



# Club Constitution

current revision: April 2024

## **1 Name**

1.1 *Castle Bowmen Archery Club (Hereinafter called 'The Club')*

## **2 Address**

2.1 *The postal address is that of the current Secretary or the Chairman if the post of Secretary is vacant.*

## **3 Aims and Objectives**

3.1 *The aims and objectives of the club shall be the practice and promotion of archery in the County of Glamorgan and Wales*

3.2 *The chairman of the club, supported by the management committee, shall take steps that advance the practice of archery in the county of Glamorgan and take decisions that are consistent with the long term sustainability and financial viability of Castle Bowmen Archery Club"*

## **4 Affiliation**

4.1 *The Club shall be affiliated to ArcheryGB, The Welsh Archery Association (WAA) and The Glamorgan Archery Association (GAA) and as such will follow the guidelines set down by them.*

## **5 Management**

5.1 *The Club will be managed by a Committee consisting of a*

*5.1.1 Chairman*

*5.1.2 Secretary*

*5.1.3 Treasurer*

*5.1.4 Beginners' Co-ordinator*

*5.1.5 Assistant Treasurer*

*5.1.6 Records officer*

*5.1.7 Equipment Officer*

*5.1.8 Assistant Equipment Officer*

*5.1.9 Chairman of the Coaching Group*

#### *5.1.10 Social Secretary*

#### *5.1.11 Welfare & Junior Safeguarding Officer*

- 5.2 The Committee shall have the discretionary powers to deal with any matter not specifically covered by the rules. The Officers shall have the power to deal with urgent matters between meetings providing a majority of Committee Members agree on any course of action taken to be in the best interests of the Club. Any decision(s) taken is to be discussed and ratified at the next Committee Meeting.*
- 5.3 The Committee shall have powers to co-opt further members as and when this is considered necessary and shall be responsible for the appointment of a Club Child Protection Officer in compliance with ArcheryGB regulations.*
- 5.4 The Chairman shall be responsible for the direction and co-ordination of the Club's activities.*
- 5.5 The Secretary shall be responsible for the correspondence and the keeping of records, other than Scores. He/she shall also call meetings as directed by the Committee.*
- 5.6 The Beginners' Coordinator will reply and provide information to all enquiries regarding commencing Archery at the Club and be responsible for all contact, attendance records and receipt of payments until the completion of the Beginners' Course.*
- 5.7 The Treasurer shall be responsible for the collection of all subscriptions and other funds, the keeping of accounts, payment of Club expenses and preparation of an audited yearly Balance Sheet to present at the Annual General Meeting.*
- 5.8 The Assistant Treasurer will be responsible for collecting shooting fees and deputise for the Treasurer when necessary.*
- 5.9 The Records Officer shall be responsible for recording all scores and handicap figures and oversee club tournaments.*
- 5.10 The Equipment Officer assisted by Committee and Club Members shall be responsible for ensuring that all Club equipment is in a good and safe condition and concerns and queries regarding equipment be brought to the attention of the Committee immediately.*

- 5.11 *The Assistant Equipment Officer will be responsible for the upkeep and maintenance of Beginners' Equipment, help the Equipment Officer and deputise for that Officer.*
- 5.12 *A Social Secretary will organise the Annual Christmas Dinner and other events that members may enjoy.*
- 5.13 *The responsibility for representing Castle Bowmen at Glamorgan Archery Association meetings will be shared among Committee Members or any full Club Member chosen by the Committee.*
- 5.14 *All cheques and orders withdrawing monies from the bank account shall be signed by any two of the authorised signatories. The signatories must not be related in any way or share the same address.*

## **6 Properties**

- 6.1 *All Club Properties shall be vested in the hands of the Chairman, Secretary and Treasurer as Trustees during their term of Office.*

## **7 General Meetings**

- 7.1 *A General Meeting shall be held each year. Twenty-one days notice of the date of the meeting must be given to all Club Members.*
- 7.2 *The meeting shall elect the Chairman, Secretary, Treasurer and other members of the Committee. Adult Club Members shall be entitled to submit nominations for these offices. Such nominations must have the agreement of the nominee and be put in writing, signed by the proposer and seconder, and submitted to the Secretary at least fourteen days before the meeting. Nominations may be submitted by e-mail providing the agreement of the nominee is made electronically or in writing*
- 7.3 *If nominations are not received then the Committee shall have the power to put forward its own nominations. In the event that nominations to the management committee are not received, nominations may be made from the floor at the AGM and voted upon. Election to the management committee will be on receipt of a majority of votes cast at the AGM*
- 7.4 *The meeting shall have the power to alter the Club Rules and Constitution. Notice of any proposed alterations must be in writing, seconded and submitted to the Secretary at least fourteen days before the meeting.*
- 7.5 *A quorum shall consist of one fifth of the total adult membership.*

