# l. TITLE

The Association shall be known as the Buckinghamshire Archery Association.

# 2. OBJECTIVES

The objectives of the Association shall be the promotion, encouragement and co-ordination of Archery throughout the County of Buckinghamshire.

# 3. ADDRESS

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

# 4. FUNDS

The funds and property of the Association shall be vested in the Chairman, Secretary and Treasurer for the time being. All monies and funds received on behalf of the Association shall remain the property of the Association and there will be no distribution of such funds amongst the members.

# 5. AFFILIATION

The Association shall be affiliated to the Southern Counties Archery Society and Archery GB whose Constitution, Rules and Regulations shall apply in all matters pertaining to the Association.

6. COUNTY BOUNDARIES

 The Association shall operate and have jurisdiction wholly and solely within the administrative County of Buckinghamshire and the Unitary' Authority of Milton Keynes.

# 7. MEMBERSHIP

The following shall be eligible for membership -

a) All clubs within the County boundaries, provided they affiliate to Archery GB and the Southern Counties Archery Society. The definition of a 'Junior Club' shall be as defined in the Laws of Archery GB. The members of all member clubs will be Associate Members of the Association.

b) Any archer who is an Individual Member of Archery GB or is affiliated through an Associated Organisation of Archery GB and who is an Individual Member of the Southern Counties Archery Society, such archer may apply to the County Committee to be accepted as an Individual Member of the Association.

c) Those who, having contributed greatly to Archery or sport in general and being considered worthy of the honour, may be elected to Honorary Membership for life at an Annual General Meeting.

d) Any properly constituted Archery Club the membership of which is restricted to permanently disabled archers. Two non-handicapped persons are allowed membership for the purpose of administration and general management. Such clubs may be accepted into Honorary Membership and no affiliation fees shall be required from such clubs.

e) No archer may compete for the championship of, or shoot for, more than one region or county during any one calendar year. An associated member of an associated club shall shoot for the county and region to which the club through which he pays his AGB. fee is affiliated

# 8. JURISDICTION

a) All members shall accept the jurisdiction of the Association and shall conform to such conditions and rules as may be determined from time to time in General Meeting.

b) If, in the opinion of the Committee, any Member, as defined in Clause 7b, shall have been guilty of misconduct prejudicial to the good name and order of the Association, or that brings the sport into disrepute, the Committee may, after affording to such Member a reasonable opportunity of a hearing, suspend indefinitely or expel such Member from the Association without being called upon to state the reason to any but the Member concerned.

c) The Committee shall disqualify any member from membership should AGB. impose a similar disqualification upon that member.

d) Any member aggrieved by any such decision of the Committee shall have the right to appeal to the Association's Members at a General Meeting called for that purpose by the Chairman of the Association at the request of the aggrieved member. Such member shall have the right to be accompanied by a 'friend' who will also have the right to address the meeting. The decision of the meeting shall be final.

# 9. SUBSCRIPTION

Every club shall pay an Affiliation Fee which shall be determined at each Annual General Meeting in respect of each shooting member who shall have been a member at any time during the subscription year. The subscription year is from 1st October to 30th September. All fees are due on 1st October. The subscription of any member newly joining a club on, or after, 1st April shall be deemed to cover fees due until 30th September and for the year commencing 1st October, subject to the payment of any difference in the fees that may have been occasioned by new fees having been brought into effect during the current year. Similar rules apply to Individual Members.

# 10. OFFICERS

 The Officers of the Association shall be :-

a) Chairman

b) Hon. Secretary

c) Hon. Treasurer

d) Hon. Tournament Organisers

e) and Records Officer

f) Hon. Equipment Officer

g) Hon. Match Organiser

The Offices of Hon. Secretary and Hon. Treasurer may be combined in one person. The position of President should be by a long serving member of the Association whose commitment to, and experience of, archery in Buckinghamshire will add value and prestige to Buckinghamshire Archery Association. The President should serve a three year term of office, and may be re-elected to serve a further term. The Officers of the Association shall be elected by the members in General Meeting. In the event of more than one name being nominated for any one office, voting shall be by ballot. The new Officers shall take office from the end of the Annual General Meeting at which they were elected. The Chairman shall chair all meetings and shall co-ordinate the administration of the Association and the work of the Officers

# 11. THE PRESIDENT

The President shall be democratically elected at an Annual General Meeting or Extraordinary General Meeting. The President should chair that part of the Annual General Meeting dealing with election of Officers. The President shall, whenever possible attend all County Tournaments and Committee Meetings and represent the Association generally to outside bodies and functions where appropriate.

# 12. REPRESENTATIVES TO THE SOUTHERN COUNTIES ARCHER Y SOCIETY

Representatives to the Southern Counties Archery Society Council shall be elected in accordance with the Constitution of the Southern Counties Archery Society at the Annual General Meeting.

