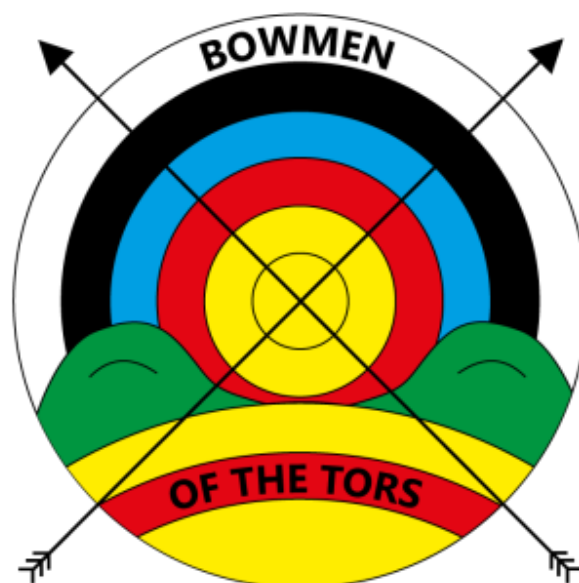




Bowmen of the Tors Archery Club Constitution

Proposed Constitution for Extraordinary General Meeting

Status: Committee reviewed draft - awaiting approval by members at an EGM

This proposal is not yet in force. The Bowmen of the Tors constitution dated September 2019, version 1.1, remains the club's governing constitution until members approve this proposal at a properly convened General Meeting.

Version	Last reviewed	Updated by	Changes made	Next review date
1.0	August 2018 – Agreed at AGM September 2018	Emma Martyn	Reformatting; Updating dates and organisation information; Additional members of committee Removal of Non Shooting member category. See document 'Overview of Changes Proposed August 2018' for details	August 2019
1.1	September 2019	Emma Martyn	Wording amendments to 1.2, 1.7, 4.3 5.1, 8.1 ii, 9.1, 9.13; Addition of 3.8; 4.6, 9.2 and 9.3 replaced.	September 2020
Proposed	Committee reviewed	Bowmen of the Tors Committee	Proposed constitutional amendments prepared for member consideration at an EGM. Not yet in force.	EGM decision required

1. GENERAL PROVISIONS

- 1.1 The Club shall be known as BOWMEN OF THE TORS; hereinafter referred to as the Club.
- 1.2 The funds and property of the club shall be vested in the Chairman, Secretary and Treasurer.
- 1.3 All monies and sums received on behalf of the Club shall remain the property of the Club and there will be no distribution of such funds amongst the members.
- 1.4 The objects of the Club shall be the promotion and encouragement of the sport of Archery in all its forms, other than Bow Hunting. Through its experienced members it shall give thorough basic tuition to all beginners.
- 1.5 The Shooting Regulations as prescribed in the Archery GB/World Archery Rules of Shooting shall be accepted as governing the relevant branches of the Sport of Archery practised by the Club and its members.
- 1.6 Nothing will be included in the Constitution which conflicts with that of Archery GB.
- 1.7 The postal address for the Club shall be that of the Secretary.
- 1.8 The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting of the Club.
- 1.9 Members wishing to move a proposition designed to alter or amend the Constitution shall submit such a proposition to the Secretary 28 days before the General Meeting at which such proposition is to be considered.
- 1.10 Notice of such proposition, which it is intended to move shall be sent to all members entitled to receive notice of such meeting.

2. MANAGEMENT

- 2.1 The Management of the Club's affairs shall be entrusted to the Club Committee.
- 2.2 The Club Committee shall consist of:-
 - Chairman
 - Secretary
 - Treasurer
 - Records Officer
 - Equipment Officer
 - Social Secretary
 - Junior Representative
 - Welfare Officer
 - Tournament Organiser
 - Technical Officer
- 2.3 The Committee shall be appointed by members in General Meeting which shall determine the terms of their appointments from time to time.

