



## **LANCASHIRE ARCHERY ASSOCIATION**

(Founded 6<sup>th</sup> March 1954)

# **CONSTITUTION**

Approved by at extraordinary general meeting at Shevington Methodist Church, Gathurst Road, Shevington, Wigan on 19<sup>th</sup> May 2007

**Constitution (ratified at AGM 24<sup>th</sup> November 1979, amended AGM 1986, AGM 1994, AGM 1996, EGM 2007, EGM 2009)**

### **PRELIMINARY**

1. The Association shall be called the Lancashire Archery Association, hereinafter called the Association.
2. The objects of the Association shall be the promotion and development of archery in all its forms by all the clubs in the county of Lancashire, as defined by GNAS.
3. The Association recognises the Grand National Archery Society as the governing body of Archery in the United Kingdom, and accepts the Shooting Rules laid down by that body as governing the sport of Archery throughout the area under its jurisdiction.
4. The Association shall at all times remain affiliated to GNAS and the Northern Counties Archery Society.
5. The Constitution of the Association shall not be altered or amended, except at a General Meeting properly convened in accordance with Clauses 23 and 26, and shall be passed by a majority of 2/3 (two-thirds) of those attending. Any proposed addition to or alteration of the Constitution shall be notified to all affiliated clubs and to each Direct Member, no less than 14 days prior to the Meeting. Changes in Rules shall be agreed by the Committee and notified to all affiliated clubs and to each Direct Member.
6. The postal address of the Association shall be that of the Honorary Secretary, unless otherwise decided by the General Committee.

### **MEMBERSHIP**

7. Any Archery Club or similar organisation properly constituted, within the County of Lancashire as defined in Clause 2, shall be eligible for membership as an affiliated club. Direct membership is available to individual members of GNAS on payment of the current subscriptions, such members to have the same privileges and be subject to the same conditions as members of an affiliated club.
8. A member of an affiliated club shall by reason of such membership become an Associate Member.
9. All members shall accept the jurisdiction of the Association and shall conform to such conditions, rules and shooting regulations as may be determined by GNAS.

10. If, in the opinion of the Committee, any person or club affiliated to the Association shall be guilty of conduct which makes it undesirable that such a person or club should remain a member of the Association, the Committee may, after affording such person or club a reasonable opportunity of a hearing, expel such person or club from membership without being called upon to state the reason to any but the person or club concerned and the Committee's decision shall be final, subject to any rights under the GNAS's Constitution.

## SUBSCRIPTIONS

11. Each affiliated club shall pay to the Treasurer of the Association or to a person designated by the Treasurer, such annual subscriptions as are operative at the time.
12. The failure of a club to pay its affiliation fees within one month after 1<sup>st</sup> October (the date decreed in the GNAS Constitution) shall render the club due to expulsion at the discretion of the Committee.
13. The Association may levy such further sums, by way of additional contributions, as the members in General Meeting may determine. Notice of such resolution must be given in the manner described in Clause 5.

## MANAGEMENT

14. The day-to-day management of the Association's affairs shall be entrusted to the Committee, which shall consist of the Officers of the Association and a representative from each member Club. Except as provided for in Clause 19, all Officers of the Association shall hold office for one year as from their election and shall be eligible for re-election or co-option. The Officers will be:

President

Chairman (Term of office shall be a maximum of three years. No individual to hold office for two consecutive terms)

Secretary

Treasurer

(The above offices must be held by separate persons)

NCAS Representatives as required

Such other Officers as shall be defined in the Rules

At Committee Meetings each affiliated club shall have one vote. The Committee shall have the power to co-opt such persons as are considered necessary.

- 15 The Committee shall meet a minimum of three times yearly.
- 16 A quorum shall be seven members of the Committee. In the event of an equality of votes the Chairman shall have the casting vote.
- 17 The Committee may appoint sub-committees and may delegate to such sub-committees executive powers within carefully defined limits. A majority of the members of any such sub-committee shall be members of the General Committee.
- 18 In the case of matters of great urgency the Chairman, Secretary and Treasurer shall have full powers to act jointly on behalf of the Committee.

## **PRESIDENTS AND VICE-PRESIDENTS**

- 19 The Association shall elect at the AGM an individual having knowledge and experience of archery to be its President. The President shall hold office for three years. No individual shall hold the office for two consecutive terms.
- 20 Past Presidents and Chairmen shall automatically become Vice-Presidents for life, on their retirement from office.

