

Crystal Palace Bowmen

Constitution



January 2024

(Version: 4.2)



TABLE OF CONTENTS

1.	<u>NAME</u>	3
2.	<u>AFFILIATIONS</u>	3
3.	<u>PURPOSE</u>	3
4.	<u>MEMBERSHIP</u>	3
	4.1 Full	3
	4.2 Disabled / VI	3
	4.3 Junior (as defined by AGB being under 18)	3
	4.4 Non-Shooting	3
	4.5 Honorary	3
	4.6 Associate	3
	4.7 Probation	3
	4.7.1 Probationary Period	3
	4.7.2 Completion of Probation	4
	4.7.3 Revocation of Membership	4
5.	<u>ELECTION TO MEMBERSHIP</u>	4
	5.1 Election	4
	5.2 Application for Membership	4
	5.3 Quorum for Election of Members	4
6.	<u>MANAGEMENT OF THE CLUB</u>	4
	6.1 Club Officers	4
	6.1.1 The Officers of the Club:	4
	6.1.2 Minimum number of officers	4
	6.1.3 Election at AGM	5
	6.1.4 Holding of Multiple Posts	5
	6.1.5 Period of Office	5
	6.1.6 Election by the Committee	5
	6.2 Management Committee	5
	6.2.1 Conduct of Affairs of the Club	5
	6.2.2 Committee Quorum	5
	6.2.3 Decisions by the Committee	5
	6.2.4 Frequency of Meetings	5
	6.2.5 Attendance at Meetings	5
	6.3 Selection Sub-Committee	5
	6.4 General Meetings	6
	6.4.1 Date for Annual General Meeting	6
	6.4.2 Extraordinary General Meeting	6
	6.4.3 Notification of General Meetings	6
	6.4.4 Written Notification of Resolutions	6
	6.4.5 Qualification for attending General Meetings	6
	6.4.6 Secret Ballot	6
	6.5 Data protection	6
7.	<u>FINANCE</u>	6
	7.1 Financial Year	6
	7.2 Use of Club Income	6
	7.3 Annual Subscriptions	6



7.3.1	Shooting Members (except Juniors and young adults aged 18-25)	6
7.3.2	Associate Members	7
7.3.3	Junior Members and Young Adults	7
7.3.4	Non-shooting Members	7
7.4	Prospective Members	7
7.5	Refund of Membership Subscription	7
7.6	Non-Payment Of Subscriptions	7
7.7	Closure Of The Club	7
8.	RULES	7
8.1	Safeguarding – Children & Vulnerable Adults	7
8.2	Safeguarding – Extremism and Radicalisation	7
8.3	Probationary Members of 18 years or over	8
8.4	Probationary Members under 18 years of age	8
8.5	Responsibility for Behaviour and Conduct	8
8.6	Observation Of Rules Of Shooting	8
8.7	Control Of Shooting	8
8.8	Interpretation Of Rules 6	8
8.9	Access To The Club Equipment – Junior Members	8
8.10	Access To The Club Equipment – Probationary Members	8
9.	SUSPENSION AND EXPULSION	8
9.1	Authority Of Target Captain To Warn / Suspend	8
9.2	Power Of Committee To Suspend / Expel	8
9.3	Forfeiture Of Rights When Expelled	9
9.4	Forfeiture Of Rights When Suspended	9
9.5	Termination Of Membership	9
10.	REPORTS AND ACCOUNTS	9
10.1	Secretary's Report	9
10.2	Interim Reports and Accounts	9
11.	AUDITORS	9
12.	AMENDMENT OF RULES	9



1. NAME

The Club shall be called “**CRYSTAL PALACE BOWMEN.**” The postal address shall be that of the Secretary. The constitution shall apply to all club members.

2. AFFILIATIONS

The Club shall be affiliated to:

1. AGB (Archery GB)
2. SCAS (Southern Counties Archery Society)
3. KAA (Kent Archery Association)
4. Any other organisation, in the opinion of the Committee, furthers the objects of the Club.

3. PURPOSE

To encourage interest in and the practice of target archery.

4. MEMBERSHIP

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

4.1 Full

Persons aged 18 years and over. This includes ‘Young Adults’ as defined by AGB (aged 18-25).

