



AC Delco Bowmen

Club Constitution

1. The Club

- 1.1 The Club shall be called AC Delco Bowmen.
- 1.2 The Club shall be affiliated to the National Governing Body Archery GB (previously known as GNAS), Southern Counties Archery Society (SCAS) and Hampshire Archery Association (HAA).
- 1.3 The Club is a non-profit making organisation and formed as an Association.
- 1.4 Nothing in this constitution shall override the constitutions of Archery GB, SCAS and HAA.
- 1.5 The postal address of the Club shall be that of the current Secretary.

2. Aims and Objectives

- 2.1 The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Archery; excluding crossbows and bow hunting.
- 2.2 to ensure a duty of care to all members and visitors of the Club;
- 2.3 to ensure that all members receive fair and equal treatment;
- 2.4 to adopt the Archery GB policies for safeguarding children, young people and vulnerable adults.
- 2.5 to operate a GDPR policy in accordance with the 2018 Data Protection Act 2008.
- 2.6 to operate an all inclusive policy regarding inclusion and diversity required by the Equality Act 2010.

3. Membership

- 3.1 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.**
- 3.2 **The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.**

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 the members.

3.3 There shall be the following classes of membership in the Club:

Membership
Senior 25+
Under 21's
Social Non-Shooting
Student affiliated via another club
Family Membership (1 Senior Member + at least 2 Dependants)
Associate
Honorary
Honorary Life
Direct Member

- 3.4 Honorary and Honorary Life Members may only be approved by a majority vote at an Annual General Meeting (AGM) or an Extraordinary General Meeting.
- 3.5 All members will be subject to the rules and regulations of the Club Constitution.
- 3.6 The shooting regulations as prescribed in the (Archery GB) RULES OF SHOOTING and the World Archery RULES, shall be accepted as governing the relevant branches of the sport practiced by the Club and its members.
- 3.7 Membership shall be available at the discretion of the Club Committee to any person interested in archery, having attained the age of 21 years for Senior Membership, below that age for junior membership.
- 3.8 In the case of Junior Membership, a parent or guardian of the junior must become a member of the Club for the duration of the junior's membership and the parent or guardian, or a responsible adult club member designated by them must accompany the junior when they are shooting at the field.
- 3.9 Student Membership shall be available to any person who has reached the age of 18, is in full-time Higher Education and is affiliated via another archery club.
- 3.10 Associate Membership shall be available to any archer who is affiliated to Archery GB through another archery club within the Hampshire Association boundary.
- 3.11 Any person the Club may wish to honour may be selected at an Annual General Meeting of the Club, as an Honorary Member, either for a specified period or for life.
- 3.12 Direct Membership shall be made available to any archer who is affiliated directly with Archery GB. They must pay their own County and Regional affiliations fees direct.
- 3.13 All members shall accept the jurisdiction of the Club Committee and shall conform to such conditions, rules and regulations as may be determined.
- 3.14 Members of the Club, with the exception of Associate Members, Social NonShooting Members and Direct Members of Archery GB, shall be affiliated to Archery GB, the Southern Counties Archery Society and the Hampshire Archery Association. Persons not affiliated to the above governing bodies or to their own regional and county equivalent or to World Archery International Governing Body, shall not be permitted to make use of the facilities or equipment belonging to the Club. The exception to this is British Longbow Society (BLBS) members shooting

- Longbow Tournaments organised by the Club.
- 3.15 The Club does not accept liability for any personal property at the Club ground or facilities.

4. Affiliations and Subscriptions

- 4.1 Affiliation fees to Archery GB, SCAS and HAA shall be paid to the Membership Secretary by the 1st September each year. Affiliation fees for Senior Members are determined by Archery GB, SCAS and HAA. Honorary Members and Honorary Life Members will pay the same affiliation fees as Senior Members. Disabled and Junior Members shall pay affiliation fees according to the current rates set by the governing bodies, or, in the case of en-bloc fees, the rates shall be determined by the Club Committee.
- 4.2 The membership year of the Club will run from the 1st September to the 31st August.
- 4.3 All members of the Club other than Honorary Members and Honorary Life Members shall pay an annual subscription to the Club at the rates to be proposed annually by the Club Committee and ratified by the members at the AGM. Annual subscriptions shall become due on the 1st of September each year.
- 4.4 Members who have not paid their annual subscription to the Club by the 1st September shall not have use of the facilities of the Club until payment has been received. Late payment may be subject to additional administration charges.
- 4.5 A pro rata club subscription may be set for new members joining during the membership year at the discretion of the Club Committee.

5. Management

- 5.1 The Officers of the Club (known as the Executive Committee) are a Chairman, a Secretary, a Treasurer and a Safeguarding Officer.
- 5.2 The members of the Executive Committee are jointly and severally responsible for the financial management and safeguarding of the club. Executive Committee Members may only serve for a maximum of 3 consecutive years in the same executive post and may not stand for the same post again for a period of 2 years unless there are no other candidates for the position. They may, however, stand for a different post on the Executive Committee.
- 5.3 The Club Committee Members are Field Co-ordinator, Membership Secretary, Tournament Organizer, Coach Co-ordinator and Communications Co-ordinator.
- 5.4 Executive Officers and Club Committee Members shall be elected annually during the Annual General Meeting to serve for 1 year. All adult members, except Associate members, can stand for election for any position.
- 5.5 If any Committee Member wishes to stand down from his/her position, a notice period of not less than 28 days should be given, in order to find a suitable replacement by ballot of club members.
- 5.6 The Club Committee may appoint sub-committees and co-opt members as necessary and may delegate powers to them within limits defined by the Club Committee. Such powers shall be automatically rescinded at the next Annual General Meeting or sooner by the decision of the Club Committee. Members of sub-committees and co-opted members may not vote at committee meetings. The Club Committee may not co-opt new committee members and may not create

