

NORFOLK ARCHERY ASSOCIATION



CONSTITUTION

November 2015

This Constitution replaces, in its entirety, any previous versions

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1.0 NAME

- 1.1 The association shall be named "Norfolk Archery Association", hereinafter referred to as "The Association".

2.0 OBJECTIVES

- 2.1 To promote and encourage the sport of archery in all its disciplines, other than bowhunting, in the county of Norfolk.

3.0 MEMBERSHIP

3.1 Membership of The Association shall be open to:

- 3.1.1 Any properly constituted club, in the county of Norfolk, which is affiliated to G.N.A.S.
- 3.1.2 Archers not attached to such clubs, who are resident in the county of Norfolk and are ordinary members of G.N.A.S.
- 3.1.3 Archers who, although not resident in the county of Norfolk, are ordinary members of G.N.A.S., elect to shoot for the County of Norfolk and inform G.N.A.S. accordingly.
- 3.2 Honorary membership may be bestowed upon an individual by general meeting in recognition of outstanding service to archery and the County.
- 3.3 All applications for membership are accepted at the discretion of the Committee and the Committee reserves the right to refuse membership to any club or individual without explanation.
- 3.4 If, in the opinion of the Committee, any member shall have been guilty of conduct which makes it undesirable that such a member should remain a member of The Association, then the Committee shall be empowered to suspend or expel such a member after a proper hearing.
- The Committee shall not be called upon to state a reason for such action to any person other than the member concerned.
- The Association, or its members, shall not be liable to pay compensation over such action.

3.6 Appeals Procedure:

Code of Practice in the event of a person appealing to the association against a Committee's decision (a) to refuse membership to

that person or remove a member under 3.4 or 3.5 of the Constitution.

- (a) That person must be informed in writing of the Committee's decision and their reasons within 14 days.
- (b) That person must give notice in writing within 21 days of the date of the letter of his intention to Appeal.
- (c) The association will call a Special General Meeting within 28 days of receipt of the Notice of Appeal, when the Appeal will be heard. It will be the responsibility of the association to elect a Chairman for the purpose of conducting that Hearing.
- (d) Committee members involved in the original decision must not participate or influence the associations deliberations or their final decision. An association member will present the case on behalf of the Committee.
- (e) At the Hearing the witnesses supporting the Committee's decision and witnesses for the Appellant may be called (including Committee Members where necessary). These witnesses having given any evidence in chief may be cross-examined. These witnesses will not participate in the final decision.
- (f) The Appellant will be entitled to be accompanied by a 'Friend', who is an association member. The 'Friend' and Appellant will be entitled to question witnesses and make submissions to the association.
- (g) The association's decision will be made on a majority of the members' present at the Special General Meeting and made known in writing to the Appellant. The Chairman of the Hearing will sign this letter.

3.7 Honorary Lifetime members:

The association has recognised the following people with Honorary lifetime membership.

Mr John Watts
Mr Geoff Barham

4.0 FINANCE

4.1 All income and assets received on behalf of The Association, shall become the property of The Association and shall be applied solely towards the promotion of the objects of The

Association as set forth in this constitution.

- 4.2 Each affiliated member shall pay to The Association such sum as shall be decided by general meeting each year.
- 4.3 Each Junior club shall pay, to the Association, such sum as shall be decided by general meeting each year.
- 4.4 Each School club shall pay, to the Association, such sum as shall be decided by general meeting each year.
- 4.5 Each University club shall pay, to the Association, such sum as shall be decided by general meeting each year.
- 4.6 An auditor, who shall not be a member of the Committee, shall be appointed at the A.G.M. each year.
- 4.7 A bank account shall be maintained in the name of The Association.
- 4.8 All cheques or orders withdrawing monies from the account shall be signed by any two of: CHAIRMAN, SECRETARY, TREASURER & VICE CHAIRMAN.

5.0 MANAGEMENT

- 5.1 The affairs of The Association shall be governed by the A.G.M.
- 5.2 The normal running of The Association shall be entrusted to a County Committee which shall comprise of elected officers of The Association, one representative from each affiliated club and one representative from the Norfolk Archery coaching Group.

5.3 Elected officers and their duties

5.3.1 CHAIRMAN:

Shall preside over general and committee meetings.
Shall direct the overall affairs of The Association.

5.3.2 VICE-CHAIRMAN:

Shall assist the Chairman and stand in for the Chairman as may be required.

5.3.3 SECRETARY:

Shall administer the business of The Association on a day to day basis.
Shall conduct the general correspondence of The

Association.

Shall convene meetings of The Association.

Shall collect and keep readily available, all information and data likely to be useful to The Association.

Shall prepare and present to the A.G.M., a report on the activities of The Association.

Shall keep minutes of all meetings

5.3.4 TREASURER/MEMBERSHIP SECRETARY:

Shall receive monies due to and disburse monies owed by The Association.

