

Bedfordshire County Archery Association

Affiliated to S.C.A.S. and G.N.A.S.

Constitution

1. **Name** – the name of the association is the Bedfordshire County Archery Association. (Hereinafter called “the Association”)
2. **Address** – the postal address of the Association is that of the current Secretary or of the current Chairman if the post of Secretary is vacant
3. **Object** – the object for which the Association is established is:

To promote and encourage the sport of archery throughout the County of Bedfordshire (hereinafter called “the County”)

In furtherance of the above object, but not further or otherwise, the Association shall have the following powers:

- 3.1 To encourage and promote participation in the activities of the Association by individuals, clubs and other organisations concerned with the sport of archery.
 - 3.2 To affiliate to and maintain close links with Regional and National bodies, such as the Southern Counties Archery Society (SCAS) and the Grand National Archery Society (GNAS), concerned with the promotion and regulation of the sport of archery and through these bodies, to take a proper interest in archery at national and international level.
 - 3.3 To support and provide a system for the exchange of information about archery within the County.
 - 3.4 To encourage the formation and maintenance of archery clubs within the County.
 - 3.5 To encourage and promote coaching and development activities in the County including the development of coaching methodologies and to conduct, support and participate in educational, training and competitive events aimed at developing and improving the archery performance and standards of its members and others.
 - 3.6 To provide a service of liaison in relation to archery events within and without the County in order to minimise event duplication and overlaps.
 - 3.7 To acquire any real or personal property and any rights or privileges necessary for the promotion of its objectives.
 - 3.8 To borrow money and secure the repayment of any loans or other obligations of the Association by charge on any of the assets of the Association.
 - 3.9 To invest the monies of the Association not immediately required for its purposes in such investments, securities or property as may be thought fit.
 - 3.10 To do all other lawful things necessary to carry out the objects of the Association providing always that:
 - 3.10.1 in raising funds for its objects the Association shall not undertake any permanent trading activities
 - 3.10.2 the income and property of the Association shall be used only to promote the objects of the Association as described in this Constitution.
- 4 **Dissolution** – if upon the winding up of the Association there remains after the payment of all debts and liabilities, any funds or properties whatsoever, they shall not be distributed among the members of the Association, but shall be transferred, with guidance from SCAS and/or GNAS, to some other organisation having similar objects to the Association.

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Rules

1. General

In these Rules, the words in the first column below have the meanings set opposite them in the second column, if not inconsistent with the subject or content.

<u>Words</u>	<u>Meaning</u>
The Association	The Bedfordshire County Archery Association
Rules	The Rules of the Association as laid down from time to time
GNAS	The Grand National Archery Society
SCAS	The Southern Counties Archery Society
Archery	All branches of the sport of archery defined and regulated in the GNAS Rules of Shooting as issued and amended from time to time
Shooting archer	Any archer who has paid affiliation fees to the Association through a Member Club in accordance with GNAS Law 20 (b) (ii) or who has paid affiliation fees directly to the Association and has nominated Bedfordshire as the County for which he wishes to shoot, in accordance with GNAS Law 20 (b) (iii)
Non-shooting archer	Any archer who has paid affiliation fees directly to the Association, but who has nominated a County other than Bedfordshire as the one for which he wishes to shoot
The address	The address of the current Secretary of the Association or the address of the current Chairman when the post of Secretary is vacant
Dues	Affiliation fees, membership subscriptions or any other assessment of any nature and for any reason, properly executed by the Committee and approved by the membership in General Meeting
Month	Calendar month
Year	The year defined by GNAS for the purposes of payment of affiliation fees
Member	A person or organisation in any of the member categories defined in these Rules
In writing	Any mode of representing or reproducing words in a visible form. The singular shall include the plural and vice versa. The masculine gender shall include the feminine gender and vice versa

