

## Writing your club's constitution document

### Advice on creating a constitution

Remember to use clear and concise language that is easy for all of your members to understand, including juniors, and encourage input from club members throughout the constitution-writing process. Don't forget to plan for regular reviews and updates to the constitution as the club evolves.

These are *some* of the things you should have thought about and potentially include when creating your club's constitution. This list is not exhaustive, nor do you need to have every point in your constitution document:

#### Purpose and scope

- State the club's primary goals (e.g., recreational shooting, competitive archery, youth development, community outreach, or all of the above)
- Specify if the club serves a specific local area or has a broader reach

#### Governance and structure

- Define the roles and responsibilities of key positions (e.g., Chair, Secretary, Treasurer, Welfare Officer)
- Establish clear procedures for making club decisions (e.g., voting rights, quorum requirements)
- Outline meeting schedules, notice requirements, and procedures for conducting meetings

#### Membership

- Outline who can become a member (age restrictions, skill levels, etc.)
- Determine membership fees, guest fees, and any other relevant charges
- Define member rights (e.g., access to facilities, voting rights) and responsibilities (e.g., following club rules, maintaining equipment)

#### Safety

- Include specific safety rules and procedures (e.g., range rules, equipment safety checks, supervision requirements)
- Address the club's insurance coverage (e.g., liability insurance, equipment insurance)

#### Facilities and equipment

- Outline rules for the use of club facilities (e.g., booking ranges, access to equipment)
- Describe procedures for maintaining club equipment

#### Amendments

- Cover the process for amending the constitution (e.g., proposal requirements, voting procedures)

#### Dispute resolution and complaints procedures

- Explain procedures for resolving disputes between members or between members and the club

### Example constitution

*Below is an example of a club constitution for you to use it as a guide when completing yours. The parts in bold are what you will need to decide upon as a committee and then change in your club's constitution.*

#### 1. Name

The organisation will be called **Goldspot Archery Club** and is affiliated to the Archery GB structure. The club will be based at **123 Archery Street (during April to October) and 456 Archery Lane (during November to March).**

**Goldspot Archery Club's** purpose is to provide the following where required by our members:

- **Recreational shooting**
- **Competitive archery**
- **Youth development**

#### 2. Aims and objectives

The aims and objectives of **Goldspot Archery Club** will be:

- **To offer coaching and competitive opportunities in archery**
- **To promote the sport of archery**
- **To ensure a duty of care to all members and volunteers**
- **To provide all its services in a way that is fair to everyone**
- **To ensure that all present and future members receive fair and equal treatment**

#### 3. Membership

All members and volunteers will be subject to the regulations of the constitution and by joining will be deemed to accept these regulations and codes of conduct adopted, and the national policies, procedures and rules of Archery GB.

Members will be enrolled in one of the following categories:

- **Senior member – aged 21 years and over**
- **Junior member – aged 12-20 years**
- **Family member – for one adult (21 years and over) where at least one child is a junior member of the club**
- **Life member – awarded by committee vote to a member who has gone above and beyond in serving the club over a period of 20+ years**
- **Disabled member – a member who self-declares as having a disability**

Membership fees will be set annually and determined at the Annual General Meeting. Fees must be paid by **bank transfer**.

Members will have:

- **Full access to the club facilities, including 24/7 entry to the clubhouse and use of the outdoor range at 123 Archery Street, and access to the indoor range at 456 Archery Lane from 6-8pm on Mondays and 4-9pm on Thursdays.**
- **Access to the club's coaching team is on a first-come, first-served basis, and is to be organised between the member and the coach.**
- **Target faces and target pins will be provided by the club – all other equipment needed for personal shooting is to be supplied by the member.**

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Members are expected to follow the **Goldspot Archery Club's** rules at all times. They are also expected to take care of **Goldspot Archery Club** property and equipment.

### 4. Committee

#### *The Executive Committee*

**Goldspot Archery Club** requires certain committee roles to be filled at all times in order to run – this is known as the Executive Committee. The Executive Committee will be responsible for proposing and adopting new policy, codes of conduct or rules affecting the organisation that do not require an Annual General Meeting or Emergency General Meeting.

