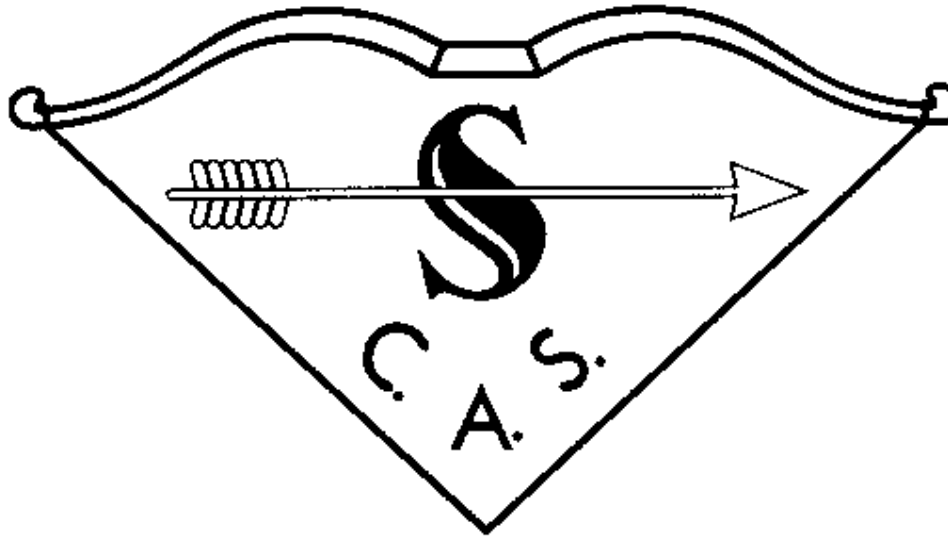


# *Southern Counties Archery Society*



## *Constitution & Rules*

*April 2003*

*Affiliated to the Grand National Archery Society*

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## Constitution

**1. Name** - the name of the Society is the Southern Counties Archery Society. (Hereinafter called "the Society")

**2. Address** - the postal address of the Society is that of the current General Secretary or of the current Council Chairman if the post of General Secretary is vacant.

**3. Object** - the object for which the Society is established is:

**“To act as a Regional Society of the Grand National Archery Society in promoting and encouraging the sport of archery throughout the counties described as comprising the jurisdictional area of the Society (Hereinafter called “the Region”) in Appendix A to the Laws of the Grand National Archery Society.”**

In furtherance of the above object, but not further or otherwise, the Society shall have the following powers:

3.1 To encourage and promote participation in the activities of the Society by individuals, clubs, county associations and other organisations concerned with the sport of archery

3.2 To affiliate to and maintain close links with the Grand National Archery Society (GNAS) and other national bodies such as the English Archery Federation (EAF) and through these bodies to take an interest in archery at national and international level

3.3 To support archery within the Region and to provide a system for the exchange of information about such archery.

3.4 To encourage the formation and maintenance of county associations and archery clubs within the Region.

3.5 To encourage and promote coaching, judging and other development activities in the Region including the development of training, coaching and judging methodologies and to conduct, support and participate in educational, training and competitive events aimed at developing and improving the archery performance and standards of its members and others

3.6 To provide a service of liaison in relation to archery events within and without the Region in order to minimise event duplication and overlaps

3.7 To acquire any real or personal property and any rights or privileges necessary for the promotion of its objectives

3.8 To borrow money and secure the repayment of any loans or other obligations of the Society by charge on any of the assets of the Society

3.9 To invest the monies of the Society not immediately required for its purposes in such investments, securities or property as may be thought fit

3.10 To appoint such Trustees as are necessary for the prudent management of its investments, securities or property.

3.11 To do all other lawful things necessary to carry out the objects of the Society providing always that:

3.11.1 In raising funds for its objects the Society shall not undertake any permanent trading activities

3.11.2 The income and property of the Society shall be used only to promote the objects of the Society as described in this Constitution

**4. Dissolution** - if upon the winding up of the Society there remains after the payment of all debts and liabilities, any funds or properties whatsoever, they shall not be distributed among the members of the Society, but shall be transferred, with guidance from GNAS, to some other organisation having similar objects to the Society.

