

Bowmen of Petersfield



CONSTITUTION and CLUB RULES

And list of
COMMITTEE & FEES

Version; January 2018

1. Name

The Club shall be called "Bowmen of Petersfield"

2. Aim

The aim of the Club shall be the promotion of Archery in all its forms, excluding bow hunting and crossbow shooting, and to provide a social amenity.

The club recognises the rights of every individual to participate in sport in safety and without fear of discrimination.

3. Affiliation

The Club shall be affiliated to the Hampshire Archery Association, the Southern Counties Archery Society and Archery GB.

4. Membership

a) Probationary

Any person with Archery GB affiliation who wishes to become an ordinary member shall become a probationary member of the Club, with the approval of a Committee member. Any person enrolling on a beginner's course with the club will be granted Probationary membership. Probationary membership shall be for a period of six weeks upon payment of a fee set by the Club. At the end of this period, he or she may apply for ordinary membership.

b) Ordinary

All persons who have had their application forms approved by a Committee meeting shall be elected ordinary members of the Club.

Two categories of Ordinary Membership are available

- i) Senior
- ii) Junior, available only to those aged under 18 when their membership fee is due.

c) Junior Members

The Petersfield Junior Bowmen ceased to operate as a separate club as of October 2016, and all current members of that club are now Ordinary Junior members of Bowmen of Petersfield,

d) Non Shooting

Persons of any age related to or connected with an ordinary member of the club, but who do not participate actively in the sport of archery, who have had their application forms approved by a Committee meeting may be elected Non-shooting members of the club. They will pay a subscription as may be determined by the AGM, but not Archery GB fees. Cover under Archery GB insurance will be limited to that of the general public and shooting with club or any other archery equipment is strictly forbidden. Non-shooting members will not be entitled to vote at club meetings.

e) Exclusion from membership

The Committee may exclude from membership any person who, in their opinion, has by his or her conduct or actions put at risk the well being of any other person, or who has brought the name of the Club into disrepute. This shall include any person who does not comply with provisions made under Section 14.

5. Meetings

a) The Club shall hold an Annual General Meeting (AGM) in October or November of each year, notice of the meeting shall be advertised on the Club notice board at least 28 days prior to the date of the meeting. Forms for the election of officers are to be on the Club notice board for at least 28 days prior to the AGM.

b) An Extraordinary General Meeting may only be called by the Committee but upon a written request, signed by at least four ordinary members, specifying the purpose of the Extraordinary General Meeting the Committee will be obliged to call such a meeting. All Extraordinary General Meetings will be advertised on the Club notice board for at least seven days prior to the date of the meeting.

c) In the absence of a Club notice board members will be notified personally of meetings, forms for the election of officers and any other documentation. Such communication may be via email or via the club website.

6. Committee

The Committee shall consist of up to nine members to be elected at each Annual General Meeting and to hold office from the conclusion of the meeting to the conclusion of the next Annual General Meeting. The elected committee will also have the power to co-opt up to three additional members whose periods of office will be limited to that of the elected committee. The Committee shall consist of a Chairman, a Vice Chairman, a Secretary, a Treasurer, a Records Officer, an Equipment Officer, a Tournaments Secretary, a Child Protection Officer (CPO) and a Webmaster all of which positions will be filled by elected officers unless a vacancy shall fall due between AGMs, in which case a co-opted member may fill such a position until the next AGM. The CPO will be registered with the Disclosure and Barring Service, via the Archery GB office, before the appointment to the committee is ratified. The CPO may hold another position on the committee.

A quorum of not less than two thirds of the elected members is required to undertake committee business. The Committee shall meet at least four times a year and be entrusted with the general management of the club.

a) The Club may elect at the Annual General Meeting a President to serve for an indefinite period and not subject to re-election annually. The President so elected may remain in office so long as he or she continues to be an active member of the club and affiliated through the club to Archery GB. The President will normally Chair Annual or Extraordinary General Meetings and may attend Club Committee meetings at the invitation of the Chairman.

The President may step down at his or her choice at any AGM and on so doing will automatically become an Honorary Life Vice-President. The Club may also elect at Annual General Meetings any person, who is considered to have rendered exceptional service to the club, to the Honorary position of Life Vice-President. Anyone so elected will not be liable to pay club membership fees, although they may choose so to do. Archery GB fees will continue to be payable in the normal way for Vice-Presidents who are still actively shooting. Proposals for election to the office of President or Life Vice-President should first be made through the Secretary to the Club Committee who will have the power of veto before submitting any nominee to the election process at AGM. The exception to this will be a retiring President who will automatically become a Life Vice-President.

