



**THE  
VALLEY BOWMEN  
OF  
HUDDERSFIELD  
(Established 1963)**

**CONSTITUTION**

**AMENDED VERSION FEBRUARY 2024**

## **1.0 Name, Purpose and Address**

THE VALLEY BOWMEN OF HUDDERSFIELD (VBH), founded in JUNE 1963 (hereinafter referred to as the "Club").

Its postal address shall be the address of the club secretary.

- 1.1 The purpose of the Club is to encourage, promote and develop the practice of Target Archery across the community together with the following:
  - Exchange of information regarding the further development of Target Archery.
  - Arranging local club competitions, championships, meetings, demonstrations and events.
  - Selecting competitors to represent the Club in competitions whether to be held in Great Britain or elsewhere.
  - Encouraging, arranging, promoting and assisting in promoting instruction and teaching of Target Archery.
  - Giving prizes, medals or other awards to competitors and officials who may be deemed worthy in the opinion of the Executive to receive such awards.
  - Support of all efforts which help towards the popularization of Target Archery.
- 1.2 The income and property of the Club shall be applied solely towards the maintenance of the Club property and Club objectives. There will be no distribution of funds to members.

## **2.0 Affiliation**

- 2.1 The Club shall be affiliated to Archery GB (the trading name of the Grand National Archery Society), the Club's governing body.
- 2.2 The Club rules of shooting shall not conflict with the Rules of Archery GB

## **3.0 Membership**

- 3.1 Membership should consist of officers and members 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 adopted.
- 3.2 Classes of Membership are as follows:
  - 3.2.1 Full Member (adult member paying either full or disabled rate Club membership fee)
  - 3.2.2 Junior Member (for those members under the age of 21 years paying a reduced Club membership fee)
  - 3.2.3 Honorary Member (adult member whose club membership fee is waived)
  - 3.2.4 Associate Member (adult or junior member paying the appropriate Club membership fee but who is affiliated to Archery GB through another club)
  - 3.2.5 Social Member (any person paying a reduced Club membership fee)
- 3.3 Any person whom the Club may wish to honour for services to the Club or sport may be elected at an Annual General Meeting of the Club as an Honorary Member for life (unless otherwise specified). Nomination for such an election shall be made to the Executive who will make a recommendation at an Annual General Meeting.  
The nomination must include the reason for such a nomination.

## **4.0 Application for Membership**

- 4.1 Membership applications shall be made on the official Club Membership Application Form available on the Club's website.
- 4.2 The acceptance or rejection of any application will be at the absolute discretion of the Executive Committee and the appeal against rejection shall lie to the members of the Club present at the General Meeting by way of a written appeal from the applicant.

## **5.0 Subscriptions**

- 5.1 The Club membership year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Membership fees for the coming year will be agreed by the Club Executive Committee at their January meeting. The agreed fee will apply from the 1<sup>st</sup> of April of the current year. All membership fees should be paid by the 30<sup>th</sup> of April. Any member not having paid by this date shall not be eligible to shoot until such time as the fees are paid.

## **6.0 Management**

### 6.1 OFFICERS OF THE CLUB:

The officers will be full or honorary club members as follows:

President  
Vice President  
Secretary  
Treasurer  
Membership Officer  
Records Officer  
Junior Liaison Officer  
Welfare Officer  
Entertainment Officer  
Club Member Representative

- 6.2 Subject to termination of office for any reason, such elected members shall hold office until the next following AGM (or when they leave the club if this is before the next due AGM) at which time they shall be subject to re-election.
- 6.3 All officers will retire each year but will be eligible for re-appointment.
- 6.4 The Executive Committee can appoint additional specialist officers as and when the need arises.

### 6.5 COMMITTEE

The Club shall be managed by an Executive Committee consisting of:

President  
Vice President  
Secretary  
Treasurer  
Membership Officer  
Records Officer



Junior Liaison Officer  
Club Member Representative

Only these posts will have the right to vote at meetings of the Club Executive Committee.