## Rules

### 1. General

In these Rules, the words in the first column below have the meanings set opposite them in the second column, if not inconsistent with the subject or context.

<b><u>Words</u></b>	<b><u>Meaning</u></b>
<b>The Society</b>	The Southern Counties Archery Society.
<b>Rules</b>	The Rules of the Society as agreed by the members in General Meeting from time to time.
<b>GNAS</b>	The Grand National Archery Society.
<b>SCAS</b>	The Southern Counties Archery Society.
<b>SCAM</b>	The Southern Counties Archery Meeting.
<b>Archery</b>	All branches of the sport of Archery defined and regulated in the GNAS Rules of Shooting as issued and amended from time to time.
<b>The address</b>	The address of the current General Secretary of the Society or the address of the current Chairman of the Council of the Society when the post of General Secretary is vacant.
<b>Dues</b>	Affiliation fees, membership subscriptions or any other assessment of any nature and for any reason, properly executed by the Council and approved by the membership in General Meeting.
<b>Month</b>	Calendar month.
<b>Membership Year</b>	The year defined by GNAS for the purposes of the payment of subscriptions.
<b>Financial Year</b>	The Calendar year.
<b>Member</b>	A person or organisation in any of the member categories defined in these Rules.
<b>Trustee</b>	A person appointed by the Council in whose name certain assets of the Society may be vested.
<b>In writing</b>	Any mode of representing or reproducing words in a visible form. The singular shall include the plural and vice versa. The masculine gender shall include the feminine gender and vice versa.

### 2. The Region

2.1 The area covered by the Region is described at Appendix A to the Laws of the Grand National Archery Society adopted in April 2000 and is currently as follows:

The counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hampshire, Hertfordshire, Kent, London, Middlesex, Norfolk, Oxfordshire, Suffolk, Surrey, Sussex, the Isle of Wight and the Channel Islands.



### **3. Membership**

3.1 Membership of the Society shall be open to all persons and organisations who are:

3.1.1 interested in advancing the objectives of the Society and

3.1.2 willing to abide by these Rules and

3.1.3 otherwise qualified under the provisions set out in these Rules

3.2 The Society shall provide for the following categories of membership:

3.2.1 **County Association** – any properly constituted county association within the Region, which has been accepted as a county association by the Society, which has at least three archery clubs in membership and of which all members, in whatever category, have paid appropriate dues to the Society and GNAS.

3.2.2 **Affiliated Club** - any properly constituted archery club within the Region, which is a member of a County Association as defined at 3.2.1, or has been accepted by the Society as an Affiliated Club where no appropriate County Association exists, and for all the members of which, in whatever category, appropriate dues have been paid to the Society and GNAS.

3.2.3 **Junior Affiliated Club** – any properly constituted archery club within the Region, the membership of which is restricted to persons under the age of 18 years, except that, for administrative purposes, a maximum of two persons over the age of 18 years are permitted membership of the club; which is a member of a County Association as defined at 3.2.1, or has been accepted by the Society as a Junior Affiliated Club where no appropriate County Association exists and for all members of which, in whatever category, appropriate dues have been paid to the Society and GNAS.

3.2.4 **School Club** - any properly constituted archery club within the Region, the membership of which is restricted to persons under the age of 18 years and drawn from a single educational entity, except that, for administrative purposes, a maximum of two persons over the age of 18 years are permitted membership of the club; which is a member of a County Association as defined at 3.2.1, or of the Association for Archery in Schools, or has been accepted by the Society as a School Club where no appropriate County Association exists and for all the members of which, in whatever category, appropriate dues have been paid to the Society and GNAS.

3.2.5 **University Club** - any properly constituted archery club within the Region, the membership of which is drawn from a single university or other establishment of higher education; which is a member of a County Association as defined at 3.2.1 or has been accepted by the Society as a University Club where no appropriate County Association exists and for all members of which, in whatever category, appropriate dues have been paid to the Society and GNAS.

