

THE GREEN DRAGON BOWMEN

CONSTITUTION



The Club will be called *The Green Dragon Bowmen* and will be affiliated to Archery GB (formerly known as the Grand National Archery Society), the Southern Counties Archery Society and the Hertfordshire Archery Association. All Shooting Members of the Club shall be members of the foregoing bodies.

The address of the Club will be that of the Secretary for the time being (save for matters relating to the Club's finances, the address for which will be that of the Treasurer for the time being).

1. Aims and objectives

The aims and objectives of the Club, in no particular order, will be:

- To offer coaching, practice, social and competitive opportunities in archery
- To promote the sport of archery generally
- 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 members receive fair and equal treatment

2. Membership

Membership consists of members of the Club, some of whom may also be Officers of the Club. Members may be Shooting Members (who may take part in shooting) or Non-shooting members (who may not take part in shooting). Officers of the Club may be either Shooting or Non-shooting Members.

The Club shall have the following classes of membership:

- Adult (aged over 25 on 1st October)
- Young Adult (aged over 18 but under 25 on 1st October)
- Junior (aged between 8 and 17 on 1st October)
- Disabled (aged 8 and over)
- Associate (aged 8 and over)
- Social (all ages)

Subject to the age restrictions above, membership is available to all persons notwithstanding their having or not having any Protected Characteristics (as defined in the Equality Act 2010), provided that all Shooting Members must have passed a recognised course of instruction/assessment in archery safety (such as a Beginners' Course), run by the Club or by another recognised competent authority in archery.

With the exception of Social membership, Club members of all classes are permitted to take part in shooting (subject to any overriding rules imposed by Archery GB, regional and local archery associations and individual Clubs) and are therefore deemed to be Shooting Members.

With the exceptions of Social membership and Associate membership, Club members of all classes may vote at Annual General Meetings and Extraordinary General Meetings of the Club.

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, the Southern Counties Archery Society and the Hertfordshire Archery Association. Prospective members will be given a copy of this constitution and the Club's rules and asked to complete an Application for Membership. Applications for Membership will be considered by the Committee from time to time and be accepted or rejected as the Committee sees fit. The Secretary may afford temporary membership to an applicant on receipt of an Application for Membership together with the relevant fee. Such temporary membership is to be ratified or withdrawn by the Committee within six weeks of its creation.

3. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees shall be payable by annual subscription in advance of the shooting year, which runs from 1st October - 30th September. Late payment of fees may result in membership or renewal thereof to be forfeit.

4. Officers of the Club

The Officers of the Club will be:

Executive

- Chair
- Vice Chair
- Secretary
- Treasurer

Non-Executive

- Minutes Secretary
- Records Officer
- Buildings & Equipment Officer
- Junior Spokesperson
- Child Protection Officer
- Deputy Child Protection Officer
- Data Protection Officer
- Inclusion & Welfare Officer
- any other relevant position

Shooting Members (except Associate Members) shall elect the officers of the Club annually at the Annual General Meeting.

Invitations to the honorary posts of Patron, President and Vice President may be made by the Committee from time to time, provided that such invitees may not form part of the quorum voting in this respect. The honorary posts of President and Vice President are for a three year period but the Committee may extend or renew the period on expiry.

The Committee may at its discretion appoint other Honorary Members from time to time on terms as it sees fit.

5. Committee

The Club will be managed through a Committee, a quorum of which shall be four, consisting of a minimum of two Executive Committee members together with a minimum of one Non-Executive Committee member save that no member may be counted more than once when establishing a quorum. No member shall hold more than one Executive Committee post contemporaneously.

Committee meetings shall be convened by the Secretary from time to time and shall be held no fewer than 12 times per year, with no more than 45 days elapsing between meetings, unless exceptional circumstances prevail. Club members are welcome to attend and contribute to such meetings.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club, provided that such policy, codes of conduct and rules do not conflict with those of the sport's governing bodies.

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution in line with Paragraph 9 below. A member who is subject to or who has a personal interest in a disciplinary hearing may not form part of a quorum when matters relating to the hearing are voted upon.

