

# **FOREST OF BERE BOWMEN**

## **CONSTITUTION (11<sup>th</sup> September 2022)**

### **1. NAME**

The Club shall be called FOREST OF BERE BOWMEN (hereafter called the Club).

### **2. AIM**

The aim of the Club shall be the promotion of Archery in all its forms, excluding Bow-hunting and Crossbow shooting.

### **3. AFFILIATION**

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

### **4. MEMBERSHIP**

GENERAL - There will be no restriction on the numbers of members, but the Committee will bear in mind the number of applications, ensuring that the Club does not become unwieldy in terms of numbers.

EXCLUSION FROM MEMBERSHIP - The Committee may exclude from membership any person who in its opinion may or has put at risk the well-being of any other Club Member. The Club will not accept membership applications from persons less than eight years of age.

There shall be six classes of membership:

ORDINARY – a class of membership offered to persons aged eight years or over at the time of their application for ORDINARY Membership and who have completed a PROBATIONARY Membership period to the satisfaction of a simple majority of Committee members or have completed a Club Beginners Course to the satisfaction of the Course Coaches. Such persons shall be granted ORDINARY Membership of the Club upon payment of the appropriate Membership and Affiliation Fees in force at the time and will have a vote at General Meetings of the Club.

ASSOCIATE - a class of membership offered to persons who are members of another archery club, who do not pay their affiliation fees to Archery GB, either directly or via FoBB, and who have completed a PROBATIONARY Membership period to the satisfaction of a simple majority of Committee members. Such persons shall be granted ASSOCIATE Membership of the Club and will not have a vote at General Meetings. Membership of the club becomes valid upon payment of the appropriate Membership and Affiliation Fees in force at the time.

PROBATIONARY – a class of membership offered to persons who are current members of Archery GB who wish to become shooting members of the Club. A membership application from persons less than eighteen years of age at the time of their application must be accompanied by a completed and signed FOBB Junior Archer Indemnity Form. A membership application must be accompanied by a fee determined by the Committee. If a simple majority of Committee members accept the membership application, PROBATIONARY Membership shall be granted for a period of six weeks during which time the PROBATIONARY Member is expected to shoot on several occasions in the presence of one or more Committee members. The committee shall have the discretion to waive the probationary period in cases where the person is an experienced archer and well known to the committee.

TEMPORARY – a class of membership offered to Beginners on a FOBB Beginners Course, or a visiting archer, agreed by the committee. Persons less than eighteen years of age must also present a completed and signed FOBB Junior Archer Indemnity Form and must at all times be accompanied by their parent/legal guardian. All Beginners will be offered the opportunity to apply for ORDINARY Membership upon satisfactory completion of a Beginners Course. The offer of membership will be valid for six months from the date of completion of the course without retaking the course.

SOCIAL – a class of membership for persons who will be eligible to participate in any Club social events and receive Club newsletters, but will not be allowed to shoot unless invited to do so by the Committee, and only then if holding a current GNAS (Trading as Archery GB) membership card acquired personally. The Committee will be responsible for approving SOCIAL Membership applications and a charge may be made, as defined by the Committee, to cover administrative costs.

HONORARY - a class of membership for persons voted for by Ordinary Members at a General Meeting in order to honour those persons and their contribution to the Club and to archery. HONORARY Members are non-shooting members of the Club and do not pay membership fees to the Club or affiliation fees to HAA, SCAS or GNAS (Trading as Archery GB) . Once granted, HONORARY Membership is intended to be for the life of the Member but may be revoked by a majority vote of ORDINARY members at a General Meeting.

Young persons aged between eight years and eighteen years at the time of their application can apply to join any of the above classes of membership. Such Members may only shoot at Club facilities when supervised by their parent/legal guardian who must be present and retain responsibility for the care of such Member at all times, and with an adult who is a Member of both FOBB and GNAS (Trading as Archery GB) present to ensure that GNAS (Trading as Archery GB) safety requirements are complied with.