3.2.6 **Honorary Affiliated Club** – any properly constituted archery club, the membership of which is restricted to permanently disabled archers or in-patients of hospitals and institutions, except that for administrative purposes two able bodied persons over the age of 18 are permitted membership of the club; which is a member of a County Association as defined at 3.2.1 or which has been accepted by the Society as an Honorary Affiliated Club where no appropriate County Association exists and for all members of which, in whatever category, appropriate dues have been paid to the Society and GNAS.

3.2.7 **Associate Member** – any person of 18 years or older who is a member of any of the clubs defined at 3.2.2; 3.2.3; 3.2.4; 3.2.5 or 3.2.6, and who has paid appropriate dues to the Society and GNAS.

3.2.8 **Junior Associate Member** – any person aged less than 18 years who is a member of any of the clubs defined at 3.2.2; 3.2.3; 3.2.4; 3.2.5 or 3.2.6, and who has paid appropriate dues to the Society and GNAS.

3.2.9 **Individual Member** – any person who has been accepted by the Society as an Individual Member and who has paid appropriate dues to the Society and GNAS.

3.2.10 **Life Member** - any person who, having met the criteria for Life Membership and having been accepted by the Society as a Life Member has paid the appropriate compounded dues to the Society. The criteria for Life Membership shall be prescribed by the Council from time to time. (See Note 1).

3.2.11 **Honorary Member** - any person upon whom the Society has conferred this title in recognition of outstanding services to archery.

3.2.12 **Honorary Vice President** – any person upon whom the Society has conferred this title in recognition of outstanding services to the Society.



## **4. Duties and privileges of members**

4.1 Every member shall be bound to further the objects of the Society, shall accept the jurisdiction of the Society and shall observe these Rules and those of GNAS.

4.2 All members shall be entitled to ready access to the general communications of the Society, to be present or represented at functions and events arranged by the Society and to receive such support and assistance as the Society is able to offer.

4.3 All members other than Junior Associate Members shall be entitled to vote at General Meetings of the Society.

4.4 All Associate, Junior Associate, Individual and Life Members shall receive proper consideration for selection for representative Society teams.

4.5 All County Associations and all clubs in membership of the Society may describe themselves in their letter headings and any other descriptive material as affiliated to the Southern Counties Archery Society.

4.6 All Affiliated Clubs shall provide annually, on the forms provided by GNAS, details of their own membership numbers and categories

4.7 Membership of the Society will terminate if:

4.7.1 A properly authorised form of resignation is received by the Society

4.7.2 Affiliation fees remain unpaid 60 days after the due date or

4.7.3 The member ceases to qualify under these rules or

4.7.4 Membership is terminated under Rule 5

4.8 No member whose affiliation fees are in arrears shall be entitled to:

4.8.1 Vote at a meeting of the Society

4.8.2 Hold office in the Society

4.8.3 Be consulted about the appointment of new members

4.8.4 Requisition a Special General Meeting

## **5. Discipline**

5.1 The Council may at any meeting, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated these Rules or whose conduct is deemed detrimental to the best interests of the Society.

5.2 Before any such disciplinary action, the member shall be given at least 14 days notice in writing and shall be granted the opportunity to be heard by the Council.

5.3 The decision of the Council shall be communicated to the member in writing and the Council shall not be required to explain its actions to any but those concerned. The Council is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.

5.4 The member shall be allowed 28 days from the date of communication of the decision of the Council in which to lodge an appeal against the decision, in writing, with the General Secretary of the Society. The Council shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.

5.5 In the event of an appeal against the decision of the Council, an Appeals Panel of three independent individuals shall be appointed by the Chairmen of all County Associations in membership of the Society acting together. No member of the Council may sit on this appeal panel.

5.6 The Panel may hear such witnesses and consider such evidence as it shall think fit and its decision will be binding both upon the appellant and the Society.

## **6. Applications for membership.**

6.1 For those categories of membership requiring a formal application, i.e. County Association; Individual Member; Life Member and any club applying other than through a County Association, an application for membership of the Society shall be made in writing to the General Secretary of the Society and shall be accompanied by the necessary subscription.

6.2 Applications from County Associations and clubs applying other than through a County Association must be accompanied by the appropriate constitution and rules.

6.3 All applications will be dealt with by the Council and its officers in its absolute discretion, but applications from County Associations will be discussed with appropriate existing County Associations before a decision is made.

