

# Southern Counties Archery Society

## Rules for the Regional Council

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*[NOTES on this draft:*

*a) The majority of this draft is taken from the present SCAS constitution. In this draft, colour indicates new text or a significant change in a particular provision.*

*b) Brief comments in italic and brackets [] in the draft explain the reason for changes and will not form part of the final document.*

*c) The intent is that on forming the CIO, the Trustees will adopt this document in order to delegate the given responsibilities to Council]*

### **1 Responsibilities of the SCAS Regional Council**

1.1 The affairs of the Society shall be supervised by the SCAS Regional Council (“the Council”) which shall have such powers, duties and responsibilities as are laid down in these Rules or are directed by the Trustees of the Society. *[See note c) above; Trustees delegate powers to Council]*

1.2 The principal responsibilities of the Council are:

- To supervise the organisation of SCAS Tournaments and other events
- To supervise the development and delivery of Coaching in the Region
- To supervise the development and delivery of Judging in the Region
- To supervise the allocation of grants within agreed budget
- To supervise regular liaison with Archery GB and other relevant national bodies
- To appoint officers as necessary to carry out these functions;
- To advise the Trustees on financial and other policies
- To advise the trustees on the budgetary priorities of the Region

*[The responsibilities above are allocated to Council based on member survey responses and subsequent Council discussion, noting the legal responsibility of CIO Trustees for financial policy]*

### **2 Composition of the SCAS Regional Council**

2.1 The Council of the Society shall consist of the following persons whose services shall be purely honorary:

2.2 The Executive members, who shall deal with all business requiring urgent attention and arising between Council meetings being:

- The President
- The Chairman of the Council
- The General Secretary
- The Treasurer

2.3 Other officers elected by the Annual General meeting, being:

- Two Vice-Presidents, one lady and one gentleman
- The immediate Past-President

2.4 County Representatives as follows:

- For each County Association recognised by the Society as having 750 members or less at September 30th of the previous year – Two Representatives.
- For each County Association recognised by the Society as having more than 750 members at September 30th of the previous year – Three Representatives.

2.5 The following **officers** of the Society, who shall be appointed by the Council:

- The Chairman of the Regional Coaching Committee.
- The Finance Officer of the Regional Coaching Committee.
- The Chairman of the Regional **Judges'** Committee. [*was "shooting committee (ie Judges)"*]
- The Tournament Organisers for the appropriate regional events as prescribed by the Council from time to time. (See Note 1).
- The Society's representatives to the English Archery Federation.
- The Public Relations Officer.

*[The above change removes the distinction between officers and officials: see also 3.8 below]*

2.6 The Council may appoint representatives to each of the areas identified by Archery GB for regional liaison. (See Note 2)

2.7 The Council may co-opt other persons to the Council for particular purposes, but these persons shall not be entitled to vote at Council meetings, nor shall their office extend beyond the next Annual General Meeting without the approval of the members at that meeting.

**2.8 Any Trustee of the Society may attend meetings of Council. A Trustee attending a meeting of Council shall not have any additional vote by virtue of their role as a Trustee.**

### **3 Council Proceedings**

3.1 No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be ten voting members of which at least two shall be Executive members

3.2 The Council members shall meet together for the conduct of business, adjourn and otherwise regulate their business as they shall decide.

3.3 The Council shall cause proper minutes to be made of its proceedings **and of the proceedings of General Meetings of the Society** and of any committees or subcommittees **of the Council** set up for whatever purpose.

*[The Trustees are the legally responsible body in a CIO and it seems appropriate that minutes of General Meetings and Trustees meetings should be a Trustee rather than Council responsibility]*

3.4 The minutes of any meeting if signed by the chairman of the meeting at the next succeeding meeting, shall be conclusive proof without any further evidence of the business conducted and the decisions made.

3.5 The Chairman, or in their absence the Vice-Chairman, shall take the chair at all meetings of the Council, but if neither is present 15 minutes after the time set for the start of the meeting, the members present shall choose one of their number to take the chair.

3.6 The Council members may act notwithstanding any vacancy in their body, but if their numbers are at any time reduced to less than ten, or the Executive Member numbers to less than two, any action shall be subject to ratification by a subsequent, quorate meeting of Council or by the Trustees at a meeting of the Trustees. *[Adds mechanisms for ratification at need]*

3.7 Where possible, questions arising at Council meetings shall be decided by consensus. Where a consensus can not be established, questions arising at any meeting may, at the direction of the Chair, be decided by a simple majority of votes.

3.8 A proposal put to the vote shall be decided by the votes of those persons present and entitled to vote. Each officer listed at 2.2, 2.3, 2.4 and 2.5 shall be entitled to one vote. No person present shall exercise more than one vote irrespective of posts held, except that each County Association shall be entitled to cast one vote for each of its Representatives (as defined at 2.4 above) providing that at least one of those Representatives is present.

