

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

CONSTITUTION as revised with amendments resolved at Annual General Meeting 2019 and adopted at that Meeting.

1. NAME

As a County Association, recognised as such by the Grand National Archery Society (GNAS) trading as Archery GB (AGB) and by the Southern Counties Archery Society (SCAS)

- The Association shall be called “The County of Surrey Archery Association”.
- The Association will use the brand “Surrey Archery” for promotion and communications.
- The postal address of the Association shall be that of the Honorary Secretary in Office.

2. OBJECTIVES

As a County Association its objectives will be:

- To promote and encourage participation in the sport of archery and the coaching of archery within the County of Surrey.
- The organisation of the Surrey County Championships and such other meetings and competitions as may be desired from time to time.
- To select teams to represent the County at the Southern Counties Inter-Counties Team Championships, and at other Inter-County Tournaments.
- To be responsible for the nomination of representatives to attend meetings of the SCAS Committee.
- To organise coaching opportunities for Surrey Archers.

3. MEMBERSHIP

a. Club Membership

All properly constituted Clubs in the County of Surrey, which are affiliated to AGB and to the SCAS shall be eligible for membership.

b. Individual Membership

There are two categories of individual membership:

- Club Member. Individual members of a Member Club.
- Direct Member. Direct members of Archery GB and SCAS who have paid the county membership fee. Direct members can only be affiliated to one county archery association. Direct membership for life is available for Direct Members who are over 50 years old and have completed 5 years continuous membership of the county upon payment of the county life membership fee.

c. Honorary Life 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 of Surrey.

Honorary Life Members are exempted from payment of the County Membership Fees, and receive free entry to competitions hosted by the Association.

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

4. Conduct

All Members shall accept the jurisdiction of this Association, and shall conform to such conditions, AGB/World Archery (WA)/British Long-Bow Society (BL-BS) rules and shooting regulations as may be determined from time to time.

5. OFFICERS AND MANAGEMENT

a. Officers

The County Association will appoint the following Officers:

- President
- Two Vice-Presidents, (one Lady and one Gentleman)
- Hon. Secretary
- Hon. Treasurer
- Records Officer
- County Coaching Organiser
- Safeguarding Officer
- Team Manager
- Webmaster
- Communications Officer
- SCAS Committee Reps (x3)
- Tournament Organisers

Individual members may hold more than one Officer appointment. The posts of Assistant Team Manager and Tournament Organisers may be appointed by the Committee, as considered necessary.

b. Terms of Office

- The President shall hold office for a term of THREE years and is eligible for re-election.
- The two Vice-Presidents shall hold office for a term of THREE years and shall be eligible for re-election. The elections for President and each Vice-President to take place in separate years.
- The remaining Officers, as listed in Clause 6.a., shall all hold office for ONE year and shall be eligible for re-election.

c. Election of Officers

All Officers of the Association and Members of the Selection Committee will be nominated and elected at the Annual General Meeting.

In the event of an office or vacancy occurring between Annual General Meetings, a person may be co-opted by the Association Committee to fill that office or vacancy until the next Annual General Meeting.

The County Coaching Organiser must be an AGB qualified coach.

d. Nominations

New Nominations for all the Association's Officers shall be presented to the County Secretary at least TWO weeks before the date of the AGM. Nominations shall be supported by a proposer and seconder who are members of the association and endorsed by the nominee.

e. Association Committee

The general management of the Association shall be entrusted to a Committee.

i) Composition

The committee will comprise: -

- The Officers of the Association
- A representative from each affiliated Club

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

All individual members of the association are entitled to attend and speak at committee meetings

ii) Voting

Each Association Officer, Direct Members and ONE representative from each affiliated Club may vote at all County Association Committee Meetings. Each may cast ONE vote per motion.

Only those Officers, Direct Members and representatives present are entitled to vote.

iii) Quorum

A quorum shall consist of NINE members.

f. Standing Committees

i) Executive Committee

The Executive Committee shall consist of a minimum 3 of the following Officers; the President, the Vice Presidents, the Hon. Secretary, the Hon Treasurer, and at least two other Officers.