## **7. Dues**

7.1 All dues shall be as determined by the Council from time to time and approved by the members in General Meeting

7.2 Dues shall be payable annually, not later than September 30th, for the following membership year

7.3 Where an Individual Member, Life Member or Honorary Member is also a member of a club, no further Associate Member fee is required

7.4 A member belonging to two or more clubs shall be liable for a Society subscription only for the club through which his GNAS subscription is paid.

7.5 All subscriptions paid through clubs must follow the procedures laid down by the Grand National Archery Society for the routing and timing of those payments. Subscriptions from clubs where there is no appropriate County Association shall be paid direct to the Society.

7.6 The subscription (i.e. membership) year of the Society is the same as that of GNAS and the Society operates the same concessions for new joiners as those operated by GNAS.

7.7 The minimum Society fee from any club that pays subscriptions for Associate Members or Junior Associate Members is the equivalent of the subscriptions of three Associate Members of the Society.

7.8 The Council may, in its absolute discretion, waive, cancel or reduce payment of Regional dues or other indebtedness of a member to the Society for any period

## **8. The Council**

8.1 The affairs of the Society shall be supervised by the Council which shall have such powers, duties and responsibilities as are laid down in these Rules and not otherwise directed to be carried out by the members in General Meeting

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

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

8.2.1.1 The President

8.2.1.2 The Chairman of the Council

8.2.1.3 The General Secretary

8.2.1.4 The Treasurer

8.2.2 The other elected officers being:

8.2.2.1 Two Vice-Presidents, one lady and one gentleman

8.2.2.2 The immediate Past-President

8.2.2.3 The Southern Counties Archery Meeting Organiser

8.2.2.4 The Field Tournament Organiser

8.2.3 County Representatives as follows:

8.2.3.1 For each County Association recognised by the Society as having 750 members or less at September 30th of the previous year – 2 Representatives.

8.2.3.2 For each County Association recognised by the Society as having more than 750 members at September 30th of the previous year – 3 Representatives.

8.3 The following officials of the Society shall be required to attend and/or report to Council meetings ex-officio:

8.3.1 A representative to each of the areas identified by GNAS for regional liaison. (See Note 2).

8.3.2 The Chairman of the Regional Coaching Committee

8.3.3 The Finance Officer of the Regional Coaching Committee

8.3.4 The Chairman of the Regional Shooting Committee (i.e. Judges)

8.3.5 The Public Relations Officer

8.3.6 The Tournament Organisers for the appropriate regional events as prescribed by the Council from time to time. (See Note 3).

8.3.7 The Society's representative to the English Archery Federation.

8.4 The Council may decide from time to time to 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.

## **9. Council Proceedings**

9.1 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

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

9.3 The Chairman, or in his 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.

9.4 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, it will be lawful for them to act only for the purpose of filling the vacancies in the Council or of convening a General Meeting of the Society.

9.5 Questions arising at any meeting shall be decided by a simple majority of votes.

9.6 A proposal put to the vote shall be decided by the votes of those persons present and entitled to vote, excepting only that each County Association shall be entitled to cast one vote for each of its Representatives (as defined at Rule 8.2.3) providing that at least one of those Representatives is present.

9.7 Members of Council may request a secret ballot on any proposal, providing only that the request must be made before or upon the declaration of the result of any hand vote.

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

9.9 The Council will 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 set up for whatever purpose.

9.10 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.

9.11 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.

9.12 Any action that may be taken at a meeting of the Council may be taken without a meeting if consent in writing to the action taken shall be signed by a majority of the Council and returned to the General Secretary.

9.13 Council members and officials of the Society attending Council or committee meetings may claim travelling expenses equivalent to second-class return rail fares.

## **10. Elections and Appointments**

10.1 Each Officer or Official of the Society must be a member of the Society.

10.2 All elections and appointments are subject to Rule 4.8

10.3 The President shall be elected at any General Meeting of the Society. The term of office shall be three years and the retiring President shall not be eligible for re-election but shall remain a member of Council as the immediate Past-President for the period of office of his successor.

