

Bowmen of Rutland

Constitution

Version 2.14



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1. OWNERSHIP AND VERSION CONTROL

1.1 DOCUMENT OWNER

Club Secretary

1.2 VERSION CONTROL

Revision Date	Summary of Changes	Author	Version
16/06/04	Initial Release to Committee Members	CCM	0-1
20/06/04	Release after committee meeting with changes discussed incorporated	CCM	0-2
20/09/04	Modifications incorporating membership comments accepted by the committee	CCM	0-3
28/09/04	Final release for approval at EGM	CCM	1-0
06/10/04	Correction of typographical error	CCM	1-1
01/12/10	Insertion of Clause 6.3.4 allowing Proxy Votes following AGM January 2010	CSN	1-2
21/11/13	Release after committee meeting with changes discussed incorporated	RIC	2-0
30/3/14		RIC	2-1
10/9/16	Change to Clause 8.2.2 following EGM	CAM	2-2
06/01/17	Change to Clause 6.1 to add Minutes Secretary and 7.6 to allow electronic Proxy Votes following AGM	CAM	2-3
19/01/18	Change to Clause 6.1 to add Social Media Representative and 8.2 to introduce a charge for late payment of both annual Club Fees and annual Archery GB Fees.	CAM	2-4
12/03/18	Change to Clause 6.1 to change the title of Child Protection Officer and to add Deputy Safeguarding Officer	CAM	2-5

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18/01/19	Change to Clause 5.6 regarding Honorary members	CAM	2-6
02/05/19	Change to Clause 5.5.5 regarding Social Member	CAM	2-7
31/01/20	Change to Clause 6.1 regarding Vice Chairman and Clause 6.2 voting at committee meetings	CAM	2-8
15-01-21	Change to Clause 6.2.1, 6.2.3 regarding Virtual Committee Meetings. Clause 7.1 regarding Virtual AGMs and EGMs. Clause 7.3 regarding Waiting Times when not Quorate. Clause 6.2.7 and 7.5 regarding Conflict of Interest and Clause 8.1.5 regarding Signatures	CAM	2-9
28-01-22	Change to Clause 6.1 to add Coach Representative	CAM	2-10
13-01-23	The inclusion of Deputy Safeguarding Officer as a committee quorum member. Changes to the AGM and EGM quorum and scheduling	CAM	2-11
19-01-24	Change to Clause 10.1 to add Club Suspension	CAM	2-12
24-01-25	Change to 5.5 and 5.6 to reflect the changes in the Archery GB membership structure. Deletion of Clause 2.2 due to changes in Archery GB's membership and club management structures.	CAM	2-13
23-01-26	Change to 5.4 to allow 16- and 17-year-olds to attend club shoots without being accompanied by a parent or guardian.	CAM	2-14

2. NAME

2.1 The name of the club shall be 'BOWMEN OF RUTLAND' hereinafter referred to as 'the Club'.

3. AFFILIATION

3.1 The three clubs shall be members of Leicestershire & Rutland County Archery Association (L&RCAA), which is a member of the East Midlands Archery Society (EMAS). The shooting Club members shall be affiliated to Archery GB (AGB) abiding by its constitution, codes of conduct, polices (including the Child Protection and Vulnerable Adults Policy and the Anti-Doping Policy), guidelines, procedures, rules of shooting and governance documents as published from time to time on the AGB website and/or in Archery UK, the official magazine of AGB.

4. AIMS AND OBJECTIVES

4.1 The aims and objectives of the Club are:

4.1.1 To promote and encourage the sport of archery for all levels of ability by means of competition, coaching and participation.

4.1.2 To offer coaching and competitive opportunities in archery.

4.1.3 To promote the Club both locally and nationally within the archery community.

4.1.4 To manage the Club shooting field and all structures and equipment owned by the Club.

5. MEMBERSHIP

5.1 Application for membership of the Club shall be open to all interested in advancing the aims and objectives of the Club.

5.2 By joining the Club, all members will be deemed to accept and abide by this constitution and the codes of conduct, policies and rules that the Club has adopted.

5.3 All prospective new members who are existing AGB members are to be checked for safe shooting by a Club Committee (or other nominated) member.

