

## **Hillingdon Archery Club Constitution**

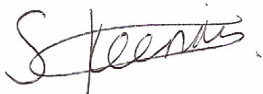
1. The club shall be called "Hillingdon Archery Club" here in after referred to as the "Club".
2. Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.
3. The club may have different classes of membership and subscription for example junior and adult membership, on a non discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
4. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
5. The main purposes of the club is to provide facilities for and to promote participation in the amateur sport of archery in Hillingdon. All members, volunteers and committee personnel will promote the club, encourage membership of the club. The committee will decided and agree on methods to promote the club.
6. 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 its members.
7. Nothing shall be included in this Constitution which conflicts with that of the Archery GB.
8. The management of the Club's affairs shall be entrusted to the Committee.
9. Everyone involved in the club shall accept the rules, policy & procedures and shall conform to such conditions, shooting rules and regulations as are current, or which may be determined from time to time by the Committee or Archery GB.
10. The Committee shall consist of: Chairman, Vice-Chairman, Treasurer and Secretary, who are known as "Officers", and four senior members of the Club, except in exceptional circumstances. The Officers shall be elected at the Annual General Meeting. Ordinary Committee members shall serve for a period of two years, two places to be voted for annually.
11. Other positions to be filled by committee members and to be agreed at the first committee meeting after the AGM are: Field Captain, fundraiser, H&S officer, And Child Protection Office
12. The Club shall maintain a bank account in the Club's name. Any withdrawals from the Club bank account must be signed for by any two of the following: Chairman, Vice-Chairman, Treasurer and Secretary, or any nominated Committee members. Expenses must be authorised by the committee before reimbursements can be made.
13. The Committee shall submit a Balance Sheet at the AGM showing the Club's financial position, with an income and expenditure account, for the previous twelve months up to the 31st August.
14. All monies and funds received on behalf of the club shall remain the property of the club and there will be no distribution of such funds amongst the members, volunteers or committee other than for authorised reimbursements of expenses. Income and assets will be used to improve, build and invest in the club.

15. In the event of dissolution of the club, a General Meeting must be held to agree the dissolution and upon dissolution of the club any remaining assets shall be given or transferred to another registered archery club, Archery GB, CASC, registered charity for use by them in the related community sports / archery.
16. In the case of an emergency, the Chairman, Vice-Chairman, Treasurer or Secretary shall have full power to act as they deem necessary.
17. The postal address of the Club shall be that of the current President.
18. The Committee will hold a Committee Meeting every two months at a time and place to be decided by them. Meetings will be held more frequently if the committee agree they are needed.
19. For a committee meeting to be quorate a minimum of 3 committee members must be present for decisions to be made and recorded. For AGM & EGM a quarter of the membership must be present.
20. At meetings of the Committee, AGM, Extraordinary General Meeting the Chairman is entitled to an additional deciding vote.
21. The Committee may appoint Sub-Committees, which shall include at least one Officer, and may delegate to such Sub-Committees powers within limits defined at its formation.
22. The AGM shall be held during March at a time and place to be determined by the Committee. Not less than twenty-eight clear days' notice of such meeting shall be sent to each member and such notice will include a reminder that subscriptions are due.
23. The Constitution of the Club shall not be altered or amended except at the AGM, or at an Extraordinary General Meeting. Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary not less than twenty-one days before the General meeting at which the proposition is to be considered. Notice of such proposition which it is intended to move shall be sent to all members entitled to receive notice of such meetings.
24. The Committee, or any three Club members upon application to and at the discretion of the Committee, may call an Extraordinary General Meeting (EGM). Not less than twenty-one clear days' notice of such meetings shall be sent to each member. Any propositions to be moved at an EGM must be included in the notice of any such meeting, such notice to be sent to members by the Secretary.
25. Should a complaint arise against a Club member, it must be referred to the Committee who will take whatever action they deem necessary to protect the interests of the Club and its members. The Committee's decision will be final.
26. The Committee shall appoint a Field Captain annually, who is responsible for shooting etiquette.
27. Members of the Club 18 years old and over shall be classed as Senior Members. Members of the Club under 18 years old shall be classed as Junior Members, as defined by Archery GB, and have no voting rights at any General Meetings.
28. Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Life Member and will become exempt from Club subscriptions, but not from Archery GB fees if still shooting.
29. All members as defined in paragraph 27 (other than honorary members as defined in paragraph 28) shall pay an annual subscription to the Club at maximum rates determined by the members in General Meetings.
30. All adult membership subscriptions shall be due on the 1st September and junior membership subscription on the 31<sup>st</sup> March every year. Any member who attends the AGM and has not paid their subscription shall forfeit the right to vote at this meeting. Any member who has not paid their subscription by the 1st October must re-apply for membership, and can not shoot until they do so. If the Committee decide that there are extenuating circumstances, this requirement may be waived.
31. Anyone who joins the Club after the 1st October and before the 1st May in any year must pay the current Club

subscription due. Anyone who joins the club after the 1st May in any year must pay the current Club subscription due, but will only pay the current Archery GB fee due the following September, with full subscriptions due again the second September after joining the Club.

32. Acceptance of new members is subject to approval by the Committee and must be minuted. Acceptance can be granted by a Committee Quorum which must be minuted and confirmed at the next Committee Meeting.
33. Persons wishing to join the Club must attend an Archery GB training course run by the Club, organiser and fees are arranged by the Committee. Once attended such a course they must submit an application form, with the appropriate fee, for membership. Persons cannot shoot unless they have done training and then until they have received full membership status. The Committee can waive these clauses if it is decided there are extenuating circumstances.
34. Any visiting archer must be a member of Archery GB and may shoot only with the permission of the Field Captain of the day. A target fee may be charged at the discretion of the Committee.
35. There will be two key club key holders, which will be agreed by the committee and this will be minuted. Any senior member may obtain a key for Club property upon approval by, the Committee. All keys must be returned to either of the relevant key holders. A returnable deposit of £5.00 will be charged to all senior members who are key holders. A list of current key holders must be kept by the Treasurer.

A copy of this Constitution should be made available to all Club members



---

Simeon Keenan  
President  
Hillingdon Archery Club