

THE RULES AND CONSTITUTION
of
DROITWICH ARCHERY SOCIETY

[N.B. Throughout these Rules and Constitution any reference to the male gender shall be deemed to include the female gender.]

1. The Club shall be called "The Droitwich Archery Society".
2. The objects of the Club shall be the promotion and practice of the sport of archery and all incidental matters. The Club is operated on a "not for profit" basis, with all financial proceeds of Club activities being used within the club for the benefit of its members in their practice of archery.
3.
 - (a) The Club shall consist of honorary members, senior members, junior members, and affiliate members.
 - (b) Persons over eighteen years of age shall be eligible for senior or affiliate membership.
 - (c) Persons below the age of eighteen years shall be eligible for junior or affiliate membership.
 - (d) Outdoor shooting is available at the Club's outdoor shooting ground, Six Gold End, near Hanbury. Indoor shooting is available at the Club's nominated indoor shooting venue. The dates of the Club's outdoor and indoor shooting seasons will be decided by the committee and communicated to the members.
 - (e) Members of the Club may select from a series of membership options, based on when and where they wish to shoot. The indoor and outdoor shooting seasons will be selected by the committee.
 - (i) Summer membership entitles a member to outdoor shooting at the Club's outdoor ground. Summer members may shoot at any of the four nominated weekly Club target sessions throughout the Club's outdoor shooting season.
 - (ii) Winter membership entitles a member to indoor shooting at the Club's indoor venue and, from time to time, Club target sessions held at the Club's outdoor ground.
 - (iii) Anytime membership is available as an add-on to Summer membership, and entitles a member to outdoor shooting at times other than Club target sessions during the Club's outdoor shooting season. Anytime members are able to shoot at the outdoor ground throughout the Club's indoor shooting season, subject to Rule 3(e)(iv) below.
 - (iv) The committee may restrict, without warning, access to the outdoor ground, should the conditions at the ground become hazardous or otherwise unsuitable for shooting. Examples include high winds, excessive rain and poor physical condition of the ground underfoot.

- (v) Should any member be found to be acting in a manner detrimental to the shooting venues, whether to the equipment or to the fabric of the venues, the committee may immediately restrict that member's access to the shooting venues on a temporary basis until the matter is resolved. If the matter cannot be satisfactorily resolved, the Club may proceed as in Rule 8.
 - (f) The different classes of membership attract different subscription fees, appropriate to the facilities which are provided to members in that membership class. The club will keep subscription fees at levels that will not pose a significant obstacle to people participating. The club also offers various methods of subscription payment to assist in this, including monthly payment by Direct Debit, Family discount and (upon application to the committee) reduced/discounted subscription rates for people facing financial difficulties.
- 4.
- (a) Every candidate for admission as a senior member, junior member or associate member shall complete the prescribed application form.
 - (b) Membership of the club is open to all, who are interested in the sport, irrespective of gender, sexual orientation, ethnicity, nationality, religion, disability or age. To comply with the club's insurance and risk assessments, potential Members must be assessed by a club coach to ensure compliance with all health and safety requirements. Any applicant refused on safety grounds will have a right of appeal to the Committee whose decision shall be final and binding.
 - (c) The Secretary shall notify the candidates of the decision of the Committee.
- 5.
- (a) The club in General Meeting may elect honorary members and such election shall be for the life of the honorary member. The election shall be by motion duly proposed and seconded. The Secretary shall give to the person elected an honorary member written notice of his election. An honorary member shall pay neither entrance fee nor subscription but will be entitled to all the privileges and benefits of membership except that:
 - (i) he shall not vote upon any questions affecting the finances of the Club;
 - (ii) he shall not be qualified to serve on the Committee;
 - (iii) he shall not be entitled to shoot unless he has paid his affiliation fees for Archery GB, The West Midlands Archery Society and the County of Worcester Archery Association and all other payments and levies paid by the club on behalf of its members.
 - (b) An affiliate member shall be any person who is eligible for junior or senior membership wishing to take part in the outdoor shooting activities of the Club but is a member of a Club other than Droitwich Archery Society, or is a Direct Member of Archery GB or of a national society affiliated to World Archery and has paid all affiliation fees and all other payments and levies due to these organisations from such a person. An Affiliate member shall, at a minimum, choose the Summer and Anytime options.

