



## **DERBYSHIRE COUNTY ARCHERY ASSOCIATION**

### **CONSTITUTION**

#### **1 Name**

The Association will be called Derbyshire County Archery Association and will be affiliated to Archery GB (the trading name of the Grand National Archery Society) and the East Midlands Archery Society.

#### **2 Aims**

The aims of the Association will be:

- to foster participation, encourage fairness and promote the sport of Archery
- to offer coaching and participation opportunities in Archery
- to support the Clubs affiliated to the Association
- to ensure a duty of care to all members of the Association
- to provide all its services in a way that is fair to everyone
- to ensure that all members receive fair and equal treatment.

#### **3 Membership**

Membership consists of officers and members of the clubs affiliated to the County.

Members of a Club with a shooting ground outside the geographical boundaries of Derbyshire may choose to affiliate to the Association with agreement of the Association and the County Association in which its shooting ground stands.

Direct members of Archery GB, wherever they reside, who wish to represent or be associated with the 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. (see also, Section 6 regarding voting rules)

All members will be subject to the regulations of the constitution and by joining an affiliated club will be deemed to accept these regulations and codes of conduct that the Association has adopted. All Direct 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 affiliated to a club.

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

Members will be enrolled in one of the following categories:

- Senior 25+
- Senior 18-24
- Junior u18
- University Club (en bloc)



- Members with disabilities
- Honorary Life member - The Association will not require Honorary Life members to contribute a membership affiliation fee. Honorary Life members, while remaining affiliated to Archery GB, will have their entry fee to the Association's Outdoor Championships waived.

Any member who has represented another County (except for shooting to different rules) may not shoot to represent the Association in the same affiliation year.

#### **4 Membership fees**

Membership fees will be set annually. The fee will be recommended by the Treasurer and agreed at the Annual General Meeting.

Fees will be paid annually before 30 September to the member's club or direct to the Association Treasurer in the case of direct members. Clubs are expected to have forwarded the relevant fees to the Association Treasurer by the end of December at the very latest.

Members joining part way through the year will pay the full fee regardless of the date of joining. Clubs will forward the membership fee to the Association Treasurer within one month.

#### **5 Officers of the Association**

The officers will be:

Chair  
Vice Chair  
Secretary  
Treasurer  
Safeguarding Officer  
Deputy Safeguarding Officer  
Summer League Organiser  
Winter League Organiser  
County Development Officer  
County Coaching Organiser  
Tournament Advisor  
County Records Officer  
Delegate to EMAS  
Deputy Delegate to EMAS  
Senior County Team Selection Officer  
Junior County Team Selection Officer  
Data Protection Officer

Officers of the Association will carry out the day-to-day routine business.



Officers will be elected annually at the Annual General Meeting with the exception of the County Coaching Organiser, who is appointed by the coaches of the Association subject to ratification at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

Any one member may hold multiple non-executive posts.

Any officer under investigation for any Safeguarding or disciplinary issue whilst under investigation will have their roles temporarily suspended for a period no greater than 90 days, or until the investigation is completed starting from when they are informed about the investigation.

## **6 Committees**

### **6a General Committee**

The Association will be managed through the General Committee consisting of:

- The Officers of the Association
- Representatives from each affiliated club

The Association General Committee will be responsible for adopting new policy and implementing policy, codes of conduct and rules that affect the organisation of the association.

The General Committee is empowered to fill vacancies among the Officers from Members of The Association to hold office until the next Annual General Meeting.

The General Committee Meetings will be convened by the Secretary of the Association and will meet at least quarterly. Notice of General Meetings will be given by the Association Secretary. Not less than 31 clear days' notice is to be given to all members.

The quorum required for business to be agreed at General Committee meetings will be: 3 officers and additionally representatives from at least a quarter of the total affiliated Association clubs.

Each meeting will require a Chair and if neither the Association Chair nor Vice-Chair is available the members present will elect one person from the Officers present who will act as temporary Chair for that meeting.

All decisions will be made by a majority of votes, each club present being allowed one vote. Direct members can attend General Committee Meetings and express their opinions on topics raised, however, they will not be allowed to vote at these meetings. The person chairing the meeting will only have a casting vote.



Potential involvements which may constitute a conflict of interest must be declared at the start of the meeting and the potentially conflicted party (club or individual, related individual or co-habiting individual) will not be permitted to participate in votes on the conflicted topic unless the Committee decides it is not a conflict.

## **6b Executive Committee**

The Association Executive Committee reports to the General Committee, and works to fulfill the business of the County by:

- addressing pressing issues that affect the Association substantially
- being empowered to appoint advisory committees, advisers and service providers
- being responsible for the management of disciplinary hearings.

The Association Executive Committee will be the following officer posts:

Chair  
Vice Chair  
Secretary  
Treasurer  
Safeguarding Officer

The Executive Committee members will at all times be comprised of a minimum of 4 unrelated and non-cohabiting individuals.

The Executive Committee meetings may be convened at short notice to address pressing issues that affect the Association substantially.

The quorum required for business to be agreed at Executive Committee meetings will be: 4 Executive Committee members.

The Executive Committee reports to the General Committee, and any Executive Committee meetings and subsequent decisions will be notified to the General Committee at the next General Committee meeting.

