

Bows, Broads & Bullseyes Archery Club Constitution and By-Laws

BOWS, BROADS & BULLSEYES ARCHERY CLUB Constitution and By-Laws

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Effective November 2016

SECTION 1 - Rules Governing Club as a Body

- A. The club shall be named **Bows, Broads & Bullseyes Archery Club** (BBB), and its purpose is to shoot with any bow except crossbow and to promote the sport of archery in a fun and inviting atmosphere.
- B. Short meetings may be held at each shoot. Four members will constitute a quorum at these meetings.
- C. Election of the Executive Officers will be held at the Annual General Meeting held each year, the date of which to be determined by the Executive Officers.
- D. Four Executive Officers will be elected. Executive Officer positions consist of President, Vice President, Secretary, and Treasurer. Three Executive meetings may be called per shooting season. When an executive meeting is called; three members will constitute a quorum.
- E. Two of the four Executive positions will be up for re-election each year, with each term lasting two years:
 - i. President & Treasurer
 - ii. Vice-President & Secretary
- F. An Executive Officer who does not perform her assigned duties and failing to give a valid reason, will be asked to step down.
- G. Vacant positions, due to resignation or removal of an Executive Officer, should be filled by holding a by-election at any BBB meeting, providing there is quorum. Where a position is not able to be filled during an election, the position will be temporarily managed by any of the remaining Executive Officers until such time as the by-election can be completed successfully.
- H. In order to be eligible for an executive position, a member must be:
 - i. Must be a member in good standing
 - ii. A member of BBB for a minimum of one year, having attended at least five shoots

- I. All executive officer duties will be read to the members before the general elections at the AGM.
- J. For valid reasons, the President can call a special general meeting.
- K. Amendments to this constitution shall be presented and voted on by the membership at the AGM.
 - i. Any proposed changes to the Constitution should be emailed to the Secretary at least 15 days prior to the AGM.
- L. All club cheques must be signed by any two of the four following Executive: (President, Vice-President, Secretary or Treasurer).

SECTION 2 - Defining Duties of Executive Officers

- A. Every effort should be made to develop and maintain complete job descriptions for each Executive Officer to ensure board succession in the future.
- B. Each of the Executive **may** also be given administrative status on the club website and social networking, depending on their personal comfort and skill level. If none of Executive members are able to fill these roles, a trusted, capable member(s) or other volunteer should be asked to maintain and update the club's online activities.
- C. Executive Officers may meet during the off-season to determine the shooting schedule, cost of the season and any other matters pertaining to club.
- D. Duties by position:
 - i. **President**
The President shall serve for two years unless for whatever reason, she is unable to fulfill her duties. The President will officiate over all meetings including the AGM. The President has no vote at meetings

except to break a tie. She shall be a signing authority on the bank account.

ii. **Vice President**

The Vice President shall serve for two years unless for whatever reason, she is unable to fulfill her duties. It is her duty to keep accurate records of all shooting scores. If the President is unable to continue with her duties, the Vice President will be asked if she will step in on a temporary basis until a new President and/or Vice President are chosen. She shall be a signing authority on the bank account.

iii. **Secretary**

The Secretary shall serve for two years unless for whatever reason, she is unable to fulfill her duties. She shall handle minutes of the meetings and handle all correspondence. She may be required to send notices to all members as necessary. She shall be a signing authority on the bank account.

iv. **Treasurer**

The Treasurer shall serve for two years unless for whatever reason, she is unable to fulfill her duties. She shall keep records of all financial business of the club as well as a register of all members with their record of payments of fees. The Treasurer shall give a financial statement at meetings. The Treasurer is prohibited from holding another treasurer position with any other organization at the same time. She shall be a signing authority on the bank account.

SECTION 3 - Members and Membership

- A. BBB Membership is open to women, 18 years and older.
- B. BBB Members must hold a valid annual Archers and Bowhunters Association of Manitoba Membership.

- C. Members' fees will be determined by the Executive Officers prior to each shooting season, determined in part, by the number of shoots in the schedule. Fees will include all range costs, targets but does not include ABAM membership or equipment.
- D. Membership options should include, but are not limited to, pricing for a full-season and a half-season. Members should be given an option to pay for their season at once or in two installments upon request (roughly 60% by the first shoot, 40% by the forth shoot). Membership fees can be pro-rated for new members to join throughout the year. The 60/40 payment option may not be available throughout the whole season to those who join late.
- E. Full Membership allows members to participate in all of the scheduled shoots as determined by the Club's Executive Officers. Half Members allows members to participate in half of the scheduled shoots. If the season includes an odd number of shoots, the half member can take advantage of one additional shoot. (Example 11 scheduled shoots – the half member can participate in 6 shoots)
- F. In addition to participating in scheduled shoots (according to the type of membership), a full membership entitles a member to attend all meetings and gatherings, the right to vote and hold an Executive position (if she meets the criteria for the Executive). A half membership also entitles the half members to attend all meetings and gatherings, the right to vote. Because of her half membership, she will not be eligible to stand as an Executive Officer.
- G. Members may at any time (on a majority vote) suspend or discharge any Executive Officer or member for reason of misconduct or inability to perform their respective duties.
- H. Any prospective member who wants to try BBB, can participate once as a visitor without paying a membership fee. However, a temporary ABAM fee must be collected at the going rate set by ABAM before they can participate. BBB will forward that amount to ABAM on her behalf.

- I. All members will be asked to assist with fundraising efforts of BBB.
- J. Volunteers who assist with fundraising/publicity efforts and/or sit as Executive Officers will be eligible to receive membership credits as determined by the Executive Officers.

SECTION 4 - Rules Governing Shootings

- A. The shooting schedule will be predetermined by the Executive Officers and announced to the membership as soon as possible ahead of the first shoot. The schedule will also be found on our website once determined.
- B. Every effort will be made to ensure the members get a reasonable mix of practice time and game time at each shoot.
- C. Coaches may be brought in to assist members improve their skill levels as determined by the Executive Officers

SECTION 5 - Club Promotions

- A. All Executive Officers will be requested (not required) to assist with the management of Social Networking, etc.
- B. All online activities of the BBB including, but not limited to the club website, Social Networking shall be updated at the discretion of the club executive.