- (c) A visitor shall be any person who is eligible for junior or senior membership but is a member of a Club other than Droitwich Archery Society or is a Direct Member of Archery GB or of a national society affiliated to World Archery and has paid all affiliation fees and all other payments and levies due to these organisations from such a person. Such a visitor may with the consent of an officer of the Club take part in the shooting activities of the Club upon payment of such sum as may be specified for the time being by the Committee.
6. A copy of the Archery GB Rules of Shooting and World Archery Constitution and Rules shall be available to all members for inspection.
 7.
 - (a) Any member may resign his membership by giving to the Secretary notice in writing to that effect provided that if notice be given after the 1st June in any year he shall be liable to pay his subscription for that year.
 - (b) If any member fails to pay his subscription by the 1st June in any year he shall be deemed to have tendered his resignation.
 8.
 - (a) If at any time the majority of the entire committee shall be of the opinion that the interests of the Club so require, they may by letter setting out in full all reasons for doing so, invite any member to resign from the Club within a time specified in such letter. The aforesaid member may then lodge an appeal in writing for consideration by the committee. Should matters not be resolved at this stage an external arbiter can be appointed with the agreement of both parties and the decision of the arbiter shall be binding. Finally, the committee will act upon this decision and, if appropriate, expel the said member from the Club with each club member being informed as to the outcome in due course of time.
 - (b) All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate action including termination of membership
 9. Any person on ceasing to be a member shall forfeit his rights to and claims upon the Club, its property and funds.
 10.
 - (a) The entire management of the Club, (except as otherwise provided by these rules), shall be deputed to a committee consisting of ten ordinary members. Seven of these members shall be officers of the Club and elected for a specific office and two shall be elected specifically to serve as delegates to the County Association Committee. In the event of one or more posts being unfilled at the Annual General Meeting another member of the committee may carry out the duties of the post. The committee shall make every effort to fill the aforesaid post from the membership whilst it remains vacant through advertising the vacancy on Club noticeboards. Any committee member holding more than one designated post shall be entitled to only a single vote.
 - (b) The members shall elect a Chair, Secretary, Treasurer, Records Officer, Tournament Organiser, Equipment Officer, Fixtures Secretary, two delegates to the County Association Committee and two Members Representatives. There shall be no less than three non-related and non-co-habiting Committee members. No Officer shall serve for more than three consecutive terms of office but may offer him/herself for election after a break of at least one year. Officers shall be

permitted to continue in their role for a consecutive term of office if there are no other nominations forthcoming for that role and if those present vote in favour.

- (c) In the event of a conflict of interest arising, during Committee meetings the affected Committee Members shall, as soon as they are aware of the conflict, declare such, which shall then be recorded in the minutes of the meeting. They shall then be permitted to participate in discussions but shall absent themselves from the proceedings for any subsequent voting.
- 10
- (c) At an Annual General Meeting, officers and other members of the Committee shall retire but shall be eligible for re-election. Any two members may propose any other candidate or candidates for the position of an officer or committee member of the Club. All adult members present at the Annual General Meeting shall be entitled to cast one vote in the election of officers to the committee.
 - (d) The club shall appoint a Child Protection Officer (“CPO”) who shall be co-opted to the committee to oversee implementation of the Child Protection Policy and for advising the Club and its members in all matters relating thereto.
- 11.
- (a) Voting shall be as follows:-
 - (i) If two or more candidates are proposed to hold a position as an officer of the Club then the candidate who shall receive the most votes in that election for the post shall be declared elected.
 - (ii) For roles where the election of more than one officer is required, if there are three or more candidates proposed as committee members then the two candidates who receive the most votes shall be declared elected.
 - (b) Voting shall be by ballot and every member who is entitled to vote shall cast his vote for the candidate of his choice and in the case of two or more candidates receiving an equal number of votes the Chairman shall have a casting vote.
 - (c) For the election of the Chairman the Secretary shall take the Chair,
12. In the event of a vacancy on the Committee, the Committee shall have power to appoint any ordinary or junior member to fill such vacancy but the proceedings of the Committee shall not be invalidated in consequence of there being less than the prescribed number of members.
13. The Committee shall meet so often as shall be necessary to examine the Accounts and arrange the affairs of the Club. A quorum shall consist of five members. The Chairman shall take the Chair but in his absence the Secretary shall take the Chair. Minutes shall be taken of all proceedings of the Committee and they shall be open to inspection of any member applying to the Secretary therefor.
14. The Committee may from time to time appoint from among their number such sub-committees as they deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee determine. Such sub-committees shall periodically report proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.

