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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" ~~and have paid the current year's affiliation fees to DNAA and NCAS.~~ [All clubs must inform the DNAA Secretary of changes in their Secretariat to include full name, postal address, e-mail address and phone number.] [move to 04.4.3](#)

~~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.~~

01.2 All affiliated clubs shall comply with the requirements of Section 4 'Membership'.

02. AFFILIATIONS **(corrected spelling)**

02.1 The Association shall be affiliated to, and shall be bound by the rules of, ~~the Grand National Archery Society (GNAS/A.G.B.)~~ **GNAS/AGB (Archery GB is the trading name of the Grand National Archery Society)** and the Northern Counties Archery Society (NCAS).

02.2 [The Association shall send its quota of representatives to the general committee meetings of the NCAS] [move to 02.3 and replace with -](#)
The Association shall develop its policies and procedures, paying regard to those of the GNAS/AGB, to include policies regarding safeguarding and disciplinary.

02.3 The Association shall **endeavour to** send its quota of representatives to the general committee **meetings and the AGMs** of the NCAS

03. OBJECTS

03.1 The objects of the Association shall be:

03.1.1 To encourage, promote **and** develop ~~and control~~ archery (other than bow hunting) amongst all sections of the community within the Association's **geographical** area of jurisdiction, **and in line with the GNAS/AGB**

03.1.2 To promote annual County Championship ~~meetings~~ **Tournaments** and other ~~meetings~~ **tournaments** at the discretion of the Executive Committee.

04. MEMBERSHIP

***moved from 04.2**

04.1 Any person interested in archery and affiliated to the GNAS/A.G.B. shall be eligible for admittance as a member of the Association.

Renumber

~~04.1~~ **04.2** There shall be ~~4~~ **3** classes of membership:

~~04.1.1~~ **04.2.1 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 an individual member of GNAS/A.G.B. (and has paid

~~DNAA/NCAS fees) and wishes to be informed of Association matters:~~

~~04.1.3~~ **04.2.2** ~~[ASSOCIATE. A properly paid-up shooting member of a GNAS/A.G.B. and NCAS affiliated club.]~~ **replace with**

SENIOR. A fully paid-up member of GNAS/A.G.B. and DNAA. May be Direct or through a registered club, aged 18+ at the time of affiliation.

~~04.1.4~~ **04.2.3** ~~JUNIOR. A person who has not attained the upper age limit as stated in the GNAS/A.G.B. Constitution.~~ **A fully paid-up member of GNAS/A.G.B. and DNAA. May be Direct or through a registered club, aged under 18 at the time of affiliation.**

04.3 There shall be 2 classes of group membership:

04.3.1 University Clubs.

04.3.2 School clubs.

~~04.2~~ **[Any person interested in archery and affiliated to the GNAS/A.G.B.,—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 an individual a member of the Association or under that age as a junior member.]** **move to 04.1**

~~04.3~~ **04.4** 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~~ **may** be eligible for affiliation ~~as an associated~~ **to register as a DNAA affiliated club.**

~~04.3.1~~ **04.4.1** Any club so affiliated ~~shall affect access~~ **may request the attendance of representatives of the Association, as observers, to their Annual General Meeting (AGM).** ~~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~~ **AGM** or ~~—as—~~ such notice as is practicable. **No representative of the Association shall attend a club's AGM without giving such notice to the club Secretary as is practicable.**

~~04.3.2~~ **04.4.2** A shooting member of an affiliated club, **excluding social members (see Glossary),** shall, by such membership, ~~become an associate~~ **be required to be a member of GNAS/AGB. and NCAS and DNAA**

~~04.3.3~~ ~~An associated club shall consist of a minimum number of senior associated members as determined by GNAS/AGB, except in the case of a junior associated club.~~

Replace with

04.4.3 All clubs must inform the DNAA Secretary of changes in their Secretariat to include full name, postal address, e-mail address and phone number of the new Secretary. [moved from 01.1]

~~04.3.4~~ **04.4.4** ~~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~~ **adhere** fully with the **AGB Rules of Shooting and the AGB Code of Conduct.** ; ~~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 GNAS/A.G.B.~~

~~04.3.6~~ **04.4.5** **In accordance with the County Disciplinary Policy,** 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~~ **as, but not limited to**, blatant breaches of the ~~safety rules~~ **Rules of Shooting** which endanger other persons or property; the ~~fraudulent acquisition of archery goods;~~ **the AGB Code of Conduct**, or the shooting of any animal and ~~any other actions which the Association considers to be undesirable.~~

~~04.3.7~~ **4.4.6** Any such club or person(s) subject to disciplinary proceedings shall have the right to a **fair** 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~~ **Chairperson**, ~~Honorary~~ Secretary and ~~Honorary~~ Treasurer shall have full powers to act on behalf of the Association.] **move to 05.3 and add They must be in unanimous agreement to proceed. If there is not unanimous agreement then the Records Officer and Coaching Officer will be involved and action will be decided by simple majority.**

05.2 **Conflict of interest: A conflict of interest refers to a situation in which an individual, who can influence a decision, has the potential to exploit that position to benefit personally, for a friend, family member or another connection at the expense of the Association's best interests. To always ensure integrity, each person must make decisions that are unbiased and ethical when undertaking their responsibilities for the Association. (AGB Code of Conduct)**

05.2.1 Declaring any potential or actual conflicts of interest must be made up front, so that appropriate action can be taken to remove or manage that conflict.

05.2.2 At any meeting the Chairperson will seek to identify any conflicts of interest. It is the Executive Committee's responsibility to ensure measures are taken to mitigate any conflict of interest. This may include, but is not limited to, requiring the conflicted member(s) to withdraw from relevant meetings, discussions, decision making and votes.

05.2.3 Measures relating to specific instances of conflict of interest will be addressed at the appropriate point in the Constitution.

