



West of Scotland Archery Association Constitution

1 Name

- i. The Association will be called West of Scotland Archery Association (WoSAA), hereinafter referred to as “the Association” is an area within Scottish Archery (SAA), hereinafter referred to as “the Regional Body”, and Archery GB (AGB), hereinafter referred to as “the National Body”.
- ii. The Area is defined as all club members and independent members within the boundary defined by the Regional Body in their Bye-Law 5.9.3. West.¹

2 Aims and objectives

- i. The aims and objectives of the Association will be:

- to support the objectives of the Regional Body² within the West of Scotland.
- to promote, develop and encourage Archery throughout the West of Scotland.
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment.

3 Membership

- i. Membership should consist of officers and members of the Association.
- ii. With the exception of elected officers, membership is pre-conditioned on being members of the National and Regional Bodies and shown in archery membership records to be affiliated to the Association.
- iii. All members will be subject to the regulations of the constitution and by joining the Association will be deemed to accept these regulations and codes of conduct that the Association adopted.
- iv. Members will be enrolled in one of the following categories:
 - Senior member, as identified on the National Body membership record
 - Junior member, as identified on the National Body membership record
 - Life member, as identified in the Association records
 - Officer, as identified in the Minutes of last AGM.

4 Membership fees

- i. Membership fees will be set annually and agreed by the Executive Committee or determined at the Annual General Meeting.
- ii. Fees will be paid along with Regional Body fees and are due: annually by **30th September** subscription.

¹ [SAA Bye-Laws](#)

² [SAA Articles of Association](#)

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5 Officers of the Association

i. The officers will be:

- Chair
 - Vice Chair
 - Honorary Secretary
 - Treasurer
 - Ordinary Representatives (minimum of 3, maximum of 6)
- ii. Officers will be elected annually at the Annual General Meeting.
- iii. All officers will retire each year but will be eligible for re-appointment.
- iv. Other positions may be co-opted to support the activities of the Association:
- Head Coach
 - Records Officer
 - Team Manager
 - Tournament Secretary
 - Publicity Officer
 - Junior Representative
 - any other relevant position.

6 Committee

- i. The Association will be managed through the Executive Committee consisting of: **Chair, Vice Chair, Honorary Secretary, Treasurer, Ordinary Representatives**. Only these posts will have the right to vote at meetings of the Executive Committee.
- ii. The Executive Committee will be convened by the Secretary of the Association and held no less than four (4) per year, exclusive of any General Meetings.
- iii. The quorum required for business to be agreed at Executive Committee meetings will be: *one third (1/3) of the elected officers*.
- iv. The Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Association.
- v. The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- vi. The Executive Committee will be responsible for disciplinary hearings of members who infringe the Association constitution. The Association Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- vii. Decisions at Committee will be a majority vote. If a decision is tied, the Chair will have the final vote.

7 Finance

- i. Funds held in the Area are held in trust for the Regional Body and shall be applied only for the promotion of archery in the area (in accordance with the objectives of the Regional Body).
- ii. All Association monies will be banked in an account held in the name of the Association. The Treasurer will be responsible for the finances of the Association.
- iii. The financial year of the Association will end on: **31st August**.

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- iv. An **inspected** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- v. Inspected statement of annual accounts will be submitted annually for information to the Regional Body.
- vi. Any cheques drawn against Association funds should hold the signatures of the Treasurer plus up to two other officers, nominally Chair and Honorary Secretary.

8 Annual General Meetings

- i. Notice of the Annual General Meeting (AGM) will be given by the Association Secretary shall be sent giving **not less than 21 days notice** to be given to all members via Club Secretaries and from contact details held on AGB Membership records.
- ii. The AGM will receive a report from officers of the Club Executive Committee and a statement of the inspected accounts.
- iii. Nominations for officers of the Association Executive Committee will be sent to the Secretary prior to the AGM.
- iv. Nominations for life members of the Association will be sent to the Secretary prior to the AGM.
- v. Proposals for change to constitution will be sent to the Secretary prior to the AGM.
- vi. The quorum for AGMs will be no less than 10% of voting members (including proxy votes), subject to a minimum of ten (10) voting members being present.
- vii. Elections of officers are to take place at the AGM. If 2 or more of the following roles are vacant following voting (Chair, Vice Chair, Treasurer, Secretary), then enact section 11. Dissolution. Otherwise, if any elected posts are empty at the end of the AGM, the Committee has the right to co-opt a member to fill the vacancy.
- viii. Election of Life Members are to take place at the AGM.
- ix. Appoint "Independent Inspector" for accounts to take place at the AGM.
- x. Voting on changes to constitution will take place at the AGM.
- xi. The Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- xii. At least 5% of voting members may call for an EGM and provide a signed written request stating reasons to Association Secretary.

