

# **THE CONSTITUTION**

**Of**

## **THE COUNTY OF WARWICK ARCHERY ASSOCIATION**

County of Warwick Archery Association Constitution: November 1970

Amended at the Annual General Meeting March 1971

Amended at the Annual General Meeting March 1984

Amended at the Annual General Meeting March 1986

Amended at the Annual General Meeting March 1990

Amended at the Annual General Meeting March 1994

Amended at the Annual General Meeting March 2002

Amended at the Annual General Meeting March 2003

Amended at the Annual General Meeting March 2004

Amended at the Annual General Meeting March 2005

Amended at the Annual General Meeting March 2007

Amended at the Annual General Meeting March 2012

Amended at the Annual General Meeting March 2014

Amended at the Annual General Meeting April 2016

Amended at the Annual General Meeting April 2017

### **1. TITLE**

1.1 The Association shall be called "County of Warwick Archery Association".

1.2 The Association shall be a Member County of the West Midlands Archery Society and shall conform to the Constitution and Rules of the Grand National Archery Society (G.N.A.S.) and the West Midlands Archery Society (W.M.A.S.).

### **2. OBJECTS**

The objects of the Association shall be:

- a) The promotion and organisation of archery within the County of Warwickshire.
- b) To organise, County of Warwickshire Championships in all forms of archery as are practicable; and at the Association's discretion to organise Regional or National Tournaments if requested.
- c) To encourage and assist coaching of archery within the County of Warwickshire.

### **3. MEMBERSHIP**

3.1 The term 'member' hereinafter includes both male and female persons and from here onwards will be referred to as he.

3.2 Membership of the Association shall be open to all Direct and Club Members of the Grand National Archery Society (seniors, juniors, students and disabled) who are resident in the County of Warwickshire or who are members of archery clubs which affiliated through the Association at the 17 March 2005 and which continue to affiliate through the Association, or of clubs located in or closely adjacent to the County of Warwickshire who subsequently elect to affiliate through the Association. Such membership shall commence upon payment of the appropriate subscription. For this purpose the County of Warwickshire shall be deemed to be the Administrative County of Warwickshire and the Metropolitan Districts of Birmingham, Solihull and Coventry.

3.3 Membership shall be conditional on valid current membership of G.N.A.S. being held and on there being no arrears of subscriptions to the Association outstanding.

3.4 Ordinary members of G.N.A.S. shall be deemed personally responsible for informing the County Committee if they wish to be affiliated to the Association.

3.5 Members under the age of eighteen on the date on which subscriptions are due shall be eligible for membership as junior members.

#### **4. SUBSCRIPTIONS**

- 4.1 All members shall pay an annual subscription to the Association at rates to be determined by a General Meeting.
- 4.2 All subscriptions shall become due on 1<sup>st</sup> October, and any club whose Members have not paid the appropriate subscription by 31<sup>st</sup> October in any year shall be deemed not to be a member of the Association until the arrears in subscription are paid.
- 4.3 The subscription for a new Member joining after 1<sup>st</sup> January in any year shall be reduced, pro rata on a quarterly basis, to reflect the number of three month periods (or parts thereof) remaining until the succeeding 1<sup>st</sup> October (such that a Member joining during January, February or March shall pay  $\frac{3}{4}$  of the normal annual subscription fee, or joining during April, May or June pay  $\frac{1}{2}$  of the fee, etc.).

#### **5. MANAGEMENT**

- 5.1 The management of the Association shall be deputed to a Committee consisting of the Officers of the Association and 2 Committee members who shall be elected annually at the A.G.M. to serve until the following A.G.M. such term of office commencing at the conclusion of the A.G.M
- 5.2 The Officers shall be the President, Chairman, Vice Chairman, Secretary, Treasurer, Records Officer, County Team Manager, Tournaments Officer, Membership Secretary, Child and Safeguarding Officer, County Coaching Organiser and Webmaster. (One person may hold two offices if practicable.)
- 5.3 A Quorum for Committee Meetings shall be four members.
- 5.4 In the event of a vacancy occurring on the Committee, the Committee shall have power to appoint any Member to fill such vacancy.
- 5.5 The Committee shall have power to invite such additional members as it may deem necessary.
- 5.6 Such invited members shall not have power to vote at meetings of the Committee.
- 5.7 The Committee shall also have power to appoint such sub-committees as it may deem necessary.
- 5.8 The Committee shall meet on at least four occasions during its term of office.
- 5.9 The Committee may, at its discretion, allow other members affiliated to the Association to speak at its meetings but such members shall not be permitted to vote at these meetings.

#### **6. MEETINGS**

- 6.1 The Annual General Meeting shall be held as near as possible to 1<sup>st</sup> March.
- 6.2 An Extraordinary General Meeting may be convened at any time by the Committee, or by a proposal supported by the Committees of four clubs.
- 6.3 At any General Meeting a Quorum shall consist of fifteen members.
- 6.4 Not less than seven days' notice shall be given to all Committee Members for meetings of the Committee.
- 6.5 Not less than twenty one days' notice shall be given for General Meetings.
- 6.6 Members wishing to make proposals at General Meetings must do so in writing, such proposals to be in the hands of the County Secretary at least five weeks prior to the meeting. Proposals may be seconded at the meeting.
- 6.7 Any Other Business at General Meetings shall be for discussion items only.

