



WORCESTER BOWMEN

CONSTITUTION

JULY 2023

1. The name of the club is Worcester Bowmen (hereinafter called 'the Club'.)
2. The Club is affiliated to Archery GB /The Grand National Archery Society (hereinafter called G.N.A.S.), West Midlands Archery Society (hereinafter called W.M.A.S) and the County of Worcester Archery Association (hereinafter called C.W.A.A.)
3. Address
The postal address of the club shall be that of its current Secretary or the current Chairman if the post of Secretary is vacant.
4. Aims and Objectives
The aims and objectives of the Club will be:
 - 4.1. To promote and encourage the sport of Archery.
 - 4.2. To offer coaching and participation opportunities in the sport of Archery to individuals, clubs, and organisations.
 - 4.3. To provide all its services/opportunities in a way that is fair to everyone.
 - 4.4. To ensure that all present and future members receive fair and equal treatment.
 - 4.5. To ensure a duty of care to all its members.
 - 4.6. To promote the Club within the local community.
 - 4.7. To be represented on the Committee of the C.W.A.A.
 - 4.8. To invest the monies of the club, not immediately required for its purposes, in such investments, securities or property as may be thought fit.
 - 4.9. To do all lawful things necessary to carry out the objectives of the club providing that:
 - a. In raising funds for its objectives, the club shall not undertake any permanent trading.
 - b. The income and property of the club shall be used only to promote the objects of the Club described in this Constitution.
5. Dissolution
 - 5.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
 - 5.2. If upon the winding up of the club there remains, after payment of all debts and liabilities, any funds or properties whatsoever, they shall be divided among the current members of the Club.
6. Amendments
The Club Constitution may only be amended by a General Meeting of the Club.

RULES

7. Membership

- 7.1. Membership shall consist of officers and members of the club.
- 7.2. All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept those regulations and codes of conduct adopted by the Club.
- 7.3. Membership shall be open to all persons interested in advancing the activities of the Club subject only to practical size and safety limits dictated by the available facilities.
- 7.4. The Club shall provide the following categories of membership.
 - 7.4.1. Senior Member - any person of 18 years or older who has been accepted as a member of the Club and has paid the prescribed Club, County, Regional and National fees for the year.
 - 7.4.2. Junior Member - any person under 18 years who has been accepted as a member of the Club and has paid the prescribed Club, County, Regional and National fees for the year.
 - 7.4.3. Senior Associate Member - any person of 18 years or older who has been accepted as an Associate member of the Club and has paid the required Club fee but has paid all other necessary affiliations via another club.
 - 7.4.4. Junior Associate Member - any person under 18 years who has been accepted as an Associate member of the Club and has paid the required Club fee but has paid all other necessary affiliations via another club.
 - 7.4.5. Affiliate – any non-shooting person who wishes to be associated with the Club, having paid a donation to the Club.
 - 7.4.6. Honorary Member – any person upon whom the Club has conferred this title in recognition of services to the Club or to archery in general.

8. Applications for Membership

- 8.1. Every candidate for admission as a Senior Member, Junior Member Senior Associate Member or Junior Associate Member must complete the prescribed Application Form and Registration documents.
- 8.2. Every candidate for admission as Senior Member or Junior Member must have completed a full Beginners Course at Worcester Bowmen or provide evidence that a full Beginners Course has been completed at another club.
- 8.3. Every candidate for admission as a Senior Associate Member or a Junior Associate Member must provide evidence that they have completed a full Beginners Course and are affiliated to Archery G.B.

8.4. Full club membership will be granted after a probationary period of three months during which time the candidate must show that they are willing to abide by the rules, guidance policies and ethos of the club. If any concerns are raised during this period the candidate will be advised of these concerns by the club secretary. During this probationary period members may attend but will not be entitled to vote at a General meeting nor to stand for election to the Club Committee.

9. Membership Fees

- 9.1. Membership Fees will be set annually as agreed by the club Committee.
- 9.2. Annual Club Membership Fees will be due on 1st September each year.
- 9.3. Members will be notified at least one month before the fees are due.
- 9.4. Membership of the Club will cease if annual fees have not been received within one month of their due date unless by prior arrangement.
- 9.5. Members who let their membership lapse are entitled to reapply for membership at a later date subject to available places and with the agreement of the Committee.
- 9.6. The club committee may, in its absolute discretion, waive, cancel or reduce payment of Club Fees or other indebtedness of a member of the Club for any period.
- 9.7. All affiliation fees are due on or before 24th August each year, subject to any changes made by the National or Regional and County organisations.

