

ANDOVER ARCHERS

Affiliated to Archery GB, Southern Counties Archery Society and Hampshire Archery Association

CONSTITUTION

AUGUST 2026

Abbreviations

The following abbreviations are used throughout:

AGB Archery GB
GM General Meeting (an annual General Meeting or a Special General Meeting)
AGM Annual General Meeting
EGM Emergency General Meeting
SGM Special General Meeting
Club Andover Archers

1. Name

The name of the Club is Andover Archers.

2. Address

The postal address of the Club is that of the Secretary or the Chairman if the post of Secretary is vacant.

3. Club Membership

3.1. **Eligibility:** Any person who wishes to practice archery (excluding crossbows), and who agrees to abide by the Club Constitution and Rules may apply to become a member. The Club committee may refuse new applications for membership without reason.

3.2. **Size:** The committee may limit the number of members after consideration of safety and the available facilities.

3.3. Members may apply to change their Class of Membership (see 3.5) and must submit new supplication which is subject to the approval of the committee as defined in 3.1 above.

3.4. **Insurance and affiliations:**

- 3.4.1. Knowingly shooting while uninsured is a disciplinary offence (3.6), and it is mandatory that Club members wishing to shoot are current members of (and therefore insured by) AGB.
- 3.4.2. All members other than Social Members (3.4.e), must be affiliated to such other bodies as the Club mandates.
- 3.4.3. Members participating in competitions must meet the insurance and affiliation requirements of that competition (which may differ to the above).

3.5. **Classes of Membership:**

- a) **Senior Member:** All shooting members of 21 years or older who acknowledge the Club as their primary club.
- b) **Junior Member** – All shooting members aged under 21 years of age who acknowledge the Club as their primary club.
- c) **Honorary Member** – an honour conferred by the Club in recognition of services to the Club or the sport. Honorary Membership is for life. Honorary Members are exempt from Club fees.
- d) **Associate Member** - Members of any age who wish to use Club facilities but who do not recognise the Club as their primary club. Acceptance as an Associate Member is at the discretion of the committee and the numbers of Associate Members is reviewed as required. Associate members pay Club fees and must meet 3.4, except that they may be affiliated to other County and Regional Associations which must be agreed with the committee.
- e) **Temporary Member:** a person who is away from his/her home and will not be permanently based locally. Temporary members pay Club fees as agreed by the committee and must meet 3.4, except that they may be affiliated to other County and Regional Associations which must be agreed with the committee.
- f) **Social Member:** a person who does not shoot but wishes to be associated with the Club.

3.6. **Conduct & Discipline:**

Members agree to observe the Constitution, Rules and Policies of the Club and those bodies that the Club is affiliated to.

3.7. **Termination of Membership:**

Membership is cancelled if the Member:

- 3.7.1. submits a letter of resignation;
- 3.7.2. opts out of the AGB auto-renewal by the required date;
- 3.7.3. does not pay AGB or Club fees by the due date;
- 3.7.4. is expelled under the Club's Disciplinary Procedures.

3.8. Suspension of shooting rights: A member who is not a member of AGB may not shoot or coach at the Club or represent the Club at any competition (3.4).

4. Fees and disbursements: Club fees are proposed by the Club committee and approved by the members in General Meeting.

4.1. Fees:

4.1.1. Varying rates: The committee may set different fee rates for each class of members or offer discounts e.g. to archers with disabilities, subject to approval at a GM.

4.1.2. Payment dates:

- a) The Payment Date will be agreed at a General Meeting and published by the committee, and until agreed otherwise at a GM, the payment date will remain the same each year.
- b) Payment dates for Club fees and fees for membership of AGB and other bodies may differ.

4.2. Disbursements: The committee may propose to a General Meeting for its approval such benefit or honour as they agree to members for exceptional merit or service to the Club or the sport which may include a cash gift or exemption from Club fees.

4.3. Expenses: The Club committee may agree to pay out of pocket expenses to any Member at rates that do not exceed current HMRC rates. All expenses must be supported by valid receipts,

4.4. Waiving or cancellation of fees:

The Club committee may, in its absolute discretion, waive, cancel, or reduce payment of Club fees or other indebtedness of a member other than a committee member which must be agreed annually at a GM.

5. Club Officers

5.1. Officers: The Club committee shall consist of the following honorary officers:

Chairman (Executive officer)
Secretary (Executive Officer)
Treasurer (Executive Officer)
Tournaments Organiser and Records Officer
Equipment Officer
Members' Secretary
Training Officer

Welfare Officer

5.2. Honorary President: If approved at a GM, the Club may appoint a person to be its President. This post shall be held for life or until the person leaves the Club. The President is not a committee member. The President is an Honorary Member (3.5.c).

5.3. Eligibility:

5.3.1. All Club Officers must be either Senior or Honorary Members.

5.3.2. A committee member of the Club may not simultaneously be a committee member of another club where such membership would create a conflict of interest.

5.4. Nomination:

5.4.1. Prior to a GM convened for that purpose, any Senior or Honorary Member may nominate another member to stand as an Officer, subject to that member being eligible and willing to stand. The Secretary will inform members of the latest date for nominations to meet the requirements of the agenda.

5.4.2. The Secretary will publish nominations with the agenda for the meeting. Nominations may be made at an AGM only for a position for which there has been no valid prior nomination.