05.3 In cases of emergency the ~~Chairman~~ **Chairperson**, Honorary Secretary and Honorary Treasurer shall have full powers to act on behalf of the Association. **[moved from 05.2] They must be in unanimous agreement to proceed. If there is not unanimous agreement then the Records Officer and Coaching Officer will be involved and action will be decided by simple majority.**

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.] move to 06.2
- 06.2 move to 06.1 The Executive Committee shall consist of 6 officers, namely:
- ~~06.2.1~~ 06.1.1 County President.
 - ~~06.2.2~~ 06.1.2 County Chairman **Chairperson**.
 - ~~06.2.3~~ 06.1.3 Honorary County Secretary.
 - ~~06.2.4~~ 06.1.4 Honorary County Treasurer.
 - ~~06.2.5~~ 06.1.5 Honorary County Records Officer.
 - ~~06.2.6~~ 06.1.6 Honorary County Coaching Organiser, and Officer
- Please refer to Appendix 'H' for Roles of Elected Officers.
- ~~06.2.7~~ [Two representatives from each associated club, who shall be affiliated members of the Association.] Move to 0.7.3
- [~~06.2.8~~ Each officer and representative shall have one vote. In the event of a tie the Chairman **Chairperson** shall have a casting vote. All decisions made by the Executive Committee shall be by simple majority.] Move to 06.4 and 07.2 and Reword
- 06.2 moved from 06.1 [~~if applicable~~ The officers of the Executive Committee shall be elected at each Annual General Meeting (AGM) and shall assume office thereafter immediately. [moved from 06.1]
- 06.3 [A quorum of the Executive Committee shall consist of not less than 7 members of the committee to include representation by at least 2 clubs.] move to 07.3 and reword. Replace with
- 06.3 All Officers of the Executive Committee shall be elected annually, with the exception of the President who shall be elected for a term of 2 (two) years, and may be re-elected for a further 2 (two) consecutive terms of 2 (two) years. [Moved from 06.8 & reworded]
- 06.4 [The Chairman **Chairperson** and other officers shall not act in the capacity of club representatives. In the event of the Chairman **Chairperson's** absence the Executive Committee shall elect one of the members present to act as Chairman **Chairperson** of the meeting. The person appointed shall not act as a club representative during the meeting.] move to 07.4 and reword Replace with
- 06.4 All decisions of the Executive Committee will be made by simple majority. Each officer shall have one vote. In the event of a tie the Chairperson shall have a casting vote. If the Chairperson has declared a conflict of interest then the casting vote shall be passed down to the next Executive Officer as listed from 06.1.3 downwards.
- ~~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'.] move to 07.5 and reword
- ~~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.] move to 07.6
- ~~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 individual members not less than 21 days prior to the following meeting being held. move to 07.7
- ~~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.] move to 06.3 & reword

07. FULL COMMITTEE

07.1 The Full Committee shall consist of:

07.1.1 The Executive Committee.

07.1.2 Other elected officers as listed in Appendix B

07.1.3 No more than two representatives from each affiliated club, who shall be affiliated members of the Association.

07.2 Each officer and representative in attendance at a Full Committee meeting shall have one vote. In the event of a tie the ~~Chairman~~ Chairperson shall have a casting vote. If the Chairperson has declared a conflict of interest then the casting vote shall be passed down to the next Executive Officer as listed from 06.1.3 downwards. All decisions made by the ~~Executive~~ Full Committee shall be by simple majority. Moved from 06.2.8

07.3 A quorum of the ~~Executive~~ Full Committee shall consist of not less than 7 members of the committee to include representation by at least 2 clubs.

07.4 In Full Committee the ~~Chairman~~ Chairperson and other elected officers shall not act in the capacity of club representatives. In the event of the ~~Chairman~~ Chairperson's absence the ~~Executive~~ Full Committee shall elect one of the members present to act as ~~Chairman~~ Chairperson of the meeting. The person appointed shall not act as a club representative during the meeting

07.5 The ~~Executive~~ Full Committee shall have power to co-opt members and advisors to fill casual or temporary 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'.~~

07.6 In addition to club representatives, clubs may send unlimited observers to Full Committee Meetings. They may take part in any debates, but must not vote on any matter.

07.7 The minutes of the ~~Executive~~ Full Committee meetings shall be circulated to the officers, and to the secretary of each associated affiliated club and to any individual Direct members (on request) as soon as possible, but in any event not less than 21 days prior to the following meeting being held.

08. COUNTY PRESIDENT

08.1 The President is the figurehead of the Association. The President is not required to be involved with the administration of the Association's policies and its day to day running.

See Appendix 'H'.

09. COUNTY CHAIRPERSON

09.1 The Chairperson controls the conduct of each Committee Meeting and ensures proposals are heard and voted on fairly.

09.2 The Chairperson will oversee the Association's policies and procedures and ensure they are reviewed annually, proposing for updates where required.

See Appendix 'H'.

~~08~~.10. HONORARY COUNTY SECRETARY

~~08~~.10.1 The ~~Honorary~~ **County** Secretary shall duly convene all meetings of the Association. ~~and the Executive Committee.~~

~~08~~.10.2 Under the instructions of the ~~Executive~~ **Full** Committee a record of all proceedings shall be recorded in ~~a minutes book.~~ **the Minutes of the Meeting.**

~~08~~.10.3 The ~~Honorary~~ **County** Secretary shall conduct the ordinary day-to-day business of the Association, **including, but not confined to or limited to correspondence and enquiries to the Association.**

See Appendix 'H'.

~~09~~.11. HONORARY COUNTY TREASURER

~~09~~.11.1 The ~~Honorary~~ **County** Treasurer shall be responsible for the collection of ~~subscriptions~~ **affiliation fees** and for all receipts and ~~disbursements~~ **payments** of the Association's funds.

