

Bowmen of Backworth CONSTITUTION (WITH AMENDMENTS)

1. Name

- 1.1 The Club shall be called “The Bowmen of Backworth” (hereinafter referred to as the Club) and shall be affiliated to Archery GB (formally known as G.N.A.S. Grand National Archery Society), the Durham and Northumberland Archery Association (D&NAA) and the Northern Counties Archery Society (NCAS).
- 1.2 The Club will be a section of the Backworth Miners Welfare (BMW)
- 1.3 The postal address of the Club shall be that of the current Secretary.

2. Aims and Objectives

- 2.1 The main purpose of the club shall be the practice and promotion of archery in all its forms except with regards to crossbows, in any form, which shall not be permitted.
- 2.2 The Shooting Regulations as prescribed in the latest Archery GB “Rules of Shooting” shall be accepted as governing the relevant branches of the sport as practised by the Club and its members.

3. Club Badge and Club Colours

- 3.1 The Club Badge and Club Colours shall be as agreed at the Annual General Meeting (1974)

4. Membership and Eligibility

- 4.1 Membership of the club shall be open to anyone interested in the sport of Archery on application. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 4.2 Persons wishing to join the Club must have attended an Archery GB (GNAS) Beginner’s course run by a club affiliated to Archery GB (GNAS). Once having attended such a course they must submit an application form, proof of the Archery GB (GNAS) training course or proof of Archery GB membership (this need not be current) and the appropriate fee for membership. Persons cannot shoot unless they have undergone training and have received membership status.
 - a) Completion of a beginner’s course shall not be implied or construed to mean the individuals automatic right to be a member of the Club.
 - b) Experienced archers wishing to join the Club by either transferring from a current Archery GB club, or who are returning to archery after a break, may be invited to complete a practical assessment about safe practices, particularly range safety and basic technique
- 4.3 The club will have four different classes of membership and subscription: Full (Senior and Junior), Associate and Volunteer (Non-shooting) on a non-discriminatory and fair basis. Each of these categories shall include provision for persons with physical disabilities.
 - a) Full Senior membership is open to persons of 18 years and over who pay the affiliation fees (national, regional, county and BMW) via the Club.
 - b) Full Junior membership is open to persons under 18 and over 10 years old who pay the affiliation fees (national, regional, county and BMW) via the Club.

The minimum age may be waived, at the discretion of the Committee.

Junior members must be supervised until they have satisfied the Committee of their proficiency and maturity.

- c) The Committee shall, at its discretion, accept Associate Members into the Club. Such Associate Members must be fully paid up members of their own club as well as their relevant national and regional/county organisation. They will be entitled to the full benefits of membership, but with regard to the following:
- may have all scores recorded but classifications and handicaps must be awarded by their first claim club. It is up to the individual to submit copies of their scores to their first claim club.
 - may shoot at club competitions and be eligible for trophies or medals
 - may claim club records if the round is shot at Backworth or whilst representing Bowmen of Backworth in any competition
 - cannot represent the Club at open competitions (without the permission of their first claim club).
 - are eligible to vote at the AGM or any EGM of the Club but are not eligible for election to the Committee.
- d) The Committee shall, at its discretion, accept Volunteer (Non-shooting) Members into the Club. Such members
- will not be required to be members of Archery GB;
 - will not be required to pay the annual club and BMW subscription fees;
 - will be entitled to be elected to the Committee.
- 4.4 With the exception of Volunteer members, every member of the Club shall be a member of the Backworth Miner's Welfare and may use the facilities for the purposes of Archery. This also allows the use of the facilities of the Hall and the consumption of alcohol (subject to the age requirements of the law).
- a) For Junior members it is preferred, but not essential, that a Parent or Guardian be a member of the BMW.
- 4.5 The Club Committee may refuse membership or remove it if a member's conduct or character is likely to bring the club or sport into disrepute.
- a) Appeal against refusal of membership may be made to the members.
- b) Appeal against removal of membership may be made through the Disciplinary and Appeals procedure.
- 4.6 All membership is subject to the ratification of the BMW committee.
- 4.7 Membership fees shall be as agreed at each Annual General Meeting. The club will make all efforts to keep subscriptions at levels that will not pose a significant obstacle to people participating. BMW and Club membership fees are due by April 1st or when joining the Club. Archery GB (GNAS), NCAS and D&NAA fees are due by October 1st or when joining the Club.
- 4.8 No member whose annual Club fees or Affiliation fees are in arrears may be allowed
- a) To shoot or participate in any activities of the Club (including representing the Club externally).
- b) Use any of the Club facilities or equipment.
- c) Vote at a meeting of the Club.
- d) Hold office in the Club.
- e) Requisition an Extraordinary General Meeting.
- 4.9 Visitors may shoot at the Club on authorised shooting days by prior arrangement.
- a) Visitors will be required to provide proof of membership to Archery GB or other

