



Constitution and of Schedule of Rules for Staffordshire Archery Association.

1 – 7 Constitution

Rules

- 1. Authority**
- 2. Associated Clubs**
- 3. Membership**
- 4. Meetings**
- 5. Executive Committee and Council**
- 6. Votes At Annual, Extraordinary and General Management Meetings**
- 7. Notices**
- 8. Funds**
- 9. Accounts**
- 10. Audit**
- 11. Subscriptions**
- 12. Competitions**
- 13. Discipline**

Schedule of Resolutions

To avoid confusion all references to Archery GB shall be taken to include 'GNAS' or The Grand National Archery Society and any reference to World Archery shall mean FITA or The Fédération Internationale Tir á l'Arc.

Constitution and of Schedule of Rules for Staffordshire Archery Association.

- i)** The title of the Association shall be “Staffordshire Archery Association” referred to here as the Association.
- ii)** This Constitution incorporates the Rules and resolutions following.
- iii)** The registered address of the Association shall be that of the Association Secretary or the Association Chairman if the Secretary’s post is vacant.
- iv)** The Association shall be affiliated to the West Midlands Archery Society.
- v)** The aim of the Association is to encourage, promote, develop and control archery within the County of Staffordshire, as delineated in January 1974, within all sections of the community, and shall have the following powers exercisable in furtherance of the aims:
 - v.1. Alone or with others arrange and provide for the holding of courses for the instruction and teaching of Archery and for the holding of meetings, lectures and classes.
 - v.2. To promote and organise the holding of archery meetings, championships, competitions, demonstrations and events.
 - v.3. To select competitors to represent the Association and to enter into any agreements and make any arrangements that may be necessary or convenient in this connection.
 - v.4. To enforce rules and regulations covering all aspects of Archery as prescribed in the Archery GB Rules of Shooting.
 - v.5. To lay down and enforce rules and regulations covering all aspects of Archery within the County as described in its Rules, to define the status and prescribe the conduct of Archery, and to deal with any abuses in Archery
 - v.6. To give prizes, medals and other awards.
 - v.7. To distribute grants to individuals and Associate Clubs.
 - v.8. To acquire any property, or assets, for the Association as may be thought expedient with a view to the promotion of its aims.

- v.9. To invest the monies of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit.
- v.10. To do all such other lawful things as are incidental or conducive to the attainment of the aims of the Association provided that:
 - v.10.1.1. In raising funds the Association shall not undertake any permanent trading activities
- vi)** The income and property of the Association shall be used only to promote the aims of the Association as set out in this constitution. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any assets whatsoever, the same shall be held in trust by the Treasurer of the West Midlands Archery Society until the formation of a new County Association. In the event of there being no West Midlands Archery Society then a trust shall be formed by the Association members at an EGM.
- vii)** The Association's Constitution may only be amended at the Annual General Meeting or at an Extraordinary General Meeting arranged specifically for that purpose.
 - vii.1. Any proposed changes to the Constitution must be sent to the Association Secretary at least twenty-eight days prior to the Annual General Meeting enclosing a copy of the part of the Constitution as it will stand when changed by the proposed alteration. The Association shall send a copy of the proposal to the Secretary of each Associate Club not less than twenty-one days prior to the meeting.
 - vii.2. To become effective the proposed changes must receive the support of at least two thirds of the vote of those Senior members present. The revised clause shall take effect at the conclusion of the meeting in which the changes are effected.
- viii)** No Officer of the Association, shall be liable for the acts, receipts, neglects or defaults of any other Officer or member of the Association, or for any loss or damage occasioned by any error of judgement or oversight on his or her part, or for any loss, damage or misfortune whatever, which shall happen in the execution of the duties of office or in relation thereto.

Schedule to the Constitution
Comprising the Rules of the Staffordshire
Archery Association

The Rules set forth in the following Schedule are incorporated within the constitution.

1. Authority

- 1.1. The Executive may from time to time add to, amend or alter or repeal any Rule in the interests of Safety or the good running of the Association or to avoid conflict with Archery GB rules. Such actions would be notified immediately to Associated Clubs and be subject to the approval or ratification by the Association at the next General Management Meeting.
- 1.2. No Rule shall have any operation, validity or effect which would amount to such an addition to, or alteration of, the Constitution which could only be made by Special Resolution.
- 1.3. No alteration shall be made to these Rules that would have the affect of putting them into conflict with the Constitution or any Archery GB or West Midlands Archery Society ruling.
- 1.4. The shooting regulations as prescribed in the Archery GB Rules of Shooting shall be accepted as governing the relevant branches of the sport of Archery throughout the county under the Association's jurisdiction.
- 1.5. Only a member of the Association or a person who is a member of a National Association affiliated to World Archery may shoot or officiate at any of the Association's tournaments or competitions. This clause does not apply to Ladies Paramount or Gentlemen Patron except where they are also shooting.
- 1.6. In agreement with the guiding principles of Archery GB the Association fully endorses the ideals and principles as defined by UK Sport in relation to drug misuse, and supports drug free sport.
- 1.7. The Association supports the Archery GB Protection of Children and Vulnerable Adults Policy and will have a Child Protection Officer.

