



Malvern Archers

Founded 1905

Constitution

General Provisions

1. The Club shall be called “Malvern Archers”, hereinafter referred to as “The Club”.
2. The funds and property of The Club shall be vested in the Chairman, Secretary, and Treasurer for the time being.
3. All monies and sums received on behalf of The Club shall remain the property of The Club and there will be no distribution of such funds amongst the members.
4. The objects of The Club shall be the promotion and encouragement of all forms of Archery other than Bow Hunting.
5. The Club shall seek affiliation to the County of Worcestershire Archery Association, the West Midlands Archery Society, and the Grand National Archery Society (GNAS).
The Club shall be affiliated to the Manor Park Club (MPC).
6. The Shooting Regulations as prescribed by the GNAS Rules of Shooting shall be accepted as governing the relevant branches of the sport of Archery as practised by The Club and its members.
7. Nothing will be included in this Constitution that conflicts with the Constitution of the GNAS.
8. The postal address of The Club shall be that of the Secretary for the time being.
9. The Club colours shall be red and black, with gold trim
10. The Club badge shall be a quartered shield with three arrows pointing left on a black background in the top right and bottom left quarters, and a hanging horn on a red background in the top left and bottom right quarters. Underneath, a scroll bearing the words “Malvern Archers”.
11. The Constitution of The Club shall not be altered or amended except at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) of The Club. Members wishing to move a Proposition designed to alter or amend the Constitution shall submit such Proposition to the Secretary at least twenty-eight days before the General Meeting at which the Proposition is to be considered. Notice of such Proposition which it is intended to move shall be sent to all members at least fourteen days before the General Meeting.

Membership

12. There shall be the following Classes of members:
 - (i) Senior Members
 - (ii) Junior Members
 - (iii) Honorary Members
 - (iv) Associate Members
 - (v) Non-shooting Members
 - (vi) Student Members

- a) A Senior Member shall be aged 18 years or over and shall pay affiliation fees to GNAS, etc. through The Club.
 - b) A Junior Member shall be under the age of 18 years and shall pay affiliation fees to GNAS, etc. through The Club. Junior members under the age of 14 must be accompanied by a parent or guardian when attending The Club. Juniors under the age of eight years will only be accepted in exceptional circumstances, at the discretion of the Committee.
 - c) Any person whom The Club may wish to honour for exceptional service to The Club may be elected at a General Meeting of The Club as an Honorary Member for life or for a specified term.
 - d) An associate member is one who pays affiliation fees to the GNAS through another channel.
 - e) A Non-Shooting Member shall be anyone wishing to bear allegiance to The Club, but not wishing to make use of the shooting facilities of The Club.
 - f) A student member shall be aged 18 years or over, and in full time education.
13. All members are required to be members of the Manor Park Club.
14. Non-members may shoot with The Club, provided that they are affiliated according to GNAS requirements. They shall pay a fee to be decided at the AGM. Visitors may be admitted for a maximum of six visits per outdoor season, after which they must apply for membership for further use of Club facilities. Visitors may shoot with The Club at indoor facilities any number of times, on payment of the standard fee as decided from time to time.
15. All members shall accept the jurisdiction of The Club and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.

Subscriptions

16. All members as defined in Clause 12 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. Members shall also pay subscriptions to the Manor Park Club at rates determined from time to time by the MPC.
17. All subscriptions shall become due on 1st September each year. In exceptional circumstances, a member may apply to the Treasurer to pay by instalments, but in any case, that proportion of the subscriptions due for County, Region and GNAS affiliations must be paid in time for the monies to be forwarded to those bodies on the due date. In accordance with GNAS Rules of Shooting, members not meeting this requirement shall not be allowed to shoot until the affiliation fees are paid.

Management

18. The management of The Club's affairs shall be entrusted to The Club Committee.
19. The Club Committee shall consist of:
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|---------------------|-----------------------|
| Chairman | Honorary Secretary |
| Honorary Treasurer | Records Officer |
| Equipment Officer | Grounds Officer |
| Tournaments Officer | Junior Representative |

20. Committee members shall belong to one of the classes of membership defined in Clause 12.
21. Each Committee member shall hold office from the close of the AGM at which he or she is elected until the close of the following AGM.
22. In the event of a Committee member being unable to complete his or her term of office, the Committee shall have the power to co-opt a Club member to the post until an election can be held at the next AGM.
23. Four members of the Committee shall constitute a quorum.
24. The Committee may appoint:
 - a. Sub-committees and may delegate to such sub-committees powers within defined limits.
 - b. Other club non-committee officers, to carry out designated roles as follows: Safeguarding Officer / Coaching Officer / Beginners' Coordinator.

Auditors

25. The Club shall seek to appoint an Auditor at the Annual General Meeting.

Finance

26. The financial year of The Club shall run from 1st September in one year to 31st August in the succeeding year.
27. The Committee shall cause to be prepared and shall present to the AGM a Balance Sheet showing the financial position of The Club on 31st August of the preceding financial year, together with an Income and Expenditure Account for the twelve months ending on that day.
28. A copy of the Balance Sheet and Income and Expenditure Account, duly certified by the Auditor, shall be sent to each Club Member with the Notice convening the AGM.
29. Management of club finances:
 - a. One or more Banking Accounts shall be maintained in the name of The Club. All cheques and orders withdrawing monies from such accounts shall be signed by any of the Chairman, Secretary, Treasurer or Tournament Secretary.
 - b. The Committee shall be empowered to borrow money secured against a mortgage, for the purpose of acquiring land to use as a shooting ground, and for building such facilities as are necessary, or for modifying existing buildings.

Annual General Meetings

30. The Annual General Meeting shall be held during the last 10 days of August, at a place & time to be determined by The Club Committee. The timing for notification etc. to be as follows:
 - a. Notification of the meeting to be sent to the membership 6 full weeks in advance.
 - b. Deadline for the submission of agenda items & post nominations to be 4 full weeks in advance.
 - c. Circulation of the final agenda & list of post nominations to be 3 full weeks in advance.

These key stage dates to be stated on the initial notification.

31. Nominations for Committee posts and items for inclusion on the Agenda shall be provided to the Secretary at least four weeks prior to the AGM. Nominations for Committee posts may be accepted at the Meeting if none have been received beforehand.
32. Only business specified on the Agenda shall be decided at an AGM.

Extraordinary General Meetings

33. An Extraordinary General Meeting may be called by The Club committee or at the request of five or more members. Not less than twenty-one clear days' notice of such a Meeting shall be sent to all Club Members together with notice of any Propositions that it is intended to move.
34. Only business specified on the Agenda shall be decided at an EGM.

Voting Arrangements

35. At all General Meetings:
 - a. Each Club Member shall be entitled to one vote,
 - b. One quarter of adult Club Members shall form a quorum.
36. The Chairman shall, if required, be entitled to cast an additional deciding vote.
37. Members unable to attend a Meeting may cast their votes in respect of Propositions on the Agenda, providing that this is done in writing with the Member's signature and is received by the Secretary before the start of the Meeting.
38. In the case of an emergency, the Chairman, Secretary, and Treasurer shall together have full powers to act.
39. In the event of the AGM failing for any reason, the existing committee are to remain in-post until such time as a new General Meeting can be called, to be not more than 8 weeks after the date of the failed AGM.

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