

CHELTENHAM ARCHERS CONSTITUTION

General Provisions

1. The Club shall be called Cheltenham Archers hereinafter referred to as the “Club”.
- 2.1 The funds and property of the Club shall be vested in the Chairman, Secretary and Treasurer for the time being as Trustees of the Club.
- 2.2 All monies received on behalf of the Club shall remain the property of the Club and all surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
3. The main purposes of the club are to provide facilities and to promote participation in the amateur sport of Archery in Cheltenham and the surrounding area.
4. 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 shooting members.
5. Nothing will be included in this Constitution which conflicts with that of Archery GB.
6. The postal address of the Club will be that of the Secretary for the time being.
7. The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club.
8. Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary twenty-eight days before the General Meeting at which such proposition is to be considered.
9. Notice of such proposition, which it is intended to move, shall be sent to all members entitled to receive notice of such Meeting.

Membership

10. 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, except as a necessary consequence of the requirements of Archery. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

10.1 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. An Appeal against the refusal or removal may be made to an Appeals Committee appointed by the Committee. The Appeals Committee shall have a maximum of three club members which shall not include members involved/connected with the individual submitting the appeal. The Appeals Committee shall consider the appeal within twenty-one days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

11. There shall be the following classes of members:

11.1 Senior Shooting Members (age 25 and over)

11.2 Young Adult Shooting Members (age 18 to 24 inclusive)

11.3 Junior Shooting Members (age 8 to 17 inclusive)

11.4 Honorary Members

11.5 Non-Shooting Members (Non-shooting members do not have voting rights)

11.6 Associate Members as follows (defined as individuals who choose to affiliate to Archery GB direct or through another club):

11.6.1 Senior Shooting (age 25 and over)

11.6.2 Young Adult Shooting (age 18 to 24 inclusive)

11.6.3 Junior Shooting (age 8 to 17 inclusive)

The Club may restrict the number of Associate Members based on the availability of shooting facilities.

12. 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 Member for Life or for a specified period.

13. All members shall accept the jurisdiction of the Club and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.

13.1 Shooting Members who affiliate to Archery GB via Cheltenham Archers may only shoot for the Club. Any shooting member wishing to shoot for any other club or organisation may only do so with the permission of the committee, which shall not be unreasonably refused.

14. If, in the opinion of the Club Committee, any member shall be guilty of misconduct, the Club Committee, will refer the case to an Appeals Committee in accordance with Clause 10.1. If the Appeal Committee confirms misconduct to have taken place the Committee may expel such person from membership or impose such other penalty as it may think fit, without being called upon to state its reasons except to the member concerned.

Subscriptions

15. All members as defined in Clause 11 other than Honorary Members shall pay an annual subscription to the Club at rates to be determined from time to time by the committee.

16. The Club's subscription year to run from 1st October to 30th September.

16.1 Membership will lapse on 30th September annually. In order to allow sufficient time to process membership renewals (together with Archery GB, Grand Western Archery Society and Gloucestershire Archery Society affiliations) the payment of Club renewal subscriptions and affiliation fees are to be made to the Club by 31st August annually.

16.2 Pro-rata Membership subscriptions are available to new members.

16.3 A former member wishing to re-join the club will qualify for Pro-Rata Membership provided there has been a break in their membership of eighteen months or more.

Management

17. The management of the Club's affairs shall be entrusted to the Club Committee.

18. The Club Committee shall consist of:

- Chairman
- Secretary
- Treasurer
- Three Shooting Members

19. The Club Committee shall have the power to co-opt any specialist members.

20. A Chairman, Secretary, Treasurer and three shooting Committee members shall be appointed by members in General Meeting which shall determine the terms of their appointment from time to time. Nominations for Chairman, Secretary and Treasurer shall be made on a nomination form, such form to be sent to all members with notification of the Annual General Meeting. Nominations for the three shooting committee members to be taken from the membership attending the meeting.

20.	Eligibility for position on Committee and Executive Office holder is as follows:
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Class of Membership	Position on Committee				
	Chairman	Secretary	Treasurer	Shooting Member	Co-opted
Senior Shooting	Yes	Yes	Yes	Yes	Yes
Young Adult Shooting	Yes	Yes	Yes	Yes	Yes
Junior Shooting	No	No	No	No	No
Honorary	Yes	Yes	Yes	Yes***	Yes
Non-Shooting	No	No	No	No	No
Associate Senior Shooting	No	No	No	Yes	Yes
Associate Young Adult Shooting	No	No	No	Yes	Yes
Associate Junior Shooting	No	No	No	No	No
*** Subject to holding Archery GB Membership					

21. At meetings of the Club Committee the Chairman, if it is necessary, is entitled to an additional deciding vote.

22. Officers and members of the Committee may serve for an unlimited period, subject to re-election at the Annual General Meeting.

23. No member shall be elected to serve if not present at the Annual General Meeting unless they have expressed their willingness to do so. A President may be elected at an Annual General Meeting or an Extraordinary General Meeting.

24. In furtherance of the Objects but not otherwise, the Club Committee may exercise the following powers:

24.1 Power to raise funds and to invite and receive contributions provided that in raising funds the Club Committee shall not undertake any substantial permanent trading activity and shall conform to any relevant requirements of the law.

24.2 To buy, take on lease or exchange property necessary for the achievement of the Objects and to maintain and equip for its use.

24.3 Subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club.

24.4 Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed.

24.5 Power to make regulations for the proper supervision control of any property, which may be acquired.

24.6 Power to do all such other lawful things as are necessary for the achievement of the Objects of the Club.

Indemnity

25. In the execution of his or her powers no member of the Club Committee shall be liable:

25.1 for any loss to the property of the Club by reason of any improper investment made in good faith (so long as he or she shall have sought reasonable professional advice before making such investment) or

25.2 for the negligence or fraud of any agent employed by him or her or by any other member of the Club Committee in good faith (provided reasonable supervision shall have been exercised) and no member of the Club Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Club Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member who is so sought to be made liable.