- 2.4 At meetings of the Club Committee, the Chairman, if it is necessary, is entitled to an additional deciding vote.
- 2.5 The Club Committee may appoint sub-committees and may delegate to such Committees powers within defined limits.

3. MEMBERSHIP

- 3.1 All shooting members are to be affiliated to Archery GB/World Archery.
- 3.2 There shall be the following classes of Membership:-
 - i. Senior Club Members
 - ii. Junior Club Members
 - iii. Honorary Club Members
- 3.3 Any person, having attained the age of 18 shall be eligible for admittance as a Senior Club Member, or under that age, as a Junior Club Member.
- 3.4 Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Club Member for life or for a specified period of time.
- 3.5 A member with a disability may be entitled to pay reduced affiliation fees to AGB, GWAS and/or DCAS.
- 3.6 Any person who is affiliated to Archery GB/World Archery through another Archery Club shall be eligible to shoot as a visitor upon proof of affiliation and payment of range fees.
- 3.7 All members shall accept the jurisdiction of the Club and shall conform to current AGB Rules of Shooting.
- 3.8 The Committee reserves the right to expel members who do not adhere to the Club's etiquette document and Archery GB's Code of Conduct documents. All complaints should be forwarded to the Club Secretary in the first instance and will be dealt with in accordance to Archery GB's Disciplinary Policy and Procedures.

4. MEMBERSHIP FEES

- 4.1 All members defined in section 3.2, other than Honorary Members, shall pay an annual Membership Fee to the Club at rates determined from time to time by members in General Meeting. Rates may include a reduced Under-21 Membership Fee for a member who is under 21 on the date their membership begins or is renewed. Eligibility for the reduced fee does not alter the member's classification under section 3.2: a member aged 18 or over remains a Senior Club Member.
- 4.2 Membership shall run for a rolling period of 12 months from the date on which a person joins the Club or renews their Club membership. The full applicable Club Membership Fee shall be due when membership begins or is renewed.
- 4.3 All shooting members, including Honorary Club Members, must hold all current affiliations required by Archery GB and the applicable Region and County in order to shoot. With the exception of Honorary Club Members, members must also pay the Club Membership Fee by their individual renewal date. A person who has not renewed by the expiry of their membership shall cease to be a member of the Club unless the Club Committee considers that there are extenuating circumstances. Honorary Club Members are exempt from paying Club Membership Fees.

- 4.4 A new member shall pay the full applicable annual Club Membership Fee on joining. Club Membership Fees shall not be calculated on a pro-rata basis. Renewal shall be due at the end of the member's rolling 12-month membership period.
- 4.5 A member shall pay Archery GB and any applicable Regional and County affiliation fees in accordance with the current rules and fee structure of those organisations. Where the Club purchases or renews Archery GB membership on a member's behalf, that membership shall run for 12 months from the date of purchase or renewal, subject to Archery GB's current membership terms.
- 4.6 Affiliation and/or membership fees are non-refundable.

5. FINANCE

- 5.1 The Club Treasurer shall prepare and present at the Annual General Meeting, a Balance Sheet showing the financial position of the Club of the preceding year, together with an Income and Expenditure Account for the twelve months ending to date.
- 5.2 A copy of the Balance Sheet and Income & Expenditure Account shall be presented at the Annual General Meeting to each Club Member. The original shall be endorsed by the Club Chairman after acceptance by the Meeting.
- 5.3 A Bank Account shall be maintained in the name of the Club. All cheques and orders withdrawing monies from the account shall be signed by two of the Club Committee, as designated at the Bank.
- 5.4 In the event of dissolution of the Club, all assets shall be handed to the Devon & Cornwall Archery Society for safekeeping as defined in the D.C.A.S. Constitution.

6. GENERAL MEETINGS

- 6.1 The Annual General Meeting (AGM) shall be held at a place to be determined by the Club Committee. Where possible, not less than twenty-one clear days' notice of such meetings shall be given to each Club member.

