

WHITELEAF BOWMEN

CONSTITUTION

2021

Revised Edition

Revised	Item 2b	AGM 2003 "Equal Opportunities" added
Revised	Item 8b	AGM 2003 Honorary Member
Revised	Item 16a	AGM 2003 Change to Committee
Revised	Item 16b	AGM 2003 Deleted
Revised	Item 16c	AGM 2003 Committee "Job Sharing"
Revised	Item 16l	AGM 2003 Year now 1st Nov - 31st Oct
Revised	Item 12	AGM 2006 Conditions Expanded
Revised	Item 2a	AGM 2007 New Objective
Revised	Item 3b	AGM 2007 Change to Dissolution Procedure
Revised	Item 7a	AGM 2007 Change to Amendment Procedure
Revised	Item 9	AGM 2007 Added Non-Discrimination Clauses
Revised	Item 23	AGM 2007 Change to Misconduct Procedure
Revised	Item 8d	AGM 2008 Change to Junior Membership Definition
Revised	Item 3b	EGM 2011 Change to distribution of club funds
Revised	Item 8c	EGM 2011 Change to Ordinary Member Definition
Revised	Item 14a	AGM 2011 Change to clause re Subscription
Revised	Clause 8a vi	AGM 2014 Addition of membership clause
Revised	Clause 8g	AGM 2014 Added definition of Life Member
Revised	Clause 15a	AGM 2016 Subscription Renewal Date
Revised	Clause 15b	AGM 2016 Non-payment of subscription date
Revised	Clause 8d	AGM 2017 Accompaniment of Juniors
Revised	Clause 15a	AGM 2017 Change to cause re Subscription
Revised	Clause 15b	AGM 2017 Lapse of membership
Revised	Clause 23a	EGM 2021 Number calling EGM
Revised	Clause 22g	EGM 2021 Number of members for quorum at AGM

GENERAL PROVISIONS

1. The club shall be called **WHITELEAF BOWMEN**.
2.
 - a. The object of the Club shall be to provide facilities for, and promote participation of the whole community in, the sport of Archery.
 - b. The Club operates an Equal Opportunities Policy, which aims to ensure that no person receives less favourable treatment on the grounds of colour, creed, or national origin, disability, sex, sexual orientation, or marital status, or is disadvantaged by any condition which cannot be shown to be justifiable.
 - c. The Committee shall from time to time determine the forms of Archery which may be practised on Club Premises.
3.
 - a. The funds and property of the Club shall be vested in the Chairman, the Secretary, and the Treasurer for the time being.
 - b. The income and property of the Club shall be applied solely towards promoting the Club's object as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club or third parties. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
 1. A registered charitable organization(s).
 2. Another club which is a registered CASC
 3. The sport's national governing body (GNAS) for use by them for related community sports.
4.
 - a. The Club shall hold one in each year a Club Championship Meeting, at which the major honours to be contested shall be those of Lady Champion, Gentleman Champion, Junior Girl Champion, and Junior Boy Champion. The Committee shall determine all other awards from time to time.
 - b. The Club shall hold once in each year a Club Long-Bow Championship meeting.
 - c. No person shall be eligible to win any award at the Club's Championships who has not been a full member for three calendar months before the date of the Championships, except for the Novice Trophy which is open to any full member of the club who began his archery career with the Club.
5. The Club shall be affiliated each year to the Grand National Archery Society, the Southern Counties Archery Society, and the Buckinghamshire Archery Association. Such affiliations will automatically imply acceptance of the Rules and Regulations of those bodies.
6. The Postal address of the Club shall be that of the Secretary for the time being, or such other address as may be decided by the Committee from time to time.
7.
 - a. The Constitution shall not be altered or amended except at a General Meeting of the club.
 - b. Members wishing to move a Proposition designed to alter or amend the Constitution shall submit such Proposition in writing to the Secretary not less than 42 days preceding the Annual General Meeting.