4.2 Disabled / VI

Those archers who by means of any disability meet the criteria for disability laid down by AGB but who nonetheless are full members of the club.

4.3 Junior (as defined by AGB being under 18)

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 8.5).

4.4 Non-Shooting

Persons aged 18 years and over.

4.5 Honorary

Persons whom the Club wishes to honour for their services to archery or the Club.

4.6 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.

4.7 Probation

4.7.1 Probationary Period

A probationary period of six months from the date of acceptance by the Committee shall be served by all members. The Committee reserves the right to extend the probationary period.



4.7.2 Completion of Probation

Upon completion of the probation period, unless the Committee or a full member of the club has raised a concern over a probationary member, the probationary period will be considered to have been fulfilled. The probationary member will then continue their membership in the appropriate category defined in section 4 above.

4.7.3 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 probationary period. There will be no refund of monies paid.

5. ELECTION TO MEMBERSHIP

5.1 Election

All members shall be elected by the Committee.

5.2 Application for Membership

Candidates for election to membership shall be considered by the next meeting of the Committee following receipt by the Secretary of the candidate's application form.

5.3 Quorum for Election of Members

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

6. MANAGEMENT OF THE CLUB

6.1 Club Officers

6.1.1 The Officers of the Club:

- The President (is a non-elected post who shall not have a Committee vote, but who may hold another office).
- The Chairman
- The Secretary
- The Treasurer
- The Records Officer
- The Target Archery Captain
- Tournament/Match Organizer
- The Equipment Officer
- The Welfare Officer (is an appointed post who shall not have a Committee vote)
- Other such members as the Committee might decide.

6.1.2 Minimum number of officers

Should at any time the club find itself unable to fulfil all posts listed in 6.1.1 the committee should at minimum consist of:

- The Chairman
- The Secretary
- The Treasurer
- The Welfare Officer



6.1.3 Election at AGM

The Officers shall be elected at the Annual General Meeting of the Club, from amongst the members of the Club. The Welfare Officer must hold a current valid Disclosure & Barring Service certificate (DBS) issued by AGB in line with AGB policy.

6.1.4 Holding of Multiple Posts

It is not permitted for any member to hold more than one of the posts detailed in 6.1.2 at the same time. The exception to this being if a committee member were unable to carry out their duties or removed from post. Under these extreme circumstances these duties would temporarily be conducted by the Chairman until such time as a suitable replacement was nominated.

6.1.5 Period of Office

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

6.1.6 Election by the Committee

The Committee may co-opt from amongst the members of the Club, without prior notice. Members so co-opted shall serve only until the next Annual General Meeting or when the purpose for which they have been co-opted has been fulfilled.

6.2 Management Committee

6.2.1 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 6.1.1 or 6.1.2 above).

6.2.2 Committee Quorum

Two-thirds of the Committee shall form a quorum.

6.2.3 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.

6.2.4 Frequency of Meetings

The Committee shall meet at regularly dispersed intervals throughout the calendar year. A minimum of 6 meetings shall be held. Meetings should be held with a calendar month between them; however, the committee may convene working groups outside these occasions in order to progress club matters. Summary of output from these meetings, should they occur, shall be captured within the minutes of the next full committee meeting. Each Committee member shall receive from the Secretary at least seven days' notice of every meeting.

6.2.5 Attendance at Meetings

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

6.3 Selection Sub-Committee

A sub-committee may be appointed by the Committee to select teams to represent the Club at "invitation team shoots".

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.



6.4 General Meetings

6.4.1 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.

6.4.2 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 Secretary, signed by at least one-third of the members entitled to vote and stating the purpose for which the meeting is required.

6.4.3 Notification of General Meetings

A notice which shall include the agenda, for every general meeting shall be given to all members, by the Secretary, at least 21 days prior to the meeting.

6.4.4 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 Secretary at least two days prior to the meeting.

6.4.5 Qualification for attending General Meetings

All members who have paid their current subscription shall be entitled to attend and vote at any general meeting. Only full members of the club are eligible to vote.

6.4.6 Secret Ballot

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

6.5 Data protection

The club will adhere to the requirements the Data Protection Act 2018.

7. FINANCE

7.1 Financial Year

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

7.2 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.

7.3 Annual Subscriptions

7.3.1 Shooting Members (except Juniors and young adults aged 18-25)

The annual subscription for Full members shall consist of: (see **7.6** below).