2. Membership

- 2.1. Membership of the Association shall be open to all persons and organisations who are:
 - 2.1.1. interested in advancing the objectives of the Association and
 - 2.1.2. willing to abide by these Rules and
 - 2.1.3. otherwise qualified under the provisions set out in these Rules
- 2.2. The Association shall provide for the following categories of membership:
 - 2.2.1. Affiliated Club – any properly constituted archery club within the County which has been accepted as an Affiliated Club by the Association and has paid County, Regional and GNAS affiliation fees for the year for all its current members to the Association.
 - 2.2.2. Associate Member – any shooting archer who has paid County affiliation fees to the Association, whether through a club or otherwise.
 - 2.2.3. Honorary Affiliated Club – any properly constituted archery club, with restricted membership, (for example, for permanently disabled archers or in-patients of hospitals and institutions) which has been accepted by the Association as an Honorary Affiliated Club.
 - 2.2.4. Individual Non-shooting Member – any non-shooting archer, resident in the County or not, who has paid appropriate County and Regional affiliation fees to the Association.
 - 2.2.5. Honorary Member – any person upon whom the Association has conferred this title in recognition of outstanding services to archery.
- 2.3. The association shall recognise the following classes of restriction to any category of membership
 - 2.3.1. Pending. This class is applied automatically when an application for membership has been received by the governing body but has not yet been approved by the committee. If no application is received or it is not approved within 60 days of application, then Membership of the Association will terminate immediately.
 - 2.3.2. Probationary. This class indicates that there are restrictions on membership until all conditions specified by the committee

have been satisfied. It is normally applied to all newly affiliated clubs and associate members as part of the process of acceptance but also may be applied as part of a disciplinary process.

3. Duties and privileges of members

- 3.1. Every member shall be bound to further the objects of the Association and shall observe these Rules and those of SCAS and GNAS
- 3.2. All members shall be entitled to ready access to the general communications of the Association, to be present or represented at functions and events arranged by the Association and to receive such support and assistance as the Association is able to offer.
- 3.3. All members, including those who have paid affiliation fees at the junior rate, shall be entitled to vote at General Meetings of the Association.
- 3.4. All Associate Members shall receive proper consideration for selection for representative Association teams.
- 3.5. All Affiliated Clubs and Honorary Affiliated Clubs may describe themselves in their letter headings and any other descriptive material as affiliated to the Bedfordshire County Archery Association.
- 3.6. All Affiliated Clubs shall provide annually, on the forms provided by GNAS, details of their own membership numbers and categories.
- 3.7. Membership of the Association will terminate if:
 - 3.7.1. a properly authorised form of resignation is received or
 - 3.7.2. affiliation fees remain unpaid 60 days after the due date or
 - 3.7.3. the member ceases to qualify under these Rules or
 - 3.7.4. membership is terminated under Rule 4
- 3.8. No member in the Pending or Probationary classes or those whose affiliation fees are in arrears shall be entitled to:
 - 3.8.1. vote at a meeting of the Association
 - 3.8.2. hold office in the Association
 - 3.8.3. be consulted about the appointment of new Affiliated Clubs
 - 3.8.4. requisition a Special General Meeting.

4. Discipline

- 4.1. The 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 or whose conduct is deemed detrimental to the best interests of the Association.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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 the Association. 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.
- 4.5. In the event of an appeal against the decision of the Committee, an Appeal Panel of three independent individuals shall be appointed by the Chairmen of all Affiliated Clubs acting together. No member of the Committee may sit on this appeal panel.
- 4.6. The Panel may hear such witnesses and consider such evidence as it shall think fit and its decision will be binding both upon the appellant and the Association.

5. Applications for membership

- 5.1. An application for membership of the Association shall be made in writing to the Secretary of the Association and shall be accompanied by the necessary affiliation fees.
- 5.2. All applications will be dealt with by the Committee in its absolute discretion but applications from potential Affiliated Clubs will be discussed with existing Affiliated Clubs before a decision is made.

6. Dues

- 6.1. All dues shall be as determined by the Committee from time to time and approved by the members in General Meeting.
- 6.2. Dues shall be payable annually, not later than August 31st, for the following year.
- 6.3. The Committee may, in its absolute discretion, waive, cancel or reduce payment of County dues or other indebtedness of a member of the Association for any period.