relevant national organisation.

- b) They will pay a shooting fee as determined by the Committee.
 - c) They will be limited to 12 visits in any 12-month period.
 - d) Members will have priority of targets.
- 4.10 No member of the public is allowed to shoot at any club range unless in an organised session approved by the committee, confirmed on Sport80 and within the latest Archery GB's Rules of Shooting and Archery GB's insurance requirements.
- 4.11 Everyone involved in the club shall accept the constitution, rules, policy and procedures and shall conform to such conditions, shooting rules and regulations as are current, or which may be determined from time to time by the Committee or Archery GB.
- 4.12 The main purpose of the club is to provide facilities for and to promote participation in the amateur sport of archery. All members, volunteers and committee personnel will promote the club and encourage membership of the club. The committee will decide and agree on methods to promote the club.

5. Management and Committee.

- 5.1 The management of the Club shall be the responsibility of the members but in matters of financial policy and where the interests of the BMW and the other sections of the organisation are affected the Club must secure the consent of the BMW.
- 5.2 The management of the Club's affairs shall be entrusted to the Committee.
- 5.3 All members, excepting Associate members, of the club are eligible for the committee positions.
- 5.4 The Committee shall consist of:
- a) Chairman, Secretary, Treasurer and Welfare Officer who are known as Executive Officers and at least two other senior members of the Club.
 - b) Other positions to be filled by committee members and to be agreed at the AGM are: Field Captain, Records Officer, Equipment Officer and Junior Representative.
 - c) Committee members can hold more than one position
- 5.5 The Committee has the right to co-opt other members. Co-opted members will have voting rights.
- 5.6 Committee members shall be elected by majority vote at the Annual General Meeting to be held before the end of January each year.
- a) Committee members shall serve for a period of one year but will be eligible for re-appointment.
 - b) The period of office of Committee members shall commence at the termination of the meeting in which they are elected.
- 5.7 All members of the Club are entitled to make nominations of candidates to fill positions on the Committee.
- a) Nominees must have been a member of the Club for at least 3 months.
 - b) Nominations with the candidate's name and confirmation that he/she is willing to accept the post on the Committee must be lodged with the Club Secretary not less than 14 days before the date of the General meeting.
 - c) Nominations need to be seconded either at the time of nomination or prior to the vote at the AGM.
- 5.8 All members of the Committee must
- a) Act in the best interests of the Club, its members and the sport of Archery (as defined

- by Archery GB) at all times.
 - b) Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
 - c) Provide support, guidance and other help to Club members.
 - d) Regularly attend committee meetings.
- 5.9 A member of the Committee shall cease to hold office if:
- a) They resign.
 - b) They are removed from office by a resolution of members at a General Meeting.
 - c) The Committee reserves the right to remove a member for failing to attend three consecutive meetings.
- 5.10 In the event of an elected officer being unwilling or unable to complete the commitment of holding office for the full term the general committee may co-opt a member to hold the office until the following AGM. where the normal election process will be invoked.

