

B.C.C.B. Constitution



BURTON CONSTABLE COMPANY OF BOWMEN (founded in 1964)

GENERAL

- ✚ The club will be called 'BURTON CONSTABLE COMPANY OF BOWMEN' and will be affiliated to Archery GB, the Governing Body.
- ✚ The Warden of the Company is Rodrica C. Straker or her successor.
- ✚ The postal address of the Club shall be that of the Secretary.

The aims and objectives of the club will be as follows:

- ✚ To promote and enjoy archery in all its forms, under the rules set out by Archery GB, as set out below:
- ✚ To offer coaching and competitive opportunities in Archery
- ✚ To promote the sport of Archery to all, without exception
- ✚ To ensure a duty of care to all members of the club
- ✚ To provide all its services in a way that is fair to everyone
- ✚ To ensure that all present and future members receive fair and equal treatment
- ✚ To promote all the mentioned disciplines of Archery (Longbow, Recurve & Compound and other bows.)

MEMBERSHIP

- ✚ All members will be subject to the regulations of the constitution and, by joining the club, will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Archery GB.
- ✚ Any person interested in archery, aged eight or over and under the age of eighteen, shall be eligible for admittance as a junior member.
- ✚ No person shall be refused membership on the grounds of race, colour, creed, religion, gender or sexual orientation. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- ✚ Smoking or vaping is not allowed on any of the archery fields.
- ✚ Members are requested to follow the dress code of the Club or as set down by Archery GB, the Governing Body.

Members will be enrolled in one of the following categories:

- ✚ Senior Member
- ✚ Senior Member 18-24
- ✚ Senior Disabled
- ✚ Junior Member
- ✚ Junior Disabled

The Club can also

- ✚ Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club.
- ✚ Suspend the membership of any member who is deemed to be acting in a dangerous, reckless or unreasonable manner at any Club session.

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FINANCE

- ✚ All monies and funds received on behalf of the club shall remain the property of the club and there will be no distribution of such funds amongst the members, volunteers or committee other than for authorised reimbursements of expenses. Income and assets will be used to improve, build and invest in the club.
- ✚ Membership fees will be set annually and determined at the Annual General Meeting.
- ✚ Fees will be paid by annual subscription. These include Archery GB, NCAS, Y.A.A. and Club Subs.
- ✚ Anyone who joins the Club after the 1st October and before the end of March in any year must pay the full current Club subscription due and anyone who joins on or after April 1st half of the Club subscription, in line with Archery GB pro rata payments.
- ✚ All Club monies will be banked by the Treasurer, in an account held in the name of the Club.
- ✚ The Club Treasurer will be responsible for the finances of the club.
- ✚ The financial year of the club will end on the last day of February each year.
- ✚ An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- ✚ All cheques drawn against club funds should hold the signatures of the Treasurer, Secretary, or Captain and at least 2 signatures will be required to authorise a cheque.
- ✚ Any member who fails to pay their fees by the date required shall forfeit their right to representation by the Club Committee and at general meetings and shall be suspended from taking part in any event under the control of the Club, including shooting, until such fees are paid.

THE COMMITTEE

The officers of the club who will form the Club committee will be as follows:

- ✚ Chairman
- ✚ Captain
- ✚ Secretary
- ✚ Treasurer
- ✚ Up to 3 Lieutenants
- ✚ Child Protection Officer
- ✚ Records Officer
- ✚ Safety Officer
- ✚ Tournament Officer
- ✚ Events Officer

11 full committee members in total

- ✚ Members may be invited to be Associate Committee members, according to requirements.
- ✚ Associate members will have the right to vote at meetings of the Club Committee in the absence of full committee members.
- ✚ Each Committee member has only one vote, regardless of the number of positions held.
- ✚ The Club Committee will be convened by the Secretary of the club and will aim to hold meetings quarterly, with 8 in attendance wherever possible.
- ✚ Emergency or urgent decisions can be made by two out of the three named officers (Secretary, Treasurer or Captain) and two of the remaining committee.
- ✚ The Club Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- ✚ The committee may co-opt any affiliate senior member to any unfilled post on the Club Committee until the conclusion of the following AGM.

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SAFEGUARDING

- ✚ All Club members, or any member acting on behalf of the Club, having reason to work closely and unsupervised with Children/Vulnerable Adults, or hold information regarding to them, will be required to undergo a DBS check.
- ✚ The Club will adopt the Safeguarding policy of Archery GB as being that of the Club.
- ✚ If that the Club does not have a Safeguarding Officer, the Club will utilise the services of the Yorkshire Archery Association post-holder, should any issues arise.

DISCIPLINARY MATTERS AND APPEALS

- ✚ The Club Committee will be responsible for disciplinary hearings of members who infringe the club Rules/Regulations/Constitution.
- ✚ The Club committee shall have the powers to deal with any matter not covered by these rules, pending confirmation by a General Meeting, and may decide what penalty shall be inflicted for any infringement, such penalty to include suspension or expulsion if considered necessary.
- ✚ The Club Captain or nominee will be responsible for taking any action of suspension or discipline following such hearings.
- ✚ The Chairman, if necessary, will cast a deciding vote in the event of a tied result.
- ✚ All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- ✚ The Club Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership where necessary. This would be carried out by the Captain of the Club or nominee.
- ✚ The outcome of 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 14 days of the hearing.
- ✚ There will be the right of appeal to the Club Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.
- ✚ The outcome of any appeal will be distributed to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the appeal.

Annual General Meetings

- ✚ Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice must be given to all members. The quorum for AGMs will be >25, where possible.
- ✚ The AGM will receive a report from officers of the Club Committee, where appropriate, and a statement of the audited accounts.
- ✚ Nominations for officers of the Club Committee will be sent to the Secretary prior to the AGM.
- ✚ Elections of officers are to take place at the AGM. Before applying for a position, the candidate should have read the Job Description for the role and be prepared to carry out the duties that go with the post.
- ✚ All members have the right to vote at the AGM, with the exception of Junior Members.
- ✚ Should there be more than one person applying for a committee position, a vote will take place.

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- All votes shall be determined by a simple majority. In the event of a tied vote, the Chairman will exercise his casting vote.
- The Club Committee, or at least 10 members depositing a written request with the secretary, has the right to call an Extraordinary General Meeting (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

Dissolution of the Club

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.


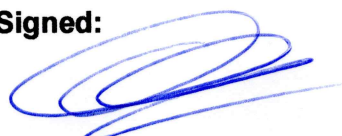

In the event of dissolution, all equipment from the club will be donated to the Yorkshire Archery Association (Y.A.A.), with the purpose of assisting in setting up of new Clubs, or a local club with similar aims as our own. All monies that remain shall be donated to a registered charitable organisation which is to be decided by Club members at the time of dissolution.

Amendments to the constitution

The constitution will only be changed through agreement by a majority vote at an AGM or EGM.

Declaration

'BURTON CONSTABLE COMPANY OF BOWMEN' hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

NAME: MEL STEPHENSON	NAME: RICHARD DRY	NAME: JACKI COX
Signed: 	Signed: 	Signed: 
Date: 18/1/2025	Date: 18/1/2025	Date: 18/01/25.
POSITION: Chairman / Secretary	POSITION: Captain	POSITION: Treasurer

Amended January 2025 (Safeguarding first item and final signatures.)