

Glamorgan Archery Association



CONSTITUTION

Version 4.0

Revised 21st October 2013
Effective from 1st January 2014

All previously dated copies of this constitution are null and void.

General

1. The Association shall be called the Glamorgan Archery Association, hereinafter referred to as the Association.
2. The object of the Association shall be the promotion and encouragement of Archery in all its forms in accordance with the Rules of the Welsh Archery Association (WAA) and the Grand National Archery Society (GNAS) / Archery GB.
3. The Association shall be recognised as the Governing Body of Archery in the historic County of Glamorgan.
4. The Association is committed to the principle of equality of opportunity and aims to ensure that all present and potential members are treated fairly and on an equal basis irrespective of their gender, age, disability, ethnic origin, colour, religion, social status or sexual orientation.
5. The Association will abide with the GNAS / Archery GB policy regarding the safeguarding of children, young people, and vulnerable adults.
6. The funds and property of the Association shall be vested in the Chairman, the Secretary, and the Treasurer and may not be disposed of in any way without the consent of 75% of senior members attending at a general meeting.
7. All monies and sums received on behalf of the Association, however derived, shall remain the property of the Association and there shall be no distribution of such funds, assets, etc. amongst the Members.
8. In the event of the Association being dissolved, all assets shall, after payment of all debts and liabilities, be held in trust by the Welsh Archery Association (WAA) until such time as the Association is reformed.
9. No Member shall commit the Association to any expense without the express authority of the Treasurer. The Officers of the Association may be reimbursed for expenses incurred by them on the Association's business. Such expenses must be adequately accounted for to the Treasurer.
10. Constitutional change.
 - a. The Constitution of the Association shall not be altered or amended except at the Annual General Meeting (AGM) or at an Extra-Ordinary General Meeting. Amendments to be in writing and delivered to the Secretary not less than one month prior to such meeting.
 - b. Any such amendments or changes in the Constitution duly approved shall be in force as from that meeting.
11. The postal address of the Association shall be that of the Secretary.
12. No Archery Club or similar organisation recognised by the Association shall include in its Constitution, regulations or practises, any provision which conflicts with those of the Association, WAA, or GNAS / Archery GB.
13. All members of GAA are required to be members of GNAS/ArcheryGB either through club affiliation or direct membership.

14. The Association shall hold annually the tournaments listed below and may hold other tournaments / championships as deemed required or necessary.
 - a. Indoor Target Championship
 - b. Outdoor Target Championship
 - c. Junior Indoor Target Championship
 - d. Field Championship

15. FITA and GNAS Rules of Shooting are applicable.

16. Membership of the Association shall be:
 - i. Open to archers via affiliated clubs within the County of Glamorgan;
 - ii. Open to Direct Members of GNAS/ArcheryGB who reside within the County of Glamorgan.

Membership of the Association shall imply, without reserve, acceptance of, and compliance with the rules and decisions of the Association.

17. For the purposes of membership, a Junior shall be defined as any person under the age of eighteen (18) years or as specified by GNAS / Archery GB at the start of the membership year.
18. Any person whether British or of Foreign Nationality whom the Association may wish to honour for distinguished service in the cause of Archery may be elected at a General Meeting of the Association as an Honorary Member for a defined period, or for especially distinguished service, for life.
19. No Archer, other than a member of the Association, WAA, GNAS / Archery GB, or a person whose National Society is affiliated to FITA, may compete or officiate at any of the Association's meetings. This clause does not apply to the Lord / Lady Paramount.

20. Disciplinary procedure

- a. All members must comply with the GNAS / Archery GB Code of Conduct.
- b. Any complaint will be initially reviewed by the Executive Committee Officers within 28 days of receipt.
- c. If the complaint is deemed valid, the Officers will refer the matter to either the Executive Committee, or to a special meeting of the Association. This will be conveyed to the member who will be given at least 14 days notice in writing and shall be granted the opportunity to be heard at the specified meeting.
- d. At the meeting, the Association must decide on what further action will be taken. This may range from "no further action", through to where, in the opinion of the Association, a member is guilty of conduct which makes it undesirable that they should remain a member of the Association, expulsion from membership of the Association.
- e. The subsequent decision shall be communicated to the member in writing within 14 days and the Association shall not be required to explain its actions to any but those concerned. The Association is however free to publish its decision in any medium including the journals of national and international Archery bodies.
- f. The member shall be allowed 28 days from the date of the communication of the decision in which to lodge an appeal against the decision in writing, to the Secretary of the Association. The Association 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.

- g. In the event of an appeal against the decision of the Committee, the chairman of the Association will appoint a panel of three independent individuals to hear the appeal within one month of the date of the appeal being received.
- h. The panel may hear such witnesses, and consider such evidence as it shall think fit and its decision shall be binding upon both the appellant and the Association.

Management

- 21. The management of the Association's affairs shall be entrusted to an Executive Committee which will meet quarterly each year.
- 22. The Executive Committee shall consist of the following:
 - a. Officers
 - i. Chairman
 - ii. Secretary
 - iii. Treasurer
 - b. Committee Members
 - i. County Coaching Organiser (CCO)
 - ii. Child and Vulnerable Adult Protection Officer
 - iii. Records Officer
 - iv. Tournament Co-ordinator
 - v. Representative to Welsh Archery Association (WAA)
 - c. One Member of each constituent club of the Association (appointed by their club)

Such Committee shall have the power to co-opt as desired, but such co-opted Members shall be non-voting.

