

THE DURHAM & NORTHUMBERLAND ARCHERY ASSOCIATION CONSTITUTION

01. GENERAL

- 01.1. The Durham & Northumberland Archery Association (hereinafter called "the Association") shall consist of archery clubs whose premises lay within the geographical map indicated in **APPENDIX 'D'**.
- 01.2. Other clubs outside the aforementioned area may apply to join the Association if agreement to the application is given by the Association and by the County Association, in which the club is situated geographically,

02. AFFILIATIONS

- 02.1. The Association shall be affiliated to, and shall be bound by the rules of, the Grand National Archery Society (G.N.A.S.) and the Northern Counties Archery Society (N.C.A.S.).
- 02.2. The Association shall send its quota of representatives to the general committee of the N.C.A.S.

03. OBJECTS

- 03.1. The objects of the Association shall be:
- 03.1.1. To encourage, promote, develop and control archery (other than bow hunting) amongst all sections of the community within the Association's area of jurisdiction.
- 03.1.2. To promote annual County Championship meetings and other meetings at the discretion of the Executive Committee.

04. MEMBERSHIP

- 04.1. There shall be 4 classes of membership:
- 04.1.1. HONORARY. Any person whom the Association wishes to honour may be elected at any general meeting of the Association.
- 04.1.2. DIRECT. A person who is not a member of an affiliated club of the Association, but is a direct member of G.N.A.S. and wishes to be informed of Association matters.
- 04.1.3. ASSOCIATE. A properly paid-up shooting member of a G.N.A.S. and N.C.A.S. affiliated club.
- 04.1.4. JUNIOR. A person who has not attained the upper age limit as stated in the G.N.A.S. Constitution.
- 04.2. Any person interested in archery and affiliated to the G.N.A.S., and having attained the upper age limit laid down for junior membership as specified in the G.N.A.S Constitution shall be eligible for admittance as a direct member of the Association or under that age as a junior member.
- 04.3. Any archery club, or similar organisation, properly constituted and within the geographical area as defined in 01.1, shall lodge its constitution/rules with the Association and shall be eligible for affiliation as an associated club.
- 04.3.1. Any club so affiliated shall affect access to their annual general meeting by representatives of the Association. The club shall notify the Association's secretary of the date, in writing, 28 days prior to their annual general meeting or as such notice as is practicable.
- 04.3.2. A shooting member of an affiliated club shall, by such membership, become an associate member of G.N.A.S. and N.C.A.S.
- 04.3.3. An associated club shall consist of a minimum number of senior associated members as determined by the GNAS, except in the case of a junior associated club.'

- 04.3.4. Before acceptance all clubs must satisfy the committee that they have the necessary qualifications to become an affiliated club. It is essential that all shooting members are conversant fully with the Rules of Shooting; in particular those relating to safety and to the conduct of shooting.
- 04.3.5. A club will be eligible for affiliation if all shooting members of that club are affiliated to the G.N.A.S.
- 04.3.6. The Association shall have powers to disaffiliate any club, or member(s) of a club, whose actions bring the Association's name into disrepute or breach this Constitution. Such actions shall include blatant breaches of the safety rules which endanger other persons or property; the fraudulent acquisition of archery goods; the shooting of any animal and any other actions which the Association considers to be undesirable.
- 04.3.7. Any such club or person(s) subject to disciplinary proceedings shall have the right to a hearing in full committee before any decisions are made concerning their affiliation. The decision of the Executive Committee is final on all matters concerning membership.

05. MANAGEMENT

- 05.1. The management and property of the Association shall be vested in an Executive Committee. Sub-committees may be appointed by the Executive Committee to deal with special projects, e.g., County Championship meetings, and demonstrations.
- 05.2. In cases of emergency the Chairman, Honorary Secretary and Honorary Treasurer shall have full powers to act on behalf of the Association.

