



THE ENGLISH ARCHERY FEDERATION

# CONSTITUTION

Version 2.1 – Revised and Approved November 2012

Version 3 – 11/2018 revised at the 2018 AGM

approved by committee February 2019

Revision of Version 01 as approved by the EAF AGM 17 November 2012 – Version 2.2 Approved by the EAF Committee – 1<sup>st</sup> March 2013 Version 3 – 11/2018 prepared for approval by the EAF on 2<sup>nd</sup> February 2019.

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## **1. Name**

### 1.1

The Federation shall be called The English Archery Federation, hereinafter called “The Federation”.

*(Revised 11.2018)*

For purposes related to promotion activity The Federation shall be called **Archery England**.

## **2. Membership**

### 2.1

There shall be one class of membership. The Members shall be the Regional Societies (hereinafter called “The Regions”) of the GNAS within the geographical boundaries of England. (as defined in the Schedule to the Articles comprising the Laws of the Grand National Archery Society.)

## **3. Objectives**

### **3.1 The objectives of the Federation shall be:-**

- 3.1.1 The selection, and management of English Archery Teams for any International event, Commonwealth Games, or similar event in which England is invited to participate and which the Member Regions shall agree to enter
- 3.1.2 Support for the organisation of the English Archery Federation Championships
- 3.1.3 Support for the organisation of such events and tournaments as the Member Regions shall from time to time agree.
- 3.1.4 Management and promotion of such English awards schemes as are deemed suitable by the Members
- 3.1.5 When directed by the Members and in conjunction with the National Governing Body for Archery (currently GNAS), to liaise with external agencies on specified matters concerning archers in England, and in pursuit of the objectives above

## **4. Address**

- 4.1 The postal address of the Federation shall be that of the Secretary for the time being.

## **5. Business Year**

- 5.1 The Business Year of the Federation, for the purposes of this Constitution, shall run from October 1st in one year to September 30th in the following year.

## **6. Constitution**

- 6.1 *(Revised 17.11.2012)*

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This Constitution shall in no way contravene the Memorandum and Articles of Association and the Laws (M & A and Laws) of the Grand National Archery Society (GNAS) being the National Governing Body of Archery in the United Kingdom which is therefore recognised by the English Regions. Should a conflict arise, the M & A of the GNAS shall take precedence.

- 6.2 This constitution defines the way in which the English Archery Federation will be managed on behalf of the English Regions.

### **6.3 Amendments to the constitution**

- 6.3.1 This Constitution may only be amended by a full General Meeting of the Federation.  
6.3.2 Changes to the Constitution may only be proposed by a Member  
6.3.3 The proposals must have been circulated in writing by the Member making the proposal to all the other Regional secretaries, at least six months before the 1st October in the year of the AGM at which the changes are proposed  
6.3.4 Changes to the Constitution may only be accepted if supported by four-fifths of those eligible to vote at the General Meeting.  
6.3.5 Successful amendments shall come into effect at the close of the meeting at which they are passed, unless otherwise agreed at the meeting

## **7. Organisation**

- 7.1 The management of the Federation's affairs shall be entrusted to a Committee, which shall consist of one representative from each of The Regions. Each of the Regions may appoint one additional representative to attend meetings of the Committee. Such additional representatives shall be able to address the meeting, but shall not be entitled to vote.
- 7.2 Appointment of the representative of each of The Regions is entirely a matter for each Region.
- 7.3 The Regions shall advise the Secretary of the Federation by 30th September of their representatives to the Committee for the ensuing year but this shall not affect the right of a Region to change its representative by notice to the Secretary of the Federation at any time during the year.
- 7.4 The Committee shall meet at least twice a year in order to carry out the business of the EAF
- 7.5 *deleted 11.2018*
- 7.6 (Revised 17.11.2012) Notice of meetings must be sent to Committee members, Regional Secretaries, at least six weeks before a meeting. Where this is not possible because of the urgency of a matter an EGM may be required as detailed in article 9.2.
- 7.7 Draft Minutes of Committee meetings will be prepared by the Secretary and sent to each English Region Secretary, each Committee member, no later than four weeks after the meeting. Regional Secretaries and Committee members shall then indicate any required emendations to the minutes to the Secretary within two weeks of receipt. The Secretary shall then amend the minutes accordingly, and distribute them to the above recipients within one week.
- 7.8 The Secretary shall manage all the day to day correspondence of the Federation, and maintain any historic records of the Federation as are deemed appropriate by the Committee

