



# Yelverton Bowmen Constitution

**Last revision 09/03/2024 – Approved April 2024**

## Section 1 - Club Structure

1. The club shall be called “Yelverton Bowmen”, here in after referred to as the Club. On occasion the strap line “Of Plymouth” may be added to the Clubs name to help people understand where the Club is geographically located.
2. Club Members are individuals who are entitled to shoot at the Club and are broken down into the following sub categories.
  - a. Senior members- A member who is 18 years old or more and pays a subscription to the club. Senior members are able to nominate committee members, be nominated for committee positions and vote at General Meetings.
  - b. Junior members- A member who is less than 18 years old and pays a subscription to the club. Junior members cannot nominate other Club Members for committee roles, be nominated for committee roles or vote at General Meetings
  - c. Honorary Member- A member who has been awarded free membership either for lifetime or a specified length of time by the committee. The member’s age will determine what rights the member has (see section 1.1a and 1.1b). Honorary Membership does not include fees due to Devon and Cornwall Archery Society (DCAS), Grand Western Archery Society (GWAS), the National Field Archery Society (NFAS), Archery GB, or any other governing bodies.
3. Committee Members are Club Members who have been appointed by their peers via means of a vote to sit on the Committee.

## Section 2 - Club Management

1. The Committee is tasked with the day to day running of the Club, with each Committee Member being responsible for their own specialisation. No financial benefit shall be awarded to any Committee Member for their service to the Club. Committee Member status is optional and no Club Member will be required to sit on the Committee. The Committee shall consist of the following roles:
  - a. Chairman- The Chairman is the ‘manager’ of the Club and the Committee. They lead committee meetings and are responsible for coordination of committee tasks.
  - b. Vice Chairman- The Vice-Chairman takes on the Chairman’s responsibilities when they are not available.

- c. Secretary- The Secretary is the main point of contact for those who need to speak with the Committee. They are the record keeper for committee meetings.
  - d. Treasurer- Responsible for administering the Clubs finances and organising for the Clubs accounts to be audited at the end of the year.
  - e. Membership Secretary- Responsible for processing new member applications and the renewal of existing memberships. Typically works closely with the Treasurer.
  - f. Records Officer- Collects scored rounds and issues classifications, records, etc as required. They also manage the club's contribution to postal leagues.
  - g. Equipment Officer- Responsible for the acquisition and maintenance of club equipment.
  - h. Training Coordinator- Responsible for the organisation and running of beginners courses. They are a point of contact for members of the public wishing to join the club.
  - i. Safeguarding and Welfare Officer- In the unlikely event of a member's welfare being threatened the Safeguarding and Welfare Officer would be the point of contact for those concerned.
  - j. Webmaster- Responsible for the creation and maintenance of the club's online presence.
  - k. Archivist- Collator and keeper of historical records relating to the club and its members.
  - l. Public Relations Officer- Responsible for outgoing correspondence, including contact with local newspapers and television to inform them of activities, such as hosting tournaments. They also contact archery publications with stories of interest. They may also be the point of contact at public events such as county shows and have-a-goes.
  - m. Junior Rep- The voice of the junior members to the committee. They also run junior specific classifications and postal leagues that aren't run by the records officer.
  - n. Tournament Officer- Responsible for organisation and running of tournaments hosted by the club, as well as those hosted on behalf of other bodies.
  - o. Social Secretary- Responsible for organising social events for the club, such as Christmas meals, fun shoots, day trips, etc
2. The Executive Committee shall consist of the following roles:
    - a. Chairman
    - b. Secretary
    - c. Treasurer
  3. The Committee must fill the following positions with each position being held by an individual Club Member:
    - a. Chairman
    - b. Secretary
    - c. Treasurer
    - d. Safeguarding and Welfare Officer
    - e. In addition to this 2 other roles must also be filled (6 total)

If these positions cannot be filled all shooting will be suspended immediately and an emergency General Meeting shall be held where the remaining committee positions can be voted on. If during this meeting the required positions for the Committee cannot be filled a vote will be held as to whether an additional meeting should be scheduled or if the Club

should be disbanded. This process shall continue until either the Committee meets the minimum requirements or the Club is disbanded.

4. Funds and property of the Club shall be entrusted to the Executive Committee. All monies received on behalf of the Club shall remain the property of the Club and there shall be no distribution or division of such funds or property among the Club Members under any circumstances. In the event of the Club disbanding, all assets of the Club shall be handed over to the Devon and Cornwall Archery Society (DCAS) in trust until the Club can be re-formed.
5. The clubs financial year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.
6. Five Committee Members are required to form a quorum.
7. The postal address of the Club shall be that of the Secretary, or such other address that may be decided by the Committee.
8. The accounts of the Club shall be audited annually by an auditor. It is the responsibility of the Treasurer to organise this auditing in time for the Annual General Meeting.
9. Details of any proposed amendments to the Constitution of the Club must be sent to the Secretary 28 days before the Annual General Meeting. If the Annual General Meeting is more than 90 days away an Extraordinary General Meeting may be organised for the purpose of voting on the proposal in accordance with section 3.1.
10. The Constitution of the Club shall not be rescinded or amended except by a majority vote with at least two thirds of Club Members (excluding Junior Members) actually present at the Annual General Meeting or an Extraordinary General Meeting convened for the purpose of voting on constitution changes. Voting shall be in accordance with section 3.4
11. Honorary memberships may be awarded to individuals in the club whom the Committee deem worthy. 1 year honorary membership can be awarded by a majority vote during a committee meeting (see section 2.5). Lifetime honorary membership or consecutive yearly honorary membership may only be awarded by a majority vote with all serving members of the Committee present.
12. All Club Members shall accept without reserve the jurisdiction of the Club and shall conform to such conditions, rules and regulations determined by the Committee.
13. The Committee may co-opt Club Members (18 years and above) for special requirements and they shall be entitled to vote upon matters relevant to the purpose for which they were co-opted. Club Members are not required to accept these positions.
14. The Committee may appoint sub-committees as required; the chairman of any sub-committees must be a Committee Member of the main committee and not a co-opted Club Member.
15. In cases of emergency an Executive Committee Meeting may be called consisting of the Executive Committee (see section 2.2) providing there are no two persons from the same family. During this meeting the Executive Committee shall have the full power to act on behalf of the Committee consulting when necessary with other Committee Members. This meeting must be minuted and the minutes signed by the Executive Committee as soon as possible. The results of this meeting and any actions resulting from it shall be reported to the Committee.
16. Committee Members who step down from their position must return all club property and relinquish control of any club accounts immediately to the Executive Committee. If the former Committee Member does not complete this return of property within 30 days the

