



# Berkshire Archery Association

## CONSTITUTION AND BYE-LAWS

January 2016

### 1. CONSTITUTION

#### 1.1 Title

The Association shall be known as the Berkshire Archery Association.

#### 1.2 Objective

The objective of the Association shall be the promotion and encouragement of the sport of Archery within the County of Berkshire as existing in 1972.

#### 1.3 Bye-Laws

The bye-laws and actions of the Association shall be in accordance with the laws, rules, regulations and Constitution of the Grand National Archery Society (GNAS) trading as Archery GB and the Regional Society the Southern Counties Archery Society (SCAS).

No alterations shall be made to the Constitution or the Bye-Laws of the Association except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

#### 1.4 Financial Year

1.4.1 The financial year of the Association shall run from the 1<sup>st</sup> January to 31<sup>st</sup> December. An audited account of the Association for each year shall be presented at the ensuing AGM.

1.4.2 An auditor for the current year shall be appointed at the last General Committee Meeting before the AGM. The auditor shall not be an Officer of the Association.

The confirmation of the auditor for the coming year shall be a standing item on the agenda of the AGM and the name of the auditor shall be sent out with the AGM agenda and proposals.

If the AGM does not confirm the appointment, then it shall be the responsibility of the General Committee to find a new auditor.

#### 1.5 Dissolution

If upon the winding up of the Association there remains, after payment of all its debts and liabilities, any funds or properties whatsoever, they shall not be distributed among members of the Association, but shall be transferred to some other organisation having similar objectives to the Association.

## 2 **BYE-LAWS**

### 2.1 MEMBERSHIP

2.1.1 There shall be two classes of membership:-

- a) Affiliated members who belong to Archery Clubs whose affiliation fees are paid through the Berkshire Archery Association.
- b) Affiliated members who hold direct Archery GB and SCAS membership and who pay the Berkshire Archery Association fee to the Association.
- c) Honorary Members who shall not be required to pay affiliation fees to the Association. Honorary Members shall be elected at an AGM and the number of such members shall be limited to those persons whom the Association wishes to honour for services to archery in the County of Berkshire. Honorary membership may be for a limited period or for life as decided by the AGM at which their election takes place. An Honorary Member who pays affiliation fees to the Association shall have the full rights of an affiliated member, all others may attend meetings and make reports but may not vote or propose/second nominations or proposals.

The Secretary shall publish at the AGM, a list of Honorary members with their “duration” and a list of the affiliated clubs and their contact details.

2.1.2 All members of the Association shall be affiliated to the Regional Society and the Grand National Archery Society, except that it is not necessary for non-shooting Honorary Members to be so affiliated.

2.1.3 Membership fees shall be decided at the AGM or an EGM and shall be a standing agenda item at an AGM. The AGM shall confirm that the fees are to be unchanged for the following year, or shall consider any proposed changes. Any proposed changes to the membership fees must be circulated to all Clubs in advance with the Agenda for the meeting and in accordance with the process and timescales detailed in 2.3.4 and 2.3.5.

#### 2.1.4 Club

Any Archery Club in the County of Berkshire as existing in 1972, may affiliate to the Association by paying their members affiliation fees through the Association. By paying their affiliation fees in this manner, the Club agrees to adhere to the Constitution and By-Laws of the Association.

All clubs that so affiliate, must submit to the Association’s Secretary, the name, address, telephone number and e-mail address (if available) of their club secretary, who shall be the prime contact between the Club and the Association. The club is responsible for informing the Association’s Secretary of any changes to their club secretary’s details.

## 2.2 **CONDUCT OF BUSINESS**

### 2.2.1 General Committee

The affairs of the Association shall be conducted by a General Committee consisting of:

- a) The Officers.
- b) Club Representatives

#### 2.2.2 Officers

The Officers of the Association shall be:

- a) The President
- b) Lady Vice President
- c) Gentleman Vice President
- d) Chairman
- e) Secretary
- f) Treasurer
- g) Match Secretary
- h) Records Officer
- i) Juniors Representative
- j) Judges Representative
- k) Coaching Organiser
- l) SCAS Representative
- m) Child Protection Officer
- n) Tournament Organiser (Outdoor)
- o) Tournament Organiser (Indoor)
- p) Tournament Organiser (Field)

The Executive Committee shall consist of the Chairman, the Secretary, the Treasurer and the President. If matters arise which require urgent consideration before the next General Committee Meeting, the Executive may take such decisions that they feel may be necessary. Such decisions should be ratified at the next General Committee meeting.

#### 2.2.3 Committee Meetings

Meetings of the General Committee shall be held at least three times a year. Meetings shall be conducted by the Chairman, or in the event of his absence, by an Officer of the Association. Meetings of the Executive Committee shall be at the discretion of the Chairman.

#### 2.2.4 Quorum

A quorum for a General Committee Meeting shall consist of at least eight members and be representative of at least three Clubs in the Association and include two Officers.

