



Abbeydale Archers

Affiliated to Archery GB, Northern Counties Archery Society & Yorkshire Archery Association.

Constitution

This Constitution was adopted at the Annual General Meeting held at The De La Salle Club Barn, Beauchief, Sheffield, S8 7BA April 2024, by a show of hands of those members present.

Title – the name of the club is Abbeydale Archers (Hereinafter called “the Club”).

Address – the postal address of the Club is that of the current Secretary or of the current Chairperson if the post of Secretary is vacant.

Objectives:

The purpose of establishing the club is to support and foster the sport of archery. To advance this goal, the Club will possess the following abilities:

To boost involvement in the Club's activities among individuals, clubs, and various entities involved with archery. In furtherance of the above, the Club shall have the following powers:

- (i) To affiliate to AGB
- (ii) To affiliate to the Yorkshire Archery Association and be represented on the Committee thereof
- (iii) To affiliate to the Northern Counties Archery Society
- (iv) To affiliate to any other organisation that the Club considers appropriate
- (v) To invest the monies of the Club not immediately required for its purpose in such investments, securities or property as may be thought fit.
- (vi) To undertake all other lawful tasks necessary to conduct the objects of the Club always providing that:

In raising funds for its objects, the Club shall not undertake any permanent trading activities.

The income and property of the club shall be maintained within an inventory and only to be used to promote the objects of the Club as described in this Constitution.

Dissolution – If upon winding up of the Club there remains after the payment of all debts and liabilities any funds or properties whatsoever, they shall not be distributed among the members of the Club but shall be transferred to another organisation having similar objects to the Club. The final destination of all Club assets shall be agreed as part of the winding up Extraordinary General Meeting.



Amendments – The Club Constitution may only be amended at a General Meeting of the Club, either an Annual General Meeting or an Extraordinary General Meeting called for the purpose.

1 Rules of the Constitution

1.1 Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities.

1.2 The Club shall provide the following categories for membership:

1.2.1 Senior Member – any person of 18 years or older who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year.

1.2.2 Junior Member – any person of less than 18 years who has been accepted as a Junior member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year.

1.2.3 Honorary Member – any person upon whom the Club has conferred this title in recognition of services to the Club or to archery in general. An honorary member shall be responsible for paying the prescribed County, Regional and National affiliation fees.

2 Duties and Privileges of Members

2.1 Every member shall be bound to further the objectives of the Club and shall observe these Rules and those of the Northern Counties Archery Society, and the Yorkshire Archery Association and Archery GB.

2.2 All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.

2.3 Senior Members and Honorary Members shall be entitled to vote at Club General Meetings.

2.4 Membership of the Club will terminate if:

2.4.1 A properly authorised form of resignation is received, or

2.4.2 Club fees remain unpaid 6 weeks after the due date.

2.4.3 Membership fees for De La Salle remain unpaid 6 weeks after the due date.

2.4.4 The individual ceases to qualify under these rules.

2.4.5 Membership is terminated under Rule 3.2



2.4.6 Members do not provide written consent for the Club to collect, process, store and share their personal data in line with the Club's data protection policy, as outlined in Section 6.

2.6 When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by Archery GB. Members will also follow carefully any additional guidance given or arising out of the agreements for the use of the Club's shooting facilities.

2.7 All members, where physically able and without risk to their health and safety, will use their best efforts to ensure the safety and security of the Club's property and equipment. Each member will also contribute appropriately to the maintenance of the property and equipment, considering their own capabilities and ensuring that their involvement does not pose any danger to their or others well-being or safety.

2.8 Each Junior Member of the Club who is below the age of 17 years must be accompanied by a parent or a properly appointed responsible guardian when shooting or in attendance at the Club.

2.9 Junior Members of the Club may shoot only when a Senior Member, or an Honorary Member is present.

3 Safety & Discipline

3.1 Members are bound by the safety rules imposed by Archery GB and any additional local requirements laid down by the Club.