25.3 If any member of the committee incurs personal liability on behalf of the Club by the nature of its unincorporated status and such member is obliged to make a payment in order to satisfy any such obligation, then that member shall be entitled to be indemnified out of the assets of the Club provided that:

25.3.1 The liability was incurred in furtherance of the Objects of the Club.

25.3.2 The liability was incurred in good faith.

25.3.3 The Committee Member did not act negligently or fraudulently.

25.3.4 The transaction for which the liability was incurred was approved by the Committee and was within the terms and conditions of the Club's constitution.

Examination of Annual Accounts

26. An Examiner/Accountant, whose duty is to examine the Club's annual accounts, shall be appointed annually by members at the Annual General Meeting. The following individuals are excluded from acting as Examiner/Accountant:

26.1 Any Committee Member (selected or co-opted).

26.2 Any individual who has a connection/association with the Club's Treasurer.

Finance

27. The club shall cause to be prepared and shall present at the Annual General Meeting a Balance Sheet showing the financial position of the Club on the 30 September of the preceding year together with an Income and Expenditure Account for the twelve months ending on that date.

28. A copy of the Balance Sheet and Income and Expenditure Account, duly certified as examined by the Examiner/Accountant shall be given to members at the Annual General Meeting.

29. A Bank Account shall be maintained in the name of the Club. All cheques and orders withdrawing monies from the Account shall be signed by any two of the Club Chairman, Secretary or Treasurer as authorised signatories of such accounts.

Committee Meetings

30. No business shall be transacted unless a quorum is present when the meeting proceeds to business. A quorum shall be six committee members (one of which must be an Executive Officer of the Club).

31. If the Club Chairman is not present within fifteen minutes of the time set for the start of the meeting then those present shall appoint one of the other Executive officers or Shooting Committee Members to chair the meeting.

32. The Committee members shall meet for the conduct of business, as they shall decide. Proposals at any Meeting shall be decided by a simple majority of votes. In the case of equality of votes the Chairman shall have an additional casting vote.

33. The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club.

34. The minutes of any meeting, if approved at the next succeeding meeting shall be conclusive proof without further evidence of the business conducted and decisions made.

Annual General Meeting

35. The Annual General Meeting shall be held before the end of October at a place to be determined by the Club Committee. Not less than thirty-five clear days' notice of such Meeting shall be sent to the Club members.

Extraordinary General Meeting

36. The Club Committee, or at the request of twelve voting members over eighteen or twenty percent of the voting membership over eighteen, whichever number is greater, shall call an Extraordinary General Meeting

37. The demand and reasons for such EGM shall be deposited with the honorary secretary for seven clear days prior to membership notification. Not less than twenty-eight clear days' notice of such Meetings shall be sent to the Club members. Notice of any proposition, which it is intended to move, shall be sent to all Club members entitled to receive notice of the Meeting.

38. At any Extraordinary General Meeting no matter may be discussed which is not on the agenda, and a chairman shall be elected at the Meeting.

39. The quorum for an EGM shall be twelve voting members over eighteen or twenty percent of the voting membership over eighteen, whichever is the greater number.

Voting and Quorum

40. At all General Meetings:

40.1 No quorum shall be necessary for an AGM.

40.2 A quorum of twelve voting members over eighteen (or twenty percent of the voting membership over eighteen – see above) shall be necessary at an EGM.

40.3 All members (apart from Non-shooting) over the age of eighteen, irrespective of Class, shall be entitled to one vote.

40.4 The Chairman shall, if required, be entitled to cast an additional deciding vote.

41. The Committee shall produce and periodically revise Standing Orders for the day-to-day administration of the Club.

42. In the case of emergency the Chairman, the Secretary and the Treasurer shall together have full powers to act.

Additional Provisions

43. Visiting members of Archery GB wishing to shoot may do so by being introduced by a member who will enter the name of the visitor and the date and sign his/her own name in the Visitors Book, and payment of a target fee.

44. To comply with the safety requirements of archery's National Governing Body (Archery GB) New Shooting Members must have satisfactorily completed an Archery GB or World Archery recognised course of instruction.

45. Junior members between the ages of 8-17 years may shoot only under the personal control of a fully affiliated Senior or Young Adult Archery GB member.

46. An Annual Bow Meeting will be held in September, when Challenge Trophies will be competed for. The trophy for the Goose Shoot (50 yards), Handicap and Beginner's medals will also be competed for at this meeting.

47. All trophies are the property of Cheltenham Archers and shall not be taken out of the United Kingdom. All trophies must be returned to the Secretary by 1st September of the following year.

48. All shooting shall be under Archery GB rules. All Shooting Members will be deemed to have acquainted themselves with these rules. Handicaps will be allotted on scores shot on any day of the week.

49. The use of Crossbows is prohibited.

50. The committee shall only have the power to limit membership on the grounds of safety or capacity. In the event of such limits being placed on membership numbers the Club will operate a moratorium. Any persons expressing an interest to join will be entered on a waiting list and admitted on a first come first served basis. No form of discrimination will take place.

51. In the event of Cheltenham Archers failing to remain a viable club, the Club may be dissolved after a two thirds majority of the members at the meeting called for that purpose has supported a resolution or a resolution as amended at the meeting.

52. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

This revised Constitution was adopted by members at the AGM held on 24 October 2018

Signed Chairman Jeff Grinnell

Dated: 24 October 2018

Signed Secretary Martin Wakely

Dated: 24 October 2018