Club shall seek to take legal action against that person in order to recover the stolen property or its equivalent value.

17. In the event of a Committee Member stepping down the Committee themselves shall have the power to appoint a replacement without having to call for an Extraordinary General Meeting.
18. Only one Committee Member per family may be a signatory on the Club's bank accounts.

### **Section 3 - General Meetings**

1. The date of any General Meeting (including the Annual General Meeting and Extraordinary Meetings) of the club will be announced to the membership 21 days in advance.
2. At all General Meetings, 30% of the total membership (excluding Junior Members) shall form a quorum except for when voting on constitutional changes (see section 2.9)
3. Only Club Members aged 18 years and older are entitled to vote at General Meetings. In the event of a tie the Chairman shall be entitled to an additional casting vote which may or may not be used at the Chairman's discretion.
4. The Committee shall, at the request of 10 or 25% (whichever is the least) of Club Members aged 18 years or older, call an Emergency General Meeting. The Committee will then have 7 days to set the date of the meeting in accordance with section 3.1. The reason raised by the members shall then be discussed at this meeting and issues voted on if appropriate.

### **Section 4 - Annual General Meeting**

1. The Committee shall organise an Annual General Meeting in the spring each year in accordance with section 3.1
2. All Committee Members shall be elected at the Annual General Meeting. Nominations for Committee Members must be handed to the Secretary in writing. Nominations must bear the name and signature of the nominated Club Member and name and signature of the nominator Club Member.
3. All Committee Member positions are available for election.
4. The Chairman will be the first position to be voted in.
5. In the event that more than one Club Member has been nominated for a position a majority wins vote will be held. In the event of a tie the new Chairman will have the casting vote. If the position tied is for that of the Chairman the vote must be held again for the top 2 candidates. If a tie cannot be broken section 2.3 will come into effect.
6. The agenda of the Annual General Meeting must include the following:
  - a. Report by the Chairman and Secretary
  - b. Financial report by Treasurer and presentation of the audited accounts from the previous financial year.
  - c. Reports from any other Committee Members as deemed necessary by the outgoing Chairman.
  - d. Matters arising from section 2.10
  - e. Changes in membership fees.
  - f. Any other business relevant to the Club at the discretion of the Chairman in so far as time allows.

- g. The election of the Committee Members for the next 12 months.

## **Section 5 - Club principals**

1. The objective of the Club shall be the encouragement of archery in all its forms other than bow hunting.
2. The rules of shooting of Archery GB and the World Archery Federation shall be accepted as the shooting regulations of the Club.

## **Section 6 - Club Member responsibilities**

1. Club Members agree to act appropriately and safely while on the Clubs range.
2. Club Members agree to abide by the instructions of the active Field Captain in the execution of their role.
3. Club Members will, to the best of their ability, assist in the setup and dismantling of the range at the beginning and end of each session.
4. All Club Members as defined in section 1.2 shall pay a subscription fee at rates determined by the Committee and ratified during the Annual General Meeting.
  - a. The subscription is payable as a one off annual payment, or as 12 equal instalments paid by bank transfer on the 1<sup>st</sup> of every month to the nominated club bank account.
  - b. Subscriptions shall become due on 1st October.
  - c. Club Members who have not paid their subscriptions by the due date shall cease to be a Club Member and cannot shoot.
5. The club runs on the goodwill and support of its members, where possible, each year, each member will support the club in some way. This may be as, but not limited to, helping at fun days, supporting the equipment officer in repairs, supporting the indoor championships, as a committee member, or in some other way.

## **Section 7 - Grievances**

1. If any Club Member has a grievance against another Club Member they should contact the Secretary and Chairman. The Secretary and Chairman will have 7 days to respond to and act upon the grievance.
2. If any Club Member has a grievance with a Committee Member in their role on the Committee they should contact the Chairman. If their grievance is about the Chairman they should contact the Secretary and Vice Chairman.
3. If any Club Member has a grievance with the Committee as a whole they should follow the procedure outlined in section 3.4.
4. If in the opinion of the Committee any Club Member is guilty of conduct which makes it undesirable that such member should remain as a member of the club, the Committee may expel or suspend such member without being called upon to state their reasons, except to the member concerned. The affected Club Member shall have the right to a hearing at a General Meeting where Club Members can vote on whether to uphold the Committees decision or not.