06. EXECUTIVE COMMITTEE

- 06.1. If applicable the officers of the Executive Committee shall be elected at each annual general meeting and shall assume office thereafter.
- 06.2. The Executive Committee shall consist of 6 officers, namely:
 - 06.2.1. President.
 - 06.2.2. Chairman.
 - 06.2.3. Honorary Secretary.
 - 06.2.4. Honorary Treasurer.
 - 06.2.5. Honorary Records Officer.
 - 06.2.6. Honorary Coaching Organiser, and
 - 06.2.7. Two representatives from each associated club, who shall be affiliated members of the Association.
 - 06.2.8. Each officer and representative shall have one vote. In the event of a tie the Chairman shall have a casting vote. All decisions made by the Executive Committee shall be by simple majority
- 06.3. A quorum of the Executive Committee shall consist of not less than 20% of the eligible committee membership.
- 06.4. The Chairman and other officers shall not act in the capacity of club representatives. In the event of the Chairman's absence the Executive Committee shall elect one of the members present to act as Chairman of the meeting. The person appointed shall not act as a club representative during the meeting.
- 06.5. The Executive Committee shall have power to co-opt members and advisors to fill casual vacancies and for such other purposes as they may decide. One such purpose shall be the provision of an Association Child & Vulnerable Adults Protection Officer. **See APPENDIX 'E'**.
- 06.6. In addition to club representatives, clubs may send unlimited observers to committee meetings. They may take part in any debates, but must not vote on any matter.
- 06.7. The minutes of the Executive Committee meetings shall be circulated to the officers and to the secretary of each associated club and to any

direct members not less than 21 days prior to the following meeting being held.

- 06.8. The President shall be elected for a term of 2 (two) years and may be re-elected for a maximum of 2 (two) consecutive terms of 2 (two) years.

07. HONORARY SECRETARY.

- 07.1. The Honorary Secretary shall duly convene all meetings of the Association and the Executive Committee.
- 07.2. Under the instructions of the Executive Committee a record of all proceedings shall be recorded in a minute book.
- 07.3. The Honorary Secretary shall conduct the ordinary day-to-day business of the Association.

08. HONORARY TREASURER

- 08.1. The Treasurer shall be responsible for the collection of subscriptions and for all receipts and disbursements of the Association's funds.
- 08.2. The Honorary Treasurer shall prepare and present annually a receipt and payments account with balance sheet, and shall keep all necessary books and records which shall be subject to audit at any time.

09. HONORARY RECORDS OFFICER

- 09.1. The HRO shall maintain an up-to-date list of the Association's record scores for all rounds made by its members in open competition which must be supported by documentary evidence. These records are to be made available at meetings when requested by the Executive Committee.
- 09.2. The HRO shall issue certificates to each member who achieves a new county records as laid down in **09.01** Such certificates shall include all relevant data relating to the award.
- 09.3. The HRO will maintain a list of scores to be used as indicated in **APPENDIX "F"**.

10. HONORARY COACHING ORGANISER

- 10.1. The Honorary Coaching Organiser (HCO) shall arrange all coaching activities, demonstrations and courses in archery for the benefit of the Association on instruction from the Executive Committee.
- 10.2. The HCO will arrange attendance at regional and national coaching meetings and will keep the Association informed on coaching matters.
- 10.3. The HCO shall keep a register of all qualified coaches within the Association.
- 10.4. It is desirable that the HCO be an active qualified coach. In the event of no nomination being received, in respect of an active qualified coach at the annual general meeting, then nominations shall be accepted in respect of any other member of the Association. In these circumstances, the HCO will be advised by, and will advise, the Chief County Coach who shall be elected annually by the Executive Committee at the first Executive Committee meeting following the annual general meeting.
- 10.5. An account shall be opened in the name of the 'D.N.A.A Coaching Organisation'. Any two from the HCO, Chairman, Honorary Treasurer and the Honorary Secretary shall be authorised to sign cheques. This account is to be made available to the Honorary Treasurer and Auditors in order that the annual accounts may be prepared.