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## **8. Finance**

- 8.1 All funds and property shall be vested in the Chairman, Secretary and Treasurer of the Federation, for the time being
- 8.2 Funds shall be applied to the Objects of the Federation including the reasonable expenses of the Committee.
- 8.3 The Treasurer shall manage the day to day running of the financial affairs of the Federation, and be responsible for production of all financial reports.
- 8.4 The Committee shall arrange for the funds of the Federation to be held in current and/or deposit accounts at a bank or building society
- 8.5 All cheques made out in the name of the Federation should carry the signatures of any two of the following: the Treasurer; Chairman; or Secretary
- 8.6 Funds shall be provided primarily by the Members in the form of an annual contribution the rate of which shall be agreed at the AGM.
- 8.7 A Region failing to pay it's annual contribution to the funds by the AGM will not be allowed to vote at subsequent Committee meetings, AGMs or EGMs until such time as the contribution is paid in full. Nor shall any archer affiliated to a Region that has not paid its contribution in full be eligible for financial support via the Federation.
- 8.8 The Federation may raise funds by promoting tournaments and events approved at the AGM and through English awards schemes

## **9. Meetings**

### **9.1 Annual General Meetings**

- 9.1.1 The Committee shall call an Annual General meeting (“AGM”) of the Federation each year to be held on a Saturday no later than the end of December following the end of the Federation’s business year.
- 9.1.2 The Secretary will give notice of the AGM to all Members, no later than six weeks before the AGM, together with:
  - A copy of the minutes of the previous AGM
  - Requests for nominations of Officers and
  - Requests for items to be included in the formal business of the AGM (hereafter business propositions “)
- 9.1.3 Business Propositions for consideration at the AGM must be supported by two or more Members and submitted in writing to the Secretary of the Federation no later than three weeks before the date of the AGM
- 9.1.4 The Committee shall prepare and present to each Member, no later than two weeks before the AGM, for ratification at the AGM, the following:
  - An agenda for the AGM, including any duly presented Business Propositions.
  - A copy of the certified Balance Sheet, stating the financial position of the Federation. as at September 30th in the previous Business Year.
  - An income and expenditure account for the previous Business Year.
  - A proposed programme of events for the following year.
  - A budget for each item of the above programme
  - An estimate of the expected income and expenditure for the following year
- 9.1.5 The Agenda of the AGM shall consist solely of the following items:-
  - . Approval of the minutes of the previous AGM

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- . Matters arising from the minutes of the previous AGM
  - . Chairman's report on the previous business year
  - . Treasurer's report on the previous business year
  - . Consideration for approval of certified Balance Sheet
  - . Consideration of duly registered Business Propositions
  - . Consideration of proposed Programme
  - . Consideration of proposed programme budget
  - . Election of Officers
  - . Sub-Committee reports and renewals
  - . Selection of Account Certifier
- 9.1.6 Each Member shall be entitled to send two representatives to the AGM. They shall notify the Federation Secretary in advance who their representatives shall be.
- 9.1.7 For the AGM to be quorate, there must be:-
- . Representatives from more than three-quarters of the Members, and
  - . More than half the number of voting representatives entitled to be present
- 9.1.8 If the AGM is not quorate, the Secretary shall convene a second AGM within 28 days. If this second AGM is itself not quorate, all business of the Federation shall be suspended until such time as an AGM has been arranged by the Secretary and held that is quorate.
- 9.1.9 The AGM shall be chaired by the Chairman of the Federation, or a Committee Member nominated by the Chairman.
- 9.1.10 Each representative shall hold one vote. If a Member has only one representative present, that representative shall nonetheless have a single vote.
- 9.1.11 Proxy voting is not permitted
- 9.1.12 No other person, shall have a vote on any matter
- 9.1.13 In the event of a tied vote, the status quo shall be maintained.

#### **9.1.14 Election of Officers**

9.1.14.1 The election of officers shall take place in the order; (Revised 24.11.2018)

- . Chairman
- . Vice - Chairman
- . Treasurer
- . Secretary

9.1.14.2 The Officers of the Federation must be four separate people

9.1.14.3 Officers elected shall take up office at the end of the meeting at which they are elected.

9.1.14.4 (Revised 17.11.2012)

If there is a tied vote in the election of any officer, the votes of the Member to whom each candidate is affiliated shall be removed from the count. If there is still a tie, a further (secret) ballot will take place.