#### 2.2.5 Co-opted Members and Sub-Committees

The General Committee shall have the power to co-opt the assistance of other persons and to set up Sub-Committees for specific purposes.

#### 2.2.6 Election of Officers

With the exception of the Coaching Organiser and the Judges' Representative, all Officers of the Association shall be elected at the AGM or EGM. The County Coaching Organisation and Judges' Organisation shall provide the Coaching Organiser and the Judges' Representative respectively.

The Officers shall hold office until the next AGM with the exception of:

- a) The President, whose term of office shall be three years. The retiring President shall not be eligible for immediate re-election.
- b) The Vice-Presidents, whose term of office shall be two years.
- c) The Chairman, Treasurer and Secretary, whose terms of office shall be for period of three years with one post becoming vacant in turn at each AGM.

If an Officer does not complete a term of office then the Committee will have the power to co-opt a member to that post until an election can be held at the next AGM or an EGM

called for that purpose. The elected successor for the positions of Chairman, Treasurer or Secretary will hold office for the remaining period of the term of office of the retiring Officer.

Unless indicated above, all Officers are eligible for re-election.

If an Officer is willing and eligible for re-election, then their name shall be added automatically to the nominations for the Office and shall not require a formal seconder. Should an Officer not wish to seek re-election, they shall inform the Secretary (via e-mail or post) allowing sufficient time for the time constraints detailed in the Bye-Laws of 2.3 to be met.

#### 2.2.7 Voting in Committee

Each member of the General Committee, excepting co-opted members, shall be entitled to one vote. The Chairman shall have only a casting vote. Decisions shall be taken on the basis of a simple majority of those voting.

The Secretary shall maintain a list of those people entitled to vote i.e. the Officers and Club Representatives. When a vote is to be taken at a meeting, the Secretary shall issue one voting card to each person entitled to vote and these cards shall be used to confirm the eligibility of the people voting.

#### 2.2.8 Club Representatives

Any Club member of the Association may attend a General Committee meeting and take part in discussions, but only one member from each club (the Club Representative) in addition to Officers of the Association, may vote at the meeting. It is the responsibility of each Club to nominate one member to represent it as their Club Representative.

### 2.3 **ANNUAL GENERAL MEETING.**

2.3.1 The Annual General Meeting (AGM) of the Association should be held within one month of the end of the financial year and in any event, must be held no later than three months from the end of the financial year.

2.3.2 All members of the Association shall be eligible to attend and be entitled to one vote. Decisions shall be taken on the basis of a simple majority of those in attendance and voting. The person chairing the meeting shall vote only in the event of a tie of those voting and thus has the casting vote.

2.3.3 Notice of the AGM shall be given to all Officers, Honorary Members and Secretaries of Clubs by post or by e-mail at least 28 days before the meeting.

2.3.4 Nominations for Office and proposals for inclusion in the Agenda must have been received by the Secretary at least 18 days before the AGM. Nominations and proposals must be seconded by a member of the Association.

Nominations for Office shall be accepted at the meeting only if no nominations for that office have been received in time for the distribution with the Agenda or if all of the people nominated for that office subsequently decide not to stand.

- 2.3.5 The Agenda for the meeting and any associated proposals, together with details of all nominations for Office, must be given to Officers, Honorary Members and Secretaries of Clubs, by post or by e-mail at least 14 days before the AGM.

No amendments to proposals shall be accepted during the meeting.

The business of the AGM shall be confined to the items on the Agenda for the meeting. Should there be time at the end of the formal AGM then the meeting may discuss "Other items from the floor" and these shall be recorded on the minutes of the AGM as "Items discussed outside of the AGM".

- 2.3.6 A quorum for the AGM shall consist of at least fifteen members.

- 2.3.7 Representatives of the Association to the Regional Society shall be an Executive Officer (chosen by the General Committee) plus one other person elected at the AGM.

- 2.3.8 The business of the AGM shall be conducted by the President. If the President is not available at the meeting, then one of the Vice Presidents shall conduct the meeting. In the event that neither of the Vice Presidents is available, then the Chairman shall conduct the meeting. Should the Chairman not be available, then those members present at the commencement of the meeting shall elect a chairman for the meeting.

## 2.4 **EXTRAORDINARY GENERAL MEETING**

- 2.4.1 An Extraordinary General Meeting (EGM) of the Association shall be called at the request of not less than four Clubs or four Officers of the Association.

- 2.4.2 Bye-Laws 2.3.2 to 2.3.8 inclusive applying to an AGM shall also apply to an EGM.

## 2.5 **DISCIPLINARY MATTERS**

- 2.5.1 All complaints regarding the behaviour of members shall be submitted in writing to the Secretary or Chairman.

- 2.5.2 The Executive Committee shall meet to consider complaints within 21 days of a complaint being received and shall decide what action is to be taken to resolve the issue. Where appropriate, written witness statements should be obtained.

