



Promoting
**a safer
club**

Club

Lough Cuan
Bowmen

Constitution

2026



Promoting a safer club

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Our Club Constitution seeks to outline the purpose of the club, our principles and values and how the club will be managed In order to best support the interests of club members.





Lough Cuan Bowmen Constitution

Change History

Lough Cuan Bowmen Constitution			
Responsible for review of policy		Club Chair	
Approved By		Club members at AGM	
Change History			
Version	By	Date of approval	Next review date
LCB/CON/1.0	Club Members	15 th April 2026	April 2027



Lough Cuan Bowmen

Club Constitution

1. Name

The Club will be called Lough Cuan Bowmen (The Club)

2. Affiliation

The Club will be affiliated to World Archery (WA), Archery Great Britain (AGB)¹ and a Northern Ireland regional body as determined by AGB²

3 Aims:

**The aims of the Club will be to promote participation in the sport of Archery on an amateur basis.
As a Club our intention is to:**

- 3.1. Promote archery, recreationally and competitively as a lifestyle choice with positive health benefits for physical, mental, and social wellbeing for participants of all ages, all backgrounds, able bodied and individuals with a disability, within a safe, friendly, enjoyable, and equitable environment.
- 3.2. Provide a dynamic and creative environment where all members can engage in pathways which inspire and motivate, enabling them to progress their personal archery aspirations and skills with equity of opportunity.
- 3.3. Promote and encourage fair play in archery expecting that members uphold and protect the spirit of archery with a clear understanding of their rights and responsibilities in regard to anti-doping. We believe that all members have the right to compete in archery knowing that they, and their competitors, are clean. Archery GB³ has put a set of anti-doping rules in place in partnership with UK Anti-Doping (UKAD)⁴ and World Archery to ensure that the integrity of archery is protected and that all athletes and athlete support personnel must abide by. We believe in clean, fair sport and subscribe to the Anti-Doping policy put in place by Archery GB UK Anti-Doping (UKAD) and our International Federation, World Archery.
- 3.4. Foster an inclusive environment that encourages collaboration, flexibility, and fairness where members from all backgrounds regardless of race, colour, disability, ethnicity, gender, age, religion, sexual orientation, socioeconomic status, and family structure can participate and contribute to their full potential.⁵
- 3.5. Actively engage with the local and wider community to provide and develop sustainable opportunities which promote participation in archery as a recreational and competitive sport.
- 3.6. Work collaboratively with individuals and organisations to build relationships and establish strong partnerships to provide high quality venues from which to develop and deliver sustainable and engaging archery events for benefit club and community.

¹ Archery GB is the trading name of the Grand National Archery Society.

² Currently regional status for NI is not fully determined. Guidance is being sought from AGB as to the appropriate affiliation.

³ Archery GB. [Anti-Doping Policy](#)

⁴ [UK Anti-Doping - ICAD](#)

⁵ N.I. Legislation can be referenced at [Equality NI](#)



4. Principles and Values

Our values and principles reflect what is important to us as a club and guide the expected behaviours and actions of members in all aspects of club development and participation.

We encourage our members to:

- 4.1. Believe in their own abilities and skills
- 4.2. Pursue excellence, and strive to show pride, enthusiasm, and dedication in everything they do.
- 4.3. Lead with a passion for archery and focus on the best outcomes for the club and archery.
- 4.4. Demonstrate integrity, honesty, and fairness, taking responsibility for their actions, accepting team and individual responsibilities, while working to improve themselves and others.
- 4.5. Be empowered and develop independence and self-determination and take responsibility for their personal choices and goals in archery.
- 4.6. Value other members, respecting their rights and views and treating all with dignity, courtesy and valuing their individual contributions.
- 4.7. Enjoy archery as a recreational and competitive sport, benefiting from the social, mental, and physical aspects of archery.