2. Associated Clubs

- 2.1. Any archery club properly constituted with the aims of the practice and promotion of Archery in any of its forms shall be eligible to apply for affiliation as an Associated Club.
- 2.2. No Associated Club shall include in its constitution or shooting regulations any provisions that conflict with those of the Archery GB or the Association.
- 2.3. A copy of the constitution of each Club shall be deposited with the Association together with a copy of their J16, 'Archery Club Shooting Venue Survey' for each venue they use – indoor and outdoor.
- 2.4. Any Associated Club whose membership is restricted to juniors (under the age of 18) shall be known as a Junior Associated Club. Up to two senior members are allowed for the purposes of regulating archery within the club.
- 2.5. Associated Clubs shall be self governing, with power inter alia to determine their own constitution, to elect their own officers and committees, to hold tournaments and other meetings and generally take such measures as may be conducive to the promotion and encouragement of archery.
- 2.6. Apart from subscriptions and normal trading debts due to the Association, the Association shall have no claim at any time upon the property and funds of any Associated Club.
- 2.7. All full members of an Associated Club must be members of the Association and West Midlands Archery Society and pay the appropriate subscriptions unless agreed otherwise by the Executive committee.

3. Membership

- 3.1. Membership of the Association will fall into one of the following categories:
 - 3.1.1. **Senior Members** are those who are 18 years of age and over and have paid all fees due to the Association and Archery GB.
 - 3.1.1.1. Senior Members will have one vote at Association meetings.
 - 3.1.2. **Junior Members** are those under 18 years of age who have paid all fees due to the Association.

3.1.2.1. Junior Members are not eligible to vote, however, one vote, equivalent to one senior vote, will be afforded to each Junior Club registered with the Association to be cast by the nominated senior member of the Club.

3.1.3. **Honorary Members** are those elected by an Annual General Meeting who have given exceptional service to the sport of Archery or the Association.

3.1.3.1. The Executive Committee, or any Associated Club, may propose to an Annual General Meeting, persons to be considered as Honorary Members for life or for a specified period of time, under such conditions as may be determined by the committee from time to time, including voting rights.

3.2. **Individual Members** of Archery GB, wherever they reside, who wish to represent or be associated with Staffordshire Archery Association, may become members of the Association upon payment of the appropriate subscription provided that they are not members of any other County Association in the current subscription year. They may, however, be a member of another Region.

3.2.1. All individual Members who are members of the Association agree to abide by the rules and constitution of Archery GB and the Association as though they were a club.

3.3. A member paying the Association's subscription fee through an Associated Club shall be eligible to shoot for the West Midlands Archery Society and Staffordshire Archery Association.

3.4. If, since payment of the Association annual subscription, an archer becomes a member of a new club situated in a different Region or County, he or she may, by permission and upon notifying the Association and the Regional secretaries as appropriate, shoot for the new Region or County. Permission shall not be unreasonably withheld.

3.5. An archer may belong to, and shoot for, more than one club in any one given discipline in any one subscription year; but the club through which the archer's Archery GB annual subscription fee is paid shall be the first claim club. Only with the consent of the first claim club may an archer represent another club at any club or inter-club event. However, at County, Regional or National events, the archer may only represent the first claim club.

4. Meetings

- 4.1. The executive shall call such meetings as are required for the efficient running of the Association.
- 4.2. Notice of all meetings shall be sent to each Council member and to the Secretary of each Affiliated Club.

