

# **Franklin County Archers Inc.**

## **Constitution**

**Founded 1986**

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# Franklin County Archers Inc. Constitution

Founded 1986

These rules have been adopted by a General Meeting of the Club held on October 8, 1997, and shall continue in operation until such time as changed in accordance with the terms stated herein.

## 1. Title

- (i) The title to the club is "Franklin County Archers Incorporated" indicated in the abbreviation "FCA" and is hereafter referred to in this constitution as the Club.

## 2. Flag and Logo

- (i) Club colours shall be red, black and white

## 3. Objects

- (i) To provide facilities and organization for archers and to promote archery in all its forms
- (ii) To develop and promote programmes of instruction and training for members of the Club at all levels.
- (iii) To formulate programmes that will give recognition to Club members for proficiency with the bow and arrow at all levels.
- (iv) To encourage assist and develop such other social activities as may be desirable for the recreation of members of the Club.
- (v) In furthering the above to liaise with or affiliate with any association, club or body.

## 4. Powers

- (i) To borrow or raise money from time to time from any company, corporation, institution, person or persons (including a member or members of the Club) by the issue of debentures or by giving any other security based on all or any of the assets of the financial rights of the club or without giving any such security and upon such terms as to priority or otherwise as shall see fit.
- (ii) The Club Committee shall be entitled to exercise the powers and discretions conferred on it by this clause.

## 5. Membership

### 5.1 Types of Members

The club consists of Life, Senior, Junior, Associate and Collegiate Members, thereafter referred to and included in the term "Members". The members of the club shall be persons as are now or hereafter registered as:

(i) Life Members

Any person who has given outstanding service to the Club shall be eligible for Life Membership. A nomination shall be submitted to the Club Committee and, if approved by it, such nomination shall be brought before the Club at an Annual General or Special General Meeting and, if passed by a majority of two thirds of those present and entitled to vote, the nominee shall be declared a life member. A life member shall be entitled to all rights and privileges of membership without payment of any subscriptions.

(ii) Senior Members

Senior Members are members 17 years of age and over who have paid the senior joining fee and/or the annual subscription in full and by the appointed date. Senior members are full voting members of the club.

(iii) Junior Members

Junior members are members 16 years of age and under who have paid the junior joining fee and/or the annual subscription in full and by the appointed date. Junior members 12 years of age and under shall be known as Cubs. Junior members have no voting rights within the Club.

(iv) Family Members

A family membership shall comprise of one or two adults and dependent children from the same immediate family. Only those members of the family nominated on the Club Membership Application form or the Membership Renewal form shall be considered form membership. Senior family members are full voting members of the club.

(v) Associate Members

Associate members are senior and junior members who have paid the associate joining fee and/or annual subscription in full and by the appointed date. Associate members shall have no voting rights within the Club. There shall be two categories of associate membership.

(a) Those senior and junior members who are currently full members of another archer club.

(b) Collegiate Members – those members who are currently enrolled in a primary, intermediate or secondary school or recognized youth group

Associate members may not vote on any issue pertaining to or on behalf of the Club. Associate members may shoot with other Club members, avail themselves of current coaching and training activities and may partake in general Club activities paying the same costs and charges as full Club members. Associate members are not eligible for Club competitive or Champion placing or proficiency awards

## 5.2 New Members

Applications for membership are required to be proposed and seconded and the application approved by 2/3 majority of the Club Committee. An applicant for membership shall complete an application form. Such application shall be accompanied by the fee payable for the year. Applications shall be voted on individually. In the event of an application being refused the applicant shall be informed in writing stating the grounds thereof and all fees paid shall be refunded in full. An associate member may change to full membership subject

to the conditions pertaining to New Members, and by the payment of the difference between full memberships.

### 5.3 Membership Renewal

Membership shall be renewed each financial year by the completion of a membership renewal form accompanied by the annual subscription fees for that year. An application for renewal of membership may be refused by a unanimous vote of the Club Committee if it is felt that renewal of such membership would be prejudicial to the best interests or standing of the club.

## 6. Cessation of Membership

### (i) Resignation

A member wishing to resign from the Club shall give written notice to that effect to the Secretary and shall pay all arrears up to the date of resignation. At the Club Committee's discretion, a member failing to observe this, may be asked to pay the full joining fee for that year in which they reapply for membership.