11. HONORARY AUDITORS

- 11.1. The Association's annual accounts shall be audited by two auditors who shall be elected annually at the annual general meeting. They shall not be any of the officers stated in section 06.

12. SUBSCRIPTIONS

- 12.1. All members of the Association shall pay annually a subscription to the Association (see **APPENDIX 'A'**) at rates to be determined, by simple majority, at the annual general meeting. In addition all members, other than honorary members, shall pay such affiliation fees as are required by G.N.A.S. and N.C.A.S.
- 12.2. All affiliation fees shall be paid to the Association by club cheque.
- 12.3. The Honorary Treasurer shall administer the fees due to G.N.A.S. and N.C.A.S. using whatever affiliation method is in use at any time. On request advice will be given on the current levels of G.N.A.S. and N.C.A.S. fees and how to administer them.

13. FINANCE

- 13.1. All monies shall be banked in the name of the Association.
- 13.2. All expenditure must be approved by the Executive Committee. All payments shall be paid by cheque under the joint signatures of any two of: Chairman, Honorary Treasurer and Honorary Secretary.
- 13.3. A sum of petty cash may be allotted, by the Executive Committee, for the proper expenses of the Honorary Secretary who shall keep a petty cash account, which is subject to annual audit.

14. GENERAL MEETINGS

- 14.1. General meetings of the Association shall be convened not less than once yearly on dates to be decided by the Executive Committee. The Honorary Secretary shall give not less than 21 days notice of each general meeting with agenda to all direct members and to the secretary of each associated club, who shall in turn inform Association members.
- 14.2. The first general meeting held after the close of the Association's financial year on 31 March shall be the annual general meeting. A minimum of 20 senior members shall constitute the quorum at all general meetings.
- 14.3. Any notice of motion, amending the Constitution, may be made by the Executive Committee or by an affiliated club, seconded by another affiliated club. Motions by clubs must be submitted in writing to the Honorary Secretary at least 42 days before the date of the meeting, except for motions under section 15.
- 14.4. The agenda for the annual general meeting shall be:
- 14.4.1. Apologies for absence.
- 14.4.2. Minutes of the previous annual general meeting.
- 14.4.3. Matters arising.
- 14.4.4. Secretary's report.
- 14.4.5. Treasurer's report and audited accounts.
- 14.4.6. Election of officers:
(a) President. (if applicable)
(b) Chairman.
(c) Honorary Secretary.
(d) Honorary Treasurer.
(e) Honorary Records Officer.
(f) Honorary Coaching Organiser.
- 14.4.7. Election of Auditors
- 14.4.8. Subscriptions.
- 14.4.9. Motions received (amending Constitution only).

- 15. EXTRAORDINARY GENERAL MEETING**
- 15.1. The Honorary Secretary shall convene a general meeting on the instructions of the Executive Committee or at the written request of the committees of not less than four associated clubs of the Association.
- 15.2. The meeting shall be held within 6 weeks of the date of the written request.
- 15.3. The object(s) of the meeting shall be stated clearly in the agenda for the meeting. No other business shall be transacted.
- 15.4. A notice convening the meeting, together with the agenda, shall be circulated to all officers of the Association, Direct Members and to each secretary of an associated club at least 21 days prior to the meeting.
- 15.5. A copy of the minutes of the meeting shall be circulated to the aforementioned persons before the date of the next Executive meeting, following the extraordinary general meeting.

16. VOTING

- 16.1. Voting at all general meetings of the Association shall be by show of hands of any senior members present. The Chairman of any meeting shall have second or casting vote. All questions shall be decided finally by vote. Members not voting shall be bound by the decision made at the meeting.

17. AMENDMENTS TO THE CONSTITUTION and APPENDICES

- 17.1. Amendments to the constitution shall become effective only if passed by a two-thirds majority of senior members present, and voting, at any general meeting of the Association.
- 17.2. Amendments to the appendices may be made at a general committee meeting, subject to the required notice being given. (Indicated in 14.1)
- 17.3. Amended copies of the Association's Constitution shall be circulated to all clubs following any alteration. The date of adoption of the amended Constitution shall be shown at the bottom of each page.
- 17.4. The date of the amended Constitution and the section(s) changed shall be shown in:
"APPENDICES TO THE CONSTITUTION. CHANGE CONTROL LIST."

