

	Middlesex County Archery Association CONSTITUTION February 2023
1	Definitions
	ArcheryGB (AGB) is the trading name of the Grand National Archery Society, the Governing body of archery in the UK. Southern Counties Archery Society (SCAS) is a regional Society for archery in Southern England.
2	Association
	The Association shall be called the MIDDLESEX COUNTY ARCHERY ASSOCIATION, hereinafter called the ASSOCIATION, and its postal address shall be that of the Honorary General Secretary for the time being. The Association shall be affiliated to the ArcheryGB (AGB) and of the Southern Counties Archery Society (SCAS) and nothing in this Constitution shall conflict with the Constitutions of those bodies in so far as they apply to the Association and/or its members.
3	Aims
	The aim of the Association shall be the promotion and encouragement of Archery in all its forms other than Bow Hunting, and Crossbow shooting, within the area defined by agreement with the Southern Counties Archery Society in January 1965 and by any means considered appropriate.
4	Memberships
	a. Members of Clubs within the aforesaid area (3 above) who affiliate to AGB and SCAS through the ASSOCIATION. b. Individual members of AGB and/or SCAS who pay an affiliation fee to the ASSOCIATION. c. Honorary members as per SCAS Rules and Regulations, or as elected at the ASSOCIATION's Annual General Meeting. d. Affiliation of Clubs to Middlesex shall be those that are located within or on the boundaries of the historic County of Middlesex. This may also include clubs who are located on the borders of Middlesex but whose club addresses are in neighbouring counties.
5	Subscriptions
	a. Subscriptions for membership of the ASSOCIATION shall be decided by Annual General Meeting and shall be deemed to be separate from the fee for affiliation to the AGB and SCAS as determined by those bodies from time to time. b. Honorary Members and Hon. Vice-Presidents – no subscription is payable to the funds of the ASSOCIATION.
6	Register
	Each club Secretary shall, when remitting affiliation fees and affiliation forms by 30 th September each year, supply the ASSOCIATION with a list of club members appearing at the time on the Club membership register.
7	President
	The Membership shall appoint a President at the end of each three year period calculated from the date of the Annual General Meeting in that year when the retiring President shall become a Past President.

8	Management
	The management of the ASSOCIATION shall be by a County Committee elected by the Membership at an Annual General Meeting. It shall consist of the following Officers and Members, who shall hold office for one year and be eligible for re-election: Chairman – Hon. General Secretary – Hon. Treasurer – Hon. Tournament Secretary – League Secretary – Records Officer – Hon. Coaching Officer – Indoor Tournament Secretary- Indoor League Secretary, and such number of other members not exceeding three. The President shall be an ex-officio member of the County Committee. The County Committee shall have power to co-opt individuals as may be deemed necessary and may appoint sub-committees from its members if required. The County Committee shall have the powers to make decisions on all matters appertaining to the management of the ASSOCIATION, save any alteration to the Constitution. Committee Members are jointly responsible for decisions.
9	Annual General Meeting
	The Annual General Meeting of the Association, at which the President shall take the chair, shall be held in the month of January each year, or soon as possible thereafter. The notice convening the Meeting shall be circulated to member clubs not less than fourteen days prior to the date of the Meeting with the Agenda and the Minutes of the previous AGM. This meeting shall deal with the business of an Annual General Meeting. Any member wishing to raise any business at the AGM shall notify the Hon. Secretary in writing of such proposal by not later than 30th November so that the matter may be included on the Agenda. A quorum for an AGM shall be TWELVE Association members from at least three Member clubs.
10	Extraordinary General Meeting
	Extraordinary General Meetings of the Association, at which the President shall take the chair, may be called by the President, the Chairman of the County Committee or at the request of not less than SEVEN members of the Association from at least THREE Member clubs giving written notice and stating the reasons for calling such a meeting. Notice convening such a meeting shall be circulated to member clubs not less than fourteen days prior to the date of the Meeting together with an Agenda and the names and Clubs of those members requesting such a Meeting. A quorum for an EGM shall be TWELVE Association members from at least THREE member clubs. The Meeting shall deal only with the circulated agenda.
11	Voting
	Clubs may have any number of members attending the AGM or EGM. Each club shall be entitled to ONE vote for up to nine MCAA affiliated members and ONE extra vote for each extra TEN affiliated members or part thereof. At the above Meetings, the County Committee shall become club members while voting is taking place. The Chairman of the Meeting shall have a casting vote whether or not he has voted for his club. No member may vote for more than one club. Voting members shall be identified at the commencement of the Meeting. There will be no proxy voting.

12	Finance The Financial Year of the Association shall end on 30th November and the Subscription year shall end on 30th September. The Funds, Trophies, equipment and other property of the Association shall be the responsibility of the Hon. Treasurer. The Funds of the Association shall be administered in a banking account in the name of the Middlesex County Archery Association with a bank of the Treasurer's choice approved by the Committee, at a branch to be determined from time to time. The aforesaid bank shall be and is empowered to honour cheques, orders for payment, bills of exchange and promissory notes drawn, signed and accepted or made on behalf of the said Middlesex County Archery Association and to act on any instructions with regards to any accounts or transactions of the said Middlesex County Archery Association by the Hon. Treasurer for the time being, who shall be authorised to sign, jointly with any other elected member of the County Committee. The Hon. Treasurer is authorised to make online banking payments up to a daily sum as agreed by the Committee from time to time. The Hon. Treasurer shall render a report and inspected accounts in Annual General Meeting or at such other times as required. An Inspector shall not be a member of the County Committee.
13	Termination of Membership Membership of the Association shall be deemed terminated if the Hon. Treasurer has not received the relevant annual subscription by the 1st October in any year.
14	Complaints and disciplinary procedure Categories of complaints a. Complaints against the County Committee or its members when acting as representatives of the County shall be dealt with in accordance with the County Complaints and disciplinary procedures. b. Complaints against a member club shall be dealt with in accordance with the County Complaints and disciplinary procedures only after the Club's complaints and disciplinary procedures have been exhausted. c. Complaints regarding safeguarding issues shall be dealt with in accordance with AGB Safeguarding policies, and not by the County complaints and disciplinary procedures. Procedure All complaints regarding the behaviour of members should be submitted in writing to the County Secretary. The County Executive Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the County. If the complaint is against a member of the Executive, he/she shall not be present at the meeting. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the County Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the SCAS Council shall be requested to appoint an Appeal Panel of three independent individuals. No member of the County Committee may sit on this panel. Discipline and appeals All disciplinary, child protection and poor practice concerns should follow the Archery GB Case Referral Panel guidelines which are available under Governance from the Archery GB website.

15	Data Protection
	The Association will comply with the current General Data Protection Regulations at all times.
16	Amendment to the constitution
	Any proposal to amend the Constitution shall be notified to the Hon. Secretary at least ONE MONTH before the date of the Meeting at which the proposal is to be made. The Hon. Secretary shall give each affiliated club at least fourteen days' notice in writing of all such proposals. Such amendments may only be adopted by an AGM or EGM at which all attending members shall have the right to cast a vote.
	Feb 2023