

# **BRITISH TIMKEN BOWMEN**



# **CONSTITUTION**

Adopted February—20th 2002.

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### 1. General Provisions

- 1) The name of the club shall be “**British Timken Bowmen**” hereafter known as “the Club”
- 2) The objectives of the Club shall be the promotion and encouragement of Archery in all of its forms, with the exception of **Bow Hunting**.
- 3) The postal address of the Club shall be that of the Secretary for the time being.
- 4) The shooting address of the Club shall be as advised to the members from time to time.
- 5) The funds and property of the Club shall be vested in the Club Committee who shall have the power to acquire or dispose of assets.

In the event of the Club disbanding, all of the Club's assets shall be deposited with the Northamptonshire County Archery Society, who will have to power to dispose of them as the General Committee of the NCAS deems fit.

- 6) All shooting shall be conducted under the rules and regulations of the Grand National Archery Society (GNAS) and the Federation of International Target Archery (FITA).

## 2. Management.

- 1) The Club shall be managed by a General Committee of no more than 12 members who shall be elected at an Annual General Meeting of members.
- 2) Committee members of the club shall be elected by the members at an Annual General Meeting to serve for a period of one (1) year.
- 3) The Chairperson of the Club will be elected by members at an Annual General Meeting of members and will automatically serve for a three-year period.
- 4) The Chairperson may be nominated to serve for an additional three-year period only.
- 5) All other committee members will be eligible for re-election without further nomination.
- 6) The election for Chairperson and Club Committee will be by secret ballot.
- 7) All members are eligible to vote. Ballot papers will be made available prior to the meeting. Those members who are unable to attend the meeting may send completed ballot papers, in a sealed envelope, to the Secretary for counting at the meeting.
- 8) At its first meeting following the AGM the Committee will elect from amongst its members, the following Officers, Vice Chairman, Secretary, Treasurer, Records Officer, Tournament Co-ordinator, Coaching Organiser and Equipment Officer. The Committee may appoint other officers who may or may not be elected Committee Members.

- 9) An Executive Committee of: - Chairman, Vice Chairman, Secretary, & Treasurer are authorised to act on behalf of the Club in emergency situations only. Decisions taken by the Executive Committee should be communicated without delay to the other General Committee members and ratified at the next General Committee meeting.
- 10) At all meetings of the Club or Committee the Chairperson will have a casting vote only. All voting at committee meetings will be by a simple show of hands.
- 11) The Committee shall have the power to co-opt members, should their number fall below 12.
- 12) The Committee shall have the power to appoint sub-committees and to delegate to any such sub-committee powers within defined limits. The limits and definitions to be minuted in the Club minute book.

### **3. Membership.**

- 1) There shall be the following classes of membership.
  - a. Senior Affiliated member
  - b. Junior Affiliated member
  - c. Joint Family member (to a maximum of 4)
  - d. Non Affiliated Senior member
  - e. Non Affiliated Junior member
  - f. Non shooting member
  - g. Honorary Life member.
- 2) Any person interested in the sport of Archery having attained the age of 18 years may be admitted to the Club as a Senior Affiliated Member. Persons under the age of 18 years may be admitted as a Junior Affiliate member.

- 3) Persons affiliated to the GNAS through another club may be admitted as Senior or Junior non-affiliated members, subject to conditions set by the membership at the AGM. Such application for membership is subject to approval by the Committee.
- 4) The Club may accept Non-shooting members at the discretion of the committee.
- 5) The Committee has the power to confer 'Life Membership' on members who have given exceptional service to the Club.
- 6) All applications for membership must be approved by the Committee. The Committee have the final decision on all applications and may refuse membership without any right of appeal for the applicant.
- 7) All members shall accept the jurisdiction of the Committee and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.
- 8) If, in the opinion of the Committee, any member shall have been guilty of conduct, which makes it undesirable that such a member shall continue to hold membership, then an EGM shall be called. The Club may then expel such a member after a hearing, without being called upon to disclose the reason to any person other than the member concerned. The Club's decision at an EGM following a simple vote shall be final and binding.
- 9) Each member, upon joining the Club, shall receive a copy of this constitution. No member shall be absolved from the obligations and

conditions set out herein on a plea of ignorance.