9 Voting

- i. All members aged 18 and over have the right to vote at the AGM.
- ii. If a member is unable to attend an AGM to vote, they may record their vote using Proxy Form A (example of this form is in Appendix 1 and will be re-composed to serve the voting needs of each general meeting) and return to the Association Secretary not less than seven (7) days prior to the announced date of the meeting.
- iii. If a member is unable to attend an AGM to vote, they may appoint another member to vote on their behalf using Proxy Form B (example of this form is in Appendix 2) and return to the Association Secretary not less than seven (7) days prior to the announced date of the meeting.
- iv. Members can chose to revoke proxy voting by informing the Association Secretary in writing the day prior to the AGM.

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- v. In the event of a tie ballot, the Chair shall have the casting vote.

10 Discipline and appeals

- i. Disciplinary powers rest with the Regional and National bodies of the sport and any potential discipline matter must be handled by them.
- ii. However, if a minor complaint is received by the Association Committee which does not fall within the terms of disciplinary powers held by the National or Regional Bodies, the Executive Committee (sitting with not less than 3 members) has the power to adjudicate fairly and without bias on such matters. The Executive Committee may dispense such advice and/or direction to resolve any issue but it does not however have power to impose a penalty of any description.

11 Dissolution

- i. If an AGM fails to elect three of four (Chair, Vice Chair, Honorary Secretary or Treasurer) to manage the Association, the previous Officers will remain in post for the sole purpose of dissolving the Association.
- ii. In the event of the dissolution, any remaining funds shall be used to settle the Association's affairs, and remaining monies shall be disbursed among the clubs in the Area on a pro-rata basis in accordance with the number of affiliated members (senior or junior) in each club.

12 Amendments to the constitution

- i. Amendments to the constitution can be raised by the Executive Committee to be submitted to the Association Secretary **42 days (6 weeks)** prior to the AGM to be included in the Agenda and distributed to members.
- ii. Amendments to the constitution can be raised by at least two members of the Association not on the Executive Committee to be submitted to the Association Secretary prior to the **AGM 42 days (6 weeks)** prior to the AGM to be included in the Agenda and distributed to members.

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13 Championship Meetings

- i. The Association shall hold an annual Outdoor Open Tournament following the World Archery or Archery GB rules of shooting. Participants in the Open Tournament shall be members of Archery GB and/or World Archery.
- ii. The Association shall hold an annual Association Outdoor Tournament following the World Archery or Archery GB rules of shooting. Participants shall be members of the Association.
- iii. The Association shall hold an annual Indoor Open Tournament following the World Archery or Archery GB rules of shooting. Participants in the Open Tournament shall be members of Archery GB and/or World Archery.
- iv. The Association shall hold an annual Association Outdoor Tournament following the World Archery or Archery GB rules of shooting. Participants shall be members of the Association.
- v. Where Club team awards are offered, members can only shoot for the club identified on their AGB Membership.
- vi. All trophy winners must sign a receipt before taking trophies away. Trophy Winners are responsible for the safekeeping of trophies and their return to the Association prior to the following tournament.

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14 Area Representation

- i. Conditions for representation: to have competitive scores recognised on the Regional Body's Rankings table.
- ii. Only members of the Association as identified in AGB Membership will be eligible to shoot for the Association.
- iii. Selection of a member to represent the Association will be entrusted to the team manager liaising with the Association selection representative. In the event of a disagreement they shall consult the Executive Committee.
- iv. For representing the Association as a full shooting member, they will be eligible for an Area Team or Area Junior Team Flash.

15 Declaration

West of Scotland Archery Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE: 19/04/2022

Name: Iain Macmillan

Association Chair

SIGNED:

DATE: 19/04/2022

Name: Richard Radigan

Association Secretary