Revised (24.11.18)

The Vice-Chairman shall be an officer of the federation, but unless called upon to deputise for the Chairman in his / her absence will be non-voting with regard to 10.2

9.1.14.5 (Revised 17.11.2012)

Anyone affiliated to a Member is eligible for nomination as an Officer..

- a) A nominee must have a supporting document from their Member Region that the Region will support the nomination.

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- b) None of the officers need hold the status of a representative of their Region, but that (a) above will apply in all cases.
  - c) Each role will have a time-limitation of 3 years and a time limitation of no more than 3 terms of officer on the Committee (i.e. 9 years).
- 9.1.15 The AGM will select an Accounts Certifier to certify the accounts for the following year. These persons will not be selected from members of the Committee

## **9.2 Extraordinary General Meetings**

- 9.2.1 An Extraordinary General Meeting (“EGM”) may be called by the Committee or at the request of any two Regions.
- 9.2.2 To call an EGM, the request must be made in writing to the Secretary of the Federation, stating the reasons for the request and the matters to be discussed at the EGM
- 9.2.3 The Secretary must convene an EGM within 28 calendar days of a properly constituted request having been received
- 9.2.4 The Secretary will give notice of the EGM to all Members, no later than 14 calendar days before the date agreed for the EGM
- 9.2.5 The Agenda for the EGM shall consist solely of the matters requested to be discussed in the original request for an EGM
- 9.2.6 Each Member shall be entitled to send two representatives to the EGM. They shall notify the Federation Secretary in advance who their representatives shall be.
- 9.2.7 For the EGM to be quorate, there must be:-
- . Representatives from more than three-quarters of the Members, and
  - . More than half the number of voting representatives entitled to be present
- 9.2.8 If the EGM is not quorate, the Secretary shall convene a second EGM within 28 days. If this second EGM is itself not quorate, the request for an EGM shall be deemed to have lapsed.
- 9.2.9 The EGM shall be chaired by the Chairman of the Federation, or a Committee member nominated by the Chairman.
- 9.2.10 Each representative shall hold one vote. If a Member has only one representative present, that representative shall nonetheless have a single vote.
- 9.2.11 Proxy voting is not permitted
- 9.2.12 No other person, shall have a vote on any matter.
- 9.2.13 In the event of a tied vote, the status quo shall be maintained.

## **9.3 Ordinary Meetings**

- 9.3.1 The Committee shall meet at least twice a year in order to carry out the business of the EAF.
- 9.3.2 Notice of meetings must be sent to Committee members, Regional Secretaries at least six weeks before a meeting, unless the meeting has been called to deal with an urgent matter.
- 9.3.3 The agenda for meetings of the Committee shall include:-
- .Apologies for absence
  - . Minutes of previous meeting
  - . Matters arising
  - . Secretary’s report
  - . Treasurer’s report

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- . Correspondence
  - . Sub-Committee reports (if any Sub-Committees are functioning)
  - . Tournament organisation reports
- 9.3.4 Members' representatives Officers of the Federation (when they are not Members representatives), shall be entitled to attend the meeting. Other parties may be invited to attend for a specific purpose; such invitations, together with their purpose, shall be notified to Members in the notice of the meeting. Attendees thus invited may address the meeting only during discussions on the matter for which they were invited, and may not vote. They may be asked to leave the meeting during other business.
- 9.3.5 The Committee shall have power to co-opt, as non-voting members, any person considered essential to the fulfilment of the Objects of the EAF.
- 9.3.6 Meetings of the Committee shall be chaired by the Chairman of the Federation, or a Committee member nominated by the Chairman.
- 9.3.7 A quorum for the Committee shall be four of the Regional representatives (or their substitutes as notified by the Regional secretary). If a meeting is not quorate, business may be discussed but no decisions on the business of the Federation made.
- 9.3.8 The EAF Committee shall not have power to overturn a decision made at the AGM.
- 9.3.9 Only the representatives of the Members shall be entitled to vote. Elected officers do not have ex officio votes.
- 9.3.10 In the event of a tied vote the status quo shall be maintained.
- 9.3.11 Draft Minutes of Committee meetings will be prepared by the secretary and sent to each English Region Secretary and Committee member, ~~and the Director for England~~ no later than four weeks after the meeting.