- 2.5.3 If the matter is considered serious, e.g. cheating or sexual abuse then the issue shall be referred to Archery GB. If it is decided that the Association shall deal with the matter and action may require to be taken against a member, the current Archery GB disciplinary procedures shall be taken as guidelines in the matter and the issue shall be investigated by the Executive Committee..

2.5.4 The outcome of a disciplinary hearing by the Executive Committee shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within seven days of the hearing.

2.5.5 There shall be the right of appeal to the General Committee following disciplinary action being announced. The General Committee should consider the appeal at the next meeting following the receipt of the appeal in writing by the Secretary or Chairman. The members of the Executive Committee may be present at the appeal, but may not take part in the proceedings.

## 2.6 **CHILD PROTECTION**

The Association shall adopt and put into practice the Child Protection policies and procedures that may be recommended from time to time by Archery GB.

## 2.7 **COUNTY TARGET CHAMPIONSHIPS AND OPEN MEETING**

2.7.1 The Championship rounds shot in the Annual County Championship and Open Meeting shall be any current Archery GB or World Archery target round that could be awarded record status should the organiser so wish.

2.7.2 Detailed regulations relating to the finance, organisation and conduct of the tournaments shall be agreed by the General Committee

## 2.8 **COUNTY FIELD CHAMPIONSHIPS AND OPEN MEETING**

2.8.1 The Championship round shot in the County Field Championships shall be any current Archery GB or World Archery field round that could be awarded record status should the organiser so wish.

## 2.9 **TROPHIES**

2.9.1 All Challenge Trophies listed in Appendix 1 below shall remain in perpetuity the property of the Association.

2.9.2 Appendix 1 may be updated by the General Committee at any time without the need to formalise the amendment at an AGM or EGM.

## APPENDIX 1 - TROPHIES

### County Championship – Target-Outdoor

Lady Champion - Recurve	The Cintra Cup – presented by Mrs N Sutton + GNAS Medal
Gentleman Champion - Recurve	The Orr Cup + GNAS Medal
Bristol 1 – Boy Champion	The Reading Standard Trophy
Bristol 2 - Girl Champion	The Bernhard Mummary Trophy
Bristol 2 - Boy Champion	The Don Stamp Sword
Bristol 3 – Girl Champion	The Orr Cup
Bristol 3 - Boy Champion	The Fred Millard Cup
Bristol 4 – Girl Champion	The Fred Millard Cup
Bristol 4 – Boy Champion	The Stag Trophy – presented by Mr R Fields
County Team	The Reading Archers Shield
County Married Couple	The Don & Fiona Stamp Cups
Parent/Child Champions	The Nella Abbott Memorial Trophy
Disabled Archer – Recurve	The Don Stamp Arrowhead Trophy
The Most Central Gold	The Gordon Bruce Trophy
Lady Champion – Compound	The Limbsaver Trophy
Gentleman Champion - Compound	The Heron Cup
Lady Champion – Longbow	The Wokingham Times Shield
Gentleman Champion - Longbow	The Wokingham Times Shield

### County Championship – Target-Indoor

Lady Champion - Recurve	<i>&lt;cup on marble plinth&gt;</i>
Gentleman Champion - Recurve	
Lady Champion – Compound	<i>&lt;gold cup on marble plinth&gt;</i> - presented by Astres Trophies
Gentleman Champion - Compound	The Sagittarius Trophy presented by Sonning Forest
Junior Lady Champion - Recurve	<i>&lt;black cup on marble plinth&gt;</i>
Junior Gentleman Champion - Recurve	The Stamp Trophy
Highest Unrewarded County Novice	The Laser Cup – presented by Neil Harding
County Recurve Team	The Laser Shield – presented by Neil Harding
County Longbow Champion	The Presidents Longbow Trophy – presented by Alex Tranckle

### Field Championships

Berkshire Team Trophy	<i>Shield with skull and horns</i>
Visitor’s Team Trophy	<i>A hunting horn with silver trim</i>

### Other Trophies

For Services to Archery	The Mary Dolan Memorial Trophy - presented by Buscot Park
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Best Club Award

Senior -The Mary Rose Plate

Junior – Junior Top Club (presented by Jane Burnham)

County Junior Awards

John Kember-Smith Salver (Junior Gent) and  
Joan Kember-Smith Salver (Junior Lady)



## APPENDIX 2 - DOCUMENT HISTORY

This appendix details the amendment history of this document (the Constitution and By-Laws).

<b>Date</b>	<b>Event</b>
1 <sup>st</sup> December 1978	Adopted at Annual General Meeting
12 <sup>th</sup> September 2003	Amended at the Extraordinary General Meeting
25 <sup>th</sup> January 2008	Amended at the Annual General Meeting
30 <sup>th</sup> January 2009	Amended at the Annual General Meeting
28 <sup>th</sup> January 2016	Amended at the Annual General Meeting

Details of each change may be obtained from the Secretary on request.