into the Club's Constitution & Rules and will be reviewed periodically in the light of working practices or legislation affecting the Club's activities. Full descriptions of these roles are included under 'Management Matters' on the Club's web site or a copy is available from the Club secretary. Other functions that are required (for example, Safety & Equipment management, Data Auditor or Webmaster) will be assigned to existing committee members. The Club members will be informed who is responsible for these functions.
- 4.5. The Management Committee will resign each year at the Annual General Meeting but, if available, stand for re-election without limitation for a further term. Committee members also appointed as Directors but who are not re-elected as members of the Management Committee will also resign as Directors unless otherwise agreed by a resolution approved by Club members at the Annual General Meeting.

## 5. THE RULES OF MEMBERSHIP

- 5.1. membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. HOWEVER, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 5.2. All members will be automatically affiliated on joining to membership of the Grand National Archery Society (GNAS) also known as Archery GB (AGB), The County of Surrey Archery Association (CSAA) and to The Southern Counties Archery Association (SCAS). Membership is open to members of other clubs who are also affiliated to AGB or World Archery (WA).
- 5.3. The Club may offer different classes of membership or subscription on the following basis:
  - a. SENIOR members who are any full member over 18.
  - b. JUNIOR members who are full members under 18 years of age and have no voting rights.
  - c. SENIOR CITIZEN members who are full members over the age of 65 years and retired from full time employment
  - d. YOUNG ADULT members who are full members aged 18 to 24 years, inclusive.
  - e. FAMILY Members who constitute 2 or more members (at least 1 of whom shall be a Senior Member) living at the same address
  - f. ASSOCIATE members who do not shoot or have voting rights but can attend Club functions and receive Club information.
  - g. HONORARY members who are appointed and may have full voting rights.
- 5.4. The Club will set an annual subscription tariff for each membership type, including the fees required by the bodies to which the Club is affiliated. Individual target fees are also payable as and when a member shoots on scheduled Club days unless otherwise specified. Annual subscription and target fees will be re-set each year by agreement of the members at the Annual General Meeting. Limited places for Indoor shooting may be available during the winter months and will be charged on a self-financing basis other than the cost of equipment. A proportion of the annual subscription for members joining during the subscription year will be charged at the discretion of the Club Secretary.
- 5.5. The Club Management Committee may refuse or remove membership for good cause such as conduct or character likely to bring the Club or sport into disrepute. Such refusal or withdrawal of membership will be made in writing and may be on general not specific grounds. The effective date of refusal or withdrawal will be 14 days from the date of the letter during which time the applicant or member may appeal in writing stating the grounds for an appeal against the decision.
- 5.6. Any appeal against the application of rule 5.5 will be heard within a further period of 28 days by a group of at least 6 consenting adult members drawn by lot and one of whom will act as Chairperson and hold the casting vote. After a hearing the decision to refuse or expel from

membership will be made by simple majority in private session. The decision will be communicated subsequently in writing to the appellant or member concerned within 7 days of the hearing and recorded in the Club's records. No appellant concerned will be permitted to shoot at the Club ground during the period from the initiation of this process by recorded delivery letter from an Officer of the Club to its conclusion.

Notification of the decision and its rationale will also be made to County of Surrey Archery Association and Archery GB who may choose to notify other Surrey Clubs as they see fit.

*Note: Should these procedures, at any stage, be subject to dispute, the AGB Disciplinary Policy & Procedures will take precedence.*

- 5.7. Junior members will only be admitted to the Club with the written consent of their parent or guardian.
- 5.8. The Club may provide coaching to all members on request or at the instigation of the designated coaches usually on a 'no cost' basis. From time to time the Club arranges special coaching sessions which may include County or National coaches and for which an additional fee may be charged for those wishing to participate.
- 5.9. Annual subscriptions set under the Club tariff will be payable on the 1<sup>st</sup> July of each year and any member who fails to pay their subscription within 30 days may not shoot on the Club ground and their membership will be assumed to have lapsed. Any payment received after the 30 day period will involve a reinstatement fee of £5 to be charged at the discretion of the Club Secretary.
- 5.10. All surplus income or profits will be reinvested in the Club to meet its objective. No surpluses or assets will be distributed to members or third parties. Upon the winding up or dissolution of the Company and after the satisfaction of all its debts, liabilities and any contractual liability for unspent grants, any remaining assets whatsoever, shall, in accordance with the preference expressed by the majority of members, be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the sports' governing body for use by them in related community sports