10. Duties and Privileges of Members

- 10.1. Every member shall observe the rules laid out in the Constitution and the Rules, Policies and Guidance laid down by the national governing body, the C.W.A.A. and the W.M.A.S. Members will also follow any additional guidance given by the Club and those arising out of the agreements for the use of our shooting facilities.
- 10.2. Every member shall be bound to further the aims and objects of the club.
- 10.3. All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support as the Club is able to offer.
- 10.4. It is the duty of all members to notify the Secretary of any significant changes to those personal details recorded on the club registration form e.g. change of address, telephone number, emergency contact details etc.
- 10.5. All senior and junior members shall be entitled to vote at General Club Meetings.
- 10.6. All members will use their best efforts to ensure the safety and security of the property and equipment of the club and will play an appropriate part in the maintenance of that property and equipment.

- 10.7. All junior members below the age of 14 must be accompanied by a responsible adult at all times.
- 10.8. Junior members between the ages of 14 and 18, who have belonged to the club for a period of 1 year or more, may be allowed to shoot without a responsible adult present if sufficient supervisory personnel are available to carry out this duty. This rule is liable to amendment according to any changes regarding "Safeguarding Children and Young People Policy (version: OPP-01-02cm) as set by the National Governing Body.
- 10.9. In normal Club sessions junior archers may only shoot when at least two adults are present, one of whom must be a competent senior archer affiliated to Archery G.B /G.N.A.S.
- 10.10. The Club has some limited access to its current shooting ground at times outside the normal Club sessions. That ground is classified as Private Ground. The Club strongly recommends that junior archers should only shoot when two adults are present, one of whom is a competent senior archer affiliated to the National Governing Body. In accordance with the Rules of Shooting - 103 Section C a parent, who is also a competent senior archer affiliated to the National Governing Body may accompany their own child provided that parent is acting in a supervisory capacity. (Please refer to The Rules of Shooting for full information regarding liability in the case of accident and the display of danger signs etc.)
- 10.11. No member whose affiliation fees are in arrears shall be allowed to shoot.

11. Membership of the Club shall terminate if:
 - 11.1. A properly authorised form or letter of resignation is received.
 - 11.2. Membership fees remain unpaid for 1 month after the due date unless by prior agreement.
 - 11.3. Membership is terminated under rule 12.5.

12. Discipline
 - 12.1. All disciplinary, child protection and poor practice/abuse concerns will follow the Archery GB Case Club Executive Referral Panel guidelines, which are available under Governance from the Archery GB Website.
 - 12.2. All concerns, allegations or reports of poor practise/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 and Young People. (Version: OPP-01-02cm)
 - 12.3. The Club Safeguarding Officer is the lead contact for all club members in the event of any child protection concerns.
 - 12.4. All complaints regarding the behaviour of members should be submitted in writing to the club secretary.

- 12.5. 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.
- 12.6. The outcome of a disciplinary hearing will 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.
- 12.7. There is a right of appeal to the club secretary following disciplinary action being announced.
- 12.8. In the event of an appeal against the decision of the committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

13. The Club Committee

- 13.1. The affairs of the Club shall be supervised by the Committee, which shall have such powers, duties, and responsibilities as are laid down in these Rules.
- 13.2. The Club Committee shall consist of the following persons whose services shall be purely honorary:
 - 13.2.1. Chairperson
 - 13.2.2. Club Secretary
 - 13.2.3. Treasurer
 - 13.2.4. Safeguarding Officer
 - 13.2.5. Membership Secretary
 - 13.2.6. Tournament Officer
 - 13.2.7. Records Officer
 - 13.2.8. Equipment Officer
 - 13.2.9. Coaching Officer
 - 13.2.10. Digital Officer
 - 13.2.11. Social Secretary
 - 13.2.12. Junior Representative
- 13.3. In such instances where a single role is shared between members of a team, all members of that team shall be entitled to vote at Committee Meetings
- 13.4. The Committee may decide, from time to time, to co-opt other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee Meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members.

14. Committee Meetings

- 14.1. No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be 3 members.
- 14.2. If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting, then those present shall appoint one of their number to chair the meeting.
- 14.3. The Committee members shall meet together for the conduct of business, as they shall decide. Questions arising at the meeting shall be decided by a simple majority of votes. In the case of equality, the Chairman shall have a second or casting vote.
- 14.4. The Committee Members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies on the Committee or convening a General Meeting of the Club.
- 14.5. The Committee will cause proper minutes to be made of all its proceedings, of General Meetings of the Club and of any sub-committees set up for whatever purpose.
- 14.6. The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof, without further evidence, of the business conducted and the decisions made.
- 14.7. The Committee may, at any time, set up or dissolve standing or ad-hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. The minutes of such sub-committees must be reported to the Club Committee as soon as possible.