### (ii) Conduct

Any member may be subject to suspension or loss of membership for the following:

- (a) Failure to pay fees and dues within the prescribed deadlines.
- (b) Failure to abide by or enforce the rules, regulations and policies of the Club
- (c) Conduct prejudicial to the best interests or standing of the club

### (iii) Breach of Conduct

Information alleging breach of conduct shall be notified in writing to the Secretary within seven (7) days of the occurrence. The secretary shall consult with the President as to the urgency of the alleged breach and shall promptly notify the subject of the complaint in writing as to the nature of the alleged breach and the time and date of the Committee meeting at which the matter will be discussed.

The member shall be invited to this meeting to present their case.

Should the Club Committee find the member at fault it shall have the power to reprimand and/or deny the privileges of the Club for any period not exceeding three (3) months or expel the member or take such other action as the Committee sees fit to prevent the member continuing or repeating the conduct which constitutes the offence.

### (iv) Appeals

Any appeals shall be notified to the Secretary in writing within seven (7) days to the receipt of the Committee's decision at which time a Special General Meeting shall be called.

### (v) Quorum

The quorum for a meeting to consider a breach of conduct shall be no less than two thirds (2/3) of the full Club Committee.

## **7. Responsibilities**

(i) President

The President shall normally preside over all Annual General, Special General and General meeting of the Club, shall be expected to provide leadership and guidance to the Club as a whole bearing in mind the best interests of its members.

(ii) Vice President

The Vice President will perform the duties of the President during the President's absence. The Vice President will also be responsible for the organization of the Club's annual Champion tournament and any other major tournament the Club may decide to organize on a regular basis.

(iii) Secretary

The Secretary shall write up the minutes of all Club and Club Committee meetings and make them available to all Committee members by at least 14 days prior to the next meeting. The secretary shall receive and file all correspondence and present it for consideration at the next Committee meeting. The secretary shall keep a permanent record of all Club activities and be responsible for the custody of all records and documents relating to the Club. The Secretary shall keep and maintain an up-to-date register of Club members.

(iv) Treasurer

The Treasurer shall receive subscriptions, fees and all other monies due to the Club and deliver receipts for the same. The Treasurer shall bank all monies without delay and record all receipts and payments in a cash book. The Treasurer shall receive and verify all accounts for payment and submit them to the Committee for confirmation. The Treasurer plus two (2) nominated officers of the club shall be authorized to operate the bank account and make payment. The Treasurer shall produce an audited Income and Expenditure account, and a balance sheet for each year ending on the 30<sup>th</sup> September.

(v) Registrar

The Registrar shall keep and maintain a register of results, progress and achievement of full members of the Club. The Registrar, in conjunction with the Director of Coaching and Hunts Master shall be responsible for the administration of the club awards system, recording the progress of members and making available various awards supplied by the Club when appropriate.

(vi) Director of Coaching

The Director of Coaching shall be responsible for all training and coaching programmes and for the development and supervision of instructors and coaches, and will assist the Registrar in the administration of the club award system, particularly in that area involving the development of novice archers.

(vii) Range Captain

The Range Captain shall be responsible for the development and maintenance of all courses and ranges, and for the administration of all programmes to ensure the same, including the upkeep and procurement of target faces.

(viii) Hunts Master

The Hunts Master shall be responsible for the administration and development of the Club's hunting programme including, in conjunction with the Registrar, the administration of game claims and the Club Game Award System, and the development and supervision of Club hunting areas and activities.

(ix) Publicity Officer

The Publicity Officer shall be responsible for publicity and promotion on the Club's behalf and for the regular publication of a newsletter.

