

Constitution

Constitution of The Club
Revised 22nd June 2023

1. General

- 1.1. The Club shall be called Derwent Bowmen Archery Club, hereinafter referred to as 'The Club'.
- 1.2. The object of The Club is to promote participation of the whole community in the sport of archery and, subject to the requirements of safety, provide facilities for such participation.
- 1.3. The Club is managed by all the members for the benefit of all the members and decisions on management are taken at Club meetings. All members are entitled to attend, discuss and, if eligible, vote at Club meetings. At least one Club meeting shall be held in every two months, unless there are exceptional circumstances. Decisions of Club meetings are binding on all the members.
- 1.4. The shooting regulations shall be those prescribed by the governing body for archery in Great Britain, currently Archery GB (a trading name of the Grand National Archery Society) which is hereinafter referred to as AGB and to which The Club shall be affiliated. These regulations may be restricted in the interests of safety, for example to prohibit certain types of archery where those types cannot safely be delivered given the facilities available. The Club shall not approve shooting under any other rules unless appropriate insurance has first been put in place.
- 1.5. The postal address of The Club shall be that of the Secretary for the time being or such other address as may be decided by The Club from time to time.
- 1.6. The Constitution shall not be altered or amended except at the AGM or at an Extraordinary General Meeting.
- 1.7. Rules governing meetings shall be laid out in Standing Orders which shall not be altered or amended in any way except at the AGM or at an Extraordinary General Meeting.

2. Membership

- 2.1.
 - a) **Ordinary Members** Are all Club members over the age of 18 years at the 1st October in the current year. Such membership shall have full voting rights.
 - b) **Junior Members** Are all Club members under the age of 18 years at the 1st October in the current year. Such members shall be supervised by a parent/guardian at all times until their 18th birthday. A

Junior member shall have full voting rights upon attaining the age of 18 years but otherwise shall not have voting rights.

- c) **Life Members** Any Club member who has rendered particularly valuable service to The Club may be elected a Life Member at a General Meeting, after being duly proposed and seconded and this item being circulated on the agenda. Such members shall have full voting rights. The Club shall not pay for their AGB, EMAS and DCAA affiliations.
- d) **Shooting Members** Any person wishing to make full use of The Club's facilities but who affiliates through another active Club. Such members cannot become Executive Officers and will have voting rights only after three consecutive years of membership. Election into this category shall not be allowed if the number of such members would then exceed 10% of the ordinary membership taken at the renewal of membership on 1st August each year. Such members' attendance at Club meetings is not to exceed 10% of the quorum present at that meeting.
- e) **Supervisory Members**
 - i) Supervisory Membership is an option available to the parents/guardians of named junior members who, while not themselves wishing to shoot, nevertheless wish to supervise those specific juniors to enable them to shoot outside The Club's structured junior shooting sessions. This membership category is also open to carers and other supervisors of vulnerable adult members, or of members upon whom shooting restrictions have been put in place. Supervisory members are required to be affiliated to AGB.
 - ii) Supervisory Members may not assume responsibility for more than two named juniors at any one time or any juniors who were not identified at the time of application without the agreement of The Club.
 - iii) Supervisory Members will have voting rights.
 - iv) All potential Supervisory Members must either complete a beginners' course or satisfy The Club that they are experienced archers in their own right unless transferring from Ordinary to Supervisory.
 - v) Should shooting rights be required, transfer to Ordinary Membership will be automatic on payment of the difference in fees and subject to assessment by the coaching officer.
- f) **Friends of Derwent Bowmen** In recognition for the dedication and generosity of hard working members over many years. The "Friends" for short, shall have full, social visiting access to The Club at any time. They are welcome to join in with all Club activities, and social activities, and be welcome to attend Club meetings with full voting rights. No AGB, County, or Region affiliation will be paid on the "Friends" member's behalf. A separate AGB membership, County

and Region affiliation must be sought if they intend to continue shooting. The Club's insurance will cover the "Friends" whilst visiting The Club.