5.5. Dual Positions: A member may hold multiple posts, but only one Executive position.

5.6. Resignation/Dismissal:

A committee member will be deemed to have resigned if they:

5.6.1. submit their formal resignation to the Secretary or Chairman;

5.6.2. miss 3 consecutive meetings without giving an acceptable reason in their submitted apology to the committee for each meeting;

5.6.3. cease to be a member of the Club or are suspended (3.7).

5.7. Term of Office: Committee members take office at their election unless they are co-opted (5.9). Their period of office ends at next AGM when they are re-elected or a successor is elected, unless they resign or are dismissed (5.6).

5.8. Signatories for Expenditure: The Executive Officers are the signatories for expenditure made by the Club. One signatory is sufficient.

5.9. Co-option:

5.9.1. The committee may decide to co-opt other eligible members to the committee. Co-opted members have no vote unless agreed otherwise by the committee.

5.9.2. **Sub-committees:**

- a) Members (including committee members) may be co-opted to serve on a sub-committee for such purposes as the committee determines. The committee will provide a formal Terms of Reference.
- b) Voting rights are defined in the ToR.
- c) The committee may dissolve a sub-committee at any time.
- d) Sub-committees are dissolved at AGM unless their ToR states otherwise.

6. Club Management

6.1. **Chairman:** The Club Chairman will chair committee and General meetings.

6.2. The Chairman must surrender the Chair if:

- 6.2.1. there is a conflict of interest;
- 6.2.2. there is a successful motion against the Chair raised as a point of order
- 6.2.3. for any other reason where the Chairman feels it appropriate to step down.

The Secretary then acts as Chairman for the sole purpose of electing a new Chairman chosen from the eligible members attending. If the Chairman is not present within 15 minutes of the published starting time, then the meeting will elect a chairman.

6.3. **Club Year:** The Club Year shall be as agreed at a GM and will remain unchanged until superseded at a subsequent GM.

6.4. The **Quorum** for committee meetings is four, two of whom must be Executive Officers.

6.5. **Inquorate:** If the committee has too few members to be quorate through resignations or for other reasons, it may act only to co-opt sufficient members to enable it to reach a quorum. It must then call a General Meeting for the purpose of recruiting new members to reach an elected quorum.

6.6. **Conduct of Business:** All committee decisions must be confirmed at a formal committee meeting and minuted. Any two Executive Officers may act outside of a committee meeting where immediate action is necessary, but their actions must be confirmed at the next meeting.

6.7. **Voting:** By simple majority. The chairman of the meeting has a casting vote.

6.8. **Meetings by remote link:** A committee meeting may be held by various types of communication technology.

7. **General Meetings** (Annual General Meetings, Emergency General Meetings and Special General Meetings)

7.1. **Calling:**

7.1.1. An Annual General Meeting (AGM) will be called at the end of each Club year at a date agreed by the committee.

7.1.2. A Calling Notice must be issued at least 28 days before an AGM or SGM. An Agenda must be published at least 10 days before the meeting.

7.1.3. An SGM may be called either by the committee or at the written request of at least one quarter of the eligible voting members. In the latter case a Calling Notice must be issued within 14 days of the request being received. The request must state the reason(s) for which the meeting is requested.

7.1.4. An EGM may be called only where there is believed to be a threat to the existence of the Club or the safety of its members which is so immediate that action must be taken more urgently than an SGM or AGM allows, for example the sudden termination of the club's lease or the resignation of the committee. The requirement to call an EGM is the same as for an SGM, except that the meeting must be held within a maximum of 28 days dependent on the immediacy,

7.1.5. No business may be transacted at a GM other than that for which the meeting was called.

7.2. **Quorum:**

7.2.1. The quorum for a GM is the lesser of 10 members or one quarter of the voting Members.

7.2.2. If an AGM is inquorate the meeting is abandoned and a second meeting is to be held (subject to 7.1.2). The retiring committee will stay in place until this time. If this meeting is also inquorate then the meeting may only accept Officers' reports, agree fees for the following year and elect a new Committee.

7.2.3. If an SGM is inquorate, no subsequent meeting will be held, and the motion(s) fail.

7.2.4. For an EGM, no quorum is required.

7.3. **Chairman:** Rules 6.1 and 6.2 apply to the chairmanship of GMs.

7.4. **Voting:**

7.4.1. **Eligibility:** All members over 18 excluding Social, Associate and Temporary Members, are entitled to vote at a General Meeting.

7.4.2. **Decisions will be by a majority of the eligible members attending.**

Postal and proxy votes will not be taken. In the event of a tie, the meeting chairman has a casting vote. Members ineligible to vote may address the meeting at the discretion of the chairman.

8. Amendments to this document and other instruments of the Club

Changes to the Constitution, and any other formal documents of the Club may be made only at a GM. Any proposed amendment must be issued with the meeting agenda (7.1.5).

9. Dissolution

If upon the winding up of the Club there remains, after the payment of all debts and liabilities, any funds or properties they shall, at the discretion of the committee, be transferred to some other organisation(s) registered with similar objectives.

10. Archery GB Constitution and Rules

Where any club document (including this Constitution) differs from the Constitution and Rules of Archery GB, the Rules of AGB shall have precedence.