#### **7. FINANCE**

- 7.1 The Treasurer shall maintain records of all financial transactions made by the Association and shall submit to the A.G.M. a balance sheet showing the financial position of the Association

on 31<sup>st</sup> December together with an income and expenditure account for the twelve months to that date.

- 7.2 The accounts shall be audited annually prior to presentation at the A.G.M.
- 7.3 The auditors shall be appointed at the A.G.M. and their term of office shall last until the conclusion of the following A.G.M.
- 7.4 The Association shall keep such bank or other accounts as shall be deemed necessary by the Committee.
- 7.5 Cheques and other withdrawals from such accounts should be signed and authorised by any one of the authorised signatories to such accounts.
- 7.6 The Committee shall be responsible for the assets of the Association.

## **8. VOTING**

- 8.1 Election of Officers of the Association shall be by secret ballot where the post is contested. All other voting shall normally be by show of hands.
- 8.2 At any meeting a secret ballot may be held on any issue if five or more members present demand it.
- 8.3 In the event of a tie occurring in any election or ballot the Chairman shall have a casting vote. In the event of a tie occurring in a ballot for the Chairmanship the President shall have a casting vote.
- 8.4 Members present when voting occurs must be prepared to show G.N.A.S. membership cards or proof of payment if challenged and those members not satisfying this requirement may have their vote declared null and void.

## **9. MINUTES**

- 9.1 The Secretary shall maintain a record of all business transacted at Committee and General Meetings. These minutes shall be approved at the next appropriate meeting and signed by the Chairman as a true record.
- 9.2 The record shall be kept in a minute book which shall be made available for examination by any Member upon them giving reasonable notice.

## **10. CHANGES TO CONSTITUTION**

- 10.1 Changes to this Constitution shall only be made at a General Meeting.
- 10.2 Written notice of such proposed changes shall be signed by the Proposer and the Seconder and shall be in the hands of the County Secretary not less than five weeks prior to the General Meeting.
- 10.3 Any proposed changes to the Constitution shall be issued with the Notice of the General Meeting.
- 10.4 The Proposer shall be present at the General Meeting to move his proposal.
- 10.5 Changes to the Constitution shall not be made unless approved by not less than two thirds of the Members present at the General Meeting.

## **11. CORRESPONDENCE**

- 11.1 All correspondence including notice of all General Meetings shall be issued to County Club Secretaries and to any members of the Association who are Direct Members of G.N.A.S., but are not members of a CWAA club.
- 11.2 Club Secretaries shall be considered responsible for ensuring that all such correspondence is issued to all members of their club, who are members of the Association, including Direct and Club Members of GNAS.

- 11.3 Any notice required to be served on a club secretary or a member of the Association shall be in writing and shall be served by a member of the Executive committee personally, by sending it through the post in a prepaid letter addressed to the last notified address in the United Kingdom, or by electronic means. Any communication shall be deemed to have been received within 7 days of mailing.

**12. HONORARY MEMBERS**

- 12.1 Honorary Members may be elected at an A.G.M. Nominations of persons for election as Honorary Members shall be in the hands of the County Secretary not less than five weeks before the A.G.M. and shall be signed by the Proposer and the Seconder.

**13. TOURNAMENTS**

- 13.1 All "Record Status" tournaments held in the name of the County of Warwick shall operate a dual scoring system recommended by the G.N.A.S.

**14. COUNTY BLAZER BADGE AND YEAR BARS**

- 14.1 A Member will be considered to be a member of the County Squad when he has been selected and has shot at any tournament recognised by the Committee for the purposes of inter-county matches during that year.
- 14.2 A Member will be considered to have been a member of the County Team when his score has been included in the team score at any tournament recognised by the Committee for the purposes of inter-county matches.
- 14.3 A County Blazer Badge and Certificate will be awarded to a Member after the first year in which he has been a member of a winning Senior County Team.
- 14.4 One County Blazer Badge and Certificate per annum may be presented for meritorious services to the County at the discretion of the Committee.
- 14.5 A Member will be awarded a County Bar, Medal and Ribbon after the first year in which he has been a member of a County Squad. After each subsequent year that he has been a member of a County Squad he will be awarded a Year Bar.

**15. EXPULSION**

- 15.1 If in the opinion of the Committee any Member is guilty of conduct which is considered detrimental to the Association or to the sport of archery, the Committee shall have power to expel that Member from the Association provided that the Member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

**16. DISSOLUTION**

- 16.1 The dissolution of the Association shall be approved by not less than three quarters of the Members present at a General Meeting.
- 16.2 Notice of the motion proposing the dissolution of the Association shall be given to Club Secretaries and Ordinary members of the G.N.A.S. affiliated to the Association not less than twenty one days before the General Meeting at which the motion is to be put.
- 16.3 In the event of dissolution of the Association all funds and assets shall, after settlement of any liabilities, be shared among the Clubs affiliated to the Association in proportion to the value of the fees paid by that Club to the Association in the year of dissolution.