5. Club Membership

- 5.1. Membership will consist of elected Officers and members of the Club.
- 5.2. The Regulations, Policies and Code of conduct of Archery GB,⁶ alongside Club Codes and Policies create a safe and positive framework for members to develop in and are the basis for the conduct of all members, club officials, coaches, parents/legal guardians in Lough Cuan Bowmen.
- 5.3. Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of archery.
- 5.4. Members will be enrolled in one of the following categories:
 - a. Senior Member (Over 21)
 - b. Under 21
 - c. Under 18
 - d. Archers of any age with a disability (self-declared)
 - e. Life Member (having had 25 years unbroken club membership or honoured for distinguished service to the club or archery)
 - f. Associate Membership. An archer who selects Lough Cuan Bowmen on their Sport 80 profile as an associate club.⁷

⁶ **All members** will be subject to the regulations of this constitution, the Policies and Regulations of Archery GB (And the body regulating archery in NI which is in place), the AGB Code of Practice, Club Policies and Code of Practice and by joining the Club will be deemed to have accepted these regulations, code of conduct and polices.

⁷ **Associate members** will be subject to the regulations of this constitution, the Policies and Regulations of Archery GB (And the body regulating archery in NI which is in place), the AGB Code of Practice, Club Policies and Code of Practice and by joining the Club will be deemed to have accepted these regulations, code of conduct and polices. Associate members will pay the equivalent membership fee and may attend the AGM/EGM but do not have any voting rights, may not sit on the Club Committee or participate on Safeguarding and complaints and Disciplinary Panels. May participate in working groups to share their knowledge and experience.



- 5.5. Members will be accepted on completion of a recognised beginner's course or transfer from another club affiliated to World Archery and/or Archery GB.
- 5.6. The Club Committee reserves the right to refuse membership without having to provide a reason.
- 5.7. Membership fees will be proposed annually by the Club Committee and agreed by a simple majority of members present at the Annual General Meeting. (AGM) . The new fee will come into effect on the 1st of September in the same year following the AGM
- 5.8. In -line with AGB, Club Members Fees will be paid annually ('Personal anniversary') on the date when the individual took out membership of the Club. Members must also ensure they have taken out membership of Archery GB⁸ and Archery NI.

6. Officers of the Club

- 6.1. The elected Officers will be:
 - a. Club President
 - b. Secretary
 - c. Treasurer
 - d. Safeguarding and Welfare Officer
 - e. Tournament Officer
 - f. 5 elected club members⁹
- 6.2. The Club President, Secretary, and Treasurer, form the Executive of the Club Committee.
- 6.3. All Officers will be elected at the Annual General Meeting. Named Officers and Club Development Officers will be elected to their roles for a term of two years.
- 6.4. At the end of their term of office, Officers will be eligible for appointment to the same or another role on the committee, by election of members at the AGM.
- 6.5. If Officers have served two successive terms on the Committee they will not be eligible to stand for election again for a period of two years.
- 6.6. In the event of there being no other nominations for the said office, and if elected by the members at the AGM, they may remain in the position for a further term of 2 years.
- 6.7. In the event of a named Office not being filled, the Committee reserve the right to co-opt an individual to the role. In this case, the 2-year rule 6.5. need not apply.
- 6.8. The Club Development Officers will be encouraged to develop key areas of development such as; Web development, Media/Communication, new member Induction, Progress Badges, Have-a-goes etc.¹⁰
- 6.9. In the event that none of the above elected Committee Members holds a current AGB Coaching Certificate the Committee shall co-opt a Coach representative to sub committees when required.

⁸ AGB introduced 'personal anniversary' membership in 2024. This removed pro-rata payments and replaced it with personal anniversary membership, so your membership will last a year whatever time of year you join. This means that new archers aren't faced with a delay in joining or having to join us twice within the same year. Link – [Archery GB Membership and Fees](#)

⁹ Please see appendix 1 for role descriptions.

¹⁰ Please see appendix 1 for role descriptions.



