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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”

01.2 All **affiliated** clubs shall comply with the requirements of Section 4 ‘Membership’.

02. AFFILIATIONS

02.1 The **Association** shall be **affiliated** to, and shall be bound by the rules of, **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 develop its policies and procedures in line with 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 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 Tournaments and other tournaments at the discretion of the Executive Committee.

04. MEMBERSHIP

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

04.2 There shall be 3 classes of membership:

04.2.1 **HONORARY**. Any person whom the Association wishes to honour may be elected at any general meeting of the Association.

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

04.2.3 JUNIOR. A fully paid-up member of a GNAS/AGB 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 Junior & School clubs

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 may be eligible for affiliation as a DNAA registered club.

04.4.1 Any club so affiliated may request attendance, as an observer, 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 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 soon as is practicable.

04.4.2 A member of an affiliated club, excluding **social members**, shall, by such membership, be required to be a member of GNAS/AGB, NCAS and DNAA

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

04.4.4 It is essential that all members adhere fully with the **AGB Rules of Shooting** and the **AGB Code of Conduct**.

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 as, but not limited to, blatant breaches of the Rules of Shooting; the AGB Code of Conduct, or the shooting of any animal.

4.4.6 Any such club or person(s) subject to disciplinary proceedings shall have the right to a fair hearing 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 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 conflict of interests. The Executive Committee is responsible 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 Chairperson, Secretary and Treasurer shall have full powers to act on behalf of the Association. 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 The **Executive Committee** shall consist of 6 officers, namely:

06.1.1 County President.

06.1.2 County Chairperson.

06.1.3 County Secretary.

06.1. 4 County Treasurer.

06.1. 5 County Records Officer.

06.1. 6 County Coaching Officer

Please refer to Appendix 'H' for Roles of Elected Officers.

06.2 The officers of the Executive Committee shall be elected at each annual general meeting and shall assume office immediately.

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 maximum of a further 2 (two) consecutive terms of 2 (two) years.

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.

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 registered 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 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 Full Committee shall be by simple majority.

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

07.5 The 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.

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 Full Committee meetings shall be circulated, as soon as possible, to the officers, to the secretary of each **associated** club and to any Direct members (on request), but 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'.

10. COUNTY SECRETARY

10.1 The County Secretary shall duly convene all meetings of the **Association**.

10.2 Under the instructions of the **Full Committee** a record of all proceedings shall be recorded in the Minutes of the Meeting.

10.3 The County Secretary shall conduct the ordinary day-to-day business of the Association.

See Appendix 'H'.

11. COUNTY TREASURER

11.1 The County Treasurer shall be responsible for the collection of subscriptions and for all receipts and payments of the **Association's** funds.

11.2 Shortly after the end of the financial year (which is 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. (see 14.3).

11.3 At the **AGM** (see 17) the County Treasurer shall prepare and present an income and expenditure account together with a statement of the Association's financial position, and shall keep all necessary financial records which shall be subject to audit at any time.

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'.

12 COUNTY RECORDS OFFICER

12.1 The County Records Officer (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.

12.2 The CRO shall issue certificates to each member who achieves a new county records as laid down in 12.1. Such certificates shall include all relevant data relating to the award.

See Appendix 'H'.

13 COUNTY COACHING OFFICER

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

13.2 The CCO will keep the Association informed on coaching matters.

13.3 The CCO shall process all renewals for coaches within the Association.

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

13.5 A bank account for coaching shall be held in the name of the Association. Any two from the CCO, Chairperson, County Treasurer and the 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, which is March 31st.

See Appendix 'H'.

14 COUNTY AUDITORS

14.1 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.

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**.

15 AFFILIATION FEES

15.1 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, at rates to be determined, by vote, at the annual general meeting. (see APPENDIX 'A') In addition such affiliation fees as are required by **NCAS** will be payable to the Association.

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 Association's Treasurer. The only exception is when the member is an individual that is a Direct member of **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.