All Club members have a duty to report issues of safety to a qualified Club coach or a member of the committee.

Club coaches are authorised by consensus to determine whether a member or person seeking membership is safe to shoot.

The Club operates to the AGB Protection of Children and Vulnerable Adults Policy to ensure compliance with legislative requirements.

All members have a duty to inform coaches or the Committee of any medical condition that may comprise their own safety or that of others on the line.

3.2 The Committee may at any meeting, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated safety or other Club rules, or whose conduct is deemed detrimental to the best interests of the Club or the sport of archery.

3.2.1 Before any such disciplinary action, the member shall be given at least 14 days' notice in writing and shall be granted the opportunity to be heard by the Committee.



3.3 The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those

concerned. The Committee is however free, if it so decides and subject to Rule 3.4, to publish its decision in any medium, including the journals of national or international archery bodies.

3.4 The member shall be allowed 28 days from the date of communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, with the Secretary of the Club.

3.5 The Committee shall not communicate its decision, other than to the member, until that period has expired, or an appeal has been lodged, whichever is sooner.

3.6 The open carry of knives is not permitted on the field. Open Carry is the practice of publicly carrying a knife that is fully or partially visible. This include if the knife is in a sheath. Knives may still be used for equipment maintenance and arrow retrieval.

3.7 Due to the nature and power of Crossbows we do not allow there use in any way.

3.8 Arrow points – Only bullet style target points can be used at the club.

3.9 Arrows – Fill Carbon arrows are not permitted on a mixed use field such as the De La Salle grounds.

4 Application for Membership

4.1 An application for membership shall be made on a Club application form to the Courses Co-Ordinator and New Members Officer or the Secretary of the Club in their absence and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete Archery GB affiliation and membership record forms.

4.2 Probationary Period

4.3 A probationary period of three months from the date of acceptance by the Committee shall be served by all members. The Committee reserves the right to extend the probationary period (e.g. if the club is unable to open for a period of time, or if injury/illness prevents the probationary member from attending).

4.4 On completion of the probationary period the Committee will consider the continuation of membership in the appropriate category defined in section 1 above.

4.5 The Committee reserve the right to revoke the membership of any Probationary member at any time, with no recourse within the probationary period. As the Club is a not-for-profit organisation and must manage it upkeep from its fees no refund in full or pro rata will be reimbursed by the Club or for Archery GB, Northern Counties, Yorkshire Archery Association also any other association the club is affiliated with.

4.6 Probationary members must attend a minimum of 6 sessions while in probation.



4.7 Visitors.

Visiting archers who wish to shoot must be affiliated members of Archery GB. They must be accompanied by a Club member, have their AGB membership card (or E-Card) with them and pay the appropriate target fee before shooting. Visitors must pre book with the committee before attending. The Club only accepts payment by BACS or cash. The Club operates a strict no pay no shoot policy.

5 Fees

5.1 All Club Fees shall be as determined by the Club Committee from time to time and approved by the members in General Meeting

5.1.1 All members are required to pay subscriptions to:

- a) The Club
- b) Archery GB
- c) The Yorkshire Archery Society
- d) The Northern Counties Archery Society
- e) Any other organisation to which the Club is affiliated

5.2 All subscriptions and affiliation payments shall become due annually by the 31st of July for the following year.

5.3 The Club Committee may, in its absolute discretion, waive, cancel, or reduce payment of Club dues or other indebtedness of a member of the Club for any period.

5.4 New members joining the Club shall pay that proportion of the above dues as is appropriate to the date of joining.

6 Data Protection (Data Protection Act 2018)

6.1 The Club in its capacity as Data Controller will collect, process, securely store and share as only required the following personal data about its members: name, date of birth, address, telephone number, email address, postal address, fee level, fees paid (y/n, date), scores/badges/classifications earned, health and disability status, Archery GB membership number.

