



CONSTITUTION

November 2010

1. General

- a. The name of the society shall be:
“The Northamptonshire County Archery Society”.
Hereafter known as “the Society”.
- b. The Northamptonshire County Archery Society shall consist of archery clubs whose grounds lie within the borders of Northamptonshire.
- c. Other clubs outside of the Northamptonshire borders may apply to join the Society if agreement to the application is given by the County Society in which the club is situated geographically.
- d. The Postal address of the Society shall be that of the Honorary General Secretary.

2. Affiliations

- a. The Society shall be affiliated to, and shall be bound by the rules of, the Grand National Archery Society (G.N.A.S) and the East Midlands Archery Society (E.M.A.S).

3. Objectives

The objectives of the Society shall be:

- a. To encourage and promote archery, in all its forms (other than bowhunting), amongst all sections of the community within Northamptonshire.
- b. To organize County Championship meetings and other forms of County competition within the County of Northamptonshire.

4. Membership

- a. All archery clubs within the County of Northamptonshire are eligible for affiliation to the Society providing they are an associate club of GNAS.
- b. Providing they are affiliated members of GNAS both Senior and Junior members of all archery clubs within the County of Northamptonshire shall be eligible for membership of the Society.
- c. Individual members of GNAS living within the County of Northamptonshire may apply for individual membership of the Society, subject to the approval of the Executive Committee.
- d. The Executive Committee has the power to accept applications for membership from clubs or individuals outside the County of Northamptonshire where that is deemed appropriate and with regard to 1c.
- e. The Executive Committee has the power to confer ‘Life Membership’ on persons who have given exceptional service to the Society.
- f. The Society shall have powers to disaffiliate any club, or member of a club, whose actions bring the Society’s name into disrepute or breach this Constitution. Such actions shall include blatant breaches of safety rules that endanger other

persons or property; misappropriation of Society funds; the fraudulent acquisition of archery goods; the shooting of any animal; actions that contravene the Archery GB Child & Vulnerable Adults Protection Policy (available at www.archerygb.org) and any other actions that the Society considers to be undesirable.

- g. Any such club or person subject to disciplinary proceedings shall have the right to a hearing in full committee before any decisions are made concerning their affiliation. The decision of the Executive Committee is final on all matters concerning membership.
- h. All disciplinary decisions will be subject to appeal. The appeal should be in writing and received by the Honorary General Secretary within 14 days of the disciplinary decisions being made.

5. Management

- a. The officers of the Executive Committee shall be elected at each annual general meeting and shall assume office thereafter.
- b. A President shall be elected as a non Executive Officer
- c. The Executive Committee shall consist of:
 - a. Chairman
 - b. Vice Chairman
 - c. Honorary General Secretary
 - d. Honorary Treasurer
 - e. EMAS Delegate
- d. The General Committee shall consist of the Executive Committee plus additional officers:
 - a. Tournament Coordinator
 - b. Junior Representative
 - c. Records Officer
 - d. Club representatives (see 5i)
 - e. The Executive Committee shall have the power to co-opt extra members to the General Committee as required.
 - f. The County Development Co-ordinator, Team Manager and Child & Vulnerable Protection Officer shall be co-opted to the General Committee.
 - g. The County Coaching Group shall elect the County Coaching Organiser who will be co-opted to the General Committee.
 - h. Members of the Executive Committee shall not act as club representatives.
 - i. In addition to the above each of the affiliated clubs may appoint one (1) representative to serve on the General Committee. If, for whatever reason, this person is not available to attend a meeting then another representative of that club may take their place.

- j. Each of the Officers and representatives listed in 5c, 5d, 5f, 5g and 5i shall have voting rights at all General Committee meetings, except the Chairman, who shall have a casting vote only.
- k. Any member of the Society may attend General Committee Meetings but only those listed in 5c, 5d, 5f, 5g and 5i above will have voting rights.
- l. The General Committee shall have the power to appoint additional Non-Executive Officers who shall not have voting rights.
- m. The minutes of the General Committee shall be circulated to the officers and to the secretary of each associated club prior to the following meeting being held.
- n. The General Committee shall have the power to appoint sub-committees for special purposes. The terms of reference for such sub-committees to be clearly defined and duly recorded in the Society's minutes.
- o. The General Committee shall meet on a bi-monthly basis; excepting that there shall be a meeting at least three weeks prior to the date set for the Annual General Meeting (AGM). This meeting will approve the annual balance sheet and the final agenda for the AGM.
- p. The Chairman or Honorary Secretary may call additional meetings should the need arise.
- q. For the transaction of business at General Committee meetings seven (7) persons shall form a quorum providing that at least three (3) of those present are Executive Officers of the Society.
- r. On occasions where 'urgent' decisions are required the Chairman or Honorary General Secretary may call a meeting of the 'Executive Officers', which may take the form of an email conference, who are empowered to take decisions on behalf of the General Committee. Such decisions to be ratified at the next scheduled meeting of the General Committee. This specifically excludes disciplinary matters relating to members or clubs affiliated to the Society.
- s. For Executive meetings five (5) Executive Officers, including at least one (1) of either; the Chairman, Vice Chairman or Honorary General Secretary, shall form a quorum.

6. Finance

- a. The Funds and the property of the Society shall be vested in the General Committee who shall have the power to acquire or dispose of assets.
- b. In the event of the dissolution of The Society, the assets shall be disposed of as directed by the General Meeting approving the dissolution. Disposal shall be: Transferred to EMAS or other Authorised Authority to be held in Trust until The Society reforms.
- c. The financial year of the Society shall run from 1st September to the 31st August.