Shall maintain a set of accounts showing the state of The Association's finances.

Shall control the collection of subscriptions and levies.

Shall maintain an up-to-date record of membership.

Shall prepare and present to the A.G.M. an audited balance sheet.

5.3.5 RECORDS OFFICER:

Shall maintain an up-to-date and complete list of official scores shot by members of The Association, as notified by club records officers.

Shall forward all relevant scores to the appropriate Regional officer.

Shall maintain an up-to-date and complete set of County records

Shall be jointly responsible, with the Vice Chairman, for maintaining an up-to-date and complete list of County trophies and their holders.

5.3.6 REMOVED

5.3.7 PRESS OFFICER:

Shall be responsible for promoting and publicising archery throughout the County of Norfolk on behalf of the Committee.

5.3.8 ASSOCIATION REPS. to REGIONAL COUNCIL:

Shall represent The Association at Regional Council meetings.

Shall report to The association on all Regional matters.

5.3.9 JUNIOR SQUAD MANAGER:

Shall be responsible for co-ordinating archery for all juniors.

5.3.10 CHILD PROTECTION OFFICER:

Shall be responsible for overseeing the implementation of the Policy for the Protection of Children and Vulnerable Adults in relation to County organised events.

5.4 All officers shall be elected annually at the A.G.M.

5.5 Mid-term vacancies may be filled by co-option by the remaining committee members.

5.3.11 President:

An Honorary role, nominated by the Chairman (or Vice Chairman in his absence) to any individual who over a substantial period of time has shown exceptional dedication to promoting the association. This office shall be held for a maximum 2 years voted for at AGM and reserves no extra voting rights.

5.6 DUTIES OF COMMITTEE

5.6.1 Shall meet as may seem expedient but not less than four (4) times each year.

5.6.2 Shall be responsible for the proper management of The Association.

5.6.3 Shall organise County Championships each year.

5.6.4 Shall select teams to represent the County.

5.6.5 Shall consider complaints, proposals and suggestions put by members and take appropriate action.

5.6.6 Shall review the organisation and financial position of The Association as required.

5.6.7 Shall make recommendations to the A.G.M.

5.6.8 Shall appoint such sub-committees as may be considered necessary.

6.0 ANNUAL GENERAL MEETING (A.G.M.)

6.1 Shall be held in November each year, on a date decided upon

by the Committee.

6.2 All club secretaries, committee members, ordinary members and honorary members shall receive notice and preliminary agenda, in writing, not less than forty-two (42) days prior to the meeting.

6.3 Only proposals received, by the secretary, not less than twenty-eight (28) days prior to the meeting and properly proposed and seconded shall be included on the final agenda.

6.4 Only items included on the final agenda and properly proposed and seconded amendments thereto, shall be voted upon.

6.5 All club secretaries, committee members, ordinary members and honorary members shall receive a final agenda not less than fourteen (14) days prior to the meeting.

6.6 Only fully paid up members, who have attained the age of fourteen (14) years, shall have voting rights.

6.7 Each eligible member present shall be entitled to one (1) vote.

6.8 A simple majority, by show of hands, shall suffice on all voting matters.

6.9 The Chairman shall be entitled to an additional, casting, vote should there be an equal number of votes cast for and against a motion.

6.10 Fifteen (15) members shall constitute a quorum.

7.0 EXTRA-ORDINARY GENERAL MEETING (E.G.M)

7.1 The Committee may, or at the written request of not less than fifteen (15) members shall, convene an E.G.M.

7.2 No business shall be transacted at an E.G.M. except that which is announced in the notice convening the E.G.M.

7.3 All club secretaries, committee members, ordinary members and honorary members shall receive notice and agenda not less than fourteen (14) days prior to the meeting.

7.4 Voting shall be as set out under section 6.

7.5 Fifteen (15) member shall constitute a quorum.

8.0 COMMITTEE MEETING

8.1 All club secretaries and Committee members shall receive notice and agenda not less than fourteen (14) days prior to the meeting.

8.2 Voting shall be as set out under section 6.

8.3 Five (5) members shall constitute a quorum.

8.4 The Committee may co-opt a member or members, not already holding office, to assist the Committee for a specific purpose and for a specific period of time.

8.5 Persons co-opted under clause

8.4 shall not be entitled to vote on committee.

9.0 CHANGES TO CONSTITUTION

9.1 Can only be carried out at an A.G.M or an E.G.M convened for the purpose

9.2 Can only be carried out by a majority vote of the attending membership with the Chairman not having an additional, casting vote.

10.0 DISSOLUTION

10.1 In the event of dissolution of The Association, all debts shall be cleared and all remaining assets, with the exception of clause 10.2, shall be passed to The Associations bankers to be held in trust pending a possible rebirth of The Association.

10.2 All donated trophies shall be returned to their respective donors, if such an agreement exists.