6.2 Members are required to actively consent for the Club to collect, securely store, process, and share members' individual personal data for the purposes of: running an archery club, communicating with members, creating and/or maintaining members' membership of Archery GB, Yorkshire Archery Association (YAA) and Northern Counties Archery Society (NCAS), confirming their membership of De La Salle Association, and complying with the law. Unless otherwise required to by law, the Club will only share the minimum required members' personal data with: De La Salle



Association and any other venues where Abbeydale Archers conduct regular shooting, Archery GB, YAA and NCAS, and relevant insurers.

6.3 Members are required to actively consent to receive communications by email or post from the club about their membership (including communications about their annual membership renewal), the running of the club, archery-related opportunities or information, and archery related events held by the club or other organisations. Members may choose to receive communications by physical post only; this will be limited to the annual request to renew their membership and notice of the AGM only.

6.4 The Club's full data protection policy will be published on its website.

6.5 The Club may offer mobile instant messaging apps and members can request to be added under the agreement that other members will see their mobile number and to use the messaging application responsibly. The main use of mobile instant messaging is to alert members when there may be an issue with shooting such as unsafe conditions or if a key holder is needed.

7 Club Committee

7.1 The affairs of the Club shall be supervised by the Committee which shall have such powers, duties, and responsibilities as are laid down in this constitution and are not otherwise directed to be conducted by the members in General Meeting.

The Committee shall comprise:

7.2.1 Chairperson

7.2.2 Secretary

7.2.3 Treasurer

7.2.4 Records & Tournaments Officer

7.2.5 Equipment Co-ordinator

7.2.6 Courses and New Members Officer

7.2.7 Ordinary members x 1

7.3 Members may be co-opted either as further Committee Members, or to designated functions, such as Safeguarding Officer, Deputy Safeguarding Officer, First Aid Officer etc, but their co-option shall not persist beyond the next Annual General Meeting, at which time they may again be co-opted.

7.4 The Committee may decide to co-opt other persons to the Committee for particular purposes. These persons shall not be entitled to vote at Committee meetings.

7.4.1 The Committee will co-opt members where this may encourage Club members to become involved in the running of the Club, especially in ensuring the succession of officers by those with experience.



7.5 The functions of the Officers are outlined, but not limited, in Rule 17. These functions may be adjusted as required by experience, expertise and time that can be made available.

Changes in function should be agreed between Committee members and notified to the Committee at the next Committee meeting.

8 Committee Meetings

8.1 No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be four members.

8.2 If the Club Chairperson is not present within 15 minutes of the time set for the start of the meeting, then those present shall appoint one of their number to chair the meeting.

8.3 The Committee members shall meet together to conduct the business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality votes, the Chairperson shall have the casting vote.

8.4 The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or convening a General Meeting of the Club.

8.4.1 At the start of each committee meeting members must agree on potential 'conflicts of interest' where decision-making may require voting on matters relating to the Club. At such time declaring members may be asked to leave the meeting and return once voting has taken place.

8.5 The Committee will maintain proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any subcommittees set up for whatever purpose.

8.6 The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.

8.7 The Committee may at any time set up or dissolve standing or ad-hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of committees must be minuted and reported to the Club Committee as soon as possible thereafter.

8.8 Prior approve by votes all additional spending in the coming month over £100.00 (One hundred Pounds) with the exception of those expenses required to administer the Club such as fees, insurance, and memberships.



9 Elections

9.1 All elections are subject to Rule 2.5.

9.2 The Chairperson shall be elected at any General Meeting of the Club. The term of office shall be one year, and the retiring Chairperson shall be eligible for re-election.

9.3 All members of the Club Committee shall be elected annually at the Annual General Meeting of the Club. The retiring Committee members shall be eligible for re-election.

9.4 The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.

9.5 All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 14 days before the date of the General Meeting at which the election will take place.

Nominations must show the name of the proposer(s) and seconder(s) and must confirm that the candidate named is willing to fill the vacancy.

