CONSTITUTION OF THE
GIPPING VALLEY ARCHERS, ARCHERY CLUB 2026/27

GENERAL PROVISION

1. The Club shall be called Gipping Valley Archers, herein after referred to as the Club or GVA. At the present time the club exists as one overall club and does not have sections as described below. Text retained to simplify a return to sections should the need arise once again.

2. It incorporates the Gipping Valley Archers Special Ability Archers club which provides membership for those archers who have a severely restricted range of abilities and exists only so that its members can benefit from the reduced fees payable to the Archery Great Britain, (AGB) the Regional Archery Society and Essex & Suffolk County Archery Association (ECAA). In all other respects members of either club have equal rights and responsibilities.

3. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Archery. The objectives of the Club shall be the promotion and encouragement of Archery in all its forms allowed within the Archery GB Rules of Shooting. The Club encourages membership from all sections of the community, all abilities and ages over six.

4. The funds and property of the Club shall be vested in the Chairman, Secretary and Treasurer for the time being. In the event of dissolution, the provisions under *Dissolution* will apply.

5. 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 members or third parties.

6. The Shooting Regulations as prescribed in the Archery GB Rules of Shooting or, where appropriate, those of World Archery shall be accepted as governing the relevant branches of the Sport of Archery practised by the Club and its members.

7. Nothing will be included in the Constitution which conflicts with that of the Archery GB or World Archery.

8. The postal address of the Club shall be that of the current Secretary.

9. The Club will be affiliated to Archery GB, Southern Counties Archery Society (SCAS) and Essex & Suffolk County Associations as a club named Gipping Valley Archers.

10. The junior section of the Club will be affiliate to the Archery GB, Southern Counties Archery Society and Essex & Suffolk County Archery Association as a Junior Club named Gipping Valley Archers. As above the club does not currently operate in sections.

11. The Gipping Valley Archers Special Ability Archers club will affiliate to Archery GB, Southern Counties Archery Society and Essex & Suffolk County Archery Association as a club named Gipping Valley Archers Special Ability Archers. As above the club does not currently operate in sections.

12. Junior members of the Club will be deemed full members of Gipping Valley Archers and will shoot in open tournaments under the name Gipping Valley Archers.

13. 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.

14. Notice of such proposition which is intended to be made / modified at the meeting, shall be sent to all members entitled to receive notice of such a meeting not less than 28 days before the meeting.

15. Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Archery.

16. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep membership club fees at a level that will not pose a significant obstacle to people participating.

17. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to members.

MEMBERSHIP

18. There shall be the following classes of members: -
(a) Senior Members (Over 25)
(b) Student Members (18 to 24)
(c) Junior Members (under 18)
(d) Disabled Archers
(e) Honorary Members
(f) Associate Members (pay only Club fees with AGB membership via another club)
(g) Archery GB Members (Members of AGB via our Club but are not GVA members)
(h) Affiliated Members (Non shooting club members)

19. Any person interested in Archery, having attained the age of 18 shall be eligible for admittance as a Senior Member, or under that age, as a Junior Member (as defined in 18a & c).

20. Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for Life or for a specified period of time.

21. Any person who wishes to practise Archery at the Club but is already affiliated to the required bodies as detailed in Clause 9, shall be deemed as an affiliated/associate member.

22. All members of the Club will be affiliated to the National, Regional and County associations, either through individual Membership, the Club's affiliation or through membership of another affiliated club. This rule does not apply to Honorary Members.

23. 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.

24. Non - shooting member. This member shall be appointed on the discretion of the Committee in recognition of services given to the Club.

25. All members of the Club will abide by the Code of Conduct as set by Archery GB at all times within the Club.

26. All members that smoke or Vape, shall abide by the Smoking Policy as set by Archery GB, and the GVA Policy on Smoking and Vaping.

CLUB MEMBERSHIP FEES

27. All members other than Honorary Members shall pay subscription to the Club at rates to be determined from time to time by members at the AGM.

28. Any change to club monthly fees agreed at the AGM / EGM will not change until the date of that members AGB renewal so as not to financially disadvantage anyone.

29. Club Membership Fees paid annually, shall become payable by 1st October for members who joined before October 2025 or on the anniversary of their joining date if after October 2025.

30. A club member who is not able shoot for a number of months may request suspension of club fees for a period of time.

31. Club Membership Fees paid monthly, shall include the AGB membership fee in the first month along with the club fee. and then pay the monthly Club fees on the 1st of every month for their archery year.

32. Upon membership Affiliation fees must be paid and will become payable annually by mid-September or monthly.

33. A member who has not paid their Club Fees within 7 working days will be notified their fees are overdue and cannot shoot on club ranges until resolved. If no payment is received after 21 working days, they shall cease to be a member of the Club unless the Club Committee considers there are extenuating circumstances. The cease will include formal notification that their membership has lapsed, they will also be removed from the clubs WhatsApp groups and e-mail distribution list.

MANAGEMENT

34. The Club will be managed through the Club Committee consisting of the posts listed below. Only these posts will have the right to vote at meetings of the Club Committee.

35. The Club Committee will be convened by the Secretary and held no less than 5 per year

36. The quorum required for business to be agreed at Club Committee meetings will be 5.

37. The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

38. The Club Committee will have powers to appoint sub- committees as necessary and appoint advisers to the Club Committee as necessary to fulfil its business.

