



# Cambridgeshire Archery Association Constitution and Rules

V5.0 Adopted 21<sup>st</sup> of June 2023

## 1 NAME AND ADDRESS

- 1.1 The Association shall be called the Cambridgeshire Archery Association and shall maintain affiliation to the National Body, The Grand National Archery Society (trading as Archery GB) and to the Southern Counties Archery Society (SCAS).
- 1.2 The address shall be that of the current Secretary.

## 2 AIMS AND OBJECTIVES

- 2.1 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.
- 2.2 To award the County Championships and other such meetings and competitions as may be desired from time to time.
- 2.3 To adopt and support such policies as required by Archery GB detailed in Appendix A.

## 3 MEMBERSHIP

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, Archery GB and World Archery.

There shall be the following classes:

- i. Any properly constituted club operating within the County of Cambridgeshire and affiliated to the Societies to which the association is affiliated.
  - A club shall be deemed to consist of not less than 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 Archery GB may apply for Individual Membership of the Association. Acceptance shall be at the discretion of the Executive Committee.
- iii. Honorary membership – The association may at an AGM award honorary life membership to any person whom they wish to honour for services to archery in the County.

## 4 MANAGEMENT OF THE ASSOCIATION

The affairs of the Association shall be governed by a Council consisting of an Executive Committee, other officers, club representatives and ex-officio members. The roles and responsibilities of the Executive Officers including co-opted posts are detailed in the associated Terms of Reference (TOR's) which have been endorsed by the Council.

### 4.1 Council members

#### a) The Executive Committee.

The Executive Committee shall include the President, Vice-President(s), and executive officers.

- President. This office may be used by the Association to recognize the work of a member who has contributed time and effort over a period of years for the benefit of the sport in Cambridgeshire.
- Vice-President(s). The number of Vice-Presidents shall be at the discretion of the Council.
- Executive officers. The Executive officers shall be Chair, Vice-Chair, Treasurer and Secretary.

#### b) Other Officers

- Records Officer, Team Manager and Safeguarding Officer.
- Any other posts required from time to time as ratified by the Council.

#### c) Two voting representatives from each affiliated Club one of whom, where possible, shall be the Secretary of that Club.

#### d) The ex-officio Coaching Group representative or any other post as required by the Council to undertake work on behalf of the Association.

### 4.2 Election process

#### a) The President and Vice-President(s) will be elected for a term of 3 years and shall be eligible for re-election at the AGM.

#### b) All officers are elected for one year and shall be eligible for re-election at the AGM, with the exception of the ex-officio coaching group representative.

#### c) Nominations for these posts, signed by the nominator and seconder, shall be received in writing by the Secretary at least 7 days before the date of the AGM.

#### d) Each nomination shall contain a statement that the person proposed will be willing to accept office if elected.

#### e) Nominations for a particular post may be accepted at the AGM if none have been received prior to the meeting.

#### f) Should any Office become vacant during the year the vacancy shall be filled from a recommendation by the Council.

- g) 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.
- h) The ex-officio Coaching Group representative will be appointed by the Coaching Group.

#### 4.3 Duties

- a) The Council shall meet a minimum of four times per year, plus the AGM.
- b) Any urgent matter that arises between meetings can be dealt with by any 3 members of the Executive Committee. A full report will be presented at the next Council meeting.
- c) The Council shall elect from within itself 2 representatives to serve on the Regional Council of the Southern Counties Archery Society.
- d) The Council shall have the power to co-opt and appoint sub-committees with specified and limited powers.
- e) A quorum requires at least 5 members. This must include 2 Executive Officers, and a minimum of 3 clubs should be represented.
- f) The roles of an Officer of the Association and Club Representative may be combined in one person, but that person may only cast one vote. At Council meetings the Chair shall have a casting vote.
- g) Notification of all Council meetings will be distributed to clubs and to direct and honorary members at least 14 days prior to the meeting.
- h) The Council shall interpret the constitution and determine:
  - How to act on any matter not clearly specified.
  - Whether in such cases a change to the Constitution is required and to formulate such changes.

## 5 GENERAL MEETINGS

- 5.1 The Annual General Meeting shall be held in June each year.
- 5.2 At any General meeting a quorum requires, as a minimum, at least 2 Officers of the Association, one being the Chair or Secretary, plus at least 3 representatives from 3 separate CAA clubs. The Secretary shall give each Club at least 4 calendar weeks notice of any General Meeting.
- 5.3 For any General Meeting voting shall be by a show of hands of all Officers and members present or by a secret ballot if requested. The Chair shall have the casting vote.
- 5.4 Any item raised not appearing on the Agenda shall be referred to the Council.

- 5.5 An Extraordinary General Meeting may be called by the Council or at the request of not less than 2 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 6 weeks of the receipt of the request by the Secretary.
- 5.6 Changes to the Constitution:
- i. Can only be made a General Meeting
  - ii. Requires a two-thirds majority
  - iii. Votes will be recorded at the meeting

## **6 FINANCE**

- 6.1 The financial year shall run from the 1<sup>st</sup> April to the 31 March.
- 6.2 Fees for all classes of membership shall be agreed at the AGM.
- 6.3 The income of the Association, however derived, shall be applied solely towards the aims and objectives of the Association.
- 6.4 There shall be two signatories from the Executive Officers to authorise any payments from the Association.
- 6.5 A set of accounts, audited by a competent person, including 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 AGM.
- 6.6 Teams representing the County may have entry fees and reasonable expenses paid by the Association.
- 6.7 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.
- 6.8 Executive Officers of the Association shall be allowed to claim reasonable out of pocket expenses incurred in the course of their duties, where these expenses are not met by other sources.
- 6.9 All property of the Association shall be vested in the Council.

## **7 ANNUAL CHAMPIONSHIPS**

The Council shall award an Annual Indoor and Outdoor Championships on the basis of a specified meeting, to be eligible archers should be a member of an affiliated club in the membership year in which the competition is run and must qualify under the relevant Archery GB shooting related laws.

## **8 DISCIPLINARY AND GRIEVANCE**

- 8.1 Any allegation of misconduct by a member of the Association will be dealt with in accordance with the CAA Disciplinary and Grievance Policy which is available from the Secretary.
- 8.2 The Council reserves the right to apply appropriate sanctions including but not limited to suspension and/or expulsion of the member.
- 8.3 The decision of the Council shall be final.

## **9 DISSOLUTION**

A resolution to dissolve the Association can only be passed at an AGM or EGM through a two thirds majority vote of the membership. In the event of the dissolution of the Association any assets remaining after the payment of all liabilities shall be transferred to the regional association.

The above constitution was amended and ratified at the Annual General Meeting held on 21 June 2023.

Chair  
Cambridgeshire Archery Association

Signed: 

Name: Philip Watson

Dated: 21<sup>st</sup> of June 2023

## **Appendix A: Archery GB Policies**

- Anti-bullying Policy
- Anti-doping Policy
- Code of Conduct – Adult archers
- Code of Conduct – Coaches, Judges and Officials
- Code of Conduct – Spectators, parents & carers
- Code of Conduct – Young Archers
- Conflicts of Interest - Policy & Procedures
- Disciplinary - Policy & Procedures
- Data Protection
- Equality & Diversity Policy
- Fraud Prevention
- Rules of Shooting and related administration procedures
- Safeguarding Adults – Policy & Procedures
- Safeguarding Children and Young People – Policy & Procedures
- Unacceptable Behaviour Procedures