

Constitution

1. Name

The name of the club is Bristol Bowmen, incorporating Bristol Bowmen Juniors, (Hereinafter called 'the Club').

2. Address

The postal address of the Club is that of the current Club Secretary or of the current Chairman if the post of Club Secretary is vacant.

3. Object

The object for which the Club is established is:

To promote and encourage the sport of archery

In 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 Gloucestershire Archery Society 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 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, they shall not be distributed amongst the members of the Club, but shall be transferred 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.

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 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 Senior Associate Member – any person of 18 years or older who has been accepted as an Associate member of the Club and has paid to the Club the prescribed Club fee but has paid all other necessary affiliations to some other body.

1.2.4 Junior Associate Member – any person of less than 18 years who has been accepted as a Junior Associate member of the Club and has paid to the Club the prescribed Club fee but has paid all other necessary affiliations to some other body.

1.2.5 Affiliate – any non shooting person who wishes to be associated with the Club, having paid a donation to the Club.

1.2.6 Honorary Member – any person upon whom the Club has conferred this title in recognition of services to the Club or to archery in general.

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 Gloucestershire Archery Society and the GWAS Regional Society and the sport's UK governing body.

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 the Club General Meetings.
- 2.4 Membership of the Club will terminate if:
- 2.4.1 A properly authorised form of resignation is received or
 - 2.4.2 Membership fees remain unpaid two months after the due date or
 - 2.4.3 The individual ceases to qualify under these rules or
 - 2.4.4 Membership is terminated under Rule 3
- 2.5 No member who's 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.
- 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 the sport's UK governing body. Members will also follow carefully any additional guidance given in the Club handbook and arising out of the agreements for the 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 same.
- 2.8 Each junior member of the Club, who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian when shooting at the Club.
- 2.9 Junior members of the Club may shoot only when at least two adults are present, one of who must be a competent senior archer affiliated to the sport's UK governing body.

3. Discipline

- 3.1 Where a complaint has been received about a committee member and/or a family member of a committee member, that committee member shall take no part in the investigation or vote on disciplinary action as described in rules 3.3 to 3.7 below.

- 3.2 Where disciplinary action is to be taken against a member who is under 18 years of age, all written communication from the committee will be addressed to the member's parent or guardian. The member's parent or guardian may act on that member's behalf in all matters pertaining to the disciplinary action, and either accompany the member in any meetings, or attend in their stead.
- 3.3 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.
- 3.4 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.
- 3.5 The decision of the Committee shall be communicated to the members (in writing) and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, to publish its decision in any medium, including the journals of national or international archery bodies.
- 3.6 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 a member of the committee. 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.
- 3.7 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.
- 3.8 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 Coaching and Membership Secretary and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete the sport's UK governing body 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 General Meeting.
- 5.2 All subscriptions and affiliation payments shall become due annually on 1 October 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.

6. The Club Officers

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 these Rules and are not otherwise directed to be carried out by the members in General Meeting.

6.2 The Club Committee shall consist of the Club Officers listed in sections 6.2.2 to 6.2.16 below, whose services shall be purely honorary:

6.2.1 President (subject to rule 8.2)

6.2.2 Chairman

6.2.3 Club Secretary

6.2.4 Coaching and Membership Secretary

6.2.5 Treasurer

6.2.6 Child Protection Officer

6.2.7 Junior Coordinator

6.2.8 Tournament Organiser

6.2.9 Records Officer(s)

6.2.10 Equipment Officer(s) – Indoor and Outdoor

6.2.11 Match Secretary

6.2.12 Social Secretary

6.2.13 Club Captain

6.2.14 Funding and Grants Officer

6.2.15 General Committee Member

6.2.16 Members of the Coaching Sub-Committee (subject to rule 6.4)

6.3 The Committee may decide from time to time to co-opt other persons to the Committee for particular purposes, but their co-options will not persist beyond the next General Meeting without the approval of the members.

6.4 The Coaching Sub-Committee shall consist of the following persons whose services shall be purely honorary:

6.4.1 All club members who have qualified as coaches or archery leaders through the sport's UK governing body (subject to rule 2.5)

6.4.2 All club members who have completed the formal training component of a coaching course through the sport's UK governing body (subject to rule 2.5)

6.4.3 Chairman (to be elected from the members listed in 6.4.1 and 6.4.2 (in accordance with rule 8.3))

6.4.4 Coaching and membership secretary (in accordance with rule 6.2.4)

6.5 Members who help with beginner's courses, but who do not have a coaching qualification, nor who are training to become coaches, are eligible to attend the Coaching Sub-Committee meetings (subject to rule 2.5). Such members will have full sub-committee rights, privileges and duties, except where these would contravene Rules, Regulations and Guidelines set down from time to time by the sport's UK governing body.

