

# **LINCOLNSHIRE COUNTY ARCHERY SOCIETY**

## **CONSTITUTION**

### **1.0 Name**

1.1 The Society will be called Lincolnshire Archery Society (LCAS) and will be affiliated to Archery GB (the trading name of the Grand National Archery Society) and the East Midlands Archery Society (EMAS).

### **2.0 Aims**

2.1 The aims of the LCAS will be:

- to foster participation, encourage fairness and promote the sport of Archery. • to offer coaching and participation opportunities in Archery.
- to support the Clubs affiliated to the LCAS.
- to ensure a duty of care to all members of the LCAS.
- to provide all its services in a way that is fair to everyone.
- to ensure that all members receive fair and equal treatment.

### **3.0 Membership**

3.1 All Membership and Volunteers will be subject to the regulations of the constitution, and by participating will be deemed to accept those regulations and code of conduct adopted, in accordance with the Memorandum and Articles of Association and Laws and policies of the Grand National Archery Society (GNAS)/Archery GB (herein after referred to as AGB)

3.2 Direct members of Archery GB, wherever they reside, who wish to represent or be associated with the LCAS, may become members of the LCAS upon payment of the appropriate fee provided that they are not members of any other County Association in the current fee year. (see also, Section 6 regarding voting rules)

3.3 Members will be enrolled in one of the following categories:

Senior aged over 21

Under 21

Members through a Junior Club in a School

Members through a University Club

Members with disabilities

Honorary Life member - The LCAS will not require Honorary Life members to contribute a membership affiliation fee. Honorary Life members, while remaining affiliated to Archery GB.

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## **4.0 Membership fees**

4.1 The Treasurer will recommend a set of membership fees which will be discussed, and a ratified new annual membership will be agreed by those present.

4.2 Membership period commences on your annual renewal date with Archery GB.

4.3 Clubs will forward the membership fee to the LCAS Treasurer and member details to the LCAS Membership secretary within one month of them becoming a member.

4.4 Fee to LCAS

- Senior Member: Full County Membership
- Junior Member U21 / Disabled: One Half Senior Member
- School Club: Three Times Senior Member
- University Club: Five Times Senior Member

## **5.0 Officers of LCAS**

5.1 The officers will be:

- Chair (Executive)
- Secretary (Executive)
- Treasurer (Executive)

5.2 **See Standing Orders:** for other non-Executive Officers

County Development Officer  
County Coaching Organiser  
Tournament Organiser  
County Records Officer  
Delegate to EMAS  
Senior County Team Manager  
Junior County Team Manager Memberships Secretary  
County Welfare Officer

5.3 Officers will be elected annually at the Annual General Meeting except for the County Coaching Organiser, who is appointed by the coaches of LCAS subject to ratification at the Annual General Meeting.

5.4 Any one member may hold multiple non-executive posts.

5.5 All officers whilst on business for the LCAS, may have their travel expenses reimbursed at a rate equal to the rate per mile governed by AGB.

## **6.0 Committees**

### **6.1 Executive Committee**

6.1.1 The LCAS Executive Committee reports to the General Committee, and works to fulfil the business of the County by:

addressing pressing issues that affect the Society substantially.

being empowered to appoint advisory committees, advisers, and service providers.

being responsible for the management of disciplinary hearings.

6.1.2 The Executive Committee members will at all times be comprised of a minimum of three unrelated and non-cohabiting individuals.

6.1.3 The Executive Committee meetings may be convened at short notice to address pressing issues that affect the LCAS substantially.

6.1.4 The quorum required for business to be agreed at Executive Committee meetings will be: 2 Executive Committee members.

### **6.2 General Committee**

6.2.1 The LCAS will be managed through the General Committee consisting of the Officers of the LCAS and representatives from affiliated club.

6.2.2 The General Committee Meetings will be convened by the Secretary/Chair of LCAS and will meet at least quarterly. Notice of General Meetings will be given by LCAS Secretary. Not less than 14 clear days 'notice is to be given to all members.

6.2.3 The quorum required for business to be agreed at General Committee meetings will be: a minimum five officers but not restricted too.