15. Elections

- 15.1. All elections are subject to rules: 8.4 and 10.5.
- 15.2. All members of the Club Committee shall be elected annually at the Annual General Meeting of the Club which should be in July. The retiring committee members shall be entitled to re-election.
- 15.3. The period of office of the committee members shall commence at the termination of the General Meeting at which they are elected.
- 15.4. All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations may be lodged with the Secretary prior to the General Meeting, or they will be accepted at the meeting. Nominations lodged before the meeting must show the name of the proposer and also indicate that the candidate is willing to stand.
- 15.5. Any casual vacancy in the Committee may be filled by the Committee from amongst those eligible, but they too must resign at the end of the next General Meeting.
- 15.6. A member of the Committee shall cease to hold office before the end of the elected term if:
 - 15.6.1. By notice in writing or by electronic mail he or she resigns.
 - 15.6.2. He or she ceases to meet the conditions of eligibility for membership of the Committee.

15.6.3. He or she is removed from office by a resolution of the Club members in a General Meeting.

16. Finance

16.1. The club Committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the Club's affairs regarding:

16.1.1. The assets and liabilities of the club

16.1.2. Income and expenditure and the matters giving rise to such income and expenditure.

16.2. The books of account shall be kept at the home of the current Treasurer, or if that position is unfilled, at the home of the current Secretary.

16.3. The Treasurer should be able to provide a printed copy of the accounts ready for examination at every meeting of the Club Committee if such a request is made within 48 hours of that meeting.

16.4. Any full member of the club may ask to examine the Club's Accounts at any time. The Treasurer must then make a printed copy of such accounts available within a practical time frame (approximately one week.)

16.5. The banking mandate makes a minimum of three signatories available for the Club's affairs; e.g. the Chairman, the Secretary and the Treasurer. Two signatories are required to authorise any transactions.

16.6. The treasurer shall be required to present a detailed account of all the Club's income and expenditure, assets, and liabilities along with the current balance sheet at the AGM.

16.7. The Club's financial year shall run from a suitable cut-off point in June each year to allow time for the annual accounts to be checked by another person before they are presented at the AGM in July.

16.8. The Treasurer's end of year statement should be available for inspection and checking 2 weeks prior to the AGM.

16.9. Ideally the accounts should be checked and verified by a person independent of the club but if this is not possible the duty may be performed by another club member.

17. General Meetings

17.1. The General Meeting of the Club shall be held once in every calendar year.

17.2. All members will be given at least 21 days' notice of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted.

17.3. Notice of a General Meeting shall also be posted on the Club Notice board.

17.4. All General Meetings of the Club other than the Annual General Meeting shall be called Special General Meetings.

17.5. Special General Meetings of the Club may be called by the Committee or by one or more written requests by members, filed by the Secretary and endorsed by the committee, or by at least one quarter of the members of the club. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

18. Proceedings at General Meetings

- 18.1. The Club Chairman shall take the chair at every General Meeting. If the Chairman is not present within 15 minutes after the appointed time, then the members present will appoint one of their number to take the chair.
- 18.2. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be 10 members or one quarter of the membership, whichever is less.
- 18.3. A resolution put to the vote shall be decided by the votes of those personally present. In the case of an equality of votes the Chairman shall poll a second casting vote.
- 18.4. The ordinary business of the Annual General Meeting shall be :
- 18.4.1. To approve the minutes of the previous AGM.
 - 18.4.2. To receive reports from the elected officers.
 - 18.4.3. To receive a detailed report on the finances of the club including assets and liabilities, income and expenditure and the matters giving rise to such income and expenditure.
 - 18.4.4. To fix club subscription levels for the following year.
 - 18.4.5. To elect the new Committee members.
- 18.5. Any other Business at the AGM shall be called Special Business and will be the subject of specific details in the Agenda. No other business shall be conducted at the AGM

19. Tournaments

The Club shall hold annual outdoor and indoor Tournaments and any other archery events that it requires. These meets may be open or closed but are only available to those entitled to shoot under the G.N.A.S Rules of Shooting.

20. Teams

- 20.1. The club may enter representational teams in any suitable events.
- 20.2. Club teams will be chosen in accordance with the procedures agreed by the Committee from time to time using mechanisms that are clear to members.
- 20.3. Club teams will be chosen only from those members who are entitled to shoot under the G.N.A.S Rules of Shooting.

21. Records

- 21.1. The club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the G.N.A.S Rules of Shooting, by any person, whilst that person was a member of the Club.
- 21.2. Scores achieved by members shall be forwarded to the C.W.A.A. in accordance with the requirements of that body.

22. Alterations to the Rules

- 22.1. Additional Rules may be promulgated by the Club Committee from time to time in the interests of safety and security, subject only to the requirement that these rule changes shall be ratified by the members in a General Meeting in due course.
- 22.2. Alterations may be made to the rules laid out in this Constitution when Government Legislation or changes in the Rules and Guidelines of the Governing Body dictate. Members will be notified if such a situation arises.
- 22.3. No alterations shall be made to the Rules that would conflict with the constitution of the Governing Body or the Regional or County Bodies.
- 22.4. The Rules of the Club may otherwise only be altered, amended, repealed, or added to by a special resolution of members at a General Meeting.

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