~~09~~.11.2 [The ~~Honorary~~ **County** 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.] move to 11.3 and reword.
Replace with

09.2 Shortly after the end of the financial year (March 31st) the County Treasurer shall present to the elected auditors the documents listed in Appendix 'J' in a format that they can access in order that they can complete an independent audit of the Association's financial records for that financial year.

~~09~~.11.3 **At the AGM (see 17) the ~~Honorary~~ **County** Treasurer shall prepare and present annually a receipt and payments an income and expenditure account with balance sheet together with a statement of the Association's financial position, and shall keep all necessary books and financial records which shall be subject to audit at any time.**
Moved from 11.2 and reworded.

11.4 At each Full Committee Meeting the County Treasurer shall prepare and present a summary of the Association's financial position to date which will be recorded in the Minutes of the Meeting.

See Appendix 'H'.

~~09~~. 12 HONORARY COUNTY RECORDS OFFICER

~~09~~. 12.1 The ~~Honorary~~ **County** Records Officer (~~HRO~~ **CRO**) 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 **and shall be published on the Association's website.**

~~09.~~ **12.2** The ~~HRO~~ **CRO** shall issue certificates to each member who achieves a new county records **[changed to singular]**, as laid down in ~~09.04~~**12.1** 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”.

See Appendix 'H'.

~~10.~~ **13 HONORARY COUNTY COACHING ORGANISER OFFICER**

~~10~~ **13.1** 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.~~ **[Reworded]**

The County Coaching Officer (CCO) shall arrange coaching activities, and courses in archery for the benefit of the Association and its members.

~~10~~ **13.2** The ~~HCO~~ **CCO** will ~~arrange attendance at regional and national coaching meetings and will~~ keep the Association informed on coaching matters.

~~10~~ **13.3** The ~~HCO~~ **CCO** shall ~~keep a register of all qualified~~ **process all renewals for** coaches within the Association.

~~10~~ **13.4** It is desirable that the ~~HCO~~ **CCO** 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~~ **AGM**, then nominations shall be accepted in respect of any other member of the Association. In these circumstances, the ~~HCO~~ **CCO** will be advised by, and will advise, ~~the Chief County Coach~~ **a coach qualified to Development/Level 2 or above**, who shall be elected ~~annually by the Executive Committee at the first Executive~~ **Full** Committee meeting following the ~~annual general meeting~~ **AGM**.

~~10~~ **13.5** An ~~A~~ **A** bank account ~~for coaching~~ shall be ~~opened~~ **held** in the name of the ~~'D.N.A.A Coaching Organisation'~~ **Association**. Any two from the ~~HCO~~ **CCO**, ~~Chairman~~ **Chairperson**, ~~Honorary County~~ **Treasurer** and the ~~Honorary County~~ **Secretary** shall be authorised to sign cheques **and administer the account online**. **The CCO shall prepare an annual financial summary to be included in the Association's accounts for audit at the end of the financial year (March 31st).**

See Appendix 'H'.

~~11.~~ **14 HONORARY COUNTY AUDITORS**

~~11~~**14.1** The Association's annual accounts shall be audited by two auditors who shall be elected annually at the ~~annual general meeting~~ **AGM**. They shall not be any of the officers stated in section 06.

14.2 The Auditors shall state the format in which they wish the documents to be presented for audit.

14.3 At the end of the Association's financial year, which is March 31st, the elected Auditors shall review the documents listed in Appendix J and provide an authenticated and dated copy of the Association's annual accounts to be presented at the Association's AGM.

~~12.~~ **15 SUBSCRIPTIONS AFFILIATION FEES**

~~12.~~ **15.1** All members of the Association shall pay annually a subscription to the Association

An annual affiliation fee is payable to the Association for each member, with the exception of those who have been awarded Honorary membership of the Association, (see APPENDIX 'A') at rates to be determined, by simple majority vote, at the annual general meeting AGM. (see APPENDIX 'A') In addition all members, other than honorary members, shall pay such affiliation fees as are required by GNAS/A.G.B. and NCAS will be payable to the Association.

42. 15.2 All affiliation fees shall be paid to the Association by club cheque or by electronic transfer of funds drawn on a club account by agreement with the Associations Treasurer. The only exception is when the member is an individual that is an individual a Direct member of Archery GB (GNAS) GNAS/AGB and is required to have affiliation to the Association. Then a cheque or electronic fund transfer may be drawn on an account that is personal to that member.
42. 15.3 The Membership Secretary County Treasurer shall administer the fees due to GNAS/A.G.B. and NCAS using whatever affiliation method is in use at any the time. On request advice will be given on the current levels of GNAS/A.G.B. and NCAS fees and how to administer them.

43. 16 FINANCE

43. 16.1 All monies shall be banked in the name of the Association.
43. 16.2 All expenditure must be approved by the Executive Committee. All payments shall be paid by Bank Transfer or cheque under the joint signatures authorisation of any two of: Chairman Chairperson, Honorary County Treasurer, and Honorary County Secretary and County Coaching Officer.
43. 16.3 A sum Sums of petty cash may be allotted, by the Executive Committee, for the proper expenses of the Honorary County Secretary and County Coaching Officer, who shall keep a petty cash accounts, which is are subject to annual audit.

44. 17. ANNUAL GENERAL MEETINGS (AGM)

44. 17.1 The Annual General meetings of the Association shall be convened not less than once yearly on dates to be decided by the Executive Committee. once per year following the close of the Association's financial year on March 31st, the purpose of which is to accept the minutes of the previous AGM as a true record, receive the Secretary's and Treasurer's reports and audited accounts, elect the Executive Officers and auditors, agree affiliation fees and consider motions to amend the constitution, as detailed in 17.4.
- [The Honorary County Secretary shall give not less than 21 days notice of each general meeting AGM, with agenda, to all individual Direct members (by request) and to the secretary of each associated affiliated club, who shall in turn inform Association their members.] move to 17.3
44. 17.2 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.
- 17.3 The County Secretary shall give not less than 21 days notice of each AGM, with agenda, to all Direct members (by request) and to the secretary of each affiliated club, who shall in turn inform their members. [Moved from 17.1 and add -]
A notice shall also be posted on the Association's website and Social Media.
44. 17.3 Any notice of motion, amending to amend 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 County Secretary at least 42 days before the date of the meeting, except for motions under section 45 18.