FIVE Members shall form a quorum.

The Executive Committee is authorised to make urgent decisions on behalf of the Association between scheduled Association Committee meetings. The urgency of matters for consideration by the executive committee is at the discretion of the President.

The Executive Committee is authorised to consider and ratify disciplinary sanctions and recommendations of a Complaint Panel convened under the Association's disciplinary procedure (Section 11). For disciplinary matters the convened Executive Committee may not include any Officer who may be conflicted and the requirement for a minimum of 3 specified Officers may be waived if more than two of the specified Officers are conflicted.

ii) Selection Committee

The Selection Committee will select archers to represent the County at County or other team tournaments. The Committee shall consist of the County Records Officer, the Team Manager and FIVE other members, all five from different Clubs.

The County Records Officer and Team Manager have no vote within this Committee.

The Selection Committee, with the approval of the County Association Committee, may co-opt to fill a vacancy occurring between AGMs.

g. Sub-Committees

The County Association Committee shall have the power to form Sub-Committees as necessary, under stipulated terms of reference and to appoint Members to serve on these Sub-Committees.

6. ANNUAL GENERAL MEETING (AGM)

The Association Committee shall fix the date and place of the AGM to be held in February of each year. The date and place of the AGM will be published on the Association's website.

The Officers of the Association shall submit their Annual Reports in writing to the Hon. Secretary by 31st December prior to the February AGM. Copies of the reports shall be made available at the AGM.

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

The Notice of the AGM of the Association, the Annual Reports of Association Officers including the draft accounts and the Agenda, shall be sent to all Association Officers, the Secretaries of all Affiliated clubs and Members, at least TWO weeks before the meeting.

Documents may be delivered electronically via email to email addresses registered with the AGB membership portal hosted on Sport80 or notified to the Hon Secretary.

A quorum at any AGM shall consist of FIFTEEN members.

Each Individual Member of the association present at the AGM has one vote.

7. EXTRA-ORDINARY GENERAL MEETING (EGM)

Such meetings may be called by either:

- The Executive Committee, or
- At the written request of not less than THREE MEMBER CLUBS, who shall state their reason for calling such a meeting and who shall give the County Secretary SIX week's written notice. The Hon. Secretary must give THREE weeks' notice of such a meeting to all Association Officers, Secretaries of Affiliated Clubs and Direct Members.

Only motions notified on the Agenda may be discussed and voted on.

Each Individual Member of the association present at an EGM has one vote.

8. ALTERATIONS TO THE CONSTITUTION

These may only be made at the AGM or at an EGM. Notification by a Member of any proposal to make such an alteration must be made to the County Secretary SIX weeks before the meeting. The County Secretary must circulate such intention, together with details of it, THREE weeks before the meeting.

9. AGB AND SCAS CONSTITUTIONS

The Association shall not take any action inconsistent with these Constitutions.

The Association adopts the AGB Policy for Safeguarding Children and Young People and Vulnerable Adults, which includes the appointment of a County Child Protection Officer. Details of the policy in force are to be found on the Archery GB website.

The Association adopts the AGB Code of Conduct for archers and coaches

10. FINANCE

a. The financial year

Shall run from January 1st to December 31st.

b. County Membership Fees

The Association Committee shall recommend the amount of the Membership Fees for approval by members at the AGM.

The County Membership Fees, together with the Affiliation Fees for the SCAS, shall be collected from the Club Members by their respective Club and paid to the Hon. Treasurer. Direct Members are to pay Membership Fees directly to the Hon. Treasurer.

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

Annual renewal fees shall be collected and paid no later than the 1st October.

The Hon. Treasurer or Hon. Secretary shall forward the renewal SCAS Affiliation Fees to the Hon. Treasurer of SCAS.

c. Assets

All financial assets and property including trophies, as listed in the current inventory, of the Association, shall be vested in the Association.

