



***Constitution of the  
Glamorgan Archery Association***

Approved 30 September 2019

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## **1. NAME**

1.1. The Association shall be called the Glamorgan Archery Association, hereinafter referred to as “the Association” or “GAA”.

1.2. The Association shall be recognised as the Governing Body of Archery in the historic County of Glamorgan.

1.3. The postal address of the Association shall be that of the Association’s current Honorary Secretary.

## **2. AIMS AND OBJECTIVES**

2.1. The aims and objectives 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 Archery GB.

2.2. The Association is committed to the principle of equality of opportunity to ensure that all present and future members receive fair treatment for the elimination of unlawful discrimination, victimisation and harassment in all its forms.

## **3. MEMBERSHIP**

3.1. Membership of the Association will comprise members of archery clubs in the historic County of Glamorgan, or members directly affiliated to Archery GB and Wales Archery Association residing in the historic area of Glamorgan.

3.2. All members will be subject to the regulations of the constitution and by joining the Association will be deemed to accept these regulations and codes of conduct that the Association has adopted.

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3.3. All members of the Association are required to be members of Archery GB, Welsh Archery Association either through club affiliation or direct membership.

3.4. Senior, young senior, disabled and junior membership shall be as defined by Archery GB.

3.5. Any person whether of British or of Foreign Nationality who the Association may wish to honour for distinguished service in the cause of Archery may be awarded (*subject to approval at a General Meeting of the Association*), Honorary Membership for a defined period, or for especially distinguished service, for life.

3.6. Each affiliated club shall have the right for one representative to attend and vote on matters arising at Association Committee meetings.

3.7. All current members of the Association shall be eligible for selection for each and every team or shoot, involving the representation of the Association, subject to the rule of entry of any tournament.

#### **4. OFFICERS AND EXECUTIVE OFFICERS OF THE ASSOCIATION COMMITTEE**

4.1. The Executive Officers of the Association shall comprise:

4.1.1. Chairperson

4.1.2. Vice Chairperson

4.1.3. Honorary Secretary

4.1.4. Honorary Treasurer

4.2. Officers of the Association shall comprise:

4.2.1. County Coaching Organiser (CCO)

4.2.2. Child and Vulnerable Adult Protection Officer

4.2.3. Records Officer

4.2.4. Tournament Co-ordinator

4.2.5. Representative to Welsh Archery Association (WAA)

4.2.6. Constituent club representatives appointed by their respective clubs.

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4.3. The above herein after referred to collectively as “The Committee”.

4.4. Executive Officers (Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer) are elected to three (3) year terms, with not more than two retiring in any year (and being eligible for re-election) at the AGM.

4.5. Officer 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.

## **5. COMMITTEE**

5.1. The Association will be managed through the Committee comprising elected executive Officers, elected Officers and one representative of each affiliated club.

5.2. These Officers/representatives only will be eligible to vote at meetings of the Committee.

5.3. Committee decisions shall be made a simple majority vote of the members eligible to vote.

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

5.5. The Committee will have powers to appoint sub-Committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

5.6. The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Association.

5.7. The Committee will be convened by the Honorary Secretary of the Association and hold no less than four meetings per year.

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5.8. Notice of the Association's Committee meetings of not less than 21 days shall be given.

5.9. Proposals and supporting papers for discussion at the meeting must be circulated to members not less than seven (7) days ahead of the meeting.

5.10. A quorum at an Association Committee meeting shall be not less than representatives from three (3) of the Association's "senior" Member Clubs.

## **6. FINANCE**

6.1. All Association monies will be banked in an account held in the Association's name.

6.2. The Association's Treasurer will be responsible for the finances of the Association.

6.3. The financial year of the Association will end on 31 July.

6.4. Independently verified statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

6.5. Any cheques drawn against Association funds should hold the signatures of the Treasurer plus any one of two other Officers.

6.6. Subscription and Affiliation Fees to the Association shall be decided at a General Meeting of the Association.

6.7. Affiliated clubs shall submit Subscription and Affiliation Fees as may be determined by a General Meeting of the Association and in such form as required by the Honorary Treasurer.

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## **7. GENERAL MEETINGS**

- 7.1. Notice of the Annual General Meeting (AGM) will be given by the Association's Honorary Secretary.
  - 7.2. Not less than 21 clear days notice to be published to be available to all members of the Association.
  - 7.3. The AGM will receive a report from each of the Executive Officers of the Association and a statement of the verified accounts.
  - 7.4. Nominations for Executive Officer and Officer vacancies, together with proposals for consideration and adoption by the Association, will be sent to the Secretary not less than 14 days prior to the AGM.
  - 7.5. Such nominations will be proposed and supported by not less than one other member of the Association in such form as prescribed by the Honorary Secretary.
  - 7.6. Papers for the AGM will be published not less than seven (7 ) days prior to the AGM
  - 7.7. Elections of Officers are to take place at the AGM.
  - 7.8. All members of the Association are eligible to vote at the AGM.
  - 7.9. The quorum of any AGM shall consist of representatives from one third of the Association's "senior" Member Clubs.
  - 7.10. In the event nominations for the election of Executive Officers or Officers of the Association are not received and presented for election at the AGM, the Chairperson may accept nominations for such vacancies from the membership attending the AGM.
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- 7.11. Any-member has the right to request an Extraordinary General Meeting (EGM). This request must be submitted in writing to the Association's Honorary Secretary, stating the reason and case for such meeting.
- 7.12. A request for an EGM must be supported by signatures not less than 20 other members.
- 7.13. The Honorary Secretary shall then give notice to the general membership of the date of the EGM which shall be not less than 21 days.
- 7.14. Procedures for EGMs will be as an AGM but only the subject matter for which the EGM has been called may be discussed.

## **8. DISCIPLINE AND APPEALS**

- 8.1. The Association shall follow the disciplinary and appeals policy laid down by Archery GB.
- 8.2. The Executive Officers of the Committee will be responsible for disciplinary procedures of members who infringe the Association rules/ regulations/constitution.
- 8.3. The Executive Officers of the Committee will make such recommendations as appropriate following any disciplinary procedure to the consideration of the Committee who may confirm the recommendation. The Executive Officers will be responsible for taking any action of suspension or discipline following confirmation by the Committee.
- 8.4. All disciplinary, child protection and poor practice concerns in affiliated clubs should follow the Archery GB Case Club Executive Referral Panel guidelines as published by Archery GB .
- 8.5. There will be the right of appeal to the Affiliated Club Secretary following disciplinary action within an affiliated club being announced.
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8.6. In the event of an appeal against the decision of the Club Committee, the Chairperson of the Association shall be requested to appoint an Appeal Panel of three independent individuals.

8.7. No member of the Affiliated Club Committee may participate on this panel.

8.8. The appeal shall be handled in accordance with the procedures set out in Archery GB's complaints and disciplinary policy.

## **9. DISSOLUTION**

9.1. A resolution to dissolve the Association can be made at an AGM or EGM through a majority vote of the membership present.

9.2. In the event of dissolution, any assets of the Association that remain after discharging any liabilities of the Association will become the property of Welsh Archery Association.

9.3. Funds and assets of the Association held may not be distributed to individual members of the Association in the event of dissolution.

## **10. AMENDMENTS TO THE CONSTITUTION**

10.1. The constitution will only be changed through agreement by majority vote at a General Meeting of the Association's members.

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