15.3 The County Treasurer shall administer the fees due to NCAS using whatever affiliation method is in use at any time.

16 FINANCE

16.1 All monies shall be banked in the name of the **Association**.

16.2 All expenditure must be approved by the **Executive Committee**. All payments shall be paid by Bank Transfer or cheque under the joint authorisation of any two of: Chairperson, County Treasurer, County Secretary and County Coaching Officer.

16.3 Sums of petty cash may be allotted, by the Executive Committee, for the proper expenses of the County Secretary and County Coaching Officer, who shall keep petty cash accounts, which are subject to annual audit.

17. ANNUAL GENERAL MEETINGS (**AGM**)

17.1 The Annual General meetings of the **Association** shall be convened 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 subscriptions and consider motions to amend the constitution, as detailed in 17.4.

17.2 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 Direct members (by request) and to the secretary of each **affiliated** club, who shall in turn inform their members. A notice shall also be posted on the Association's website and Social Media.

17.3 Any notice of motion 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 County Secretary at least 42 days before the date of the meeting, except for motions under section 15.

17.4 The agenda for the annual general meeting shall be:

17.4.1 Apologies for absence.

17.4.2 Minutes of the previous annual general meeting.

17.4.3 Matters arising.

17.4.4 Secretary's report.

17.4.5 Treasurer's report and audited accounts.

17.4.6 Election of officers:

(a) President. (if applicable)

(b) Chairperson.

(c) County Secretary.

(d) County Treasurer.

(e) County Records Officer.

(f) County Coaching Organiser.

17.4.7 Election of Auditors

17.4.8 Subscriptions.

17.4.9 Motions to amend the constitution.

18. EXTRAORDINARY GENERAL MEETING (*EGM*)

18.1 The County 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 **affiliated** clubs of the **Association**.

18.2 The meeting shall be held within 6 weeks of the date of the written request.

18.3 The object(s) of the meeting shall be stated clearly in the agenda for the meeting. No other business shall be transacted.

18.4 A notice convening the meeting, together with the agenda, shall be circulated to all officers of the Association, Direct Members (on request) and to each secretary of a registered club at least 21 days prior to the meeting. A notice shall also be posted on the Association's website and Social Media.

18.5 A copy of the minutes of the meeting shall be circulated to the aforementioned persons as soon as possible, but not less than 14 days before the date of the next Full meeting, following the EGM.

19. VOTING

19.1 Voting at all 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.

19.2 In the event of a tie the 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.

19.3 All proposals shall be decided finally by vote. Members not voting shall be bound by the result of the vote.

20. AMENDMENTS TO THE CONSTITUTION AND APPENDICES

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**.

20.2 Amendments to the appendices may be made at a **Full committee meeting**, subject to the required notice being given. (Indicated in 17.3)

20.3 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.

20.4 The date of the amended Constitution and the section(s) changed, or 'Revised Constitution' shall be shown in: "APPENDICES TO THE CONSTITUTION. CHANGE CONTROL LIST."

21. DISSOLUTION

21.1 If at any **Full Committee** meeting of the **Association** a resolution be passed calling for the dissolution of the Association, the County Secretary shall convene an extraordinary general meeting, as defined in 18, to vote upon the resolution.

21.2 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.

21.3 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.

21.4 The remaining assets shall be given or transferred to some other voluntary organisation having objects similar to the Association's.

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 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.

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Appendix “A”

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

A.1.1. **HONORARY**: £ Nil

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

A.1.3. JUNIOR (Including Direct & Disabled): £0.50

A.1.4. UNIVERSITY CLUBS: £30.00/club

A.1.5. SCHOOL CLUBS: no charge

Members will be informed of the current levels of fees due to **GNAS/AGB** and **NCAS** at the appropriate time.

Appendix “B” (for first meeting after **AGM**)

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 **NCAS**

B.1.2. Election of a County Website Administrator.

B.1.3. In the event of the County Coaching Organiser not being a **GNAS/AGB** qualified Coach, the Executive Committee shall elect a Coach to advise the CCO.