## **10. Officers**

- 10.1 The elected officers of the Federation shall carry out the duties listed to them throughout this Constitution. They do not have any other ex officio duties or rights.
- 10.2 Any two of the Officers shall have the authority to act on behalf of the Federation provided they inform the other Officer (the agreement of this officer is not required) and provided they do not conflict with a prior decision of a General Meeting or Committee or the objectives of the Federation.
- 10.3 A report of all appropriate decisions is to be made to the next General Committee Meeting.

## **11. Ad Hoc Sub-Committees**

- 11.1 The Federation may from time to time establish an ad hoc Sub-Committee for a specific purpose. Such a Sub-Committee shall:
- . Be chaired by one of the members of the committee of the Federation assigned for the purpose by the Federation Committee
  - . Have a written "Terms of Reference" detailing
  - . the purpose for which the Sub-Committee was formed,
  - . the dates by which the Sub-Committee shall cease to function
  - . the budget within which the Sub-Committee shall function.
- 11.2 The Chairman of the Sub-Committee shall provide the Federation Committee with written reports on the activities of the Sub-Committee for each meeting of the Federation during the active period of the Sub-Committee

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- 11.3 No Sub-Committee shall remain active beyond the AGM after the Sub-Committee was established. If the purpose for which the Sub-Committee was formed is still considered to continue, the Sub-Committee may be re-established by the AGM.

## **12. Representatives on other bodies**

- 12.1 The Committee may from time to time appoint Federation Representatives to any other bodies, in support of the Objectives of the Federation.

## **13. Dissolution**

- 13.1 If, by consent of the Members the Federation ceases to exist, all Federation assets/monies shall be distributed between those Members of the Federation that had voting rights at the date of such voluntary dissolution in proportion to the amount of the annual contribution paid in the business year during which the date of dissolution falls.

## **14. Standing Orders and Procedures**

### **14.1 International Matches**

- 14.1.1 When it falls to the responsibility of the Federation to organise an International match, a formal Sub-Committee will be established to manage this.
- 14.1.2 The Sub-Committee shall prepare an initial budget for approval by the Committee. It shall also present a written report on the event and financial accounts to the Committee within six weeks of the event taking place.
- 14.1.3 Organisation of the event shall be kept separate from both selection and team management.

### **14.2 Tournaments**

- 14.2.1 (Revised 17.11.2012)  
The Committee may invite clubs, cities of sport, or organisations to run the Federation Championships on their behalf.
- 14.2.2 The Committee shall appoint one of its members to act as liaison with the appointed body.
- 14.2.3 (Revised 17.11.2012)  
The appointed body may run the Championships as a part of an existing archery Tournament held under GNAS and or World Archery (formerly FITA) auspices.
- 14.2.4 The Federation shall agree with the body running the Championships a budget to cover the extra costs in running the Championship.
- 14.2.5 The Federation shall provide Championship medals and trophies at no cost to the organising body.
- 14.2.6 At least one member of the Committee should attend the Tournament

### **14.3 Team Selection**

- 14.3.1.1 Any archer affiliated to an English Member Region of the Federation shall be eligible to apply for selection to represent England subject to the eligibility rules of the event
- 14.3.1.2 (Revised 17.11.2012)  
For any event, the objective criteria by which the England team shall be selected shall be determined at a meeting of the Committee. There shall also be a date set by which applications should be submitted. These criteria shall be published in the GNAS

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magazine and via the web-site and other communication platforms. This should be done at least six months before the event, or as soon as possible after the notification of the event.

Secretaries of the Member Regions shall also be informed at the same time.

14.3.1.3 If too many archers meet the criteria for selection, selection shall be by means of a shoot-off, to be arranged by the Committee. If too few archers meet the criteria for selection, an England team will not participate in the event.

14.3.1.4 The results of selection, including details of each archer's submission and the complete results of any shoot-off, will be sent to Secretaries of the Member Regions, and published via the web-site and other communication platforms.

14.3.1.5 The Committee may appoint a Team Manager, who maybe a participant in the event, for each team and event, and designate a budget