44. 17.4 The agenda for the annual general meeting shall be:
- 44. 17.4.1 Apologies for absence.
 - 44. 17.4.2 Minutes of the previous ~~annual general meeting~~ **AGM**.
 - 44. 17.4.3 Matters arising.
 - 44. 17.4.4 Secretary's report.
 - 44. 17.4.5 Treasurer's report and audited accounts.
 - 44. 17.4.6 Election of officers:
 - (a) President. (if applicable)
 - (b) ~~Chairman~~ **Chairperson**.
 - (c) ~~Honorary County~~ **Secretary**.
 - (d) ~~Honorary County~~ **Treasurer**.
 - (e) ~~Honorary County~~ **Records Officer**.
 - (f) ~~Honorary County Coaching Organiser~~ **Officer**.
 - 44. 17.4.7 Election of Auditors
 - 44. 17.4.8 ~~Subscriptions~~ **Affiliation fees**.
 - 44. 17.4.9 Motions ~~received (amending Constitution only)~~ **to amend the constitution**.

~~15-18.~~ **EXTRAORDINARY [removed space to correct spelling] GENERAL MEETING (EGM)**

- ~~15-18.1~~ The ~~Honorary County~~ **Secretary** shall convene ~~a general meeting~~ **an EGM** on the instructions of the Executive Committee or at the written request of the committees of not less than four ~~associated~~ **affiliated** clubs of the Association.
- ~~15-18.2~~ The meeting shall be held within 6 weeks of the date of the written request.
- ~~15-18.3~~ The object(s) of the meeting shall be stated clearly in the agenda for the meeting. No other business shall be transacted.
- ~~15-18.4~~ A notice convening the meeting, together with the agenda, shall be circulated to all officers of the Association, ~~Individual Direct~~ **Members (on request)** and to each secretary of an ~~associated~~ **affiliated** club at least 21 days prior to the meeting. **A notice shall also be posted on the Association's website and Social Media.**
- ~~15-18.5~~ A copy of the minutes of the meeting shall be circulated to the aforementioned persons **in 18.4 as soon as possible, but in any event not less than 14 days** before the date of the next ~~Executive Full~~ **meeting**, following the ~~extraordinary general meeting~~ **EGM**.

~~16~~ **19. VOTING**

- ~~16~~ 19.1 Voting at all ~~general~~ meetings of the Association shall be by show of hands of any **eligible senior members present, unless a secret ballot be directed by the Chairman or requested by not less than five senior voting members present.**
- [In the event of a tie the ~~Chairman~~ Chairperson of any meeting shall have a second or casting vote. If the Chairperson has declared a conflict of interest then the casting vote shall be passed down to the next Executive Officer as listed from 06.1.3 downwards.] Move to 19.2 [All ~~questions~~ proposals shall be decided finally by vote. Members not voting shall be bound by the decision made at the meeting.] Move to 19.3**
- 19.2 In the event of a tie the ~~Chairman~~ Chairperson of any meeting shall have a second or casting vote. If the Chairperson has declared a conflict of interest then the casting vote shall be passed down to the next Executive Officer as listed from 06.1.3 downwards. Moved from 19.1**
- 19.3 All ~~questions~~ proposals shall be decided finally by vote. Members not voting shall be**

bound by the ~~decision made at the meeting~~ result of the vote. Moved from 19.1

~~47~~ 20. AMENDMENTS TO THE CONSTITUTION AND APPENDICES

- ~~47~~ 20.1 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.
- ~~47~~ 20.2 Amendments to the appendices may be made at a ~~general~~ **Full Committee Meeting**, subject to the required notice being given. (Indicated in ~~44.4~~ **17.3**)
- ~~47~~ 20.3 Amended copies of the Association's Constitution shall be circulated to all clubs **and published on the Association's website and Social Media** following any alteration. The date of adoption of the amended Constitution shall be shown at the bottom of each page.
- ~~47~~ 20.4 The date of the amended Constitution and the section(s) changed **or, where significant changes have been made throughout the entire document, 'Revised Constitution'** shall be shown in:
"APPENDICES TO THE CONSTITUTION. CHANGE CONTROL LIST."

~~48~~ 21. DISSOLUTION

- ~~48~~ 21.1 If at any **Executive Full Committee** meeting of the Association a resolution be passed calling for the dissolution of the Association, the ~~Honorary~~ **County Secretary** shall convene an ~~extraordinary general meeting~~ **EGM**, as defined in ~~15-18~~, to vote upon the resolution.
- ~~48~~ 21.2 If at that ~~extraordinary general meeting~~ **EGM** the resolution is carried by at least two thirds majority of the eligible **senior** 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 **pursue all amounts owed to the Association and discharge** and discharge all debts and liabilities of the Association.
- ~~48~~ 21.3 After **realising all assets and** discharging all ~~debts and~~ liabilities of the Association the remaining assets shall not be ~~paid or~~ distributed amongst ~~the eligible~~ **any** members of the Association.
- ~~48~~ 21.4 The remaining assets shall be given or transferred to some other voluntary organisation having objects similar to the Association's.

* Words in ***Bold Italics*** are explained in the Glossary of Terms.

List of Appendices:

Appendix 'A' County fees.

Appendix 'B' Detail for first meeting after AGM

Appendix 'C' Obsolete.

Appendix 'D' Geographical Map of County.

Appendix 'E' ~~Child & Vulnerable Adults Protection~~ **Safeguarding & Welfare** Policy

Appendix 'F' County Team Selection.

Appendix 'G' County Team Awards.

