



Longbow Archers of St Sebastian (LASS)

Affiliated to British Longbow Society (BLBS) and
English Field Archery Association (EFAA)

Rules

1. Membership

- 1.1. Membership of LASS shall be open to all persons interested in advancing the objectives of LASS and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities.
- 1.2. LASS shall provide for the following categories of membership:
 - 1.2.1. **Senior Member** - any person of 18 years or older who has been accepted as a member of LASS and has paid to LASS the prescribed Club, County, Regional and National membership fees for the year.
 - 1.2.2. **Junior Member** – any person of less than 18 years who has been accepted as a Junior member of LASS and has paid to LASS the prescribed Club, County, Regional and National membership fees for the year.
 - 1.2.3. **Senior Associate Member** – any person of 18 years or older who has been accepted as an Associate member of LASS and has paid to LASS the prescribed Club fee but has paid all other necessary membership fees to some other body.
 - 1.2.4. **Junior Associate Member** - any person of less than 18 years who has been accepted as a Junior Associate member of LASS and has paid to LASS the prescribed Club fee but has paid all other necessary membership fees to some other body.
 - 1.2.5. **Affiliate** – any non-shooting person who wishes to be associated with LASS, having paid a donation to LASS.
 - 1.2.6. **Honorary Member** – any person upon whom LASS has conferred this title in recognition of services to the club or to archery in general.

2. Duties and privileges of members

- 2.1. Every member shall be bound to further the objects of LASS and shall observe these Rules and those of BLBS or EFAA
- 2.2. All members shall be entitled to ready access to the general communications of LASS, to be present or represented at functions and events arranged by LASS and to receive such support and assistance as LASS is able to offer
- 2.3. All members, including those who have paid membership fees at junior rates, shall be entitled to vote at LASS General Meetings
- 2.4. Membership of LASS will terminate if:

- 2.4.1. a properly authorised form of resignation is received or
- 2.4.2. membership fees remain unpaid two months after the due date or
- 2.4.3. the individual ceases to qualify under these rules or
- 2.4.4. membership is terminated under Rule 3
- 2.5. No member whose membership fees are in arrears shall:
 - 2.5.1. be allowed to shoot or participate in any of the activities of LASS
 - 2.5.2. vote at a meeting of LASS
 - 2.5.3. hold office in LASS
 - 2.5.4. requisition a Special General Meeting
- 2.6. When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by BLBS or EFAA. Members will also follow carefully any additional guidance given in the LASS handbook and arising out of the agreements for the use of our shooting facilities.
- 2.7. All members will use their best efforts to ensure the safety and security of the property and equipment of LASS and will play an appropriate part in the maintenance of the property and equipment.
- 2.8. Each junior member of LASS who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian when shooting at LASS.
- 2.9. Junior member of LASS may shoot only when at least two adults are present, one of whom must be a competent senior archer and a member of BLBS or EFAA.

3. Discipline

- 3.1. The LASS Committee may at any meeting, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated these Rules of whose conduct is deemed detrimental to the best interests of LASS.
- 3.2. Before any such disciplinary action, the member shall be given at least 14 days notice in writing and shall be granted the opportunity to be heard by the committee.
- 3.3. The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.
- 3.4. The member shall be allowed 28 days from the date of communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, with the Secretary of LASS. The Committee shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.
- 3.5. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the LASS Committee may sit on this panel.
- 3.6. The Panel may hear such witnesses and consider such evidence as it shall think fit and its decision shall be binding both upon the appellant and LASS.

4. Applications for membership

- 4.1. An application for membership shall be made in writing to the Secretary of LASS and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete BLBS, EFAA membership and other record forms.

5. Dues

- 5.1. All LASS dues shall be as determined by the Club Committee from time to time and approved by the members in General Meeting.
- 5.2. All subscriptions and membership payments shall become due annually on 1 September for the following year.
- 5.3. The LASS Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of LASS for any period.

6. The Club Committee

- 6.1. The affairs of LASS shall be supervised by the Committee which shall have such powers, duties and responsibilities as are laid down in these Rules and are not otherwise directed to be carried out by the members in General Meeting.
- 6.2. The Club Committee shall consist of the following persons whose services shall be purely honorary:
- 6.2.1. President
 - 6.2.2. Chairman
 - 6.2.3. Secretary
 - 6.2.4. Treasurer
 - 6.2.5. President of Juniors
 - 6.2.6. Events and Grounds co-ordinator
- 6.3. The Committee may decide from time to time to co-opt other persons to the Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members.

7. Committee Meetings

- 7.1. No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members.
- 7.2. If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their number to chair the meeting.
- 7.3. The Committee members shall meet together for the conduct of business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the chairman shall have a second or casting vote.
- 7.4. The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting of LASS.
- 7.5. The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any sub-committees set up for whatever purpose.
- 7.6. The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.

- 7.7. The Committee may at any time set up or dissolve standing or ad hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of such committees must be minuted and reported to the Club Committee as soon as possible.