5.4 Prospective junior members must be introduced by an adult member, and have completed a beginners' course satisfactorily or already be affiliated to AGB. Such members shall only shoot when accompanied by a parent/guardian and a senior member of the Club who is affiliated to Archery GB. These may be the same person. Recognising the increased independence of older Juniors, Junior members between 16-18 may also shoot when accompanied by two senior members of the Club who are affiliated to AGB after prior agreement between the parent/guardian and the committee.

5.5 Club members will be enrolled in one of the following categories after payment of the correct subscription: -

5.5.1 Full member – A member who affiliates to AGB, EMAS and L&RCAA and nominates the Club as their primary club.

- 5.5.2 Associate member – A member who affiliates to AGB and does not nominate the Club as their primary club.
- 5.5.3 Junior full member - A member who affiliates to AGB, EMAS and L&RCAA nominates the Club as their primary club and is under 18.
- 5.5.4 Junior associate member - A member who affiliates to AGB and does not nominate the Club as their primary club and is under 18.
- 5.5.5 Social Member – A member who is non-shooting and is not a member of Archery GB.
- 5.5.6 Honorary life member.
- 5.6 Only full members and junior full members, and honorary members who affiliate to AGB, EMAS and L&RCAA and nominates the Club as their primary club can:
 - 5.6.1 Hold committee posts.
 - 5.6.2 Claim Club records.
 - 5.6.3 Receive Awards at Club championships.
 - 5.6.4 Vote at AGM/ EGMs.
- 5.7 All associate members who shoot may be asked to prove their AGB affiliation annually to a Committee member.

6. COMMITTEE

6.1 Committee Members

- 6.1.1 The management of Club affairs shall be entrusted to a Committee consisting of the following persons whose services shall be purely honorary:
 - 6.1.1.1 * Chairman.
 - 6.1.1.2 * Vice Chairman
 - 6.1.1.3 * Secretary.
 - 6.1.1.4 * Treasurer.
 - 6.1.1.5 * Equipment Officer.
 - 6.1.1.6 * Delegate to L&RCAA.
 - 6.1.1.7 * Records Officer.
 - 6.1.1.8 * Junior club delegate to L&RCAA.
 - 6.1.1.9 * Junior and Disabled Representative.
 - 6.1.1.10 * Publicity/Public Relations Officer.
 - 6.1.1.11 * Safeguarding Officer.
 - 6.1.1.12 * Minute Secretary
 - 6.1.1.13 * Social Media Representative.
 - 6.1.1.14 * Coach Representative
 - 6.1.1.15 * Deputy Safeguarding Officer.
 - 6.1.1.16 Groundsman.

*= Committee quorum members – see 6.2.3

- 6.1.2 The junior club delegate position may be held by a senior member.
- 6.1.3 Committee members are elected annually at the Annual General Meeting.
- 6.1.4 All Committee members will retire each year but will be eligible for re-election.

6.2 Committee Procedures

- 6.2.1 Committee meetings may be held physically, electronically, or via a mix of those methods if necessary. A resolution put to the vote shall be decided by the votes of Committee quorum members. In case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
- 6.2.2 Committee meetings are to be held on a regular basis and will be convened by the Secretary. No less than six meetings of the Committee are to take place in one calendar year. At least 28 days should have elapsed between each meeting taking place.
- 6.2.3 A quorum for a Committee meeting shall be at least 40% of the Committee quorum members, with a minimum of four members present physically and/or electronically.
- 6.2.4 The Committee will be responsible for adopting new codes of conduct, policies and rules that affect the organization of the Club.
- 6.2.5 Any member may attend a Club Committee meeting as an observer, but may be asked to withdraw when sensitive matters are being discussed.
- 6.2.6 The Committee has powers to appoint sub-committees as necessary.
- 6.2.7 In the event of any conflict of interest (real or perceived) the person(s) involved should not take part in the discussion of the item involved, and if the Chair deems it appropriate, shall withdraw from the section of the meeting in which the item is discussed. If the conflict of interest involves the Chair, they shall pass the chairmanship of the meeting to another member of the Committee for that item.
- 6.2.8 The Committee may decide from time to time to co-opt other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members.