18. DISSOLUTION

- 18.1. If at any Executive Committee meeting of the Association a resolution be passed calling for the dissolution of the Association, the Honorary Secretary shall convene an extraordinary general meeting, as defined in 15, to vote upon the resolution.
- 18.2. If at that extraordinary general meeting the resolution is carried by at least two thirds majority of the eligible members present, the Executive Officers shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Association and discharge all debts and liabilities of the Association.
- 18.3. After discharging all debts and liabilities of the Association the remaining assets shall not be paid or distributed amongst the eligible members of the Association.
- 18.4. The remaining assets shall be given or transferred to some other voluntary organisation having objects similar to the Association's.

APPENDICES TO THE CONSTITUTION:

CHANGE CONTROL LIST:

- 12.5.14 Change wording of 04.3.3 to link a definition of what constitutes a club to the G.N.A.S. definition.
Move 09.1 to 09.3 and reword. Renumber remaining phrases.
Move section 17 'COUNTY TEAM AWARDS' into appendices section as APPENDIX "G".
Rename section 18 from AMENDMENTS TO THE CONSTITUTION to AMENDMENTS TO THE CONSTITUTION AND APPENDICES and renumber as section 17. Add new sub-section 17.2 and renumber remainder of section.
Renumber section 19 as section 18.
Mark appendix "C" as obsolete and insert contents as CHANGE CONTROL LIST.
Change appendix sub-section titles from numeric to alpha system.
Rewrite APPENDIX "F" for new selection process.
Remove B.1.2. (Election of a selection sub-committee) and renumber remaining.
- 11.05.09 Clause 17.2 amended wording. **APPENDIX 'B'** amended title from PRO to website administrator. **APPENDIX 'F'** new addition on team selection. Provision of Team Manager.
- 14.05.07 Clauses 17.1, 17.4.1 and 17.4.3 amended.
- 05.06.06 Deleted clause 14.4.10. Clause 17.2 amended wording.
- 08.11.04 Clause 06.5. Extra sentence. Add **APPENDIX 'E'**.
- 01.07.01 Revised Constitution.

List of Appendices:

- Appendix 'A' County fees.
Appendix 'B' Detail for first meeting after A.G.M.
Appendix 'C' Obsolete.
Appendix 'D' Geographical Map of County.
Appendix 'E' Child & Vulnerable Adults Protection Policy
Appendix 'F' County Team Selection.
Appendix 'G' County Team Awards.

APPENDIX "A"

- A.1. D.N.A.A. fees with effect from: 01.10.13.
A.1.1. HONORARY: £ Nil
A.1.2. DIRECT: £7.00
A.1.3. ASSOCIATE: £3-00 from 1-10-2011
A.1.4. JUNIOR: £1-50 from 1-10-2011
A.1.5. UNIVERSITY CLUBS: £10.00/club
A.1.6. JUNIOR & SCHOOL CLUBS: £10.00/club
Members will be informed of the current levels of fees due to G.N.A.S. and N.C.A.S. at the appropriate time.

APPENDIX "B" (for first meeting after A.G.M.)

- B.1. At the first meeting of the Executive Committee after the annual general meeting the following matters will be placed on the agenda:
B.1.1. Election of representatives to N.C.A.S.
B.1.2. Election of a County Website Administrator.

