



Cambridge University Bowmen (CUB) Constitution

1. NAME

The name of the Club shall be “Cambridge University Bowmen”, hereafter referred to as “CUB”, or simply “the Club”.

2. AIMS AND OBJECTS

The aims and objects of the Club will be:

1. The advancement of amateur sport for the public benefit by encouraging and developing archery within the University of Cambridge (“University”); and
2. The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in archery with the object of promoting health and wellbeing; and
3. The advancement of sports education by the provision of support, assistance and encouragement for archery in order to enable members to develop their capabilities and fulfil their potential.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

3. MEMBERSHIP

1. Membership of the Club shall be open to all Student Members of the University and other individuals by arrangement with the committee.
2. Membership shall consist of the following categories:
 1. Ordinary membership, open to Student Members of the University and members appointed subject to clause (4) below
 2. Alumni membership, open to former ordinary members.Henceforth, the term “member” will refer to either an ordinary member or an alumni member.
3. Membership shall run from the date on which the individual is registered, until the first day of the new academic year.
4. The committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the committee, with the approval of the Senior Treasurer, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.
5. There shall be an annual fee for membership which will be fixed by the committee each year. The fees may differ between categories of membership.
6. The committee shall have the right to offer up to two purple badges per academic year to any current or former member of the Club who has contributed to the Club beyond

reasonable expectations after ratification by a General Meeting. Holders of a purple badge are entitled to free Ordinary or Alumni membership.

7. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.
8. Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with Clause 10.

4. EQUALITY OF OPPORTUNITY

1. The Club is committed in its pursuit of sporting excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
2. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
3. The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
5. The committee may not refuse membership to anyone on the grounds of race, sex, sexual orientation, religion or political views.

5. COMMITTEE

1. The day-to-day management of the Club's affairs shall be conducted by the Committee, which shall be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Committee, subject to the approval of the Sports Club Registration Sub-Committee.
2. The committee shall consist of the roles:
 - Captain: in charge of overseeing the running of the club and bettering it where possible. They should oversee the roles below, and make up any shortfall where required. They are responsible for making major decisions for the club, advised by the committee, and acting as a representative for the club when necessary.
 - Secretary: responsible for dealing with all of the administrative procedures of the club as well as with any correspondence coming from Archery GB or the county.
 - Junior Treasurer: responsible for overseeing the finances of the club.
 - Equipment Officer: responsible for sourcing, maintaining, and replacing all the club's property and keeping an up to date inventory.
 - Novice Officer: responsible for the training of novices and beginners.
 - Safety Officer: responsible for the health and safety of all members.

The other committee posts of Tournaments & Records Officer, Women's Officer, Webmaster, Publicity Officer, Social Secretary, Development Officer and Alumni Liaison Officer may be combined with any of the posts listed above, or taken up by a separate individual. The committee will also co-opt a willing member(s) of the club to fulfill the role of welfare officer in the week following the AGM. The club welfare officer cannot be any of captain, secretary, or treasurer. In the case that more than one member is co-opted to the role, both should have equal standing as welfare officers, and it is recommended that they should be of different genders.

3. The Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The

Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.

4. Only those who have been members of the Club are eligible to be Committee members. The posts of Captain, Secretary and Junior Treasurer must be held by students of Cambridge University for the year in which they will serve. Should any member of the committee feel incapable of carrying out their duties, they must resign their position.
5. The Committee may at its discretion elect additional members to itself outside of the AGM where it perceives the need, or to fill vacancies that may arise. The Club shall be notified of any upcoming election to the committee at least two weeks in advance, and any current Club member will be eligible for nomination. Any nomination must be proposed and seconded by two other members of the club. Nominees shall be invited to attend the next committee meeting, and will be allowed to present arguments for their election. Voting shall be conducted via Single-Transferable Vote by all current members of the committee. If any committee members will not be present at the meeting, they may send their vote to the Secretary along with their apologies.
6. A majority of the members of the Committee shall be full-time undergraduate or postgraduate students of the University.
7. Meetings of the Committee shall be chaired by the Captain, or, in their absence, the Secretary. If neither the Captain nor Secretary is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Committee shall be three members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
8. The Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
9. Only Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Committee shall be decided by a simple majority of votes, unless an alternative system of voting is approved by the committee. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Committee has one vote on each issue.
10. The Committee will have powers to appoint any non-voting advisers to the Committee as necessary to fulfil its business.

6. GENERAL MEETINGS

1. An Annual General Meeting (AGM) shall be held during the academic year within term time including May Week. The time and venue of this meeting will be determined and publicised by the committee at least 14 days in advance.
2. The AGM shall be called to:
 1. Approve Minutes of the previous AGM;
 2. Approve Club Accounts for the preceding year;
 3. Receive and review reports from Committee members;
 4. Elect the Committee for the year ahead;
 5. Consider any proposed changes to the Club Constitution;
 6. Conduct such other business as is necessary.

