

**CRYSTAL PALACE
BOWMEN**
CRYSTAL PALACE JUNIOR BOWMEN
CRYSTAL PALACE PARA BOWMEN
CONSTITUTION



January 2016
(To be ratified)



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- 1. NAME**

The Club shall be called “**CRYSTAL PALACE BOWMEN.**” The postal address shall be that of the Honorary Secretary. The Junior section shall be called “Crystal Palace Junior Bowmen” **The disabled section shall be called “Crystal Palace Para Bowmen”** The constitution shall apply to all sections of the club as **applicable.**
- 2. PURPOSE**

To encourage interest in and the practice of target archery.
- 3. MEMBERSHIP**

All members as defined below shall be elected to membership by the committee following written application.

 - 3.1 FULL**

Persons aged 18 years and over.
 - 3.2 DISABLED / VI**

Those archers who by means of any disability meet the criteria for disability laid down by AGB.
 - 3.3 JUNIOR**

Persons under the age of 18 years
A parent/guardian (who may be either a Full, Associate or Non-shooting member), or a Sponsor (who must be a Full member), must be in attendance at all times the Junior is present at the Club. (See **3.7.6**).
 - 3.4 NON SHOOTING**

Persons aged 18 years and over.
 - 3.5 HONORARY**

Persons whom the Club wishes to honour for their services to archery or the Club.
 - 3.6 ASSOCIATE**

Persons joining the Club who are already members of another club, through which affiliation fees are paid, **or who are direct members of AGB, and their local region and County**
 - 3.7 PROBATION**
 - 3.7.1 Probationary Period**

A probationary period of one year from the date of written application shall be served by all members.
 - 3.7.2 Completion of Probation**

On completion of the probation period the committee will consider the **continuation of membership** in the appropriate category defined in **3.** above.
 - 3.7.3 Revocation of Membership**

The committee is empowered to revoke the membership of any probationary member at any time within the period of their probation
 - 3.7.4 Probationary Members of 18 years or over**

Probationary members of 18 years or over shall be responsible for their own conduct both on and off the shooting line, but may only shoot when a Full member is present



3.7.5 Probationary Members under 18 years of age

Probationary members under 18 years of age shall be subject to the same conditions as apply to Junior members as laid down in rules **3.2** and **3.3** above.

3.7.6 Responsibility for Behaviour and Conduct of Junior Members

The parent or guardians, and/or Sponsors, required for members defined in rule **3.3** shall be responsible for their charges' behaviour and conduct at all times whilst not on the shooting line, but subject to the overall authority of the elected or nominated Target Archery Captain. (See **7.4**).

3.7.7 Children and Vulnerable Adults

Crystal Palace Bowmen believe that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. This club has therefore adopted the principles of the AGB Protection of Children and Vulnerable Adults Policy to ensure peace of mind for both adults and children.

4. ELECTION TO MEMBERSHIP

4.1 Election

All members shall be elected by the committee.

4.2 Application for Membership

Candidates for election to membership shall be considered by the next meeting of the committee following receipt by the honorary secretary of the candidate's application, which shall be in writing.

4.3 Quorum for Election of Members

Two-thirds of the committee shall be a quorum for an election of members.

4.4 Revocation of Membership

The committee reserve the right to revoke the membership of any Probationary member at any time, with no recourse to section **8**, within the period of one year from the date of their application. There will be no refund of monies paid.

5. MANAGEMENT OF THE CLUB

5.1 Club Officers

5.1.1 The Officers of the Club:

The President (who shall not have a committee vote, but who may hold another office).

The Chairman

The Honorary Secretary

The Honorary Treasurer

The Records Officer

The Target Archery Captain

Tournament/Match Organizer

The Equipment Officer

The Child Protection Officer

Other such Officers as the Club might, from time to time, decide in general meeting.

5.1.2 Election at AGM

The Officers shall be elected at the Annual General Meeting of the Club, from amongst the members of the Club. This may not apply to the CPO who must hold a current valid Criminal



Records Bureau certificate before election in line with AGB policy. If a member is elected to the post of CPO who does not hold such a certificate then he / she may not take up that post on the committee until such time as 'cleared' by AGB.

5.1.3 Period of Office

The Officers shall retire annually and be eligible for re-election.

5.1.4 Election by the Committee

Exceptionally, Officers may be co-opted from amongst the members of the Club, without prior notice, by the committee. Officers so elected shall serve only until the next Annual General Meeting, but shall be eligible for re-election.