7. The Committee

- 7.1. The affairs of the Association shall be supervised by the Committee which shall have such powers, duties and responsibilities as are laid down in these Rules and not otherwise directed to be carried out by the members in General Meeting.
- 7.2. The Committee of the Association shall consist of the following persons whose services shall be purely honorary:
 - 7.2.1. The President
 - 7.2.2. Executive Members being the:
 - 7.2.2.1. Chairman
 - 7.2.2.2. Vice-Chairman
 - 7.2.2.3. Secretary
 - 7.2.2.4. Treasurer
 - 7.2.3. Other elected members being the:
 - 7.2.3.1. Tournaments Officer
 - 7.2.3.2. Records Officer
 - 7.2.3.3. Equipment Officer
 - 7.2.4. The County Child Protection Officer and the County Deputy Child Protection Officer.
 - 7.2.5. Affiliated Club Representatives being one representative from each Affiliated Club.
 - 7.2.6. The County Coaching Organiser – ex-officio.
 - 7.2.7. The Judges Representative: The judges within the county may nominate one of their number to the County Committee.
 - 7.2.8. Up to four persons appointed by the County Committee at the Committee meeting immediately preceding the Annual General Meeting, these persons being appointed where it is necessary to undertake specific tasks such as the organisation of a particular tournament or the management of a particular initiative. The appointments will have a one-year tenure and be subject to confirmation by the members in general meeting.
- 7.3. 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.

8. Committee Proceedings

- 8.1. 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 five voting members of which at least two shall be Executive members.

8.1.1. Either or both of the County Child Protection Officer and the Deputy Child Protection Officer may attend meetings of the County Committee but they shall count as only one voting member.

8.2. The Committee members shall meet together for the conduct of business, adjourn and otherwise regulate their 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.

8.3. The Chairman, or in his absence the Vice-Chairman, shall take the chair at all meetings of the Committee, but if neither is present 15 minutes after the time set for the start of the meeting, the members present shall choose one of their number to take the chair.

8.4. The Committee members may act notwithstanding any vacancy in their body, but if their numbers are at any time reduced to less than five, or the Executive member numbers to less than two, 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 the Association.

8.5. The Committee will cause proper minutes to be made of its proceedings and of the proceedings of General Meetings of the Association and of any sub-committees set up for whatever purpose.

8.6. The minutes of any meeting, if signed by the chairman of the meeting at the next succeeding meeting, shall be conclusive proof without any further evidence of the business conducted and the decisions made.

8.7. 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 shall think fit. All acts and proceedings of such sub-committees must be reported to the Committee as soon as possible.

8.8. Any action that may be taken at a meeting of the Committee may be taken without a meeting if consent in writing to the action taken shall be signed by a majority of the Committee and returned to the Secretary.

9. Elections and Appointments

9.1. All elections and appointments are subject to Rule 3.8

9.2. The President shall be elected at any General Meeting of the Association. The term of office

shall be three years and the retiring President shall be eligible for re-election.

9.3. A number of Vice-Presidents may be appointed at the discretion of the Committee, the conferment being for such a period and under such conditions as the Committee decides.

9.4. The Chairman shall be elected biennially at an Annual General Meeting of the Association. The period of office shall be two years and the retiring Chairman shall be eligible for re-election.

9.5. The Vice-Chairman shall be elected biennially at an Annual General Meeting of the Association normally in the year alternate to the election of the Chairman. The period of office shall be two years and the retiring Vice-Chairman shall be eligible for re-election.

9.6. The Secretary shall be elected biennially at an Annual General Meeting of the Association. The period of office shall be two years and the retiring Secretary shall be eligible for re-election.

9.7. The Treasurer shall be elected biennially at an Annual General Meeting of the Association normally in the year alternate to the election of the Secretary. The period of office shall be two years and the retiring Treasurer shall be eligible for re-election.

9.8. The Tournaments Officer, the Records Officer and the Equipment Officer, shall be elected annually at the Annual General Meeting of the Association. The retiring officers shall be eligible for re-election.

