



## **NORTH DOWNS ARCHERY CLUB CONSTITUTION**

North Downs Archery Club is affiliated to:

- Archery GB
- Southern Counties Archery Society (SCAS)
- Kent Archery Association (KAA)

### **1. NAME**

1.1 The name of the club shall be North Downs Archery Club, hereinafter known as the Club.

### **2. AIMS AND OBJECTIVES**

2.1 The objectives of the Club shall be:

- To promote and encourage the sport of Archery and the maintenance of its traditions.
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

### **3. ADDRESS**

3.1 The postal address of the Club shall be that of the Secretary for the time being, or any other address that the Committee may decide.

### **4. DISSOLUTION**

4.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

4.2 In the event of closure of the Club all remaining assets shall be passed to the Kent Archery Association.

4.3 Prior to dissolution, the Trustees may dispose of assets in accordance with clause 7.4.

### **5. MEMBERSHIP**

5.1 All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct.

5.2 Members will be enrolled in one of the following categories:

- Full member



- Junior member
- Honorary member
- Associate member (considered to be a Full or Junior Member, dependant upon age, excepting clauses 5.6.2 to 5.6.4 below)

5.3 **Full Membership** of the club shall be open to any person of eighteen years or over who either:

- has completed an introductory instruction course or
- is a member of Archery GB at the time of joining the Club.

Introductory instruction courses are held by the Club and are open to all without discrimination. Initial membership fees may be discounted for new members who have completed a Club introductory instruction course, as agreed by the Committee.

5.4 **Junior Membership** of the Club shall be open to any person under the age of eighteen years who meet the criteria detailed in section 5.3

5.5 **Honorary Membership** of the Club shall be open to any person who, in the opinion of the Committee, shall further the objectives of the Club.

5.5.1 Honorary membership of the Club shall be at the discretion of the Committee.

5.5.2 An Honorary member who wishes to shoot with the Club shall have his/her Club fees waived by the Club. It is expected that Honorary members be responsible for their own membership of Archery GB, KAA and SCAS.

5.6 **Associate Membership** of the Club shall be open to any person who fulfils all other conditions of membership of the Club but who is, at the time of application for membership, a member of another Club affiliated to Archery GB.

5.6.1 An Associate Member will be considered a Full Member or Junior Member (dependant upon age) in all aspects, including voting rights and eligibility for Committee posts, excepting clauses 5.6.2 to 5.6.4 below. **Except where stated, any references hereafter to Full or Junior Members shall apply to Associate Members.**

5.6.2 The Club Records Officer shall not be responsible for maintaining the scores of Associate Members.

5.6.3 Eligibility of Associate Members for internal club tournaments shall be at the discretion of the club Tournaments Officer.

5.6.4 Associate members must be responsible for their own membership of Archery GB and must be able to demonstrate current membership of Archery GB before taking part in any Club activities. They are additionally responsible for their own memberships of County and Regional Archery Associations (this is usually done via their primary club, or which they would be a Full Member).

5.7 Club memberships, (Full, Junior or Honorary) may be limited at the discretion of the Committee.



5.8 The Club membership fee comprises  
(1) membership of the Club,  
(2) membership fees to SCAS, and KAA (whilst these are still requested to be paid via the club and for non-Associate Members only).

5.8.1 The Club may, at their discretion, collect and process individual Archery GB membership fees. In general it is expected that individual members be responsible for their own Archery GB membership.

5.9 Persons wishing to join the Club shall either demonstrate their membership of Archery GB or shall pay their membership fees at the time of joining.

5.10 The Committee shall have the right to refuse an application for membership in line with Clause 5.11. The Committee shall be under no obligation to give a reason for its refusal to accept a proposal for membership. A candidate for membership whose application is not successful shall not be permitted to take part in Club activities.

5.11 The Committee, or a majority of those members voting at an Extraordinary General Meeting (EGM) called specifically for the purpose, shall have the right to refuse membership of the Club to any person who, in its opinion, is unlikely to fulfil the objectives of the Club.

5.12 The Committee, or a majority of those members voting at an Extraordinary General Meeting (EGM) called specifically for the purpose, shall have the right to require the resignation from the Club of any person who acts in a manner detrimental to the interests of the Club.

5.13 Any Full member may bring visitors to the Club shooting days provided that the visitor(s) can demonstrate, when challenged, membership of Archery GB. The person inviting the visitor(s) shall be responsible for the conduct of the visitor(s). A Guest fee as determined by the Committee may be payable.

5.14 All persons joining the club shall be provided with a copy of this Constitution. It is a condition of acceptance for membership that all persons joining the club agree to be bound by its terms and conditions and that they have signed the Declaration to that effect (appended at end of this document and to be retained with application form).

5.15 All members shall comply with Archery GB Rules of Shooting and Safeguarding guidelines, and those of Kent Archery Association. Copies are available from Archery GB and KAA websites.

5.16 Any member leaving the Club shall have no right to claim any of the assets of the Club, any of its monetary assets, or any of its equipment, records, or other property.

