

KENT ARCHERY ASSOCIATION

www.archerykent.org.uk



CONSTITUTION

Issue Date: 13 August 2008

1. Name

The name of The Association shall be the "Kent Archery Association" (The Association).

2. Jurisdiction

- 2.1. The Association shall exist, act and exercise authority by the authority of the Southern Counties Archery Society (S.C.A.S.).
- 2.2. The administrative area of The Association shall be the traditional county of Kent as it was defined prior to the local authority boundary changes of 1963.

3. Recognition of Authority

- 3.1. The Association shall be subject to all applicable rules, regulations and mandatory policies of the international governing body, the Fédération Internationale de Tir à l'Arc (F.I.T.A.) and of the national governing body, ArcheryGB.
- 3.2. In case of any conflict between this Constitution or other rule, regulation or policy of The Association and any rule, regulation or mandatory policy of ArcheryGB, then the applicable rule, regulation or mandatory policy of ArcheryGB shall prevail.

4. Aims and Objectives

The objectives of the Association shall be to:

- 4.1.1. promote and encourage archery in all its forms, as defined by ArcheryGB
- 4.1.2. promote and encourage the development of archery both as a competitive sport and as a leisure activity;
- 4.1.3. promote a safe and enjoyable environment in which every member can participate and develop, limited only by their personal aspirations, dedication and ability;
- 4.1.4. provide the administrative infrastructure required by the clubs in our jurisdiction and by ArcheryGB.

5. Address

The address of The Association shall be that of the current Secretary, or such other address as the Operational Committee may decide.

6. Membership

- 6.1. Membership of and recognition by The Association shall be at the discretion of the Operational Committee.
- 6.2. Any properly constituted archery club, archery section in a school, college or other organisation, whose purpose is consistent with that of The Association, may seek recognition as an Associated Club if:
 - 6.2.1. their normal shooting location falls within the Jurisdiction of The Association, or
 - 6.2.2. their normal shooting location falls outside of the Jurisdiction of the Association and they have the agreement of the county association within whose jurisdiction that location falls.
- 6.3. The following categories of membership of The Association shall be recognised:
 - 6.3.1. **Associate Members:** full members of Associated Clubs, for whom that is their primary club through which they are affiliated to ArcheryGB and who are aged 18 years or over;
 - 6.3.2. **Junior Associate Members:** full members of Associated Clubs, for whom that is their primary club through which they are affiliated to ArcheryGB and who are under the age of 18 years;
 - 6.3.3. **Individual Members:** other individuals, who are aged 18 years or over, who arrange membership of The Association direct, and who:
 - 6.3.3.1. are affiliated to ArcheryGB or
 - 6.3.3.2. have been affiliated to ArcheryGB for a minimum of one year, whether or not they are members of an Associated Club.
- 6.4. The rights and privileges of Associate Members, Junior Associate Members and Individual Members:
 - 6.4.1. shall commence only after the current Membership Fee has been received;
 - 6.4.2. shall cease in line with the grace-period allowed from time to time by ArcheryGB for the renewal of national fees;
 - 6.4.3. may be restored upon payment of the arrears, but it shall be at the discretion of the Operational Committee as to whether this shall be retrospective.

7. Rights of Members

- 7.1. At all General Meetings of The Association, only the Associate Members and Individual Members present shall each have one vote, except as specified in article 10.5.
- 7.2. Only Associate Members and Individual Members of the Association may stand for election to, or be co-opted to the Executive Committee or Operational Committee.
- 7.3. Only Associate Members and Individual Members of the Association may stand for election to the post of President.
- 7.4. Awards at County Tournaments and Championships shall only be available to Associate Members, Junior Associate Members and Individual Members of The Association; however, such County Tournaments and Championships may be run in tandem with an open event at which awards may be available to non-members.
- 7.5. County Records shall only be available to Associate Members, Junior Associate Members and Individual Members of The Association.
- 7.6. Inclusion in representative County Teams shall only be available to Associate Members, Junior Associate Members and Individual Members of The Association.

