

## CONSTITUTION

### 1 Name

The Club is called THE BOWMEN OF WADEBRIDGE and is affiliated to the ARCHERY GB, Grand Western Archery Society (GWAS) and the Devon and Cornwall Society ((DCAS). .

### 2 Aims and objectives

The aims and objectives of the Club are:

- to offer coaching and participation opportunities in ARCHERY
- to promote the Club within the local community and the name of ARCHERY
- to manage the CLUB PREMISES AT Colquite.
- to ensure a duty of care to all members of the Club
- 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

Membership consists of officers and members of the Club.

All members are subject to the regulations of the constitution and by joining the club are deemed to accept these regulations and codes of conduct that the Club adopted.

Members are enrolled in one of the following categories:

- Full member
- Associate member
- Junior member

Full members are affiliated to Archery GB, GWAS (region), and DCAS (County) through the club.

Associate members are affiliated to Archery GB elsewhere, either directly or through another club.

### 4 Membership fees

Membership fees are set annually and determined at the Annual General Meeting.

Fees are paid: annually by the end of September.

Concessionary rates for Junior Archers and full time students are offered ,and are set at the AGM .

### 5 Officers of the Club

The officers are:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Records Officer
- Postal Officer
- Beginners Co-ordinator
- Child Protection Officer (DBS)
- Website Manager/Archivist

Officers are elected annually at the Annual General Meeting.

All officers will retire each year but are eligible for re-appointment.

### 6 Committee

The Club is managed through the General Committee consisting of club officers *plus 2 other members* who are elected at the AGM.

The Club Committee convenes as deemed necessary by the Secretary of the Club.

The quorum required for business to be agreed at General Committee meetings is: *four*

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

*Chairman/Vice Chairman, Secretary and Treasurer, form the club executive committee.* Only these posts have the right to vote at meetings of the Club Executive Committee.

The Club Executive Committee convenes as deemed necessary by the Secretary of the Club .

The quorum required for business to be agreed at Club Executive Committee meetings is: **three**.

The Club Executive Committee has powers to appoint sub-committees as necessary and appoint advisers to the Club Executive Committee as necessary to fulfil its business.

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

## **7 Finance**

All Club monies are banked in an account held in the name of the Club. The Club Treasurer is responsible for the finances of the Club. The financial year of the Club ends on: 31<sup>st</sup> October . A statement of annual accounts is to be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds are to hold the signatures of the Treasurer plus one other named officers. (Two out of three signatures are required)

## **8 Annual General Meetings**

Notice of the Annual General Meeting (AGM) is to be given by the Club Secretary and not less than 21 clear days' notice is to be given to all members.

The AGM receives a report from the club officers and a statement of the annual accounts from the Treasurer.

Nominations for officers of the Club Committee are to be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs is 25% of the membership.

The Club Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs is the same as for the AGM.



## Archery GB Clubmark Resource Pack

### 9 Discipline and appeals

All disciplinary, child protection and poor practice concerns are to follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/Governance from the Archery GB website.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people are to be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Child Protection Officer is the lead contact for all Club members in the event of any child protection concerns.

All complaints regarding the behaviour of members are to be submitted in writing to the Club Secretary.

The Club Executive Committee is to meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club. *[Please note that clubs can not terminate the Archery GB membership of individuals.]*

The outcome of a disciplinary hearing is to be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There is to be the right of appeal to the Club Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee are to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

### 10 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 of the Association/Club that remain are to become the property of Devon and Cornwall Archery Society (DCAS).

### 11 Amendments to the constitution

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

### 12 Declaration

*The Bowmen of Wadebridge* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name:

Club Chair

SIGNED:

DATE:

Name:

Secretary