

1 Name

The Club will be called *Ville Bowmen* (hereafter referred to as “the Club”) and will be affiliated to Archery GB, Hampshire Archery Association (HAA), Southern Counties Archery Association (SCAS).

2 Aims and objectives

The aims and objectives of the Club will be:

- To offer coaching and participation opportunities in Archery
- To promote the Club and Archery within the local community
- To manage the Club’s *assets*
- 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 should consist of Executive Officers, Committee members and members of the Club. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club adopted. Application for membership shall be submitted to Executive Committee for approval.

Members will be enrolled in one of the following categories:

- Adult member
- Junior member
- Associate member
- Probationary member
- Honorary member

3.1 Adult membership is broken down in to 3 categories: Adult 25 years+, Adult 18-25 years, Disabled.

3.2 Junior membership is broken down in to 2 categories: Junior, Junior disabled.

3.3 Associate member is a member who, having paid their affiliation fees through another Archery GB body, has paid the correct membership fee with the Club.

3.4 Probationary member is a member who is accepted by the Club and paid the correct fees. Probationary membership shall be for a period of 6 shooting sessions. At the end of that period the member shall be eligible to become a member of the Club, as per the categories above (subject to committee approval), should they wish to continue with archery.

4 Membership fees

Membership fees will be set annually and agreed by the Executive Officers and Club Committee, determined at the General Meeting held on the last Sunday indoor shoot in March (or as soon after as possible), after advice from the Treasurer.

Fees will be paid annually by the 31st July.

5 Duties and Privileges of Members

- 5.1 Every Member shall be bound to further the objectives of the Club and shall observe these Rules and those of Archery GB, the Hampshire Archery Association and the Southern Counties Archery Society.
- 5.2 All Members shall be entitled to ready access to the general communications of the Club, to be present at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.
- 5.3 All classes of Members, who are over the age of 16 (plus the Junior Representative), shall be entitled to vote at Club General Meetings.
- 5.4 Membership of the Club will terminate if:
 - 5.4.1 A properly authorised form of resignation is received, or
 - 5.4.2 Membership fees remain unpaid two months after the due date, or
 - 5.4.3 The individual ceases to qualify under these rules, or
 - 5.4.4 Membership is terminated under clause 10 of this constitution.
- 5.5 No Member whose affiliation fees are in arrears shall:
 - 5.5.1 Be allowed to shoot or participate in any of the activities of the Club.
 - 5.5.2 Vote at a meeting of the Club.
 - 5.5.3 Hold office in the Club.
 - 5.5.4 Requisition a Special General Meeting.
- 5.6 When shooting, either indoors or out, all members will strictly follow the Rules of Shooting laid down by Archery GB.
- 5.7 All Members will play an appropriate part in the maintenance of the Club property and equipment.
- 5.8 Each Junior Member of the Club who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian at all times.
- 5.9 Junior Members of the Club between 16-18 years old, who are not accompanied by a parent or legally appointed guardian, may shoot only if supervised in accordance with the Child Protection Plan (2 adults, one of whom MUST be a member of archery GB).



6 Executive Officers of the Club Committee

The Club Executive Officers will be:

- Chair
- Secretary
- Treasurer

Executive officers will be elected annually at the Annual General Meeting.

7 Committee

The Club will be managed through the Club Committee consisting of Club Executive Officers and Committee members as follows:

- Records Officer
- Field Captain
- Assistant Field Captain
- Equipment Officer 1
- Equipment Officer 2
- Child Protection Officer (may be incorporated in to another committee members role)
- Junior Representative

Only the posts in 6 and 7 above will have the right to vote at meetings of the Club Committee.

The Club Committee will be convened by the Secretary of the Club and held no less than 2 times per year.

The quorum required for business to be agreed at Club Committee meetings will be: four, two must be Club Executive Officers.

Small matters can be addressed through online/messenger services to which all committee members belong. Those not able to access the service through lack of access to the technology agree to not be a part of these discussions and will be informed of any relevant details at a later date.

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

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.

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

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

A member of the Committee shall cease to hold office before the end of the elected term if:

- By notice in writing, he or she resigns.
- He or she ceases to meet the conditions of eligibility for membership of the Committee.
- He or she is removed from the office by a resolution of the Club members in a General Meeting.



8 Finance

All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 31st September.

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

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus another committee member. In addition to the Treasurer, three committee members signatures shall be held on the bank account records.

9 Annual General Meetings

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

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

Elections of Club Executive Officers are to take place at the AGM.

All members over the age of 16 (plus the Junior representative) have the right to vote at the AGM.

The quorum for AGMs will be all Club Executive Officers and a minimum of 25% of Club members eligible to vote.

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

Proceedings at the Annual General Meeting

The business of the Annual General Meeting shall be:-

- a) Minutes of previous AGM and Matters Arising.
- b) Chairperson report.
- c) To approve the annual accounts and balance sheets.
- d) Records Officer report.
- e) To fix Club subscriptions levels for the following year.
- f) To receive the report of the Auditor.
- g) To appoint the Auditor for the following year.
- h) Amendments to the Constitution.
- i) To elect/confirm the new Committee members.
- j) Any other Business



1. The minutes of the previous AGM will be published 21 days prior to the date of the Annual General Meeting. Any points of correction or matters arising must be notified to the Club Secretary in writing not less than 7 days before the date of the meeting for inclusion in the agenda. No other points of correction or matters arising will be conducted at the Annual General Meeting.
2. Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of specific detail in the agenda. All Special Business items must be submitted to the Club Secretary in detail in writing not less than 7 days before the date of the meeting for inclusion in the agenda. All points so raised should be addressed. The Committee reserve the right to deal with any such matter by means of a statement at the meeting or by raising the issue for discussion, whichever is deemed appropriate. No other business will be conducted at the Annual General Meeting.
3. If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting, if convened on a call from the Members, shall be dissolved. In any other case, it shall stand adjourned to such other time and place as the Chairperson shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those Members present shall be a quorum.
4. The Club Chairperson will take the chair at every General Meeting. If the Chairperson is not present within 30 minutes after the appointed time, then the Members present will appoint one of their number to take the chair.
5. Any item put to the vote shall be decided by the majority vote of those personally present and entitled to vote. In the event of an equality of vote the Chairperson shall poll a second or casting vote.
6. All members over 16 (except for the position of Junior Representative) are eligible for elections. Nominations must be lodged with the Club Secretary not less than 7 days before the meeting. Nominations will only be taken at general meetings in an emergency.
7. All Junior members are eligible for election to the post of Junior Representative.
8. Minutes will be available to all members within 21 days of the AGM

10 Discipline and appeals

All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Club Executive Referral Panel guidelines which are available under Governance from the Archery GB website.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will 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 should be submitted in writing to the Club Secretary.

The Club Committee will 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 only.

The outcome of a disciplinary hearing should 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 will 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 Chair of the Club Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

11 Dissolution

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

If upon the winding up of the Club there remains, after the payment of all debts and liabilities, any funds or properties whatsoever, they shall not be distributed among the members of the Club, but shall be transferred to some other organisation having similar objectives to the Club.

12 Amendments to the constitution

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



Ville Bowmen Constitution



13 Declaration

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

SIGNED:

DATE:

Name:

Club Chairperson

SIGNED:

DATE:

Name:

Secretary

SIGNED:

DATE:

Name:

Treasurer