



WHITELEAF BOWMEN ARCHERY CLUB

CONSTITUTION

2025 Revised Edition

Revised	Item 2b	AGM 2003 "Equal Opportunities" added
Revised	Item 8b	AGM 2003 Honorary Member
Revised	Item 16a	AGM 2003 Change to Committee
Revised	Item 16b	AGM 2003 Deleted
Revised	Item 16c	AGM 2003 Committee "Job Sharing"
Revised	Item 16l	AGM 2003 Year now 1st Nov - 31st Oct
Revised	Item 12	AGM 2006 Conditions Expanded
Revised	Item 2a	AGM 2007 New Objective
Revised	Item 3b	AGM 2007 Change to Dissolution Procedure
Revised	Item 7a	AGM 2007 Change to Amendment Procedure
Revised	Item 9	AGM 2007 Added Non-Discrimination Clauses
Revised	Item 23	AGM 2007 Change to Misconduct Procedure
Revised	Item 8d	AGM 2008 Change to Junior Membership Definition
Revised	Item 3b	EGM 2011 Change to distribution of club funds
Revised	Item 8c	EGM 2011 Change to Ordinary Member Definition
Revised	Item 14a	AGM 2011 Change to clause re Subscription
Revised	Clause 8a vi	AGM 2014 Addition of membership clause
Revised	Clause 8g	AGM 2014 Added definition of Life Member
Revised	Clause 15a	AGM 2016 Subscription Renewal Date
Revised	Clause 15b	AGM 2016 Non-payment of subscription date
Revised	Clause 8d	AGM 2017 Accompaniment of Juniors
Revised	Clause 15a	AGM 2017 Change to cause re Subscription
Revised	Clause 15b	AGM 2017 Lapse of membership
Revised	Clause 23a	EGM 2021 Number calling EGM
Revised	Clause 22g	EGM 2021 Number of members for quorum at AGM
Revised	Clause 17a	AGM 2022 Update committee posts
Revised	Clause 21a	AGM 2022 Update banking year end
Revised	Clause 21c	AGM 2022 Amend banking authorisation
Revised	Clause 13	EGM 2024 Amend condition for fee exemption
Re-written on formation of two clubs		AGM 2025
Revised	Clause 13c	AGM 2025 Amend rate and application process

GENERAL PROVISIONS

1. The club shall be called **WHITELEAF BOWMEN.ARCHERY CLUB**
2.
 - a. The object of the Club shall be to provide facilities for, and promote participation of, the whole community in the sport of Archery.
 - b. The Club operates an Equal Opportunities Policy, which aims to ensure that no person receives less favourable treatment on the grounds of colour, creed, or national origin, disability, sex, sexual orientation, or marital status, or is disadvantaged by any condition which cannot be shown to be justifiable.
 - c. The Committee shall from time to time determine the forms of Archery which may be practiced on Club Premises.
3.
 - a. The funds and property of the Club shall be vested in the Chair, the Secretary, and the Treasurer for the time being.
 - b. The income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club or third parties. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
 1. Whiteleaf Bowmen
 2. A registered charitable organization(s).
 3. Another club which is a registered CASC
4.
 - a. The Club shall aim to hold in each year a Club Championship Meeting for all bow types as specified by the Committee. The Committee shall determine all other awards from time to time.
 - b. No person shall be eligible to win any award at the Club's Championships who has not been a full member for three calendar months before the date of the Championships, except for the Novice Trophy which is open to any full member of the club who began their archery career with the Club since the previous Club Championships.
5. Where it is reasonable to follow, the Club shall align with the rules and regulations of the Governing Body for Archery in Great Britain.
6. The Postal address of the Club shall be that of the Secretary for the time being, or such other address as may be decided by the Committee from time to time.
7.
 - a. The Constitution shall not be altered or amended except at a General Meeting of the club.
 - b. Members wishing to move a Proposition designed to alter or amend the Constitution shall submit such Proposition in writing to the Secretary not less than 42 days preceding the Annual General Meeting.