The four Executive Committee member roles are:

- Chair – **Chairs all meetings of the club and coordinates activities to ensure an efficient and well-managed club**
- Secretary – **Ensures that appropriate administrative support is provided to the Chair club committee, and is the central point of club administration, handling all club correspondence, providing the link between the committee, members, and outside agencies**
- Treasurer – **Manages the club's accounts and finances**
- Welfare Officer – **Manages and reports concerns about children and vulnerable adults and puts into place procedures to safeguard children, young people, and vulnerable adults in the club.**

Of the four Executive Committee roles, there must be no more than two people who are related or cohabiting.

#### *Other Committee*

There are an additional **four** roles that make up the **Goldspot Archery Club** committee:

- **Membership Secretary – Maintains the beginners' courses email list, sends out details to people who have completed and passed s beginner's course with club details and costs to join, plus enters them onto Sport80 and send Archery GB invoice to Treasurer for payment**
- **Records Officer – Keeps all archers records up to date for badges and handicap claims and works to support the progression of archers within the club**
- **Equipment Officer – Maintains a record of all club equipment the club's facilities and equipment, keeping the club operating at a good standard**
- **Volunteer Coordinator – Leads on the recruitment of volunteers for new and existing roles within the club and looks after all volunteers within the club ensuring the club has the right people in the right roles**

The Committee will be convened by the Secretary and held no less than **four** meetings per year, widely communicated at least **one month** in advance.

Officers will be elected annually at the Annual General Meeting (AGM). Committee members may not serve in the same position for more than nine years. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

The Committee will have powers to appoint officers and role holders, sub-committees where necessary, co-opt if needed, and appoint advisers to the Committee, all as necessary to best fulfil its business.

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The Committee will be responsible for following the Archery GB policy around any disciplinary or Lower-Level Concerns, including disciplinary hearings in the case of any infringements of rules/regulations/constitution. Full support and advice shall be sought from Archery GB before the Committee take any action following such hearings.

### 5. Finance

All monies will be banked in an account held in the name of the organisation.

The Club Treasurer will be responsible for the finances, with at least two other people able to view payment details.

Any payments drawn against funds should hold the signatures of the Treasurer plus up to two other officers. Two people will be required to make/approve each payment, who shall both be unrelated to the Payee.

The financial year will end on **31 December** each year.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

### 6. Annual General Meetings

Notice of the AGM will be given by the Secretary with no less than **21 days'** notice to be given to all members.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Committee elections will be held, and members will vote to elect. Nominations for officers of the Committee will be sent to the Secretary no less than **seven days** prior to the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be **14** members, or **25%** of the membership (whichever is less).

### 7. Rules and safety

Club rules are given to each member annually upon joining and at renewal. Amends to the rules are to be ratified at a committee meeting and communicated to members within **14 days** of the ratification.

**Goldspot Archery Club's** liability insurance is provided by **Howden's**. A copy of the insurance certificate is **visible on the noticeboard within the clubhouse**. The club's equipment insurance is provided by **Howden's**. A copy of the insurance certificate is **visible on the noticeboard within the clubhouse**.

### 8. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing via email to the Chair.

The Committee will take advice from Archery GB and then aim to respond to complaints within **seven** days of a complaint being lodged.

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### 9. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets or resources that remain after debts are paid will become the property of the parent organisation (Region/County), or Archery GB can be approached, if necessary, to ensure they are kept within the sport.

### 10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### 11. Declaration

**Goldspot Archery Club** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and volunteers.

SIGNED: *A Archer*

NAME: **A. Archer**  
DATE: **1 January 2025**  
POSITION: **Chair**

SIGNED: *B. Bowyer*

NAME: **B. Bowman**  
DATE: **1 January 2025**  
POSITION: **Secretary**

SIGNED: *C Fletcher*

NAME: **C. Fletcher**  
DATE: **1 January 2025**  
POSITION: **Treasurer**

SIGNED: *D Stringer*

NAME: **D. Stringer**  
DATE: **1 January 2025**  
POSITION: **Welfare Officer**

## Template constitution

*Below is an example of a club constitution for you to use it as a guide when completing yours. The parts in bold are what you will need to decide upon in your committee and change.*

### 1. Name

The organisation will be called **[CLUB NAME]** and is affiliated to the Archery GB structure. The club will be based at **[ADDRESS/ES]**.

**[CLUB NAME]** purpose is to provide the following where required by our members:

- **[LIST PURPOSES]**

### 2. Aims and objectives

The aims and objectives of **[CLUB NAME]** will be:

- **[LIST AIMS AND OBJECTIVES]**

### 3. Membership

All members and volunteers will be subject to the regulations of the constitution and by joining will be deemed to accept these regulations and codes of conduct adopted, and the national policies, procedures and rules of Archery GB.

