



## **DERBYSHIRE COUNTY ARCHERY ASSOCIATION**

Affiliated to Grand National Archery Society\* and East Midlands Archery Society  
(\*Archery GB is the trading name of the Grand National Archery Society)

### **CONSTITUTION**

The Constitution was adopted at the Annual General Meeting of the Derbyshire County Archery Association on the 11<sup>th</sup> February 1973 and amended at the AGM February 2002. It now includes amendments made at the AGM 2003, AGM 2004 and EGM on 12<sup>th</sup> May 2004, EGM on 8<sup>th</sup> September 2010, AGM 2011 and EGM on 23 May 2018.

The Association will be called The Derbyshire County Archery Association hereinafter called “The Association”.

#### **1. OBJECT**

The object of The Association will be to foster, encourage and promote the spirit of amateur sportsmanship through the pursuit of Archery.

#### **2 MEMBERSHIP**

Members will pay The Association’s current annual affiliation fees and be bound by the Constitution.

Membership is restricted to Members of Archery Clubs within Derbyshire who affiliate to The Association and other members who affiliate as below and to such other persons as the General Committee may determine. Hereinafter “Members” will be understood to mean Members of the Association.

Honorary Life Membership of The Association.

The Association will require no affiliation fee and Honorary Life Members while remaining affiliated to the GNAS will have their entry fee to the Associations Outdoor Championships waived.

Members of a Club with a shooting ground outside Derbyshire may choose to affiliate to The Association with the concurrence of the County Association in which its shooting ground stands.

Each Club that has members that affiliate to The Association must deposit a copy of its Club Constitution and Club Badge with The Association Secretary. Whenever a Club changes its Constitution the revised copy must be sent to The Association Secretary.

#### **3 MANAGEMENT**

The management of The Association’s affairs will be entrusted to a General Committee whose policy will be implemented by the Executive Officers, which will also carry on the day-to-day routine business. The Committee will meet at least quarterly to ensure the efficient running of The Association and all decisions will be formally recorded.

#### 4 FINANCE

The Association is not established or conducted primarily for profit; all funds, properties and sums received on behalf of The Association will be entrusted to the General Committee but remain the property of The Association.

The income and property of The Association will be applied solely towards the promotion of the objects of The Association.

In the event of the dissolution of Derbyshire County Archery Association, its assets will be realised and following settlement of its creditors, including repayment of any grant aid not committed, the agreed balance will be returned to the member Clubs on a pro rata basis per head of Senior affiliated members at the time of dissolution.

The Honorary Treasurer who will also produce an Annual Receipts and Payments Account will conduct the day-to-day financial affairs of The Association.

The County affiliation fees will be due on the same date as the GNAS and EMAS affiliation fees. Any person affiliating during the year will pay the annual affiliation fee. The affiliation fee will be set at each Annual General Meeting of The Association and may only be altered at an AGM.

The Honorary Treasurer will recommend the affiliation fee each year.

#### 5 GENERAL COMMITTEE

The General Committee will consist of the following Honorary Officers: -  
Chair, Vice Chair, Secretary, Treasurer, Tournament Advisor, League Secretary, County Development Officer, County Coaching Organiser, County Records Officer, Safeguarding Officer, Two Delegates to EMAS, County Team Selection Officer/s, Data Protection Officer and representatives from each Club with Members affiliated to The Association.

All officers will hold office for one year from the AGM and will be eligible for nomination for re-election.

Any one Member may hold any two non-executive posts.

The General Committee will conduct the business of The Association in conformity with the objects of The Association and will be empowered to enforce the rules of The Association.

All decisions will be made by a majority of votes, each Club present being allowed one vote. The person Chairing the meeting will only have a casting vote.

Potential involvements which may constitute a conflict of interest must be declared at the start of the meeting and the potentially conflicted party (club or individual, related individual or co-habiting

individual) will not be permitted to participate in votes on the conflicted topic unless the Committee decides it is not a conflict.

It will be understood that, where the functions of the Chair are defined in this Constitution, the Vice-Chair will fulfil these functions should the Chair for any reason be unable to do so.

An agenda, including if possible the minutes of the previous meeting and all the points to be raised, will be circulated to all Clubs at least fourteen days before the meeting.

Any Member may attend any General Committee meeting and speak on any point.

An Officer of The Association may act as a Club's representative if so desired by that Club unless they are Chairing the meeting.

#### 6 VACANCIES

The General Committee is empowered to fill vacancies among the Officers from Members of The Association to hold office until the next Annual General Meeting.

#### 7 SUB-COMMITTEES

The General Committee may from time to time appoint such sub-committees, as it deems expedient and may depute to them such powers as it decides. Sub-Committees may co-opt individuals for their specific knowledge or skill.