9.5.1 Nominations will be taken from the floor at a General Meeting only if no written nomination has been received.

9.5.2 Committee members residing at the same address may not both be signatories for the Club finances.

9.6 Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.

9.7 A member of the Committee shall cease to hold office before the end of the elected term if:

9.7.1 By notice in writing, they resign.

9.7.2 They ceases to meet the conditions of eligibility for membership of the Committee.

9.7.3 He or she is removed from office by resolution of the Club members in General Meeting

9.7.4 Having been elected to the Committee they fail without reasonable excuse to attend four or more consecutive Committee meetings, or to discharge their duties to the Club shall be deemed to have resigned from the Committee position.

9.8 When a Committee member ceases to so act, they shall deliver all books, records, trophies, and club equipment they have in their possession or are responsible for to an individual nominated by the Committee.



10 General Meetings

10.1 The General Meeting of the Club shall be held once in every calendar year, on or before May 1st as the Annual General Meeting.

10.2 All those entitled to receive the notices of the Club will be given at least 21 days' notice of any General Meeting, specifying the day, the hour, and the place of the meeting and in the case of Extraordinary Meetings, the specific nature of the business to be transacted. Proof of time posting of such a notice shall be sufficient proof of notice and the accidental omission to give such notice or the non-receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.

10.3 All General Meetings of the Club other than the Annual General Meeting shall be called Extraordinary General Meetings.

10.4 Extraordinary General Meetings of the Club may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Committee, or by at least one quarter of the members of the club. All requisitions for an Extraordinary General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

10.5 Where at an AGM or EGM a matter is raised which cannot be acted upon, the Meeting can refer it back to those who raised it so that they may call an EGM at which the matter can be properly discussed.

10 Proceedings at General Meetings

10.1 The ordinary business of the Annual General Meeting shall be:

10.1.1 To present the Notice of the meeting.

10.1.2 To receive the report of the Treasurer.

10.1.3 To approve the Annual Accounts and Balance Sheet

10.1.4 To approve the Annual Report of the Committee

10.1.5 To fix Club subscription levels for the following year.

10.1.6 To elect the new Committee members.

10.1.7 To receive reports from the officers of the Club.

11.2 Any other business to be conducted at the Annual General Meeting shall be called Extraordinary Business and will be the subject of specific detail in the agenda. No other business will be conducted at the Annual General Meeting.

11.2.1 Any member may request that the Secretary add to the agenda of an AGM a motion for discussion. Such a motion shall be delivered to the Secretary no later than seven days before the date of the meeting so that it can be concluded on the agenda.



11.3 No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be ten members or one quarter of the membership of the Club, whichever is less.

11.4 If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting if convened on a call from the members, shall be dissolved. In any other case it shall stand adjourned to such other time and place as the chairperson shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be a quorum.

11.5 The Club Chairperson will take the chair at every General Meeting. If the Chairperson is not present within 15 minutes after the appointed time, then the members present will appoint one of their number to take the chair.

11.6 A resolution put to the vote shall be decided by the votes of those persons present and entitled to vote. In case of an equality of votes, the Chairperson shall poll a second or casting vote.

11.6.1 Any member may appoint another member to vote on his or her behalf by notifying the

Secretary in writing in advance of the meeting. Any proxy votes must be declared before voting takes place.

11.6.2 Members present at the AGM, including those with proxy votes shall determine any issues, including Committee election, by a show of hands.

11.7 All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the management, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.

12 Accounts

12.1 The Club Committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of the Club's affairs with regard to:

12.1.1 The assets and liabilities of the Club

12.1.2 Income and expenditure and the matters giving rise to such income and expenditure.

12.1.3 All sales and purchases of goods and service by the Club

12.2 The books of account shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current Secretary and shall be made available for examination at every meeting of the Club Committee.



12.3 Once at least in every year, the Club Committee shall present to members in General Meeting, income, and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date.

12.4 The fiscal year of the Club shall be from April 1st to March 31st.

13 Notices

13.1 Each member shall from time to time notify the Club Secretary of an address to be recorded as the postal address of the member.