## 6. MANAGEMENT COMMITTEE MEETINGS

- 6.1. The Management Committee will meet at least 6 times in each Club year to discuss and resolve all issues affecting the Objective, Financial Security and Rules of the Club on behalf of the members.
- 6.2. A quorum for Management Committee meetings will be declared if at least 3 committee members are present of which at least 2 must be Officers of the Club. The meeting will be chaired by the Club President or in his/her absence or lateness by another nominated Officer of the Club.

- 6.3. All members of the Management Committee will have equal voting rights and all resolutions of the committee will be decided by simple majority with the Chair holding the casting vote.
- 6.4. Management Committee meetings may be attended by any member with a known interest in any of the issues scheduled to be under discussion.
- 6.5. Minutes of Management Committee meetings may be inspected by any member on request to the Club Secretary.

## 7. ANNUAL GENERAL MEETINGS (AGMs)

- 7.1. The Club will hold an Annual General Meeting (AGM) in every calendar year and not more than 15 months after the last AGM. Twenty-one days notice by post, email or by hand will be given of AGMs including details of any resolutions requiring the members' vote.
- 7.2. A quorum will be at least 3 Officers of the Club plus 20% of the membership other than Associate or Junior members at the time of notifying the AGM. Except as otherwise provided, resolutions put to the AGM will be decided by a simple majority of those present. The Chairman or, in his or her absence, the nominated Deputy for the AGM will hold the casting vote in the event of a deadlocked vote. In the absence of a quorum any resolutions put to the AGM will be deferred to an Extraordinary General Meeting which will be organised for that purpose.
- 7.3. The Management Committee will resign at the AGM and the members will vote on those members who have been nominated to serve on the Management Committee until the next AGM. There is no restriction on former committee members standing for re-election.
- 7.4. The Club Treasurer will produce and present accounts for the latest financial year from 1<sup>st</sup> June to 31<sup>st</sup> May duly audited by the auditor appointed by the Management Committee and approved by the members.
- 7.5. The Club President and Captain will present reports of the Club's activities and achievements since the last AGM.

## 8. EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting (EGM) shall be called by the Club Secretary within 14 days of a request to that effect from the Management Committee or the request of the lesser of 10 members or 20% of members with full voting rights and duly signed by them. Such EGM shall be held on not less than 14 or more than 21 days notice of receipt of a request at a place decided on by the Secretary.

## 9. THE RULES (POLICIES) OF THE CLUB

- 9.1. Club equipment and facilities may only be used on the dates and times specified in the Fixture List issued by the Club for the current year. These dates may be varied by notice at assembly, by e-mail notice to members, or by notice posted at the Club's primary equipment facility.
- 9.2. The safety and enjoyment of members is paramount and all shooting at the Club will only be conducted in accordance with the AGB Rules of Shooting and Shooting Management Procedures including shoot management, range layout, overshoot requirements, the generally observed rules of etiquette and the provision of warning signs. General safety and equipment rules must be observed at all times.
- 9.3. Any lost arrows must be reported immediately and if not found entered in the Lost Arrow book noting approximate location and notified to an Officer of the Club.
- 9.4. Any injuries received by a member, observer or visitor from another Club as a direct consequence of being on Club premises and involved in shooting or moving equipment must be reported immediately to an Officer of the Club or the nominated Field captain of the day so that an assessment can be made of the first and subsequent aid required to ensure the welfare of the injured person. An entry recording the incident and the injury sustained must be made in the Accident Register maintained at the Club premises. Each incident will be reviewed within 7 days by the Management Committee and any revised procedures or preventative actions required will be subsequently proposed to avoid potential repetition of the incident. Any member wishing to register contact information in the event of illness or accident while on the Club ground may notify the Club Secretary who will maintain a folder of such information in a prominent position at the Club premises.
- 9.5. Due regard must be paid to the rules and requirements notified by the owners or lessors of the grounds or other facilities used by the Club and its members.
- 9.6. Junior members under the age of 16 MUST always be accompanied when at the Club, whether shooting or not, by a parent guardian or carer. At no times may a junior shoot at the Club without an adult Club member present although parents may agree in writing that another parent present may act in locum parentis if they reach agreement to this effect. The Club operates the general provisions of the AGB policy and procedures for the Protection of Children and Vulnerable Adults. These are available for inspection by any interested Club member from the Club Secretary or the Club's website.
- 9.7. The Club will recognise members' achievements and development in archery through a range of trophies and awards based on scores submitted for the defined rounds to the Records Officer. The Club will also hold during the year a Championship Day and make award to those achieving the winning criteria for the specified rounds published to members.