8. The Executive Committee

- 8.1. The Executive Committee shall consist of:
 - Chairman
 - Secretary
 - Treasurer
 - Development Officer
 - Records Officer
 - County Captain
 - Child Protection Officer
- 8.2. The roles and responsibilities of the Executive Committee shall be to:
 - 8.2.1. fill any vacancy that may arise on the Executive Committee or the Operational Committee;
 - 8.2.2. appoint any qualified person to fill a specialist role required by the Executive Committee or the Operational Committee, but subject to:
 - that role will not constitute membership of the Executive Committee or the Operational Committee, notwithstanding any requirement to attend and report to meetings thereof;
 - that role will not confer any voting rights or other membership privileges on the holder.
 - 8.2.3. formulate recommendations on general policy to be placed before the Operational Committee;
 - 8.2.4. react on matters of urgency, when it is not practical to wait until a meeting of the Operational Committee can be held, but subject to ratification by the next meeting of the Operational Committee;
 - 8.2.5. decide on matters of sensitivity, where the more public forum of the Operational Committee is not appropriate;
 - 8.2.6. judge in matters of discipline as described in article 19;
 - 8.2.7. interpret the Constitution and determine:
 - how to act on any matter not clearly or explicitly specified therein.
 - whether in such cases a change to the Constitution is required and to formulate such a change.
- 8.3. All members of the Executive Committee shall be determined yearly as follows:
 - 8.3.1. the Child Protection Officer shall be appointed immediately prior to the Annual General Meeting by the outgoing Operational Committee and ratified at the Annual General Meeting. Nominations will not be accepted from the floor for this post, even if it would remain vacant as a result.
 - 8.3.2. in all other cases by election at the Annual General Meeting.
- 8.4. There shall be no limit to the number of consecutive terms that any individual may serve as a member of the Executive Committee.
- 8.5. The Executive Committee shall be required to meet only as circumstances require.
- 8.6. A quorum for a meeting of the Executive Committee shall be four persons who are members thereof and shall include at least one from the Chairman, Secretary and Treasurer.
- 8.7. Where it is necessary to determine any issue by voting:
 - 8.7.1. the members of the Executive Committee, except for the chairman of the meeting and as specified in article 10.6, shall each have a single vote, regardless of the number of roles that each might occupy;
 - 8.7.2. the result shall be decided by simple majority;
 - 8.7.3. the chairman of the meeting shall only have a casting vote.

- 8.8. Members of the Executive Committee who are co-opted or otherwise appointed shall have the same rights as members who have been elected at an A.G.M.
- 8.9. Minutes shall be kept of all meetings of the Executive Committee and a copy of those minutes shall be presented at the next meeting of the Operational Committee, except where the sensitivity of individual matters renders this inappropriate or illegal.
- 8.10. Meetings of the Executive Committee shall only be open to attendance by Associate Members, Junior Associate Members and Individual Members of The Association by invitation; where a meeting is open, those members attending shall not be entitled to participate in the proceedings except by invitation of the chairman of the meeting.

9. The Operational Committee

- 9.1. The management of The Association shall be vested in the Operational Committee.
- 9.2. The role of County Coaching Organiser (C.C.O.), as defined by ArcheryGB shall be delegated to the Invicta Coaching Group.
- 9.3. The Operational Committee shall consist of:
 - the members of the Executive Committee;
 - Tournament Organisers for each tournament shown in the 'Policy for County Championships and Tournaments';
 - one other member of the Team Selection Panel as defined in the Panel's 'Terms of Reference';
 - the notified number of S.C.A.S. Representatives;
 - Deputy Child Protection Officer;
 - two ordinary members.
- 9.4. The roles and responsibilities associated with each post shall be as defined by the Executive Committee.
- 9.5. All members of the Operational Committee shall be determined yearly as follows:
 - 9.5.1. the Deputy Child Protection Officer shall be appointed immediately prior to the Annual General Meeting by the outgoing Operational Committee and ratified at the Annual General Meeting. Nominations will not be accepted from the floor for this post, even if it would remain vacant as a result.
 - 9.5.2. in all other cases by election at the Annual General Meeting.
- 9.6. There shall be no limit to the number of consecutive terms that any individual may serve as a member of the Operational Committee.
- 9.7. It shall be the responsibility of corresponding individual outgoing and incoming Operational Committee members to ensure that hand-over is completed before the first meeting of the new Operational Committee.
- 9.8. The Operational Committee shall be required to meet:
 - 9.8.1. within one month of the Annual General Meeting for the primary purpose of, but not exclusively to:
 - set provisional meeting dates for the coming year;
 - ensure that hand-over from previous members has been completed.
 - 9.8.2. as often as deemed necessary, but not more than ten weeks shall elapse between meetings.
- 9.9. A quorum for a meeting of the Operational Committee shall be eight persons who are members thereof, at least four of whom shall be members of the Executive Committee.
- 9.10. Where it is necessary to determine any issue by voting:
 - 9.10.1. the members of the Operational Committee, except for the chairman of the meeting and as specified in article 10.6, shall each have a single vote, regardless of the number of roles that each might occupy;