15. If in the opinion of the Committee an ordinary member has specialist knowledge which would be of help to the Committee to enable it to reach a decision the Committee shall be entitled to ask that member to attend a Committee meeting to give his specialist assistance. Such ordinary member attending a Committee meeting shall have no power to vote.
16. The committee may from time to time make, alter and repeal bye-laws regulating the use of Club equipment, shooting activities, the holding of tournaments and matches and generally for the good conduct of the affairs of the Club. Such bye-laws, provided they are not inconsistent with the Rules of the Club for the time being shall be binding on the members and be construed as part of the Rules of the Club until they are rescinded or varied by the Committee or the Club in General Meeting.
17. The Annual General Meeting of the Club shall be held in the month of March in each year upon a date and at a time to be fixed by the Committee for the following purposes:
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 - (a) To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year audited by the honorary auditor elected at the previous Annual General Meeting and an estimate of the receipts and expenditure for the current financial year.
 - (b) To elect the Committee for the forthcoming year.
 - (c) To determine the annual subscriptions for the current financial year.
 - (d) To decide on any resolutions which may be duly submitted to the meeting as hereinafter provided.
 - (e) To elect the honorary auditor.
18. Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary during the month of February.
19. The Committee may at any time for any special purpose call a Special General Meeting and they shall do so within not less than 14 days and not more than 28 days upon the request in writing of any three members stating the purpose for which the meeting is required.
20. Fourteen days at least before the Annual General Meeting or any Special General Meeting a printed or written notice of such meeting and of the business to be transacted shall be sent to every member and no business other than that of which notice has been given shall be brought forward at such meeting.
21. At all General meetings of the Club the Chairman, and in his absence, the Secretary or in his absence a member selected by the meeting shall take the Chair. Every member present and entitled to vote shall have one vote upon every motion and in the case of equality of votes the Chairman shall have a casting vote.
22. The quorum at all General Meetings except for the purposes of Rule 30 shall be one quarter of the members for the time being.
23. The financial year of the Club shall end on the last day of December in each year to which day the accounts shall be balanced.

24. The annual subscriptions for ordinary members, junior members, winter members and temporary members shall be determined at the Annual General Meeting.
25. If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money the Committee thereupon shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and of such form and manner and upon such security as shall be specified in such resolution. All members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.
26. The Club shall have such bank accounts as shall in the opinion of the Committee be deemed necessary. Each cheque shall be signed by the Treasurer and countersigned by an appointed officer of the Committee.
27. The Committee shall have power to make arrangements for the holding of tournaments, matches or other like competitions including imposition of a charge for archers taking part and to provide cups and other prizes for competitions and to hire such ranges as may be required on any occasion the Committee in their discretion think proper.
28.
 - (a) All members shall accept the jurisdiction of Archery GB and shall conform to such conditions, shooting rules and regulations as may be determined from time to time and such other rules and regulations not inconsistent with the rules and shooting of Archery GB as the Committee shall think expedient for the promotion of the sport and safety of members and the public.
 - b) The committee shall make such rules governing the issue of keys to the Club facilities to adult members ('designated key holders') as the committee shall deem appropriate.
 - c) Designated key holders and all other adult members may utilise the Club facilities at any time permitted by their nominated membership options (see Rule 3(e)), other than at times specifically prohibited by the committee. The following restrictions apply:
 - (i) During Club target sessions, in order to comply with Archery GB rules no less than two adult people, including a designated key holder, must be present whilst shooting is in progress, one of whom may be a non-archer to act as a look-out.
 - (ii) Junior members may use the facilities as above, if accompanied by an adult.
 - (iii) Members with the Anytime option may use the facilities on their own, provided the gate is closed. As in Archery GB Rules of Shooting 103(c), solo archers shoot at their own risk in respect of personal injury and liability. Junior members with the Anytime option must, as always, be accompanied by an adult.
29. Every member shall communicate to the Secretary any change of his address and all notices required by these rules to be sent to members shall be deemed to have been duly sent or given if sent to the last known address or given to such member in person.

30. If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and such resolution shall at a Special General Meeting held not less than one month thereafter at which not less than one half of the members shall be present be confirmed by a resolution passed by a majority of two thirds of the members voting thereon the Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all liabilities the same 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. Upon completion of such activity the Club shall be dissolved.
31. These Rules and Constitution may be altered or repealed, or new rules may be made by resolutions at the Annual General Meeting or at a Special General Meeting duly summoned for the purpose provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the members voting thereon.

Agreed at EGM 13th July 2023