6. Committee Meetings

- 6.1 Committee meetings will be convened by the Secretary and held no less than 4 times per year. No less than twenty-one days' notice shall be given of any Committee Meeting.
- 6.2 Items for discussion should be submitted in writing to the Secretary no less than fourteen days prior to the meeting.
- 6.3 All members of the Club may attend Committee meetings. Members wishing to attend should inform the Secretary prior to the meeting.
- 6.4 Parents of Junior Members (who are not themselves members) may be invited to attend meetings for information purposes; they shall be present only as observers and shall not be entitled to vote.
- 6.5 The Chairperson will preside over all meetings. In his/her absence the Committee shall elect a Chair from amongst themselves.
- 6.6 Each elected and co-opted Committee member shall have one vote.
 - a) The Chairperson will not have a vote. The Chairperson will have the "casting vote".
 - b) No person may vote in more than one capacity.
 - c) There shall be no voting by proxy.
- 6.7 In order for any proposals to be voted on a quorum of four elected and/or co-opted Committee member shall be present.
- 6.8 With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority.

7. Annual General Meetings

- 7.1 The Club shall hold an Annual General Meeting in the month of January to:
 - a) Approve the minutes of the previous year's AGM.
 - b) Receive reports from the Chairman and Honorary Secretary.
 - c) Receive a report from the Honorary Treasurer, approve the Annual Accounts and receive a report from the Auditors.
 - d) Receive any other relevant reports.
 - e) Elect the Committee.
 - f) Consider changes to the Constitution.
 - g) Appoint Auditors for the Club's accounts.
 - h) Deal with other relevant business.
- 7.2 At least twenty-one days notice of the AGM shall be given to all members.
- 7.3 A quorum of 10, or 25% of members, whichever is the less is required to adopt resolutions.

- a) A quorum must include at least two Executive Officers.
- 7.4 All members shall be entitled to vote. The Chairperson of the Club shall hold a casting vote only.
- 7.5 With the exception of changes to the Constitution, resolutions put to a vote shall be resolved by simple majority.

8. Extraordinary General Meetings

- 8.1 Extraordinary General Meetings shall be called by an application in writing to the Secretary, supported by at least five members of the Club. The Committee shall also have the power to call an Extraordinary General Meeting.
- 8.2 At least twenty-one days notice shall be given to all voting members of any General Meeting.
- 8.3 A quorum of 10, or 25% of members, whichever is the less is required to adopt resolutions.
 - a) A quorum must include at least two Executive Officers.
- 8.4 With the exception of changes to the Constitution, resolutions put to a vote shall be resolved by simple majority.
- 8.5 All members shall be entitled to vote. The Chairperson of the Club shall hold a casting vote only.

9. Changes to the Constitution, Policies, Rules and Procedures

- 9.1 Changes to Club Rules and Procedures may be adopted by the Committee from time to time subject only to the requirement that these rule changes shall be ratified by the members in due course in General Meeting.
- 9.2 Changes to the Constitution and Club Policies can only be made at an Annual or Extraordinary General Meeting.
- 9.3 Any proposal to change the Constitution or Club Policy shall be submitted in writing to the Secretary at least fourteen days prior to a General Meeting.
- 9.4 All proposals for changes to the Constitution or Club Policy shall be signed by two members eligible to vote at a General Meeting.
- 9.5 Any change to the Constitution or Club Policy shall require a two thirds majority of those present and eligible to vote at a General Meeting.
- 9.6 Any changes to the Constitution must have the approval of BMW.

10. Finance and Accounts

- 10.1 The financial year shall run from January 1st to December 31st each year.
- 10.2 The Honorary Treasurer shall be responsible for the preparation of annual accounts of the Club.
- 10.3 The accounts shall be audited by an independent person(s) elected annually by the Annual General Meeting
- 10.4 A Bank Account shall be kept for the safe keeping of the Club funds and the authorisation for deposits and withdrawals shall be given by the Committee via the Chairman, Treasurer or Secretary.
- 10.5 The postal address of the Club for banking purposes shall be that of the current Treasurer.
- 10.6 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other nominated office-bearer, having been authorised by the Committee.
- 10.7 All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club.

10.8 The Committee shall have charge of all Club property and funds, as long as the Club exists.

10.9 The Club will submit a copy of the yearly income and expenditure accounts to the Secretary of the Backworth Miners Welfare. The accounts will also be available for inspection by any member of the Club.