Meetings will fall into the following categories:

4.3. Annual General Meeting

- 4.3.1. An Annual General Meeting of the Association shall be held before the end of March and at such time and place as may be determined by the Executive Committee.
- 4.3.2. Twenty-eight days notice in writing at least shall be given of every Annual General Meeting specifying the place, day and hour of meeting and an agenda of business.
- 4.3.3. Twenty-one days prior to the date of the Annual General Meeting the agenda and any special business shall be sent to all Associated clubs
- 4.3.4. The ordinary business of an Annual General Meeting shall be:
 - 4.3.4.1. to approve the annual accounts and the report of the Auditors.
 - 4.3.4.2. to hear and approve the report of the Chairmen of the sub-committees and other officers of the Association.
 - 4.3.4.3. to confirm the appointment of the Auditors.
 - 4.3.4.4. to elect the Executive Officers and members of the Council
 - 4.3.4.4.1. Anybody seeking election to office must submit their nomination to the Association secretary at least twenty-one days prior to the AGM, together with a brief summary. If no nominations for an office are given the meeting may decide to accept nominations on the night

4.3.4.4.2. Anybody elected to office shall vacate that office on ceasing to be a senior or individual member of Archery GB, or, if not being a senior or individual member of Archery GB at the time of election, fails to become a member within one month thereafter.

4.3.4.5. Any other business conducted at the Annual General Meeting shall be called Special Business and will be detailed in the Agenda. No other business will be conducted at the Annual General Meeting.

4.4. Extraordinary General Meeting

4.4.1. The Executive may, whenever it thinks fit, convene an Extraordinary General Meeting, and it shall forthwith convene such a meeting on the application in writing of at least three Associated Clubs and in the case of such requisition the following provisions shall have effect:

4.4.1.1. The application shall state the aims of the meeting and shall be signed by the Chairman and Secretary of the club concerned and deposited with the Association Executive.

4.4.1.2. If the Executive does not within twenty-one days, from the date of the application, proceed to convene a meeting of the Association the applicants may convene the meeting.

4.4.2. A resolution to dissolve the Association may only be submitted to an EGM convened specifically for that purpose. Such resolution must set out the reasons for the submission and indicate the circumstances giving rise to the action proposed.

4.4.2.1. To become effective such a resolution must receive the support of eighty percent of the votes present at the meeting.

4.5. General Management Meetings

4.5.1. The Executive shall convene regular General Management Meetings as required for the efficient running of the Association to which any member of the Association may attend and any senior member may vote.

4.5.2. Fourteen days notice at least shall be given of every General Management Meeting.

4.5.3. No business shall be transacted at any General Management Meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be eight members of the Association representing at least three Associate Clubs and including at least two members of the Executive.

4.5.4. If within half an hour from the time appointed for the holding of a General Management Meeting a quorum is not present, the meeting, shall stand adjourned to the date, time and place determined and notified by the Executive and if at that adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum and may transact the business for which the meeting was called.

4.5.5. The Chairman, if present, shall preside as Chairman at every General Management Meeting, but if at any meeting the Chairman shall not be present within fifteen minutes after the time appointed for holding the same another officer from the Executive Committee shall preside.

4.5.6. The Chairman of a General Management Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.6. Executive Committee Meetings

4.6.1. The Executive shall meet regularly as business requires and the executive may co-opt to such meetings any member as they see fit.

4.7. Sub-Committee Meetings

4.7.1. Meetings of the sub-committees for the Coaches, Judges, County Squad (both Senior and Junior) and any other sub-committee formed for the running of Association events are conducted under the auspices and control of the Executive and are subject to the constitution and rules of the Association. The members of the Executive of the Association are ex-officio members of all such sub-committees.

5. The Executive Committee and Council

5.1. The Executive Committee shall consist of the President, Chairman, Treasurer and Secretary (the Officers of the County) and shall have the authority to conduct the day to day affairs of the Association always subject to endorsement at an Annual or General Management meeting.

5.1.1. No two members of the Executive shall be from the same household

5.1.2. All members of the Executive must be over 18 years of age

5.2. The Executive and the Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. The number of Officers of the Association to form a quorum shall be not less than two.

5.3. The Executive may, delegate any of its powers to committees.

5.4. The Executive may act notwithstanding any vacancy in its body. The Executive may fill any vacancy in the office in the Executive, or Chairmen of Committees but only until the next following Annual General Meeting.

5.5. The Executive shall keep proper minutes which shall be available to all members.

5.6. The Executive may form additional Committees and, if it so desires, nominate a Chairman for each Committee failing which such Committee shall elect its own Chairman who, if present, shall preside at all meetings and have a single casting vote..

5.7. In the case of emergency any two officers of the Executive, shall have full powers to act.

5.8. The Council shall comprise the Executive, together with any of the following officers, as decided by need, and elected at the Annual General Meeting: Records Officer, Tournament Officer, Child Protection Officer and two West Midlands Archery Society delegates, together with the County Coaching Officer, the Junior Representative, the County Squad Manager and Secretary and the Judges Representative who will be elected by their respective sub-committees and ratified at the Meeting.

