



HARLEQUIN BOWMEN

Affiliated to G.N.A.S., S.C.A.S., B.A.A.

Constitution

Reviewed and updated October 2021; modified January 2022 following Committee member comments; approved at Harlequin Bowmen AGM 14th April 2022

1. The Club shall be known as "Harlequin Bowmen" hereafter referred to as the Club.
2. The Club shall be affiliated to the Harwell Laboratories Recreational Association (HLRA).
3. The Club shall be affiliated to the Grand National Archery Society (GNAS, currently trading as Archery GB), the Southern Counties Archery Society (SCAS), and the Berkshire Archery Association (BAA) and shall fully comply with their rules.
4. The postal address of the Club shall be that of the Secretary, or such other address as may be decided by the Committee from time to time.
5. The aims and objectives of the Club will be, in the broadest terms possible, "The practice, encouragement and promotion of Archery in all its forms excepting Bow Hunting and Crossbows".
6. **THE COMMITTEE**
 - a) The Officers of the Club, hereafter referred to as the Club Executive Committee, and being **the minimum committee required** for Harlequin Bowmen to remain viable, shall be the Chairman, Secretary, Treasurer, Membership Secretary, Safeguarding Officer and Records Officer who shall be **elected annually** at the Annual General Meeting to be held in February or March each year. For Club continuity all Club Officers will be encouraged to remain in post for 3 years, where possible, although they will formally retire each year, being eligible for immediate re-election at AGM.
 - b) The Club Officers shall have the power to co-opt other Committee Members as needed. For example, other Committee Members and their roles may include, but are not limited to: Honorary President, Beginners Course Secretary, Junior Representative, Deputy Safeguarding Officer, Equipment Officer, Webmaster, Coaching Officer, Catering Officer, Postal Shoots Organiser and Events Officer. These Committee Member roles may be assumed at any time during the Club year, and **do not require election annually**, except where more than 1 club member puts themselves forward for such a role.
 - c) **The quorum at a Committee Meeting will be five in total**, consisting of at least 3 Club Executive Committee Members.
 - d) All Committee members, elected or co-opted, have the right to vote on any Committee meeting decisions, the Chairman having the casting vote. In the absence of the Chairman at such decisions, a pre-nominated deputy from the Executive Committee, who shall act as interim Chairman for such meetings, may have the casting vote.

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- e) **The quorum at a General Meeting shall be a quarter** of the total paid up membership.
- f) Decisions at a General Meeting shall be made by a simple majority of all members above the age of 12, the Chairman having a casting vote.

7. FINANCE

- a) All monies and funds received on behalf of the Club shall remain the property of the Club, and there will be no distribution of such funds amongst the members other than any reimbursements authorised by the Committee. See paragraph c) below regarding dissolution of the Club.
- b) A Bank Account/s shall be maintained in the name of the Club. Any two of the Club Chairman, Secretary or Treasurer shall sign or approve all cheques and payment orders, electronic or otherwise, withdrawing monies from the Account/s.
- c) If upon winding-up or dissolution of the club there remains, after the satisfaction of all debts and liabilities, any property or money, this shall not be distributed among members but shall be applied to approved sporting or charitable purposes i.e. given or transferred to another CASC (Community Amateur Sports Clubs), a registered charity or sport's governing body. A General or Extra Ordinary General Meeting shall be called for this purpose.
- d) The Treasurer shall be responsible for the maintenance of proper and adequate records of all Club finances. The Treasurer will also be responsible for making up the accounts for each calendar year, which will also be the club accounting year, presenting an income and expenditure account and balance sheet, which should be available for auditing, to the AGM.

8. MEMBERSHIP

- a) Full Club membership shall be restricted to members of the HLRA who are also affiliated to Archery GB. The Club may sponsor persons who are not eligible as Ordinary Members as Associate Members of the HLRA on payment of the current HLRA membership fee. Honorary, non-shooting, Club membership is available to supporters of the club, such as parents and others, who wish to take an active role within the running or organisation of the club or its events.
- b) Associate Club Membership can be held by archers who are full members of other GNAS Clubs. They must provide proof of membership of GNAS as part of their application for membership of Harlequin Bowmen.
- c) Indoor-only membership can be held by archers who do not intend to make use of outdoor facilities at Harwell. Membership costs for Indoor only members will be 50% of the Full or Associate membership costs.

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- d) Archers wishing to join the Club must attend a GNAS training course run by the Club (organiser and fees to be arranged by the Committee), or show proof of such completed at another recognised GNAS Archery Club, or be passed by the Coaching Officer to join the club following a short range assessment, upon which they must then submit an application form (with the appropriate fee) to the Membership Secretary.
9. Club membership fees are fixed, and payable in 2 instalments annually, due by 30th April and 30th September each year. The Club will administer all necessary payments and affiliations to HLRA, GNAS, BAA and SCAS as appropriate on behalf of the club member. Changes to the club fees structure may only be made by Committee approval, to take effect from the next renewal point.
- 10. SAFEGUARDING, DISCIPLINE AND APPEALS**
- a) The Club will ensure that there is a safeguarding policy in place at the club and the club will follow the G.N.A.S. Case Club Executive Referral Panel guidelines, available from the Archery GB website. Please also refer to the Child & Vulnerable Adults Protection Statement in Appendix A of the constitution and further Club policies on safeguarding.
- b) The Club operates an Equal Opportunities Policy. Please refer to the Equal Opportunities Statement in Appendix B and further Club policies on conduct within the Club.
- c) The Club operates a General Data Protection Rules (GDPR) policy.
- d) All complaints regarding the behaviour of members should be submitted in writing (electronic or paper based) to the Club Secretary, with the exception of complaints relating to the Club Secretary, which should be submitted in writing to the Club Chairman instead.
- e) The Club Executive Committee, consisting of Club Officers only, will meet to hear complaints within 21 days of a complaint being lodged. The Club Executive Committee has the power to take appropriate disciplinary action including the termination of membership from the club only.
- f) The outcome of a disciplinary hearing should be notified in writing (electronic or paper based) to the person who lodged the complaint and the member against whom the complaint was made, within 7 days of the hearing.
- g) There will be the right of appeal to the Club Executive Committee following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

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APPENDIX “A” TO THE CONSTITUTION. Safeguarding Statement.

This club believes that when dealing with children, young people and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where children, young people and vulnerable adults can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child’s welfare. This club has therefore adopted the GNAS Policy for Safeguarding Children, Young People Vulnerable Adults Policy.

The Club Safeguarding Officer is the lead contact for all Club members in the event of any safeguarding concerns.

APPENDIX “B” TO THE CONSTITUTION. Equity Statement

Harlequin Bowmen is committed to the Archery GB equity policy ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Full documentation on our Equity policies, specifically codes of conduct for Club members, can be found on our Club Website.