



# Archery Club

CLUB CONSTITUTION  
AMENDED  
2010

# Priory Bowmen Archery Club

**Affiliated to: G.N.A.S., Southern Counties Archery Society and Essex County Archery Association.**

## **Constitution**

1. **Name** - the name of the club is Priory Bowmen Archery Club. (Hereinafter called "the Club")
2. **Address** - the postal address of the Club is that of the current Secretary or of the current Chairman if the post of Secretary is vacant.
3. **Object** - the object for which the club is established is:

### **To promote and encourage the sport of archery**

In the furtherance of the above object, the Club shall have the following powers.

- 3.1 To encourage and promote participation in the activities of the Club by individuals, clubs and other organisations concerned with the sport of archery.
- 3.2 To affiliate to the Essex County Archery Association and be represented on the Committee thereof
- 3.3 To invest the monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit.
- 3.4 To do all other lawful things necessary to carry out the objects of the Club providing always that:
  - 3.4.1 In raising funds for its objects the Club shall not undertake any permanent trading activities.
  - 3.4.2 The income and the property of the Club shall be used only to promote the objects of the Club as described in this Constitution.
4. **Dissolution** - If upon the winding up of the Club, there remains after the payment of all debts and liabilities any funds or properties whatsoever, after twelve months have elapsed they shall be distributed equally among the members of the Club who had been members for at least 4 years at the time of the winding up, or upon agreement from all members, be donated to some other organisation having similar objects to the Club.
5. **Amendments** - The Club Constitution may only be amended at a General Meeting of the Club.

# Constitution of Priory Bowmen Archery Club

## RULES

### **1 Membership**

- 1.1. Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities.
- 1.2. The Club shall provide for the following categories of membership:
  - 1.2.1. **Senior Member** - any person of 18 years or older who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year.
  - 1.2.2. **Junior Member** - any person of less than 18 years who has been accepted as a Junior member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year.
  - 1.2.3. **Affiliate** - any non-shooting person who wishes to be associated with the Club, having made a donation to the Club.
  - 1.2.4. **Honorary Member** - any person upon whom the Club has conferred this title in recognition of services to the Club or to archery in general.
  - 1.2.5. **Guests** - any person invited by the committee and has paid the Club a prescribed fee but has paid all other necessary affiliations to some other body.

### **2 Duties and Privileges of Members**

- 2.1. Every member shall be bound to further the objects of the Club and shall observe these Rules and those of the Essex County Association, the Southern Regional Society and G.N.A.S.
- 2.2. All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.
- 2.3. All members, including those who have paid affiliation fees at junior rates, shall be entitled to vote at Club General Meetings.
- 2.4. Membership of the Club will terminate if.
  - 2.4.1. a **letter** of resignation is received or
  - 2.4.2. membership fees remain unpaid two months after due date without agreement or
  - 2.4.3. the individual ceases to qualify under these rules or
  - 2.4.4. membership is terminated under Rule 3.
  - 2.4.5. County, Regional or National affiliation fees are paid through another club.
- 2.5. No member whose affiliation fees are in arrears shall:
  - 2.5.1. be allowed to shoot or participate in any of the activities of the Club
  - 2.5.2. vote at a meeting of the Club
  - 2.5.3. hold office in the Club
  - 2.5.4. requisition a Special General Meeting

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- 2.6. When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by G.N.A.S. Members will also follow carefully any additional guidance given in the Club handbook and arising out of the agreements for use of our shooting facilities.
- 2.7. All members will use their best efforts to ensure the safety and security of the property and equipment of the Club and will play an appropriate part in the maintenance of the property and equipment.
- 2.8. A parent, legal guardian or a properly appointed adult must accompany each junior member of the Club, who is below the age of 18 years, when shooting at the Club.

### **3 Discipline**

- 3.1. The Club Committee may at any meeting, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated these Rules or whose conduct is deemed detrimental to the best interests of the Club.
- 3.2. Before any such disciplinary action, the member shall be given at least 14 days notice **in writing** and shall be granted the opportunity to be heard by the Committee. In exceptional circumstances an immediate suspension may be imposed pending disciplinary action.
- 3.3. The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.
- 3.4. The member shall be allowed 28 days from the date of communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, with the Secretary of the Club. The Committee shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.
- 3.5. 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.
- 3.6. The panel may hear such witnesses and consider such evidence as it shall think fit and its decision shall be binding both upon the appellant and the Club.

### **4 Applications for Membership**

An application for membership shall be made in writing to the Membership Secretary of the Club and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete G.N.A.S affiliation and membership record forms.

### **5 Dues**

- 5.1. All Club dues shall be as determined by the Club Committee from time to time and approved by the members in a General Meeting.
- 5.2. All subscriptions and affiliation payments shall become due annually on January 31<sup>st</sup> or when the County or G.N.A.S decides. All payments shall be for the following year.
- 5.3. The Club Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of the Club for any period.

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## **6 The Club Committee**

- 6.1. The affairs of the Club shall be supervised by the Committee which shall have such powers, duties and responsibilities as are laid down in the Rules and are not otherwise directed to be carried out by the members in General Meetings.
- 6.2. The Club Committee shall consist of the following persons whose services shall be purely honorary:
  - 6.2.1. President (optional) if the club decides to appoint one
  - 6.2.2. Chairman
  - 6.2.3. Secretary
  - 6.2.4. Treasurer
  - 6.2.5. Membership Secretary
  - 6.2.6. Records Officer
  - 6.2.7. Tournament Secretary
  - 6.2.8. Equipment Officer
  - 6.2.9. Ordinary Member X4
- 6.3. The posts of Chairman, Secretary and Treasurer must be filled. All other posts are optional.
- 6.4. Any person may hold a number of posts but the Committee must not consist of fewer than 4 individuals.
- 6.5. No person may be elected to the Committee unless they have been a member of the club for at least one year. The posts of Chairman, Secretary and Treasurer may only be held by members of at least three continuous years standing.
- 6.6. The Committee may decide from time to time to co-opt other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members.