5.8.1. The Council shall have the power to co-opt.

5.9. Other Officers may be added by resolution of the Annual General Meeting for the administration of the Association.

5.10. The period of office for the Officers of the Executive and all Chairmen of sub-committees shall be one year and commence at the end of the Annual General Meeting.

5.11. In the event of an Executive Officer or Council seat falling vacant a replacement shall be elected to fill the vacancy at the next General Management Meeting.

5.12. A Committee shall have the authority to form sub-committees and devolve to them such powers as is deemed appropriate for the management of business, subject to the agreement of the Executive.

5.13. The expenses of any persons representing the Association and the reasonable and proper expenses of any elected member of Committees attending meetings of the Executive or of Committees shall be paid according to Archery GB rates or at rates agreed and recorded at Association meetings.

6. Votes at Annual, Extraordinary and General Management Meetings

The procedures for voting shall be as follows:

6.1. Votes at Annual and Extraordinary meetings will be on a show of hands of those Senior members present only.

6.2. At General Management meetings every question put to the meeting shall be decided on a show of hands by those Senior members present and an entry in the minutes shall be sufficient evidence without proof of the proportion of the votes for or against.

6.2.1. On show of hands those Senior members present shall have one vote.

6.2.2. Before, or upon, the declaration of the result of the show of hands, a poll may be directed by the Chairman or demanded by not less than five senior members representing three clubs present.

6.2.3. On a poll, every Club shall be entitled to one vote for each Association affiliated Senior member of the Club so represented, cast by one nominated person from that Club, with the proviso that no member may count towards the votes of more than one club. Individual members will have one vote.

6.2.4. The number of votes for each club shall be those members registered at that time with Archery GB and the Association.

6.3. Directing or demanding of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

6.4. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a casting vote.

6.5. Any resolution carried by either a show of hands or a poll will be duly noted as an addition or amendment to the schedule of resolutions unless otherwise decided by the meeting.

7. Notices

7.1. A notice may be served by the Association upon any Member either personally or by sending it through the post in a pre-paid letter, or by the use of electronic communications (e-mail).

7.2. Any notice to an Associated Club will be sent to the address of Club Secretary or any other address supplied by the club for this purpose. In the case of an Individual Member notice will be sent to the last recorded address given for that purpose to the Association.

7.3. Whilst the Association will endeavour to ensure the accuracy of any address the onus for correct and up to date addresses lies with the member and the Clubs.

7.4. Notices that direct the recipient to a link to the document on a website will count as though that document was sent in the notice.

7.5. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any such person shall not invalidate the proceedings at any Meeting

7.6. A notice given to any Officer of an Associated Club shall be binding on the body represented and any proceedings taken without further or other notice shall be binding on such body.

8. Funds

- 8.1.** The funds of the Association shall be under the control of the Officers but shall be administered by the Treasurer, who shall be required to keep a proper record of accounts. The Association shall maintain a banking account in a recognised Bank, into which all monies shall be paid. All disbursements - other than petty cash items - shall be defrayed by cheque drawn on that account.
- 8.2.** Cheques drawn on the Association bank account shall be signed by two of the Chairman, Secretary or Treasurer.
- 8.3.** All funds raised, by whatever means, shall be used by the Association in the furtherance of its aims for the benefit of its Associated Clubs and members with the following exceptions:
- 8.3.1. Any disbursement of funds to any non-archery organisation must have been identified beforehand and raised specifically for that purpose and recorded and approved in the Association minutes.
- 8.3.2. Any requests from Archery Organisations not affiliated to the Association for financial assistance must have the approval of the general membership. Such proposals must be sent to the Secretary at least 21 days before the meeting, and sent to Club Secretaries at least 14 days before the meeting with a reminder to them to seek specific approval from their members for such payments to be made.

9. Accounts

- 9.1.** The Executive shall cause such accounts to be kept with respect to:
- 9.1.1. All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place;
- 9.1.2. All sales and purchases of goods by the Association;
- 9.1.3. The assets and liabilities of the Association, as are necessary to give a true and fair view of the Association's affairs and to explain its transactions.

9.2. At the Annual General Meeting the Executive shall lay before the Members of the Association an income and expenditure account for the period since the preceding account, made up to 31st December. The account shall be accompanied by a Report of the Treasurer and shall contain such particulars as are required to offer reasonable explanation for the expenditure and income.