Appendix 'H' Roles of Elected Officers.

Appendix 'J' Audit Checklist

Appendix 'K' Glossary of Terms

END OF CONSTITUTION. [corrected placement, before appendices]

Date 2024

Appendix "A"

A.1. D.N.A.A. fees with effect from: ~~01.10.17.~~ **October 1st 2024**

A.1.1. HONORARY: £ Nil

~~A.1.2. DIRECT: £3.50~~

~~A.1.3. ASSOCIATE: £3.50~~

A.1.2. **SENIOR (Including Direct & Disabled): £5.00**

~~A.1.4.~~ **1.3. JUNIOR (Including Direct & Disabled): no charge £0.50**

~~A.1.5.~~ **1.4. UNIVERSITY CLUBS: £30.00/club**

~~A.1.6.~~ **1.5. JUNIOR & SCHOOL CLUBS: no charge**

Members will be informed of the current levels of fees due to GNAS/A.G.B. and NCAS at the appropriate time.

Appendix "B" (for first **Full Committee Meeting** after AGM)

B.1. At the first meeting of the ~~Executive~~ **Full Committee** after the ~~annual general meeting~~ **AGM** the following matters will be placed on the agenda:

B.1.1 Election of representatives to NCAS

B.1.2. Election of a County Website Administrator.

B.1.3. In the event of the Honorary Coaching Organiser not being a GNAS/A.G.B. qualified Coach, the ~~Executive~~ **Full Committee** shall elect a ~~Chief County~~ **CCO (see 13.4).**

B.1.4. Election of ~~a Judges' Registrar~~ **the Judges' Single Point of Contact (SPOC).**

~~B.1.5. Election of a Junior Organiser.~~

B.1.6. **5** Election of a Team Manager/Managers.

B.1.6. Election of 2 County Safeguarding Officers.

B.1.6. Election of County Membership Secretary.

Appendix "C"

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~~ **Safeguarding & Welfare** Policy.

- E.1. ~~At the first meeting of the Full Committee following the AGM the~~ **Association** shall elect 2 **County Safeguarding Officers** who shall attend the appropriate courses and receive the necessary certificates. They shall hold a valid DBS.
- E.2. The Association in conjunction with the ~~Child & Vulnerable Adults Protection Officer (CAVPO)~~ **County Safeguarding Officers** seeks to serve the needs of children and vulnerable adults by promoting their development through archery.
- E.3 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~~ **County Safeguarding Officers** and the Executive Committee for appropriate

action to be taken.

- E.4. All club ~~GAVPOs~~ **Welfare Officers** and their deputies shall ~~have attended an~~ **the** appropriate courses and received the necessary certificates. They shall ~~have been vetted by the Criminal Records Bureau~~ **hold a valid DBS.** ~~for the purpose of being registered as a responsible person.~~

Appending **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 DNAA ~~associated~~ **affiliated** club or ~~an individual~~ **a Direct** Member of AGB, AND have affiliated to both the county (DNAA) and regional associations (NCAS)
- F.2. Prior to a County Team event an announcement will be made ~~by the Team Manager~~ on the ~~Durham & Northumberland DNAA Web site~~ **website** and/or ~~facebook~~ **social media**, that archers may ~~send~~ **submit** 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 **the date** and at the venue of the County match.
- F.3 The County will recognise the following shoots. The 'The Five Counties shoot', **the National County Team Tournament** and any other that the full committee deem worthwhile. **[Moved from F.4]**
- F.3.4 On the form, **for each tournament**, 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~~ **closing date for submissions, which shall be advised on the team selection information.**

F.4.1. For the National Team Tournament

~~For Gentlemen: York round and Gents WA1440 round.~~

~~For Ladies: York round, Hereford Round and Ladies and Gents WA1440 round~~

For both Gentlemen & Ladies, 2x WA720 scores may be submitted in place of 1 of the 12 dozen rounds.

F.4.2. For the NCAS Five Counties Tournament

For Gentlemen: York round and Gents WA1440 round.

For Ladies: York round, Hereford Round and Ladies and Gents WA1440 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 a 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 'The Five Counties shoot' and any other that the full committee deem worthwhile.] Move to F.3**

F.5. Team make-up is as follows for the following shoots:

F.5.1. NATIONAL COUNTY TEAM TOURNAMENT EVENT

Teams will be chosen for bow styles listed below based on submissions:

Recurve; compound, longbow and barebow.

Each team will consist of three archers.

F.5.2. NCAS FIVE COUNTIES:

2 gents compound; 2 gents recurve;

2 ladies compound; 2 ladies recurve.

2 gents longbow; 2 ladies longbow

2 gents barebow; 2 ladies barebow.

If one of the first two in each category is unable to represent the county then a reserve will be asked to attend. All reserves will be non-travelling reserves.

F.6. Selection will be made by the Executive Committee being comprised of a minimum 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 CRO 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 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. **A separate online form will be provided for each team competition.**

F8.2. Team Manager and HRO will collect incoming ~~emails~~ **submissions**.

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 CRO collected website scores will be used. The Executive Committee may use their discretion to co-opt members from the relevant bow style in order to field a "full Team"

F8.3.4. The team will be announced on the county ~~web site~~ **website** 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~~ **must purchase** the necessary garments bearing the DNAA logo, ~~the date/year of the shoot and the category in which they have been selected~~ **and the Archer's name**. Approved garments **may** include items that promote the County Team Sponsors. Individual member's sponsorship is not approved by the County. Failure to comply with this aspect may result in a possible suspension from DNAA representation for one full year

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~~ **Assosiation's** 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 Shield engraved "County Team".

G.2. County Shield 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 Shield

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 Shield. Subject to any member being awarded only one Shield.

G.4 Rules for the award of the County ~~Shield~~ **Date Bar**

G.4.1. The member shall have shot for the County Team to be awarded the Shield 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 Shields **s** shall have a Date Bar indicating the year in which the member first qualified for the award.