The necessity to take out insurance on these assets shall be considered at least annually by the Committee, together with any requirement to acquire additional Third Party or Public Liability Insurance.

d. Application of Assets

The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects of the Association. (See Paragraph 2 above)

e. Annual Accounts

The Annual Accounts, amongst other things, shall show in detail the income and expenditure of the Annual County Championships, all other competitions, meetings and coaching held by this Association in that year.

f. Authorisation of payments

Cheques drawn on the Account of the Association up to £200 may be signed by the Honorary Treasurer.

Any TWO of the signatories listed below must sign all other cheques:

The President, the two elected Vice-Presidents, the Hon. Secretary, and the Hon. Treasurer. The bank holding the Association's Funds shall be informed of this clause, and of all subsequent changes to those holding such offices.

No signatory may sign a cheque to themselves.

The Treasurer has authority to conduct online banking. Payments over £200 require prior written approval, which may be supplied in electronic form or otherwise, from the President or one Vice President. Approvals to be kept for production to The Auditor.

g. Auditors

An Auditor, who shall not be a Member of the Association Committee, shall be appointed at the AGM.

11. DISCIPLINE & APPEALS

All discipline, child protection and poor practice concerns should follow the AGB guidelines which are available on the AGB web-site.

For complaints regarding the conduct of the Association's officers, events or activities the following disciplinary procedure will apply:

a. Scope:

- i. This procedure applies to complaints made about the conduct of County of Surrey Archery Association Officers, acting as representatives of the County, and relating to County Association events and activities.

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

- ii. This procedure also applies to complaints as to a disciplinary decision of a Member Club. Complainants are required to first exhaust the complaints or disciplinary procedures of the Member Club before referring a matter to the Association.
- iii. This procedure does not apply to matters raised under the AGB Policy for Safeguarding Children and Young People and Vulnerable Adults Policy, which must be referred through the County Child Protection Officer to AGB.
- iv. This procedure will also not apply to complaints against judges, which are subject to their own Disciplinary Code.
- v. This procedure will not apply to criminal or other behaviour which requires notification to the police or other relevant authorities.
- vi. This procedure applies equally where the Respondent is a Club as a whole (represented by the Club's chairman or equivalent) or an Individual Member or Members.

b. Process:

Complaint should be made in writing to the Hon. Secretary of the Association, who will acknowledge the complaint and determine whether it falls within the remit of the Association or whether the matter should be addressed by an individual Club Committee, SCAS or AGB.

Action on a complaint, including investigation and consideration of documentation, should normally be completed within 30 days of receipt of the complaint. If this is impractical, all parties named are to be advised of any delay and the expected date for completion.

The Complainant will be requested to put their case in full in writing and may name supporting witnesses, who will also be requested to provide a written statement. The Complainant may provide additional evidence that they consider relevant.

Upon receipt of the complaint the President of the County of Surrey Archery Association will convene a Complaint Panel of three individuals. The Complaint Panel may not include the President or any Committee Member who may be conflicted in the matter. The Complaint Panel may either hear the matter by correspondence and witness statements or in person. There is no automatic right to a verbal hearing.

c. Notification of conclusions:

The Complaint Panel will prepare a summary of their deliberations and conclusions for ratification by the Executive Committee. The conclusions must be unanimous.

The Complainant and the Respondent will be notified of the decision of the Complaint Panel, following ratification by the Executive Committee, together with details of any disciplinary sanction, in writing within seven days following the agreement by the panel or a verbal hearing.