- 23. Each Member of the Executive Committee shall have one vote on all matters dealt with by the Committee. In the event of a tied vote, the Chairman shall have an additional casting vote.
- 24. The Officers shall have the power to deal with urgent matters between meetings. Any decision(s) to be ratified at the next Executive Meeting.
- 25. The Executive Committee may appoint Sub-Committees and delegate to such committees executive powers with defined limits. All committee or ad-hoc decisions to be agreed by the Executive Committee.
- 26. The Executive Committee shall have the discretionary powers to deal with any matter, not specifically covered by the rules.

Elections

- 27. The Officers and Members of the Executive Committee (as specified in section 22a & b) shall be elected at the AGM.
- 28. If a committee position is vacant after the AGM, or becomes vacant during the term of office, the Executive committee will be able to appoint a member into the vacant role and (if required) the position shall be ratified at the next general meeting.

29. Nominations for all elected positions, e.g. Chairman, Secretary and Treasurer, to be sent to the Secretary at least twenty-one (21) days before the Annual General Meeting.
30. Where there is a change of Officers, the outgoing Chairman, Secretary and Treasurer will remain in post for a period of 3 months or until the next quarterly Executive Committee meeting to allow for an orderly transition. With these exceptions, other newly elected Officers are to assume their duties at the end of the AGM.
31. Terms of office.
 - a. Executive Committee Officers (Chairman, Secretary and Treasurer) are elected to three (3) year terms, with only one retiring (and being eligible for re-election) each year at the AGM.
 - b. Executive Committee Members are elected to two (2) year terms, no more than three (3) positions retiring (and being eligible for re-election) each year at the AGM.
 - c. Constituent club representatives are appointed by their respective clubs and no term of office is imposed by the Association.

Meetings

32. The Annual General Meeting of the Association shall be held in the autumn of each year.
33. At an AGM, all senior members present shall have one vote each. The Chairman to have an additional casting vote.
34. At least two (2) months notice shall be given in writing for all AGMs.
35. The quorum of any AGM shall consist of representatives from one third of the Association's "senior" Member Clubs i.e. Junior Clubs are excluded from quorum. The Chairman, Secretary, and Treasurer shall not be deemed to represent any Clubs. No member may represent more than one (1) Club at any one meeting.
36. At the AGM, the agenda shall include acceptance of the Minutes of the previous meeting, Elections, Reports from the Officers, and presentation of an audited Financial Statement.
37. Any Proposition for the AGM must be in the hands of the Secretary twenty-eight days before the date of the meeting.
38. No business shall take place at the AGM unless it appears on the Agenda, with the exception of routine matters, or those which in the opinion of the Chairman require urgent attention.
39. If the Chairman is not present within 15 minutes of the time set for the start of an AGM or Executive meeting then those present may appoint another member to chair that meeting.
40. At least twenty-one (21) days notice shall be given in writing for all Executive Meetings.
41. The quorum at an Executive Meeting shall be members from three (3) of the Association's "senior" Member Clubs, i.e. Junior Clubs are excluded from quorum.
42. Any proposition(s) for the Executive Meeting must be in the hands of the Secretary fourteen (14) days before the date of the meeting.

43. Other General / Extra-Ordinary Meetings may be called in the following circumstances:

- a. As deemed necessary by the Executive Committee, or
- b. They may be convened by the Chairman, at the request of not less than three (3) Member senior Clubs, provided that the request is accompanied by the names of at least two Members from each Club. Such a requisition shall state the reason for demanding the meeting, or
- c. The Chairman may summon an Extra-Ordinary Meeting at any time, providing that fourteen (14) days notice is given.

No matter, other than that specified, may be dealt with at the Extra-Ordinary Meeting.

Finance

44. The Association shall ensure that proper and sufficient books of accounts are kept in such a manner as to give an accurate and fair view of the state of the Association's affairs.
45. The books of accounts shall be kept at the address of the current Treasurer.
46. Any member can scrutinise the books if they so wish, but must give at least 14 days notice to the current Treasurer.
47. The financial year for the Association shall be from August 1st to July 31st.
48. The Association's accounts shall be audited / scrutinised annually and balance sheets distributed in advance of the Annual General Meeting.
49. One auditor shall be appointed by the Executive Committee.

Subscriptions

50. All members of the Association shall pay an annual subscription to the Association at rates to be determined from time to time by members in an AGM. Such amount to be paid through the Club Secretary, together with National and Regional fees, by a specified date each year.
51. Any Club composed entirely of disabled Archers may be accepted as an Honorary Club at the discretion of the Association.
52. Member Clubs shall submit with their subscriptions, a list of all Club Members and dates of birth of those under eighteen (18) years. Any Archer whose name has not been submitted to the Secretary, and from whom the appropriate fees have not been received, shall not be eligible to compete for County Championships, or trophies and shall not compete with any teams to represent the Association.

Representation of the Association

53. All current members of the Association shall be eligible for selection for each and every team or shoot, involving the representation of the County

54. The Association shall control the selection and management of any team(s) representing the Association. The method of selection and formation of the Selection Committee shall be decided by the Executive Committee. Such Committee shall have the power to co-opt as desired.
55. No Archer may compete for the Championships of, nor shoot for, a County other than the County in which he / she has resided for at least six months prior to the tournament.

End