13.2 A notice may be served by the Club on any member, either personally, or by mail in a prepaid letter addressed to the recorded address of that member.

14 Tournaments

14.1 The Club may hold annual outdoor tournaments and any other archery events that it requires. These meetings may be open or closed, or both simultaneously, but in the case of closed tournaments they shall be available only to the members of the Club who are entitled to shoot under the Archery GB Rules of Shooting.

15 Teams

15.1 The Club may enter representational teams in any suitable events.

15.2 Club teams will be chosen in accordance with the procedures agreed by the Club Committee from time to time using mechanisms that are clearly visible to all members.

15.3 Club teams will be chosen only from Club members who are entitled to shoot for the Club under the Archery GB policies and Rules of Shooting.

16 Records

16.1 The Club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the Archery GB Rules of Shooting, by any person, while that person was a member of the Club.

16.2 scores achieved by members shall be forwarded to the Yorkshire Archery Association from time to time as necessary in accordance with the requirements of that body.

17 Alterations to the Rules to the Constitution

17.1 Additional Rules may be promulgated by the Club Committee from time to time in the interests of safety and security subject only to the requirement that these Rule changes shall be ratified by the members in General Meeting at the right time.



17.2 The Rules of the Club may otherwise only be altered, amended, repealed, or added to by a

special resolution of the members in at an Annual or Extraordinary General Meeting.

17.3 No alterations shall be made to these Rules that would have the effect of putting them in conflict with the constitution of Archery GB, or of the Regional and County bodies, or any other body to which the club is affiliated.

18 Committee Officers – Functions

18.1 Chairperson

18.1.1 Shall function as the representative of the Club to all outside organisations including DLSA Management Committee

18.1.2 Conduct all meetings of the Club.

18.1.3 Have a casting vote at all meetings of the Club or its Committees.

18.1.4 Shall have the right to attend all meetings of the Club and its sub-committees and in the event of a dispute be the sole and final arbitrator between the parties involved.

18.2 Secretary

18.2.1 Shall conduct all correspondence of the Club.

18.2.2 Inform Archers of all meetings of the Club.

18.2.3 Keep a record of all meetings of the Club and its Committees.

18.2.4 Have control of the legal documents of the Club.

18.2.5 Maintain records of individual members to enable Archery GB registration to be kept up to date and relevant.

18.3 Treasurer

18.3.1 Shall keep the accounts of the Club.

18.3.2 Collect all sums due to the Club.

18.3.3 Make all payments required.

18.3.4 Provide the AGM accounts.

18.3.5 Make recommendations to the AGM as to the level of fees required.



18.4 Equipment Co-ordinator

18.4.1 Shall be responsible for ensuring equipment is kept to the required standards to enable safe shooting.

18.4.2 Shall maintain an inventory of Club equipment.

18.5 Records & Tournaments Officer

18.5.1 Shall have responsibility for arranging, but not conducting all the work of, all of the “open” tournaments of the Club.

18.5.2 Shall seek volunteers to assist with organising the individual internal tournaments and give guidance as necessary.

18.5.3 The “Open” and internal Tournaments of the Club will be decided on an annual basis in conjunction with dates determined with DLSA Management Committee.

18.5.4 Shall maintain up to date shooting records.

18.5.5 Supply returns as required for the enlightenment and education of the Committee and archers such as number of rounds shot during a specific period etc.

18.5.6 Maintain a record of Club Trophies.

18.6 Courses Co-ordinator and New Members

18.6.1 Shall have responsibility for arranging but not conducting all the work required to induct new members into the Club.

18.6.2 Shall have responsibility for planning beginners’ courses and work required to support and assist new members to the Club.

18.8 Ordinary Members

18.9.1 Shall have the responsibility of monitoring the activities of the Committee members. with stated responsibilities and representing the view of the ordinary archer to the Committee where this is not already being considered.