



**Bowmen of Adel
Club Constitution**
November 2003

Bowmen of Adel Club Constitution

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Revisions:

- Constitution adopted AGM November 1998
- Revised AGM November 2001 (Revision of Officers)
- Revised AGM November 2003 (Addition of Clauses 2 (Committee powers) and 14 (Child Protection))

Bowmen of Adel Club Constitution

1 Name and Affiliations

- 1.1 The club (hereinafter referred to as "The Club") shall be known as the Bowmen of Adel.
- 1.2 The Club exists as a section of the Adel War Memorial Association (AWMA), by whose rules it shall be governed
- 1.3 The Club shall be affiliated to the Grand National Archery Society (GNAS) the rules of which shall also apply.
- 1.4 The Club shall be affiliated to the Northern Counties Archery Society (NCAS) the rules of which shall also apply.
- 1.5 The Club shall be affiliated to the Yorkshire Archery Association (YAA) the rules of which shall also apply.

2 Committee Powers

- 2.1 **The Committee reserves the right to revoke or suspend the membership of any member, or refuse to accept or renew membership.**

3 Constitution

- 3.1 This Constitution shall be the Constitution of the Club
- 3.2 Amendments to this Constitution shall be considered only at a General Meeting of the Club. They shall be discussed and voted on according to the rules of General Meetings.
- 3.3 If an amendment to the Constitution is accepted, it shall come into effect at the close of the meeting, unless otherwise stated within the amendment.

4 Membership

- 4.1 Application for membership must be made to the Secretary of the Club.
- 4.2 Members of the Club shall be required to be members of the AWMA.

5 Subscriptions

- 5.1 The annual subscription shall become due on the 1st of September each year, and be paid to the section Treasurer not later than 15th September.

- 5.2 The subscription shall be such sum as shall be deemed necessary by the committee and agreed by the members at the Annual General Meeting.
- 5.3 The elements of the subscription shall be:-
- Club subscription
 - YAA affiliation
 - NCAS affiliation
 - GNAS affiliation.
- 5.4 All members shall pay the required club subscription; members who are affiliated with YAA, NCAS, and GNAS through other Archery institutions may be required to pay a reduced subscription.

6 Management

- 6.1 The management of the club's affairs shall be entrusted to the Club Committee, which shall consist of:-
- President
 - Chairman
 - Secretary
 - Treasurer
 - Coaching Organiser
 - Equipment Officer
 - Social Secretary
 - Tournament Organiser
 - Public Relations Officer
 - Junior Representative
 - Two Committee Members
- 6.2 All officers and committee members must have been members of the club for at least a period of twelve months.
- 6.3 The committee shall have discretionary powers regarding any matter not catered for by these rules.

- 6.4 A quorum of the committee shall be five members
- 6.5 The committee may co-opt non-voting members as required.
- 6.6 Committee meetings shall be held regularly, at least four times a year, at which members views and nominations of new members shall be considered.

7 Officers

- 7.1 Officers shall be appointed annually at the Annual general Meeting; they shall be elected by ballot of the membership present, by simple majority. In the event of a tied vote, the Chairman shall have an additional casting vote.
- 7.2 The two committee members who are not Officers shall also be elected by the members at the annual general meeting. Each shall be elected for a fixed period of two years.

8 Annual General Meeting

- 8.1 The Annual General Meeting of the Club shall be held annually on a date between October 1st and November 30th. No more than thirteen months may elapse between Annual General Meetings
- 8.2 Not less than fourteen days notice of the Annual General Meeting shall be sent to each member indicating the purpose of the meeting.
- 8.3 The Agenda of the AGM shall contain:-
- Apologies for Absence
 - Minutes of the Previous AGM
 - Matters Arising from those minutes
 - Minutes of any EGMs in the last year
 - Matters Arising from those minutes
 - Reports from
 - Chairman
 - Treasurer
 - Junior Representative