6. Finance and Club Assets

All Club monies will be banked in an account held in the name of the Club. The Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 31st March unless otherwise resolved by the Committee.

A statement of annual accounts, having been independently reviewed by a competent person unconnected with their preparation, shall be presented by the Treasurer at the Annual General Meeting.

Payments from the Club's bank account must normally be authorised by the Treasurer plus either the Chair, Vice Chair or Secretary for the time being, but in the case of the Treasurer's non-availability, such payments may be authorised by any two of the Chair, Vice Chair and Secretary.

All property of the Club (including intellectual property such as passwords and such property that may be registered in the name(s) of any individual(s) but ultimately paid for by the Club), shall be invested in the Executive Committee from time to time as Trustees. Save for the dissolution of the Club as governed by Clause 9 hereunder, any surplus of

income over expenditure shall only be used to further the aims of the Club and the sport of archery and shall not be distributed either in cash or in kind to members or third parties.

7. Annual General Meetings

An Annual General Meeting ('AGM') is to take place no more than 270 days after the Club's financial year end, unless exceptional circumstances prevail.

Not less than 21 clear days' notice of the Annual General Meeting (AGM) will be given to all members by the Secretary.

The AGM will receive a report from officers of the Committee and a statement of the independently reviewed accounts.

The quorum for AGMs will be 10% of the Shooting Membership (excluding Associate Members). All Shooting Members except Associate members have the right to vote at the AGM.

Election of officers is to take place at the AGM. Nominations in writing for officers shall be sent to the Secretary no less than 14 days prior to the AGM. A nomination may only be made on the part of a Shooting Member (except an Associate Member) and must be seconded by a Shooting Member (except an Associate Member). In the event that a post is vacant prior to the AGM, the Committee may accept such nominations and secondments at the AGM.

Eligible members each have the right to cast a single vote for their choice of candidate for each position, or they may abstain from voting in respect of any position. Members may not vote against a candidate. In the event that there is only a single candidate for a particular position, then providing that candidate is eligible and their nomination has been properly seconded, that candidate shall be deemed elected without the need to hold a vote.

Extraordinary General Meetings (EGMs) may be called either by the Committee or in writing by a minimum of 5 Shooting Members (except Associate Members), who shall inform the Secretary of the purpose of such an EGM. The Secretary shall convene the EGM within 21 days of receipt of the request and the agenda thereof shall consist solely of the purpose(s) specified. Administratively, procedures for EGMs will be the same as for the AGM.

AGMs and EGMs shall be chaired by the President or Vice-President for the time being, unless doing so would create a conflict of interest. In the absence of the President or Vice-President, then the Chair of the Committee shall chair such meetings, unless doing so would create a conflict of interest.

8. Discipline and appeals

Members violating the Archery GB and/or Club rules and/or policies are subject to discipline.

It is hoped that disciplinary matters of a minor nature can be resolved informally, but if this is not possible then a disciplinary procedure is to be followed.

The Club has adopted the example Disciplinary Procedure for Clubs published by Archery GB.

All complaints regarding the behaviour of members should be submitted in writing to the

Secretary, or, should that create a conflict of interest, to the Chair.

If the matter cannot be resolved informally, then the Secretary shall, within 14 days of receiving the complaint, convene a Committee Meeting at which a Disciplinary Panel, consisting of three persons with no conflicting interest in the complaint, shall be appointed. The Club may ask suitable non-members to be part of the Disciplinary Panel in this regard.

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 7 days of the hearing.

In line with the Archery GB example Disciplinary Procedure there will be, within 7 days of the original decision being received by the member involved, the right of appeal to an Appeals Panel comprising three non-conflicted persons, none of whom were members of the original Disciplinary Panel. The decision of a properly-constituted Appeals Panel that complies with the Disciplinary Procedure shall be final, however there shall be no bar to the member involved making further appeals to County, Region or Archery GB (as the case merits) if it is felt that due process has not been followed by the Club or the Appeals Panel.

9. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a two thirds majority vote of Shooting Members (except Associate Members).

In the event of dissolution, any assets of the Club that remain after settlement of liabilities will become the property of Archery GB or disposed of in accordance with their direction.

10. Amendments to the constitution

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