



Est.1952 (as Overton Archers)

Archery GB (formally G.N.A.S.), N.W.A.S., and W.A.A. affiliated

CONSTITUTION AND RULES

Ratified January 2013

Updated July 2016 - see changelog

1. The club shall be known as "Wrexham Bowmen," hereafter referred to as the club within this document.
2. The postal address of the club shall be that of the current club secretary.
3. The Club and its members shall accept the Archery GB, (formally G.N.A.S.) as the governing body.
4. The Club and its members shall promote an interest in Archery in its many forms, (other than Bow Hunting and Crossbows). And introduce new members and give safe instruction in the Sport.
5. The club and its members shall ensure safe facilities are available for the purpose of shooting following the rules of shooting laid down by Archery GB
6. The Club and its members shall offer support and guidance to a fellow archer if they appear to be struggling with any aspect of archery, in order to aid improvement in the skills of fellow archers and promote safer shooting practices within the Club.
7. The Club is to be non-profit making.
8. The club will hold its Annual General Meeting (AGM) every year in January. All club members are expected to attend the AGM.
9. The affairs of the club shall be managed by 9 Officers who shall be elected at the clubs Annual General Meeting; they shall hold this post for a minimum of 2 years. As well as these officers there shall also be 2 elected Club Representatives to ensure club representation at affiliated association events. These 9 officers and 2 Club Representatives constitute the 'club committee'.
10. The Officers of the club shall be
 - Chairperson
 - Treasurer
 - Secretary
 - Coaching/Training Officer
 - Records Keeper
 - Equipment Officer
 - Child Protection Officer/s (If available, the position can be shared by a male and female)
 - Tournament Secretary
 - Field Course Officer
 - Social Secretary
11. At the end of their 2-year period a Club Officer or Representative may continue with the post if the majority of the members accept it at the AGM.
12. The Club Officers shall meet regularly, no more than 3 months apart to discuss club matters. Any matter that requires acceptance by the committee requires no less than 5 positive votes in order to be considered accepted by the club. The chairperson shall have a final casting vote in the event of a tie. There must be at least five Club Officers available for a meeting in order to form a quorum.

13. The Officers of the club shall endeavour at all times to keep the club running according to Archery GB rules and guidelines.
14. For insurance purposes there shall only, and always be 4 sets of keys belonging to the club for access to school premises and club equipment; and that these keys shall be the responsibility of named Club Officers only who shall be registered with the school and police as key holders. Moreover, at no time are keys to be passed from a Club Officer to a regular club member for the purpose of opening up or closing down the club, without prior agreement between at least two of the club officers.
15. Regular meetings of the club open to all members shall be held on a Sunday and at intervals to be decided on by the members (preferably no longer than two weeks after a club officers meeting has taken place) thus allowing a clear forum for the passing on, and exchanging of information. At these meetings, any member may bring up any subject and express their views. All members are entitled to one vote (the Club C.P.O. would also place a vote on behalf of the clubs junior members following the majority decision). In the event of a tie, the Chairperson has the casting vote, in the Chairpersons' absence the casting vote shall go to the clubs Treasurer. A quorum shall consist of a minimum of seven members, four of whom must be Officers of the club.
16. Membership of the club shall be open to ladies and gentlemen aged 18 years and over, Cadet Members between 16 to 17 and to Junior Members between the ages of 11 and 15 years inclusive, but in the case of Junior Members only with the continued presence of a parent/guardian while in attendance at the club or at competitions away from the club to ensure the well-being of the Junior Member.
17. Senior members of the club must take responsibility for supervising the Junior Members when they shoot, however once away from the shooting line, the parent/guardian becomes responsible once more for the Junior Member.
18. The club will operate three levels of membership, they shall be
 - Senior Member (Persons 25 years and over)
 - 18 - 24 Member (Persons 18 - 24 years)
 - Cadet Member (Persons 16 - 17 years)
 - Junior Member (Persons 11 - 15 years)
 - Honorary Member (Awarded to any member for a distinguished service to the club)
19. Any member of the club may nominate someone for an Honorary Membership, but it must be voted on at the club AGM, during which time the duration of this title shall also be set (e.g. Honorary Member for 1, 2 or 3 years etc., or Honorary Member for life).
20. The financial year of the club shall start on 1st April and finish on 31st March.
21. All club subscriptions are due by end September annually and are to be paid by cash or cheque to the Treasurer. The club membership fees and 'shooting fees' will be proposed by the treasurer, discussed and ratified at the AGM in January, to become effective for that year's **September**, when memberships and affiliation fees are due for re-newel.
22. The annual club subscription will be set at a level sufficient to cover the costs of outdoor and indoor archery plus the annual Archery GB, N.W.A.S. and W.A.A. Fees. Members not affiliating to the regional clubs **MUST** join Archery GB Directly.
23. Applications for membership will be subject to a pro-rata system, meaning new members' first years' membership subscription payment would be dependent on the date of their joining.
24. The club element of the annual subscription for Juniors, Students, Disabled and O.A.P.'s aged 65 and above shall always be set at half the full adult rate.
25. Existing members not having paid or started to pay their club fees by 2nd week in October may have all shooting rights withdrawn until the full annual subscription has been paid to the Treasurer.
26. Should a member feel that they cannot renew their subscription on financial grounds, the Club Committee reserve the right to waive club fees for a set period of time due to exceptional circumstances being faced by the member in question; this would not include the Archery GB annual fee which would still need to be met. This provision can be put into operation upon application to the Club Treasurer, who shall then call a meeting of the club committee to discuss the case privately and with discretion.