Appendix 'H'. **The Role of Elected Officers.**

~~DURHAM AND NORTHUMBERLAND ARCHERY ASSOCIATION~~

~~The Role of Elected Officers~~

Any senior member of ~~any of~~ DNAA may seek election to the Officer Roles ~~on the Committee~~ at the AGM.

To assist in the understanding of the roles of the Elected Officers, the following is intended as a guide to the principal roles and responsibilities of the ~~members of the County~~ **officers of the Full Committee**. The description of each role is not intended to be exhaustive but embraces the essence of the role and by no means limits the role of the Officer.

PRESIDENT

The President is a member of the *Executive Committee* and shall have voting powers.

The President is the figurehead of the County. He or she is usually nominated for election owing to their knowledge and experience in matters concerning archery, in the Region & Country.

The President offers advice to the committee that is drawn from the President's knowledge and previous experiences.

~~The President is a member of the Executive Committee.~~

The President shall hold office for **a term of** two years, ~~be an ex-officio member of the General committee, and shall have voting powers.~~ **No** individual shall hold the office for a consecutive period of more than ~~six years~~ **3 terms (six years)**.

The President should attend, in their **role** as President, as many of the County Tournaments, hosted on the ~~County's~~ **Association's** behalf ~~by Clubs, over the 2 year period of Office,~~ as possible.

CHAIRMAN **CHAIRPERSON**

The Chairperson is a member of the Executive Committee and shall have voting powers.

The ~~Chairman~~ **Chairperson** is the head of the committee and controls the conduct of each **Committee Meeting**. During a debate, the ~~Chairman~~ **Chairperson** will allow a balanced discussion but will control the debate by calling for a vote at the appropriate time if required.

Committee Meetings are controlled by a formal Agenda prepared by the Secretary in conjunction with the ~~Chairman~~ **Chairperson**.

The ~~Chairman~~ **Chairperson** is responsible for ~~determining~~ **overseeing** the direction and policies of the **County Association** ~~that are to be debated during formal meetings and forming part of the Agenda for that Committee Meeting.~~

~~The Chairman is a member of the Executive Committee.~~

The ~~Chairman~~ **Chairperson** will be seen to represent DNAA within the wider Archery Community.

The ~~Chairman~~ **Chairperson** will act as a signatory to the DNAA Bank Account(s).

~~The Chairman will oversee the disciplinary policy and be involved with any issues arising, either directly or indirectly.~~

The Chairperson will have access to the Archery GB Sport80 website.

SECRETARY

The Secretary is a member of the *Executive Committee* and shall have voting powers.

The Secretary is the primary contact for all correspondence. ~~with the Counties Archery Clubs, Region and Archery GB, together with any other source.~~

In conjunction with the ~~Chairman~~ **Chairperson**, the Secretary prepares the Agenda for each **Full** Committee meeting and notifies the ~~committee~~ **Association's** members of scheduled meetings. During ~~a committee~~ **any** meeting, the Secretary will take minutes of issues discussed and actions agreed. The minutes of each ~~committee~~ meeting are prepared by the Secretary, circulated to the ~~committee~~ **appropriate** members, ~~direct members (if so required) and County Clubs,~~ electronically.

The Secretary also prepares the Agenda for the ~~Annual General Meeting (AGM)~~ **AGM** or any ~~Emergency General Meeting (EGM)~~ **EGM** which may be called, and notifies all Club Secretaries of the AGM/EGM at least ~~28~~ **21** days before the scheduled date, accompanying the notification and Agenda with a copy of the previous year's AGM **minutes**. During an AGM/EGM, the Secretary will take minutes of issues discussed and actions agreed.

~~The Secretary is the only committee member who is formally recognised by Archery GB.~~
Archery GB identifies the County Secretary as the formal representative of the County for a number of purposes, including receiving official notices and distributing information to members.

~~The Secretary will act as a signatory to the DNAA Bank Account(s).~~
~~The Secretary is a member of the Executive Committee.~~

The Secretary will record any general correspondence received and will either respond directly to enquiries or will forward them to the relevant persons.

~~The Secretary will have access to the Archery GB Sport 80 website.~~

The Secretary will keep, as far as is possible, accurate records of DNAA Clubs and their contacts. It should be noted that this is highly dependent on Club **Secretaries** providing current information and should not require the DNAA Secretary to search for updates.

~~The Secretary shall be responsible for administration in relation to Team Selection, arranging sub committees, updating the constitution, policies and procedures as and when required.~~

The Secretary will act as a signatory to the DNAA Bank Account(s).

The Secretary will have access to the Archery GB Sport80 website.

TREASURER

The Treasurer is a member of the *Executive Committee* and shall have voting powers.

The Treasurer is responsible for the ~~accounting~~ **recording** and control of the financial affairs of the ~~County~~ **Association**. The Treasurer ~~banks and~~ records all monies received into the ~~County's~~ **Association's** accounts and pays all ~~debts and invoices accrued by the County~~ **liabilities of the Association**. ~~by issuing cheques from the bank account, or cash as appropriate.~~

The Treasurer will prepare, before each ~~County~~ **Full** Committee meeting, a financial summary of the ~~County's~~ **Association's** accounts ~~together with showing predicted income and expenditure for the coming months/year.~~ The Treasurer should submit the report to the County Secretary, for circulation to the **Full** Committee or submit to the attendees at the next **Full** Committee Meeting.

The Treasurer will prepare a financial statement in April each year of the income and expenditure for the previous year to 31 March. This will include ~~the amounts held in cash and in the various banks accounts held by the County~~ **all items through all separate entity bank accounts and any payments or receipts made in cash.**

The Treasurer will arrange for the ~~Income and Expenditure Accounts with all receipts, Bank Accounts statements with all cheque books and paying in books~~ **documents listed in Appendix 'J'** to be passed across to the ~~Approved~~ **elected** Auditors in early April each year, for validation of the ~~accounts~~ **accounts** to take place.