- 9.10.2. the result shall be decided by simple majority;
- 9.10.3. the chairman of the meeting shall only have a casting vote.
- 9.11. Members of the Operational Committee who are co-opted or otherwise appointed shall have the same rights as members who have been elected at an A.G.M.
- 9.12. Minutes shall be kept for all meetings of the Operational Committee and a copy of those minutes, together with those of any recent meeting of the Executive Committee, shall be circulated to the President, Individual Members, Associated Clubs and members of the Operational Committee.
- 9.13. The agenda for each meeting of the Operational Committee shall be circulated to reach the members of that committee not less than ten days prior to the respective meeting.
- 9.14. Any member of the Operational Committee failing to attend three consecutive meetings without good reason shall be deemed to have forfeited their office.
- 9.15. The Operational Committee shall have the power to appoint sub-committees as required and shall provide suitable terms of reference to its members, including reporting requirements.
- 9.16. The Operational Committee shall have the power to adopt and publish such reasonable rules, regulations and policies as it considers to be necessary for the running of the Association and such rules, regulations and policies shall be binding on the Association's members. In case of any conflict between any such rule regulation or policy and this Constitution, then this Constitution shall prevail.
- 9.17. Meetings of the Operational Committee shall be open to attendance by Associate Members, Junior Associate Members and Individual Members of The Association, but they shall not be entitled to participate in the proceedings except by invitation of the chairman of the meeting.

10. The President

- 10.1. The Association may at its Annual General Meeting elect a President.
- 10.2. The President's term of office shall be three years.
- 10.3. There shall be no limit to the number of consecutive terms that any individual may serve as President.
- 10.4. It is the role of the President to:
- represent The Association as the need arises;
 - provide leadership and direction to The Association;
 - chair General Meetings of The Association.
- 10.5. The President shall not have the right to vote at General Meetings of the Association.
- 10.6. Should the President be required to take on the role of any unfilled position on either the Executive Committee or Operational Committee or any specialist role, that role will not constitute membership of the Executive Committee or the Operational Committee, notwithstanding any requirement to attend and report to meetings thereof.

11. Annual General Meeting

- 11.1. The Annual General Meeting (A.G.M.) shall be held between the 1st November and the 31st December.
- 11.2. A preliminary notice of the A.G.M. shall be sent in writing to all Associated Clubs and Individual Members at least ten weeks prior to the date of the meeting, inviting resolutions for the agenda and nominations for the elections.
- 11.3. Resolutions for inclusion in the agenda and nominations for elections and applicable Awards of Merit must be received in writing by the Secretary at least five weeks prior to the date of the A.G.M. and must include the signature, name and club name of a proposer and a seconder.
- 11.4. Nominations for the elections must be made with the consent of the nominee.
- 11.5. The agenda shall be circulated in writing to all Associated Clubs and Individual Members at least two weeks prior to the date of the A.G.M., accompanied by:
 - a copy of all resolutions received;
 - a list of all nominations received;
 - a copy of the assessed accounts for the year just ended.
- 11.6. The agenda shall include:
 - Apologies for absence
 - Minutes of the previous meeting
 - Matters arising
 - President's address
 - Executive Officers' reports:
 - Chairman's report
 - Secretary's report
 - Treasurer's report and presentation of the assessed accounts
 - Development Officer's report
 - Record Officer's report
 - County Captain's report
 - Child Protection Officer's report
 - Operational Officers' reports:
 - Tournament Organisers' reports
 - S.C.A.S. Representatives' report
 - Any other reports
 - Coaching Group report
 - Judges report
 - (Interval)
 - Awards
 - Appointment of tellers
 - Election of President (not required in all years; refer to article 10)
 - Election of Committees
 - Election of Executive Officers
 - Election of Tournament Organisers
 - Election of S.C.A.S. Representatives
 - Election of Team Selection Panel Member
 - Election of two Ordinary Members
 - Ratification of appointment of Child Protection Officer and Deputy
 - Appointment of an Assessor
 - Acceptance of changes to Membership Fees.
 - Any amendment(s) to the Constitution
 - Notified items

