

CUMBRIA COUNTY ARCHERY ASSOCIATION

CONSTITUTION AND RULES

GENERAL PROVISIONS

1. The association shall be called the Cumbria County Archery Association.
2. The funds and property of the association shall be vested in the Chairman, Secretary and Treasurer for the time being.
3. The object of the association shall be the promotion and encouragement of archery throughout the county of Cumbria, other than Bow Hunting.
4. The association recognises Archery GB as the governing body of archery throughout the United Kingdom.
5. The association shall hold, once in each year, a target Championship meeting and any other meetings the committee consider desirable under Rule 3.
6. To be eligible to compete for the county championship or other trophies or prizes restricted to 'Cumbria Archers' an archer must be a member of a Cumbria club or a first claim member for Cumbria.
7. The Shooting Regulations prescribed by Archery GB shall be accepted as governing the sport of archery throughout the county and all members must agree to ensure that these are carried out.
8. No archery club, or similar organisation, shall be recognised by the association which includes in its rules of shooting any rule or provision which conflicts with those of Archery GB.
9. The postal address of the association shall be that of the Secretary, or such address as may be decided by the General Committee.
10. The association shall control the selection and management of the Cumbria County Teams for any competition.
11. The constitution and Rules of the association shall not be altered or amended except at the Annual General Meeting or at a Special General Meeting. This provision shall not apply to new regulations or alterations in existing regulations prescribed by Archery GB which shall be adopted forthwith.

MEMBERSHIP

12. There are four classes of membership:
 - A. Honorary Member
 - B. Senior Member

- C. Junior Member
- D. Non-shooting Member

13. A member is either:

- A. A member of a Cumbria associated archery club or
- B. A person affiliated directly to Archery GB whose first claim county is Cumbria

A Senior Member is one who is 18 years old or over and a Junior Member is under the age of 18.

14. An associate club is any archery club, or similar organisation, affiliating to Archery GB through the CCAA.

15. Any person whom the association may wish to honour for distinguished service in the cause of archery may be elected at an Annual General meeting of the association as an Honorary Member, or, for especially distinguished service, as an Honorary Member for life.

16. All members shall accept the jurisdiction of the association and shall conform to such conditions, rules and shooting regulations as may be determined from time to time by the association.

17. No archer, other than a member of the Archery GB (or a foreigner whose National Society is affiliated to World Archery) may compete at any of the associations meetings.

18. If, in the opinion of the General Committee, any member shall have been guilty of misconduct, the said committee may, after affording such person a reasonable opportunity of a hearing, expel such person from membership or impose such other penalty as it may think fit without being called upon to state the reason to any but the person concerned, and the General Committee's decision is final.

SUBSCRIPTIONS

19. All members, as defined in clause 12, other than Honorary Members, shall pay an annual subscription to the association at rates determined from time to time by the General Committee.

20. These County Subscriptions shall be due and payable on admittance to membership and thereafter at the same time as the Archery GB subscriptions.

21. The subscription of any new member joining the association and Archery GB part-way through the year shall pay a sum pro-rata to the full annual fee in line with the arrangements of Archery GB, i.e. 100% or 50%, based on halves of a year, depending on when during the year that member joins.

MANAGEMENT

22. The management of the association's affairs will be entrusted to the General Committee.

The General Committee shall consist of:

- A. Chairman
 - B. Vice Chairman
 - C. Secretary
 - D. Treasurer
 - E. County Coaching Organiser
 - F. County Records Officer
 - G. Public Relations officer
 - H. NCAS Representative(s) or deputies
 - I. County Tournament Organiser
 - J. County Squad Manager
 - K. Junior Organiser.
(If under 18 years old will be able to vote at committee meetings.)
 - L. Secretaries (or authorised deputies) of each associated club
23. The general Committee shall meet as often as is necessary for the proper conduct of the association's affairs. Ten members shall form a quorum. The officers/committees listed below are responsible to the general Committee for various aspects of the county management.
- A. The Executive Committee
 - B. Specialist Officers
 - C. Specialist Sub-Committees

24. The Executive shall consist of:

- A. Chairman
- B. Vice-Chairman
- C. Secretary
- D. Treasurer

The Executive will be responsible for the day to day management of the county. The Executive have full powers to act in the case of an emergency.

25. The Specialist Officers will be:

Honorary President
The County Coaching Organiser
The County Records Officer
The Public Relations Officer
The NCAS Representative(s) and at least two deputies
The County Tournament Organiser
The County Squad Manager
The Junior Organiser

The role of these officers shall be decided by the General Committee and will be modified as necessary. The job descriptions shall form Appendix 1 to this constitution. All the Specialist Officers may be elected or co-opted, as situations warrant, by the General Committee.

26. The above Executive and Specialist Officers (apart from the Honorary President) will hold office for one year from their elections and shall be eligible for re-election or co-option as the case may be. Officers shall be elected at the Annual General Meeting by a majority of those present and entitled to vote. The Honorary President shall hold the post for three years, after which the post will be eligible for re-election.

27. Specialist Sub-Committees. These can be either permanent or 'Ad-hoc'.

Permanent:

None.

Ad-Hoc:

The County Selection Committee

These will be set up by the Executive or the General Committee as required.

28. The County Selection Committee shall be responsible for selecting the archers for the County Teams and the County Squad. The committee shall consist of:

A. County Squad Manager - Chairman

B. County Record Officer

C. County Coaching Organiser

D. Junior Organiser

Or their authorised deputies.

Archers wishing to make themselves available for Inter-County events must make their recent scores either from practice or competition available to the County Team Selection Committee either by email to the County Squad Manager or to the County Facebook page.