## **8. The Club Committee**

- (i) The affairs of the Club shall be managed by a committee consisting of all the officers plus a maximum of four (4) senior members elected at the Annual General Meeting.
- (ii) The President shall chair all meetings. In his/her absence the Vice President shall assume the chair. In the absence of both, the chair shall be taken by a Committee member elected from those present.
- (iii) At the Annual General Meeting, all members of the committee shall retire from the committee. Any retiring member of the committee shall be eligible for election or re-election.
- (iv) Except for the first General meeting, nominations in writing for the Committee must be in the hands of the Secretary not later than 14 days before the Annual General meeting in each year and each such nomination shall be proposed and seconded in writing by financial members of the club and shall bear the written consent of the nominee to his/her nomination provided however that if sufficient nominations are not received the chairman may accept nominations from the floor.
- (v) Such elections shall be held at the Annual General Meeting and voting shall be by financial members only on a show of hands or by ballot if requested by and member prior to the vote being taken.
- (vi) Except that it may not alter these rules the Club Committee shall manage all business and exercise all the powers, authorities and discretions of the Club including approval of membership, enter into such contracts and do all other acts as it may deem necessary to promote the objects of the Club and for the benefit of all members.
- (vii) The Club Committee may appoint sub-committees as deemed necessary for the conduct of Club affairs
- (viii) The President shall be an ex officio member of all committees.
- (ix) The Club Committee shall meet whenever it considers a meeting necessary or when summoned by the President or Secretary or any two (2) members of the Committee, for which at least three (3) days' notice shall be given.
- (x) The quorum at Committee meetings shall be six (6) committee members of which no less than three (3) shall be officers.



- (xi) A Committee position shall be declared vacant on the non-attendance by a Committee member of three (3) consecutive meetings unless leave of absence has been granted or apologies accepted.
- (xii) Voting: All questions shall be decided on a bare majority by a show of hands. The Chairman shall have a deliberative and casting vote
- (xiii) A member of the Committee may resign from the Committee by a notice given or sent to the President or Secretary and such resignation shall take effect when accepted by the Committee
- (xiv) In the event of any of the positions becoming vacant the Club Committee may appoint a member to fill such vacancy until the next Annual General Meeting.

## **9. Annual General Meeting and Special General Meeting**

### **(i) AGM**

The Annual General Meeting shall be held between October 1<sup>st</sup> and October 31<sup>st</sup> at such time and place as decided by the Committee.

### **(ii) Business**

The business of the Annual General Meeting shall be to receive the Annual report and statement of Accounts, to fill those vacancies on the Committee which become vacant in any year, to appoint an Auditor, to vote upon the amount of subscription for the coming financial year and to transact any other business of which due notice has been given or provided to be done by these Rules. Any matter may be discussed at an Annual General Meeting whether notice has been given or not, but no resolutions may be passed which, in the opinion of the chairman of the meeting, may affect the rights or obligations of members and of which notice has not been given as required by these rules.

### **(iii) Special General Meeting**

A Special General Meeting may be called by the Club Committee or within one calendar month of a written request addressed to the Secretary and signed by no fewer than ten (10) financial members of the Club. Such request must state the object of the meeting.

### **(iv) Notice**

Thirty (30) days' notice of an Annual General Meeting and fourteen days' notice of a Special General Meeting shall be given to members in writing (including electronically) or by public notice in an appropriate newspaper. Provided that in a Special General Meeting only the business stated in the notice shall be brought forward.

### **(v) Quorum**

One third (1/3) or not less than 15, whichever is the less of the current full Club Membership shall form a quorum at all Annual and Special General Meetings. If a quorum has not been attained within thirty minutes of the time advertised, the purpose of the meeting will be lost.

### **(vi) Voting**

All questions shall be decided on a simple majority of by a show of hands of those present and entitled to vote, excepting that on the demand of a member present a paper ballot shall be taken.

- (vii) Chair  
In the absence of the President and Vice President from any Annual or Special General Meeting the Chair shall be taken by a member elected from those present.
- (viii) Casting Vote  
At any Annual or Special General Meeting the chairman shall have a deliberate and casting vote.
- (ix) Nominations  
Nominations of Club Officers and Club Committee must be in the Secretary's hands at least fourteen (14) days prior to the Annual General Meeting. Provided that if, sufficient nominations are not received, the chairman may accept nominations from the floor.
- (x) Remits  
Remits or notices of motions for presentation to the Annual General Meeting must be in the Secretary's hand not less than one month (30 days) before the advertised date of the AGM. Provided that the Annual General Meeting may at its discretion accept motions from the floor. Motions that change shooting rules or procedure shall not be enforceable until the completion of the current Club Championship tournament.
- (xi) Reports  
Each Club Officer shall furnish a short-written report for presentation to the Annual General Meeting. In the absence of any Club Officer such report is to be read by the Secretary.
- (xii) Proxy Voting  
Any member may by a written notice given to the Secretary before any General Meeting authorize any person to act as his/her representative at such meeting and the person so authorized shall be entitled to exercise the same powers on behalf of the member represented as that person could exercise if present at the meeting
- (xiii) Notice of Meeting  
The accidental omission to give notice to or the non-receipt of a meeting by any member shall not invalidate the proceedings of the meeting.

