

West Essex Bowmen/Junior Bowmen / Para Bowmen



Constitution and Rules.

1. The Club shall be known as West Essex Bowmen, which will also incorporate a junior club called West Essex Junior Bowmen and a disabled club called West Essex Para Bowmen, hereinafter called The Club.
2. The purpose of the Club shall be the practice and promotion of Archery.
3. The Club shall be affiliated to the Grand National Archery Society (GNAS), Southern Counties Archery Society (SCAS), and Essex County Archery Association (ECAA).
4. **Membership**
 - 4a. All members will abide by the Club Rules, as set out in the Member's Handbook and Constitution. New members will give their names and addresses to the Club Secretary for the Club records, and will be provided with access to a copy of the Club Constitution and Rules.
 - 4b. Senior Membership is open to persons over 18 years of age who have completed a recognised course of Archery Instruction. Those eligible for membership must be proposed to the Committee for admission. Membership is at the discretion of the Committee.
 - 4c. Junior Membership is open to persons under 18 years of age at the discretion of the Committee. Junior members must be permanently accompanied by a parent or guardian. The terms for admission are as those for Senior Members.
 - 4d. Honorary Membership may be given to persons as recognition of service to the Club and may be for life, or a specified time.
 - 4e. Associate Membership, subject to Committee approval, may be given to G.N.A.S. qualified, members of other Archery Clubs, upon the payment of a fee to be set by the Committee, for the purpose of shooting using the Club facilities.
5. **Management.**
 - 5a. There may be a President and a Vice-President who shall be elected by the Club at its A.G.M. These may be non-Club members.
 - 5b. The Club shall elect a Committee annually at its A.G.M., which may consist of:

Chairman

Who shall be responsible for the direction and co-ordination of the Club's activities? He/she will preside at the Committee Meetings and have a casting vote. He/she shall be responsible for all aspects of the Clubs promotion to the Public.

Vice Chairman

Who shall be responsible for the duties of the Chairman, in their absence.

Secretary

Who shall be responsible for the correspondence and keeping of records (other than scores), call meetings as directed by the Committee, take minutes of those meetings and distribute such minutes to those persons eligible for their receipt, maintain membership lists and update the Constitution.

Treasurer

Who shall be responsible for the collection of subscriptions and other funds, payment of Club Accounts and also prepare an audited Annual Balance Sheet to be presented to the A.G.M.

Records Officer & Junior Records Officer

Who shall be responsible for recording all scores and handicap figures

Equipment Officer

Who shall be responsible for the Club's equipment and ensure that such equipment is of the required standard, shall advise of the need for new equipment, and replacement of old.

Junior Representative

Who shall be responsible for all matters relating to the Junior Membership and shall represent their interests in all matters.

Membership Secretary

Who shall assist the Secretary in all aspects and deputise at Committee meetings if the Secretary is unable to attend.

Competitions Secretary

Who shall be responsible for organising Club Competitions.

Social Secretary

Who shall be responsible for all aspects of social events.

Child Protection officer

Who shall be responsible for the administration of GNAS child protection policies and procedures.

- 5c. All posts except those of Chairman, Secretary and Treasurer may be non-committee posts.
- 5d. A Committee Member unable to fulfil elected duties shall be replaced as soon as possible.
- 5e. The accounts of the Club shall be audited by a person, or persons elected by the Club membership.
- 5f. A Quorum of the Committee shall be not less than four.

6. Meetings

- 6a. There will be an Annual General Meeting held in January with at least four weeks notice given to members. The meeting will receive the officer's reports, annual accounts and elect officers to serve for the following twelve months.
- 6b. The Club Constitution and Rules may only be altered at the Annual General Meeting or an Extraordinary General Meeting, with at least 25% of members attending. Notice of any proposed changes must be given in writing to the Committee prior to the meeting.
- 6c. Meetings of the Committee shall be called at intervals no greater than three months by the Secretary, as directed by the Committee. These meetings are open to all Members.

7. Subscriptions

- 7a. Members must hold current G.N.A.S. membership, payable before 20th September each year, or have applied for membership at the time of payment of Club Fees.
- 7b. Club Membership subscriptions shall be payable by the 31st March each year at a rate set by the Committee.
- 7c. Members joining at any time are liable to subscriptions and G.N.A.S fees pro-rata.
- 7d. An entry fee for Club competitions may be made, the rate to be set by the Committee.
- 7e. Any member not paying fees by the due date shall be excluded from the Club, and be unable to use Club Facilities until such time they are fully paid-up. In the case of late payment of G.N.A.S. dues, the member concerned will not be allowed to shoot until G.N.A.S. have acknowledged receipt of the late payment.

8. General

- 8a. All Club Property is to be vested in the Committee.
- 8b. Members shall provide their own shooting equipment, return all Club Equipment to its place and advise any loss or damage immediately to a Committee Member.
- 8c. New Members may be permitted to use the Club Equipment for a limited period after a course of tuition, at the Committee's discretion.
- 8d. No Club Equipment may be disposed of without the consent of the Committee.
- 8e. Members shall conduct themselves with due decorum at all times.
- 8f. Any member expelled from G.N.A.S., S.C.A.S or E.C.A.A. may be expelled from the Club by the Committee, who shall make those reasons known only to the member involved.
- 8g. Any member contravening the Club rules may be subject to expulsion on a majority vote at a Committee meeting, but will have the right to address such a meeting.
- 8h. The Committee shall be empowered to deal with any matter not covered by the Club Constitution and Rules.
- 8i. Applications must be made to the Committee to use Club equipment for other than Club activities.
- 8j. Members representing the club in League Matches, Open Competitions and other events at the discretion of the Committee should abide by the GNAS dress code.

9. Disbursements

- 9a. No member(s) shall incur any expenditure for or on behalf of the Club without the previous sanction of the Committee.

10. Disbandment of the Club

- 10a. The Club shall be disbanded as a result of an 80% majority of member's eligible, present and voting, at a special General Meeting for that purpose, providing 75% of the total membership of the Club attends such a meeting.
- 10b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 10c. After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one, or more of the following.
- I. To another club, with similar sports purposes, which is a registered charity and/or
 - II. To another club, with similar sports purposes, which is GNAS registered and/or
 - III. To the Club's national governing bodies, for use by them for related community sports