- 9.8. The Club holds data on members for the purpose of communication and record keeping in accordance with its legitimate interests. The way the Club processes, stores and disseminates personal data is described in its “Data Protection – policy and procedures” document. This is available on the Club’s website or from the Secretary.
- 9.9. The Club may derive income from any of the following:
- a. Annual subscriptions.
  - b. Target fees payable on attendance at Club shoots.
  - c. Tournament fees including from members of other Clubs.
  - d. Social events and raffles
  - e. Voluntary donations from members.
  - f. Grants available to Sports Clubs.
  - g. Interest earned on retained income reserves or investments.
- 9.10. The income of the Club may only be used for the benefit of the Club and its members in pursuit of its stated Objective and with the authorisation of at least 2 officers of the Club. The Club will maintain a current Bank account funded to meet day to day anticipated expenses and a secure savings account for surplus income retained as reserves. The sole purpose of these reserves will be to provide against contingencies which threaten the ability of the Club to serve its members in the sport of Archery. The level of these reserves will be adjusted from time to time to reflect the Management Committees view of the cost of these potential contingencies but in any event will be maintained at a minimum of £5000 to meet the specific risk of the cost of seeking and obtaining the rights to a new location for the Club and the storage of its equipment should the need arise. This sum may also be utilised to provide for the rapid return to shooting pending any insurance payout for damaged or destroyed facilities. The Management Committee may also invest surplus funds in order to provide additional income for the Club.
- 9.11. The Management Committee may also set aside a proportion of moneys received into a Sinking Fund to provide funding for a specific project approved by a resolution of Club Members.
- 9.12. The Officers will ensure that Insurance cover is maintained against loss of Club equipment and to indemnify the Club and its members acting properly and in accordance with the guidance provided on behalf of the Club against any liability that may be incurred.
- 9.13. The Club may also in connection with the sport’s purposes sell and supply food, drink, provide reasonable hospitality for visiting teams and guests and sell related sports clothing and equipment. The Club may also employ members, contractors or suppliers and remunerate them for goods and services provided.



- 9.14. Visitors with existing AGB, WA or the British Longbow Society (BLBS) membership may shoot as guests with the members on the Club days specified in the published Fixture List. A target fee will be levied at the discretion of the Secretary.
- 9.15. The Management Committee may delegate any of their functions to sub-groups but must specify in writing the scope of its activity and powers, the extent to which it can commit the funds of the Club, its membership and its duty to report back to the Club. The Committee may wind up any sub-group at any time or change its mandate or operating terms.
- 9.16. Annual Club reports and statements of account are available for inspection by any member and all Club records other than personal information on members may be inspected by any Club member.
- 9.17. The 'Management Matters' section of the Club's web site includes additional information for members including:
- a. Risk Assessment analyses for the Club's shooting ranges,
  - b. Emergency Plans in the event of a major incident
  - c. Health & Safety policy and procedures
  - d. Safeguarding policy and procedures
  - e. Data protection policy and procedures including privacy notices.
  - f. Other policy and procedural documents as and when required

These will updated periodically or as result of legal or affiliation requirements.

- 9.18. These RULES other than to alter the Purpose of the Club may be amended by a simple majority provided the number of votes cast represents at least 75% of the members entitled to vote.
- Voting will be by the return of the voting slip provided or by authenticated electronic means to the nominated Returning Officer. Voting by proxy will not be permitted.
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