6.2.4 Each General Committee meeting will require a Chair and if the LCAS Chair is unavailable, the members present will elect one person from the Officers present who will act as temporary Chair for that meeting.

6.2.5 All decisions will be made by a majority of votes, each member of the LCAS in attendance will have one vote per motion. The person chairing the meeting will only have a casting vote.

6.2.6 Potential involvements which may constitute a conflict of interest must be declared at the start of the meeting and the potentially conflicted party (club or individual, related individual or co-habiting individual) will not be permitted to participate in votes on the conflicted topic unless the Committee decides it is not a conflict.

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## **7.0 Finance**

7.1 All LCAS monies will be banked in an account held in the name of the LCAS.

7.2 The Treasurer plus two other officers will be signatories to the account. Two people will be required to make/approve each payment, who shall both be unrelated to the payee. The financial year will finish on the 30<sup>th</sup> of September.

7.3 The Treasurer shall keep books of account and present to the AGM. The accounts will be checked every year independently.

7.4 The Executive committee may call for a statement of account at any time.

## **8.0 Annual General Meetings and Extraordinary General Meetings**

8.1 Notice of the Annual General Meeting (AGM) will be given by the LCAS Secretary. Not less than 14 clear days' notice is to be given to all members. Which is held between October and December.

8.2 Notice of Extraordinary General Meetings (EGMs) will be given by the LCAS Secretary. Not less than 14 clear days' notice is to be given to all members.

8.3 Nominations for officers of the General Committee will preferably be sent to the Secretary prior to the AGM.

8.4 Nominations for Honorary Life Members may be made by any member to the LCAS Secretary and will be confidential to the Executive Officers until the AGM. The nomination will set out the details of significant service to the LCAS. Honorary Life Members will be elected at the AGM.

8.5 Election of officers are to take place at the AGM. Officers cannot be elected at the AGM in their absence, unless they have given their prior consent.

8.6 All LCAS members in attendance have the right to vote at the AGM and EGM.

8.7 The Executive Committee or ten members from not less than two clubs have the right to call Extraordinary General Meetings (EGMs) outside the AGM.

8.8 The quorum for AGMs and EGMs will be five Officers (of whom no fewer than two must be Executive Committee members, officers on Executive & also a general officer and a general officer covering 2 or more posts only counts as 1 officer for this purpose) Those present must represent at least a quarter of the LCAS Clubs.

8.9 Potential involvements which may constitute a conflict of interest must be declared at the start of the meeting and the potentially conflicted party (club or individual, related individual or co-habiting individual) will not be permitted to participate in votes on the conflicted topic unless the Committee decides it is not a conflict.

## **9.0 Discipline and Appeals**

9.1 All disciplinary, safeguarding, and poor practice concerns will follow the Archery GB Code of Conduct, Disciplinary Policy and Procedures, Lower-Level Concerns Policy and Safeguarding guidelines which are available under Governance from the Archery GB website.

9.2 Archery GB Policy for all Safeguarding, the Club Welfare Officer(s) is to consult with the LCAS Welfare Officer in the event of any safeguarding issues.

## **10.0 Dissolution**

10.1 A proposal to dissolve the LCAS can only be raised at an AGM or EGM, with implementation procedures being approved through a majority vote of members present.

A vote of members would be undertaken for a vote of dissolution, this would be in person or online.

10.2 In the event of the dissolution of Lincolnshire County Archery Society (LCAS), any assets or resources that remain after settlement of its creditors are paid, will become the property of the Parent Organisation East Midlands Archery Society (EMAS) alternatively Archery GB (AGB) can be approached to ensure any monies are kept within the Sport (*What are we classed as, unincorporated / non-for profit etc*)

## **11.0 Amendments to the constitution**

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

## **12.0 Declaration**

12.1 Lincolnshire County Archery Society (LCAS) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

12.2 For further guidance relating to the running of LCAS, please refer to the Standing Orders, which may/shall be modified/revised when the need is required.

These modifications/revisions will be discussed and agreed upon by the members prior to change at a general meeting.

Signed:  
LCAS Chair: Steven Eales  
Date: 9/11/2024

Signed:  
LCAS Secretary: Lynn Fisher  
Date: 9/11/2024