Visitors who are *bona fide* archers may shoot outdoors at the Club ground, having signed the Outdoor Visitors Book in the presence of a Sponsoring Ordinary or Associate Senior (as defined by Archery GB) Member and paid such green fee as shall be determined from time to time by the Committee. Visitors may also shoot indoors having paid the appropriate session fee in force at the time. The Sponsoring Member must always accompany a Visitor. Any Visitor aged less than eighteen years must be supervised by their parent/legal guardian at all times, such person retaining responsibility for the care of that Visitor. Visitors may shoot on no more than five occasions in any Club financial year except by permission of the Committee. A “*bona fide* archer” is here defined as being a member of GNAS (Trading as Archery GB) or World Archery (previously named "FITA"), or of the British Long-Bow Society if participating in a traditional Long-Bow Shoot.

## **5. GENERAL MEETINGS**

(a) The Club shall hold an ANNUAL GENERAL MEETING (AGM) to allow club subscriptions to be paid on time, the date and time of the AGM shall be determined by the Committee. Notice of the AGM shall be advertised on the Club notice board at least TWENTY-EIGHT DAYS before the date of the meeting. The closing date for the nomination of Committee members will be 7 (seven) days before the AGM to allow proper consideration for postal voting for those members unable to attend the meeting. Postal votes must be posted to the Secretary in a sealed envelope marked "Postal Voting" with an apology for non-attendance and be presented to the Chairman by the start of the AGM, such envelopes to be opened only by the tellers at the AGM.

A Committee which shall include not less than SIX nor more than TEN Ordinary Members shall be elected at each AGM to hold office from the conclusion of that AGM to the conclusion of the next AGM.

Forms for the election of officers shall be attached to the Club notice board not less than TWENTY-EIGHT days before the date of each AGM.

(b) All other General Meetings shall be EXTRAORDINARY GENERAL MEETINGS, of which seven days' notice will be given by attaching a notice to the Club notice board and contacting members via email or post. An Extraordinary General Meeting may only be called by the Committee. Upon written request signed by at least FOUR Ordinary Members and specifying the purpose of an Extraordinary General Meeting, the Committee shall be obliged to call such a meeting. Associated Members, Probationary Members, Temporary Members and Social members shall not be entitled to request a General Meeting.

## **6. COMMITTEE**

The Committee shall meet at least FOUR times a year and the general management of the Club shall be entrusted to the Committee.

The Committee must have a Chairperson, Secretary and Treasurer and other committee members should consist of no more than:

- Records Officer
- Tournament Officer
- Equipment Officer
- Welfare Officer
- Coaching Coordinator
- Two or three Ordinary Members

Social Secretary: Any individual/s acting as Social Secretary may be committee members or not, as agreed by a simple majority of committee members.

President (non-voting) may also be appointed by the committee.

A quorum of not less than FIVE of the elected members is required to undertake Committee business. If the level of committee members drops below five, the remaining members must call an EGM to consider the way forward.

## **7. VOTING**

All Ordinary Members aged twelve years and above and present at General Meetings shall each be entitled to ONE vote. Resolutions shall be decided by the majority of those present and voting. In the event of an equality of votes, the Chairman shall have a second or casting vote. Ordinary Members unable to attend an AGM shall be able to exercise a postal vote or nominate a Proxy to vote on their behalf solely for the purpose of election of members to the Committee. Postal votes must be delivered to the Committee prior to the date of the relevant AGM clearly showing the Member's full name. An Ordinary Member wishing to nominate a Proxy must provide the full name of the Proxy to the Committee in writing prior to the date of the relevant AGM.

## **8. SUBSCRIPTIONS**

The subscription year starts on the 1st of October and runs until the 30th of September. Annual Club Subscription and relevant Affiliation Fees shall be payable on or by the THIRD SUNDAY IN SEPTEMBER OF EACH YEAR. The level of the Annual Club Subscription will be periodically reviewed by the Committee and will recommend the annual subscription level, which will then be voted upon by the Ordinary Members at General Meetings.