- new committee positions.
- 5.7 The Club Committee shall meet at least four times a year. Further meetings may be convened when considered necessary by the Club Committee.
 - 5.8 A quorum for the Club Committee Meetings shall be more than half of the Club Committee's members, one of whom shall be an Executive Officer of the Club.
 - 5.9 The Chairman may vote at a committee meeting and at the Annual General Meeting if he/she so wishes. In the case of a tie the Chairman shall have the power to decide by casting a deciding vote.
 - 5.10 The Club Committee will be responsible for implementing policies, codes of conduct and rules that affect the organisation of the Club in accordance with the guidelines of the governing body of Archery GB.

6. General Meetings

- 6.1 The Annual General Meeting (AGM) and Extraordinary General Meetings (EGM) as required shall be held at a time and place to be determined by the Club Committee.
- 6.2 The AGM shall be held annually, with a maximum time of 15 months between AGMs.
- 6.3 An EGM shall be convened on receipt of a petition signed by at least 20 of the members eligible to vote or at the discretion of the Club Committee.
- 6.4 Not less than 21 clear days' notice of General Meetings shall be sent to each club member entitled to receive such notice. A copy of the proposed agenda and other relevant information will be made available not less than 14 days before the General Meetings.
- 6.5 Members wishing to move a proposition at the General Meeting shall submit such a proposition in writing or by email to the Secretary at least fourteen days before the date of the General Meeting at which the proposition is to be considered.
- 6.6 Members wishing to stand for a post in the Club Committee should inform the Secretary in writing or by email at least fourteen days before the date of the General Meeting.
- 6.7 Not less than 10 days before the date of the General Meeting the final agenda with all relevant information, including ballot papers with the candidates running for vacancies on the Executive and Club Committees, shall be sent to all club members eligible to vote.

7. Voting and Quorum

- 7.1 All members, excluding Associated Members, Social Non-Shooting Members and Student Members, who have reached the age of 16 shall have the right to vote. Members of the Committee shall have the right to vote regardless of their membership status.
- 7.2 Voting will take place electronically no later than 10 days before the AGM. The results will be collated by the returning officer, and read out at the meeting.
- 7.3 A quorum for all General Meetings shall be 25% of the members of the Club who are entitled to vote, or 20 votes in total including the Club Committee Officers, Committee Members and electronic votes, whichever is less.
- 7.4 If quorum is not achieved at an AGM, the meeting will be adjourned to a date to be decided. The existing committee will continue until the date agreed. There is no

requirement for a quorum at an EGM if it is held within 6 weeks of the AGM.

- 7.5 In case of emergency the Chairman, Secretary, Treasurer and Safeguarding Officer shall together have full powers to act. In the interest of the Club the rest of the committee shall be consulted when possible.

8. Finance

- 8.1 The financial year of the Club will run from the 1st of December to the 30th of November.
- 8.2 The funds and property of the Club shall be vested in the current Chairman, the Secretary, Treasurer and Safeguarding Officer. All monies and sums received on behalf of the Club or property given to the Club for unlimited disposal shall remain the property of the Club, and there shall be no distribution of such funds or property to members. All surplus income is to be reinvested in the Club. No surpluses or assets will be distributed to its members or to third parties.
- 8.3 All cheques and orders withdrawing monies from the Club accounts shall be signed by any two of the following: the Treasurer, the Secretary or the Chairman.
- 8.4 The Club shall cause to be prepared, and shall present at the AGM, a Balance Sheet showing the financial position of the Club on the 30th November of the preceding financial year, together with an Income and Expenditure account for the twelve months ending on that day.
- 8.5 The members at the AGM shall appoint an Independent Examiner annually to certify the Balance Sheet and the Income and Expenditure Account reflect an accurate representation of the financial position of the Club.

9. Grievance and Disciplinary Procedures

- 9.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policies for Safeguarding Children, Young People and Vulnerable Adults.
- 9.2 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.
- 9.3 All complaints regarding the behaviour of members of the Club should be submitted in writing to the Secretary, Chairman, Safeguarding Officer.
- 9.4 The Executive 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 of the Club.
- 9.5 The complainant and other persons involved in the complaint shall be entitled to give their views to the Committee at a meeting called to consider the complaint.
- 9.6 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 and will be stored under seal in the minutes of the club.
- 9.7 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 Chairman of the County Committee shall be requested to appoint an Appeal Panel of independent individuals. No member of the Club Committee may sit on this panel.

9.8 The Club Committee shall be empowered on a majority vote to suspend or expel any member or members guilty of behaviour likely to endanger the safety and well-being of Club members and/or the general public, the reputation of the Club or of breaking the rules or Code of Conduct of the governing bodies.

10. Dissolution

10.1 A resolution to dissolve the Club can only be passed at an AGM or EGM with the agreement of 95% of the Club membership.

10.2 In the event of dissolution, any assets remaining shall be given or transferred to another registered Community Amateur Sports Club or to the sport's governing body for use by them in related community sports. The Club Committee may choose to split assets between the above choices as they see fit.

11. Club Constitution

11.1 The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club.

11.2 The Club Constitution will be available to all current and prospective members.

12. Declaration

AC Delco Bowmen hereby adopts and accept this Constitution as a current operating guide regulating the actions of its members.

Chairman:	Secretary:	Treasurer:	Safeguarding Officer:
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Stuart Reilly	Topaz Duncan	Nick Bacon	Sarah Meikle
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