The Complaint Panel and Executive Committee may publish or cause to be published the outcome of the complaint and may notify any other persons or organisations as appropriate but will not be required to do so.

d. Disciplinary Action:

Where the Respondent admits misconduct, and/or the Complaint Panel determines that any allegation has been found to be proved or a complaint has been admitted, the Executive Committee upon recommendation of the Complaint Panel, after considering any mitigation or representations by the Respondent, may impose one or more of the following sanctions on the Respondent:

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

- i. A written warning as to his/her conduct which shall remain on the Respondent's record for a period of 3 years;
- ii. Order that any results of the Respondent from either past or future County competitions or events shall not count;
- iii. Suspend the Respondent from membership of the Association for such period and/or from such specified competitions and/or events as the Complaint Panel decides;
- iv. Expel the Respondent from the Association;
- v. Refer the matter to the Member's Club and/or SCAS and/or AGB for further Disciplinary Action as they see fit.

e. Appeals:

An appeal against the decision of the Complaint Panel, stating the grounds for the appeal, may be made in writing to the Hon. Secretary of SCAS within thirty days of the date of notification.

12. ANNUAL COUNTY CHAMPIONSHIPS, OTHER COUNTY TOURNAMENTS and POSTAL LEAGUES

a. Competitors

Only archers who are Members of a Club affiliated to AGB or to some other National Society affiliated to WA or, in the case of Longbow two-way shoots, BL-BS members, may shoot at these meetings.

b. County Trophies

Only Individual Members of the Association, namely Club Members, Direct Members or Honorary Life Members, as defined in 3b & 3c above, may compete for the County Trophies, as distinct from Open or Visitors' Trophies.

An archer, who is eligible for any County award, shall not be eligible for any Visitors' awards.

c. Club Teams

Only Club Members, as defined in 3b above, may be Members of Surrey Club Teams competing for County Team Trophies.

d. County Championships

The Association Committee shall fix the date, place, status and rounds, awards and other details of the County Championship with the advice of the Tournament Organiser. The organisation of The County Championships may be delegated to the Tournament Organiser.

e. Rules of Shooting

All shooting organised by the Association shall be conducted under the current AGB, WA or BL-BS Rules of Shooting.

13. COUNTY TEAMS

a. Members

Only Individual Members of the Association, namely Club Members, Direct Members or Honorary Life Members, as defined in 3b and 3c above, may be selected as a member of a County Team.

COUNTY OF SURREY ARCHERY ASSOCIATION CONSTITUTION

b. County Team Brooches

All archers shooting in the County Team selected by the County Selection Committee and who shoot at an event organised at National, Regional or County level shall be eligible to receive free- of-charge the County Team Brooch, or if already in possession of a brooch, the appropriate Date Bar.

The term 'archers' applies to all disciplines included in a County Team.

14. DOCUMENTS

The Association Officers, the Secretaries of all Member Clubs, Direct Members and Members of the Standing Committees shall be sent a copy of the Minutes of all Association Committee Meetings, notices and minutes of General Meetings.

Documents may be delivered electronically via email to email addresses registered with the AGB membership portal hosted on Sport80 or notified to the Hon Secretary.

A draft copy of the minutes is to be circulated within TWO weeks of Association Committee meetings, or FOUR weeks in the case of AGMs and EGMs to the Association Officers present at the meeting.

15. DISSOLUTION

In the event of the Association becoming defunct for any reason, the net worth of the assets of the Association shall be divided amongst those Clubs which are members of the Association at the time of such occurrence and in proportion to their individual membership. Indebtedness due to the Association, but not paid by any Member of the Association, shall be brought to account before any distribution is made.

16. INDEMNITY

Every person approved to make decisions on behalf of the Association shall be entitled to be indemnified out of the assets of the Association against all losses or liability which they may incur in or about the execution of their office or otherwise in relation thereto; and no Committee Members or others approved to make decisions shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Association in the execution of the duties or their office or in relation thereto; provided that nothing in this clause shall affect their liability or the consequences of any deliberate, negligent or otherwise unlawful act on their part.

17. DECLARATION

The County of Surrey Archery Association hereby adopts and accepts this constitution as the current operating guide regulating the actions of the members.

SIGNED: DATE: 22nd February 2019

Name: David Morris

CSAA President

SIGNED: DATE: 22nd February 2019

Name: Rae Harder

CSAA Secretary