8. Elections

- 8.1. All elections are subject to Rule 2.5
- 8.2. The President shall be elected at any General Meeting of the Club. The term of office shall be three years and the retiring President shall be eligible for re-election.
- 8.3. All members of the LASS Committee other than the President shall be elected annually at the Annual General Meeting of LASS. The retiring Committee members shall be eligible for re-election.
- 8.4. The period of office of Committee members shall commence at the termination of the General Meeting at which they were elected.
- 8.5. All members of LASS are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of LASS not less than 14 days before the date of the General Meeting at which the election will take place. Nominations must show the name of the proposer(s) and must confirm that the candidate named is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in emergency.
- 8.6. Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.
- 8.7. A member of the Committee shall cease to hold office before the end of the elected term if:
 - 8.7.1. By notice in writing, s/he resigns.
 - 8.7.2. S/he ceases to meet the conditions of eligibility for membership of the Committee.
 - 8.7.3. S/he is removed from office by a resolution of the Club members in General Meeting.

9. General Meetings

- 9.1. The General Meeting of LASS shall be held once in every calendar year, on or before 30 September as the Annual General Meeting.
- 9.2. All those entitled to receive the notices of LASS (Rule 13) will be given at least 21 days notice of any General Meeting, specifying the day, the hour and the place of the meeting and, in the case of Special General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice shall be sufficient proof of notice and the accidental omission to give such notice by an individual shall not invalidate the proceedings of any General Meeting.
- 9.3. All General Meetings of LASS other than the Annual General Meeting shall be called Special General Meetings.
- 9.4. Special General Meetings of LASS may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Committee, or by at least one quarter of the members of LASS. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.

10. Proceedings at General Meetings

- 10.1. The ordinary business of the Annual General Meeting shall be:
 - 10.1.1. To present the Notice of the Meeting.
 - 10.1.2. To receive the report of the Auditor
 - 10.1.3. To approve the Annual Accounts and Balance Sheets
 - 10.1.4. To approve the Annual Report of the Committee
 - 10.1.5. To appoint the Auditor for the following year
 - 10.1.6. To fix club subscription levels for the following year
 - 10.1.7. To elect the new Committee members.
- 10.2. Any other business to be conducted the Annual General Meeting shall be called Special Business and will be the subject of specific detail in the agenda. No other business will be conducted at the Annual General Meeting.
- 10.3. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be 10 members or one quarter of the membership of LASS, whichever is less.
- 10.4. If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting, if convened on a call from the members, shall be dissolved. In any other case it shall stand adjourned to such other time and place as the chairman shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be a quorum.
- 10.5. The Club Chairman will take the chair at every General Meeting. If the Chairman is not present within 15 minutes after the appointed time then the members present will appoint one of their number to take the chair.
- 10.6. A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote. In case of an equality of votes, the chairman shall poll a second or casting vote.
- 10.7. All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.

11. Accounts

- 11.1. The LASS committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of LASS's affairs with regard to:
 - 11.1.1. The assets and liabilities of LASS
 - 11.1.2. Income and expenditure and the matters giving rise to such income and expenditure.
 - 11.1.3. All sales and purchases of goods and services by LASS.
- 11.2. The books of account shall be kept at the home of the current Treasurer, or if that position is unfilled, at the home of the current Secretary and shall be made available for examination at every meeting of the LASS Committee.
- 11.3. Once at least in every year, the LASS Committee shall present to members in General Meeting, income and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date.
- 11.4. The financial year of LASS shall be from 1 October to 30 September.

12. Audit

- 12.1. At least once in every year the accounts of LASS shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors.
- 12.2. The auditor(s) shall be appointed at the Annual General Meeting of LASS and shall not be a Committee member nor an immediate past Committee member.

13. Notices

- 13.1. Each member shall from time to time notify the LASS Secretary of an address to be recorded as the postal address of the member.
- 13.2. A notice may be served by LASS on any member, either personally, or by mail in a pre-paid letter addressed to the recorded address of that member.

14. Tournaments

- 14.1. LASS shall hold annual outdoor Tournaments and any other archery events that it requires. These meeting may be open or closed, or both simultaneously, but in the case of closed tournaments they shall be available only to members of the club who are entitled to shoot under the GNAS or BLBS or EFAA Rules of Shooting.

15. Teams

- 15.1. LASS may enter representational teams in any suitable events.
- 15.2. LASS teams will be chosen in accordance with the procedures agreed by the LASS Committee from time to time using mechanisms that are clearly visible to all members.
- 15.3. LASS teams will be chosen only from LASS members who are entitled to shoot for LASS under the BLBS, EFAA Laws and Rules of Shooting.

16. Records

- 16.1. LASS shall maintain and publish records of the highest score shot as defined by the BLBS or EFAA Rules of Shooting, by any person, while that person was a member of LASS.
- 16.2. Scores achieved by members shall be forwarded to the Bucks County Association from time to time as necessary in accordance with the requirements of that body

17. Club etiquette

- 17.1. All members are to give due respect to all equipment owned by LASS.
- 17.2. All members attending a shoot are expected to assist with the erection and/or removal of equipment.

18. Alterations to the Rules

- 18.1. Additional Rules may be promulgated by the LASS Committee from time to time in the interests of safety and security subject only to the requirement that these Rule changes shall be ratified by the members in General Meeting in due course.
- 18.2. The Rules of LASS may otherwise only be altered, amended, repealed or added to by a special resolution of the members in General Meeting.
- 18.3. No alterations shall be made to the Rules that would have the effect of putting them in conflict with the constitution of BLBS or EFAA or of the Regional and County and other bodies to which LASS is affiliated.