Prior to all general meetings notice of the agenda shall be sent out at least 7 days before the meeting.

3. Nominations for election to the Committee must be submitted to the returning officer at least 7 days before the General Meeting at which the role shall be elected. If there are no nominations received for a post then nominations may be submitted at the General Meeting. Anyone nominated for a committee post must be proposed and seconded

by two other members of the Club, except where outlined below. There may be hustings at the General Meeting. Votes for committee members shall be counted by the Returning Officer.

4. All votes at a general meeting for which more than two options are given, including Committee elections, should be conducted using the Single Transferable Vote system. Voting by proxy and postal voting is allowed provided written evidence is provided to the returning officer and those counting the votes. Members cannot hold more than one proxy vote each. Postal votes should be submitted at least 24 hours before the General meeting. In all matters with only two options, except for elections, changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 11, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the current or outgoing Committee. Votes must be public for all items except Committee positions, unless it is specifically decided by the Committee that a secret ballot is more appropriate, in which case written notice should be given in the agenda.
5. The Captain, or, in their absence, the Secretary shall take the Chair at any General Meeting. In the absence of the Captain and Secretary the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be 10 members, or $\frac{1}{3}$ of the membership, whichever is fewer. No vote at a General Meeting shall be valid unless a quorum is present. A written record of every General Meeting shall be kept.
6. Only current, fully paid-up members are eligible to vote at a General Meeting.
7. When necessary or at the written request of at least 10 members, an Extraordinary General Meeting will be convened by the Committee. The club will be given 14 days notice. All procedures for an Annual General Meeting will be followed.

7. FINANCIAL AND LIABILITY MATTERS

1. The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
2. It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
3. The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
4. For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
5. The Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Committee.
6. When entering into contractual arrangements pursuant to clause 7(5), the Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
7. All monies drawn against Club funds should be authorised by at least two members of the Committee, either by signature, or access to online banking facilities.

8. The assets of the Club shall be held on trust by the members of the Committee as trustees for the benefit of the Club and its members. All application and/or use of club funds/financial assets will be for the benefit of the Club.
9. As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time. Such indemnity is to be administered by the Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members:
 1. as a result of criminal offences committed by such members; and/or
 2. in connection with the use of motor vehicles by such members; and/or
 3. which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
10. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Club, unless the Senior Treasurer has personally authorised such a debt in writing.

8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting meeting the quorum described in clause 6(5), with approval of at least two thirds of those members present. Proposed changes must be circulated at least 7 days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

9. COMPLAINTS PROCESSES

1. Members should discuss any concerns that they may have in relation to club activities with a member of the Committee, Club Welfare Officer or Captain so that a suitable informal resolution may be considered. If an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 9.
2. Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
3. Where a club level complaint is indicated, this must be submitted in writing to the Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
 - a. The Committee will acknowledge receipt of any written complaint within 7 days.
 - b. The Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
 - c. Where indicated by the University Sports Club Incident Pathway (Students/Adults) or when agreed by the Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.

4. Complaints against a member(s) of the Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
5. The Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

10. DISCIPLINARY PROCEDURES

1. Subject to the remainder of this clause 10, the Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, materially harm or present a risk of material harm to the interests of its members, or for disregard of the Club Safety Guidelines.
2. The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
3. In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee (Captain, Secretary and Junior Treasurer), in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
4. The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Committee members.
5. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
6. If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

11. DISSOLVING THE CLUB

1. A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.
2. On dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service to benefit other university clubs with an interest in archery.

12. RESERVED MATTERS

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

1. Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
2. The dissolution of the Club.

13. PROVISION OF INFORMATION

The Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

14. AFFILIATIONS

1. All members of the Club will be affiliated to Archery GB (formerly GNAS) or an equivalent governing body for archery. The Club shall make provision for members to affiliate to relevant regional and county associations.
2. The shooting regulations as prescribed in the Archery GB Rules of Shooting, or where appropriate, those of World Archery (WA, formerly FITA) shall be accepted as governing the relevant branches of the sport of archery as practised by the Club and its members.
3. The Club shall be affiliated to National, Regional and County Associations as a university club named Cambridge University Bowmen.
4. Archery GB-affiliated non-Club members may shoot with the Club at the discretion of the committee, having paid a target fee.

15. DECLARATION

The Cambridge University Bowmen hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name	Barbara Kraus	Position	Captain
Signature		Date	24.09.2022

Name	ALAN LINDSAY GREER	Position	Senior Treasurer
Signature		Date	23 September 2022