10.4 The Vice-Presidents shall be elected at any General Meeting of the Society. The term of office shall be two years and a retiring Vice-President shall be eligible to stand for re-election.

10.5 The Chairman of Council, the General Secretary, the Treasurer and the Tournament Organisers (SCAM and Field) shall be elected at the Annual General Meeting of the Society. Their period of office shall be one year and they shall be eligible to stand for re-election.

10.6 All members of the Society are entitled to make nominations for candidates to fill vacancies on the Council. Nominations for candidates to fill the vacancies that will arise at the Annual General Meeting must be lodged with the General Secretary not less than 30 days before the date of the Annual General Meeting. Nominations must show the name and affiliation of the proposer and must confirm that the candidate is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in emergency.

10.7 If more than one candidate is proposed for any office, a poll shall taken in accordance with Rule 14

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

10.9 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 end of the next Annual General Meeting.

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

10.10.1 By notice in writing he resigns

10.10.2 He ceases to meet the conditions of eligibility for membership of the Council

10.10.3 He is removed from office by a resolution of the members of the Society in General Meeting

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

10.11.1 The names of the appointed Representatives shall be notified in writing to the General Secretary of the Society by an authorised official of the County Association

10.11.2 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

10.12 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.

10.13 The 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.

10.14 The officials identified at Rule 8.3 shall be appointed and/or recognised 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.

10.15 All members of the Society are entitled to make nominations for candidates to fill notified vacancies for the Society's "officials". Nominations for candidates to fill the vacancies that will arise at the Council meeting following the Annual General Meeting must be lodged with the General Secretary not less than 30 days before the date of that Council meeting. Nominations must show the name and affiliation of the proposer and must confirm that the candidate is willing to fill the vacancy.

10.16 The election of Honorary Members or Honorary Vice-Presidents shall take place at any General Meeting and nominations, accompanied by citations must be received by the General Secretary at least thirty days before the date of the General Meeting.

10.17 The Council shall make nominations where necessary, or endorse nominations made by others where appropriate; in order to ensure that elective vacancies declared by the Grand National Archery Society are filled effectively

## **11. Trustees**

11.1 Trustees shall be appointed by the Council under such conditions and for such periods, as shall be thought fit.

11.2 Trustees shall be identified in the Annual Report of the Society, together with a description of any assets that are currently vested in their names.

11.3 The office of a Trustee will terminate if:

11.3.1 By notice in writing he resigns

11.3.2 He is removed from office by a resolution of the members of the Society in General Meeting

## **12. General Meetings**

12.1 The General Meeting of the Society shall be held once in every calendar year, on the first Saturday in April, or as near to that date as convenient, as the Annual General Meeting.

12.2 All those entitled to receive the notices of the Society (Rule 17) will be given at least 14 days notice of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such notice shall be sufficient proof of notice and the accidental omission to give such notice or the non-receipt of such notice shall not invalidate the proceedings of any General Meeting.

12.3 All General Meetings of the Society other than the Annual General Meeting shall be called Special General Meetings.

12.4 A Special General Meeting of the Society may be called by the Council, or by one or more written calls, filed by the Secretary and endorsed by the Executive members of the Council (defined in Rule 8.2.1), or by not less than 25 County Associations and/or member clubs and/or Individual, Life or Honorary Members. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting.



## **13. Proceedings at General Meetings**

- 13.1 The ordinary business of the Annual General Meeting shall be to:
- 13.1.1 Receive and consider the reports of the Council and the Auditor(s)
  - 13.1.2 Receive and consider the annual accounts
  - 13.1.3 Appoint the Auditor(s) for the following year
  - 13.1.4 Fix the remuneration of the Auditor(s)
  - 13.1.5 Fix the rates of dues for the following year
  - 13.1.6 Elect Council members

13.2 Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of specific detail in the agenda. No other business will be conducted at the Annual General Meeting.

13.3 No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be twenty-five members personally present and entitled to vote.

13.4 If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting, if convened on a call from the members, shall be dissolved. In any other case it shall stand adjourned to such other time and place as the chairman shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be a quorum.

13.5 The Chairman, or in his absence the Vice- Chairman, will take the chair at every General Meeting. If neither is present within fifteen minutes after the appointed time then the members present will appoint one of their number to take the chair.

