



# Caldy Bowmen Archery Club

## CONSTITUTION

Version 1.2

To be read in conjunction with the rules of the following

1. Archery GB
2. Northern Counties Archery Society.
3. Cheshire Archery Association

If conflict arises, the rules of the senior organization are applicable.



**Amendment Record**

<b>Date</b>	<b>Version No:</b>	<b>Clause No</b>	<b>Amendment</b>
2 June 2018	1		Version number given to enable better document control.
2 June 2018	1	All	Clause subparagraphs numbered.
2 June 2018	1	1.1	Reference to Caldby Bowmen Juniors deleted.
2 June 2018	1	5.1	Deletion of 'March each year'.
2 June 2018	1	5.2	Reference to e-mail addresses included.
2 June 2018	1	5.9	Percentage of members attending required for votes to be carried.
2 June 2018	1	5.1	Balance Sheet and Income and Expenditure Account replaced with Receipts and Payments.
2 June 2018	1	6.4	Subscriptions due at commencement of indoor season included as well as 'Payments may be paid in two instalments at the discretion of the Committee'. Also, reference to late payments fines removed.
2 June 2018	1	6.7	"Club" replaced with 'Membership'
2 June 2018	1	7.1	Addition of Senor 18 -24 and Archer with Disabilities category. Deletion of student category and Junior sub categories.
2 June 2018	1	7.6	Membership applications to be approved by the Committee removed and applications to be submitted on official form added.
2 June 2018	1	7.7	Reference to Archery GB Instructor deleted.
2 June 2018	1	7.8	Reference to Safeguarding Policy included.
2 June 2018	1	7.9	Reference to beginners having access to Club equipment added.
2 June 2018	1	8.3	"At least two Club Members must be present at any time" added.
2 June 2018	1	8.4	"Juniors may only shoot in the presence of at least two adults. This is to ensure

			the safeguarding of juniors and to protect adults” added.
2 June 2018	1	9.1	“Issue an invoice to the last holder to cover the loss/repair of trophies” added.
4 March 2019	1.1	Cover	Removed Caldys Club address, added Constitution title and version number to cover page.
4 March 2019	1.1	All	Reformatted the document.
4 March 2019	1.1	3.1	“with the exception of” replaced with “apart from”
4 March 2019	1.1	4.1	“Annual General Meeting.” moved from beginning of 4.2 to the end of 4.1
4 March 2019	1.1	5.6	“called within 14 days on the signed request” changed to “called within 14 days <b>of</b> the signed request”
4 March 2019	1.1	6.3	“decided at each and every” replaced with “determined at the”
4 March 2019	1.1	7.7	Two sections labelled 7.7. Following sections re-labelled 7.8 to 7.10
4 March 2019	1.1	7.8	“Beginners and shall only be allowed” replaced with “Beginners shall only be allowed”
4 March 2019	1.1	8.6	Replace “and not to be used outdoors” with “must not be used outdoors”. Use of bold style on “Full carbon arrows” and “must not be used outdoors” for emphasis.
21 May 2019	1.2	5.2	Replace “less than 21” with “fewer than 28”
21 May 2019	1.2	5.4	Replace “28” with “21”
21 May 2019	1.2	5.9	Replace “50%” with “25%”

**Name**

**Clause 1**

- 1.1 The club shall be known as the Caldly Bowmen Archery Club, founded in 1968, and hereafter referred to as Caldly Bowmen.
- 1.2 The postal address shall be that of the Secretary or other address as required by the Committee from time to time.

**Affiliation**

**Clause 2**

- 2.1 Caldly Bowmen shall be affiliated to Archery GB each year. The officers are to ensure payment is made by the due date. If desired and determined by the members at a General Meeting, affiliation will be made to the NCAS, CAA and other bodies as so determined.

**Objects**

**Clause 3**

- 3.1 To promote and encourage archery in all forms apart from Bow-hunting and Crossbows.