#### 8 THE EXECUTIVE OFFICERS

The Executive Officers will consist of Chair, Vice-Chair, Secretary, Treasurer and Tournament Advisor. The Executive Officers will at all times comprise of a minimum of 3 unrelated and non-cohabiting individuals.

#### 9 ALTERATION OF CONSTITUTION

This Constitution can only be revised or amended at an Annual General Meeting or an Extraordinary General Meeting (called for that purpose) of the Association.

#### 10 ANNUAL GENERAL MEETING

The Annual General Meeting of the Association will be held during February of each year. The agenda will include: -

- a. Apologies for absence.
- b. Register of interest.
- c. Minutes of the previous Annual General Meeting.
- d. Matters arising from those minutes.
- e. Annual reports from:
  - Chair
  - Secretary
  - Treasurer

Tournament Advisor  
County Coaching Organiser  
County Development Officer  
County Team Selection Officers  
League Secretary  
County Records Officer  
Delegate(s) to EMAS  
Safeguarding Officer  
Data Protection Officer

- f. Presentation of League Trophies
- g. Election of Officers of the Association and two Auditors.
- h. Affiliation fee proposal from the Treasurer
- i. Any resolutions duly submitted as hereinafter laid down.

Honorary Life Members will be elected at the AGM.

Nominations may be made by any Member by 31<sup>st</sup> December in any year to an Executive Officer and will be confidential. The nomination will be by way of a citation setting out the details of at least 20 years membership and significant service to the Association.

The decision to put the nomination to the AGM will be at the absolute discretion of a majority of the Executive Officers.

The Secretary will circulate the date, venue and time of the Annual General Meeting together with nomination forms and requests for items for the Agenda, not less than four weeks before the date of the meeting.

Notice of items to be included on the Annual General Meeting Agenda, duly proposed and seconded, must be forwarded to the Secretary of the Association not less than two weeks prior to the date of the meeting.

The Agenda for the Annual General Meeting will be circulated to all Clubs and Officers of the Association not less than two weeks prior to the date of the meeting. Amendments to proposed items for discussion and nominations for officers may be taken from the floor of the meeting.

#### 11 EXTRA-ORDINARY GENERAL MEETING

The Secretary on written demand from the Chair, a sub-Committee or ten members from not less than two Clubs will call an Extraordinary General Meeting.

At such meetings only the item(s) on the Agenda may be discussed.

The Secretary will arrange such meeting and notify all Clubs and Officers of the Association of the date, venue, time and Agenda, not less than three weeks prior to the date of the meeting.

## 12 VOTING

At Annual General Meetings and Extraordinary General Meetings, voting will be on the principle of one affiliated member one vote and will be by show of hands except for the election of honorary life members when voting will be by secret paper ballot.

Ballot papers to be provided for all members present at the AGM by the member nominating a person for honorary life membership.

The Chair assisted by the Secretary and Treasurer will be responsible for counting the votes and declaring the result.

There will be no voting by proxy or postal voting.

The person Chairing the meeting will only have power to exercise a casting vote.

A Quorum for these Meetings will consist of the Chair, Secretary, two other Officers and not less than 12 Members of the Association from at least a quarter of the Associations Clubs.

At General Committee Meetings voting will be by Club vote, each Club having one vote. There will be no voting by proxy or postal voting.

The person Chairing the meeting will only have power to exercise a casting vote.

A Quorum for General Committee Meetings will consist of the Chair, two other Officers and representatives from at least a quarter of the Clubs.

At AGM's EGM's and General Meetings, if neither the Chair nor Vice-Chair is available the members present will elect from the Executive Officers who will act as temporary Chair for that meeting.

## 13 GENERAL

The Association adopt and implement Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults.

Any Member presenting a prize for competition will have the right to decide the conditions of the competition subject to the approval of the General Committee.

## 14 RULES OF SHOOTING

At events organised under the Association's auspices Archery GB and World Archery Federation Rules will be observed. For any other forms of shooting, Rules acceptable to the General Committee will be used.

## 15 COUNTY REPRESENTATIVES

For all Tournaments requiring County representation, the selection of the teams will be made in a manner decided by the General Committee.

Any Archer who has shot representing another County (except for shooting to different rules), may not in the same affiliation year, shoot to represent the Association.

**16 COUNTY COMPETITION**

The Annual County Tournaments may be Open, but only Members of the Association may compete for the County Championship Trophies.

The Association may also conduct a County League Competition amongst the Derbyshire Clubs, subject to a set of rules as issued and amended by the General Committee.

**17 COPY OF THIS CONSTITUTION**

Each Club that has Members that are affiliated to The Association and each Member on application to the County Secretary will be entitled to a copy of this Constitution. (If applying by post, a stamped addressed envelope must be enclosed).