7. Committee

- 7.1. The Club will be governed through the Club Committee elected from the membership of the Club.
- 7.2. The governance of the Club will be through corporate governance within a framework of core principles and values. The committee will exercise due diligence in the management and leadership of the Club within a framework of effective governance and best practice, by consensus or majority vote.¹¹
- 7.3. A member of the committee will not incur personal liability in respect of any action taken in good faith in the exercise of the committee's duties and responsibilities. Good faith broadly speaking, may be regarded as an act which is undertaken honestly, with no ulterior motive, and in the light of information available at the time.
- 7.4. Only elected committee members will have the right to vote at meetings of the Club Committee.
- 7.5. At meetings of the Club Committee the Club President, as Chair, if necessary, is entitled to a casting vote.
- 7.6. The Club Committee meetings will be convened by the Secretary of the Club, who shall arrange no less than 6 meetings per year. Committee members are expected to attend at least 4 Committee meetings per year.¹²
- 7.7. The quorum required for business to be agreed at Committee meetings will be four members of The Club Committee, one of whom shall be a member of the Executive.
- 7.8. The Club Committee will be responsible for the strategic development of The Club, club development programmes, adopting new policy, codes of conduct, rules and procedures that affect the organisation of the Club and the duties and responsibilities pertaining to the running of The Club.
- 7.9. The Club Committee will have the powers to appoint sub-committees and complaints and disciplinary panels as necessary and appoint advisers and co-opt individuals to the Club Committee as necessary to fulfil its business.
- 7.10. The Club Committee will be responsible for overseeing Safeguarding and Welfare and the Complaints and Disciplinary Procedures.
- 7.11. In the case where a Safeguarding and Welfare or Complaints and Disciplinary Procedure is under discussion,¹³ a Junior member of the committee will leave the meeting for the period of the discussion.
- 7.12. The Club Committee will be responsible for taking any action of suspension or discipline following a complaint and disciplinary procedure. (Ref: section 11)

¹¹ Club governance is underpinned by Principles and practice outlined by [Sport NI](#)

¹² Attendance of 2/3 of the committee meetings organised in a given year, unless there are special circumstances.

¹³ There may be other occasions when the topic under discussion is not appropriate for a Junior member and they will leave the meeting for the duration of the discussion.

8. Finance

- 8.1. The financial year of the Club will run from 1st April to 31st March the following year.
- 8.2. All Club monies will be banked in an account held in the name of The Club.
- 8.3. The Club Treasurer will be responsible for the finances of The Club.
- 8.4. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.5. Any cheques drawn against Club funds should hold the signatures of the Treasurer plus up to two other named officers.
- 8.6. All surplus income is to be reinvested in the club. No surpluses or assets will be distributed to members or third parties

9. Annual General Meetings

- 9.1. The Annual General Meeting shall be held before the end of April at a place and in a format to be determined by the Club Committee.
- 9.2. At least 21 working days' notice of the Annual General Meeting (AGM) will be given, and the agenda shall be forwarded within 14 working days to all voting members by the Club Secretary. ¹⁴ No business shall be conducted unless fair notice thereof is contained in the agenda.
- 9.3. The AGM will receive a report from officers of the Club Committee as follows:
 - a. Club President's Report on Club activity during the year to the AGM
 - b. Secretary's report on Club membership
 - c. Treasurer's 's Report of Club finances during the year to the AGM and balances at the date of the AGM.
 - d. Financial Statements of the Club to include an Income and Expenditure Account for the Club's financial year and a Balance Sheet as at the Club's financial year end.
- 9.4. The quorum for AGMs will be 20% of the total number of voting Members of the Club at the time of the AGM.
- 9.5. Motions to be passed at an AGM will be by a simple majority¹⁵ and revision to the Club Constitution will be by 66% majority.
- 9.6. Nominations for Officers¹⁶ to serve on The Club Committee will be sent to the Secretary 14 working days before the date of the AGM. The Secretary will issue a notice to all members eligible to vote at the AGM, 7 working days before the AGM, setting out the members who have been nominated for committee office as well as the office to which these members have been nominated.
- 9.7. Elections of officers are to take place at the AGM.
- 9.8. Uncontested posts may be filled by nomination(s) and election at the AGM.

¹⁴ Working day is defined for these purposes as Monday to Friday and is not inclusive of weekends or public holidays.

¹⁵ A simple majority will be 51% of voting members present at the AGM.

¹⁶ Nominations must specify the consent of nominee and be proposed and seconded by a senior club member.



- 9.9. All members, 12 years of age and over¹⁷ have the right to vote at the AGM and an EGM.
- 9.10. At Annual General Meetings or Extraordinary General Meetings where a vote on any motion is tied, the Chair may use a casting vote.
- 9.11. The Club Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM, by decision of 66% majority of committee members. In certain circumstances the timeline may be reduced.
- 9.12. An Extraordinary General Meeting can be called by voting members with an application in writing or emailed to the Club Secretary, supported by at least 20% of the voting members of the Club, with details of the reason for the calling of the EGM.
- 9.13. Procedures for EGMs will be the same as for the AGM. (In certain circumstances the timeline may be reduced.)

