



LICHFIELD ARCHERS CONSTITUTION

Affiliated to ArcheryGB
(Last up-date 25th July 2022)

ENTITY STATUS

- Lichfield Archers is a Limited by Guarantee Legal Entity - Registered at UK Companies House Number 12523168 on the 18th March 2020.
- Its Articles of Association refer to it as "A Company Limited by Guarantee for a Charity".
- As a Charity it cannot pay Dividends - all monies are to be used for the furtherance of the Entity's intentions.
- The Entity will continue to be called Lichfield Archers (shown as LA below).
- The Legal Entity exists to protect the personal financial assets of the LA Committee and General Membership.
- As a requirement of UK Company Law and to maintain its Limited Liability status, LA will need to provide a number of named "Entity Members" who are registered at Companies House and represent the wider General Membership.
- The LA Entity will have a maximum of five and a minimum of two such Entity Members who will be appointed /reappointed at the AGM.
- Those Entity Members will act as Directors/'Entity' Members/Trustees/Guarantors of the LA Legal Entity. **The guarantee is maximum personal exposure £1 per Entity Member.**
- These Entity Members will act wholly and solely as instructed by the LA Committee and will have no ability to act beyond that remit.
- It follows that ultimate control of the Legal Entity rests with the wider General Membership exercised at the AGM and via the Committee.
- The LA Treasurer will ensure that all Companies House requirements are met, i.e. Annual Accounts, Annual Reports, Minutes, etc.

CONSTITUTION

1. NAME

The Club shall be called "Lichfield Archers".

2. THE STATED AIMS OF THE CLUB

To promote all forms of Target Archery that comes under the auspices of ArcheryGB.

3. AFFILIATIONS

The Club shall be affiliated to the "West Midlands Archery Society" (WMAS) and the "Staffordshire Archery Association" (SAA) acting as a Regional Branch of ArcheryGB and shall abide by the Constitution and Rules of ArcheryGB.

4. ANNUAL GENERAL MEETING

- a) There shall be a General Meeting held once a year to elect Entity Members, Officers and Committee, to make or amend rules as here laid down and to receive and adopt Officers' Reports, and to set fees as appropriate.

- b) At each General Meeting all adult ordinary members, honorary members and non-shooting members 18 years of age or over may vote.
- c) There shall be no voting by proxy.
- d) Candidates for election may put forward their names for a post in advance in case they are unable to attend. These names will be put forward at the AGM alongside any nominations from the floor.

5. COMMITTEE

- a) The business of the Club shall be conducted by a Committee of Members over the age of 18 consisting of: Chair, Secretary, Membership Secretary, Treasurer, Records Officer, Captain, Equipment Officer, Press Officer, Tournament Officer, Development Officer, Entertainment Officer, Facilities Officer, Young Persons Officer, Child & Vulnerable Adult Protection Officer and One General Committee Member. There shall then be a Vice Chair voted in by and from this Committee as an extension to their other duties.
- b) There shall be no discrimination in electing Committee members.
- c) Four, of whom one must be an Officer (Chair, Secretary or Treasurer), shall constitute a quorum.
- d) A maximum of two non-shooting members only will be allowed to serve on the Committee.
- e) The Committee shall be elected to serve for one year at the Annual General Meeting.
- f) The Committee shall have the power to co-opt Officers and Committee members if such positions are not filled at the Annual General Meeting or such positions become vacant at any time.
- g) As a token of appreciation for serving a full year as a Member of the Committee, a 25% reduction in shooting Membership Subscription will be received. (A minimum of nine Committee Meetings/Sub Committee Meetings must be attended to qualify for the discount. However, should the Committee decide to have less than nine meetings and ALL those were attended by the Committee, then the discount should apply). This will be applied at membership renewal following the year of duty.

6. ENTITY MEMBERS (Directors/Trustees/Guarantors)

A maximum of five and a minimum of two Entity Members will be elected at the AGM. Those appointed must be over 18 years of age and Club Members.