# 13. COMMITTEE

a) The Association shall be controlled by a committee which shall consist of:-

I) The Officers of the Association

Il) The Representatives to the Southern Counties Archery Society Council

III) One representative of each member club, whose name and e-mail address shall be notified to the Hon. Secretary on In October each year. Such representatives shall, if unable to attend any meeting of the Committee, arrange for a substitute to attend in his/her place and such substitute shall have the power to vote.

b) I) The Committee shall have the power to co-opt.

Il) The County Coaching Organiser for Buckinghamshire shall be co-opted.

c) Three members (excluding the President, Chairman and Secretary) shall form a quorum.

d) Each attending member of the Committee shall have a vote. The Chairman shall have a casting vote.

e) The Committee may at its discretion, appoint subcommittees with powers within specified limits.

t) In the case of emergency (defined as a severe risk to the financial status, reputation, or existence of the Association), the President, Chairman, Secretary and Treasurer shall together have full power to act, their actions to be endorsed at the next Committee Meeting.

g) Members of the Association may attend any Committee Meeting but would not be entitled to vote. They may speak at the Meeting at the discretion of the Chairman.

# 14. AUDITOR

An accountant or accounting practice shall be appointed at the General Meeting for the purposes of carrying out either accounting review or audit as directed by the Committee.

# 15. GENERAL MEETINGS

Twenty-one days’ notice shall be given of all General Meetings. The notice shall be sent to all Individual Members and Club Secretaries in good time to be distributed to club members so as to give them the said twenty-one days’ notice. All adult Associated Members and adult Individual Members shall be entitled to vote at General Meetings.

There are two types of General Meetings, the Annual General Meeting and an Extraordinary General Meeting (see points 16 and 17)

# 16. ANNUAL GENERAL MEETING

a) The Chairman shall convene a General Meeting of the members in November of each year.

b) The Agenda, Provisional Balance Sheet and Provisional Income/Expenditure Accounts shall be sent out at the same time as the Notice is given.

c) Motions involving finance and constitutional changes will not be accepted unless given notice in the Agenda. No motions will be accepted under 'Any Other Business', which will be limited to discussion, question and answer, and business not requiring a vote.

# 17. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be requested by a minimum of three member clubs or by three Officers of the Committee. The request for an EGM must be made in writing to the Chairman, or in his absence, the Secretary, clearly stating the business to be discussed. Due notice (stated in clause 15) must then be issued to all members of the Association, giving the date, time and venue of the meeting.

# 18. ACCOUNTS

The accounts of the Association shall be made up to the 30th of September and shall normally undergo an accountant's review before being presented to the Annual General Meeting. If requested and voted upon at a General Meeting, then a full audit may be ordered on the accounts, but not if the cost of such an audit would bankrupt the Association.

# 19. ONLINE MANAGEMENT OF THE ASSOCIATION’S BANK ACCOUNTS

a) Internet Banking shall be used where possible to settle payments from the Association’s accounts as this reduces postage costs and allows prompt administration of accounts.

 b) The Honorary Treasurer post shall be the Primary User of the online banking facility, have access to the accounts and can make payments solely.

c) In general Internet Banking allows the Primary User to delegate access to other users. The Primary User may only seek to delegate access with agreement from the committee and in exceptional circumstances.

d) When the holder of the Honorary Treasurer post changes, the Primary User for Internet Banking shall be updated within 8 weeks by the outgoing Honorary Treasurer.

# 20. CHAMPIONSHIP MEETINGS

a) Championship Meetings shall be held annually. Only those archers who are qualified to do so under Rule 7 of the Southern Counties Archery Society 'Constitution and Rules' and provided that they are Members of the Association under Clause 7 of this Constitution shall be eligible to compete at these meetings.

b) Club Teams - Associate members of AGB. when shooting in any Buckinghamshire County Tournament where team prizes are awarded will shoot for the club through which the AGB. affiliation fee is paid.

# 21. ALTERATION TO RULES

No alteration to the Constitution or Rules of the Association shall take place except by the votes of the majority of the Members in General Meeting,

# 22. DEFUNCT CLUBS.

All bona-fide Open Clubs which have been affiliated to the County may if their members in General Meeting so direct, transfer their cash assets and trophies to the County for safe keeping until such time as a new club adopting the same name and adopting the same constitution and rules and operating in the same general district shall commence activities, when the assets and trophies shall be returned for the use of the new club. The assets shall be kept in a deposit account and the interest earned shall be used to defray the costs, if any, of the County incurred in looking after such assets and trophies. This rule is to be operated at the sole discretion of the County Chairman, and Hon. Secretary for the time being in office subject only to confirmation at next Annual General Meeting of the County Association.

# 23. WINDING UP

In the event of the Association having to suspend its activities, it shall hand its cash assets and trophies to the Southern Counties Archery Society, together with any assets and trophies of any clubs in its possession under Rule 21, for safekeeping until the Association is reformed and recommences its activities.