- Provisional date for next Annual General Meeting
- 11.7. In the event that no nominations are received for any particular post on the Executive Committee or Operational Committee, nominations may be received from the meeting, except in the case of the Child Protection Officer and Deputy Child Protection Officer for whom the process is defined in articles 8.3.1 and 9.5.1 respectively.
- 11.8. Except in the case of changes to the Constitution, decisions that require a ballot shall be decided by simple majority of the Associate Members and Individual Members present who have voting rights, as defined in article 7.1.
- 11.9. No business shall be transacted at any Annual General Meeting unless a quorum is present when the meeting proceeds to business.
- 11.10. Except as specified in article 11.11, a quorum for the A.G.M. of The Association shall consist of twenty-five Associate Members and Individual Members personally present and entitled to vote, as defined in article 7.1.
- 11.11. If within half an hour from the time appointed for the holding of an A.G.M. a quorum is not present, the meeting shall be adjourned to a date, time and place to be determined and notified by the Operational Committee in accordance with article 11.5. If at that adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the Associate Members and Individual Members personally present and entitled to vote shall constitute a quorum and may transact the business for which the meeting was called.

12. Extraordinary General Meeting

- 12.1. An Extraordinary General Meeting (E.G.M.) of the Association shall be called at the request of:
- 12.1.1. the Executive Committee, or
 - 12.1.2. the Operational Committee, or
 - 12.1.3. not less than 10 Associate Members or Individual Members, all of whom have voting rights and who together represent not less than three distinct Associated Clubs.
- 12.2. For the purpose only of article 12.1, an Individual Member will be deemed to represent a club as follows:
- if he/she has held full membership of any Associated Club in the preceding twelve months, he/she shall be considered to represent the most recent such club;
 - otherwise, if he/she has held any other form of membership of any Associated Club in the preceding twelve months, he/she shall be considered to represent the most recent such club;
 - otherwise, he/she shall add one to the count of distinct clubs.
- 12.3. An E.G.M. shall be requested and scheduled as follows:
- 12.3.1. A request under either article 12.1.1 or article 12.1.2 shall be minuted, following which an E.G.M. shall be scheduled to take place at a date of the respective committee's choice, but subject to article 12.4.
 - 12.3.2. A request under article 12.1.3 must be made in writing to the secretary of The Association, following receipt of which an E.G.M. shall be scheduled to take place not more than six weeks after receipt of the request.
- 12.4. Notice of the E.G.M. shall be sent in writing to all Associated Clubs and Individual Members at least two weeks prior to the date of the meeting, and shall include the full text of any resolution(s) it is intended to move.
- 12.5. No business other than the resolution(s) as notified shall be transacted at the Meeting.

- 12.6. Except in the case of changes to the Constitution, decisions that require a ballot shall be decided by simple majority of the Associate Members and Individual Members present who have voting rights, as defined in article 7.1.
 - 12.7. Except as specified in article 12.8, a quorum for the E.G.M. of The Association shall consist of twenty-five Associate Members and Individual Members personally present and entitled to vote, as defined in article 7.1.
 - 12.8. If within half an hour from the time appointed for the holding of an E.G.M. a quorum is not present, the meeting shall be abandoned.
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13. Finance

- 13.1. The income and assets of The Association shall be used to further the Objectives of The Association as defined in article 4.
- 13.2. All accounts intended to hold assets or liabilities of The Association shall be opened in the name of The Association with a bank or other licensed deposit taker.
- 13.3. All cheques and other withdrawals from The Association's accounts shall bear the signature of any two of the Treasurer, Chairman and Secretary.
- 13.4. The financial year of The Association shall run from 1st. September of one year to 31st. August of the next.
- 13.5. The Treasurer shall maintain suitable records of monetary and all other value transactions.
- 13.6. One assessor, who shall not be a member of the newly elected or outgoing Executive Committee or Operational Committee, shall be appointed at the A.G.M. for the sole purpose of checking the following year's annual statement of accounts for factual accuracy.
- 13.7. In the event that the A.G.M. fails to appoint an assessor, the newly elected Executive Committee shall either:
 - appoint a suitable assessor, subject to the same restrictions as stated in article 13.6, or
 - seek the services of professional auditors.
- 13.8. The Treasurer shall present each year at the A.G.M. a statement of accounts relating to the financial year just ended. These accounts shall have been assessed in accordance with articles 13.6 and 13.7.
- 13.9. In the case that it is necessary to wind up the business of The Association, all assets shall be used to further objectives similar to those of The Association.