MEMBERSHIP

8.
 - a. There shall be the following classes of members:
 - i. Honorary Member (non-shooting)
 - ii. Ordinary Member
 - iii. Junior Member
 - iv. Temporary Member
 - v. Life Member
 - b. **Honorary Member:** Any person who is no longer shooting whom the Club wishes to honour for distinguished service to the cause of Archery, may be elected at a General Meeting of the Club as an Honorary Member. Any members thus honoured will be eligible for Committee election & AGM voting rights.
 - c. **Ordinary Member:** Any person interested in Archery shall be eligible for admittance as an Ordinary Member, subject to the approval of the Committee.
 - d. **Junior Member:** Any person interested in Archery, not having attained the age of 18 on or before October 1st, shall be eligible for admittance as a Junior Member, subject to the approval of the Committee. A prospective Junior Member shall be required to provide the Membership Secretary with the written consent of a Parent or Legal Guardian in support of their application. All Junior members must at all times be accompanied by a parent or guardian until they attain the age of 18.
 - e. **Temporary Member:** A participant of a Club-organised Fun Shoot or Committee approved Have-A-Go event will become a Temporary Member for the duration of the event on the condition that their name is recorded prior to shooting.
 - f. **Life Member:** Any member who is still shooting with 25 years' membership of the club who has held a post on the committee and helps out at fun shoots, etc., can claim the class of Life Member. The onus is on individual members to claim the class of Life Member. (see 13b for discounted fees). Any members thus honoured will retain their status as Ordinary members, and thus be eligible for Committee election & AGM voting rights.
9. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion, or beliefs; or of age, sex, or disability, except as a necessary consequence of the requirements of Archery as a particular sport.
10. It shall be a condition of Membership that all Members accept the jurisdiction of the Club and shall conform to such conditions, shooting rules, and regulations as may be determined from time to time.
11. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, according to the procedure specified in Clause 24. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
12. An Archer who is not a Member of the Club shall not compete or officiate at any of the Club's meetings except at the invitation of the Committee. Only Ordinary, Junior and Life Members are eligible to win Club tournaments.

SUBSCRIPTIONS

13.
 - a. All Members, as defined in Clause 8a, other than Honorary Members, shall pay an annual subscription to the Club at rates to be determined from time to time by Members in a General Meeting.
 - b. The Club membership fee is waived for all Life Members and members of the committee, in recognition of ongoing and sustained service to the club.
 - c. Additionally, at the Committee's discretion, Members who have or will turn 65 during the calendar year may pay a reduced Club fee of 50% of the full Club membership fee if they have been a fully paid up member for at least all of the last 10 years and have, in the view of the Committee, contributed significantly to the club. Club members will need to apply to the Committee with evidence of their contribution to the Club.
14. All subscriptions shall become due on 1st September to cover the year 1st October to 30th September. All subscriptions shall be paid before the start of the membership year, which is 1st October.
15. Non-payment of subscriptions is a serious matter and an individual's membership shall be deemed to have lapsed unless his/her subscription has been received by 30th September.

MANAGEMENT

16. The management of the Club's affairs shall be entrusted to the Committee.
17.
 - a. The Committee shall consist of the following, elected on an annual basis, who shall all be Honorary, Life or Ordinary Members of the Club as defined in Clauses 8b, c & f,

Chair, Secretary, Treasurer, Membership Secretary, Records Officer, Equipment Officer, Grounds Officer, Coaching Officer, Tournament Officer, Web Master, Fun Shoots Co-ordinator, Beginners' Co-ordinator.
 - b. With the exception of the post of Chair, any two offices may be combined, but shall carry only one vote in that event.
 - c. The Committee shall have the power to co-opt.
 - d. The Honorary President shall be invited to attend all Committee meetings, but shall not take the Chair.
 - e. All Officers and Members of the Committee shall hold office from election/appointment until the next AGM, and shall be eligible for re-election or re-appointment as the case may be.
 - f. The Chair, if present, shall preside at Committee Meetings, and shall be entitled, if required, to cast an additional vote. In their absence, a Chair shall be chosen from those present, and shall have an additional vote, if required.
 - g- The Committee may appoint a sub-committee or sub-committees and may delegate to such committee or committee executive powers within defined limits.
 - h. The Committee shall meet regularly at intervals of approximately 2 months. It may also meet at such other times as are deemed expedient.
 - i- Minutes shall be taken at each meeting and shall be presented to the next meeting. A copy will also be stored at the field available for all club members.