MEMBERSHIP

8. a. There shall be the following classes of members:
 - i. Honorary Member
 - ii. Ordinary Member
 - iii. Junior Member
 - iv. Associate Member
 - v. Temporary Member
 - vi. Life Member
 - b. **Honorary Member:** Any person, including Ordinary Affiliated members, whom the Club wishes to honour for distinguished service to the cause of Archery, may be elected at a General Meeting of the Club as an Honorary Member. Any members thus honoured will retain their status as Ordinary members, and thus be eligible for Committee election & AGM voting rights.
 - c. **Ordinary Member:** Any person interested in Archery shall be eligible for admittance as an Ordinary Member, subject to the approval of the Committee.
 - d. **Junior Member:** Any person interested in Archery, not having attained the age of 18 on or before July 1st, shall be eligible for admittance as a Junior Member, subject to the approval of the Committee. A prospective Junior Member shall be required to provide the Secretary with the written consent of a Parent or Legal Guardian in support of his application. All Junior members must at all times be accompanied by a parent or guardian until they attain the age of 18.
 - e. **Associate Member:** Any person interested in Archery shall be eligible as an Associate Member, subject to the approval of the Committee. An Associated Member may only shoot for or with the Club upon the express invitation of the Committee.
 - f. **Temporary Member:** All applications for Temporary Membership must be approved by the Committee.
 - g. **Life Member:** Any member with 25 years' membership of the club who has held a post on the committee and helps out at fun shoots, etc, paying only the affiliation fees. The onus is on individual members to claim the benefit.
9. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion, or beliefs; or of age, sex, or disability, except as a necessary consequence of the requirements of Archery as a particular sport.
 10. It shall be a condition of Membership that all Members accept the jurisdiction of the Club and shall conform to such conditions, shooting rules, and regulations as may be determined from time to time.
 11. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, according to the procedure specified in Clause 23. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
 12. An Archer who is not a Member of the Club shall not compete or officiate at any of the Club's meetings except at the invitation of the Committee.

SUBSCRIPTIONS

13. All Members, as defined in Clause 8a, other than Honorary Members, shall pay an annual subscription to the Club at rates to be determined from time to time by Members in General Meeting, except that membership for retired Members (statutory retirement age) be free at the committee's discretion (except for affiliation fees), on condition that they have been a fully paid up member for 3 years, and undertake to help with ground and equipment maintenance, and/or assist with fun shoots, beginners' classes, and other events.
14. Subscriptions shall consist of a sum designated solely for Club use, plus any affiliation fees payable to the bodies specified in Clause 5.
15.
 - a. All subscriptions shall become due on 1st September to cover the year 1st October to 30th September. All subscriptions shall be paid before the start of the membership year, which is 1st October.
 - b. Non-payment of subscriptions is a serious matter and an individual's membership shall be deemed to have lapsed unless his/her subscription has been received by 30th September.
 - c. To offset unforeseen and serious financial difficulties, the Committee in session has the power to impose a levy, not more than once in any one year, to come into effect as necessary, on all Ordinary and Junior members, of not more than 50% of the current Club Subscriptions.

MANAGEMENT

16. The management of the Club's affairs shall be entrusted to the Committee.
17.
 - a. The Committee shall consist of the following, elected on an annual basis, who shall all be Ordinary Members of the Club as defined in Clauses 8b & c:

Chairman, Secretary, Treasurer, Records Officer, Hut Maintenance Officer, Ground Officer, Coaching Officer, Tournament Officer, and Equipment Officer.
 - b. Deleted. See Clause 2b.
 - c. With the exception of the post of Chairman, any two offices may be combined, but shall carry only one vote in that event.
 - d. The Committee shall have the power to co-opt.
 - e. The President shall be invited to attend all Committee meetings, but shall not take the Chair.
 - f. All Officers and Members of the Committee shall hold office for one year following their election or appointment, and shall be eligible for re-election or re-appointment as the case may be.
 - g. The Chairman, if present, shall preside at Committee Meetings, and shall be entitled, if required, to cast an additional vote. In his absence, a Chairman shall be chosen from those

present, and shall have an additional vote, if required.

h. The Committee may appoint a sub-committee or sub-committees and may delegate to such committee or committee executive powers within defined limits.

i. The Committee shall meet regularly at intervals of approximately 2 months. It may also meet at such other times as are deemed expedient.

j. Minutes shall be taken at each meeting and shall be presented to the next meeting.

k. Five Ordinary Members shall form a Quorum.

l. For the purpose of elections, the term "year" shall mean the 1st November to 31st October immediately following the AGM election.