7.6 *A member cannot take on more than two offices on the Committee.*

## **8 Special Meetings**

8.1 *The Committee shall have the power to call a special Meeting of the Club. Seven days notice must be given to all adult Club Members. Special Meetings can also be called by any five adult Club Members by giving at least fourteen days notice to the Secretary.*

## **9 Membership**

9.1 *Application for Membership shall be submitted to the Secretary. Members of the Committee will have the right to accept or reject such applications.*

9.2 *Junior Members under the age of sixteen years must be supervised by a parent or nominated guardian when attending any shooting sessions or tournaments.*

9.3 *Club Coaches must confirm the junior is of the required standard to compete in tournaments.*

9.4 *Any archer currently affiliated to ArcheryGB or World Archery through another club can join Castle Bowmen as an Associate Member upon payment of the Club portion of the subscription fee. They shall enjoy all the shooting privileges of a Full Member but will not have voting rights, be an Officer of the Club or represent the Club at any meetings or Tournaments. With the exception of Postal Leagues where the parent club does not participate and subject to the Postal league rules.*

## **10 Subscriptions**

10.1 *Subscriptions will be collected from members by the Treasurer annually and the appropriate fees paid to ArcheryGB, the Country/Region Archery Association, and the County Archery Association to maintain membership of members.*

10.2 *The Club will agree its own subscription either at the AGM or the next committee meeting once all affiliation fees for the following season have been announced.*

10.3 *Family Membership will be applicable when one member of a family pays the full fee. In the case of a wife/husband or partner, there will be a reduction of not less than 15% and for Juniors a reduction of 10% of the Club portion of the fee.*

*10.4 Members not having paid their annual subscription by 1 October each year will not be allowed to shoot until the fee is paid. This is to guarantee cover by ArcheryGB insurance.*

## **11 Protection of Children & Vulnerable Adults**

*11.1 In line with ArcheryGB Policy, a Child Protection Officer will be appointed who should remain in post until he/she wishes to resign or is required to do so by the Committee.*

## **12 Visitors**

*12.1 Any archer who is affiliated to the ArcheryGB or World Archery can shoot with the Club on payment of a fee agreed by the Committee.*

## **13 Instruction for Beginners**

*13.1 The period of Instruction is limited by the insurance held by ArcheryGB. Beginners will be given no more than six lessons in the basic technique of shooting for a fee agreed by the Committee. This will also cover the use of Club training equipment. On the completion of the sixth lesson, a beginner must either join the Club as a full Member or cease to be associated with the Club. Courses cannot be extended past six weeks duration*

## **14 Coaching Group**

*14.1 Club coaches will form a Coaching Group which will review and, if suitable, include up to date methods and ideas. The Group will share information and provide guidance. It will elect its own representative to the Club Committee.*

## **15 Use of Club Equipment**

*15.1 The Club has kits that new members can use; for a fee set by the Committee, for a period to be determined by the committee. Where hire kits are not available, new members may be allowed to continue using the Club equipment for up to six weeks from the date of joining the Club. After this time they will be expected to buy their own equipment.*

## **16 Shooting Season**

16.1 *The Summer shooting season shall commence in April and finish in September. Shooting outdoors will continue at weekends throughout the Winter, weather permitting.*

16.2 *The Winter Shooting Season shall be from October to March.*

## **17 Target Meetings**

17.1 *Club Target Meetings will generally take place at least once in each month. Records of scores will be kept for handicap / classification purposes.*

## **18 Club Shooting**

18.1 *The Club shall hold shooting days at least once a week during the seasons.*

18.2 *The Club shall hold Prize, Trophy and Handicap meetings during the year.*

18.3 *Members intending to compete for awards at any such meeting shall when requested, pay a fee in order to provide a Prize Fund.*

18.4 *Donors of trophies or prizes to the Club shall have the right to stipulate the terms on which these are awarded, subject to Committee approval.*

18.5 *Members will be liable for the cost of replacement of any trophies damaged or lost whilst in their possession.*

## **19 Other Shooting Meetings**

19.1 *The Committee shall have the power to organise other types of meetings such as, Clout, Flight or Field Shoots in or out of Season.*

## **20 Dissolution**

20.1 *If upon winding up of the Club there remains, after the payment of all debts and liabilities, any funds or properties whatsoever, these shall not be distributed among the members of the Club but shall be transferred to some other organisation having similar objectives to the Club.*

*As revised by AGM April 2024*

