

# **Constitution**

## **1. Name**

The name of the Club shall be “(club name)” hereinafter referred to as the Club.

## **2. Objectives**

The “Club” is established to promote archery through demonstrations, tuition and participation.

## **3. Committee**

- a) The Club will be under the management of the committee, the officers of which shall be elected by majority vote at the annual general meeting.
- b) The officers of the committee shall consist of :-
1. The Chairman.
  2. The Secretary.
  3. The Treasurer.
  4. The Equipment Officer or Armourer.
  5. One other member to make up the committee, being a junior member where possible.
- c) The committee shall meet at its discretion, but must meet at least four times annually.
- d) The Chairman of the Club shall be an ex-officio member of any sub-committees set up by the Club.

## **4. Meetings**

- a) Meetings of the committee shall be as per the Constitution. Minutes of all meetings be made and retained by the Secretary. A quorum for a committee meeting shall be two thirds of its members. All committee members are required to attend at least four times a year. Those who fail to fulfil this requirement may be the subject of disciplinary proceedings at the discretion of the committee.
- b) The committee shall convene one Annual General Meeting of all members within each calendar year at a place and time which in their opinion is most acceptable to the general membership.
- c) The purpose of the Annual General Meeting shall be to review the activities and performance of the Club over the previous year and to set targets for the following year and to elect a new committee.

- d) Nominations for posts on the committee must be received by the existing committee at least three weeks before the Annual General Meeting.
- e) Changes to the Constitution can only be effected at an Annual General Meeting and then only by two thirds majority of voting members.
- f) Resolutions on any matter pertaining to the Club for consideration by the Annual General Meeting, shall be in writing and received three weeks before the meeting.
- g) The committee shall inform all its members of the date and venue of the Annual General Meeting at least one month before the meeting.
- h) An Extraordinary General Meeting can be called for by the members on submission of a notice of agenda to the committee which has been signed by at least two thirds of the members. The meeting to be called by the committee within one month of receipt of notice.

## **5. Elections**

Except where otherwise stipulated by the Constitution all elections within the Club will be decided by majority vote and each candidate will require one nominator and one seconder.

## **6. Membership**

a) Membership is open to all members in good standing, from ten years old for archery and seventeen years old for crossbow, who in the opinion of the committee are suitable after a trial period of one month after which their annual subscription must be paid.

b) Associate membership may be granted to persons who in the opinion of the committee can assist the Club in reaching its objectives. They may attend meetings by invitation but have no vote.

## **7. Annual Subscriptions**

An annual subscription shall be required of all full members. The amount to be agreed at each annual general meeting. Members who are more than three months in arrears with their subscriptions shall cease to be a member.

## **8. Safety**

All courtesy and safety rules shall apply in accordance with I.A.A.A. and F.I.T.A rules in the case of archery and with C.C.N.E. and I.A.U. rules for crossbow. Any member who breaks these rules will be expelled from the club.

## **9. Discipline**

The committee shall suspend or dismiss any member who in their opinion has misconducted themselves or has brought the Club or the Sport into disrepute. In all instances the member has the right to appeal.

### **10. Duties of Officers**

- Chairperson** To chair all meetings. To allow equal time for debate and discussion. To advise secretary on meetings agenda's. Have casting vote in the event of a tie. To pursue resolutions passed at meetings - making sure people do their job.
- Treasurer** Responsible for all monies in the club and to keep account of all transactions. Submit to the committee a yearly report. To be chairman of all fund raising activities. To administer I.A.A.A. and C.C.N.E. membership.
- Secretary** Responsible for:- keeping an up to date minute book with an attendance record. For making out the agenda with the chairman for all meetings. All correspondence to and from the Club. Membership records. The submission of names for I.A.A.A. and C.C.N.E. shoots. Informing members of coming events and supplying them with yearly event sheets. Informing the relative bodies of his/her postal address.
- Equipment Officer** Responsible for:- the care and maintenance of all club equipment. The organising of target making and repairing. Setting out duties for members for field shoots i.e. laying out field, targets, boundaries etc. Arranging for demonstrations to beginners on use of club equipment, stringing bows, making strings, straightening arrows, fletching, nocking, replacing piles, general bow tuning and any other courses that will further the aims of the Club.