

CHESHIRE COUNTY BOWMEN

April 1995

Updated March 1995

2nd update March 2004

3rd Update 2009

4th Update 2015

5th Update 2018

CO1 GENERAL

- a) The name of the club shall be Cheshire County Bowmen being a section of the Cheshire County Sports and Social Club Ltd.
- b) The primary object of the club shall be the practice and promotion of archery **and it is a non-profit making organisation.**
- c) The club shall consist of a President, Chairman, Honorary Secretary, Treasurer, Shooting and non-shooting members.
- d) The club shall be affiliated to the Cheshire Archery Association, the Northern Counties Archery Society and the Grand National Archery Society, trading as Archery GB.

CO2 MANAGEMENT

- a) As a requirement of the Cheshire Council Sports and Social Club Ltd the club shall be managed by a Committee consisting of the following officers:- Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Records Officer, Equipment Officer and Coaching Organiser, to be elected annually at the A.G.M.
- b) The Committee shall have the power to co-opt members as required, such decisions to be recorded in the minutes of the Committee meeting.
- c) Five members shall form a quorum of the Committee.
- d) **Duties**
 - 1) The Chairman shall be chiefly responsible for the direction and co-ordination of the club's affairs.
 - 2) The Vice Chairman shall deputise in the absence of the Chairman, and carry out other duties as agreed by the Committee.
 - 3) The Honorary Secretary shall be responsible for correspondence, minutes and the keeping of records other than scores. He/She shall call meetings as directed by the Committee.
 - 4) The Honorary Treasurer shall be responsible for the collection of subscriptions, affiliation fees and other monies and together with the Coaching Organiser, for the collecting of fees from beginners and Coaching Courses.
 - 4.1) The Treasurer shall be responsible to the Committee for authorising expenditure for club equipment, payment of accounts, preparation of an annual balance sheet and estimate expenditure. The accounts of the club shall be audited by two persons nominated by the committee, before being presented to the A.G.M.
 - 4.2) The Honorary Treasurer shall manage these duties so that they conform with the rules and regulations of the Sports and Social club
 - 5) The Records Officer shall be responsible for keeping a record of all scores by each member. On the basis of these scores he/she shall be responsible for the allocation and updating of handicap ratings and classification
 - 6) The Equipment Officer shall be responsible for keeping inventory of club equipment and for notifying the Committee when new or replacement equipment is required. He/She shall be responsible for keeping adequate stocks and for organising the maintenance of club equipment and storage by calling on members to give assistance as necessary.
 - 7) The Coaching Organiser shall be responsible for the organisation and administration of beginners and coaching courses. He/She shall be responsible for beginners equipment and organising its maintenance and replacement.

CO3 GENERAL MEETINGS

- a) A general meeting shall be held every year, one months notice being given to all members.
- b) The Chairman shall be responsible for calling and conducting the meeting. Notice of the meeting together with the agenda shall be distributed by the Honorary Secretary.
- c) The meeting shall elect the President and officers of the club. Nominations for these offices may be proposed by any member and must be in writing, signed by a proposer, seconder and by the nominee and submitted to the Honorary Secretary. The President shall stand for election every three years. The Committee shall stand for election annually.
- d) The meeting shall have the power to alter the Rules and Constitution.. Notice of motion of any proposed alteration must be supported by at least five members and be submitted in writing to the Honorary Secretary at least fourteen days before the meeting.
- e) The balance sheet and Annual Report shall be presented at the meeting.
- f) An extraordinary meeting may be called by the committee by giving at least seven days notice to all members. Such meetings may also be called by any five members by giving at least fourteen day notice to the Honorary Secretary stating specifically the reason for the meeting.

CO4 MEMBERSHIP

- a) Membership of the Cheshire County Sports and Social Club Ltd must be held by a minimum of one Committee Member at all times.-
- b) Membership of Cheshire County Bowmen is in the following classes:-
 - Adult Member**-18 years of age and over
 - Student Member**-18 years of age and over, but still undertaking fulltime study (subscription equal to Junior rate)
 - Junior Member**-under 18 years of age.The maximum subscription for a family shall be equivalent to two adult membership subscriptions.

- c) There shall also be a special classification of Temporary Membership for newcomers on an official course under the auspices of the club.
- d) Membership Applications shall be referred to the Committee who shall be authorised to accept or reject such applications.
- e) The committee shall review, and if appropriate, terminate the membership of any member of the club.
- f) Members who wish to compete for Cheshire County Bowmen Championship trophies shall be affiliated to Grand National Archery Society, trading as Archery GB, Northern Counties Archery Society and Cheshire Archery Association through Cheshire County Bowmen.

CO5 SUBSCRIPTION

- a) The rate of subscription to be paid by each member for the summer and winter shooting sessions shall be agreed at the A.G.M.
- b) The summer subscription shall be due on the 1st April and the winter subscription on the 1st October each year. If the combined subscription is paid within one calendar month of 1st April or within one month of joining the club, a rebate may be allowed at the discretion of the committee.
- c) Any member who is not a fully paid up member of the Grand National Archery Society, trading as Archery GB will not be allowed to shoot.

CO6 CLUB MEETINGS

- a) Target days, at which rounds shall be shot under G.N.A.S. rules shall be held at least once a week at the discretion of the Committee.
- b) The summer and winter programme shall be decided by the Committee.
- c) Practice days shall be held at least once a week.
- d) At all practice days those present shall elect amongst themselves one to act as Field Captain and that person shall control the shooting in accordance with G.N.A.S. rules.
- e) Club Outdoor and Indoor Championships, prize trophy and Handicap Meetings shall be held annually.
- f) The club shall award a medal each month to the archer recording the most improvement on handicap.

CO7 POWERS OF THE COMMITTEE

- a) The Committee shall be authorised to organise a limited number of social events.
- b) The Committee shall be empowered to organise Open Target and Field tournaments and to appoint an organiser who shall be solely responsible to the Committee for the conduct of the event.
- c) The Committee shall be empowered to enter into further affiliations as necessary for the club to take part in competitions.

CO8 DATA PROTECTION ACT

- a) Records of rounds and membership details are held on personal computer files which are used for proper running of the club and should be available in accordance with the above Act only to those persons so authorised.

CO9 Safeguarding Officer

- a) The position of **Safeguarding Officer** shall be a co-opted member of the Committee with full voting rights. He/she shall be a senior member of the club, selected by the Committee, who has satisfied relevant requirements, including a Disclosure and Baring Service (DBS) Enhanced Check.