



# City of Cambridge Bowmen

## Club Constitution and Rules

### 1. Name, Objects and Insignia:

- a. The Club shall be called "City of Cambridge Bowmen".
- b. The objects of the Club shall be to foster the ancient pastime of ARCHERY, and to engage in any other activities which the members may consider contribute towards this end, or may be reasonably associated with it.
- c. The Club colours shall be pillar box red and gold.
- d. The badge shall be shield shaped, pillar box red filled, outlined in gold, with a gold bow at full draw with both hands and wrists showing. The letter ' C ' at the two top points and the letter ' B ' at the base point.

### 2. Membership:

- a. Full members and non-shooting members shall be persons who have paid their appropriate Membership Fee. See 3.f
- b. The expulsion or suspension of members shall be by the Committee elected under Rule 6.
- c. Junior members shall be persons who have reached their 10th birthday, but not their eighteenth birthday and who have paid the subscription under Rule 3
- d. The Committee may elect suitable persons to be honorary members. They need pay no subscriptions but will have all the rights and privileges of a full member.

### 3. Subscriptions:

- a. The Club subscription schedule shall be set at each AGM for Adult, Junior, Non-shooting members, Seniors (+65), Joint Memberships (Two adults sharing the same address, Adults and Juniors), Family memberships. The target fees for Visitors as defined in rule 9 are also to be set at the AGM.
- b. The Club subscription will be due at the AGM held on April 1st, or the nearest convenient date, and will be for twelve months. The amount payable to be paid no later than May Day.
- c. Members falling into arrears with their subscriptions may be suspended by the Committee or their membership terminated.
- d. All other fees i.e. Archery GB, SCAS and County shall be paid by each member through the club secretary as and when due.
- e. A full member will be one who has paid the appropriate fees in 3a, or one who has received an honorary membership as set out in 2d, and in both cases the fees in 3d must be paid via the club (CCB) City of Cambridge Bowmen.

### 4. General Meetings:

- a. An Annual General Meeting open to all members shall be held on or about the 1st April each year, only full members as in 3.e have any voting rights.



## City of Cambridge Bowmen

- b. A General Meeting or EGM may be called by the Committee at any time.
- c. A General Meeting or EGM may be called by the Secretary, on receiving a written request signed by four full members.
- d. The Secretary shall place upon the agenda for any meeting called, under 4a, b or c any matter requested by the Committee, or any matter requested in writing by two full members.
- e. Before any meeting is held under Rules 4a, b or c, fourteen days clear notice in writing must be given to all members, and the agenda must be set out in the notice.
- f. Final authority in matters pertaining to the Club shall reside in any meeting called under Rules 4a, b or c, each full member shall have one vote on any motion set before the meeting and the Chairman of the meeting having a casting vote in case of a tie.
- g. A quorum for any meeting called under Rules 4a, b or c, shall be eight members

### 5. Officers:

- a. There shall be a Chairman, Honorary Secretary, Honorary Treasurer, Captain, Records Officer, Equipment Officer, Tournament Organiser, elected at the AGM holding office for one year from the 1st April.
- b. The Chairman, when present, shall preside at any General Meeting or meeting of the Committee appointed under Rule 6. In the absence of the Chairman their appointed deputy shall preside.
- c. The Captain shall appoint their Vice Captain, on or soon after their election. The Captain, or their appointed deputy, shall be in charge of all shooting meetings, and their directions must be obeyed by all members.
- d. In addition to the above Officers, there may be up to 3 (three) Non-Officer committee members, whose role shall be to represent the views of members, assist the committee and take on tasks as and when useful. These Non-Officer roles shall only be filled if there is already an elected Chairman, Honorary Secretary, Honorary Treasurer and Tournament Organiser. These Non-Officer committee members shall be elected at the AGM and shall not be eligible for reduced membership fees unless taking on specific roles within the Committee

### 6. Executive Committee:

- a. All officers included in 5a shall be elected at the AGM to form an Executive Committee, which shall have full power to administer the affairs of the Club, subject to the decisions of the Annual or other General Meetings.
- b. Three members of the Committee shall form a quorum at any meeting of the Committee, with decisions ratified at the next full meeting of the Committee.
- c. An elected officer may serve for 3 (three) consecutive years at which time the officer must offer to stand down from their elected role. If there is no nomination for the role being carried out by that officer, they may serve for 1 (one) or more years, if agreed by those attending the AGM while a new officer is found. It is suggested that a member should not serve more than 6 consecutive years on the committee and



## City of Cambridge Bowmen

should advertise their role as available at the AGM to allow other members to replace them if so willing.

- d. No committee member may sit on the committee of any other Archery Club and must affiliate to Archery GB etc via CCB
- e. A committee member must be a full member of the club as per 3.f
- f. All the elected executive committee will be entitled to a fifty per cent reduction in their appropriate club fees
  - i. For joint membership where only one member is serving on the committee the full joint fee will be divided by the number of members in the fee and the committee members part of the fee will be reduced by 50 per cent.
  - ii. This reduction does not extend to those mentioned in 5.d (Chairman Deputy) or 5.c (Vice Captain) nor those co-opted on to the committee to help for specific tasks or in 6.g
- g. The Committee may co-opt members to fill casual vacancies occurring during the year.

### **7. Annual Reports, and Accounts**

- a. At the AGM the Committee shall report, through suitable officers, upon the past year of the Club, and the Honorary Treasurer shall present a statement of accounts.
- b. A financially competent person, or persons, not being officers or of the Committee shall be required to conduct an 'Independent Examination' (or equivalent process) of the accounts on an annual basis.

### **8. Shooting Rules:**

- a. In all aspects, The Shooting Regulations of Archery GB shall be followed as laid down in the "Rules of Shooting".

### **9. Visitors:**

- a. Any member may introduce a guest to shooting meetings, and on such other occasions as the Committee may decide, but the Member must be responsible for seeing that the guest obeys the rules of the Club, and that any fee required by the Club is paid.. The Captain or committee member should be notified before bringing a guest
- b. The Chairman and Captain shall be exempt from any restrictions as to the number of guests they may introduce or the number of occasions upon which they may introduce any one guest. The Chairman and Captain shall also be empowered to waive any fee at their discretion.

### **10. Dissolution:**

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



## City of Cambridge Bowmen

- b. In the event of dissolution, any assets of City Of Cambridge Bowmen that remain will become the property of Cambridgeshire Archery Association (C.A.A.) and the Clubs who pay their subscription to that Association.