



CHORLEY BOWMEN – CONSTITUTION (2017)

A. GENERAL PROVISIONS

1. The club shall be called Chorley Bowmen and hereinafter referred to as the Club.
2. The funds and property of the club shall be vested in the Chairman, Treasurer, Secretary and Equipment Officer/Field Captain for the time being.
3. All moneys and sums received on behalf of the Club shall remain the property of the Club and there will be no distribution of such funds among members, except only in the event of the final cessation of the Club, at which time any balances remaining shall be distributed among the remaining fully paid up members pro rata.
4. The objects of the Club shall be the promotion and the encouragement of archery in all its forms other than cross bow and bow hunting.
5. The Club shall be affiliated to The Grand National Archery Society, The Northern Counties Archery Society and Lancashire Archery Association.
6. The shooting regulations as prescribed in the G.N.A.S. and F.I.T.A. Rules of Shooting shall be accepted as governing the relevant branches of the sport of archery as practised by the club and its members.
7. Nothing will be included in this constitution which conflicts with that of the G.N.A.S.
8. The address of the Club will be that of the Secretary for the time being.
9. The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club. Members wishing to move a proposition designed to alter or amend the Constitution shall submit such a proposition to the Secretary fourteen days before the General Meeting at which such a proposition is to be considered. Notice of such a proposition which it is intended to move shall be sent to all members entitled to receive notice of such a meeting.

B. MEMBERSHIP

10. There shall be the following classes of members.
 - Senior Members
 - Junior Members
 - Family Members
 - Honorary Members
11. All persons applying for membership must complete the required Application Form which must then be countersigned by the Secretary.
12. All members shall accept the jurisdiction of the Club and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.
13. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Safeguarding Officer is the lead contact for all Club members in the event of any child protection concerns. All other complaints regarding the behaviour of members or prospective members should be submitted in writing to the Club Secretary.

14. If any complaint cannot be resolved informally to the satisfaction of all parties, the Chair and/or Secretary will convene an independent Disciplinary Committee to hear the complaint and consider imposing a warning or sanction if it is upheld. In cases of extreme or repeated misconduct this could mean suspension of membership or even permanent expulsion from Chorley Bowmen.
15. The outcome of such 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 7 days of the hearing.
16. In the event of an appeal against the decision of the Disciplinary Committee, the Chair of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

C. SUBSCRIPTIONS

17. All Members other than Honorary Members shall pay an annual subscription to the Club. The annual subscription to the Club shall consist of two parts. The first shall be the sum of the affiliation fee payable to those bodies listed in Rule 5. This part shall be changed by the Secretary precisely as the affiliation fees change. The second part shall be the domestic subscription and shall be determined by the committee from time to time on the condition that any change is ratified by an Annual or Extraordinary General Meeting of the Clubs voting members prior to its implementation.
Notwithstanding that the subscription be composed of two parts the whole shall become due on July 1st of each year as one sum
18. A member whose subscription is still unpaid after the 30th of September shall, after due reminder by the Secretary, forfeit his or her membership and have his or her name removed from the list of Members.
19. Any person accepted as a shooting Member after the end of the indoor season in any year shall be entitled to full benefits of Membership on payment of one half of the domestic subscription in force at that time plus affiliation fees that will be due for payment at that time.
20. Archers entering the Club via a Club training course should be assumed to be joining the Club at the commencement of the course if they eventually apply for Membership.

D. MANAGEMENT

21. The Management of the Club shall be in the hands of a committee consisting of not more than nine elected Members, namely a Chairman, Secretary, Treasurer and six shooting Members whose offices shall normally include Records/Trophy Officer, Equipment Officer/Field Captain, Tournament Officer, Social Officer, Child Protection Officer and Coaching Officer. The Committee shall have the power to appoint additional co-opted Members at any time and for any period at their discretion.
22. Any Officer serving on the committee can in the interest of the smooth running of the Club be elected to hold any two positions or Offices on the Committee for the time being. This position will only carry one vote and will automatically create another Committee position thus maintaining the number of nine elected Members.
23. A General Meeting shall be held annually to elect Officers and Committee or to alter rules or to conduct any other business. An E.G.M. may be called at the discretion of the Committee or at the request of 50% of the Members.
24. The Chairman, Secretary and Treasurer and the six shooting Members when elected shall serve for twelve months.
25. Junior Members aged 14 years or over may vote on all matters at the Annual General Meeting or at an E.G.M.
26. In the event of a tied vote at either a General Meeting or Committee Meeting, the Chairman shall have the deciding vote.

27. Nominations for any of the Officers and Committee shall be in the hands of the Secretary not less than fourteen days before the AGM. Such nominations must be with the consent of the nominee and shall contain the names of the proposer and seconder. The Officers and Committee shall be automatically offered for re-election unless formal notice to the contrary has been received by the Secretary fourteen days prior to the meeting.
28. A President shall be elected by the body of the Club Members and shall serve for a period of ten years. The President may also hold any Position on the Committee during his/her term of office.
29. A quorum shall consist of any two of Chairman, Treasurer, Secretary and Equipment Officer/Field Captain and three others. The Secretary shall be informed of any recommendations which shall be entered in the Minute Book, after due ratification at the next Committee Meeting.
30. A Committee Meeting shall be held whenever deemed necessary by any Member of the Committee.

E. AUDITORS

31. The accounts will be checked by the club Treasurer and another member of the club is to verify the findings.

F. CESSATION OF THE CLUB

32. The final cessation of the Club can only take place at an AGM or an E.G.M. called for that purpose, and when all the Club Members have been notified of such a meeting and its intention, and where at least 50% of those Members attend the aforesaid Meeting, and 75% or more of those Members present vote in favour of the Club's final cessation.

G. FINANCE

33. The Club, Chorley Bowmen, shall not go into debt unless the debt is jointly and severally guaranteed by the whole membership.
34. The Club shall cause to be prepared and shall present at the AGM a balance sheet showing the financial position of the Club on the 30th of September of the preceding year together with an income and expenditure account for the twelve months ending on that date.
35. A copy of the balance sheet and income and expenditure account, duly certified by the Auditors, shall be sent with notice convening the AGM to each member.
36. All bank accounts shall be maintained in the name of Chorley Bowmen. All cheques and orders withdrawing moneys from the account shall be signed by any two of the Chairman, Treasurer, Secretary or Field Captain who shall be empowered to do so.

Amended in accordance with 2017 Annual General Meeting

Geoff Tittensor Chairman

Amanda Clark Secretary