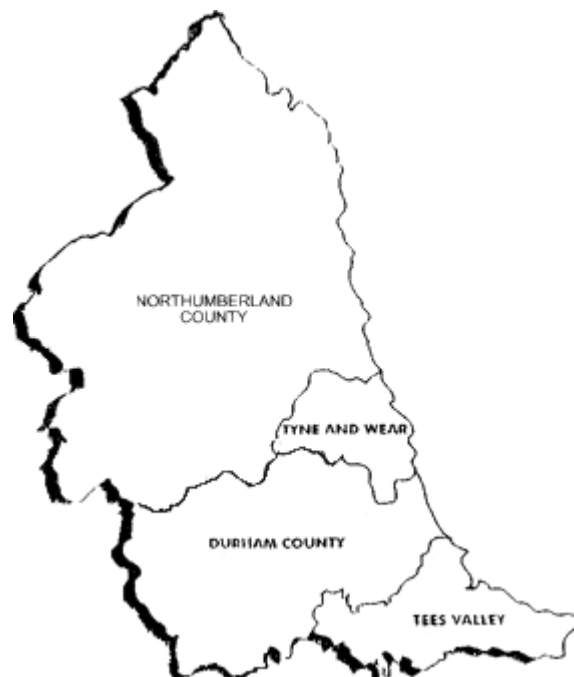
- B.1.3. In the event of the Honorary Coaching Organiser not being a G.N.A.S. qualified Coach, the Executive Committee shall elect a Chief County Coach to advise the HCO.
- B.1.4. Election of a Judges' Registrar.
- B.1.5. Election of a Junior Organiser.
- B.1.6. Election of a Team Manager.

APPENDIX "C"

- C.1. Amendments to Constitution: Appendix Obsolete. Change control list moved to head of this section

APPENDIX "D".

- D.1.



Geographical map of the Association

D.N.A.A. is comprised of:

The counties of Northumberland and Durham the five Metropolitan Districts of Tyne and Wear and the five Unitary Districts of Tees Valley.

APPENDIX "E". Child & Vulnerable Adults Protection Policy.

- E.1. The Association in conjunction with the Child & Vulnerable Adults Protection Officer (CAVPO) seeks to serve the needs of children and vulnerable adults by promoting their development through archery.
- E.2. The Association recognises that it is the responsibility of any person acting on behalf of the Association, paid or unpaid, to prevent any physical, sexual or emotional abuse of children or vulnerable adults. Any such discovered or suspected abuse(s) shall be reported immediately to the CAVPO and the Executive Committee for appropriate action to be taken.
- E.3. All club CAVPOs and their deputies shall have attended an appropriate course and received the necessary certificates. They shall have been vetted by the Criminal Records Bureau for the purpose of being registered as a responsible person.

APPENDIX "F". County Team Selection.

- F.1. All shooting members of the Durham and Northumberland Archery Association are eligible to apply to be considered to shoot as part of a County Team provided that they are a member of a D.N.A.A. associated club **or** a Direct Member of ArcheryGB, AND have affiliated to both the county (D.N.A.A) and regional associations (N.C.A.S)
- F.2. Prior to a County Team event an announcement will be made by the Team Manager on the Durham & Northumberland Web site, that archers may send scores for consideration to be a part of the following county team, including reserves. The completion of the form indicates also that the archer is willing and able to compete, if so selected, on and at the venue of the County match.
- F.3. On the form a minimum of two and a maximum of four, 12 dozen round scores from the following list may be input. These scores must be shot in the three months prior to the date of the county match.
For Gentlemen: York round and Gents FITA round.
For Ladies: York round, Hereford Round and Ladies FITA round
 ONLY scores achieved at open/record status tournaments will be considered. Where a Single FITA is shot over one day it will be given precedence over a single FITA shot over two days. Scores submitted are those that the archer chooses providing that they fit the criteria detailed. Where a result is used and no confirmation can be produced by documentary evidence or an web based results list, the score will be accepted in good faith with the following notice. An archer found to have falsified scores will be subject to an investigation that may result in a possible suspension from DNAA representation for one full year.
- F.4. The County will recognise the following shoots. The 'Pentangle shoot', 'The Five Counties shoot' and any other that the full committee deem worthwhile.
- F.5. Team make-up is as follows for the following shoots:
 PENTANGLE:
 4 + 2 gents compound; 4 + 2 gents recurve;
 4 + 2 ladies compound; 4 + 2 ladies recurve.
 If one of the first four in each category is unable to represent the county then a selection will be made from one of the two reserves.
 FIVE COUNTIES:
 3 + 2 gents compound; 3 + 2 gents recurve;
 3 + 2 ladies compound; 3 + 2 ladies recurve.
 2 + 1 gents longbow; 2 + 1 ladies longbow.
 If one of the first three in each category (except longbow) is unable to represent the county then a selection will be made from one of the two reserves or one reserve if longbow.
- F.6. Selection will be made by the executive committee being comprised of three or four *Officers* plus the Team Manager, ideally but not exclusively of President, Chairman, Treasurer, Secretary and possibly the Records Officer. The HRO and Team Manager shall liaise fully in the provision of scores for team selection." The Executive committee will meet to select the squads as close to the tournament date as is possible for the Pentangle and the Five Counties Events and any other County Team competition that the full committee think beneficial.
- F.7. The Team Manager shall have the authority, should a team member not be able to participate, to select one of the reserve team members, and shall be responsible for contacting archers selected to shoot for the county.
- F.8. Selection Process;
- F8.1. Archer provides scores using on-line form after announcement is made that scores are required.
- F8.2. Team Manager and HRO will collect incoming emails.

