

The Bowmen of Lytchett Constitution



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1. Name

- a. The Club will be called *The Bowmen of Lytchett* and is a Private Target Archery Club which will be affiliated to *Archery GB, Grand Western Archery Society and Dorset & Wiltshire Archery Association*.

2. Aims and Objectives

- a. The aims and objectives of the Club will be:
 - i. to practice and promote archery
 - ii. to offer coaching and participation opportunities in Archery
 - iii. to promote the Club within the local community and Archery
 - iv. to ensure a duty of care to all members of the Club
 - v. to provide services in a way that is fair to everyone
 - vi. to ensure that all present and future members receive fair and equal treatment.

3. Membership

- a. Membership will consist of officers and members of the Club.
- b. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club adopted.
- c. All members must follow all guidelines, policies and rules set out by Archery GB.
- d. All members must follow all policies and rules set out by the Executive Committee.
- e. Members will be enrolled in one of the following categories:
 - i. Full member
 - ii. Junior member
 - iii. Associate member
 - iv. Honorary member
- f. Archers who are already affiliated to Archery GB and intending to join to the Club will be interviewed first following Club policy.

4. Membership Fees

- i. Membership fees will be set annually and agreed by the Club Executive Committee for approval at the Annual General Meeting.
- ii. Fees will be paid annually by the 1st of August.
- iii. All members who have not paid will cease to be members of the Club.

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5. Officers of the Club

- a. The officers will be:
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - v. Equipment Officer
 - vi. Membership Secretary
 - vii. any other relevant positions deemed necessary
- b. Officers will be elected annually at the Annual General Meeting.
- c. All officers will retire each year but will be eligible for re-appointment.

6. Committee

- a. The Club will be managed through the Club Executive Committee consisting of:
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - v. Three other officers

Only these posts will have the right to vote at meetings of the Club Executive Committee.

- b. The Club Executive Committee will be convened by the Secretary of the Club and hold no less than ten meetings per year.
- c. The quorum required for business to be agreed at Club Executive Committee meetings will be four committee members one of whom must be a senior officer (Chair, Vice Chair, Secretary and Treasurer)
- d. The Club Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- e. The Club Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Executive Committee as necessary to fulfil its business.
- f. The Club Executive Committee will be responsible for disciplinary hearings of members who infringe the Club constitution. The Club Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

- a. All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.
- b. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- c. Any cheques drawn against the Club funds should hold the signatures of the Treasurer and one other officer.

8. Annual General Meeting

- a. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. No less than twenty one clear days notice is to be given to all members.
- b. The Annual General Meeting will receive a report from the officers of the Club Executive Committee and a statement of the audited accounts.
- c. Elections of officers will take place at the Annual General Meeting.
- d. All members of the club, who are affiliated to the club according to Archery GB, have the right to vote at the Annual General Meeting.
- e. The quorum for the Annual General Meeting will be a minimum of fifteen members of the Club.
- f. The Club Executive Committee has the right to call the Extraordinary General Meeting (EGM) outside of the Annual General Meeting. Procedures for an Extraordinary General Meeting are the same as a Annual General Meeting.

9. Discipline and Appeals

- a. All concerns, allegations or reports of poor practice relating to the welfare of children, young people and vulnerable adults will be recored and resounded 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.
- b. All complaints regarding the behaviour of members should be submitted in a recordable format to the Club Secretary.
- c. The Club Executive Committee will meet to hear complaints within twenty one 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.
- d. 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 seven working days of the hearing.
- e. 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 will be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

10. Dissolution

- a. A resolution to dissolve the club can only be passed at an Annual General Meeting or Extraordinary General Meeting through a majority vote of the membership.
- b. In the event of dissolution, any assets of the Club that remain will become the property of Dorset & Wiltshire Archery Association.

11. Amendments to the Constitution

- a. The constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.

12. Declaration

- a. The Bowmen of Lytchett hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:  Date: 05/10/14

Name: Dolores Hayes

Club Chair

Signed:  Date: 05/10/14

Name: Marion Eeles

Secretary