7. ANNUAL GENERAL MEETINGS/EXTRAORDINARY GENERAL MEETINGS

- 7.1 An Annual General Meeting (AGM) shall be held within three months of the end of the Club's financial year, at least 28 days notice being given to all members. Ideally an AGM or EGM should be held in person, but in exceptional circumstances may be held electronically, or, if the Committee considers it appropriate, by a mix of physical and electronic attendance.
- 7.2 An Extraordinary General Meeting (EGM) may be called by the Committee OR be called for by 25% of the members of the Club with voting rights, in writing to the Secretary who must convene the EGM within 28 days. At least 7 days notice must be given to all members stating the business, which must remain the sole business of the meeting.
- 7.3 A quorum for an AGM or EGM shall be at least 20% of voting members present one of which must be a Committee member. If within 15 minutes of the time

appointed for the holding of a General Meeting a quorum is not present, the meeting shall stand adjourned to the date, time and place determined and notified by the Committee, and if at that adjourned meeting a quorum is not present within 15 minutes from the time appointed for holding the meeting, the voting members present shall be a quorum and may transact the business for which the meeting was called. If an AGM or EGM is waiting for a quorum, it may conduct other relevant business – such as presentation of awards or provision of information to members – that would not require a quorum.

7.4 The chairman of the meeting would normally be the Club Chairman but in the event of them not being present then the members present will agree some full member to take the chair, by vote if necessary.

7.5 Voting at General Meetings

7.5.1 Voting at General Meetings of the Club shall be by a simple majority, each eligible member having a single vote delivered in person or by proxy. In case of an equality of votes, the chairman shall poll a second or casting vote.

7.5.2 In the event of any conflict of interest (real or perceived) the person(s) involved should not take part in the discussion of the item involved, and if the Chair deems it appropriate, shall withdraw from the section of the meeting in which the item is discussed. If the conflict of interest involves the Chair, they shall pass the chairmanship of the meeting to another member of the Committee for that item.

7.6 Proxy votes.

7.6.1 A proxy must be a full member, associate member, full junior member or associate junior member of the Club.

7.6.2 Any physical proxy form must be an original hard copy signed by the member providing their proxy and must contain the information detailed in 7.6.4 or utilise the proxy form on the club website

7.6.3 Email proxies may be accepted but must be sent from the members email address registered on the club website and sent to the club secretaries official email account (secretary@b-o-r.org) and must contain the information detailed in 7.6.4 or utilise the proxy form on the club website

7.6.4 Details required;

7.6.4.1 The name of the member providing their proxy.

7.6.4.2 The address of the member providing their proxy.

7.6.4.3 The date of the meeting at which the proxy will be exercised.

7.6.4.4 The name of the member appointed as proxy. The chairman of the meeting may be appointed proxy.

7.6.5 A member may provide a general proxy allowing their appointee to exercise the proxy vote as they see fit or they may direct how their vote is to be cast.

7.6.6 A physical proxy form must be delivered to the secretary of the meeting prior to the vote being called.

7.6.7 Physical Proxy forms not containing an original signature will not be valid.

7.6.8 Physical or email proxies not containing the information required as detailed in 7.6.4 or contained on the proxy form will be declared invalid by the secretary.

7.6.9 Email proxies will only be accepted 48 hours prior to the meeting and as

stated in 7.6.3 and the secretary reserves the right to contact the member directly to confirm their proxy at the secretary's discretion.

- 7.6.10 If the secretary is unable to contact the member in 7.6.9 the proxy may be made invalid.
- 7.6.11 A proxy appointment will be valid for the specified meeting and any adjournment thereof.

7.7 Procedures at General Meeting

- 7.7.1 The AGM will receive a report from Committee members and a statement of the independently examined accounts.
- 7.7.2 Committee members will be elected at the AGM or an EGM. Nominations for Committee posts are to be sent to the Secretary 14 days prior to the AGM. If no nominations are received prior to the meeting then nominations may be accepted from the floor.
- 7.7.3 The period of office of Committee members will commence at the termination of the General Meeting at which they are elected.

8. CLUB FINANCE

8.1 General

- 8.1.1 The financial year of the Club shall be from 1st November to 31st October.
- 8.1.2 The Club Treasurer is responsible for the finances of the Club.
- 8.1.3 All Club monies are to be banked in an account/accounts held in the name of the Club.
- 8.1.4 An independently examined statement of annual accounts is to be presented by the Treasurer at the AGM.
- 8.1.5 Cheques drawn against Club funds must be signed by any two of the following postholders: Chairman, Vice Chairman, Secretary and Treasurer.
- 8.1.6 Dues, other than annual subscription rates, shall be decided by the Committee.