- j. Five Committee Members shall form a Quorum.

ELECTION OF HONORARY PRESIDENT

18. The Club may elect an Honorary President, Lady or Gentleman, who shall have knowledge and experience in matters connected with Archery. Such election shall take place at an Annual General Meeting of the Club and the person elected shall hold office initially for a period of three years following election, and shall thereafter be eligible for re-election annually.

AUDITORS

20. An Honorary Auditor shall be appointed at each Annual General Meeting. If no Auditor can be nominated at the Annual General Meeting, the appointment may be delegated to the Committee until one can be nominated.

FINANCE

21. a. The Committee shall cause to be prepared, and shall present at the Annual General Meeting, a Balance sheet showing the financial position of the Club on 30th September of the preceding year, together with an Income & Expenditure Account for the financial year ending on that day.
- b. A copy of the Balance Sheet and Income & Expenditure Account, shall be sent with the notice covering the AGM to each Member of the Club.
- c. During the year, any one of the Chair, the Secretary, or the Treasurer, may authorise any withdrawal from the Club Bank Account which it is intended to use for the legitimate conduct of Club business.

ANNUAL GENERAL MEETING

22. a. The Club shall ordinarily hold an Annual General Meeting in October of each year at a time and place to be determined by the Committee. This will be a combined AGM with Whiteleaf Bowmen.
- b. Not less than 21 days' notice of such Meeting shall be sent to each Member.
- c. Each Member shall receive a copy of the Minutes of the previous Meeting, a copy of the Agenda with Propositions which it is intended to move, a copy of the Accounts as specified in Clause 21b, nomination paper for election of Honorary Vice-Presidents and Committee Members, and any written reports that may have been submitted.
- d. At the AGM, the business shall include:

- i) Minutes of the previous AGM.
- ii) Matters arising.
- iii) The Annual Reports and Accounts.
- iv) Any matters arising from Clauses 7 and 13.
- v) Election of Hon. President (if required).
- vi) Election of the Committee Members and Officers.
- vii) Appointment of Auditor

NOTE: There shall be an item “Any Other Business” at an Annual General Meeting. Any business which is not specifically provided for, and which requires discussion and/or a vote by Members, must be communicated to the Secretary in time for it to be included in the Notice of Agenda to be distributed in accordance with Clause 22b.

The President (or Chair) may, if required and willing to do so, permit a period of general suggestions and discussion. They may terminate such period when they think appropriate and there shall be no vote permitted on issues raised during this period.

e. The President, if in attendance, shall take the Chair at the AGM, and may, if required, cast a deciding vote.

f. All Members shall be eligible to attend the AGM, but only Honorary, Life and Ordinary Members shall be permitted to vote.

g. Ten voting Members shall form a Quorum.

h. No person may vote in more than one capacity.

i. Within 28 days after the AGM, the Secretary shall, if instructed at the Meeting, send a copy of all alterations and amendments to the Constitution which may have been effected at the Meeting.

EXTRAORDINARY GENERAL MEETING

23. a. An Extraordinary Meeting shall be called by the Secretary at the request in writing of at least eight permanent Members of the Club. Such request shall specify any Propositions which it is intended to move, and shall bear the names of all those calling the meeting.

b. At least 10 days’ notice of an Extraordinary Meeting shall be sent to all Members of the Club and shall specify the business to be dealt with.

c. In extreme emergency, when time does not permit the putting in effect of Clauses 23a and 23b, any three of the President, the Chair, the Secretary, and the Treasurer shall be empowered to act on behalf of the Club.

MISCONDUCT

24. If, in the opinion of the Committee, any Member, as defined in Clause 8a, shall have been guilty of misconduct prejudicial to the good name and order of the Club, the Committee may, after affording to such Member a reasonable opportunity of a hearing, suspend indefinitely or expel such Member from the Club without being called upon to state the reason to any but the Member concerned.

CONSTITUTION

25. Each new Member, upon joining the Club, shall be presented with a copy of the Constitution and a copy of such other Rules and Regulations which the Committee may have issued.

WHITELEAF BOWMEN ARCHERY CLUB