14. Membership Fees

- 14.1. An annual membership fee shall be determined separately for Associate Members, Junior Associate Members and Individual Members, except that:
 - 14.1.1. recognised disabled members of an archery club for the disabled shall be allowed free membership of The Association;
 - 14.1.2. any Associated Club that is recognised by ArcheryGB as an Associated Junior Club shall pay an annual fee equivalent to that of a senior Individual Member to cover all junior members;
- 14.2. Honorary Members, as defined in article 17, shall be granted free membership of the Association;
- 14.3. Honorary Life Vice Presidents, as defined in article 18, shall be granted free membership of the Association.
- 14.4. Payment of membership fees shall follow the time scales required from time to time by ArcheryGB for the payment of national fees.
- 14.5. The Association may act as agent for the collection of the affiliation fees from Associated Clubs on behalf of ArcheryGB and S.C.A.S. in the manner described by those bodies.
- 14.6. The Association may, at its discretion, allow an Individual Member to pay a Life Membership fee, but this shall be subject to a minimum age of 55 years at the time of application and a minimum continuous period of membership of the Association of fifteen years prior to application.

15. Events

- 15.1. The Association may select teams in any discipline to represent the county in matches against other teams.
- 15.2. The Association may hold a County Championship and/or open tournament in any recognised discipline.

16. Awards of Merit

- 16.1. All Awards of Merit are conferred at the sole discretion of the Operational Committee.
- 16.2. The Secretary shall maintain a register of the recipients of all awards and publish them in the minutes of the A.G.M.
- 16.3. The presentation of these awards shall be made at the A.G.M.
- 16.4. The Operational committee may, at its sole discretion, present Awards of Merit to its members at the Association's A.G.M., as described in the Awards of Merit Policy published by the Association from time-to-time.

17. Honorary Membership

- 17.1. Honorary Membership is a lifetime award for services to or within the county that merits special recognition and free membership of The Association.
- 17.2. The Association may confer Honorary Membership upon any person who has been an Associate Member, Junior Associate Member or Individual Member of The Association for at least fifteen years.
- 17.3. Nominations shall be in accordance with article 11.3, or exceptionally by the Executive Committee or Operational Committee, and subject to acceptance by the meeting in accordance with article 11.8.
- 17.4. This title is intended only to confer an honour and free membership and it shall not be interpreted as:
 - conferring any other rights or privileges on the holder that he/she would not already have;
 - disqualifying the holder from any rights or privileges that he/she does already have.

18. Honorary Life Vice President

- 18.1. The Association may at its A.G.M. honour any person it thinks fit by electing them to be an Honorary Life Vice President.
- 18.2. Nominations shall be in accordance with article 11.3 and subject to acceptance by the meeting in accordance with article 11.8.
- 18.3. This title is intended only to confer an honour and it shall not be interpreted as:
 - conferring any other rights or privileges on the holder that he/she would not already have;
 - disqualifying the holder from any rights or privileges that he/she does already have.

19. Discipline

19.1. Any allegation of misconduct by:

19.1.1. any Member of The Association, Honorary Member or Honorary Life Vice-President, who is or has at any time been a member of ArcheryGB, shall be referred first to ArcheryGB disciplinary procedure.

19.1.2. any Member of The Association, Honorary Member or Honorary Life Vice-President, who is not and has not at any time been a member of ArcheryGB, or to whom ArcheryGB disciplinary procedure is not applicable for any reason, shall be referred to the Executive Committee, who shall have the right to determine what action shall be taken, without being called upon to state the reason to any but the member concerned and the Executive Committee's decision shall be final.

19.2. The Association shall have the right to:

- suspend or expel a member;
- revoke any or all Awards of Merit previously granted;
- revoke any or all county records previously awarded;
- revoke any or all county championships previously awarded.

20. Amendments to the Constitution

20.1. Amendments to this Constitution shall be made only at a General Meeting of the Association.

20.2. A two-thirds majority of those present and entitled to vote shall be required for any such amendment.

20.3. Changes to this Constitution shall be effective immediately after acceptance of the minutes that are a record of the General Meeting in which the changes were agreed.