## **10. Finance**

- (i) The financial year of the Club shall be October 1 to September 30
- (ii) Subscriptions and joining fees to be set at the Annual General Meeting for the coming year and such subscriptions shall be due and payable within 28 days of the AGM after which a late fee becomes payable. Membership will be deemed to have lapsed after a further 28 days. Joining fees to be payable on application for membership.  
  
For the first six (6) months to nine (9) months a pro rata fee of 50% is payable, from nine (9) months until the end of the financial year a pro rata subscription fee of 25% is payable. All subscriptions shall be paid to the Treasurer.

- (iii) The amount of the joining fee and subscriptions shall be set at the following proportions of the Senior full member subscription; junior subscription shall be 50% of the senior subscriptions; family subscription shall be the equivalent of two senior subscriptions; associate member subscription shall in each case be 75% of the appropriate full member subscription; special school associate member subscription shall be 50% of the appropriate subscription. The late fee shall be 12 ½ % of the appropriate subscription
- (iv) At the committee's discretion new members and associate members changing club affiliation may be exempt the joining fee upon written proof of resignation from their previous club.
- (v) Auditor: The Annual General Meeting shall appoint a qualified person as auditor. In the event of a vacancy occurring in the office of Auditor the Club Committee may appoint a replacement.

### **11. Common Seal**

- (i) The common Seal of the Club shall be in a form approved by the Committee and kept in the custody of the Secretary.
- (ii) Such seal shall be affixed to any deed or similar document only in pursuance of a resolution of the Club Committee.
- (iii) Every application of the seal shall be attested by two members of the Committee and the Secretary.

### **12. Alterations to Rules**

- (i) No addition, alteration or amendment or revision or rescission of these rules shall be made except by remit or notice of motion at the Annual General Meeting or Special General Meeting.
- (ii) Notice of any proposed addition, alteration, amendment, revision or rescission shall be given in the advertisement convening the Meeting.
- (iii) Thirty (30) days' notice of such to be given in the case of an Annual and fourteen (14) days' notice in the case of a Special General Meeting.

### **13. Indemnity**

- (i) The officers of the Club and each and every one of them respectively shall be full indemnified by the Club against any loss or damage or liability incurred by any person or body by reason of or in connection with any act properly done or omitted in the performance of any official duties of the said officers.

### **14. By-Laws**

- (i) Such matters concerning the operation of the Club as are not specifically covered by the rules may be the subject of by-laws.
- (ii) The by-laws shall be drawn up by the Club and shall be in such a form as the Club may determine, and may be added to, altered or rescinded by the Club at any time subject to ratification by the Club at any general meeting.

- (iii) The By-Laws of the Club shall not be inconsistent with these rules nor unlawful. The By-laws shall be binding upon all members.

### **15. Winding Up**

- (i) In the event of the Club being wound up the surplus assets and funds, after payment of the Club's liabilities and expenses of winding up, shall be disposed of for such charitable, recreational or educational purposes as directed by a Special Meeting of the Club convened for the purpose of winding up the Club's affairs.

### **16. Amendments**

- (i) The following amendments this constitution as passed at a Special General Meeting held September 5<sup>th</sup> 2001, in regards to the Financial Year.

#### **7. (iv) Treasurer**

The Treasurer shall receive subscriptions, fees and all other monies due to the Club and deliver receipts for the same. The Treasurer shall bank all monies without delay and record all receipts and payments in a cash book. The Treasurer shall receive and verify all accounts for payment and submit them to the Committee for confirmation. The Treasurer plus two (2) nominated officers of the club shall be authorized to operate the bank account and make payment. The Treasurer shall produce an audited Income and Expenditure account, and a Balance Sheet for each year ending on the 31<sup>st</sup> of March

#### **9. (i) AGM**

The Annual General Meeting shall be held between April 1<sup>st</sup> and April 30<sup>th</sup> at such time and place as decided by the Committee

#### **10. (i) Financial Year**

The Financial Year of the Club shall be April 1 to March 31