



CONSTITUTION AND RULES

Adopted 26 September 1993
(Amended 8 April 2001, 7 April 2002, 3 April 2005, 6 April 2014, 3 April 2016,
SGM: 6 August 2017)

1. NAME

The name of the club shall be "Abbey Bowmen (Herts.)".

2. OBJECT

The object of the club shall be the practice, development and promotion of archery.

3. AFFILIATION

The club shall be affiliated to the Grand National Archery Society, to the Southern Counties Archery Society and to the Hertfordshire Archery Association.

4. MEMBERSHIP

a) Membership of the club shall be open to any person wishing to practice and/or promote the sport.

b) Application for membership should be made to the Chairman or Secretary in writing, stating name, age (if under 18) and full address, together with any relevant details as may be required by the Committee.

c) Membership of the club is also open to individuals who may be affiliated to other clubs outside of the region, on payment of the club subscription in force at the time, predetermined annually by the club at the AGM.

d) Membership becomes effective on payment of the current subscription, due annually on 1st September and ceases if renewal of said subscription becomes overdue by one month.

e) The Committee shall have complete and unfettered discretion to reject any application without having to give reasons for such rejection.

5. SUBSCRIPTION

a) Subscriptions, which are payable by the individual to the Club, shall be the sum of the current Archery GB, SCAS and HAA affiliations, together with current Club fees at the time being.

b) The Club subscription payable by the individual, whether Senior, Junior (under 18 years), Student (in full time education) or Senior Senior (65 years and over) shall be determined by the Committee, and adopted at the AGM.

c) Subscriptions for the purpose of visitors, whether short term or long term, or non-shooting individuals who may wish to be associated with the Club, shall be determined by the Committee and placed into effect at a date convenient to the Treasurer.

6. MANAGEMENT

a) The affairs of the Club shall be administered by the Committee, comprising of six Officers of the Club, together with four other members of the Club to be elected at an Annual General Meeting.

b) The six officers of the Club, each of whom shall be elected, shall be:-

- i) Chairman
- ii) Secretary
- iii) Treasurer
- iv) Records Officer
- v) Tournament Officer
- vi) Equipment Officer

c) The Committee may designate and appoint other members to have special responsibility of duties as they may consider necessary. Additionally, in the event any officer position being vacant the committee may delegate the responsibilities of that officer amongst themselves.

d) Three officers of the Committee shall constitute a quorum at any meeting of the Committee, together with two other Club members on that Committee.

e) All Club property shall be vested in the Chairman, Secretary and Treasurer for the time being, as Trustees for the members.

The Club is a non-profit making organisation. A resolution to dissolve the club can only be passed at an AGM or Special General Meeting through a majority vote of the membership. There should be a facility for absent members to have a proxy vote. In the event of dissolution, any assets of the club that remain will be delivered into the care of the Hertfordshire Archery Association for the benefit of archery within the county.

f) The Secretary shall be responsible for ensuring that the Public Liability Insurance covering members at Club Target and Practice days is effective.

g) The Treasurer shall have charge of the Club's banking account, and shall be responsible for the receipt of all monies due to the Club, unless otherwise directed by the Committee. No member shall incur any expenditure without the prior sanction of the Treasurer or another member of the Committee.

The financial year of the club shall run from 1st October to 30th September unless the Committee may at any time resolve that the financial year shall be varied.

The accounts will be subject to independent scrutiny and will be presented by the Treasurer at the AGM.

h) The address of the Club shall be the same as the Secretary or other appropriate address as nominated by the committee.

7. MEETINGS

a) Committee meetings shall be held at least six times per year. Meetings shall be convened by the Secretary, giving not less than 14 days' notice in writing to all committee members.

b) The Committee shall have the power to appoint sub-committees if required, and to invite other individuals or organisations, or representatives thereof, to attend its meetings, as may

be required, and to delegate responsibilities as it may consider necessary.

c) The Committee shall have the power to adopt decisions as set out in Rules 4(b), 4(c), 5(b), 5(c), 6(a), 6(c), 6(g), 8 and 11.

d) An Annual General Meeting shall be held once in each calendar year to receive the reports of the Officers of the Club and, from the Treasurer, a statement of account in respect of the Club's finances; and also to elect Officers and other Committee members for the ensuing year and to transact such other business as may be proper.

e) A Special General Meeting may be called by the Secretary either by the direction of the Committee or within 21 days of a request, in writing, having been made to the Chairman or the Secretary, signed by six or more members of the Club who shall have specified the purpose for which such a meeting is required.

f) At least 14 days' notice in writing shall be given to members, of any AGM or SGM, together with the agenda to be considered at such a meeting.

g) Each paid up member shall have one vote at any AGM or Special Meeting. In the event of an equality of votes, the Chairman at the meeting shall have a second or casting vote.

h) Written nominations for the elections of officers at the AGM shall be submitted to the Secretary not later than 6 weeks prior to the meeting so that the Secretary may include such nominations on the agenda dispatched with the notice of the meeting. Such nominations may only be made with the consent of the person nominated. At the Chairman's discretion, nominations may also be made at the meeting.

i) All members of the Committee must retire at the AGM, but shall be eligible for nomination and re-election.

8. HONORARY MEMBERSHIP

Honorary membership may be granted at any time after consideration by the Committee, following a proposal, to any past or present member of the Club who has, by his or her conduct, served the Club faithfully over a period of time, either as an archer, organiser or administrator, following a resolution of the Committee indicating its intentions toward the recipient.

9. BEGINNERS' LESSONS

Prospective members may be offered a basic course of archery instruction, on payment of an agreed tuition fee to cover 'bona fide' beginner status insurance through Archery GB.

10. CHILD PROTECTION AND VULNERABLE ADULTS POLICY

The Club will have a Child Protection and Vulnerable Adults policy based on that of Archery GB. The wording of this policy will be determined by the Committee. A copy of the policy will be given to all members and the parent/guardian of junior members on joining.

11. DISCIPLINE AND APPEALS

All disciplinary, child protection and poor practice concerns should 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 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.

A minimum of 4 officers of 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. *[Please note that clubs cannot terminate the Archery GB membership of individuals].*

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 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.

12. AMENDMENTS TO THESE RULES AND CONSTITUTION

The Rules and Constitution may only be adopted at a General Meeting, or other time as may be determined by the Committee, but in any case, only after proposals for amendment have been placed before the members in writing, 21 days before the due date of decision.

13. MISCELLANEOUS

- a) No member under the age of 18 years shall be permitted to shoot on the Club ground or its associated venues unless he/she is accompanied by a minimum of two adults, one of whom must be a senior member acting as his/her sponsor.
- b) No member under the age of 11 years shall be permitted to shoot on the Club ground or its associated venues, unless he/she is accompanied by his/her parent or guardian, together with a senior member of the club.
- c) Visiting members of other clubs shall be welcome to shoot at Club target or practice days, provided they are accompanied and sponsored by a member, have paid the agreed visitor shooting fee and are affiliated to Archery GB. Visitors wishing to shoot at the club on more than five occasions per year may be required, at the discretion of the Committee, to sign up for Associate Membership as defined under Rule 5(c).
- d) In the case of a visitor not being affiliated to Archery GB, that person shall be required to pay, to the Club, such sums as may be determined by the Committee under Rule 5(c).
- e) Club and practice days shall be at such times and on such days and at such venues as the Committee may, from time to time, determine and make known to the members.
- f) Decisions of the Committee affecting the organisation and activities of the Club shall be available to any member on request to the Secretary.