

# Duston Bowmen



## CONSTITUTION

Revised: February 2018

# Duston Bowmen

## Incorporating 'The Tornadoes'

(Duston Bowmen's Junior Section)

# CONSTITUTION

Version 10 Adopted February 2018

## 1. General Provisions

1. The name of the club shall be "Duston Bowmen" hereafter known as the CLUB.
2. The objectives of the Club shall be the promotion and encouragement of Archery in all of its forms, with the exception of **Bow Hunting and Crossbow**.
3. The postal and shooting addresses of the club shall be as advised to the members from time to time.
4. The funds and property of the Club shall be vested In the Club Committee who shall have the power to acquire or dispose of assets. In the event of the Club disbanding, all of the Club's assets shall be deposited with the Northamptonshire County Archery Society (NCAS), who will have the power to dispose of them as the General Committee of the NCAS deems fit.
5. All shooting shall be conducted under the rules and regulations of Archery GB and the World Archery Federation.

## 2. Management

1. The Club shall be managed by a General Committee of no more than 12 members who shall be elected at the Annual General Meeting of members.
2. The Chairperson of the Club and committee members will be elected by members of the club at the AGM to serve for a period of one year.
3. The election of the Chairperson and committee members will be by a show of hands at the AGM.
4. All members are eligible to vote.
5. At its first meeting following the AGM, the committee will elect from amongst its members, the following additional officers, Vice chairperson, Secretary, Treasurer, Records officer, Tournament co-ordinator, Coaching organiser, Child Protection officer, Equipment officer and County Liaison Officer. The committee may appoint other officers who may or may not be elected Committee members.
6. An Executive committee of Chairperson, Vice chairperson, Secretary and Treasurer are authorised to act on behalf of the Club in an emergency situation only. Decisions taken by the Executive committee should be communicated without delay to the other General committee members and ratified at the next General meeting.
7. At all meetings of the Club or committee, the Chairperson will have the casting vote only. All voting at committee meetings will be by a simple show of hands.
8. The Committee shall have the power to co-opt members, should their number fall during the year.
9. The committee shall have the power to appoint sub-committees and to delegate to any such sub-committee powers within defined limits. The limits and definitions to be minuted by the Club Secretary.

### **3. Membership.**

1. There shall be the following classes of membership:-
  - A. Senior Member
  - B. Junior Member
  - C. Joint Family Member
  - D. Affiliated Member
  - E. Affiliated Junior Member
  - F. Non Shooting Member
  
2. Any person interested in the sport of Archery may be admitted to the Club as a member as long as they have completed an Archery Beginners Course.
3. Persons affiliated to Archery GB through another club may be admitted on the approval of the Committee members.
4. The Club may accept Non-shooting members at the discretion of the Committee.
5. All applications for membership must be approved by the Committee. The Committee have the final decision on all applications and may refuse membership without any right of appeal for the applicant.
6. All members shall accept the jurisdiction of the Committee and shall conform to such conditions, shooting rules and Regulations as may be determined from time to time.
7. If, in the opinion of the Committee, any member shall have been guilty of conduct, which makes it undesirable that such a member shall continue to hold membership, then an EGM shall be called. The Club may then expel such a member after a hearing, without being called upon to disclose the reason to any person other than the member concerned. The Club's decision at an EGM following a simple vote shall be final and binding.
8. Each new member on joining the Club, by signing the current

Membership Form and paying the appropriate fee, shall receive a copy of this constitution either electronically or in printed format..

## **4. Subscriptions**

1. All members of the Club shall pay, in addition to the annual National, Regional and County affiliation fees, an annual Club fee as determined by the committee in their May meeting before the AGM.
2. All subscriptions become due on September 1st each year.
3. Members who have failed to pay their subscriptions by September the 30th each year will be deemed to have terminated their membership, and should they wish to re-join must apply to the Committee for membership. Membership is not an automatic right and the Committee have the right to use their discretion on re-joining.
4. Where members affiliate directly to Archery GB, or through another club, those members must confirm to the Club Secretary, by the production of a valid Archery GB membership card, that their membership has been paid.
5. Persons joining during the year must pay the proportional Archery GB, Regional and County fees as laid down by the appropriate organisations. The committee has the power to waive or vary Duston Bowmen Club subscriptions in these cases.

## **5. Finance**

1. The Club Treasurer shall be responsible for the management of The Club accounts and shall keep written or electronic records of all transactions.
2. The Committee may authorise the Treasurer to open bank accounts as and when this is deemed appropriate.
3. There shall be up to four nominated signatories associated with the Club bank account, any one of whom has the authority to manage the account or sign cheques drawn on the account. At least two of the signatories will

have full electronic access to the account including the ability to make Faster Payment Service (FPS) transfers. The Committee at its first meeting following the AGM will nominate those officers who, in addition to the Treasurer will be account Signatories. The names of the Club signatories will be recorded in the Club minute book.