- 6.6 The duties and powers of the Executive, save as provided for in this constitution, shall be as per the Club rules and regulations. The Club Executive Committee will be convened by the secretary of the club and hold no less than six (6) meetings per year.
- 6.7 The Executive Committee may co-opt any persons who have a requisite special knowledge of qualification to assist them or act as special advisors or researchers with the running of the Club and such persons shall be duly obliged to serve and advise on any committees or sub-committees which may be duly appointed by the Executive, and which may be formed for any reason at the discretion of the Executive Committee. Such co-opted members need not necessarily be members of the Club.
- 6.8 The Club Executive Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club. They will have sole authority for the interpretation of these rules and any other regulation made from time to time by the Club membership and will not conflict with any AGB policies.
- 6.9 The decision of the Executive upon any question on interpretation or upon any matter affecting the Club and not provided for in these rules or regulations shall be final and binding on the members.  
The quorum required for business to be agreed at club Executive Committee meetings will be four (4). Proxy voting is not permitted
- 6.10 Every member of the Executive Committee has one (1) vote. In the case of a tie the chairperson will have a second or casting vote.  
The Executive shall have the power:
- a) To select members of a Club team for any approved competition or event and to sponsor, arrange coaching, travelling, funds or any other facilities in connection therewith.
  - b) To appoint any person to act as a representative to serve on any sub-committee for any purpose and to co-opt persons with a special skill or knowledge to assist such sub-committees.
  - c) To appoint a person to act as a representative of the Club when required.

## **7.0 Rules for Committee Meetings**

At meetings other than the Annual General Meeting of the Club the following rules shall apply:

### **7.1 NOTIFICATION:**

Dates for committee meetings will be set for the year at the November meeting. Any necessary documents / information / agenda will be emailed to the Executive Committee by the Secretary prior to the meeting date.

### **7.2 RECORDING SECRETARY:**

A Recording Secretary will be appointed for every meeting. and will prepare minutes for distribution to the membership within two (2) weeks of the meeting. This would normally be the Club Secretary but if unavailable then a recording secretary must be appointed from those present, and the minutes of the meeting submitted to the Club Secretary for distribution within two (2) weeks of the meeting.

### **7.3 ORDER OF BUSINESS:**

- a) Reading and approval of the minutes of the previous meeting
- b) Unfinished business from these meetings.

- c) New business and Any Other Business from the agenda.
- d) Place, date and time of the next meeting.
- 7.4 All decisions are taken by open ballots except when a secret vote is requested by 50% or more of the members present. An email vote can be conducted in the interval between meetings.
- 7.5 When a vote by email is required, the chairperson shall email to each member (and a copy to the Club secretary) a clear statement of the question to be voted upon with a request that each member send their vote before a stated date. Within eight (8) days of the closing of the email vote the chairperson shall email a report and the result of the vote to the Club Secretary. Non -response will be taken to signify an affirmative vote.

## **8.0 Finance**

- 8.1 All club monies will be banked in an account held in the name of the club. The club Treasurer will be responsible for the finances of the club.
- 8.2 The general supervision of funds shall be the responsibility and under the control of the Executive.
- 8.3 The financial year of the Club shall coincide with the calendar year (i.e., from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 8.4 An audited statement of annual accounts is to be presented by the Treasurer at the Annual General Meeting
- 8.5 Any monies drawn against Club funds should be authorised by the Treasurer plus one (1) other signatory.

## **9.0 General Meetings**

- 9.1 An Annual General Meeting shall be held in April of each year at the time and place to be determined by the Executive. The Secretary will give written notice of the AGM not less than twenty-eight (28) days before the meeting.
- 9.2 Any proposed amendments to this constitution or to Rules and Regulations shall be submitted in writing to the Club Secretary not less than fourteen (14) days prior to an Annual General Meeting (AGM) and such proposals shall be signed by two (2) club members.
- 9.3 Nominations for posts on the Club Executive Committee shall be sent to the Secretary twenty-eight (28) days prior to the AGM. All nominations must bear a proposer and a seconder.
- 9.4 All fully paid-up members have the right to vote at the AGM and shall have one vote only.
- 9.5 Voting will be on a simple majority basis by open ballot.
- 9.6 If the President so requires (in their absolute discretion) voting can be way of an email ballot and in the case of members who would otherwise be absent from a meeting due to ill health or prior commitment a proxy vote can be given.
- 9.7 Only those members who have paid for the new membership year (or started paying in installments) AND are physically present at the AGM are eligible to vote at the AGM.
- 9.8 The following business shall be transacted at the Annual General Meeting as required:
  - a) Election of the Club Executive
  - b) Election of the Club Officers
  - c) Acceptance of the President's report
  - d) Acceptance of the Club Secretary's report



- e) Acceptance of the Treasurer's report
- f) Acceptance of the Record officer's report
- g) Acceptance of the Junior Liaison officer's report
- h) Any other business brought before the meeting which has been submitted in writing to the Secretary not less than 14 days prior to the AGM and any other business deemed relevant by the Chairperson.
- i) Nomination of Honorary Members
- j) Revision of the Constitution
- k) Dissolution of the Club

Note: The Annual General Meeting can only deal with points on the agenda.