27. New members must be introduced and proposed by existing members of the club and approved by the club membership at one of the regular meetings; Or have fully attended a club run beginners course and shown an acceptable level of competence.
28. Visiting archers wishing to shoot at our club may do so by applying to the Club Secretary in advance, or by being introduced by an existing club member, visiting archers will be expected to pay the same 'day shooting fee' as club members – Archery GB or WA registered members only (membership card/number may be requested)
29. Club day is Sunday. Possible shoots on other days may be arranged, to be decided by the members on a week-by-week basis – regular shooting fees (as set at the AGM) will apply to these extra days.
30. Fees may be charged at the discretion of the Club Officers for the loan of club equipment away from the club. This fee level is to be recommended by the equipment officer, and set and agreed at a regular club meeting by all members. Club equipment can only be loaned out to an individual club member for a maximum of three months, the item must be returned to Club Equipment Officer in good condition within this time span or the individual may be billed for the full cost of replacement item. The same member may re-loan the same equipment again, once it has been checked by the Equipment Officer for wear/damage.
31. The club shall affiliate each year to the Governing bodies of Archery GB; N.W.A.S; and W.A.A. and shooting shall be carried out under Archery GB or WA. Rules. This includes the code of conduct expected of archers of any age; the dress code should also be observed.
32. An Extra-ordinary General Meeting may be called within 14 days of receipt by the Secretary of a written, signed request from any five members of the club. The request must state the nature of the meeting. And in the event of an E.G.M. being called – only the issue giving rise to the meeting shall be discussed, there shall be no other business covered during an E.G.M.
33. A quorum of five Club Officers can cancel or refuse membership to an individual without giving reasons except to the person concerned.
34. Disciplinary Matters arising shall be dealt with by the Club Officers in as private and discreet a manner as possible.
35. Any member expelled for misconduct shall not receive a refund of any fees paid.
36. Discretionary power is given to the Officers to decide a course of action for any circumstances that are not specifically covered by this constitution.
37. Parents or Guardians of junior archers attending beginners' courses must remain in attendance for the full duration of the course to ensure the well-being of the junior archer. In the event these juniors subsequently join the club, the parent or guardian is also required to be in attendance whilst their child/children are shooting. They must also provide the club with a contact number upon joining the club. It is also the responsibility of the parent/guardian to make the club aware of any medical conditions the junior may have or any physical or learning disabilities the junior may have before they join the club.
38. Dissolution of the club requires the calling of an E.G.M. to discuss the fate of the club. During such a meeting ONLY the fate of the club is to be discussed and no other business. Dissolution can only be brought into effect by a vote of the Club Officers and existing club members present at the E.G.M. and can only be carried by a $\frac{3}{4}$ majority in favour. Upon dissolution of the club, as it is a none-profit making club; all assets belonging to the club shall be sold or donated to neighbouring Archery clubs. All debts outstanding by the club are to be paid up in full (e.g. outstanding rent), and any grant/loans taken out by the club for specific projects that have not yet been fulfilled shall be returned to the sponsor/s. Once these conditions have been met and there are no claims against the worth of the club; any credit left in the Wrexham Bowmen Account shall be held 'In Trust' for a period of 12 months from the date of the final action of dissolution. These funds can be used for the sole purpose of re-starting the club (within the 12 months stipulated) should interest be adequate to support a functioning Archery Club within the Wrexham area. Also, at the E.G.M. a beneficiary shall be (provisionally) named to receive the trust fund in the event that after the 12 months of inactivity, the club has NOT been re-started.
39. A copy of this 'Constitution and Rules' document should be given to each member of the club for their own records, and subsequently to each new member joining the club.

Changelog July 2016

- A. Sections have been renumbered for simplification
- B. New club officer position added, that of Field Course Officer
- C. Option for shared CPO position
- D. 18 - 24 club membership added
- E. Senior member age ranges changed to 25+
- F. Junior member age range changed to 11 - 15 years
- G. Cadet club membership added (age range 16 - 17 years)
- H. Change of GNAS to Archery GB
- I. Change of FITA to WA