39. The Club Committee will be responsible for disciplinary hearings of members who infringe the Association/Club rules/regulations/constitution. The Club Committee will be responsible for taking any action of suspension or discipline following such hearings.

40. The Club Committee must consist of:

41. Chairperson

    Will act as the figure head for the club. Responsible for chairing committee meetings and AGM in accordance with the club's rules. Assist the club secretary to prepare meeting agendas. Lead the committee in making decisions and setting the strategic direction of club. Act as an ambassador for the club

42. Secretary

Will arrange meetings, book venues, and take the minutes of club meetings, they will be the single point of contact between GVA and Stowmarket Golf Centre (SGC). Provide GVA club members badges yearly for existing members and new members when they join. Maintain a list of club members including ICE contacts and maintain club records on the Archery GB portal. Maintain and publish the club's activity calendar (based on input from other committee members covering – training programme, club target days, field, clout, fundays, private events as well as tournaments). Respond to enquiries to the club as well as co-ordinating internal and external communications about club activities via Website, Facebook, WhatsApp, and E-mail. The postal address of the club shall be that of the Secretary at the time.

43. Treasurer

Will manage the club's finances, manage all income all money collected on behalf of the club and all outgoing payments to AGB, ECAA, SCAS, Stowmarket Golf Centre (SGC). They will report the financial position at each committee meeting, publish yearly a set of accounts, arrange independent review of accounts. Draft next years budget estimate based on actuals from preceding year.

44. Welfare / Safeguarding Officer(s)

Will receive and act upon any reported concerns, ensuring the club protection policy is implemented and promoted. To ensure best safeguarding practice across the wider partnership network, acting as a first point of contact for the club on issues of child protection and vulnerable adults, both internally, and for members of the public and other external contacts.

And may contain.

- Vice Chairperson
- Assistant Treasurer
- Data Protection Officer
- Junior Club Representative
- Senior Club Representative
- Head Coach and all club coaches
- Event's Organiser
- Website Editor
- Tournament Officer
- Records & Medals Officer
- Training Equipment Officer
- Range Equipment Officer

45. At the AGM, an EGM and Club Committee meeting the Chairperson, if it is necessary, shall have an additional deciding vote.

46. The Chairperson, Secretary and Treasurer shall be appointed by members at either the AGM or an EGM which shall also determine the terms of their appointments from time to time.

47. The Club Committee may appoint sub-Committees and may delegate to such Committees powers, within defined limits.

48. The Club Committee shall set out a programme of shoots and events.

49. The AGM shall be held in September at a place to be determined by the Club Committee. Notice of the AGM shall be sent to each Club Member not less than twenty-eight days before the meeting. The notice period of an EGM is 10 days.

50. The Club Committee, or at the request of one third or more of the Club members may call an Extraordinary General Meeting (EGM). Notice of the EGM shall be sent to each Club Member not less than ten days before the meeting.

51. Notice of any Proposition, which is intended to be moved at an EGM, shall be sent to all Club members entitled to receive notice of the meeting.

VOTING AND QUORUM

52. At AGM's and EGM's: -
(a) The AGM and EGM must have in attendance of at least six committee members and the same number of non-committee members plus one.
(b) Each Club member over 18 shall be entitled to one vote

53. In the case of emergency, the Chairman, the Secretary and the Treasurer shall together have full powers to act.

FINANCE

54. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

55. At the AGM the Treasurer shall present a Balance Sheet showing the financial position of the Club as of the 31st July of the current year together with an Income and Expenditure Account for the twelve months ending on that day.

56. A copy of the Balance Sheet and Income Expenditure Account will be independently reviewed. duly certified. And will be sent with the notice convening the AGM to each Club Member.

57. A Bank account shall be maintained in the name of the Club. All payments and withdrawing monies from the account shall be authorised by either the Club Chairman, Secretary or Treasurer.

58. Any expenditure beyond the year's budget allocation will be authorised as follows: -
a) Up to £50 approved by either the Chairperson, Treasurer or Secretary.
b) Up to £100 approved by at least two of the Chairperson, Treasurer or Secretary.
c) Expenditure of £100 will require vote at a club Committee meeting. Or by the committee via a virtual vote using the internet if the decision is required before a meeting takes place.

59. An independent reviewer shall be appointed annually, by members at the AGM.

DISSOLUTION

60. In the event of dissolution of the Club: -

(a) All Club assets would be offered for sale at an open auction, all monies being added to the funds of the Club.
(b) Following reimbursement of all outstanding creditors, all assets will be offered as follows:
- An archery club with Community Amateur Sports Club (CASC) registration.
- A registered charity.

- Or the sport's governing body – Archery GB.

for use by them in relation to community sport.

GDPR

61. The Club will always conform to GDPR rules. Keeping all personal data in accordance with current GDPR rules.

REVIEW DATE

62. This constitution will be reviewed every 2 years from the date of issue.

APOPROVAL OF CONSTITUTION

63. This constitution dated XXX November 2027 was approved by the club's membership at an Extraordinary General Meeting (EGM) held on the XXX November 2026 at the clubs range. The notes from that meeting are published on the club's website.

Approved by:-

Chairperson - Trevor Benjamin
Secretary - Shannon Roberts
Treasurer - Robert Clark