Members will be enrolled in one of the following categories:

- **[LIST MEMBERSHIP TYPES AND BRIEF DESCRIPTIONS]**

Membership fees will be set annually and determined at the Annual General Meeting. Fees must be paid by **[METHOD OF PAYMENT]**.

Members will have:

- **[LIST BASIC RIGHTS OF MEMBERS]**

Members are expected to follow the **[CLUB NAME]** rules at all times. They are also expected to take care of **[CLUB NAME]** property and equipment.

### 4. Committee

#### *The Executive Committee*

**[CLUB NAME]** requires certain committee roles to be filled at all times in order to run – this is known as the Executive Committee. The Executive Committee will be responsible for proposing and adopting new policy, codes of conduct or rules affecting the organisation that do not require an Annual General Meeting or Emergency General Meeting.

The four Executive Committee member roles are:

- Chair – **[LIST BRIEF ROLE RESPONSIBILITIES]**
- Secretary – **[LIST BRIEF ROLE RESPONSIBILITIES]**
- Treasurer – **[LIST BRIEF ROLE RESPONSIBILITIES]**
- Welfare Officer – **[LIST BRIEF ROLE RESPONSIBILITIES]**

Of the four Executive Committee roles, there must be no more than two people who are related or cohabiting.

#### *Other Committee*

There are an additional **[NUMBER]** roles that make up the **[CLUB NAME]** committee:

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- **[POSITION TITLES] – [LIST BRIEF ROLE RESPONSIBILITIES]**

The Committee will be convened by the Secretary and held no less than **[NUMBER]** meetings per year, widely communicated at least **[TIME PERIOD]** in advance.

Officers will be elected annually at the Annual General Meeting (AGM). Committee members may not serve in the same position for more than nine years. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

The Committee will have powers to appoint officers and role holders, sub-committees where necessary, co-opt if needed, and appoint advisers to the Committee, all as necessary to best fulfil its business.

The Committee will be responsible for following the Archery GB policy around any disciplinary or Lower-Level Concerns, including disciplinary hearings in the case of any infringements of rules/regulations/constitution. Full support and advice shall be sought from Archery GB before the Committee take any action following such hearings.

### **5. Finance**

All monies will be banked in an account held in the name of the organisation.

The Club Treasurer will be responsible for the finances, with at least two other people able to view payment details.

Any payments drawn against funds should hold the signatures of the Treasurer plus up to two other officers. Two people will be required to make/approve each payment, who shall both be unrelated to the Payee.

The financial year will end on **[DATE]** each year.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

### **6. Annual General Meetings**

Notice of the AGM will be given by the Secretary with no less than **[NUMBER]** days' notice to be given to all members.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Committee elections will be held, and members will vote to elect. Nominations for officers of the Committee will be sent to the Secretary no less than **[NUMBER]** days prior to the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be **[NUMBER]** members, or **[PERCENTAGE]** of the membership (whichever is less).

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### 7. Rules and safety

Club rules are given to each member annually upon joining and at renewal. Amendments to the rules are to be ratified at a committee meeting and communicated to members within **[NUMBER]** days of the ratification.

**[CLUB NAME]**'s liability insurance is provided by **[INSURER'S NAME]**. A copy of the insurance certificate is **[LOCATION OF INSURANCE CERTIFICATE]**.

### 8. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing via email to the Chair.

The Committee will take advice from Archery GB and then aim to respond to complaints within **[NUMBER]** days of a complaint being lodged.

### 9. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets or resources that remain after debts are paid will become the property of the parent organisation (Region/County), or Archery GB can be approached, if necessary, to ensure they are kept within the sport.

### 10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### 11. Declaration

**[CLUB NAME]** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and volunteers.

SIGNED: **[SIGNATURE]**

NAME: **[NAME]**

DATE: **[DATE]**

POSITION: Chair

SIGNED: **[SIGNATURE]**

NAME: **[NAME]**

DATE: **[DATE]**

POSITION: Secretary

SIGNED: **[SIGNATURE]**

NAME: **[NAME]**

DATE: **[DATE]**

POSITION: Treasurer

SIGNED: **[SIGNATURE]**

NAME: **[NAME]**

DATE: **[DATE]**

POSITION: Welfare Officer