11. Equality, Safeguarding and Conduct

11.1 The Club is committed to everyone having the right to enjoy archery in an environment free from threat of intimidation, harassment and abuse and shall adopt the AGB Equality and Diversity Policy.

11.2 The Club believes that when dealing with young people, those with a disability and vulnerable adults, their welfare should always be of paramount importance. The Club shall adopt the AGB Protection of Children and Vulnerable Adults (PCVA) Policy to which all members must adhere.

11.3 A Club Welfare Officer shall be appointed at the Annual General Meeting. The Club Welfare Officer will be the lead contact for all Club members in the event of any child protection concerns.

11.4 The club shall adopt the following codes of conduct:

- a) Archery GB Code of Conduct for Adult Archers
- b) Archery GB Code of Conduct for Junior Archers
- c) Archery GB Code of Conduct for Coaches, Judges and Officials
- d) Archery GB Code of Conduct for Spectators, Parents and Carers
- e) Sports Coach UK Code of Practice for Sports Coaches

Everyone involved in the club must conduct themselves in accordance with the above principles.

11.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

12. Conflict Resolution, Discipline and Appeals

12.1 All members of the Club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves in a manner that the affairs and reputation of the Club are carried out in accordance with:

- a) The Rules and Regulations of Archery GB.
- b) The Club's Constitution, Codes of Conduct, Policies and Rules.
- c) The Rules and Regulations of the competitions in which the archer competes.

12.2 Minor breaches of the above may be dealt with by the Field Captain immediately.

12.3 All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

- a) If the allegation of misconduct is against the Secretary the matter should be referred to the Chairperson.
- b) in the event of any child protection concerns the Club Welfare Officer is the lead contact for all Club members.

12.4 No matter will be dealt with by the committee that is anonymous.

12.5 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding, Children, Young People and Vulnerable Adults.

- 12.6 Where there is a serious non-compliance of para 12.1 above, the Club Committee shall follow the Disciplinary Procedure (in addition to any action that may be taken by Archery GB).
- 12.7 All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines.
- 12.8 The Committee's decision following discussion and/or any necessary meetings will be deemed as final.
- 12.9 The Committee has the power to take appropriate disciplinary action including the termination of membership from the Club.
- 12.10 There will be the right of appeal to the membership following disciplinary action being announced.

13. Dissolution

- 13.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the members present.
- 13.2 In the event of the dissolution of the Club, any assets thereof shall not be distributed amongst the members of the Club in any way whatsoever.
- 13.3 In the event of the Club (the Bowmen of Backworth) being "wound-up" by the Members of the Bowmen of Backworth, all assets of the Club revert and remain the property of BMW. In the event of the Club (the Bowmen of Backworth) being obliged to move from Backworth Miners' Welfare then all assets will belong to The Bowmen of Backworth with the exception of the container(s) and/or accommodation unit(s).

14. Bye-laws

- 14.1 The Executive Committee shall have the power to publish and enforce such bye-laws as the membership feels necessary to govern the activities of the Club.
- 14.2 Nothing shall be included in this Constitution or the Club's Rules, Policies or Procedures that conflicts with that of Archery GB or any other body to which the Club is a subsidiary affiliate.

15. Miscellaneous

- 15.1 Any club member or relative of a Club member wishing to take photographs, video or cine film at the Club must register their intention with the Club Welfare Officer. Any other person wishing to take photographs, video or cine film at the Club must preregister their intention by completing the appropriate Archery GB form and submitting it, with proof of identity as required by the current Archery GB guidelines, to the Club Welfare Officer.
- 15.2 A copy of the constitution and rules will be supplied to each member who shall be bound thereby in all respects as a condition of membership.
- 15.3 Keys to the storage containers will remain the property of the Club. Serving, executive, committee members will be issued with a key. This key must be returned after leaving office. Any Senior member may have a key subject to the committee's approval and the payment of the fees correct at that time.

16. Declaration

- 16.1 Bowman of Backworth hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____ Date: _____

Name: _____ Chairperson

Signed: _____ Date: _____

Name: _____ Secretary

Signed: _____ Date: _____

Name: _____ Treasurer

ADOPTED: 7th March 2020

Amendments:

26th January 2023 Para 4.3 c