



# NORFOLK ARCHERY ASSOCIATION CONSTITUTION 2024

This Constitution replaces, in its entirety, all previous versions

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## CONTENTS

<b>1.0 NAME</b>	-	-	-	-	-	-	<b>2</b>
<b>2.0 OBJECTIVES</b>	-	-	-	-	-	-	<b>2</b>
<b>3.0 MEMBERSHIP</b>	-	-	-	-	-	-	<b>2</b>
<b>4.0 FINANCE</b>	-	-	-	-	-	-	<b>3</b>
<b>5.0 MANAGEMENT</b>	-	-	-	-	-	-	<b>3</b>
<b>6.0 ANNUAL GENERAL MEETING</b>	-	-	-	-	-	-	<b>5</b>
<b>7.0 EXTRA-ORDINARY GENERAL MEETING</b>	-	-	-	-	-	-	<b>6</b>
<b>8.0 COMMITTEE MEETING</b>	-	-	-	-	-	-	<b>6</b>
<b>9.0 CHANGES TO CONSTITUTION</b>	-	-	-	-	-	-	<b>6</b>
<b>10.0 DISSOLUTION</b>	-	-	-	-	-	-	<b>6</b>

Note: where 'in writing' is stated, it includes 'by email'



## **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 Archery GB.

3.1.2 Archers not attached to such clubs, who are resident in the county of Norfolk and are Direct members of Archery GB.

3.1.3 Archers who, although not resident in the county of Norfolk, are Direct members of Archery GB, elect to shoot for the County of Norfolk and inform Archery GB accordingly.

3.2 Honorary membership may be bestowed upon an individual by general meeting in recognition of outstanding service to archery and the County.

3.2.1 Honorary Lifetime members:

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

Mr John Watts  
Miss Mel Clarke  
Mr Kenny Allen  
Mr Geoff Barham  
Mr Andrew Keeler  
Mrs Elaine Burbidge

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 who 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.

3.5 Appeals Procedure:



See Codes of Practice 1.0

#### **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 University club shall pay to the Association, such sum as shall be decided by general meeting each year.

4.4 A bank account shall be maintained in the name of The Association, and the Association may have an interest earning deposit account.

4.5 All cheques or orders withdrawing monies from the account shall be signed by any two of: **CHAIRMAN, SECRETARY or TREASURER.**

4.6 The financial year of The Association shall be from 1<sup>st</sup> September to 31<sup>st</sup> August.

#### **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, as detailed in 5.3.

5.2.1 The expedited running of the Association shall be entrusted to a County Executive, formed of the following elected officers of the Association: Chair, Secretary, Treasurer, Safeguarding Officer. The Executive shall only make decisions on matters deemed time-sensitive, such as financial matters, and will inform the Committee of all decisions made by the Executive at the next possible opportunity and at the following AGM.

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 independently examined balance sheet.

#### **5.3.5 RECORDS OFFICER**

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

#### **5.3.6 MEDIA OFFICER**

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

#### **5.3.7 ASSOCIATION REPRESENTATIVES (2) to REGIONAL COUNCIL**

Shall represent The Association at Regional Council meetings.

Shall report to The Association on all Regional matters.

#### **5.3.8 SQUAD MANAGER**

Shall be responsible for selecting teams for County matches.

#### **5.3.9 SAFEGUARDING OFFICER**

Shall be responsible for overseeing the implementation of the Archery GB Policy for the Protection of Children and Vulnerable Adults in relation to County organised events and will advise Clubs on Safeguarding matters.

#### **5.3.10 PRESIDENT**

An Honorary role, nominated by the Chairman (or Vice Chairman in their 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 of 2 years voted for at AGM and reserves no extra voting rights.

#### **5.3.11 COACHING OFFICER**

Shall be responsible for coaching matters within the County.

#### **5.3.12 CLUB DEVELOPMENT OFFICER**

Shall be responsible for assisting clubs in all relevant matters.

Shall be the point of contact for all newly affiliated clubs.

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

5.4.1 No elected Officer may hold more than two (2) voting roles at any one time unless a position is vacant after elections at an AGM or due to mid-term vacancy, in which case an



elected Officer may, by Committee co-option, hold a third voting role to prevent a vacant position until such time as a new Officer may be elected.

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

## **5.6 DUTIES OF COMMITTEE**

5.6.1 Shall meet as may seem expedient but not less than two (2) times each year.

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

5.6.3 Shall appoint a club to organise the County Championship(s) 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 who have volunteered their details to The Association, direct members and honorary members shall receive notice and preliminary agenda, in writing, not less than twenty-eight (28) days prior to the meeting.

6.3 Only proposals received, by the secretary, not less than fourteen (14) 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 shall be entitled to one (1) vote per item raised. This may either be cast in person at a meeting, or by post, email, or any other electronic voting system as agreed by the committee. Such votes must be received before the meeting commences.



6.7.1 The committee may appoint a nominated person to receive such votes.

6.8 A simple majority, by the agreed methods, 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 Twelve (12) 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 sections 6.6, 6.7, 6.8 and 6.9.

7.5 Twelve (12) members 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 limited to Committee Members as defined under clause 5.2, as well as one assigned representative from each affiliated club, which shall be the affiliated club's secretary, as well as one representative for direct members.

8.2.1 Should the affiliated club's secretary be an elected officer of the Association, they may nominate another elected officer of the affiliated club to act as the club representative for the duration of their term as an officer of the Association. The Association officer may not vote twice under their position as both Association officer and club representative, even if another club representative is not present.

8.2.2 The affiliated club's secretary may pass this duty onto another elected officer of the affiliated club for a specific Meeting, for example if they cannot attend the Meeting themselves. The club secretary must inform the Association of this replacement by the time of the meeting.

8.2.3 The representative for direct members shall be nominated from the direct members present at the meeting, if any. If multiple direct members are present, they may choose which member to nominate.



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 a 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 as set out under sections 6.6, 6.7, and 6.8 with the Chair 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 Association's 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.