7. PRESIDENTS

- a) The Club shall have a President.
- b) The Club may have up to two Vice-Presidents.
- c) These positions will be voted upon at the AGM.

8. MEMBERSHIP

- a) There shall be five classes of membership:-
 - 1) Ordinary Members
 - 2) Junior Members
 - 3) Honorary Life Members
 - 4) Associate Members
 - 5) Non-Shooting Members
- b) Persons under the age of 18 shall be admitted as members provided they are accompanied by an affiliated member of ArcheryGB, at all times. A Parent or Guardian must accompany and remain with them at all times of shooting unless special arrangements have been made with an affiliated member to supervise them.
- c) New members must be assessed for competence and safety of shooting before Membership is granted. Occasionally references may be requested from their former Club.
- d) The Committee may suspend membership for undesirable conduct. The period of suspension or possible expulsion must be ratified at a General Meeting within 28 days. The decision of the meeting shall be final. In such cases there shall be no monetary refund.

- e) Every member shall be supplied with a copy of the Constitution, Code of Conduct, Smoking Policy, Safety Rules and Rules of Etiquette; and with up-dates of these documents as they become available. Please note, all of these important documents along with our Child Protection Policy, General Data Protection Regulation (GDPR) Policy & Procedures and the CCTV Policy, can be found on the Club Website www.lichfieldarchers.com
- f) The membership of the Club may be fixed at a maximum number at the discretion of the Committee if necessary.
- g) Associate members shall be Archers who have affiliated through another ArcheryGB recognised Club and will have no voting power and will not be allowed to compete for Club Trophies or claim Club Records. At the discretion of the Committee, full membership may be granted.
- h) All Adult Shooting Members and Adult Associate Shooting Members will be entitled to a club key after a probationary period of 6 weeks. This will be strictly on approval of the Committee and full membership and affiliations must have been paid. A deposit for keys will be required which will be set by the Committee annually.
- i) Non-Shooting Members who are parents or guardians of a Junior Shooting Member or an Associate Junior Shooting Member will be entitled to a club key on application to the Committee after a probationary period of 6 weeks. This must be approved by the Committee and the parent or guardian must have paid full ArcheryGB, WMAS and SAA affiliations and be aware of all current safety rules and regulations as laid down by Lichfield Archers.

9. SUBSCRIPTION

- a) The annual subscription and relevant affiliation fees shall be payable on joining the Club. Existing members who fail to renew their subscription by 30th September will be deemed to have allowed their membership to expire. All existing members (all categories) who have let their membership expire, who then want to re-join shall pay full annual membership fees if re-joining prior to 1st March. All members who want to re-join after 1st March will pay the relevant pro-rata fees for that time of year up until annual renewal date.
- b) For ordinary members (aged 18 or over) there shall be a Club subscription stated annually, plus appropriate ArcheryGB, WMAS and SAA affiliations at the same time.
- c) For junior members, under the age of 18 at the time of joining or when subscription is due for renewal, there shall be a Club subscription stated annually plus affiliations.
- d) Associate members will pay the same fee as ordinary members less affiliations.
- e) There shall be a family subscription stated annually which is made up of two adult fees, plus individual affiliations. This will cover two adults plus one or two children, or one adult and up to three children. Family subscriptions may be paid in two parts, half before 30th September, the other half before the end of December. Clause 8b then applies.
- f) New members joining the club should pay one twelfth of the annual club subscriptions for every month or part month outstanding up to and including September plus relevant affiliation fees at the time of joining.
- g) Members serving with HM Forces will pay 50% of adult membership.
- h) Non-shooting members' subscriptions are to be agreed annually at the AGM. Full subscriptions must be paid up immediately if he or she becomes a shooting member.
- i) Increases in affiliations to ArcheryGB or any other society will be passed on to Club members in the same period as the increases become enforced, notification will be sent to all members. Any member who does not pay the increased affiliation fees will not be affiliated. Associate Members shall pay full club fees for 12 months effective from the date membership is granted. At the annual renewal date the balance for the forth-coming year will be calculated and collected accordingly. Failure to pay this balance at the annual renewal date will be considered as the Associate Member terminating their membership from that date, regardless of any outstanding time left from the previous annual payment.
- j) Once membership has been renewed, or in the case of new members an application has been accepted, Members of Lichfield Archers will be supplied with a lanyard for the current year. All shooting members should clearly display the lanyard at all times when shooting. It is suggested it is attached to your quiver. This indicates to other Archers that your Membership subscription and affiliations are paid up to date.
- k) Visitors from other Clubs who are ArcheryGB affiliated members will pay a set Visitors Target fee stated annually at the AGM. Archers residing within 20 miles of Lichfield will not be allowed as visitors on more than six occasions in any one-year except when invited by the Committee. This also applies to visitors attending for coaching.
- l) The Club will keep a Visitors Book. Visitors must be accompanied and signed in by an adult affiliated Shooting Member of Lichfield Archers and the Visitor's name, club, ArcheryGB number and the date must be recorded.