#### **4. Subscriptions.**

- 1) All members of the Club as defined in clause 3 (1) shall pay, in addition to the annual National, Regional and County affiliation fees an annual Club fee as determined by the members at the Annual General Meeting.
- 2) All subscriptions shall become due on October-1st each year.
- 3) Members who have failed to pay their subscriptions by October 31<sup>st</sup> each year will be deemed to have terminated their membership, and should they wish to re-join must apply to the Committee for membership as if they were a non-member. Membership is not an automatic right of a lapsed member. The Committee may, at their discretion, consider extenuating circumstances for late payment of Club subscriptions before declaring a membership terminated.
- 4) Where members choose to affiliate directly to the GNAS, or through another Club, those members must confirm, to the Secretary, by the production of a valid GNAS membership card, that their membership fee has been paid.
- 5) Persons joining during the year must pay the GNAS subscription as laid down by the GNAS. The Committee has the power

to waive or vary Club subscriptions in these cases.

## **5. Finance.**

- 1) The Club Treasurer shall be responsible for management of the Club Accounts and shall keep a written or electronic record of all transactions.
- 2) The Committee may authorise the Treasurer to open bank accounts as and when this is deemed appropriate.
- 3) There shall be four Committee members nominated as signatories on all cheques, with any two of them signing all cheques drawn on Club accounts. The Committee, at its first meeting following the AGM will nominate those officers who, in addition to the Treasurer will be account signatories. The names of those appointed will be noted in the Club minute book.
- 4) At each Committee meeting the Treasurer will provide the committee with an up to date statement on the Club's financial position.
- 5) Full Committee approval is required for any expenditure in excess of £100.00.
- 6) An audited balance sheet will be presented to the membership at the AGM.
- 7) The Committee shall appoint an auditor from the Club Membership.

## **6. Meetings**

- 1) The Annual General Meeting (AGM) shall be held in October of each year.
- 2) A notice calling the meeting, together with a nomination form for Committee members, and where appropriate the Office of Chairman. shall be posted on the Club notice board and sent to all members at least 28 days prior to the date of the meeting.
- 3) Amendments to this constitution, completed nomination forms and items for inclusion on the agenda shall be in the hands of the Honorary Secretary at least 14 days prior the date of the meeting.
- 4) The Secretary shall make **best endeavours** to send a copy of the agenda and ballot forms for the meeting to each member, in any event the agenda and ballot form shall be posted on the Club notice board, at least 7 days prior to the date of the meeting.
- 5) At all AGM's a quorum shall consist of no less than 12 members.
- 6) At all AGM's or EGM's each member attending shall be entitled to vote regardless of his or her membership category.
- 7) With the exception of the election of the Chairperson and the Committee, all other voting at the AGM will be by a simple show of hands. There shall be no voting by proxy.
  
- 8) **The Committee shall meet on a bi-monthly basis. Where a Club Committee meeting**

**and a County Committee meeting are scheduled for the same month, the Club's meeting will be timed to occur on a date preceding the County meeting.**

- 9) The Chairperson or Secretary shall have the authority to call additional committee meetings should the need arise.
- 10) At all Committee meetings a quorum shall consist of no less than 50% of the total number of elected Committee members, including the Chairperson
- 11) Extraordinary General Meetings (EGM's) may be called upon the direction of the General or Executive committee, or upon a request from at least 10 members of the club.
- 12) The Secretary shall make **best endeavours** to give at least 14 days notice to of the date of the EGM, by sending a copy of the notice calling the meeting to each member. In any event the agenda and ballot form shall be posted on the Club notice board, at least 7 days prior to the date of the meeting.
- 13) The notice shall state the specific purpose of the EGM. All discussion at the meeting shall be confined to the topic set out in the notice calling the meeting.

## **8. Competitions and Trophies.**

- 1) The Committee will organise on an annual basis an Outdoor and Indoor Club Championship in all bow disciplines.
- 2) The rounds to be shot in the Club Championships shall be determined by the membership at the Annual General Meeting.
- 3) Any person presenting a prize or trophy for a competition shall have the right to determine the conditions of the competition subject to the approval of the Committee.

#### **9. Representation.**

- 1) Where the Club is required to enter nominated individuals or teams in competitions, the Committee shall be responsible for the selection of such teams or individuals.