- 9.9 A special general meeting can be called by any three (3) FULL members giving 28 days written notice to the Secretary and their wish to cause such a meeting providing they specify in writing the purpose for the calling of such a meeting.
- 9.10 Extraordinary General Meetings can be called by the Executive Committee at any time. Procedures for EGM's will be the same as for the AGM.
- 9.11 All Annual General Meetings shall be chaired by the President. In their absence a Vice President shall take their place with full voting powers.

## **10.0 Discipline and Appeals**

- 10.1 All disciplinary, child protection and poor practice concerns shall follow guidelines as laid out by Archery GB at the time of the incident.
- 10.2 All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Welfare Officer is the lead contact for all Club members in the event of any child protection concerns.
- 10.3 All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary. Should the Club Secretary be part of a complaint the Club Chair, Welfare Officer or Club Treasurer should receive the written complaint.
- 10.4 The Club Executive Committee will meet to hear complaints within seven (7) days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including but not restricted to termination of membership of the Club.
- 10.5 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 seven (7) days of the hearing.
- 10.6 There will be a right of appeal if the complaint is still disputed following the Club committee panel review by referral from the Club committee Panel - of - Three (3) to the Chairman of the County Committee who shall be requested to appoint their own Panel - of - three (3) independent individuals. No member of the Club committee or those involved in the complaint as complainants or witnesses may sit on the panel.
- 10.7 The Executive shall have the power to expel any member for any period or from any event in which the Club may participate in any capacity, who shall offend against the Rules and Regulations or Constitution of the Club. Such powers shall be exercised by the Executive when any incident, occasion, or event is reported to them and in their opinion brings the club into disrepute.

- 10.8 No Club member shall be expelled without first having an opportunity of appearing before the Executive to hear the complaints lodged against them.
- 10.9 In the case of any individual member being expelled from the Club they shall forfeit all rights to participate in Club events or claim against the Club property or funds.

### **11.0 Dissolution**

- 11.1 If at any general meeting a resolution for the dissolution of the Club shall be passed by the majority of the Club members present and at a special meeting held not less than six (6) weeks thereafter (of not less than five (5) weeks written notice shall have been given to each Club member) and at which not less than one half of Club members shall be present that resolution shall be confirmed by a second resolution passed by a majority of two thirds of the Club members voting therein.
- 11.2 The Executive committee shall thereupon, or at such future date as shall be specified in the second resolution, proceed to realize the property of the Club.
- 11.3 After the discharge of all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
- a) To another archery club which is a registered CASC
  - b) To Archery GB (a trading name of the Grand National Archery Society) the club's governing body
- 11.4 At no time shall any Monies be passed on to any past or present members.

### **12.0 Trustees**

12.01 From time to time the executive committee will appoint new trustees as the need arises

[for information]

The land the club is located on is held in trust for the benefit of the members of the club. The land registry entry names four (4) trustees as proprietors all as Trustees for The Valley Bowmen of Huddersfield.

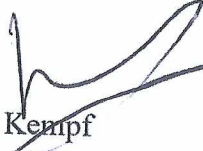
The role of a trustee is to sign the land registry entry. This constitution states (see dissolution above) that the club cannot instruct the trustees to sell or transfer the land to anyone other than another archery club or Archery GB. This rule is referenced in the land registry entry as follows:

“(28.05.1991) RESTRICTION: Except under an order of the registrar no disposition by the proprietors of the land is to be registered unless authorised by the rules for the time being of the Valley Bowmen of Huddersfield as evidenced by a resolution of the members thereof”

**Declaration**

The Valley Bowmen of Huddersfield hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED.



DATE. 5<sup>th</sup> April 2024

Name: Will Kempf  
Club President.

SIGNED.



DATE. 5<sup>th</sup> April 2024

Name: Paul McGuire  
Club Secretary