- Records officer
 - Presentation of Annual Accounts
 - Proposals received
 - Election of Officers and Committee Members
 - Presentation of Awards
 - Any Other Business
- 8.4 All proposals, and nominations in writing, with the nominee's approval, shall be in the hands of the Secretary at least seven days before the meeting, and shall contain the names of the proposer and seconder.
- 8.5 The quorum for an Extraordinary General Meeting shall consist of 10% of the paid-up membership, or 12 members, whichever is larger. Junior members shall not count towards a quorum.
- 8.6 All paid-up members, including Junior members, shall have the right to cast a vote.
- 8.7 All proposals shall be voted upon, and shall be carried by a simple majority. In the event of a tie, the Chairman shall have an additional casting vote. Abstentions shall not count for or against a motion.
- 8.8 Election of officers shall take place in the order listed above. If there is more than one qualified candidate for a post, a vote shall be taken as described in the previous paragraph. For the election of the Chairman, the next available Officer (in the above order) shall take the chair.
- 8.9 There shall be no voting by proxy.

9 Extraordinary General Meetings

- 9.1 Extraordinary General meetings of the club may be called to discuss any matter pertaining to the club. They may be called:-
- **Either** by a signed request from Five members, presented to the Secretary
 - **Or** at the request of the Committee, made at a duly minuted Committee meeting. If the Secretary was not present, then the officer taking the minutes of the

meeting must notify the Secretary of the decision in writing.

- 9.2 Not less than fourteen days notice of any General Meeting shall be sent to each member indicating the purpose of the meeting.
- 9.3 The quorum for an Extraordinary General Meeting shall consist of 10% of the paid-up membership, or 12 members, whichever is larger. If the EGM is called by members' request, then three of the signatory members must be present; if called at the request of the Committee, then five of the Committee must be present. Junior members shall not count towards a quorum.
- 9.4 All paid-up members, including Junior members, shall have the right to cast a vote.
- 9.5 The EGM shall be chaired by an Officer of the Club.
- 9.6 The agenda of the EGM shall be limited only to those matters for which it was called. There will be no other business.
- 9.7 Voting on issues raised shall be by simple majority. In the event of a tie, the Officer chairing the meeting shall have an extra casting vote. Abstentions shall not count for or against a motion.
- 9.8 Voting by proxy is not allowed.

10 President

- 10.1 The Club may elect by invitation at an Annual general Meeting a President who shall be a Lady or Gentleman having knowledge and Experience of Archery. The office shall be held for a period of three years.

11 Vice Presidents.

- 11.1 The Club may also elect Vice-presidents for a period of three years, but the number in existence at any one time shall not exceed two.

12 Life Members.

- 12.1 The Club may also elect Life Members, but the number in existence at any one time shall not exceed two. Such members shall not be liable to Club Subscriptions, though they shall be liable for any other relevant affiliations.

13 Junior Club

- 13.1 All members of the Club below the age of 18 shall also be members of "Bowmen of Adel Juniors".
- 13.2 "Bowmen of Adel Juniors" shall be a part of the Club, though operating under a separate constitution.

14 Child Protection

- 14.1 The Club shall act in all respects in accordance with the GNAS "Protection of Children and Vulnerable Adults" policy. Any changes to this policy issued by GNAS shall take immediate effect at the club without the need for committee or membership ratification.
- 14.2 The Club shall appoint, from among the adult members, a Child protection Officer, and a Deputy Child protection Officer.
- 14.2.1 They shall be responsible for ensuring that the requirements of the above policy are met in all respects.
- 14.2.2 They shall be authorised to represent the club with any external agency necessary for the running of that policy without prior reference to the committee or membership.
- 14.2.3 They shall have full legal authority to represent the club, but only in matters relevant to the above policy.
- 14.2.4 They shall have full authority to take whatever measures they see fit relevant to the above policy with regard to individual members. If sanctions are taken against individual members, the Chairman and the Secretary must be informed that such action has been taken; no further detail should be given.
- 14.3 These officers may be appointed by the committee, or elected by the membership at a General Meeting, as is felt appropriate. If they are appointed, the Secretary shall notify the full membership of this within one week of appointment.
- 14.4 These officers need not be Committee members; they shall be entitled to attend committee meetings as they require, but shall not have a vote in Committee by virtue of this role