



HERTFORDSHIRE ARCHERY ASSOCIATION

Patron: The Marchioness of Salisbury

CONSTITUTION AND RULES

Adopted at the Annual General Meeting on 17th January 1982,
amended at the Annual General Meeting on 29 January 2001,
amended at the Extraordinary General Meeting on 26 March 2001,
amended at the Annual General Meeting on 31st January 2011

1. OBJECT

The object of the Hertfordshire Archery Association (hereinafter called "the Association") is the promotion of archery within the County of Hertford.

2. MEMBERSHIP

- i) Membership is open to any properly constituted archery club in Hertfordshire wishing to affiliate to The Southern Counties Archery Society (SCAS) and the Grand National Archery Society (GNAS).
- ii) Membership is also open to individual archers who are both resident in Hertfordshire and individual members of GNAS. Individual members of GNAS who are not resident in Hertfordshire may opt by 1st January in any year to shoot for Hertfordshire and shall then become eligible for membership of the Association.
- iii) Membership becomes effective on payment of the current subscription and shall cease if renewal of subscription becomes overdue by more than one month.
- iv) A member of the Association belonging to two or more clubs within the County shall only represent the Club at all County organised Club Team events within the County through which the County affiliation fee is paid. If an archer changes the main shooting option, notice in writing is to be given to both Club Secretaries and the County Secretary prior to the commencement of the season during which the Club Team event will be held.
- v) New Members or Clubs may be refused membership or affiliation of the HAA if, at the time of application, it is known that the person or club has brought the sport of archery into disrepute regardless of how it has occurred or why.

3. SUBSCRIPTION

- i) Subscriptions, which are payable to the Association by clubs on 1st October in each year, shall be the sum of the current GNAS and SCAS affiliation fees together with an amount in respect of the County affiliation fee, such amount to be determined at the Annual General Meeting under rule 10(ii)(b).
- ii) The subscription payable by individual members, which is also payable on 1st October in each year, shall likewise be determined at the Annual General Meeting under Rule 10(ii)(b).
- iii) A member of the Association belonging to two or more clubs within the County shall be liable for an affiliation fee in respect of one club only and that fee shall be paid through the same club as the member's GNAS fee is paid.

4. MANAGEMENT

- i) The affairs of the Association shall be administered by a Committee comprising the following:-
 - a) The President for the time being of the Association.
 - b) The Officers elected by a general meeting of the Association.
 - c) Representatives appointed by affiliated clubs.
 - d) The County Coaching Organiser, ex-officio with no voting powers.
- ii) When it becomes necessary to vote on a motion, only duly appointed club representatives shall be eligible to vote except that the Chairman shall have a casting vote which he may use at his absolute discretion.

5. PRESIDENT AND VICE-PRESIDENTS AND PATRON

- i) The Committee may invite any persons, whether members of the Association or not, to accept appointments as Patron and President and two appointments as Vice-President.
- ii) Both the President and the Vice-President shall be appointed for a term of three years but may be re-appointed for a further term or terms.

6. OFFICERS

- i) The Officers of the Association shall comprise a Chairman, Secretary, Treasurer, Records Officer, Tournaments Organiser and Junior Representative.
- ii) No Officer may vote at meetings unless attending a meeting as a duly appointed club representative except that the Chairman may vote in exercise of his casting vote under Rule 4(ii).

7. REPRESENTATION OF CLUBS

- i) Committee meetings may be attended by one representative appointed for that purpose by each affiliated club. Each representative shall have only one vote. Representatives may be accompanied by not more than one other member of his or her club who shall not be permitted to take part in discussions (save with the consent of the Chairman) or to vote.
- ii) General Meetings may be attended by any paid up member of any affiliated club but voting at such meetings shall be by duly appointed club representatives only. Each affiliated club may appoint one or more representatives on the following basis, according to club membership as set out on the applications for affiliation or re-affiliation to GNAS:
 - Club having less than 10 senior members - one representative
 - Club having 10 to 19 senior members - two representatives
 - Club having 20 to 29 senior members - three representatives
 - Club having 30 to 39 senior members - four representatives
 - Club having 40 or more senior members - five representatives
- iii) Each duly appointed club representative has only one vote except in the event of his club appointing one representative to cast all the votes available to that club.

8. MEETINGS OF THE COMMITTEE

- i) The Committee shall meet at least six times in each year. Meetings shall be convened by the Secretary giving at least seven days notice in writing to all Committee Members.
- ii) The Committee shall appoint annually two members of affiliated clubs (who may or may not be members of the Committee) to be delegates of the Association on SCAS Regional Council and these two representatives may attend meetings of the Committee but shall not vote at meetings unless also attending as duly appointed club representatives.
- iii) The Committee shall have the power to appoint sub-committees and to invite, to attend its meetings, other individuals or representatives or organisations as may be required, and to designate responsibility for other duties as it may consider necessary.
- iv) The quorum for any meeting of the Committee shall comprise two Officers, together with representatives of at least four clubs.

9. SELECTORS

Two members of affiliated clubs, elected at the Annual General Meeting, and the Records Officer shall comprise the Selectors. The duty of the Selectors is to select teams to represent the County in accordance with such procedure for selection as may from time to time be agreed by the Committee.