9.9. The County Child Protection Officer and the Deputy Child Protection Officer shall be appointed annually at the Annual General Meeting of the Association in accordance with the procedure set out below. The retiring officers shall be eligible for re-appointment.

9.9.1. Nominations for the positions of County Child Protection Officer and Deputy Child Protection Officer shall be made by the serving Club Child Protection Officers acting collectively, to the County Committee at or before its meeting immediately preceding the Annual General Meeting of the Association.

9.9.2. The County Committee will place into the agenda for the Annual General Meeting those nominations that it endorses, having assured itself that the following conditions are met.

9.9.2.1. The nominees meet the statutory and other requirements for

appointment as a Child Protection Officer.

9.9.2.2. One nomination is for a female and the other is for a male.

9.9.2.3. The nominees are not both from the same club.

9.9.2.4. The members acting at the Annual General Meeting shall, if they see fit, endorse the appointment of the nominees.

9.10. Affiliated Club Representatives shall be nominated to the Secretary of the Association, in writing by an appropriate officer of each Affiliated Club, not later than fourteen days before the Annual General Meeting. Each Club Representative shall remain in office until the end of the Annual General Meeting for the following year or until formal written notice of change is deposited with the Association Secretary by an appropriate officer of the club concerned. A substitute for an Affiliated Club Representative may attend and vote at a Committee meeting, providing that proper notice of the substitution is lodged with the Association Secretary by an appropriate officer of the club concerned, at or before the meeting. Club representatives who have served on the Committee will be seen as valid candidates for officer positions on the Committee and should be chosen by clubs with this element of succession in mind.

9.11. SCAS Representatives shall be appointed at the first Committee meeting following the Annual General Meeting, normally from among serving Committee members. Where an appointment is made from outside the Committee, the person appointed will be co-opted to the Committee. Two Representatives will be appointed for a term of office of two years, each individual coming up for reappointment in alternate years.

9.12. The period of office of all Committee members elected or appointed at a General Meeting shall commence at the end of that General Meeting.

9.13. All members of the Association are entitled to make nominations for candidates to fill positions on the Committee. Nominations for candidates to fill vacancies that arise in the Committee must be lodged with the Secretary of the Association not less than 14 days before the date of the Annual General Meeting. Nominations must show the name and affiliation of the proposer and must confirm that the candidate is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in emergency.

9.14. Any casual vacancy in the Committee may be filled by the Committee from among those eligible providing only that any person so appointed shall retire at the end of the next Annual General Meeting.

9.15. A member of the Committee shall cease to hold office if:

9.15.1. By notice in writing he resigns

9.15.2. He ceases to meet the conditions of eligibility for membership of the Committee

9.15.3. He is removed from office by a resolution of the members of the Association in General Meeting.

10. General Meetings

10.1. The General Meeting of the Association shall be held once in every calendar year, on or before November 30th, as the Annual General Meeting.

10.2. All those entitled to receive the notices of the Association (Rule 14) 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 notice shall be sufficient proof of notice and the accidental omission to give such notice or the non-receipt of such notice shall not invalidate the proceedings of any General Meeting.

10.3. Affiliated Clubs and Honorary Affiliated Clubs shall notify the Secretary in writing, before any General Meeting, of the name of the person who will cast the club vote at that meeting if different from the existing Affiliated Club Representative..

10.4. All General Meetings of the Association other than the Annual General Meeting shall be called Special General Meetings.

10.5. Special General Meetings of the Association may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Executive members of the Committee (defined in Rule 7.3.2), or by an Affiliated Club on a majority vote of its members as certified in writing by its Chairman or Secretary, or by at least one fifth of all the members of the Association. 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.