- d. The income and property of the Society, wherever derived, shall be applied solely toward the objectives of the Society as defined in No. 3 of this constitution.
- e. The Honorary Treasurer shall be responsible for the management of the Society's accounts and shall present a provisional balance sheet at each Committee meeting.
- f. The Society's accounts shall be independently verified.
- g. There shall be any two (2) from three (3) signatories on any withdrawal from the Society's accounts. These will normally be the Chairman, Honorary General Secretary and the Honorary Treasurer. The names of the signatories will be noted in the minutes of the first General Committee meeting following the AGM.
- h. Affiliation fees for associate clubs and all classes of membership shall be agreed at the AGM.
- i. Separate, special budget accounts shall be set up at the discretion of the Executive Committee and shall be the responsibility of that committee.

7. Annual and Extraordinary General Meetings

- a. The Annual General Meeting (AGM) shall be held in November each year.
- b. The Chairman, or President in the Chairman's absence, shall take the Chair at all AGM's.
- c. Reports from each of the elected Officers and the County Coaching Group shall be received.
- d. The verified annual balance sheet and statement of accounts shall be presented to the membership present.
- e. All Officers shall be elected on an annual basis.
- f. There shall be no restriction on the number of terms that the President may serve.
- g. The Chairman shall be elected annually for a maximum of four (4) consecutive years. A person can be re-elected as Chairman after a minimum break period of two (2) years.
- h. All other officers shall be eligible for re-election without further nomination and with no restriction to the number of years they may serve.
- i. Additional nominations for the election of Executive Officers shall be notified to the Honorary General Secretary on the appropriate nomination form no later than one month prior to the AGM.
- j. If there are no nominations for a vacant post, nominations can be accepted from the membership present at the AGM.
- k. The Honorary General Secretary shall give six weeks notice of the date, time and venue of the AGM and at the same time shall issue to each affiliated club nomination forms for committee posts.

- l. Notice of any other business other than the routine business of the AGM must be received by the Honorary General Secretary no later than four weeks prior to the meeting.
- m. Any proposed alterations to this constitution shall be circulated to all affiliated clubs at least two weeks prior to the AGM or EGM.
- n. At the AGM each member attending regardless of membership category, shall be eligible for one vote.
- o. Voting shall be by a simple show of hands.
- p. There shall be no voting by proxy.
- q. The shooting programme for the following year shall be generally agreed at the AGM.
- r. The Chairman or Honorary General Secretary shall convene a special meeting, EGM, of members on receiving instruction from the General or Executive Committee or upon the request from at least three affiliated clubs.
- s. A notice convening the meeting shall be sent to each affiliated club at least two weeks prior the date of the EGM.
- t. The business of the meeting shall be confined to the items set out in the notice calling the meeting.

8. Rules of Shooting

- a. All shooting shall be conducted under the rules of the Grand National Archery Society (GNAS) and the Federation of International Target Archery (FITA).
- b. The General Committee shall have the power to introduce 'local' rules from time to time, subject to the safety requirements of GNAS and FITA. These 'local' rules will be made available to the membership via communication from The Honorary General Secretary with the club secretaries, posted on the Society's website and attached as an codicil to this constitution.

9. County Representation

- a. The Society will make every effort to enter teams in all Regional and National Competitions where the entry of a County team is appropriate.
- b. Where, for whatever reason, it is not possible to select a full team, the Selection Committee is required, if possible, to select and enter a reduced team where funding permits.

- c. The Selection Committee shall be responsible for the selection of both Senior and Junior teams in all disciplines of the sport. To aid the selection of Juniors, the Junior Representative shall automatically be a member of the Selection Committee.
- d. The General Committee shall at its first committee meeting following the AGM confirm the names of the affiliated clubs responsible for the County Team selection for the forthcoming year. The selection committee shall consist of The Team Manager, The Junior representative plus one (1) shooting member of three (3) other clubs, making a total selection committee of five (5). The members of the selection committee shall be rotated between clubs on an annual basis, whenever possible.
- e. The rules for selection shall be confirmed at the same meeting.

10. Prizes and Awards

- a. Any person(s) presenting a prize for competition shall have the right to decide the conditions of the competition, subject to the approval of the General Committee.

11. Responsibilities

- a. A copy of the constitution shall be sent to each affiliated club of the Society. A copy of the constitution shall also be made available on the Society's website. No member shall be absolved from the obligations and conditions set out herein on a plea of ignorance
- b. The Honorary General Secretary shall be responsible for the maintenance of the constitution and the Chairman will check, sign and date the approved constitution prior to circulation.
- c. The Society under the management of the general Committee, shall adhere to all policies, procedures and regulations issued by GNAS (Archery GB) at all times (copies are available at www.archerygb.org).
- d. The Society shall be responsible for the establishment of a County Coaching Group, which may be subject to the approval of the General Committee, have its own management structure and budget.

12. Dissolution

- a. If at any General Committee meeting of the Society a resolution were passed calling for the dissolution of the Society, the Honorary General Secretary shall convene an EGM, as defined in 7, to vote upon the resolution.
- b. If at that EGM the resolution is carried by at least two thirds majority, the Executive Officers shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Society and discharge all debts and liabilities of the Society.



www.ncasarchery.org.uk