13.6 All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement that would, had it been discovered before the conclusion of the meeting, have modified the outcome.

## **14. Voting at General Meetings**

14.1 Subject only to the provisions that follow, every member, other than those members excluded from voting by Rule 4.3, on a show of hands shall have one vote. In the case of County Associations and Clubs the vote shall be cast by the person carrying the association or club voting card referred to in Rule 14.2

14.2 When publishing the Notice of the Meeting, the General Secretary of the Society shall send to each County Association and Club in membership of the Society an official voting card marked for that particular Association or Club. Only the person carrying this card at the General Meeting shall be allowed to cast the vote of the Association or Club in any hand vote.

14.3 A resolution put to the vote shall be decided by a show of hands of those persons present and entitled to vote unless before or upon the declaration of the result of the show of hands a poll be directed by the Chairman or demanded by not less than five members present in person. Proxy votes may be cast only when a poll has been directed or demanded.

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

14.5 The instrument appointing a proxy shall be signed by the person appointing the proxy. In the case of a County Association or Club the instrument must be signed by an authorised officer of the organisation.

14.6 The instrument appointing the proxy shall be in one of the forms (or as near to it as circumstances permit) shown at Rule 14.17 as appropriate.

**14.7 Proxy forms**

**Form of Proxy for a County Association or Club**

**[The notes in parenthesis are for the guidance of the authorised person completing the form]**

**Southern Counties Archery Society**

I .....of .....

[enter your name] [enter the name of the county association or club for whom you are nominating a proxy]

in the County of .....

[enter the name of the County]

being an authorised officer of the above named County Association or Club, hereby appoint:

.....of .....

[enter the name and affiliation (club etc) of the proxy – if you leave this line blank the Chairman will cast your vote(s)]

or failing him, the Chairman of the Meeting, as proxy to vote for the above named County Association or Club at

the General Meeting of the Southern Counties Archery Society to be held on the

..... day of ..... 20 ..... and at any adjournment thereof.

[enter the date of the meeting]

**This form is to be used to vote in favour of or against the resolution or resolutions as shown.**

[The proxy form will be accompanied by a list of the resolutions to be voted upon, where you may show how you wish your vote(s) to be cast]

**Unless otherwise instructed, the proxy will vote as he/she thinks fit.**

Signed this ..... day of ..... 20 .....

[enter the date on which you signed the form]

[Sign here, using your normal signature]

Office held in the County Association or Club .....

.. [Indicate what office you hold in the association or club; e.g. Chairman, Secretary etc]

**Form of Proxy for an individual person.**

**Southern Counties Archery Society**

I ..... of the ..... Club

[enter your name] [enter the name of your club]

in the County of ..... being

[enter the name of the County in which your club is situated]

an Associate Member – an Individual Member – a Life Member – an Honorary Member – an Honorary Vice-President;

[delete as appropriate]

Hereby appoint. .... of .....

[enter the name and affiliation (club etc) of the proxy – if you leave this line blank the Chairman will cast your vote(s)]

or failing him, the Chairman of the Meeting, as my proxy to vote for me at the General Meeting of the Southern

Counties Archery Society to be held on the

..... day of ..... 20 ..... and at any adjournment thereof.

[enter the date of the meeting]

**This form is to be used to vote in favour of or against the resolution or resolutions as shown.**

[The proxy form will be accompanied by a list of the resolutions to be voted upon, where you may show how you wish your vote to be cast]

**Unless otherwise instructed, the proxy will vote as he/she thinks fit.**

Signed this ..... day of ..... 20 .....

[enter the date on which you signed the form]

[Sign here, using your normal signature]

The form of proxy must permit an expression of voting intention for each relevant item on the agenda.

**Note: All proxies must be members of the Society.**

## **15. Accounts**

15.1 The Council shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of the Society's affairs with regard to:

15.1.1 The assets and liabilities of the Society

15.1.2 Income and expenditure and the matters giving rise to such income and expenditure

15.1.3 All sales and purchases of goods and services by the Society

15.2 The books of account shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current General Secretary and shall be made available for examination at every meeting of the Council

15.3 Once at least in every year, the Council shall lay before the members in General Meeting, income and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date. Every such balance sheet shall be accompanied by a report of the Council and a report of the Auditor(s) and a copy of such accounts, balance sheets and reports shall be sent to all members entitled to receive notices of General Meetings, in accordance with Rule 17 at the same time as the notice of the General Meeting.