## 6. OFFICERS

6.1 Management of the Club shall be vested in the Committee.

6.2 Junior Members shall not be eligible to be part of the Committee.



6.2.1 A Junior Member is eligible to fill a role that reports into the Committee, but will not be a member of the Committee until they reach the age of 18..

6.3 The Committee shall consist, as a minimum, of the following officers:-  
**Chair**  
**Secretary**  
**Treasurer**  
**Records Officer**  
**Equipment Officer**  
**Safeguarding Officer (CPO)**

6.3.1 The Committee can appoint other officers at their discretion.

6.3.2 A Full member occupying a Committee post shall be eligible to vote at Committee meetings, and shall be considered a member of the Committee for the purposes of achieving a quorate meeting.

6.4 The period of office for all Committee Officers shall be one year. All Officers may stand for immediate re-election.

6.5 The Committee shall have the authority to co-opt a willing Club member to fill any vacancy that may arise on the Committee.

6.6 The posts of Chair, Secretary and Treasurer must not be held by people from any one household/family, nor can two bank account signatories be from the same household/family.

6.7 A quorum of the Committee shall consist of a minimum of four officers, of which the Chair or his/her designate and the Secretary or Treasurer shall be two.

6.8 Each Full Member serving in a post on the Committee shall have one vote in respect of each proposal considered by the Committee, regardless of how many posts they may hold. In the event of there being no majority of votes cast, then the Chair shall be allowed an additional, deciding vote.

## 7. TRUSTEES

7.1 There shall be at least two but no more than four Trustees of the Club who shall be appointed from time to time as necessary by the Chair of the Club from among Full or Honorary Members at or over the age of 18 who are willing to be so appointed. No two trustees may be from the same household/family.

7.2 A Trustee shall hold office for life, or until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

7.3 All the property of the Club, including land and investments, shall be held by the Trustees for the



time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in their place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Chair for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

7.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

7.5 The Trustees shall be indemnified by all members of the Club individually out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. Should the assets of the Club be insufficient to satisfy such liability, costs, expenses or payments the Trustees shall be entitled to a personal indemnity from the individual members of the Club. The limit of any individual member's indemnity in this respect shall be a sum not exceeding one year's subscription at the then current rate of that category of membership unless the Trustees have been authorised to exceed such limit by a General Meeting of the Club.

## **8. DISCIPLINE AND APPEALS**

8.1 All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available under Governance from the Archery GB website.

8.2 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Safeguarding Officer is the lead contact for all club members in the event of any child protection concerns.

8.3 All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

8.4 The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club only.



8.5 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

8.6 There will be the right of appeal to the Club Secretary following disciplinary action being announced. Appeals must be lodged within 14 days of the written decision being notified. In the event of an appeal against the decision of the Committee, the Chair of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel. The Appeal Panel's decision is final.

## **9. ANNUAL GENERAL MEETING (AGM) / EXTRAORDINARY GENERAL MEETINGS (EGMs)**

9.1 The Annual General Meeting shall be held on a date determined by the Committee. Such date shall be no later than six months after the end of the Club's financial year.

9.2 Notice of the date of the AGM shall be given to each member of the Club at least four weeks prior to such meeting, inviting resolutions for consideration of the Club membership and nominations for the election of Officers.

9.3 Copies of an Agenda for the AGM and the Accounts of the Club, as prepared by the Treasurer, for the year preceding the AGM shall be circulated to all Club members at least two weeks before the date of the AGM.

9.4 All Full, Junior and Honorary members shall be eligible to attend and speak to a proposal at the AGM or an EGM.

9.5 Only Full members shall be eligible to vote on any matters that are considered by the Club membership at the AGM or EGM. Junior and Honorary members shall not be allowed a vote at the AGM or EGM.

9.6 All nominations for membership of the Committee shall have the verbal or written consent of the nominee(s).

9.6.1 Election of officers shall require a Proposer and Seconder for each nominee. The Proposer and Seconder must be different, Full members, and the nominee is not able to Propose or Second themselves.

9.6.2 If there are multiple people standing for a single post, a vote shall be taken at the AGM and the nominee with the highest votes shall be elected.

9.7 Notice of any resolutions for consideration by the Club membership at the AGM or EGM and nominations for election of officers shall be submitted to the Secretary at least two weeks before the date of the AGM or EGM.

9.8 At the AGM or EGM each Full member present shall have one vote in respect of each proposal considered. In the event of there being no majority of votes cast, then the Chair (if a Full member) shall be allowed an additional, deciding, vote.



9.9 Full Members of the Club voting at the AGM shall elect all Officers to office.

9.10 A Full member not attending the AGM or EGM may cast a vote in writing delivered to the Secretary to be received on, or before, the date of the meeting. These votes may be delivered electronically.