4. At each committee meeting the treasurer must be able to provide the Committee with an up to date statement of the Club's financial position.
5. Full committee approval is required for any expenditure in excess of £300.
6. An audited statement of the club's financial position will be presented to the membership at the AGM.
7. The committee will appoint an auditor from the Club Membership.

## **6. Meetings**

1. The Annual General Meeting (AGM) will be in October each year.
2. A notice calling the meeting, will be circulated to all club members by the club secretary, via Email, social media, club website or post, where appropriate, at least 28 days prior to the date of the meeting
3. Any amendments to this constitution and items for inclusion on the agenda shall be in the hands of the secretary at least 14 days prior to the date of the meeting.
4. The Secretary shall make best endeavours to send a copy of the agenda for the meeting to each member via the methods detailed in 6.2 , at least 7 days prior to the date of the meeting.
5. At all AGM's a quorum shall consist of no less than 9 members.
6. At all AGM's and EGM's each member attending shall be entitled to vote regardless of his or her membership category.
7. Voting at the AGM will be by a simple show of hands. There shall be no voting by proxy.
8. The committee shall meet on a quarterly basis.

9. The Chairperson or Secretary shall have the authority to call additional committee meetings should the need arise.
10. At all committee meetings a quorum shall consist of no less than 50% of the total number of elected committee members, including the Chairperson.
11. Extraordinary General Meetings (EGM's) may be called upon the direction of the General or Executive committee, or upon at request from at least 10 members of the Club.
12. The Secretary shall make best endeavours to give at least 14 days notice for any such meeting and notify members by the mechanisms of 6.2, 7 days before the meeting.

## **7. Competitions and Trophies**

1. The Committee will make best efforts to organise an annual Outdoor and Indoor Club / Open competition in all bow disciplines.
2. Any person presenting a prize or trophy for a competition shall have the right to determine the conditions of the competition subject to the approval of the committee.

## **9. Representation**

1. Where the Club is required to enter nominated individuals or teams in competitions, the committee shall be responsible for the selection of such teams or individuals.

## **10. Equal Opportunities**

1. The Duston Bowmen and Tornadoes subscribe to the equal opportunities policy attached to this constitution as *appendix "A"*

## 11. Child Protection

1. The Duston Bowmen and Tornadoes subscribe to the Child Protection Policy as laid down Archery GB.

### Duston Bowmen and The Tornadoes List of Officials

#### Chairperson:

Mr Robert Marshall  
30 Brunel Drive  
Northampton NN5 4AL  
01604 471865  
E-mail: [chairman@duston-bowmen.org.uk](mailto:chairman@duston-bowmen.org.uk)

#### Vice-Chairperson:

Mr. Phillip Linnell  
120 Cranford Road  
Northampton NN2 7QY  
01604 716408  
E-mail: [vice-chairman@duston-bowmen.org.uk](mailto:vice-chairman@duston-bowmen.org.uk)

#### Secretary:

Mr David Sibley  
2 The Green  
Everdon  
Northamptonshire. NN11 3FF  
01327 361682  
E-mail: [secretary@duston-bowmen.org.uk](mailto:secretary@duston-bowmen.org.uk)

#### Treasurer:

Dr. David Birch  
29 Tallyfield End  
Northampton NN4 8UX  
01604 765163  
E-mail: [treasurer@duston-bowmen.org.uk](mailto:treasurer@duston-bowmen.org.uk)



## *Appendix A:*

# Duston Bowmen Equal Opportunities Policy

DUSTON BOWMEN is committed to ensuring that all Individuals and groups are treated fairly and valued equally. This organisation's policies will be governed by this commitment with its own workforce, volunteers and clients and with all of whom it has contact and dealings.

This equality and principles will apply to all, and Duston Bowmen will do its best to provide an example of good practice to the community at large.

Duston Bowmen will oppose discrimination against any individual or group specifically on the grounds of race, ethnic or national origin, religion or creed, disability or impairment, gender, sexual orientation or marital status, employment status, social class, age dependant care responsibilities or need, appearance, unrelated criminal conviction or any other unjustified grounds.

No one whether member or employee of Duston Bowmen will receive less favourable treatment, or will be disadvantaged by unjustified requirements or conditions.

Our aim is to eliminate unfair discrimination.

The Duston Bowmen subscribe fully to the Child and Vulnerable adult's protection policy of Archery GB.

***DB—2018***