



# Hampshire Archery Association Constitution

**CONSTITUTION** as revised by Sub-Committee in 2017 with any amendments resolved at Annual General Meeting 2018 and as finally 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)

- a. The Association shall be called "Hampshire Archery Association" (HAA).
- b. The postal address of the Association shall be that of the Honorary Secretary in Office.

## 2. OBJECTS

As a County Association its objects will be to promote and encourage archery and the coaching of archery within the County of Hampshire

## 3. MEMBERSHIP

### a. Club Membership

All properly constituted Clubs in the County of Hampshire (including any island which may be attached to Hampshire County from time to time) which are affiliated to AGB and to SCAS shall be eligible for membership.

### b. Individual Membership

Any archer who is, or has been, a Member of a duly Affiliated Club in the County of Hampshire who reside outside the County of Hampshire but who elect to become eligible to represent Hampshire or who is a Direct Member of AGB or of SCAS, may apply for Individual Membership of this Association. The Individual Membership fees will be determined from time to time by the Members at the AGM.

Individual Members shall be entitled to receive the County Committee Meeting Minutes, notices and Minutes of the Annual General Meetings and certain special awards at the County Championships, together with any other privileges as may be determined by this Association from time to time.

### c. Honorary President/Vice-President

The Association may, at an AGM, elect as Honorary President and Vice-President, any person whom they wish to honour for services to archery in the County of Hampshire.

### d. Conduct

All Members shall accept the jurisdiction of this Association, and shall conform to such conditions, AGB/World Archery (WA) rules and shooting regulations as may be determined from time to time whichever shall apply.

### e. Expulsion

If, in the opinion of the HAA Committee and after consultation with AGB, any Club or Member which/who has been found guilty of conduct which makes it undesirable for that Club or Member to remain in membership of HAA, the Committee may expel that Club or Member from membership without being called upon to state the reason to any except the Club or Member concerned.

The decision of the Committee shall be final, subject to AGB appeal procedure.

#### **4. FINANCE**

- a. **The financial year** shall run from January 1st to December 31st

b. **County Affiliation Fees from Clubs**

The Members shall determine the amount of the Affiliation Fees at the AGM.

The County Affiliation Fees, together with the Affiliation Fees for SCAS, shall be collected from the Members by their respective Club and paid to the Treasurer. These fees shall be collected and paid no later than the 1st September, except Schools, Colleges and Universities where the payment date shall be extended to 31<sup>st</sup> October.

The Treasurer shall forward SCAS Affiliation Fees to the Treasurer or Secretary of SCAS by the end of November.

c. **Special Affiliation Fees**

The Members may determine special Affiliation Fees for Clubs attached to an approved educational establishment or an approved all-Junior Club at the AGM. Any properly constituted Club, the membership of which is restricted to permanently disabled archers, or to in-patients of hospitals and similar institutions, may be accepted into Honorary Membership of the Association at the discretion of the County Association Committee.

d. **County Affiliation Fees for New Clubs and New Members**

These County Affiliation Fees shall be paid with SCAS Affiliation Fees.

e. **Assets**

All financial assets and property of the Association shall be vested in the Association.

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

f. **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

g. **Annual Accounts**

A copy of the audited Annual Accounts of the Association for the past financial year shall be sent to each Club Secretary with the Calling Notice and Agenda for the AGM.

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.

h. **Signing of Cheques**

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 Chairman, the Secretary, the Treasurer.

The bank holding the Association's Funds shall be informed of this clause, and of any and all subsequent changes to those holding such offices.

The Treasurer has authority to conduct online banking with prior notification of payment to the President and the Secretary, which will be kept for production to The Auditor.

i. **Auditors**

An Auditor, Chartered Accountant or Independent Examiner, who shall not be a Member of the Association Committee, shall be appointed at the AGM.

**5. MANAGEMENT**

**The general management of the Association** shall be entrusted to an Executive Committee comprising the Chairman, Secretary, Treasurer (the Committee), Officers of the Association and two members from each affiliated Club. More than two members from each Club may attend meetings of the Executive Committee but no Club may have more than two votes.

a. **The Committee and Officers shall consist of the following:**

Chairman, Secretary, Treasurer (the Committee), President, Vice President, Records Officer, Tournament Organiser/s, County Coaching Organiser, Safeguarding Children Young People and Vulnerable Adults Officer/s, Judge Liaison Officer, Team Manager/s, and up to three representatives to attend meetings of the SCAS Committee, Financial Committee consisting of the Committee(3) plus 4 other members

b. **The Financial Committee** will make decisions following applications from Clubs and/or members for financial aids or grants in accordance with the guidelines set out in the Financial Assistance Criteria document as amended from time to time

Two Officers and Ten Members shall constitute a quorum for an Executive Meeting. When, after due notice being circulated, there are insufficient present to meet this requirement, those present shall decide whether a formal Executive Meeting with plenary powers shall be held.

c. **Terms of Office**

All Committee Members and Officers shall hold office for ONE year

i. The Committee and Officers of the HAA will be nominated and elected at the Annual General Meeting.