**Clause 4**

- 4.1 The affairs of Caldly Bowmen shall be managed by the officers and Committee, who shall be elected at the Caldly Bowmen Annual General Meeting.
- 4.2 Only half the members of the Committee shall be available for re-election in one year at the AGM.
- 4.3 The Committee shall consist of:
  - (a) Chairman (Captain)
  - (b) Vice-Chairman (V. Captain)
  - (c) Hon. Secretary
  - (d) Hon. Treasurer
  - (e) Records Officer
  - (f) Five Committee members, including a representative for junior members
- 4.4 Six of the committee inclusive of 2 officers to form a quorum.
- 4.5 No individual may hold the Office of Chairman for a consecutive period of more than three years.
- 4.6 The Chairman shall cause the Committee to meet at least five times in any one year.
- 4.7 At the meetings of the Caldly Bowmen Committee the Chairman shall, if necessary, be entitled to a casting vote.

## **Annual General Meeting**

### **Clause 5**

- 5.1 The Annual General Meeting of Caldys Bowmen shall be held before the start of each outdoor season.
- 5.2 No fewer than 28 clear days' notice of such meeting shall be sent to each member. Such notices will be deemed to have been served if delivered by the Secretary or posted to the last known address of the member or e-mailed to the last known e-mail address.
- 5.3 The Constitution of Caldys Bowmen shall not be altered or amended except at the Annual General meeting or an Extra-ordinary meeting.
- 5.4 Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary 21 clear days before the General Meeting at which such proposition is to be considered.
- 5.5 Notice of such proposition shall be sent to all members entitled to receive notice of the meeting.
- 5.6 An Extraordinary General Meeting shall be called within 14 days of the signed request of not less than one-third of the members of Caldys Bowmen, forwarded to the Secretary and stating the nature of the business.
- 5.7 Nominations for Officers and Committee are to reach the Secretary 14 clear days before the Annual General Meeting. Agreement of the Nominee must be obtained and all nominations must be seconded. Nominations received after this date can be only accepted by a Committee quorum.
- 5.8 Each member shall have one vote. There will be no voting by proxy. The Chairman shall, if required, have a casting vote.
- 5.9 25% of the membership shall constitute a quorum and is required for any votes to be carried.
- 5.10 An auditor shall be appointed annually by the members in General Meeting. A copy of the Receipt and Payments, duly certified by the Auditor, shall be distributed before the Annual General Meeting to each Club Member.

## **Finance**

### **Clause 6**

- 6.1 The financial year to commence on 1st January and end on 31st December. The Committee shall cause to be prepared and shall present at the AGM, a balance sheet showing the financial position of Caldys Bowmen as at the 31st December of the preceding year, together with an income and expenditure account for the twelve months ending on that day.
- 6.2 No item of expenditure exceeding £800 may be made without the approval of a quorum of the Committee. The Committee may not authorize the expenditure of any one amount exceeding £1000 without the majority approval of a General Meeting.

This figure shall be reviewed at the AGM each year the exception being affiliation fees.

- 6.3 All classes of Annual Subscriptions shall be determined at the Caldý Bowmen Annual General Meeting and shall apply for the ensuing year. The subscription will include membership of Archery GB and other affiliations as determined. Indoor shooting fees will NOT be included. The Treasurer will recommend the amounts of such subscriptions to the meeting.
- 6.4 The subscriptions are due at the commencement of the outdoor and indoor shooting seasons. A period of 30 days grace shall be given from the due date. Payments may be paid in two instalments at the discretion of the Committee.
- 6.5 The non-receipt of any subscriptions within 30 days of the due date will bar that member from shooting until such time as the subscription is duly received.
- 6.6 The one exception to the 30-day rule will be when more than one of the same household are members. A further 30 days grace will be given to enable payment of the subscription to be made in two equal instalments.
- 6.7 The Membership Secretary shall inform any member of an outstanding subscription after 30 days from the due date, that unless payment is made within a further 60 days membership of Caldý Bowmen will be deemed as having terminated.
- 6.8 Subscriptions are not refundable.