10. Safeguarding and Welfare

- 10.1. This section should be read in conjunction with Archery GB's Policy and Guidance on Safeguarding and Welfare,¹⁸ relevant statutory requirements and non-statutory guidance in Northern Ireland and 'local procedures' in respect of the club.
- 10.2. As a club we are committed to embedding safeguarding procedures to ensure everyone can enjoy archery activities in a safe, happy and welcoming environment.
- 10.3. The Club Safeguarding and Welfare Officer is the lead contact for all Club members/individuals in the event of any safeguarding, welfare and behaviour and or poor practice concerns and breaches in the AGB code of conduct and associated AGB Policies and regulations.
- 10.4. All concerns, disclosures, allegations, and reports, relating to the welfare of children, young people and adults at risk will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Safeguarding Policies and Guidance and the Club Safeguarding Policy.
- 10.5. The Club Safeguarding and Welfare Officer (Where appropriate) shall attend all meetings that involve issues safeguarding and welfare and will be the first point of contact with external agencies.
- 10.6. In the event, that a complaint involves the Safeguarding and Welfare Officer, the complaint should be directed to the Deputy Safeguarding and Welfare Officer¹⁹.

¹⁷ A Junior member must be 12 at the time of the AGM/EGM.

¹⁸ [Archery GB Safeguarding Policies and Guides](#)

¹⁹ If no Deputy Safeguarding and Welfare Officer is in place then in priority to – the Club-President, the Club Secretary.

11. Complaints, Discipline and Appeals

- 11.1. All Complaints, Appeals, Disciplinary and breaches of Archery GB and Club Code of Conduct and poor practice concerns are governed by Archery GB Disciplinary Policies and Appeal Procedures,²⁰ and Lower Level Concerns Policy and Procedures 2024¹⁷ and where appropriate 'local procedures' adhered to.
- 11.2. Where appropriate, the Complaints, Disciplinary Policies and Procedures and good practice guidelines advocated by appropriate external bodies who advocate in this field may be referred for examples of good practice.
- 11.3. All complaints regarding the behaviour of members of the Club will follow the Archery GB Disciplinary Policy and Procedures 2023 and be submitted in writing or by email to the Club Secretary.
- 11.4. Where the complaint involves a member of the Committee, that individual shall not engage in committee discussions related to the complaint or be eligible to participate on the Panel investigating the complaint.
- 11.5. Where a complaint involves the Club Secretary, it should be submitted in writing or emailed to the Club President.
- 11.6. On receipt of a complaint being received, The Club Committee will meet to review the complaint and delegate the 'procedure' (Local procedure) to a Panel to take forward the complaint. The Panel may be composed of committee members, club members and representatives external to the Club.²¹
- 11.7. The Committee will have the power to remove any Officer or member of the Committee from their post, at any point in their term of office, if that individual has been found to have acted in any manner contrary to the values and principles of Archery GB and Lough Cuan Bowmen and the Regulations, Policies and practice of AGB, and associated Club policies.²²

12. Dissolution of the Club

- 12.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 12.2. In the event of dissolution, any assets of the Club will be distributed at the discretion of the Committee to Archery GB affiliated archery clubs and any remaining assets will be passed onto Archery NI.
- 12.3. At no time, in the event of a dissolution of the Club, will any assets of the Club be distributed to members of the Club.

²⁰ [Archery GB Disciplinary Policies and Appeal Procedures.](#)
[Lower Level Concerns Policy and Procedures 2024](#)

²¹ Junior members on the committee shall not be involved at any stage of procedures involving Safeguarding and Welfare and Complaints and Disciplinary or other procedures considered not appropriate.