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

iii. The County Coaching Organiser must be an AGB qualified coach.

iv. New Nominations for all HAA Committee and Officers shall be presented to the County Secretary at least TWO weeks before the date of the AGM. Nominations shall be sent on the appropriate form, showing name of proposer, name of seconder and signed by the nominee.

d. **Committees**

The 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**

The Secretary shall fix the date and place of the AGM in March of each year. The date and place of the AGM will be published on the Association's website.

The Notice of the Annual General Meeting of HAA, the Annual Accounts and the Agenda, shall be sent to all Members of the Committee and the Secretaries of all the affiliated clubs, at least THREE weeks before the meeting.

The secretaries of all the affiliated clubs must make these documents available to all their members.

The Officers shall submit, without fail, their Annual Reports in writing to the Secretary by 31st January prior to the March AGM.

The Secretary is required to send copies of these Annual Reports with the Calling Notice, Agenda and accounts to all affiliated Club Secretaries (who must provide this information immediately to all Club Members), Association Officers, at least THREE weeks before the meeting, and shall be made available at the Annual General Meeting.

The Minutes of the AGM shall be circulated within FOUR weeks after the AGM. A quorum at any AGM shall consist of TWENTY members including Officers and are open to all members of HAA and all are eligible to vote (other than the Chairman who will only have a casting vote).

## **7. EXTRA-ORDINARY GENERAL MEETING**

Such meetings may be called by either:

- i. All 3 members of the Committee, or
- ii. 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 weeks written notice. The Hon. Secretary must give THREE weeks notice of such a meeting to all Officers, Affiliated Club Secretaries who must pass the information immediately on to all of their Club Members.

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

## **8. ALTERATIONS TO THE CONSTITUTION**

These may only be made at the AGM or at an Extra-Ordinary General Meeting. 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. VOTING**

### **a. Annual and Extra-Ordinary General Meetings**

Each Member present may cast ONE VOTE per motion (other than the Chairman who will only have a casting vote). "Member" shall include any Junior Member over the age of 16.

Members of Island Affiliated Clubs may vote by proxy by providing the Secretary details of their vote in writing at least two weeks prior to any meeting.

**b. HAA Committee Meetings**

Each HAA Officer (other than the Chairman who shall only have a deciding vote in the event of a tie) and TWO representatives from each affiliated Club may vote at all HAA Committee Meetings. Each may cast ONE vote per motion. Only those Officers and representatives present are entitled to vote with the exception of all Island affiliated Clubs who may vote by proxy by providing the Secretary details of their two votes in writing at least two weeks prior to any meeting. "Member" shall include any Junior Member over the age of 16.

**10. AGB AND SCAS CONSTITUTIONS**

HAA shall not take any action inconsistent with these Constitutions.

HAA adopts the AGB Policy for Safeguarding Children and Young People and Vulnerable Adults Policy, which includes the appointment of a County Safeguarding Officer or Officers. Details of the policy in force are to be found on the Archery GB web-site.

HAA adopts the AGB Code of Conduct for archers, coaches and Judges

**11. DISCIPLINE & APPEALS**

All discipline, Safeguarding of Children Young People and Vulnerable Adults matters and poor practice concerns should follow the AGB guidelines which are available on the AGB web-site.

However, it is necessary for the County to provide additionally for the investigation of complaints that may or may not require disciplinary action by the HAA Committee and the collection and review of evidence to establish whether disciplinary action is appropriate in a particular case, and if not to provide for summary action.

1.
  - a) This procedure applies to complaints made about the conduct of HAA Officers, acting as representatives of the County, and to Affiliated, Direct and Associate Members of the Clubs in County of Hampshire
  - b) 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 HAA Safeguarding Officer to AGB.
  - c) This procedure will also not apply to complaints against judges and coaches, which are subject to their own Disciplinary Code under AGB Rules unless specifically requested to deal with the matter by AGB.
  - d) This procedure will not apply to criminal or other behaviour which requires notification to the police or other relevant authorities.
  