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 or two thirds of the committee, whichever is less.

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 members 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 of the Club, except where the total number of adult members of the Club is less than four, in which case it will be lawful for the Committee to act regardless of numbers.

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.

8. Elections

8.1 All elections are subject to Rule 2.5

8.2 The position of President may be conferred on any one member at a time in recognition of services to the Club or to archery in general. The position is for life (subject to Rule 2.5) unless the President resigns the position in writing. As this is an honorary title it is not a Club Committee position.

8.3 All members of the Club Committee other than the President and the Coaching Sub-Committee 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 Club Secretary prior to the General Meeting at which the election will take place being called to order. 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 emergency.

8.6 Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.

8.7 The chairman of the coaching sub-committee shall be elected at any meeting of the coaching sub-committee from, and by, its members (subject to rule 6.4.3). The term of office shall be for one year and the retiring chairman will not be eligible for immediate re-election.

8.8 A member of the Committee and/or Coaching Sub-Committee shall cease to hold office before the end of the elected term if:

8.8.1 By notice in writing, he or she resigns;

8.8.2 He or she ceases to meet the conditions of eligibility for membership of the Committee;

8.8.3 He or she is removed from office by a resolution of the Club members in General Meeting.

9. General Meeting

9.1 The General Meeting of the Club shall be held once in every calendar year, on or before 30 September, as the Annual General Meeting

9.2 All those entitled to receive the notices of the Club (Rule 13) 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 shall be sufficient proof of notice and the accidental omission to give such notice or the non receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.

9.3 All General Meetings of the Club other than the 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;

10.1.2 To receive the report of the Treasurer or the Auditor;

10.1.3 To approve the Annual Accounts and Balance Sheets;

10.1.4 To approve the Annual Report of the Committee;

10.1.5 To appoint the Auditor for the following year, if required;

10.1.6 To fix club subscription levels for the following year;

10.1.7 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 detail 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 on a call from the members shall be dissolved. In any other case it shall stand adjourned to such other time and place as the Chairman shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be 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.
- 10.7 All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.

11. Accounts

- 11.1 The Club Committee shall ensure that proper and sufficient books 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 the 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 accounts shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current Club 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 1st October to 30th September.

12. Audit (if required)

- 12.1 At least once in every year the accounts of the Club shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors.
- 12.2 The auditor(s) shall be appointed at the Annual General Meeting of the Club and shall not be a Committee Member nor an immediate past Committee Member.

13. Notices

- 13.1 Each member shall from time to time notify the Club Secretary of an address to be recorded as the postal address of the member.
- 13.2 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.

14. Tournaments

The Club shall hold annual outdoor and indoor 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 sport's UK governing body Rules of Shooting.

15. Teams

- 15.1 The Club may enter representational teams in any suitable events.
- 15.2 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.
- 15.3 Club teams will be chosen only from Club members who are entitled to shoot for the club under the sport's UK governing body Laws and Rules of Shooting.

16. Records

- 16.1 The Club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the sport's UK governing body Laws and Rules of Shooting, by any person, while that person was a member of the Club.
- 16.2 Scores achieved by members shall be forwarded to the Gloucestershire Archery Society from time to time as necessary in accordance with the requirements of that body.

17. Alterations to the Rules

- 17.1 Additional Rules may be promulgated by the Club Committee from time to time in the interest of safety and security subject only to the requirements that these Rules changes shall be ratified by the members in General Meeting in due course.
- 17.2 The Rules of the Club may otherwise only be altered, amended, repealed or added to by a special resolution of the members in General Meeting.
- 17.3 No alterations shall be made to these Rules that would have the effect of putting them in conflict with the constitution of the sport's UK governing body, or of the Regional and County bodies to which the Club is affiliated.

Adopted at the Special General Meeting: 4 September 2009
Amended at the Annual General Meeting: 3 September 2010

Signed: _____ (Chairman)

Signed: _____ (Club Secretary)