## **Membership**

### **Clause 7**

- 7.1 There will be the following classes of membership
  - (a) Senior
  - (b) Senior (18 – 24)
  - (c) Junior (to 18<sup>th</sup> birthday)
  - (d) Archer with Disabilities
  - (e) Honorary
  - (f) Associated
  - (g) Temporary
  - (h) Life
- 7.2 If Caldý Bowmen wishes to honour any person for services to Caldý Bowmen it may elect such a person as a Life Member at a general meeting. Nominations for such membership shall in the first place be made to the Secretary. If so elected Active archers are to be responsible for their own affiliation fees.
- 7.3 Associated and Temporary members are those of other Archery GB affiliated clubs who wish to shoot with Caldý Bowmen either for a full season or on one day respectively.
- 7.4 Visitors must produce a current Archery GB membership card and pay the

determined fee before shooting.

- 7.5 Junior members will only be accepted if accompanied by a parent, guardian or a responsible adult authorised by the junior member's parent or guardian, who undertakes to supervise the shooting (so far as it is practicable) and other behaviour of the junior.
- 7.6 Applications for membership must be submitted on the official membership form. All members shall accept the jurisdiction of Caldý Bowmen and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.
- 7.7 If in the opinion of the Committee any member be deemed guilty of conduct which makes it undesirable that such member should continue with Caldý Bowmen, the Committee may, after affording such a member a reasonable opportunity to be heard, expel such a member from Caldý Bowmen. The Committee shall not be liable to state any reason for such a decision except to the member concerned and the decision is final, subject to any rights under the Archery GB constitution.
- 7.8 Beginners shall only be allowed to shoot in the presence of an experienced archer, to comply with Archery GB rules of insurance. An experienced archer shall be one who is a paid-up senior club member who has completed a recognized course of coaching/instruction in shooting.
- 7.9 This club believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where people can learn and participate in a sport free from harassment and abuse. All those people working with children and vulnerable adults have a moral responsibility to safeguard and promote their welfare. This club has therefore produced a safeguarding policy which, all members are to adhere to.
- 7.10 Beginners shall pay a fee, determined at the AGM for the use of Caldý Bowmen equipment for a period of not more than six lessons. Beginners may, on joining the Club, have access to the equipment until such a time the equipment is required by the Club.

### **Shooting Facilities**

#### **Clause 8**

- 8.1 Caldý Bowmen Target days will be Monday, Wednesday, Friday and Sunday. All scores recorded on those days will be used for Handicap and Classification purposes.
- 8.2 In addition, it is the responsibility of each member to ensure all scores recorded at tournaments, visits, etc. be notified to the Records Officer.
- 8.3 Members may shoot on the outdoor field at other times but must not conflict with any other activity taking place. At least two Club Members must be present at any time.
- 8.4 Juniors may only shoot in the presence of at least two adults. This is to ensure the safeguarding of juniors and to protect adults.

- 8.5 Outdoor shooting location shall only be changed by a majority vote at a general meeting. Indoor shooting venue will be decided by the Committee bearing in mind any recommendations made at a general meeting.
- 8.6 **Full carbon arrows** may only be used indoors and **must not be used outdoors** on the sports field as the arrows, if lost, may present a hazard to other sportspersons using said field.

**Club Trophies and Equipment**

**Clause 9**

- 9.1 Caldys Bowmen Trophies shall at all times remain the property of Caldys Bowmen. In the event of the loss, damage or non-return by the last holder, the Committee will issue an invoice to the last holder to cover the loss/repair of trophies.
- 9.2 The property and assets of Caldys Bowmen shall be vested in the Officers and Committee for the time being. The Committee shall be responsible for the management and control of such property and assets.

**Dissolution**

**Clause 10**

- 10.1 Should Caldys Bowmen cease to exist for any reason whatsoever all funds, trophies and other properties remaining shall be handed over to Archery GB to be dealt with as necessary.

**Clause 11**

- 11.1 Discretionary power is given to the committee to decide any circumstances not covered by these rules.
- 11.2 In cases of emergency the Chairman (or Vice Chairman), Secretary and Treasurer will have full powers to act in any way deemed to be in the best interest of Caldys Bowmen.

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