11. Proceedings at General Meetings

11.1. The ordinary business of the Annual General Meeting shall be:

- 11.1.1. To present the Notice of the Meeting
 - 11.1.2. Consideration of the accounts and balance sheets
 - 11.1.3. The report of the Committee and the Auditor(s).
 - 11.1.4. The approval of the appointment of the Auditor(s) for the following year.
 - 11.1.5. The fixing of affiliation fees for the following year.
 - 11.1.6. The election/appointment of Committee members.
- 11.2. Any other business to be conducted at 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.
- 11.3. 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 seven members or one tenth of the membership of the Association, whichever is less.
- 11.4. 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.
- 11.5. The Chairman, or in his absence, the Vice-Chairman, will take the chair at every General Meeting. If neither is present within fifteen minutes after the appointed time then the members present will appoint one of their number to take the chair.
- 11.6. A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote. In the case of an equality of votes, the chairman shall poll a second or casting vote.
- 11.7. 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 that would, had it been discovered before the conclusion of the meeting, have modified the outcome.
- 12. Accounts**
- 12.1. The 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 the Association's affairs with regard to:
- 12.1.1. The assets and liabilities of the Association
 - 12.1.2. Income and expenditure and the matters giving rise to such income and expenditure
 - 12.1.3. All sales and purchases of goods and services by the Association
- 12.2. 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 a summary shall be made available for examination at every meeting of the Committee.
- 12.3. Once at least in every year, the Committee shall lay before the members in General Meeting, income and expenditure accounts for the period since the last preceding account together with a balance sheet made up to the same date. Every such balance sheet shall be accompanied by a report of the Committee and a report of the Auditor(s) and a copy of such accounts, balance sheets and reports shall be sent to all members entitled to receive notices of General Meetings in accordance with Rule 14, at the same time as the notice of the General Meeting.
- 12.4. The financial year of the Association shall be from October 1st to September 30th
- 13. Audit**
- 13.1. At least once in every year the accounts of the Association shall be examined and the correctness of the income and expenditure accounts and the balance sheet ascertained by one or more auditors.
- 13.2. The auditor(s) shall be appointed at the Annual General Meeting of the Association and shall not be a Committee member nor an immediate past Committee member.
- 14. Notices**
- 14.1. Each Affiliated Club, Honorary Affiliated Club, Individual Non-shooting Member, Honorary Member and individual member of GNAS who has paid County affiliation fees to the Association, shall from time to time notify the Secretary of the Association of an address to be registered as the postal address of that member.
- 14.2. A notice may be served by the Association upon any of the members listed at Rule 14.1, either personally, or by mail in a pre-paid letter addressed to the registered address of that member.
- 14.3. Associate Members who pay County, Regional and GNAS affiliation fees through an Affiliated Club shall be deemed to have received Association notices providing that these notices have been served on the Affiliated Club through which the Associate Member pays affiliation fees. Each Affiliated Club will provide sufficient

copies of Association notices and accompanying documents to meet the needs of its own members

18.2. No alterations shall be made to these Rules that would have the effect of putting them in conflict with the constitution and rules of GNAS or SCAS.

15. Championships

15.1. The Association shall hold annual outdoor and indoor Target Championship Meetings and any other archery events that it requires. These meetings may be open or closed or both simultaneously, but in the case of closed competitions they shall be available only to Honorary Members, Associate Members and members of Honorary Affiliated Clubs.

15.2. No championship trophy belonging to the Association may be taken outside the United Kingdom.

16. Association Teams

16.1. The Association may enter representational teams in any suitable event.

16.2. Association teams will be chosen in accordance with procedures agreed by the Committee from time to time using mechanisms that are clearly visible to all members.

16.3. Association teams will be chosen only from Honorary Members, Associate Members and members of Honorary Affiliated Clubs.

16.4. Any archer who represents the Association as a member of an Association team shall be presented with an appropriate County badge and/or year-bar to mark the honour.

17. Association Record Scores

17.1. The Association shall certificate and shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the GNAS Rules of Shooting, by any person, while that person was or is an active Honorary Member, Associate Member or member of an Honorary Affiliated Club.

17.2. Claims for County Records will be made and ratified in accordance with procedures laid down by the Committee from time to time.

18. Alterations to the Rules

18.1. The Rules of the Association may be altered, amended, repealed or added to by a special resolution of the members in General Meeting providing that both

18.1.1. three fourths of those personally present and entitled to vote are in favour.

18.1.2. a majority of those persons nominated under rule 10.3 and personally present and entitled to vote are in favour