9.3. The Report of the Auditors shall accompany such accounts

10. Audit

10.1. At least once in every year the accounts of the Association shall be examined and the correctness of the income and expenditure accounts ascertained by two members of the Association having no relationship with any member of the executive or by two auditors independent of the Association .

10.2. The Auditors will be appointed at the preceding Annual General Meeting

11. Subscriptions

11.1. All Individual Members and members of Associated Clubs shall pay an annual subscription to the Association at rates to be determined from time to time at an Annual General Meeting.

11.2. All subscriptions shall become due on 1st October.

11.3. A club whose members have not paid the appropriate subscription by 31st October in any year shall cease to be an Associated Club and shall not be eligible for re-admission as an Associated Club before 1st October in the succeeding year. Where the club can show good reason for its default, the Executive may waive suspension on payment of the subscriptions in arrears and of any such re-admission fee as the Executive may determine.

11.4. All subscriptions shall be paid in a manner prescribed by the Executive.

12. Competitions

The Association shall hold once each year

12.1. County Indoor Championships.

12.2. County Outdoor Championships.

12.3. The Richard Court Invitation Shoot.

12.4. And may also run other competitions as decided by the membership.

12.4.1. Only members affiliated to the Association shall be eligible to compete and be the holder of a County Trophy.

12.4.2. All members of Archery GB shall be eligible to compete for an 'Open' trophy in Association events.

12.4.3. The Association shall control the selection and management of individuals and teams representing the Association at all tournaments.

12.4.4. Senior members will only be eligible for selection to represent the Association if they have registered 12 dozen scores with the Records Officer

13. Discipline

13.1. If, in the opinion of the Executive, any member or Associated Club is guilty of misconduct or a breach of this constitution and rules or any other action that the Executive believes may bring archery into disrepute then a special meeting of the Executive shall be called. The Executive shall have the power to suspend or disaffiliate such a member or associate club, after a hearing, without being called upon to state a reason to any but the member or club concerned.

13.2. The individual member or Club shall be permitted to defend their conduct at a meeting of the Council convened to decide the case. If unsatisfied with the verdict the member or Club has the right to appeal to a General Management Meeting, the decision of which shall be final. Notice of the appeal shall be circulated to all Club Secretaries fourteen days prior to the Meeting. The Cost of such an appeal to be borne by the member or Club unless otherwise decided at the meeting.

13.3. The Executive reserves the right to refer any disciplinary matter to Archery GB in line with the Archery GB Disciplinary Policy Regulations and Procedures. The following non-exhaustive list would warrant referral: blatant breaches of the safety rules which endanger other persons or property; the fraudulent acquisition of archery goods; the shooting of any animal and breaches of the Children and Vulnerable Adults Policy of Archery GB.

Schedule of Resolutions

This schedule represents resolutions made at General Management Meetings which have been duly passed by the members present at the meeting as guidance for the Executive.

1. Meeting of 12/01/11 **Disabled Archers**

A fund of £400 per annum will be maintained for the benefit of any member in the Association who is both disabled and unemployed. Applications for this fund should be made by 31st December in any year, to be divided equally by the number of applicants up to a maximum of £100 per member. All affiliation, tournament expenses, etc. should be paid by the individual archer. Juniors and pensioners will be considered on a case by case basis.

2. Meeting 10/06/10 **Representation Abroad**

Any member of the Association who represents Great Britain at tournaments outside the United Kingdom will be able to apply for a grant of £100 for each occasion they so represent, with a cap of £200 in any one year.

3. Meeting 10/06/10 **Representation at Home**

Any member of the Association who represents England in home country tournaments will be able to apply for a grant of £50 for each occasion they so represent. Any match outside of the United Kingdom will be eligible for a £100 grant.

4. **Coaching Qualification**

For any member completing a coaching qualification their club shall be eligible for a grant of £20.

5. Meeting 30/09/10 **Powers of the Executive Committee**

All routine matters previously agreed – for example grants to coaches, grants to internationals – should be dealt with by the executive committee and that only exceptions would then be brought to the general meetings.

6. Meeting 10/06/10 **Senior Squad Kit**

Senior Squad kit was agreed to be white and black. Each archer to be supplied with a white tee or polo shirt with the County badge and they may then purchase a black sweatshirt. Trousers were to be black.

7. Meeting 26/03/09 **Trophies**

County competition winners could have their photographs taken with the County trophies but would not take the trophies home.

8. Meeting 12/01/11 **Mileage allowance**

The mileage allowance for officers of the county whilst on the business of the Association is 20 pence per mile. Mileage allowance for others to be brought to a general meeting.