~~Auditors will be appointed at each AGM. The auditors shall, each year, audit the accounts and formally ask at the AGM that the Auditors be approved to Audit the Accounts for the following year.~~

~~The Annual Financial statement will be approved by the committee and submitted to the AGM for discussion and approval.~~

~~The Treasurer will act as a signatory to the DNAA Bank Account(s).~~

~~The Treasurer is a member of the Executive Committee.~~

~~The Treasurer will have access to the Archery GB Sport 80 website for County membership~~

The Treasurer will recommend to the **Full Committee** in January/February any proposed changes to the annual membership **affiliation** fees for the following financial **affiliation** year, for committee recommendation to be made to the AGM for discussion and approval.

The Treasurer will act as a signatory to the DNAA Bank Account(s).

The Treasurer will have access to the Archery GB Sport80 website for County membership information.

COUNTY COACHING OFFICER (CCO)

~~This role can only be held by a qualified coach.~~

The CCO is a member of the *Executive Committee* and shall have voting powers.

This role should, where possible, be held by a qualified coach. In the event of no nomination being received, in respect of an active qualified coach at the AGM, then nominations shall be accepted in respect of any other member of the Association.

~~The CCO will support the county, on all matters concerning the administration of the National Coaching Scheme, i.e. training course syllabus, organisation, staffing and examinations.~~

The CCO will inform the county on matters concerning Archery GB's Coaching strategy, i.e. training course syllabus, organisation, and staffing.

~~The CCO will maintain an up to date record of coach development courses in plan throughout the county. The CCO can then use their discretion to encourage or discourage further courses depending on demand and geographic spread.~~

The CCO promote coach development courses throughout the county. The CCO can then use their discretion to encourage or discourage further courses depending on demand and geographic spread.

~~The CCO will seek to organise any meetings for County coaching, senior and junior coaching days (as and when required).~~

The CCO will seek to organise meetings for county squad, senior and junior coaching days (as and when required or requested by team managers).

~~Receive and process all County Coach renewals from within the county, in a timely manner and assisting the Regional Coaching Organiser if required. This will normally involve assisting on a renewal panel, and completing subsequent paperwork according to the documented Archery GB standard for renewals. In addition, to support L1 or L2 renewals which are beyond their own qualification level, or where a disputed renewal requires arbitration.~~

Receive and process in a timely manner all coach renewals from within the county. Assist the Regional Coaching Organiser if required. This will normally involve assisting on a renewal panel, and completing subsequent paperwork according to the documented Archery GB standard for renewals. In addition, to support L1 or L2 renewals should they be beyond their own qualification level, or where a disputed renewal requires arbitration by recruiting a review panel of a suitable grade coaches.

The CCO will prepare, before each County Full Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Full Committee. Where the CCO has nothing to report, the Secretary should be informed of a "Nothing to Report".

The CCO should maintain the Coaching bank account. Ensure that expenses and payments to suppliers are setup for payment and inform the treasurer and others with access to the account the requirement for authorisation.

Following the financial year end, prepare a summary of the coaching bank account for inspection of the treasurer and auditors.

The CCO will act as a signatory to the DNAA Bank Account(s).

The CCO will have access to the Archery GB Sport80 website.

RECORDS OFFICER

The Records Officer is a member of the Executive Committee and shall have voting powers.

The role of the records officer is to be the point of contact for members in with regards to record claims and to document record scores shot for ratification of scores submitted for County Team inclusion.

The ratification of scores submitted for County Team inclusion.

Maintain the database of records and scores and update records section of the website.

~~Collect scores for DNAA members attending competitions.~~

~~Administer and actively promote County Records.~~

Distribute record certificates through Club Secretaries.

WEBMASTER

The Webmaster will manage the production and operation of the County Association's Website and Social Media. ~~They will seek out an appropriate Web Site Hosting organisation and recommend this to the Committee. Where the site is already operational they will monitor the hosting of the site.~~

JUDGE SINGLE POINT OF CONTACT (SPOC)

The SPOC is a member of the **Full Committee** and shall have voting powers.

This role may only be held by a qualified Judge.

Advise the DNAA Committee on all matters relating to Judges within the County. To liaise with The JLO of the Region on Judging matters.

To keep all DNAA judges updated on Judge information, being issued from Archery GB, unless this has been done by the JLO.

Maintain a list of all active DNAA judges.

To assist Tournament Organisers, county and Clubs, with selecting and appointing judges for their shoots if required.

The SPOC will prepare, before each County Full Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Full Committee. Where the SPOC has nothing to report, the Secretary should be informed of a "Nothing to Report".

JUNIOR TEAM MANAGER

The Junior Team Manager is a member of the Full Committee and shall have voting powers.

The junior team manager shall be present at team selection meetings and shall, once the secretary has advised of the chosen team, correspond with the selected members' parents/guardians in relation to all aspects of the event.

The team manager shall attend the event and actively support all team members. The Junior Team Manager will answer any questions raised by parents leading up to and following the event. A report will be prepared and submitted to the Full Committee following any event. The team manager will be provided with expenses utilising the same policy as the team expenses.

SENIOR TEAM MANAGER

The Senior Team Manager is a member of the Full Committee and shall have voting powers.

The senior team manager shall be present at team selection meetings and shall once the secretary has advised of the chosen team, correspond with the selected members in relation to all aspects of the event.

The team manager shall attend the event and actively support all team members. The Senior Team Manager will answer any questions raised leading up to and following the event.

A report will be prepared and submitted to the Full Committee following any event. The team manager will be provided with expenses utilising the same policy as the team expenses.

SAFEGUARDING OFFICER & DEPUTY SAFEGUARDING OFFICER

The Safeguarding Officers are members of the Full Committee and shall have voting powers.

These are elected Roles, and are appointed at each AGM.