An ASSOCIATE Member who provides proof of payment of affiliation fees directly or through another club or society to Archery GB or to HAA or to SCAS will only be required to pay the full FoBB subscription in force (and any affiliation fees) at the date of joining, reduced by the amount of such paid affiliation fees.

If a Member's date of joining is after the 1st of October, the Member will be subject to a pro-rata subscription for the remaining part of the membership year: the level of pro-rata will be determined by the Committee. Any reduction in the full subscription will only be available to new Members or to returning Members whose membership has lapsed for at least 18 months. The committee will have discretion to allow the pro-rata subscription in the case of genuine injury or illness preventing the member re-joining for the new season.

## **9. UPKEEP OF GROUND & CLUB PROPERTY**

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

## **10. SHOOTING REGULATIONS**

All shooting on the Club Grounds shall be in accordance with the Archery GB Rules of Shooting.

All days are Club Target Days. The Round to be shot will be in accordance with the programme prepared by the Committee or as agreed by those taking part.

## **11. DISPOSAL OF ASSETS**

In the event of the Club's activities being terminated, its assets shall be donated to other archery clubs.

## **12. BANKERS**

The Club shall maintain a current account with one of the major clearing banks or a major building society. In the event of a change of the account with a major clearing bank or major building society, the name of the bank or building society shall be recorded in the Committee meeting minutes. All monies received by the Club shall be paid in for credit to that account. The account shall be maintained in credit at all times.

There shall be four signatories to the account, usually the Club Chairperson, Secretary, Treasurer and one other Committee Member; the four signatories will be designated by the Committee. The bankers will be instructed to honour cheques signed by any two unrelated of those officials. The Treasurer and any committee member may authorise spends of up to £400, (other than indoor hall and affiliation fees, which can be paid without prior approval), but spends over that amount must be authorised and minuted at a Committee meeting.

## **13. ACCOUNTS**

It shall be the responsibility of the Treasurer to keep such accounts and receipts as shall 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 to the 31<sup>st</sup> of July annually. A copy of these accounts shall be appended to the Club notice board at least seven days before an AGM.

## **14. MINUTES**

The committee shall cause minutes of all General and Committee meetings to be prepared and a copy of such minutes shall be displayed on the Club notice board and be open for inspection by Ordinary Members of the Club. At each General or Committee meeting the minutes of the previous respective meeting shall be read, and if approved by a majority present and voting, shall be signed by the Chairman of the meeting. The Chairman's signature shall be evidence of the correctness of those minutes.

## **15. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

- a) All proposals for changes to the Constitution at the Annual General Meeting must be lodged with the Club Secretary no later than 30 days prior to the meeting.
- b) All proposals for changes to the Constitution at all General Meetings must be included on the 21 day calling notice.

## **16. Discipline**

In the event of a disciplinary issue, the FoBB Committee reserves the right to Reprimand, Suspend or Expel Members.

- a) The decision of the Committee shall be communicated, in writing, to the member or members involved and the Committee shall not be required to explain its actions to anyone other than those concerned.
- b) The member or members involved shall be allowed 21 days, from the date of the Committee's decision, in which to lodge an appeal against that decision. This should be in writing to the Secretary of the Club. The Committee shall not communicate its decision, other than to the member or members involved, until that period has expired or an appeal has been lodged whichever is the sooner.
- c) In the event of an appeal against the decision of the Committee, the Secretary will call an Emergency General Meeting of all Members of the Club that are entitled to vote as per clause 7 of this Constitution.

## **17. Declaration**

Forest of Bere Bowmen hereby adopts and accepts this constitution to regulate the actions of members.

*(Note: this update was agreed unanimously by members at the 2022 AGM and ratified in an email sent out to members on the 18<sup>th</sup> August 2022)*

SIGNED:

DATE:

Name:

**Club Chair**

SIGNED:

DATE:

Name:

**Secretary**