

# CONSTITUTION FOR AIRE VALLEY ARCHERS

Adopted on 14<sup>th</sup> January 2018

## **A. NAME:**

The club shall be called Aire Valley Archers, hereinafter referred to as the Club.

## **B. OBJECTS:**

The objects of the Club shall be the promotion and encouragement of archery in all its forms, other than Bow Hunting.

## **C. AFFILIATION:**

The Club will be affiliated to national governing body, Grand National Archery Society (GNAS) trading as Archery GB. Anyone shooting at the club, as a member or guest, must be a member of GNAS, unless taking part in a club organised Have a Go or Beginners Session.

## **D. HONORARY OFFICERS:**

At the Annual General Meeting of the Club, the members shall elect from amongst themselves a Chairperson, Vice-Chairperson, Treasurer, Secretary, and Membership Secretary, who shall hold office from the conclusion of that meeting.

## **E. MANAGEMENT COMMITTEE:**

- a. The Management Committee shall consist of between 8 and 15 members The Committee shall comprise:
  - i. The 5 Honorary Officers specified in the preceding clause;
  - ii. Between 3 and 5 Elected Committee Members.
  - iii. The Management Committee may in addition appoint no more than 5 Co-opted Members.
- b. All existing members of the Management Committee shall retire from office together at the end of the Annual General Meeting.
- c. All new Honorary Officers and new Elected Members must be paid up members of the Club. Co-opted Members can include non-members where their expertise will be beneficial to the Club.
- d. One member of the Committee shall represent the Junior members.
- e. Junior Committee Members and Co-opted Committee Members shall be entitled to attend committee meetings and vote on all matters except financial.
- f. The Committee shall be empowered to purchase and/or lease freehold property for the benefit of the Club subject to any conditions, restrictions, rents, liabilities, and out goings as the Committee shall deem proper.

**F. MEMBERSHIP:**

- a. The Club membership year runs from 1<sup>st</sup> October to 30<sup>th</sup> September in line with GNAS.
- b. Annual membership subscriptions shall be paid in full by the 31<sup>st</sup> August for the year commencing 1<sup>st</sup> October to allow the Membership Secretary to collate lists for submission to GNAS before 1<sup>st</sup> October.
- c. Reduced subscriptions will be levied where GNAS offers reduced fees.

**G. ANNUAL GENERAL MEETING:**

- a. There shall be an Annual General Meeting of the Club held in the month of June in each year or as soon as is practical thereafter.
- b. Every Annual General Meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting to the members of the club. All paid-up members are entitled to attend and vote at the Meeting.
- c. The Management Committee shall present to each Annual General Meeting a Reports and Accounts for the preceding financial year. The Club's financial year runs from 5<sup>th</sup> April.
- d. Nominations for election to the Management Committee must be made before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot vote.
- e. The Secretary shall keep minutes of the proceedings at the Annual General Meeting. These will be ratified at the next committee meeting and shall then be easily available to the club membership.

**H. EXTRAORDINARY GENERAL MEETINGS:**

- a. The Management Committee may call an Extraordinary General Meeting(EGM) of the Club at any time.
- b. If at least ten (10) paid up members of the club request an EGM in writing to the Secretary, the Secretary shall call such a meeting.
- c. At least 21 days' notice must be given to members of an EGM. The notice must state the business to be discussed.

**I. PROCEDURE AT GENERAL MEETINGS:**

The Secretary or other person specially appointed by the Management Committee shall keep a full record of the proceedings at every General Meeting of the Club. At least ten (10) paid up members of the club must be present at the commencement of any General Meeting.

**J. MEETING & PROCEEDING OF THE MANAGEMENT COMMITTEE:**

- a. The Management Committee shall hold regular Ordinary Meetings a maximum of 9 weeks apart.
- b. A Special Meeting may be called at any time by the Chairperson or by any two Management Committee Members with not less than four (4) days' notice being given to the other Members of the Management Committee, of the matters to be discussed. If the matters include the appointment of Co-opted Members then not less than 21 days' notice must be given.
- c. There must be a minimum of four (4) Members of the Management Committee present at an Ordinary Meeting or a Special meeting.
- d. The Chairperson or Vice Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson and the Vice Chairperson are both absent from any meetings the Management Committee shall choose one of the number to chair the meeting before any other business is transacted.
- e. Every proposal shall be determined by a majority of votes of the members physically present and voting on the issue, but in the case of a tied vote the Chairperson of the meeting shall have a second and casting vote.
- f. The Secretary or other person specially appointed by the Management Committee shall keep minutes of the proceedings. Following ratification of the minutes by the committee they shall be easily available to the club membership.
- g. The Management Committee may from time to time make changes to the way it conducts its business; however no change can be made which is inconsistent with this constitution.
- h. The Management Committee may appoint one or more sub-committees led by one or more Members of the Management Committee for the purpose of making any inquiry or supervising or performing any function or duty of the Management Committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

**K. RECEIPTS AND EXPENDITURE:**

- a. The funds of the Club, including all donations, contributions, subscriptions, and bequests, shall be paid into an Account operated by the Management Committee in the name of the Club at such banks as the Management Committee shall from time to time decide.
- b. There will be between 3 and 5 nominated signatories of the Management Committee, no two related members can be authorised signatories.
- c. All electronic transactions drawn on the Account must be authorised by two (2) of the nominated signatories of the Management Committee.

- d. All cheques drawn on the Account must be signed by two (2) of the nominated signatories of the Management Committee.

#### **L. ALTERATIONS TO THE CONSTITUTION:**

Subject to the following provisions of this clause of the Constitution may be altered by a resolution passed by not less than 2/3rds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alterations proposed. No amendment may be made to clause A (the name of the club clause), clause B (the Objects clause) or this clause without the consent of the Annual General Meeting.

#### **M. DISSOLUTION:**

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on the winding-up or dissolution of the Club.

If, at any Extraordinary General Meeting convened as provided by clause H, it shall be resolved that the Club be dissolved, such resolution shall require to be confirmed at a further Extraordinary General Meeting, convened by the Management Committee, by 2/3rds majority of those present and if so confirmed, the Club shall be deemed to have been dissolved as from the date of such further Extraordinary General Meeting.

If, and when, the Club is dissolved as aforesaid, the assets of the Club shall be dealt with as follows:

- a. The monies and any investment of the Club shall be applied to the discharge of the Club's debts and liabilities, and subject thereto, to such purpose or purposes akin to the Objects of the Club (as defined by clause B) as may be decided by the majority of those members present at the further Extraordinary General Meeting above, or at some subsequent meeting specially convened for that purpose.
- b. The equipment and other property of the Club shall be given to some kindred club, or sold, as may be decided by majority of members present as such further Extraordinary General Meetings or some subsequent meeting specially convened for the purpose, and if sold, the proceeds shall be dealt with as part of the monies of the Club.