

TAVISTOCK COMPANY OF ARCHERS
CONSTITUTION Issue 5 (15th June 2007)

1. Title

The name of the club shall be The Tavistock Company of Archers (hereinafter referred to as the “the Club”).

2. Objectives.

The objectives of the Club are: -

- a. To encourage and promote all forms of archery.
- b. To promote the image of archery to the general public.
- c. To recruit Club members of both sexes and all ages and including those who may be handicapped in some way.

3. Membership.

3.1 The Membership shall consist of

- a. Senior members
- b. Junior members (under 18 yrs)
- c. Honorary members.

3.2 Senior and Junior members

Senior and Junior membership shall be granted to those members who have paid their Club fee together with any required affiliation fees as may be determined from time to time.

3.3 Honorary membership.

The Committee may grant Honorary membership to any person they think fit, providing that they may not grant membership to more than two such persons in any one year.

Honorary members shall take no part in the business of the Club.

3.4 Any member wishing to resign his/her membership shall give notice in writing to the secretary.

Any Member ceasing voluntarily or otherwise to be a member of the Club shall thereafter have no claim to the property of the Club but shall remain liable for payment of any debts due to the Club.

3.5 Non-members, NFAS affiliated, may use Club facilities.

4. Subscriptions.

4.1 All Subscriptions shall be in such amount as shall be proposed by the committee and confirmed at the subsequent Annual General Meeting.

4.2 Such subscriptions shall fall due on the first day of July in each year.

4.3 Any member who has not paid his/her subscriptions by the 31st July shall be reminded in writing. Any member whose subscription remains unpaid at 31 August shall be deemed to have resigned and no longer be eligible to take part in any Club activity.

5 Management

5.1 The authority and responsibility for the transaction of the business of the Club and for its management shall be vested in the Committee who, in addition to the powers and authorities of these Rules expressly conferred upon them, may exercise all powers and do all acts in furtherance of the objects of the Club other than those expressly directed to be exercised or done by the club at a General Meeting.

5.2 The Committee shall meet when summoned by the Chairman or when requested by at least three Committee members, and in any case not less than six times a year.

5.3 Management will be responsible for producing Risk Assessments as and when necessary.

6. Officers and Committee

6.1 A Committee of 9 shall be elected for 1 year at the Annual General Meeting of the Club.

6.2 Nominations for the committee are invited six weeks prior to the Annual General Meeting. All nominations to the Committee shall be given to the Secretary in writing at least 28 days before the Annual General Meeting.

In the event that insufficient nominations in accordance with paragraph 6.2 have been received nominations may be taken at the AGM and voted upon if necessary, in order to ensure that a full committee is appointed.

6.3 The Committee will be made up of
Chairman
Treasurer
Secretary
Events Officer
And 5 general members.

6.4 The Committee shall appoint sub committees as required

6.5 Each Committee member present at a Committee Meeting shall be entitled to one vote. In the event of a tie the chairman of the Meeting shall be entitled to a casting vote. The Committee shall vote by secret ballot if any Member present so demands.

6.6 All Sub-Committees shall report their activities to the subsequent meeting of the Committee.

7 The Annual General Meeting

7.1 The Annual General Meeting of the Club shall be held each year upon a date and time fixed by the Committee during the month of June.

7.2 The Agenda, together with nominations to the Committee, shall be sent to each member 14 days before the date of the meeting. Copies of the Accounts will be available at the Meeting.

7.3 The Annual General Meeting shall

- a. Receive from the Chairman a report on the Club's activities during the preceding year and his view of the Club's position at the present time.
- b. Receive from the Treasurer a full statement of Accounts showing the receipts and expenditure of the preceding year to 30th April together with a balance sheet showing the assets and liabilities of the Club at that date.
- c. Receive such other reports as the Committee deem fit to offer.
- d. Decide on any resolution, which may have, been properly submitted to the Annual General Meeting.
- e. Elect the Committee

7.4 Any Resolutions for discussion at the Annual General Meeting must be

Submitted to the Secretary, signed by both the proposer and seconder, 28 days before the Annual General Meeting.

7.5 The Chairman shall not vote at an Annual General Meeting except in the exercise of a casting vote. Voting shall normally be by show of hands or by secret ballot if called for by at least two members present.

7.6 Any proposed amendment to the constitution shall be submitted to the Secretary, together with the names of the proposer, seconder and three Supporters, not less than 28 days before the Annual General Meeting.

7.7 Such amendments shall require a two thirds majority of members present voting in favour provided always that there is at least one third of the total membership present.

7.8 Amendments to the Constitution may only be made at an Annual General Meeting or Extra ordinary Meeting called expressly for that purpose.

8. Extra-ordinary General Meeting.

An Extra-ordinary General Meeting may be convened by direction of the Committee at a place and time appointed by the Committee, or on requisition to the Secretary, stating business for which the meeting is required and signed by not less than ten members. All members shall be given not less than seven days notice of such a meeting by whatever means seems appropriate to the Secretary at the time. No other business shall be taken at the Extra-ordinary General Meeting

9. The Constitution.

9.1 Every Member undertakes to abide by this Constitution of the Club and any subsequent modifications made in conformity with these rules and also to accept as final and binding the decision of the Committee in all cases of dispute as to interpretation.

9.2 Every Member shall receive a copy of the Constitution on joining the Club.

10. Banking and Finance

10.1 we are a non-profit making club, and that no monies shall be paid to any member or committee member unless for expenses.

10.2 All monies of the Club shall be banked by the Treasurer in the name of the Club with such bank as the Committee direct on proposal from the treasurer

10.3 The books of accounts shall be kept at such place as the Committee direct.

10.4 The Treasurer shall lay before the Members at the Annual General Meeting Accounts as specified in Rule 7.3(b)

10.5 The Committee have no power to put the Club into debt, unless such debt is covered by monies in the bank or properly due from Members as subscriptions.

10.6 The Clubs independent Auditor shall audit the Accounts immediately before the Annual General Meeting.

10.7 Cheques may be signed by any of the two following Officers.
Chairman, Treasurer, Secretary.

10.8 Where appropriate, Sub-Committees will submit a full balance sheet with invoices, receipts etc, to the Committee on May 1st prior to the Annual General Meeting.

11 Expenses

11.1 Where a proper record of authorised expenses is maintained by the Members of the Committee and submitted to the Treasurer, the Club will reimburse these expenses as and when necessary, to a limit of £100. No other expenses will be entertained except with prior sanction to the Committee.

12 Safety.

12.1 Any member breaking Club safety rules must retire from the field immediately when asked by the Officer in charge and will be reported to the Committee.

12.2 The Committee may at their discretion suspend the Member for a period of time. Any Member committing a second offence may be expelled from the Club.

12.3 Before shooting commences a target captain will be nominated. This will be a senior member of the Club who will assume responsibility. Shooting to NFAS rules.

13 Dissolution

13.1 In event of the winding up of the Club any assets will be disposed of to another charity or non-profit making organisation at an extraordinary general meeting, after all expenses have been paid.