10. GENERAL MATTERS

- i) General meetings shall be convened by the Secretary giving at least twenty-one days notice in writing to all club Secretaries, to the Officers for the Association for the time being, to the County Coaching Organiser and to any individual members of the Association, such notice to state the time, date, place and agenda for the meeting.
- ii) An Annual General Meeting shall be convened as soon as is practicable following the end of the Association's financial year (but in any event within four months thereafter) for the following purposes: -
 - a. To receive reports from Officers on the past year's activities.
 - b. To receive audited accounts for the past financial year and to determine the County affiliation fee payable by clubs and Individuals on the following 1st October.
 - c. To elect Officers for the ensuing year.
 - d. To appoint an auditor who may not be a member of the Committee for the previous year or for the ensuing year.
 - e. To elect two Selectors.
 - f. To consider such motions submitted by affiliated clubs of which notice in writing shall have been given to the Secretary not later than 6 weeks prior to the date of the meeting, such motions to be proposed and seconded by two members of the club submitting the same.
 - g. To consider any amendments to the Constitution and Rules pursuant to Rule 14.
 - h. To deal with such other business as the Chairman of the meeting may consider appropriate.
- iii) A copy of the audited Balance Sheet and Income and Expenditure Account shall be circulated at/or prior to the Annual General Meeting.
- iv) Written nominations for the election of Officers shall be submitted to the Secretary not later than a period of 6 weeks prior to the Annual General Meeting in any year so that the Secretary may include such nominations on the agenda dispatched with the notice of the meeting. Such nominations may only be made with the consent of the person nominated. At the Chairman's discretion nominations may also be made at the meeting. All Officers must retire at the Annual General Meeting but shall be eligible for nomination and re-election.
- v) An Extraordinary General Meeting may be convened on the receipt by the Secretary of a written request from the Secretary or representatives of at least two clubs who shall specify the purpose for which such a meeting is required. The Secretary shall take steps to convene such a meeting within thirty days of receipt of a request and the agenda therefore shall state the purpose of the meeting. No other business may be conducted at such a meeting.
- vi) Three Officers and the authorised representatives of not less than five clubs shall comprise a quorum for all general meetings.

11. CHAMPIONSHIP AND OTHER TOURNAMENTS

- i) The Committee shall arrange each year a County Championship which may also be an Open Tournament. Current GNAS rules of shooting shall apply as also will SCAS rules on county/visitor eligibility.
- ii) The Committee may arrange such other meetings, whether Open, restricted to County archers or otherwise as the Committee may decide.
- iii) At all meetings and tournaments organised by the Committee, medals and trophies, etc. which are to be awarded to County archers shall only be open to archers who are currently affiliated to the County.

12. FINANCE AND PROPERTY

- i) All property of the Association shall be vested in the Chairman, Secretary and Treasurer for the time being as trustees. Unless the Committee shall otherwise direct, the Treasurer shall have charge of the Association's banking account and shall be responsible for the receipt of all monies due to the Association and the payment of all monies due from the Association. The Association's financial year shall run from 1st October to 30th September unless the Committee may at any time resolve that the financial year shall be varied.
- ii) The Hertfordshire Archery Association is a non-profit making establishment. In the event of the Association's failure to continue in the recognised manner, the finance and property of the Association shall be delivered into the care of the following institutions providing they satisfy the specified conditions:-
 - a. Shared proportionately amongst all the clubs that are current members of the Association and actively promoting the sport of archery. The proportions to be based upon the number of votes that each club has as defined in 7(ii) above.
 - b. Delivered to the Regional Association of which the Hertfordshire Archery Association is a member if the Committee decides that there are no qualifying clubs as defined in a) above.

- c. Delivered to the Grand National Archery Society if the Committee decides that point b) above cannot be satisfied.

13. HONORARY MEMBERSHIP

Honorary membership may be granted by a resolution of the Committee or a General Meeting to any past or present member who has, by his or her conduct, served the Association faithfully over a long period, either as an archer, organiser, or administrator. Such recognition of past services should not be given save in exceptional circumstances.

14. AMENDMENTS TO THE CONSTITUTION

The Constitution and Rules may only be amended at a General Meeting of the Association.

15. ADDRESS

The address of the Association shall be that of the Secretary for the time being.

16. DISMISSAL PROCEDURE

Following any conduct by a member of the Association which it is felt has brought the Association into disrepute then the following Dismissal Procedure will take effect.

- i) The misconduct will be discussed at the next Committee Meeting. If the majority of the Committee Members agree then the following actions may be taken.
 - a. There will either be a warning in writing or outright dismissal from the Association if it is felt that the severity and nature of the offence requires this. It must be pointed out that other conduct (good and bad) prior to and after any such misconduct may be taken into account when making a decision.
 - b. An appeal against any such decision will be permitted at which time the Member or Club Official making the appeal will have the right to attend and address the next Committee Meeting. The appeal must be presented in writing to the Chairman of the HAA Committee no later than 14 days prior to that next committee meeting.
 - c. In the event of a dispute with any present Chairman or Committee Member of the the Association the meeting will be chaired by the President of the Association.
 - d. Voting at an Appeal Meeting will only be taken by those Committee Members present at the meeting and will take the form of a secret ballot where only the Chairman and Secretary or where applicable, the President, will have knowledge of the votes. Only the outcome of the ballot will be divulged and the result will be final.
- ii) Termination of membership will be effective from the date of the Appeal Meeting.
- iii) Any member or club who has been dismissed from the Association will only be entitled to enter HAA run events in the capacity of a visitor and then only for as long as they remain a member of the GNAS.