9.11 The Agenda for the AGM shall include, but not be limited to:-  
(a) Apologies for absence  
(b) Minutes of the previous AGM  
(c) Matters arising from (b)  
(d) Treasurer's report  
(e) Records Officer's report  
(f) Any other reports  
(g) Election of officers  
(h) Membership fees and subscriptions  
(i) Amendments to the Constitution  
(j) Any Other Business

9.12 A quorum of the Club membership shall consist of at least 20% of the Club membership eligible to vote, as known to the Secretary at the time of the AGM or EGM. At least three of the members forming a quorum shall be Full members.

## **10. AMENDMENTS TO THE CONSTITUTION**

10.1 Any amendments to the Constitution shall be agreed at the AGM or at an EGM called specifically for the purpose.

10.2 A two-thirds majority of the Full members voting at the AGM or EGM shall be required before any amendment of the Constitution shall be considered as approved.

10.3 Any amendments properly approved shall have immediate effect.

10.4 The Committee shall determine any matters not covered by the Constitution for a period not extending beyond the next AGM.

## **11. FINANCES**

11.1 The income and property of the Club shall be applied towards the aims and objectives of the Club as set forth in the Constitution.

11.2 The financial year of the Club shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.

11.3 A Financial Report in the format of an Income & Expenditure statement and in sufficient detail to properly show the financial position of the Club shall be prepared by the Treasurer and presented to the Committee at each Committee meeting, and to the Club membership at least two weeks prior to each AGM. The Financial Report presented to the membership for the AGM shall cover the



period of the financial year preceding the AGM.

- 11.4 The Financial Report prepared by the Treasurer for submission to the membership at the AGM shall be agreed by a minimum of one other member of the Committee before the AGM.
- 11.5 All monies which are the property of the Club shall be held by a financial institution approved by the Committee.
- 11.6 All transactions between the Club and a financial institution shall be approved by Full members of the Committee and shall be conducted by any two of the following: Treasurer, Chair, Secretary, designated Committee Member.
- 11.7 All cheques shall bear the signature of any two of the following: Treasurer, Chair, Secretary, designated Committee Member. (Not more than one signature per family/household).
- 11.8 The Treasurer shall be permitted to retain a cash sum sufficient to meet the incidental expenses of the Club.
- 11.9 The Club membership, by adoption of this Constitution, agrees that the Club funds can be employed to reimburse its officers and Trustees against all reasonable expenses incurred by them in the performance of any acts or duties carried out for or on behalf of the Club. The Committee shall approve all such expenditure.
- 11.10 All members of the Club individually agree to hold harmless any or all of the Club's officers and Trustees in respect of any loss or damage suffered by any or all of them as a result of the act or omissions of the Club's officers and Trustees in the performance of their duties.

## **12. SUBSCRIPTIONS**

- 12.1 Annual Club subscriptions in respect of Full, Junior or Honorary membership as agreed at the AGM shall fall due for payment at the next subscription renewal date.
- 12.2 Any membership fees due shall be paid before or by the date designated for such payment by the organisation requiring the fee.
- 12.3 Responsibility for individual membership of Archery GB will be the responsibility of the Club member, who shall be required to demonstrate their membership of Archery GB before being allowed to shoot with other Club members.

## **13. SCHEDULE OF ACTIVITIES**

- 13.1 The Committee shall attempt to meet at intervals no greater than three months, or as may be deemed necessary, to discuss matters relevant to the running of the Club and activities pertaining to Archery.
- 13.2 The Committee shall keep a minuted record of each of its meetings.



- 13.3 A copy of the Minutes of each Committee meeting, once approved by the Committee, shall be displayed on the noticeboard and made available to members.
- 13.4 Shooting Days – The shooting days of the Club shall be every Sunday throughout the year and any other days/evenings that are approved by and recorded as such by the Committee. The Committee may decide to suspend a shooting day due for maintenance or safety reasons.
- 13.5 All shooting by Club members shall be conducted in accordance with the Rules of Shooting approved from time to time by Archery GB and in force when the shooting takes place, copy in trolley/cabin.
- 13.6 For safety reasons, Full members wishing to shoot must have at least one other experienced member present at all times.
- 13.7 Persons who are not experienced Full members and Juniors should not shoot on their own at any time.
- 13.8 All lost arrows to be recorded on Lost Arrows Form and reported to the land owner.
- 13.9 All accidents to be recorded on Accident Form.
- 13.10 A list of Full and Junior members' emergency contact telephone numbers and addresses to be kept in the Accident book.
- 13.11 Members are entitled to use Club equipment free of charge, subject to Committee approval and proper care.

This Constitution was agreed by a majority of the Club members in October 2025

Signed by the Chair, R. Fitzsimmons..... on .....

Signed by the Secretary, E. High..... on .....



**In joining North Downs Archery Club I agree to be bound by the terms and conditions contained within the Club's Constitution.**

**Signed .....**

**Member's name .....**

**Address**

.....  
.....  
.....

**Tel No .....**

**E-Mail .....**

**Dated .....**

**Membership Type (select one):**

- Senior (18yrs & over)**
- Junior (under 18yrs)**
- Honorary**

**Associate Member? YES / NO (delete as appropriate)**