



# CAMBRIDGESHIRE ARCHERY ASSOCIATION

## CONSTITUTION AND RULES

### 1. NAME AND ADDRESS

The Association shall be called the Cambridgeshire Archery Association and maintain affiliation to the National Body, The Grand National Archery Society. The address shall be that of the Secretary for the time being.

### 2. OBJECTIVES

To promote the sport of Archery principally in the County of Cambridgeshire but also within the areas of the Societies to which the Association is affiliated.

### 3. MEMBERSHIP

a) There shall be the following classes:

- i) Any properly constituted club operating within the County of Cambridgeshire and affiliated to the areas of the Societies to which the Association is affiliated. A club shall be deemed to consist of not less than three (3) adult members. A copy of the Constitution and Rules of that club shall be held by the Association.
- ii) Any archer who is a member of the Grand National Archery Society may apply for Individual Membership of the Association. Acceptance shall be at the discretion of the Executive Committee, at a fee to be decided at the A.G.M.
- iii) Honorary membership - to be approved at an Annual General Meeting.

All members shall accept the jurisdiction of the Association and shall conform to such conditions and rules of shooting as may be determined by the Association, the Grand National Archery Society and the Federation International de Tir L'Arc.

b) If in the opinion of the Executive Committee, any Member or Club shall have been guilty of conduct which makes it undesirable that the Club or Individual remains a member of the Association, the Executive Committee, may, after affording such Member or Club the opportunity of a hearing, expel that Member or Club from membership, without being called upon to state a reason to any but the Member or Club concerned. The decision of the Executive Committee shall be final.

The Association shall recognize transfers agreed under G. N.A.S. Rules.



#### **4. FINANCE**

- (a) The financial year shall run from the 1<sup>st</sup> April to the 31<sup>st</sup> March.
- (b) Each affiliated Club shall pay a subscription, per senior and junior member, to the County, such fee to be agreed at the Annual General Meeting.
- (c) The income of the Association, howsoever derived, shall be applied solely towards the promotion of the objects of the Association.
- (d) An Auditor, who shall not be an Officer of the Executive Committee or a retiring Executive Committee member, shall be appointed at the A.G.M.
- (e) A copy of the Balance Sheet and Income and Expenditure Account, duly certified by the Auditor, shall be available to each Club and individual member at the A.G.M.
- (f) Teams representing the County may have entry fees and reasonable expenses paid by the Association.
- (g) The Association shall pay a hiring fee for each complete target, less face, loaned for a County event, the amount of such fee to be decided annually by the Executive Committee.
- (h) Executive Officers of the Association shall be allowed to claim reasonable out of pocket expenses incurred in the course of their duties, including attendance at meetings, where these expenses are not met from other sources.

#### **5. OFFICERS OF THE ASSOCIATION**

- (a) President. This office may be used by the Association to recognize the work of an archer who has contributed time and effort over a period of years to the benefit of the sport in Cambridgeshire.
- (b) Vice-President. The number of Vice-Presidents shall be at the discretion of the Executive Committee, the office being conferred for such a period as the Executive Committee may determine.
- (c) Executive Officers. Chairman: Vice-Chairman, Secretary, Treasurer, Records Officer, Team Manager, Public Relations Officer, Tournament Coordinator, Child Protection Officer and Coaching Organizer. With the exception of the ex-officio Coaching Organizer, these Officers shall be elected at the A.G.M. Nominations for these posts shall be received in writing by the Secretary at least seven days before the date of the A.G.M. and each nomination shall contain a statement that the person proposed will be willing to accept office if elected. All retiring Officers shall be eligible for reelection.
- (d) The roles and responsibilities of the Executive Officers including co-opted posts are detailed in the associated Terms of reference (TOR's) which are endorsed by the Executive Committee.

Should any Office become vacant during the year, for any reason whatsoever, the vacancy shall be filled from a recommendation by the Executive Committee.



Any person nominated to an elective position in the Association shall declare at the time of nomination, or subsequently, any business or political interest or activity that could influence impartiality and this information shall be circulated to all those entitled to vote.

## **6. EXECUTIVE COMMITTEE**

- (a) The affairs of the Association shall be governed by an Executive Committee consisting of the Officers of the Association, and two voting representatives from each affiliated Club one of whom, where possible, shall be the Secretary of that Club. The roles of Officer of the Association and Club Representative may be combined in any one person, but that person may only cast one vote. At Executive Committee meetings the Chairman shall have a casting vote.
- (b) The Executive Committee Meetings to be a minimum of four per year, plus the A.G.M.
- (c) Any urgent matter that arises between meetings shall be dealt with by discussion between any four Executive Officers of the Association. A full report will be presented at the next Executive Committee meeting.
- (d) The Executive Committee shall elect from within itself two representatives to serve on the Regional Council of the Southern Counties Archery Society.
- (e) The Executive Committee shall have the power to co-opt and to appoint Sub-Committees with specified and limited powers.
- (f) A quorum requires at least 5 members. This must include 2 Officers, one being either Chairman or Secretary, and also providing that at least 3 clubs are represented.

## **7. GENERAL MEETINGS**

- (a) The Annual General Meeting shall be held in October each year.
- (b) An Extraordinary General Meeting may be called at the request of not less than two member Clubs paying the full subscription, addressed to the Secretary of the Association with copies circulated to member Clubs, stating the reason for desiring the meeting to be called and the meeting shall be held within one month of the receipt of the request by the Secretary.
- (c) At any General Meeting a quorum requires, as a minimum, at least 2 Officers of the Association, one being Chairman or Secretary, plus at least 3 representatives from 3 separate CAA clubs. The Secretary shall give each Club at least fourteen days notice of any General Meeting.
- (d) Any controversial items raised, not appearing on the Agenda, shall be referred to the Executive Committee.
- (e) No alteration shall be made to this Constitution except at a General Meeting and not unless 21 days prior to such Meeting a written notice of the proposed alteration, or of one substantially to the like effect, shall have been given to the Secretary who shall give 14 days' notice thereof to the meeting and the resolution embodying such proposed alteration shall be carried by a majority of at least two-thirds of the votes recorded therein at the Meeting.



For any General Meeting voting shall be by a show of hands of all Officers and members present and the Chairman shall have the casting vote.

## **8. ANNUAL CHAMPIONSHIPS**

The Association shall award an Annual Indoor and Outdoor Championships on the result of a specified meeting, to be eligible an archer must qualify under G.N.A.S. law 20 (b).

## **9. ASSETS**

All property of the Association shall be vested in the Executive Committee. In the event of the dissolution of the Association any funds remaining after the payment of all liabilities shall be divided amongst Member Club(s) in proportion to the affiliation fees paid at the time of dissolution.

Trophies and other material assets shall be disposed of according to the wishes of Member Clubs at the time of dissolution.

**10.** Any points not covered by this Constitution shall be referred to the Executive Committee.

**The above constitution was ratified at the Executive Committee Meeting held on 20 Nov 2012.**

**S DARBY-SMYTHE**  
**Chairman**  
**CAMBRIDGESHIRE ARCHERY ASSOCIATION**

**Dated:** 26 Nov 2012