7. Voting

All ordinary members present at the General Meetings or Committee members at Committee Meetings shall be entitled to one vote. Resolutions shall be decided by the majority of those present and voting. In the event of a tied vote the Chairman shall have a second or casting vote.

8. Subscriptions

Annual club subscriptions shall be determined by the members at each AGM and shall be payable on, or by, the third Sunday in September each year. Archery GB fees, which must be paid by every member in order to satisfy insurance requirements, and which are determined by Archery GB shall be payable on, or by, the third Sunday in September each year and will include affiliation to the Hampshire Archery Association (HAA) and the Southern Counties Archery Society (SCAS).

A member whose Archery GB affiliation is paid through another Club or Society shall not be required to make the affiliation payment in September upon production of proof of valid affiliation.

Members who have not renewed their club membership and Archery GB affiliation by 1st October will not be allowed to shoot until such fees are paid in full.

For the calendar year 2018 only, a club membership fee of 50% the full annual fee will be levied by the end of March. This is to allow the club membership renewal date for 2018 and future years to be moved to September and to align with the Archery GB renewal date.

9. Upkeep of Ground and Club Property

The Committee shall be responsible for the proper upkeep of all Club property, including the range and all matters concerned with the day to day running of the Club.

10. Shooting Regulations

a) Shooting on the Club ground shall be in accordance with the Archery GB Rules of Shooting. The round to be shot will be in accordance with the programme prepared by the Committee or as agreed by those taking part.

b) In addition to Ordinary members of the club, guests will be welcomed to shoot with the club, by invitation, and upon payment of a target fee. The fee concerned will be fixed by the AGM at the same time as subscriptions under Section 8. Guests paying a target fee must be holders of valid Archery GB membership and fully paid-up members of an Archery GB affiliated archery club.

11. Bankers

The Club shall maintain a current account with a Bank or Building Society and all monies received by the club shall be paid into the credit of that account. The account shall remain in credit at all times. The signatories to the account shall be the Club Chairman, Secretary and Treasurer, except where two are related when another Committee member shall be nominated. The Bank or Building Society will be instructed to honour cheques signed by any two of the nominated signatories. At the discretion of the committee other accounts may be decided upon.

12. Accounts

The Treasurer will be responsible for keeping such books and receipts as necessary to explain all financial transactions of the Club. The Treasurer will also be responsible for the production of accounts giving details of the Club's income and expenditure annually. A copy of the accounts shall be fixed to the Club notice board for at least seven days prior to the AGM. In the absence of a notice board a copy of the accounts will be available to the members on request.

13. Minutes

It is the Committee's responsibility to ensure that a copy of the minutes of all General and Committee meetings be displayed on the Club notice board and be open to inspection by any ordinary member of the Club. At all General or Committee meetings the minutes of the previous respective meeting shall be read and if approved by a majority vote shall be signed by the Chairman as correct. In the absence of a notice board a copy of the minutes will be available to the members on request.

14. Protection of Children and Vulnerable Adults

The club will take all reasonable steps to ensure that its members adhere to the Archery GB policy on the Protection of Children and Vulnerable Adults.

The supervision of children (Juniors under the age of 18) shall be in accordance with the policy recommendations and any member who holds the position of Child Protection Officer, or who is involved in the supervision of Junior members will be required to undergo, via Archery GB, Disclosure and Barring Service registration and Child Protection training. Any members providing tuition on beginner's courses are expected to hold the appropriate Archery GB coaching qualification, or be training towards such a qualification, and to have been subject to Disclosure and Barring Service checks.

15. Dissolution of the Club

If the Committee concludes that the club can no longer operate for whatever reason then it shall convene a meeting of all current members to consider a resolution for dissolution of the club. The club shall only be formally dissolved if so agreed by a 60% majority of members attending such a General Meeting.

In the event of the club's dissolution the Committee should consult with HAA and SCAS as regards the distribution of club assets, including equipment, trophies and funds, to other Archery clubs in the area. No assets are to be distributed directly to existing or former members of the club.

Revision History

November 2016	Amalgamation of Junior club into Bowmen of Petersfield. Replacement of CRB with Disclosure and Barring Service
October 2017	Addition of Dissolution clause to meet Archery GB conditions for award of grants
January 2018	Movement of club membership renewal date from March to September