5.2 MANAGEMENT COMMITTEE

5.2.1 Conduct of Affairs of the Club

The affairs of the Club shall be conducted by a committee consisting of the officers of the Club (as listed in **5.1.1** above) and at least one other full member elected to a supernumerary position at the Annual General Meeting. (Any supernumerary so elected shall not serve for two consecutive years as supernumerary, but may stand for re-election as an officer.)

5.2.2 Committee Quorum

Two-thirds of the committee shall form a quorum.

5.2.3 Decisions by the Committee

The decision of the majority of the committee present at any meeting shall prevail and, in any case where those of the committee are equally divided, the Chairman or other member acting as Chairman in the Chairman's absence, shall have an additional casting vote.

5.2.4 Frequency of Meetings

The committee shall meet at least six times in any calendar year, with a minimum of one calendar month between any two meetings. Each committee member shall receive from the Honorary Secretary at least seven days notice of every meeting.

5.2.5 Attendance at Meetings

Any member of the committee who does not attend at least half of the committee meetings in the year for which elected, shall not be eligible to serve as an officer, or a member of the committee until one full year has elapsed.

5.3 Selection Sub-Committee

A sub-committee shall be elected at the Annual General Meeting to select teams to represent the Club at "invitation team shoots". This sub-committee shall consist of:

The Records Officer plus

Two other persons elected at the Annual General Meeting from the Full members.

A notice shall be placed in the equipment hut giving details of each invitation shoot entered and the names of the members selected to represent the Club. The notice shall be signed by a member of the selection committee.

5.4 GENERAL MEETINGS

5.4.1 Date for Annual General Meeting

The Annual General Meeting of the Club shall be held after the end of the financial year and before the 1st of March.

5.4.2 Extraordinary General Meeting

In addition, an Extraordinary General Meeting of the Club shall be held whenever the committee think it expedient, or within one month of a written request delivered to the honorary secretary, signed by at least one-third of the Full members entitled to vote and stating the purpose for which the meeting is required.



5.4.3 Notification of General Meetings

A Notice, which shall include the Agenda, for every general meeting shall be given to all members, by the honorary secretary, at least seven days prior to the meeting.

5.4.4 Written Notification of Resolutions

Any general meeting may also consider and vote upon any resolution proposed by a Full member, of which, written notice has been given to the honorary secretary at least two days prior to the meeting.

5.4.5 Qualification for attending General Meetings

All members who have paid their current subscription shall be entitled to attend any general meeting. Full, Junior and Honorary members shall be eligible to vote as will Associate members who have Crystal Palace as their nominated club

5.4.6 Secret Ballot

Any resolution affecting a member personally shall be voted on by secret ballot.

6 FINANCE

6.1 FINANCIAL YEAR

The financial year shall run from 1st January to 31st December.

6.2 USE OF CLUB INCOME

The income of the Club shall be devoted to the furtherance of the Club and the fund shall not be distributed amongst the members.

6.3 ANNUAL SUBSCRIPTIONS

6.3.1 Shooting Members (except Juniors)

The annual subscription for Full members shall consist of; (see 6.5 below).

1. The affiliation fee of **ArcheryGB**.
2. The affiliation fee of the Southern Counties Archery Society.
3. The affiliation fee of the Kent Archery Association.
4. The affiliation fee of any other body, joined in the furtherance of Archery, decided in general meeting.
5. The sum decided in general meeting for the running of the Club.

6.3.2 Non-shooting Members

Non-shooting members shall pay an annual subscription agreed in general meeting.

6.3.3 Associate Members

Associate members shall pay the annual subscription as for a Full member, less those affiliation fees already paid through their other Club. (current AGB number to be given to honorary treasurer when received from the other Club.)

6.3.4 Junior Members

The annual subscription for Junior members shall consist of: (see 6.5 below).

A sum decided by committee for the running of the club that will include monies towards the AGB, SCAS & KAA block fees.

6.4 PROSPECTIVE MEMBERS

Prospective members shall be allowed to shoot on six separate occasions before being required to apply for membership, subject to the payment of a visitor fee (to be agreed at the Annual General Meeting) for each occasion.



6.5 NON- PAYMENT OF SUBSCRIPTIONS

Any member who has not paid their subscription before the 1st May in that year shall cease to be a member.

6.6 CLOSURE OF THE CLUB

If the Club ceases operation, all assets shall be forwarded to the K.A.A.