## **7 Committee Meetings**

- 7.1. No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members.
- 7.2. If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their number to chair the meeting.
- 7.3. The Committee members shall meet together for the conduct of business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the Chairman shall have a second or casting vote.
- 7.4. The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting.
- 7.5. The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any sub-committees set up for whatever purpose.
- 7.6. The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.
- 7.7. The Committee may at any time set up or dissolve standing or ad hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of such committees must be minuted and reported to the Club Committee as soon as possible.

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## **8 Elections**

- 8.1. All elections are subject to Rule 2.5.
- 8.2. The President shall be elected at any General Meeting of the Club. The term of office shall be three years and the retiring President shall be eligible for re-election.
- 8.3. All members of the Club Committee other than the President shall be elected annually at the Annual General Meeting of the Club. The retiring Committee Members shall be eligible for re-election.
- 8.4. The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.
- 8.5. All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 14 days before the date of the General Meeting at which the election will take place. Nominations must show the name of the proposer(s) and must confirm that the candidate named is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in an emergency, e.g. if no nominations have been forthcoming.
- 8.6. The Committee from among those eligible may fill any casual vacancy in the Committee, but any person appointed shall retire at the end of the next General Meeting.
- 8.7. A member of the Committee shall cease to hold office before the end of the elected term if:
  - 8.7.1. By notice in writing, he or she resigns.
  - 8.7.2. He or she ceases to meet the conditions of eligibility for membership of the Committee.
  - 8.7.3. He or she is removed from office by a resolution of the Club members in a General Meeting.

## **9 General Meeting**

- 9.1. The General Meeting of the Club shall be held once in every calendar year, during January, as the Annual General Meeting.
- 9.2. All those entitled to receive the notices of the Club (Rule 12) will be given at least 21 days notice of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice and the accidental omission to give such notice or the non-receipt of such a notice by an individual, shall not invalidate the proceedings of any General Meeting.
- 9.3. All General Meetings of the Club other than the Annual General Meeting shall be called Special General Meetings.
- 9.4. Special General Meetings of the Club may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Committee, or by at least one quarter of the members of the Club. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

## **10 Proceedings at General Meetings**

- 10.1. The ordinary business of the Annual General Meeting shall be:
  - 10.1.1. To present the Notice of the Meeting.

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- 10.1.2. To approve the Annual Accounts and Balance Sheets.
  - 10.1.3. To approve the Annual Reports of the Committee.
  - 10.1.4. To fix subscription levels for the following year.
  - 10.1.5. To elect the new Committee Members.
- 10.2. Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of specific details in the agenda. No other business will be conducted at the Annual General Meeting.
  - 10.3. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be 10 members or one quarter of the membership of the Club whichever is less.
  - 10.4. If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting if convened, shall be dissolved, and shall stand adjourned to such other time and place as the Chairman shall appoint. If on a call from the members present and at the discretion of the Chairman, those members present could form a quorum.
  - 10.5. The Club Chairman will take the chair at every General Meeting. If the Chairman is not present within 15 minutes after the appointed time, then the members present will appoint one of their number to take the chair.
  - 10.6. A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote. In case of an equality of votes, the Chairman shall poll a second or casting vote.

## **11 Accounts**

- 11.1. The Club Committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of the Club's affairs with regard to:
  - 11.1.1. The assets and liabilities of the Club.
  - 11.1.2. Income and expenditure and matters giving rise to such income and expenditure.
  - 11.1.3. All sales and purchases of goods and services by the Club.
- 11.2. The books of account shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current Secretary and shall be made available for examination at every meeting of the Club Committee.
- 11.3. Once at least in every year, the Club Committee shall present to members in General Meeting, income and expenditure accounts for the period since the last preceding account, together with a balance sheet made up at the same date.
- 11.4. The financial year of the Club shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.

## **12 Notices**

- 12.1 Each member shall from time to time notify the Club Secretary of an address to be recorded as the postal address of the member.
- 12.2. A notice may be served by the Club on any member, either personally, or by mail in a pre-paid letter addressed to the recorded address of that member.

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### **13 Tournaments**

- 13.1. The Club shall hold annual outdoor Tournaments and any other archery events that it requires. These meetings may be open or closed, or both simultaneously, but in the case of closed Tournaments, they shall be available only to members of the Club who are entitled to shoot under the G.N.A.S Rules of Shooting.

### **14 Teams**

- 14.1. The Club may enter representational teams in any suitable events.
- 14.2. Club teams will be chosen in accordance with the procedures agreed by the Club Committee from time to time using mechanisms that are clearly visible to all members.
- 14.3. Club teams will be chosen only from Club members who are entitled to shoot for the Club under the G.N.A.S Laws and Rules of shooting and/or the rules of the competition.

### **15 Records**

- 15.1. The Club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the G.N.A.S Rules of Shooting, by any person, while that person was a member of the Club.
- 15.2. Scores achieved by members shall be forwarded to the Essex County Association from time to time as necessary in accordance with the requirements of that body.

### **16 Alterations to the Rules**

- 16.1. Additional Rules may be promulgated by the Club Committee from time to time in the interests of safety and security, subject only to the requirements that these Rule changes shall be ratified by the members in the General Meeting in due course.
- 16.2. The Rules of the Club may otherwise only be altered, amended, repealed or added to by a special resolution of the members in a General Meeting.
- 16.3. No alterations shall be made to these Rules that would have the effect of putting them in conflict with the Constitution of G.N.A.S or of the Regional and County bodies to which the club is affiliated.