## **FINANCE**

- 21 The Committee shall cause to be prepared and duly audited a Receipts and Payments Account for a period of twelve months, ending on the 30<sup>th</sup> of September prior to the AGM at which it is to be presented for adoption.
- 22 The surplus funds of the Association, not required for current purposes, shall be invested from time to time in such manner as the Committee shall decide, and all such invested funds shall be in the names of two trustees appointed by, and being members of, the Committee.

## **ANNUAL GENERAL MEETING**

- 23 An AGM shall be held once in each year. A minimum of 14 days notice of such meetings shall be given to each affiliated club and direct member. There shall be attached to such notice a copy of the Minutes of the previous General Meeting and a copy of the Receipts and Payments Account for the previous year, and notice of any proposed alterations to the Constitution (Clause 5).
- 24 At each Annual General Meeting the business shall be:
  - (i) To read, confirm and sign the Minutes of the last AGM and/or EGM.
  - (ii) To consider the matters arising from those Minutes
  - (iii) To receive the Chairman's Report
  - (iv) To receive and adopt the Treasurer's Report and Accounts
  - (v) To receive any other relevant reports
  - (vi) To elect officers for the ensuing year
  - (vii) To elect an Auditor
  - (viii) To approve the dates and venues for the following year's Championship Meetings
  - (ix) To consider the annual affiliation fee to the Association
  - (x) To consider any alteration to the Constitution.

When the official business of the AGM is completed the Meeting shall be closed. A General Meeting may follow immediately, at which items (previously notified to the secretary in writing, and duly circulated to clubs prior to the meeting) may be discussed and voted upon. Items from the floor may only be discussed.

- 25 All members of an affiliated club and each direct member may attend and vote at an AGM or EGM. In the event of an equality of votes the Chairman shall have a casting vote. Junior members may attend but may not vote.

## **EXTRAORDINARY GENERAL MEETING**

- 26 The Committee may, or all shall at the request of not fewer than three affiliated clubs, call an EGM.

## **CHAMPIONSHIP MEETINGS**

- 27 The Association may hold such Championship Meetings and other events as the Committee may decide, in furtherance of the objects of the Association. To be eligible to compete for the Lancashire Championship or other trophies and prizes restricted to 'local' archers, the archer must conform to the appropriate GNAS rule.

## **DISSOLUTION**

- 28 Should the Association be dissolved or cease to exist all the assets of the Association shall be placed into LEGAL TRUST, details of which are set out in a separate section entitled "Terms of Trusteeship". The details may be changed from time to time as the Association determines.

## **TERMS OF TRUSTEESHIP**

Details of the dissolution of the Association shall be presented to the members of the Association at an EGM called by at least three officers of the LAA Committee (President, Chairman, Secretary, Treasurer). Attempts shall be made to save the Association and to keep it going as a viable Association. If this cannot be done then the following shall apply:

The members attending the meeting will appoint three Trustees to look after the assets of the Association for a specified period of time (e.g. one year). The Trustees will be one lawyer (or solicitor) and two members of the Association. The lawyer, who does not need to be a member of the Association, will give advice on the legal aspects of the dissolution and upon the legal responsibilities of the Trustees.

During and after the meeting the Trustees will carry out the following duties:

- 1) Collect together (where possible) all the assets and documents relating to these assets. Any member who is in possession of any assets will return the assets to the Trustees as quickly as possible.
- 2) All outstanding debts and credits will be settled as quickly as possible.
- 3) Most remaining funds shall be placed into some form of interest earning account. A small fund will remain in a current bank account to cover any expenses incurred by the Trustees.
- 4) The trophies, medals and other properties shall be valued and placed in a safe location, for example a bank. The insurance on these items will be maintained.

It is possible that another association or other associations will be formed to replace the LAA. The viability of this (these) association(s) will be checked by the Trustees and by the GNAS (or other National Association). The Trustees should satisfy themselves that the new Association(s) represents the interests of all the archery clubs that were members of the LAA at the time of dissolution. Upon acceptance of the new association(s) the Trustees will hand over the assets to the new association(s). The monetary value of the trophies and properties will form the basis of the allocation if more than one association is formed. Additional guidelines, such as the number of clubs in each association, may also be used as a basis for apportioning the assets. The new association(s) will make a claim for the assets and, if necessary, the Trustees will act as arbiters.

If no association(s) has (have) been formed to replace the LAA by the end of the specified period of time then all the trophies, medals and other properties will be sold, preferably to past affiliated clubs. The resulting funds will be divided between the archery clubs that were associated to the LAA and are still continuing. In the event of any dispute the Trustees will act as sole arbiters.