If the Junior or Para section becomes too small to meet the AGB criteria then those remaining members will be subsumed into the main club and the fees adjusted accordingly.

7. RULES

7.1 OBSERVATION OF RULES OF SHOOTING

All members of the Club must observe the rules for shooting and safety from time to time laid down by the committee and ArcheryGB (AGB.). The attendance of carers / spotters may be required as deemed necessary.

7.2 OBSERVATION OF RULES OF ETIQUETTE

All members of the Club must observe the code of Etiquette as adopted by the Club and detailed at Appendix A. AGB. Rules of shooting definition.

7.3 CONTROL OF SHOOTING

When two (2) or more members are gathered to shoot and the elected Target Archery Captain is present, he/she will be responsible for the observance by members as defined in rules 7.1 and 7.2. If the elected Target Archery Captain is not present, the archers must nominate a Full member from those present to officiate in this capacity.

7.4 INTERPRETATION OF RULES 7.1 AND 7.2

Any rulings concerning the interpretation of rules 7.1 and 7.2 by the Target Archery Captain shall be final at the time but subject to inquiry by the full committee at the earliest possible date. (see also rule 9(b)) Any decision made by the committee shall be final and binding with no further appeal allowed.

7.5 ACCESS TO THE CLUB EQUIPMENT - JUNIOR MEMBERS

No Junior members (as defined in 3.3) will be allowed to purchase a key to the Club equipment sheds, under any circumstance, or be the holder of or otherwise use a key to the Club equipment sheds without the supervision of a Full or Associate member (as defined in 3.1 & 3.6).

7.6 ACCESS TO THE CLUB EQUIPMENT - PROBATIONARY MEMBERS

No Probationary member (as defined in 3.7) may shoot without a Full or Associate member being present or be allowed to purchase or otherwise gain possession of a key to the Club equipment sheds.

8 SUSPENSION AND EXPULSION

8.1 POWER OF COMMITTEE TO SUSPEND / EXPEL

The committee shall have the power to suspend and/or terminate the membership of any member for the wilful breach of the rules of the Club or for any conduct which is judged to render the member unfit continue in membership. However, a resolution to suspend or expel shall not be valid unless the committee is quorate and unanimous.

8.2 AUTHORITY OF TARGET CAPTAIN TO WARN / SUSPEND

The elected Target Archery Captain, or in their absence, the nominated Target Archery Captain, shall have the authority to warn and/or suspend any member, as defined in Section 3, for wilful or continued breach of the rules as defined in 7.1 and 7.2 subject to the conditions of 7.4.



8.3 FORFEITURE OF RIGHTS WHEN EXPELLED

Any member expelled in accordance with this rule shall forfeit all rights to claim upon the Club, its property and effects and shall cease to be a member of the club.

8.4 FORFEITURE OF RIGHTS WHEN SUSPENDED

Any member suspended in accordance with this rule shall be deemed not to be a Member of the Club and shall forfeit all rights and claim upon the Club, its property and effects during the period of suspension.

8.5 CESSATION OF MEMBERSHIP

On cessation of full, junior or associate membership of the club (for what ever reason) all items belonging to the cub shall be returned immediately (keys etc.).

9 REPORTS AND ACCOUNTS

9.1 HONORARY SECRETARY'S REPORT

Once every twelve months, the honorary secretary shall submit an annual report and the honorary treasurer shall submit an annual account of the Club to the general meeting.

9.2 INTERIM REPORTS AND ACCOUNTS

Interim reports and accounts may, at the discretion of the committee, be submitted to any general meeting.

9.3 CIRCULATION OF ACCOUNTS

Copies of the accounts shall be circulated to all, except non-shooting members, with the notice of the applicable meeting.

10 AUDITORS

Two honorary auditors shall be elected at each Annual General Meeting and shall be eligible for re-election.

11 AFFILIATIONS

The Club shall be affiliated to:

1. AGB (ArcheryGB)
2. S.C.A.S (Southern Counties Archery Society)
3. K.A.A (Kent Archery Association)
4. Any other body, affiliation to which would, in the opinion of the committee, further the objects of the Club.

12 AMENDMENT OF RULES

Alterations to the Rules and Constitution must be made by resolution at an Annual General Meeting. When an amendment has been agreed at the Annual General Meeting, a written notice of the alteration to the Constitution will be sent to all Club members within thirty days of the Annual General Meeting.