- F8.3. At a date as close as practicably possible the Executive Committee will meet and the emailed scores will be examined.
- F8.3.1. The highest score submitted by an archer will be converted to a handicap score and those with the lowest handicaps are selected in each category.
- F8.3.2. Next: the Best lowest handicap of those scores put forward. NOTE: if more than the required number of archers for the coming event, or a tie, then the highest score within the handicap will be selected.
- F8.3.3. If insufficient submissions are received then the list from the HRO collected scores will be used.
- F8.3.4. The team will be announced on the county web site and shall include a table of all scores submitted. This will remain in place for a period of four days to allow any query to be made and answered.
- F8.3.5. After the expiration of the 'period of grace' the executive committee will ratify the team, including reserves, immediately.
- F.9. Any County Medals and Date Bars will be presented on the day of the shoot in accordance with appendix "G".
- F.10. All team members are to promote DNAA by wearing approved garments bearing the DNAA colours and logos. Team members will be given the necessary garments bearing the DNAA logo, the date/year of the shoot and the category in which they have been selected.
- F.11. To ensure that all DNAA members are aware of the process, criteria and protocol for the selection of county team squads the DNAA website will be updated with this information. All club secretaries will disseminate this information to their club members and inform the DNAA committee that this has been done.

APPENDIX "G". County Team Awards.

- G.1. The award to members of the Association who are selected, and shoot, for the County Team shall be a County Team flash, a DNAA Cloth Badge and a County Shield Medallion engraved "County Team".
- G.2. County Medallions and Date Bars will be awarded each year by the team manager, or some other county official, immediately before the start of the team shoot to those county members who are eligible for such an award. If this is not possible then the awards will be made at the outdoor or indoor championships.
- G.3. Rules for the award of the County Team Flash & D.N.A.A. Cloth Badge
- G.3.1. The member shall have shot for the County Team.
- G.3.2. All archers who shoot for the County Team, whether their scores are included in the County Team score or not, shall be awarded a County Team Flash and a D.N.A.A Cloth Badge. Subject to any member being awarded only one flash and one badge.
- G.4 Rules for the award of the County Shield Medallion
- G.4.1. The member shall have shot for the County Team to be awarded the Medallion and Date Bar for the year in which the score was made.
- G.4.2. All subsequent scores made by team members, whether their scores are included in the team score or not, shall be awarded a Date Bar for the year in which the score was made. Subject to any member being awarded only one Date Bar for any year.
- G.4.3. All County medallions shall have a Date Bar indicating the year in which the member first qualified for the award.

END OF CONSTITUTION.