8.2 Subscriptions

- 8.2.1 The Club annual subscription rates shall be decided at the AGM and be payable on 1st April. Annual subscription will be the same for full and associate members. A late payment fee will be due for payments received after the 1st April.
- 8.2.2 New members who join after 1st April shall pay a pro rata rate equal to
 - April to June Full Fee
 - July to September $\frac{3}{4}$ of Full Fee
 - October to December $\frac{1}{2}$ of Full Fee
 - January to March $\frac{1}{4}$ of Full Fee
- 8.2.3 After being advised by the Treasurer, the Secretary will notify members whose subscription is 28 days overdue. If the subscription is not paid in full within 14 days after receipt of the notification the member shall be deemed to have resigned from the Club and their membership to have lapsed.
- 8.2.4 The Committee may allow lapsed members to rejoin the Club and may require the payment of the full annual membership fee regardless of when they rejoin the Club.

8.2.5 Affiliation fees to AGB, and thus EMAS and L&RCAA will be payable in addition to Club subscriptions for full members and full junior members. Affiliation will be payable on or before 1st September, a late payment fee will be due for payments received after the 1st September.

8.2.6 The late payment fee will be agreed annually at the same time as the club fees and the charge maybe waived in exceptional circumstances at the discretion of the committee.

9. DISCIPLINARY MATTERS

9.1 The Club is responsible for the initial investigation of complaints against members who infringe the AGB or Club constitution, codes of conduct, policies, guidelines, procedures, rules or governance documents.

9.2 For serious complaints, the Club may suspend affected members pending investigation.

9.3 Allegations of serious child protection or other serious offences are to be referred directly to AGB, as defined by AGB policy. Cases may also be referred to LRCAA or EMAS for resolution. Other cases will be dealt with by the Club as outlined below.

9.4 All complaints regarding the behaviour or conduct of members are to be submitted in writing to the Secretary. The receipt of such complaint is to be acknowledged within seven days, to both the person who made the complaint and the member against whom the complaint was lodged.

9.5 The Club Committee is to establish an Investigation Committee of 3 persons (one of whom is nominated as the chairman) to hear the complaint. The Investigation Committee is to meet within 28 days of a complaint being lodged.

9.6 The Investigation Committee has the power to take appropriate disciplinary action.

9.7 The Club Secretary is to write to all parties detailing the process for investigation and who will be sitting on the Investigation Committee. The respondent and complainant are to be invited to attend the Investigation Hearing.

9.8 After the Investigation Hearing has taken place an interim report is to be submitted to the respondent providing them with the decision of the investigation. The Investigation Committee is to give the respondent the opportunity to submit mitigation or make representations on the decision and reasons of the investigation. This to be received within 7 days following receipt of the report.

9.9 The Investigation Committee then is to consider and takes into account mitigation and representations received from the respondent and then impose sanctions and penalties, including the termination or suspension of Club membership and lesser sanctions and penalties.

9.10 A final report to be sent to the respondent with the sanctions and penalties imposed. The respondent can submit a final appeal against the outcome of the investigation hearing, sanctions and penalties imposed within 7 days of receipt of the report. This must be sent to the Club Secretary who must refer it to the County Secretary with a request that an Appeal Committee be put in place.

10. DISSOLUTION and SUSPENSION

10.1 Suspension

A resolution to suspend club activity can only be passed at an Annual General Meeting or an Extraordinary General Meeting. In the event that the Bowmen of

Rutland Club needs to be suspended, all liabilities shall be cleared. The club shall be placed into suspended animation with all remaining assets controlled by the committee, for a period to be agreed at the Annual General Meeting or Extraordinary General Meeting preceding the suspension, the committee remaining in place to manage the remaining assets for the agreed period.

Dissolution

A resolution to dissolve the Club can only be passed at an Annual General Meeting or an Extraordinary General Meeting. In the event of dissolution, any assets that exist after all liabilities of the Club have been cleared will become the property of a charity or charities, the names of which will be decided through a majority vote at the same general meeting that dissolves the Club.

11. AMENDMENTS TO THE CLUB CONSTITUTION

11.1 The constitution is to be changed only through agreement by simple majority vote at a properly convened AGM/EGM.

12. DECLARATION

12.1 The Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members as adopted at a Club general meeting on the 24th day of January 2025

Signed:  Date: 24th January 2025

Name: Mr. James Williams **Chairman**

Signed:  Date: 24th January 2025

Name: Mrs. Chrissie Mortlock **Secretary**