- 2.2. All persons wishing to join shall apply for membership by means of an application form, which shall be accompanied by the current joining fee and the membership subscription, including affiliation fees.
- 2.3. Application for membership must meet the criteria set by The Club and a signed declaration by the applicant is formally accepted at a meeting.
- 2.4. The date of joining shall be the date on which the application is accepted.
- 2.5. Membership is open to all, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of archery, as stipulated by AGB. In the event of an application not being acceptable, the reasons will be conveyed to the applicant in writing, at the same time notifying them of their right to appeal if they are not satisfied with the reasons given. Any appeal against a decision relating to unacceptable application for membership shall be made in writing to the Secretary within one calendar month of the decision being notified to the appellant. In the event of an appeal against the decision of The Club, the Chair of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of The Club may sit on this panel. The Panel may hear such witnesses and consider such evidence as considered appropriate and the Panel's decision shall be binding upon both the appellant and The Club. The appellant's joining fee and subscription shall be returned once any appeal has concluded without changing the decision, or once the time limit for appeal has expired without an appeal being lodged.
- 2.6. The Club shall have Disciplinary Guidelines which are annually reviewed. The Club displays a Code of Conduct poster at the Clubhouse. This Code of Conduct is guided by AGB Code of Conduct, Safeguarding Policy, Equality Policy, Rules of Shooting, Anti-doping Rules and Disciplinary Policy. All Club members must abide by this Code of Conduct. Any act of fraud, theft, vandalism, bullying, intoxication by alcohol and/or illicit drugs or any behaviour that endangers members and/or brings The Club into disrepute is taken seriously and will be investigated as per The Club's Disciplinary Guidelines. Any appeal against a decision arising under the Disciplinary Guidelines shall be lodged in the timescale set out in those guidelines.
- 2.7. All members shall accept such rules as The Club consider necessary for the supervision of any archer shooting at The Club.

3. Subscriptions

- 3.1. Prospective members are required to pay a joining fee on application, this fee to be agreed at each AGM.
 - a) Ordinary Members

- b) Junior Members
- c) Shooting Members
- d) Life Members
- e) Supervisory Members

Fees to be agreed at each AGM.

The Club Meeting shall have discretion to introduce a scheme for proportionate subscriptions for new members to reflect the time of year they join. The Club Meeting shall have discretion to introduce a discount for family membership. The Club Meeting shall have discretion to introduce a scheme for reduced payments of Club fees for members who have paid membership fees continuously for given periods.

- 3.2. All subscriptions and affiliation fees shall become due 1st July and shall be paid in full by 1st August. In the event of non-payment by this date, membership shall be deemed to have lapsed. If the AGM agrees that such fees may be paid in two instalments then the first shall be at least enough to cover all affiliation fees and half membership fee shall be paid by 1st August and the second instalment by 1st January. If either of these payments is not made by the required date, membership shall be deemed to have lapsed. Subscriptions due by all members shall be paid to the Membership Secretary of The Club who will issue receipts.

4. Executive and Other Officers

- 4.1. Management of The Club's affairs, between Club meetings, shall be entrusted to the Executive Officers who shall consist of
- a) Chair
 - b) Vice-Chair
 - c) Secretary
 - d) Treasurer
 - e) Membership Secretary

Who shall be different people from separate households.

The vice chair who, while an executive in their own right, shall, when substituting for the chair, assume the full executive powers of the chair.

- 4.2. Any three Executive Officers acting together shall have the power to act as they see fit for the benefit of The Club provided that they try to inform the other Executive Officers. The agreement of these other Executive Officers is not required.
- 4.3. A contingency sum, the value of which shall be decided upon at the AGM, shall be available for the use of the Executive. This sum will become restored when such expenses are ratified by The Club.
- 4.4. All Executive actions shall be reported at the next Club meeting.
- 4.5. If any Executive Officer fails to attend four consecutive Club meetings without prior approval by a Club Meeting that officer will be deemed to have

- resigned. The remaining executive officers shall then call and attend an Extra-ordinary General Meeting for the members to elect a replacement.
- 4.6. All Executive Officers and other officers shall hold office for one year to commence two weeks following their election and shall be eligible for re-election. The Chair is restricted to a maximum of three consecutive years.
 - 4.7. The Club has the option to elect as its President (and if a President is already in place, Vice President) an individual who will show interest in The Club, such election to take place at a General Meeting. The roles of President and Vice President are honorary, and bestow no authority or voting rights upon the individual elected.
 - 4.8. The Club shall have discretion to appoint officers throughout the year as the need arises. These officers shall become eligible for re-election at the AGM following their appointment. Posts may only be abolished at the AGM. Otherwise it must be left as a vacancy.
 - 4.9. Eligibility for officer posts. All officers must be members of The Club with voting rights. Executive officers must have been full Club members for three years. Non-executive officers shall have been Club members for at least six months prior to taking up office, except for Records Officer who shall have been a Club member for at least two years prior to taking up office.
 - 4.10. The Safeguarding Officer must complete the mandated Archery GB basic safeguarding training, and have applied for a DBS check via AGB, within 30 days of commencing the role. If they have previously completed this training or another approved course as per AGB's criteria, and it is in-date, they must provide evidence of this. A record of all safeguarding certificates will be held by the club.