The Visitors fee must be placed in the secure black box in the range **PRIOR** to shooting commencing. Un-recorded visits will be classed as a breach of conduct 8(d).

- m) Students living more than 20 miles away for half the year who were previously a member of Lichfield Archers may apply to the Committee to pay a reduced fee at the junior rate on production of proof of attendance of an approved educational establishment.

10. FINANCE & TROPHIES

- a) At each AGM the Treasurer shall render for approval by the meeting a statement of accounts. These accounts will usually be prepared annually (to coincide with the normal calendar "year-end"/or AGM date) and will be on a Cash Flow basis. These Annual Accounts will be audited by a Club Member who may be a member of the Committee, but not either the Chairman, Secretary or Treasurer. Additionally, as required by the Companies Act, Lichfield Archers will produce Annual Statutory Accounts for each twelve months up to 31st March each year. As allowed by the Companies Act these accounts will be "unaudited" but will have been subject to an Independent Examiners Review. This Examiner will be a qualified Chartered Accountant of good professional standing and will be independent of Lichfield Archers. This review will include examination of the Bank Accounts, Petty Cash and vouchers. When prepared and reviewed the Statutory Accounts will be agreed by the Committee, signed by the delegated Members and submitted to Companies House. They will be made available on the Lichfield Archers website when signed.
- b) The purchase of Club equipment shall be subject to approval by the Committee.
- c) Cheques drawn on behalf of the Club shall be signed by any two of the following: Chair - Secretary - Treasurer.
- d) Prospective new members will pay the amount agreed by the Committee for a minimum of four to a maximum of six lessons – non-returnable.
- e) The "Old Trophies" of Lichfield Archers are held at St Mary's Heritage Centre, Lichfield with the authority of the then President, David Antrobus. If at any time Lichfield Archers is disbanded, then these "Old Trophies" will be donated to the Heritage Centre.
- f) If Lichfield Archers is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied or transferred in one or more of the following ways:-
 - 1) By transfer to one or more other bodies established for exclusively charitable purposes with, the same as, or similar to, the 'aims' of Lichfield Archers, i.e. "the stated aims of the Club".
 - 2) Directly for the objects or charitable purposes with, or similar to, the 'aims' of Lichfield Archers.
- g) The Club range, lounge and facilities may be hired out at a rate set at the AGM.
- h) Any financial commitment over £1,000 must be approved by a quorum of committee members including at least two of the Chair, Secretary and Treasurer.

11. SAFETY REGULATIONS

- a) Before any shooting takes place upon the field all **4 red flags** and the **DANGER** signage must be in position.

12. AGM NOTIFICATION

- a) Notice of an AGM will be sent out to all members twenty-one days before the meeting.
- b) All proposed amendments to the Constitution to be in the hands of the Secretary in writing fourteen days before the meeting.