*[Change at 3.8 above allocates all officers a vote. Liaison representatives (2.6) are not included, following discussion at Council, Sept 2019]*

3.9 In the event of a vote, members of Council may request a secret ballot on any proposal, providing only that the request is made before or upon the declaration of the result of any hand vote.

3.10 In the case of an equality of votes, the Chairman shall poll a second or casting vote.

3.11 The Council may at any time set up or dissolve standing or ad hoc subcommittees and delegate to such subcommittees such powers and responsibilities as it shall think fit. All acts and proceedings of such sub-committees must be reported to the Council as soon as possible.

3.12 Any action that may be taken at a meeting of the Council may be taken without a meeting if consent in writing (see Note 3) to the action taken is given by a majority of the Council and returned to the General Secretary.

3.13 Council members and officials of the Society attending Council or committee meetings may claim travelling expenses equivalent to second-class return rail fares, or travelling expenses reasonably incurred to accommodate a material disability.

*[Adds provision for increased expenses due to disability]*

## **4 Elections and Appointment of officers**

4.1 The Council shall appoint the Officers identified at paragraph 2.5.

4.2 Each Officer of the Society must be a member of the Society.

All elections and appointments are subject to Rule 4.8 *[Intent covered adequately by 4.2]*

4.3 All full and associate members of the Society are entitled to make nominations for candidates to fill vacancies on the Council. Nominations for candidates must be lodged with the General Secretary not less than 30 days before the date of the Council Meeting at which the appointment is due takes place. Nominations must show the name and affiliation of the proposer and must confirm that the candidate is willing to fill the vacancy.

4.4 Nominations may be taken from the floor of a Council Meeting only where no nomination is received by the due date.

4.5 If more than one candidate is proposed for any office, a poll shall be taken in accordance with paragraph 3.8.

4.6 The period of office of all Council members elected or appointed at a Council Meeting shall commence at the end of that Council Meeting.

4.7 Any casual vacancy in the Council may be filled by the Council from among those eligible providing only that any person so appointed shall retire at the Council meeting following the next Annual General Meeting.

4.8 A member of the Council shall cease to hold office if:

- By notice in writing they resign (see Note 3);
- They cease to meet the conditions of eligibility for membership of the Council;
- They are removed from office by a resolution of the Council.

4.9 County Representatives to the Council shall be appointed by each County Association as follows:

- The names of the appointed Representatives shall be notified in writing (see Note 3) to the General Secretary of the Society by an authorised official of the County Association
- The appointment shall take effect from the date of receipt of the notification and shall remain in force until the Representative resigns, or a notification of replacement is received from the County Association.

4.10 If a County Representative cannot attend a Council meeting then an alternate may attend, but the name of the alternate must be notified in advance to the General Secretary by the County Association.

4.11 A Vice-Chairman shall be elected by the Council members from among their number at the Council meeting immediately following the Annual General Meeting. The period of office shall be one year and the retiring Vice- Chairman shall be eligible to stand for re-election.

The Vice-Chairman shall not be entitled to exercise any extra vote by reason of this office.

4.12 The officers identified at Rule 2.5 shall normally be appointed by the Council at the Council meeting immediately following the AGM. Their appointment/recognition shall be for a period of one year, that year being related where necessary to the date of the event that they are to organise.

4.13 The Council shall make nominations where necessary, or endorse nominations made by others where appropriate; in order to ensure that elective posts required by Archery GB are filled effectively

## **5 Amendment**

5.1 These rules may be amended by the Trustees at any time, subject to the Constitution of the Southern Counties Archery Society.

*[Provision for amendment added for completeness. Power to amend allocated to Trustees in this draft as the intent is for these Rules to form the Trustees delegation of authority to Council; ]*

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## **Notes to the Rules for Regional Council**

### **Note 1. Regional Tournaments**

Organisers for the following events are currently appointed by Council:

- The Southern Counties Archery Meeting;
- The Southern Counties Field Tournament;
- The Southern Counties Indoor Championships;
- The Southern Counties Junior Championships;
- The Southern Counties Clout Championships;
- The Southern Counties Inter-County Team Championships
- The Southern Counties Junior Inter-County Team Championships.

### **Note 2 – Archery GB liaison.**

Regionally represented liaison areas as defined by Archery GB at [September 6th 2019] are:

- ~~— Coaching;~~
- Field Archery;
- ~~— Judges panel;~~
- ~~— Junior Archery;~~
- Archery for the Disabled.

*[List amended for consistency with current practice]*

### **Note 3. Electronic mail or other communication**

For the purposes of Council business, references to communication in writing include communication by electronic mail or other means (for example, electronic voting) provided that:

- The individual communicating is identifiable from the mail address or by other suitable means;
- The address or other identification is unique to the individual concerned (that is, it is not a shared address or identifier);
- Any email address used has been previously notified to the Secretary.

*[Note added to clarify use of email etc]*

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