The Safeguarding Officer or Deputy (one of) will prepare, before each County Full Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Full Committee. Where the Safeguarding Officer has nothing to report, the Secretary should be informed of a "Nothing to Report".

Appendix "J". AUDIT CHECKLIST.

The following documents shall be made available to the Association's appointed Auditors as soon as possible following the end of the **Association's** financial Year on 31st March each year, prior to, and in preparation for, the AGM.

- All cheque books used within the relevant financial year ending 31st March
- All Pay-in books or slips used within the relevant financial year ending 31st March
- All bank statements for all DNAA bank accounts covering the whole of the relevant financial year ending 31st March (i.e. to show both opening & closing bank balances and all transactions conducted within that year)
- All supporting vouchers/documents for all receipt and payment transactions on all bank statements, or for cash transactions through 'petty cash' amounts held by any official
- An analysis of all receipt and payment amounts, which results in a final total for each individual type of income and expenditure for the financial year
- A final income and expenditure account which shows the totals transferred from the above summary analysis, resulting in a final profit or loss for the relevant year ending 31st March.
- A further document showing the opening bank balance at the 1st April (the start of the financial year) adjusted by the profit or loss for the year, resulting in the same closing bank balances as the closing DNAA bank statements at the 31st of March.
- All separate bank accounts and 'petty cash' accounts are to be treated in the same way, with similar documentation being provided, then all being consolidated into the final income and expenditure account.

The following documents shall be made available to the County Auditors as soon as possible following the end of the Association's financial Year on 31st March each year.

Appendix 'K'. GLOSSARY OF TERMS

In this constitution the words and terms in the first column of the table below have the meaning shown in the second column.

Word or Term	Meaning
AGM / A.G.M.	Annual General Meeting. The purpose of an A.G.M. is solely for the election / re-election of the six positions noted in the constitution, the election of auditors, the amount of annual fees for the coming year, and any changes to the constitution that are deemed necessary.
Affiliated / Affiliation	Having a common purpose where one follows the regulations of the other.
Associated / Association	Having a common purpose.
Circulation of Information	If any notice, report or other correspondence needs to be given, it may be done in writing or by other electronic means as long as this meets full committee approval.
Code of Conduct	The Archery GB Codes of Conduct exist to protect and promote the sport of archery and outlines the behaviour expected from all participants within the sport at every level.
Conflict of Interest	A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgement, decisions, or actions in the committee. The types of conflict of interest include romantic or relational, financial, competitive, and confidential conflict of interests. They all involve individuals engaging in activities that lead to personal gain at the expense of the organisations they work for.
Executive Committee	The highest level committee comprising the six officers detailed in Article 6.1 of the constitution.
E.G.M.	Extraordinary General Meeting. A meeting called for a single purpose most often, but not exclusively, to amend the constitution when an A.G.M. is not forthcoming.
Committee Meeting / Full Committee Meeting.	A meeting called to allow the day to day management of the Association to include the opinions of the members through their club representatives.
Full Committee	The full committee comprises the Executive Committee, other annually elected positions other than those above, plus, up to two representatives of each club that is registered with the Association.
G.N.A.S. / A.G.B.	The Grand National Archery Society. The National Governing body whose trading name is ArcheryGB.

Honorary Member	A person who becomes a member in line with the regulations prescribed under Article 4.2.1. of the constitution. As such they are exempt from paying the association annual affiliation fee.
In writing	If any notice, report or other correspondence needs to be given, it may be done in writing or by other electronic means. A document or information is sent or supplied in electronic format if it is sent or supplied, by posting to the County website, or by disc, memory device or electronic communications channel including email.
N.C.A.S.	Northern Counties Archery Society. The 'regional' governing body covering the Association's area.
Rules of Shooting	The rules of shooting in the form specified by the board of ArcheryGB / The Grand National Archery Society.
Social Member	Someone who contributes to a club but is not an AGB member and cannot shoot. Such as, but not exclusively, acting as field party, providing catering, administrative tasks and other typical club related tasks.
Secretariat	The person who is the appointed secretary of a club.
Sub-Committee	A committee appointed by the Association's Executive Committee to complete a task on behalf of the full committee.

~~[END OF CONSTITUTION.]~~ move to before appendices, after list of appendices.

APPENDICES.0 TO THE CONSTITUTION:

CHANGE CONTROL LIST:

15.08.2022 6.3 amendment to the number of members to allow the meeting to be quorate.

07.10.2021 Appendix F removal of reference to the Pentangle, amendment to the team make up for the National County Team and 5 Counties events. Introduction of appendix H.

21.5.2018 Section 01.01 to include payment of affiliation fees to DNAA and NCAS. Addition of request of changes to secretariat to be informed with full contact details.

Section 8.1 amended to add the word "Honorary"; Section 9.1 to add the words "Honorary Records Officer"; Section 12.2 amended to bring payment options up to date; Section 12.3 amended to read "Membership Secretary";

General changes throughout the document to add /A.G.B after GNAS

Amendment to the following Appendices : "A"; "B.1.6": "D.1" removal of the word compromised and replaced with "comprised"; "F.2" addition of the words "and/or facebook", "F.3" an "n" is removed; "F.5" the words "All reserves will be non travelling reserves" is added; "F8.3.3" the words "The Executive Committee may use their

discretion to co-opt members from the relevant bow style in order to field a “full Team” have been added; “F.10” the words “Approved garments include items that promote the County Team Sponsors. Individual member’s sponsorship is not approved by the County. Failure to comply with this aspect may result in a possible suspension from DNAA representation for one full year” have been added; “G.1, 2, 3 and 4” mention of the cloth badge and medallion has been removed;

15.5.2017 amendment to appendix “A” university fees.

12.5.14 Change wording of 04.3.3 to link a definition of what constitutes a club to the GNAS/A.G.B. 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.

Constitution Version dated 15.08.2022