The Executive Committee will have powers to appoint advisory committees as necessary and appoint advisers or service providers to the Executive Committee as necessary to fulfil its business.

The Executive Committee will be responsible for disciplinary hearings of members who infringe the Association rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7 Finance**

All monies received on behalf of the Association will be entrusted to the General Committee but remain part of the Association.



All Association monies will be banked in an account held in the name of the Association.

The Treasurer shall keep books of account and present to the AGM an audited statement of account for the preceding financial year to 31<sup>st</sup> December.

The Executive committee may call for a statement of account at any time.

Two Auditors will be elected annually at the Annual General Meeting.

### **8 Annual General Meetings and Extraordinary General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Association Secretary. Not less than 21 clear days' notice is to be given to all members.

Notice of Extraordinary General Meetings (EGMs) will be given by the Association Secretary. Not less than 14 clear days' notice is to be given to all members.

The AGM will receive a report from all officers of the General Committee and a statement of the audited accounts.

Nominations for officers of the General Committee will preferably be sent to the Secretary prior to the AGM.

Nominations for Honorary Life Members may be made by any member by 1 February in any year to an Executive Officer and will be confidential. The nomination will set out the details of at least 20 years membership and significant service to the Association.

Election of officers are to take place at the AGM. Officers cannot be elected at the AGM in their absence, unless they have given their prior consent.

Honorary Life Members will be elected at the AGM.

All members have the right to vote at the AGM and EGM.

Voting for Honorary Life Members will be by secret paper ballot. Ballot papers are to be provided for all members present at the AGM by the Secretary. The Chair assisted by the Secretary and Treasurer will be responsible for counting the votes and declaring the result. There will be no voting by proxy or postal voting. The Chair will only have power to exercise a casting vote.

The Executive Committee or 10 members from not less than two clubs have the right to call Extraordinary General Meetings (EGMs) outside the AGM.



The quorum for AGMs and EGMs will be five Officers (of whom no fewer than two must be Executive Committee members) and additionally not less than 12 Members of the Association from at least a quarter of the Association's Clubs.

Potential involvements which may constitute a conflict of interest must be declared at the start of the meeting and the potentially conflicted party (club or individual, related individual or co-habiting individual) will not be permitted to participate in votes on the conflicted topic unless the Committee decides it is not a conflict.

## **9 Discipline and appeals**

All disciplinary, safeguarding and poor practice concerns should follow the Archery GB guidelines which are available under Governance from the Archery GB website.

All concerns, allegations or reports of poor practice/abuse relating to Safeguarding will be dealt with in accordance with the relevant Archery GB Policy on Safeguarding. Club Safeguarding Officers may liaise with County Safeguarding Officer(s) for advice and support should they so require it.

All complaints regarding the behaviour of Association members should be submitted in writing to the Club Secretary for them to execute the correct policy. In the event of an appeal against the decision of the Club Committee, the Chair of the County Association shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.

## **10 Dissolution**

A proposal to dissolve the Association can only be raised at an AGM or EGM, with implementation procedures being approved through a majority vote of the senior membership present. A postal ballot to all senior members would then be undertaken for a vote on dissolution.

In the event of the dissolution of Derbyshire County Archery Association, any assets will be realised and following settlement of its creditors, including repayment of any grant aid not committed, the agreed balance will be returned to the member Clubs on a pro-rata basis per head of Senior affiliated members at the time of dissolution.

## **11 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **12 Declaration**

Derbyshire County Archery Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.



SIGNED:  
Name:  
Association Chair

DATE:

SIGNED:  
Name:  
Association Secretary

DATE:



### **Constitution Appendix A - Change Log**

<b>Version</b>	<b>Details of Changes</b>	<b>Effective date (AGM or EGM date)</b>
1.4	Updated Safeguarding Section 9 paragraph 2 in line with AGB policies. Include "Suspending of Officers" within section 5 Officers of the Association	March 2024 (AGM)
1.3	Updated Honorary Life Membership and added two posts. Minor grammatical errors updated.	March 2021 (EGM)
1.2	Updated Direct Member Vote information	Not agreed at AGM 2021.
1.1	Treasurers section amended and removal of 'sportsmanship'.	Change agreed at EGM Sept 2020
1.0	New version using Archery GB Standard Template, incorporating appropriate items from previous version. Version control applied from this point onwards, so version is 1.0.	Not agreed at AGM 2020
The previous Constitution was adopted at the AGM on the 11th February 1973 and amended at the AGM February 2002, AGM 2003, AGM 2004 and EGM on 12th May 2004, EGM on 8th September 2010, AGM 2011 and EGM on 23 May 2018.	Refer to archived superseded versions for specific details of each.	23 May 2018 - EGM

### **Constitution Appendix B - Legal Matters - Unincorporated Association**

Derbyshire County Archery Association is an 'unincorporated association'. It is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit.

Because it has no legal identity of its own and in legal terms is only a collection of individuals, an unincorporated association cannot:





- start a legal action
- borrow money
- enter into contracts in its own name
- hold property

Because unincorporated associations have no separate legal identity, members have to sign loan documents and contracts as individuals and carry the risk personally.