FINANCE

29. The General Committee shall cause to be prepared and shall present at the Annual General meeting a Balance Sheet showing the financial situation of the Association on the 30th September, annually together with an income and Expenditure Account for the twelve months ending on that day.

30. A copy of the Balance Sheet and the Income and Expenditure Account, independently reviewed, shall be presented to each member attending the AGM. A copy of the accounts shall be sent to each Associated Club.

GENERAL MEETINGS

31. An Annual General Meeting (AGM) shall be held each year in November.

32. A Special General Meeting (SGM) can be called by the Executive Committee, the general Committee, an Associate Club or 30 members.
If an Associate Club or 30 members call an SGM they shall lay down a deposit of the amount decided by the Executive Committee to cover the expense of calling the meeting. If the Motion is passed, the deposit shall be refunded, if not passed, the deposit shall be forfeited.
33. Not less than 14 days' notice of SGM's, along with any motions to be tabled shall be sent to each Associated Club and any members who are affiliated directly through Archery GB.
34. Any member proposing any addition to, or alteration in the Constitution or Rules shall send notice thereof, in writing, to the County Secretary prior to the AGM.

VOTING ETC

35. At all General meetings:
- A. Each Honorary/Senior member shall be entitled to one vote
 - B. There will be no voting by proxy.
 - C. No person may vote in more than one capacity
 - D. The Chairman shall have the casting vote only
 - E. A quorum shall be 15 senior members

36. This Constitution came into force on 17th November 1956

36. Revisions

October 1974
November 1984
November 1988
January 1992
October 1992
October 1994
November 2012
November 2013
February 2015
November 2016:

Appendix 1

Job Descriptions

Chairman

Figurehead and primary arbiter. Directs county policy and oversees its implementation.

Vice-Chairman

Provides assistance to the Chairman and acts as deputy in the Chairman's absence.

Secretary

Main point of contact within the county. Writes / receives correspondence, both within and external to the County. Keeps a record of county activities and members. Automatically a member of the N.C.A.S committee. Brings items to the Chairman's attention.

Treasurer

Manages the county finances. Advises on level of fees and implications of expenditure. Brings any possible financial problems to the Chairman's attention.

The above four are the Executive Committee who oversee the day to day running of the county and ensure that county policy is implemented. They will normally be voted into office at the Annual General Meeting.

Honorary President

A figure-head for the County. Main duties are prize-giving at the County shoots; and giving advice to the Committee, Clubs, or members, as required.

County Coaching Organiser

Organises both the training of coaches and the coaching of archers. Sits on the selection sub-committee. Prepares the annual coaching budget for presentation to the Regional Coaching Organiser in order to obtain coaching grant.

County Records Officer

Keeps a list of all county records and supplies information about county archers recent scores to the selection sub-committee, on which the job holder sits.

Public Relations Officer

Maintains county profile in the media. Maintains the County Web-Site. Main point of contact for local authorities, newspapers, etc.

N.C.A.S. Representative(s)

Attends the N.C.A.S. committee meetings as Cumbria's voice. Takes forward county ideas and brings back information from the meetings.

County Tournament Organiser

Looks after the running of county tournaments. Liaises with venues and ensures that people and equipment are in the right place at the right time. Provides information on income, profit, loss etc to the County Treasurer. Reports on progress to the Executive Committee via the Secretary.

County Squad Manager

Ensures that archers wishing to represent the County receive suitable coaching. Chairs the selection sub-committee. Acts as Team Manager at representative shoots.

Junior Organiser

Represents the views of county juniors and oversees the development of junior archers throughout the county.

The above seven are the Specialist Officers and will normally be voted into office at the Annual General Meeting.

Club Secretary

Relays information from the county to archers and vice-versa.

Revisions:

November 2012:

It was found that various parts of the Constitution had been lost from the copy on the website. It was agreed during the AGM to re-instate the missing parts from an earlier copy; with the exclusion of section 21, which is due to change again soon.

Section 11 – “which shall be adopted forthwith.” reinstated.

Section 25 – “Honorary President” added, “The Public Relations Officer” and “The County Tournament Organiser” reinstated.

Section 30 – “The General Committee shall cause to be prepared and shall present at” reinstated.

Section 38 – List of revision dates reinstated, and November 2012 added.

Appendix 1, Job Descriptions reinstated.

November 2013:

Add an additional category of Non-Shooting Member to section 12; and replace FITA with World Archery.

Section 21 suspended.

Revisions Summary Sheet added.

February 2015:

Throughout the document, references to GNAS are changed to Archery GB (Sections 4, 7, 8, 11, 13, 14, 17, 20).

Section 21 changed to “The subscription of any new member joining the association and Archery GB part-way through the year shall pay a sum pro-rata to the full annual fee in line with the arrangements of Archery GB, i.e. 75%, 50%, or 25% based on quarters of a year, depending on when during the year that member joins.”

Section 26 changed to exclude the Honorary President from re-election every year; who will hold the post for three years, after which the post will be re-elected.

Section 27 changed so that the Permanent Sub-committees are “None” and the County Team Selection Committee becomes Ad-hoc.

Section 28 concerning the County Coaching Committee is deleted

Section 29 becomes Section 28 and is changed so that the following is added “Archers wishing to make themselves available for Inter-County events must make their recent scores either from practice or competition available to the County Team Selection Committee either by email to the County Squad Manager or to the County Facebook page.

All following Sections are re-numbered accordingly.

Section 31 changed from “duly certified by the Auditor” to “independently reviewed”.

Minor wording changes made to job descriptions to reflect above changes.

November 2016:

Section 21 changed to “The subscription of any new member joining the association and Archery GB part-way through the year shall pay a sum pro-rata to the full annual fee in line with the arrangements of Archery GB, i.e. 100% or 50%, based on halves of a year, depending on when during the year that member joins.”