7. EXTRAORDINARY GENERAL MEETINGS

- 7.1 Extraordinary General Meeting (EGM) may be called by the Club Committee, or at the request of 4 or more Club members. Where possible, not less than twenty-one days' notice of such meetings shall be sent to each Club member. Notice of any Proposition which it is intended to move shall be sent to all Club members entitled to receive notice of the meeting.

8. VOTING AND QUORUM

- 8.1 At all General Meetings:-
- i. Committee Members and 2 Ordinary members shall form a quorum.
 - ii. Each Club Affiliated Senior Member, including Honorary Members shall be entitled to one vote.
 - iii. One parent per family of junior members shall be entitled to one vote.
 - iv. The Chairman shall, if required, be entitled to an additional deciding vote.

- 8.2 At all Committee Meetings 3 Committee Members shall form a quorum.
- 8.3 Under certain circumstances and at the discretion of the Chairman, members may be allowed to cast a distance vote on matters that require no discussion.

9. GENERAL RULES

- 9.1 The Club shall meet on Tuesday and Wednesday evenings and Sunday mornings at Notre Dame High School for Girls throughout the year, shooting outdoors when weather and daylight permit. Location or time/day changes may be advised by the Committee. The Committee reserve the right to have the final decision on whether it is safe to shoot. Tuesday evenings will be interspersed with Beginners Courses and specified Coaching activities.
- 9.2 During the year, various postal tournaments will be offered. As far as possible, members will be given the opportunity to shoot the round for their postal entrance at any club session. Rounds must be shot under tournament conditions and score sheets will need to be signed and verified by another member of the club prior to submitting to the Records Officer.
- 9.3 The Club will encourage all members to shoot full rounds at any Club session regardless of whether they are shooting a postal tournament. Progress awards will be available for both indoor and outdoor rounds to encourage improvement and support progress. Classifications can be updated at any time and are awarded at the discretion of the Records Officer up to and including Bowmen Classifications.
- 9.4 Key Holders will be required by the School [Notre Dame] to sign a declaration and their names and addresses registered with the School. Key holders shall be the Club Secretary, a member of the committee and a senior club member. An additional set of shed keys are held by the coaching team.
- 9.5 Junior Club Members must only shoot in the presence of an adult member.
- 9.6 The Club bears no responsibility for Junior Club Members other than they observe the Club Rules and discipline when on the Club premises.
- 9.7 The Club accepts no responsibility for personal injury or loss or damage to personal equipment other than that covered by AGB Insurance.
- 9.8 Beginner's equipment is provided for a new member to try Archery without having to purchase their own equipment before having decided whether they are going to pursue the sport. The maximum time they will be allowed this facility will be 3 months from the date of their first attendance.
- 9.9 No item of Club Equipment may be removed from the Club premises except at the discretion of the Equipment Officer or other committee member.
- 9.10 The Club shall organise one tournament per year, and where practical, any other tournaments on behalf of the County or Region, as requested by them. In such events, all Club Members shall be expected to assist in the organisation and preparation.

- 9.11 Two Handicap Trophies are held by the Club. The “Harry Oates” Trophy to be awarded annually for most improved Senior Handicap. Junior Handicap Trophy to be awarded annually for most improved Junior Handicap.
- 9.12 Archery GB /World Archery Rules of Shooting shall be observed at all times. Indoors – all archers must observe safety at all times and not cause distractions to those shooting by unnecessary movements with kit etc. Outdoors – those not shooting will remain to the rear of the shooting line as per Archery GB/World Archery rules.
- 9.13 On all occasions that Club Members attend for shooting all people shooting are expected to arrive in time to help rig the range[s] and de-rig afterwards. Starting times 9 a.m. Sundays, and 7.00 p.m. on Tuesdays and Wednesdays. It is an expectation of all members to support the committee in the running of the club which includes volunteering at events.