B.1.4. Election of the Judges' Single Point of Contact (SPOC).

B.1..5 Election of a Team Manager/Managers.

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.

* Words in **Bold Italics** are explained in Appendix ‘K’. GLOSSARY OF TERMS.

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Appendix "E" 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 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 County Safeguarding Officers and the **Executive Committee** for appropriate action to be taken.

E.4. All club Welfare Officers and their deputies shall attend the appropriate courses and receive the necessary certificates. They shall hold a valid DBS.

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 **AGB**, 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 D.N.A.A. website and/or facebook, 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 The County will recognise the following shoots. The 'The Five Counties shoot', the National Team Tournament and any other that the **Full Committee** deem worthwhile.

F.4 On the form, for each tournament, a minimum of two and a maximum of four, scores from the following list may be input. These scores must be shot in the six months prior to the date of the county match.

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, two WA720 scores may be submitted in place of one of the 12 dozen rounds.

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

* Words in **Bold Italics** are explained in Appendix 'K'. GLOSSARY OF TERMS.

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

NATIONAL TEAM TOURNAMENT

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

Recurve; compound, longbow and barebow.

Each team will consist of three archers.

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 three or four Officers plus the Team Manager. The 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.

F8.2. Team Manager and CRO 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 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 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 must purchase the necessary garments bearing the DNAA logo 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 **Association's** website will be updated with this information. All club secretaries will disseminate this information to their club members.

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

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 Shield shall have a Date Bar indicating the year in which the member first qualified for the award.

Appendix 'H'. The Role of Elected Officers.

Any senior member of DNAA, may seek election to the Officer Roles. 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 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 shall hold office for two years. No individual shall hold the office for a consecutive period of more than six years.

The President should attend, in their role as President, as many of the County Tournaments, hosted on the **Association's** behalf, as possible.

CHAIRPERSON

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

The Chairperson is the head of the committee and controls the conduct of each **Committee meeting**. During a debate, the 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 Chairperson.

The Chairperson is responsible for overseeing the direction and policies of the **Association**.

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

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

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.

In conjunction with the Chairperson, the Secretary prepares the Agenda for each **Full Committee meeting** and notifies the Association's members of scheduled meetings. During any meeting, the Secretary will take minutes of issues discussed and actions agreed. The minutes of each meeting are prepared by the Secretary, circulated to the appropriate members.

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

Archery GB identifies the County Secretary as the formal representative of the **Association** for a number of purposes, including receiving official notices and distributing information to members.

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 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 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 and control of the financial affairs of the Association. The Treasurer records all monies received into the **Association's** accounts, pays all liabilities of the Association.

The Treasurer will prepare, before each **Full Committee meeting**, a financial summary of the Association's accounts. 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 bank accounts held by the Association.

The Treasurer will arrange for the documents listed in Appendix 'J' to be passed across to the Elected Auditor in early April each year, for Validation of the Accounts to take place.

The Treasurer will recommend to the Full Committee in January/February any proposed changes to the annual affiliation fees for the following affiliation year, for 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)

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 annual general meeting, then nominations shall be accepted in respect of any other member of the Association.

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

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

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 **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 with regards to record claims and to document record scores shot.

The ratification of scores submitted for County Team inclusion.

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

Distribute record certificates through Club Secretaries.

WEBMASTER

The Webmaster will manage the production and operation of the Association's Website and Social Media.

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 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 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 book stubs 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 receipts and payments 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.

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	Annual General Meeting. The purpose of an AGM 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 <i>in writing</i> 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.
EGM	Extraordinary General Meeting. A meeting called for a single purpose most often, but not exclusively, to amend the constitution when an AGM 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 .
GNAS / AGB	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's 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.
NCAS	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 therefore 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 APPENDICES

APPENDICES.0 TO THE CONSTITUTION:
CHANGE CONTROL LIST:

13.05.2024 Revised Constitution v2024.1

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.