²² *On Target: Strategic Development Plan for 2025-2028*



13. Amendments to the constitution

- 13.1.** Any change to the Constitution shall require a 66% majority of those present, eligible to vote and voting at the Annual General Meeting. A proposal to change the Constitution must be submitted in writing to the Secretary 14 days prior to the date of the AGM, who shall circulate the proposal to all members and allow 7 days for submission of any amendments.
- 13.2.** All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

14. Declaration

Lough Cuan Bowmen hereby adopts and accepts this constitution as a current operating guide regulating the actions of The Club

CLUB PRESIDENT

SIGNED: *W Latimer*
Name: William Latimer

DATE: 15th April 2026

SECRETARY

SIGNED: **R McDowell**
Name: Renee McDowell

DATE: 15th April 2026



Appendix 1

Description of roles

Club President

- Lead the strategic planning of the club and help the committee prioritise its goals and keep the committee on track by working within that overall plan.
- Represent the club at local, regional, and national level
- Foster a strong working relationship with local councils, Archery GB and Archery NI, the relevant Regional Sporting Association, e.g., Sport NI, other sporting clubs and the relevant National Sporting Associations /Organisations.
- Direct general affairs of the club
- Act as Chair at Club Committee meetings and the AGM
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Manage and oversee the work of Officers and other club personnel
- Present the club's annual report at the AGM

Treasurer

- To look after the finances of the club
- Keep detailed written records of all accounts and make sure that the club operates within an annual budget
- Attend the Committee meetings and AGM
- Hold a bank account in the name of the club
- Act as a primary signatory on the club account (and appoint two others as agreed by the Club Committee)
- Prepare annual balance and profit & loss sheets for AGM
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank
- Paying bills and recording information, ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the club's financial position
- Preparing and arranging for year-end statement of accounts to be audited



Secretary

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant Officers for response where required
- Prepare and distribute the Committee meeting agendas
- Take the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Ensure that all members have a copy of the club handbook, insurance details and Officers contacts etc
- Organise and book competition facilities and in-house training courses for the year
- Organise and attend the club AGM and other club meetings

Safeguarding and Welfare Officer

- Assist the club to fulfil its responsibilities to safeguard children, young people, and adults at risk.
- Assist the club to implement the safeguarding section of the development plan
- To be the first point of contact for staff, volunteers, parents, and children/young people where concerns about safeguarding, poor practice or abuse are identified
- Be the first point of contact with the Safeguarding Officer at Archery NI and Archery GB
- Maintain contact details for local social services, police, and the Area Safeguarding Committee
- Promote the Clubs and AGBs best practice guidance/code of ethics and behaviour within the club and anti-discriminatory practice
- Ensure confidentiality is maintained
- Develop and promote a strategy for the wellbeing of club members



Tournament Officer

- To ensure that all competition dates are passed to Archery GB and Archery NI
- To submit the record status applications to Archery GB in a timely manner for the upcoming season
- To ensure that appropriate resources are in place for all competitions
- To design competition courses within the guidelines set down by World Archery and Archery GB
- To Liaise with landowners for access to venues for course design and set up sessions
- To advertise the events in advance and collect entry details
- Prepare registration and target lists and associated paperwork ahead of each competition
- To compile results sheets on completion of competitions in a timely manner for awards presentation

Club Member elected to the Committee (Club Development Officer)

A Club member elected to the committee may opt to take on one of the following areas. However, they are not exclusive to the committee and may be delegated to a member of the club

- Media and Marketing (including social media and website)
- Equipment Officer
- Connecting with the community (Promoting community relations)
- Junior Club Development
- Social Coordinator
- New members induction and development
- Coordinate and develop progress badge schemes.

The list is suggestions for areas of development, there may be other areas which a club committee member/ Club member may wish to pursue in line with the Club Strategic plan.



Appendix 2

References

1. [Archery GB Safeguarding Policy and Guidance](#)
2. [Archery GB Lower Level Concerns Policy and Procedures](#)
3. [Archery GB Disciplinary Policies and Appeal Procedures](#)
4. [Archery GB Code of Conduct](#)
5. Archery GB. [Anti-Doping Policy](#)
6. Club Matters. [Governance](#)
7. [Good Governance Sport NI](#)
8. A Code for Sports Governance. [Sport England](#)
9. Equality in Sport. [Sport NI](#)
10. N.I. Legislation on Inclusion and Diversity - Referenced at [Equality NI](#)
11. Section 75 of the Northern Ireland Act 1998 (the Act)