The mandated further specialist training must be booked within 30 days.

Failure to comply with this training requirement will mean a new Safeguarding Officer must be elected. If the role of Assistant Safeguarding Officer is filled, they must meet the same training requirements.
 - 4.11. All executive and club officers (officer defined as a named member in a role that is required to submit reports at club meetings) may choose to have their membership subscription waived for the year following being in post. The executive/officer must have performed in the role for the full term. Non-club affiliations to be paid for by the individual.

5. Quorum

- 5.1. All meetings shall start at a time specified and notified to the membership at least one week in advance. A Club Meeting shall be quorate if the number of voting members present is not less than eight, two of whom must be executive officers.
- 5.2. All meetings should aim to start at a time specified and notified to the membership at least one week in advance. For online meetings, if a quorum is not present within fifteen minutes of the time appointed for the meeting to commence, the meeting shall be dissolved. For in person

meetings, if within half an hour of the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved.

- 5.3. If four consecutive Club Meetings are not quorate the Executive shall call an Extraordinary General Meeting to reconsider the management of The Club.

6. Finance

- 6.1. The funds of The Club shall be applied solely towards the promotion of the objectives of The Club set forth in this Constitution. No surpluses or assets will be distributed to members or third parties but this provision does not prevent the Club from holding events or activities specifically intended to raise funds to facilitate members' participation in representative tournaments.
- 6.2. The funds of The Club shall be expended as directed by Club meetings.
- 6.3. The funds of The Club shall be held in bank accounts and part of such funds may be invested elsewhere, as agreed by a general meeting. Cheques shall be signed by any two of the Treasurer, the Secretary, the Chair or nominated official.
- 6.4. An Income and Expenditure account and balance sheet shall be prepared and independently examined for the year ended 31st May for submission to the AGM. The examining shall be performed by one external independent examiner or by two Club members, neither of whom shall be the Treasurer.
- 6.5. In the event of the dissolution of The Club, the assets shall be disposed of as directed by the General Meeting approving the dissolution. Such disposal shall be made entirely for approved sporting or charitable purposes as defined in Section 660(6) Part 13, Chapter 9 Corporation Tax Act 2010, once contractual obligations to repay any unspent grant have been met.
- 6.6. An amount will be set aside each year, in a separate bank account, for long term maintenance of the buildings and the property.
- 6.7. The Club will ensure that the current account does not go below a stipulated figure, agreed at the AGM. Should The Club need to access these funds, an EGM must be called.

7. General Meetings

- 7.1. The AGM of The Club shall be held in June of each year for the following purposes
 - a) To receive reports from officers of The Club.
 - b) To receive accounts for the year up to the previous 31st May.
 - c) To elect the Executive and such other officers as the AGM decide.
 - d) To establish the executive officers' contingency fund.

- e) To establish the membership, application and target fees for the coming year.
 - f) To set the minimum current account balance in accordance with Section 6.7
 - g) To transact other business on the agenda.
- 7.2. Extraordinary General Meetings may be called by the full number of Executive Officers currently in post or at the request of at least eight members with voting rights. The quorum for General Meetings is the same as for Club meetings. Such request shall be delivered to the Secretary in writing specifying the purpose of the meeting. No other business shall be considered at that meeting.
- 7.3. Notice of the Annual General Meeting shall be dispatched to all members of The Club at least 28 days before the meeting. All business for the agenda, including proposals are to be with the secretary 14 days before the meeting and the agenda of the meeting shall be dispatched to all Club members at least 7 days before the meeting.
- 7.4. Notice and agenda of all other General Meetings shall be sent not less than seven days before the meeting to all members of The Club.

8. Interpretation of the Constitution

Any dispute as to the meaning or interpretation of this Constitution shall be decided by a General Meeting.