15.4 The financial year of the Society shall be the calendar year from January 1st to December 31<sup>st</sup>

## **16. Audit**

16.1 At least once in every year the accounts of the Society shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors.

16.2 The auditor(s) shall be appointed at the Annual General Meeting of the Society and shall not be a Council member nor an immediate past Council member.

## **17. Notices**

17.1 Each County Association, Affiliated Club, Junior Affiliated Club, School Club, University Club, Honorary Affiliated Club, Individual Member, Life Member, Honorary Member and Honorary Vice- President, shall from time to time notify the General Secretary of the Society of an address to be registered as the postal address of that member.

17.2 A notice may be served by the Society upon any of the members listed at Rule 17.1, either personally, or by mail in a prepaid letter addressed to the registered address of that member

17.3 Associate Members and Junior Associate Members shall be deemed to have received Society notices providing that those notices have been served on the club through which the Associate Member or Junior Associate member dues have been paid to the Society. Each club is expected to provide sufficient copies of Society notices and accompanying documents to meet the needs of its own members.

## **18. Championships**

18.1 The Society shall hold annual outdoor and indoor Championship Meetings and any other archery events that it requires for both teams and individual archers and in particular shall continue and maintain the Southern Counties Archery Meeting (SCAM). The Society's meetings may be open or closed or both simultaneously, but in the case of closed competitions they shall be available only to members of the Society.

18.2 All the Society's events will be run in accordance with the Rules of Shooting of the Grand National Archery Society.

18.3 Questions of eligibility to shoot for club, county and region shall be decided in accordance with the current Rules of the Grand National Archery Society and any notification to GNAS by an individual member of that organisation of the County for which the member will shoot must be copied to the General Secretary of SCAS.

18.4 No championship trophy belonging to the Society may be taken outside the United Kingdom.

## **19. Society Teams**

19.1 The Society may enter representational teams in any suitable event.

19.2 Society teams will be chosen in accordance with procedures agreed by the Council from time to time using mechanisms that are clearly visible to all members.

19.3 Society teams will be chosen only from members of the Society.

19.4 Any archer who represents the Society as a member of a Society team shall be presented with an appropriate Society badge and/or year-bar to mark the honour.

## **20. Society Record Scores**

20.1 The Society may certificate and may maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the GNAS Rules of shooting, by any person, while that person was or is an active member of the Society.

20.2 Claims for Society Records will be made and ratified in accordance with procedures laid down by the Council from time to time.

## **21. Alterations to the Constitution and Rules**

21.1 The Constitution and Rules of the Society may be altered, amended, repealed or added to by a Special Resolution of the members in General Meeting providing that three quarters of those personally present and entitled to vote are in favour.

21.2 No alterations shall be made to the Constitution and Rules that would have the effect of putting them in conflict with the Constitution and Rules of GNAS.

21.3 Any proposal to change the Constitution and Rules of the Society must be notified to the General Secretary at least six (6) week before the date of the General Meeting at which the proposal is to be made.



## **Notes**

The notes that follow are provided for the convenience of members and do not form part of the Constitution and Rules.

### **Note 1 – Criteria for Life Membership**

Rule 3.2.10 – The current criteria, as resolved by the Council at April 5th 2003 are: “A minimum age of 50 years and a continuous membership of not less than five years”.

### **Note 2 – GNAS liaison groups.**

Rule 8.3.1 - The regionally represented liaison areas as defined by GNAS at April 5th 2003 are: Coaching; Field Archery; Judge, Junior and Archery for the Disabled.

### **Note 3 – Regional Tournament Organisers.**

Rule 8.3.6 – Organisers for the following events are appointed by the Council currently: the Indoor Championships; the Junior Championships; the Clout Championships; the Inter-County Team Championships and the Junior Inter-County Team Championships.