2.
  - a) Complaint should be made in writing to the Secretary of HAA, who will acknowledge the complaint and determine whether it falls within the remit of the County Committee or whether the matter should be addressed by the individual Club Committee.
  - b) 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.
  
3. 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.

4. Upon receipt of the complaint the Chairman of HAA will convene a Complaint Panel of three individuals. The Complaint Panel may not include the Chairman or any Committee Member who may have a conflict of interest 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. Details of the Complaints Panel to be sent to the Complainant to ensure that he has no concerns about any conflict of interest or other matters.
5.
  - a) The Complaint Panel will prepare a summary of their deliberations and conclusions. The conclusions must be unanimous.
  - b) The Complainant and the Defendant will be notified of the decision of the Complaint Panel in writing within seven days following the agreement by the panel or a verbal hearing.
6. An appeal against the decision of the Complaint Panel, stating the grounds for the appeal, may be made in writing to the Secretary of HAA within thirty days of the date of notification. Such grounds that may be permitted are:
  - i) The Complaint Panel failed to consider the evidence presented that was material to the matter.
  - ii) One or more Member of the Complaint Panel had an undeclared interest in the case.
  - iii) Additional evidence has become available, which was unknown to the Complaint Panel.
  - iv) Appeals on other grounds are at the sole discretion of the Chairman of HAA.
  - v) Appeals based solely on an objection to the conclusions will not normally be considered.
7. On receipt of an Appeal the Chairman shall convene an Appeals Panel, which shall not include any Member of the Complaint Panel who considered the original matter. Details of the Appeals Panel shall be sent to the Complainant to ensure that there are no conflicting issues. The Appeal Panel will review the findings and may:
  - i) Uphold the findings of the Complaint Panel.
  - ii) Direct the Complaint Panel to consider additional evidence not known at the time of their decision.
  - iii) Refer the matter to SCAS
8.
  - a) The Complaint Panel in reaching their conclusions may recommend and have the power to suspend the membership or to expel any Member for wilful breach of the rules or for any conduct, which in its judgement renders the Member unfit to be a Member of the Club and County.
  - b) Following the suspension of a Member the matter shall be passed back to the Archery Club concerned. A General Meeting of the Club shall be held within three calendar months of the date of such suspension and a majority of Full Members present and voting at the General meeting may resolve that such member, under suspension, shall either be expelled from the Club or reinstated, subject to such conditions as may be imposed.

9. In the event of a Member being expelled any membership fee paid will be forfeited

## **12. ANNUAL COUNTY CHAMPIONSHIPS, OTHER COUNTY TOURNAMENTS AND POSTAL LEAGUES**

a. Tournament

HAA shall hold at least one annual Indoor and one Outdoor Target Meeting, one Longbow and one Clout Meeting and one Field Archery Meeting. Rounds at all Tournaments shall be decided by the Tournament Organiser in consultation with the Committee. Other meetings may be held at the discretion of the Tournament Organiser. All additional meetings shall be approved by the 3 members of the Committee. The decision of the HAA Committee in all matters shall be final in the case of any dispute. The organization of the running of HAA Championships will be delegated to the Tournament Organiser.

b. Competitors

Only archers who are Members of a Club affiliated to the 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.

c. County Trophies

Only archers paying their Affiliation Fees to HAA 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.

d. Club Teams

Only archers eligible under Clause 3 a. and b. above may be Members of HAA Teams competing for County Team Trophies.

e. Rules of Shooting

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

## **13. COUNTY TEAM SHIRTS**

Archers shooting for HAA Teams will be required to wear an HAA team shirt for every team tournament (exception only if a team shirt is not available)

### **County Team Polo Shirts**

All archers shooting in the County Team selected by the Team Manager and who shoot at an event organised at National, Regional or County level shall be eligible to receive one free of charge Team Polo Shirt. Purchase of other shirts will be at the archer's own expense.

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

## **14. DOCUMENTS**

The Association's Officers and HAA Club Secretaries shall receive a copy of the Minutes of all Association Committee Meetings and General Meetings. Club Secretaries must supply a copy to all of their Club Members.

A draft copy of the minutes will be circulated within TWO weeks of the meeting.

**15. DISSOLUTION**

In the event of HAA becoming defunct for any reason, the net worth of the assets of the Association shall be divided amongst those Clubs which are affiliated to the Association at the time of such occurrence and in proportion to their affiliated 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 HAA 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**

HAA adopts and accepts this constitution as the current operating guide regulating the actions of the members.

SIGNED: R Press (Signed)

DATE: 22/03/2018

Name:  
HAA Chairman

SIGNED: P J Hunton (Signed)

DATE: 22/03/2018

Name:  
HAA Secretary