ELECTION OF HONORARY PRESIDENT AND VICE-PRESIDENT

18. The Club may elect an Honorary President, Lady or gentleman, who shall have knowledge and experience in matters connected with Archery. Such election shall take place at an Annual General Meeting of the Club and the person elected shall hold office initially for a period of three years following election, and shall thereafter be eligible for re-election annually.

19. Any person whom the Club may wish to honour may be elected at an Annual General Meeting of the Club as an Honorary Vice-President for life.

AUDITORS

20. An Honorary Auditor shall be appointed at each Annual General Meeting. If no Auditor can be nominated at the Annual General Meeting, the appointment may be delegated to the Committee as and when one can be nominated.

FINANCE

21. a. The Committee shall cause to be prepared, and shall present at the Annual General Meeting, a Balance sheet showing the financial position of the Club on August 31st of the preceding year, together with an Income & Expenditure Account for the financial year ending on that day.

b. A copy of the Balance Sheet and Income & Expenditure Account, duly certified by the Auditor, shall be sent with the notice covering the AGM to each Member of the Club.

c. During the year, any two of the Chairman, the Secretary, or the Treasurer, must sign any withdrawal form on the Club Bank Account which it is intended to use for the legitimate conduct of Club business.

ANNUAL GENERAL MEETING

22. a. The Club shall hold an Annual General Meeting in October of each year at a time and place to be determined by the Committee.
- b. Not less than 21 days notice of such Meeting shall be sent to each Member.
- c. Each Member shall receive a copy of the Minutes of the previous Meeting, a copy of the Agenda with Propositions which it is intended to move, a copy of the Accounts as specified in Clause 20b, nomination paper for election of Honorary Vice-Presidents and Committee Members, and any written reports that may have been submitted.
- d. At the AGM, the business shall include:
- i) Minutes of the previous AGM.
 - ii) Matters arising.
 - iii) The Annual Reports and Accounts.
 - iv) Any matters arising from Clauses 7 and 12.
 - v) Election of Hon. President and Hon. Vice Presidents (if appropriate).
 - vi) Election of the Committee Members and Officers.
 - vii) Appointment of Auditor

NOTE: There shall be an item "Any Other Business" at an Annual General Meeting. Any business which is not specifically provided for, and which requires discussion and/or a vote by Members, must be communicated to the Secretary in time for it to be included in the Notice of Agenda to be distributed in accordance with Clause 21b.

The President (or Chairman) may, if required and willing to do so, permit a period of general suggestions and discussion. He may terminate such period when he thinks fair and there shall be no vote permitted on issues raised during this period.

- e. The President, if in attendance, shall take the Chair at the AGM, and may, if required, cast a deciding vote.
- f. All Members shall be eligible to attend the AGM, but only Ordinary Members shall be permitted to vote.
- g. Ten Ordinary Members shall form a Quorum.
- h. No person may vote in more than one capacity.
- i. Within 28 days after the AGM, the Secretary shall, if instructed at the Meeting, send a copy of all alterations and amendments to the Constitution which may have been effected at the Meeting.

EXTRAORDINARY GENERAL MEETING

23. a. An Extraordinary Meeting shall be called by the Secretary at the request in writing of at eight Ordinary Members of the Club. Such request shall specify any Propositions which it is intended to move, and shall bear the signatures of all those calling the meeting.
- b. At least 10 days notice of an Extraordinary Meeting shall be sent to all Members of the Club and shall specify the business to be dealt with.
- c. In extreme emergency, when time does not permit the putting in effect of Clauses 22a and 22b, any three of the President, the Chairman, the Secretary, and the Treasurer shall be empowered to act on behalf of the Club.

MISCONDUCT

24. If, in the opinion of the Committee, any Member, as defined in Clause 8a, shall have been guilty of misconduct prejudicial to the good name and order of the Club, the Committee may, after affording to such Member a reasonable opportunity of a hearing, suspend indefinitely or expel such Member from the Club without being called upon to state the reason to any but the Member concerned.

CONSTITUTION

25. Each new Member, upon joining the Club, shall be presented with a copy of the Constitution and a copy of such other Rules and Regulations which the Committee may have issued.

WHITELEAF BOWMEN