1. The affiliation fee of Archery GB.
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 at an Annual General meeting.
5. The sum decided in general meeting for the running of the Club.



7.3.2 Associate Members

Associate members shall pay the annual club subscription only as for a full member.

7.3.3 Junior Members and Young Adults

The annual subscription for junior members and Young Adults shall consist of:

1. The affiliation fee of Archery GB.
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.

7.3.4 Non-shooting Members

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

7.4 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.

7.5 Refund of Membership Subscription

Any member who requests a refund of their subscription fee, must do so in writing to the Club Secretary and the member's annual membership fee must have been paid in full at the time of the request.

Only whole unused quarters may be refunded from the date the Club Secretary has been notified.

A member who has received a refund, may not re-apply for membership for a period of 12 months.

7.6 Non-Payment Of Subscriptions

Any member who has not paid their subscription by the 28th February in that year shall cease to be a member.

All affiliation fees must be paid up in full by 31st August in that year.

7.7 Closure Of The Club

If the Club ceases operation, all assets shall be forwarded to the Kent Archery Association.

8. RULES

8.1 Safeguarding – Children & Vulnerable Adults

Crystal Palace Bowmen is fully committed to supporting all members to achieve their potential in archery. Safeguarding is **everyone's** responsibility. Crystal Palace Bowmen have developed [policies](#) and procedures that are in line with AGB's own [safeguarding policies](#) to ensure that we provide a positive and supportive environment where our members are protected from harm and we are committed to providing information to educate everyone within the Club about best practices and how to report and/or address concerns.

8.2 Safeguarding – Extremism and Radicalisation

All members of CPB should be vigilant about potential exposure to radicalisation online and if you hear or see anything that worries you, you should report it to one of the Club Welfare Officers.



8.3 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 key holder is present.

8.4 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 rule 4.3 above.

8.5 Responsibility for Behaviour and Conduct

It is every members responsibility to ensure that they are familiar with the clubs Constitution and Code of Conduct and conduct themselves in a manner that does not contravene the guidelines set out in the club's policy documents which are available on the club [website](#).

The parents or guardians, and/or sponsors, required for members defined in rule 4.3 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.

8.6 Observation Of Rules Of Shooting

All members of the Club must observe the rules for shooting and safety laid down by the Committee and Archery GB. The attendance of carers / spotters may be required as deemed necessary.

8.7 Control Of Shooting

When two or more members are gathered to shoot and the elected Target Archery Captain is present, they will be responsible for the observance of the rules of shooting by all members. If the elected Target Archery Captain is not present, the archers must nominate a full member from those present to officiate in this capacity.

8.8 Interpretation Of Rules 8.6

Any rulings concerning the interpretation of the rules by the Target Archery Captain shall be final at the time, but subject to inquiry by the full Committee at the earliest possible date. Any decision made by the Committee shall be final and binding with no further appeal allowed.

8.9 Access To The Club Equipment – Junior Members

No junior members (as defined in 4.3) will be allowed to hold a key to the Club equipment sheds, under any circumstance, or be the holder of, or otherwise use a key to the sheds without the supervision of a full or associate member.

8.10 Access To The Club Equipment – Probationary Members

No probationary member may shoot without a full or associate member being present or be allowed to hold or otherwise gain possession of a key to the Club equipment sheds.

9. SUSPENSION AND EXPULSION

9.1 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 for that shooting session any shooting member for wilful or continued breach of the rules.

9.2 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 to continue their membership. However, a resolution to suspend or expel shall not be valid unless the Committee is quorate and unanimous.



9.3 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.

9.4 Forfeiture Of Rights When Suspended

Any member suspended by the Club, or an affiliated organisation 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.

9.5 Termination Of Membership

On termination of any membership from the club (for whatever reason) all items belonging to the club shall be returned immediately (E.g. shed keys, etc.).

10. REPORTS AND ACCOUNTS

10.1 Secretary's Report

Once every twelve months, the Secretary shall submit an annual report and the Treasurer shall submit an annual account of the Club to the Annual General meeting.

10.2 Interim Reports and Accounts

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

11. AUDITORS

An honorary auditor shall be appointed at each Annual General meeting and shall be eligible for re-election.

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 meeting.