

LINCOLNSHIRE COUNTY ARCHERY SOCIETY

CONSTITUTION

1.0 Name

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

2.0 Aims

2.1 The aims of Lincolnshire County Archery Society (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 Lincolnshire County Archery Society (LCAS).
- to ensure a duty of care to all members of Lincolnshire County Archery Society (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 Members 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 Lincolnshire County Archery Society (LCAS), may become members of Lincolnshire County Archery Society (LCAS) upon payment of the appropriate fee provided that they are not members of any other County Association in the current fee year.

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 - Lincolnshire County Archery Society (LCAS) will not require Honorary Life members to contribute a membership affiliation fee. Honorary Life members are valid while remaining affiliated to Archery GB.

4.0 Membership fees

4.1 The Treasurer will recommend a set of membership fees which will be discussed, and an annual membership will be ratified by those members present at the AGM

4.2 Lincolnshire County Archery Society (LCAS) Membership period commences on your annual renewal date with Archery GB. Payment must be made to Lincolnshire County Archery Society (LCAS) when members join their clubs as per 4.3

4.3 Club Secretary and/or Treasurer will forward Lincolnshire County Archery Society (LCAS) and East Midlands Archery Society (EMAS) membership fee to Lincolnshire County Archery Society (LCAS) Treasurer and member details to Lincolnshire County Archery Society (LCAS) Membership secretary within one month of them becoming a member. please see Lincolnshire County Archery Society (LCAS) website for up-to-date fee/contact information.

4.4 Fee to Lincolnshire County Archery Society (LCAS)

- Senior Member: Full Lincolnshire County Archery Society (LCAS) 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 Lincolnshire County Archery Society (LCAS)

5.1 The Executive Committee will be:

- Chair
- Vice Chairman
- Secretary
- Treasurer

5.2 **See Standing Orders:** for other non-Executive Officers (General Committee)

Membership Secretary
Development Officer
Coaching Organiser
Tournament Organiser
Records Officer
Delegate(s) to East Midlands Archery Society (EMAS)
Senior Team Manager
Junior Team Manager
Welfare Officers – 1 of each Gender
Website Administrator

5.3 Officers will be elected annually at the Annual General Meeting except for the Coaching Organiser, who is appointed by the coaches of Lincolnshire County Archery Society (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 Lincolnshire County Archery Society (LCAS), may have their travel expenses reimbursed at a rate equal to the rate per mile governed by AGB.

5.6 The Welfare Officer will be ratified at Lincolnshire County Archery Society AGM. He Welfare Officer must have the required AGB qualifications or be prepared to obtain them. Lincolnshire County Archery Society will reimburse all costs for courses.

6.0 Committees

6.1 Executive Committee

6.1.1 Lincolnshire County Archery Society (LCAS) Executive Committee reports to the General Committee, and works to fulfil the business of Lincolnshire County Archery Society 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 Lincolnshire County Archery Society (LCAS) substantially.

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

6.2 General Committee

6.2.1 Lincolnshire County Archery Society (LCAS) will be managed through the General Committee consisting of the Officers of Lincolnshire County Archery Society (LCAS).

6.2.2 The General Committee Meetings will be convened by the Secretary/Chair of Lincolnshire County Archery Society and may be convened at short notice. Notice of General Committee Meetings will be given by Lincolnshire County Archery Society Secretary/Chair with not less than 14 days' notice.

6.2.3 The quorum required for business to be agreed at General Committee meetings will be: a minimum four (4) officers but not restricted to.

6.2.4 Each General Committee meeting will require a Chair and if Lincolnshire County Archery Society (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 General Committee in attendance will have one vote per motion. The person chairing the meeting will have a vote, the person chairing the meeting will also have the casting vote if it is a tie.

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.

6.3 Lincolnshire County Archery Society (LCAS) Meetings

6.3.1 Lincolnshire County Archery Society (LCAS) meetings will be managed through the Chair, or if the chair is unavailable then an executive officer will chair the meeting. All meetings will consist of the Officers of Lincolnshire County Archery Society (LCAS) and affiliated members.

6.3.2 Notice of Lincolnshire County Archery Society (LCAS) Meetings will be given by Lincolnshire County Archery Society (LCAS) Secretary. Not less than 14 clear days' notice is to be given to all members along with the agenda.

6.3.3 The quorum required for business to be agreed at Lincolnshire County Archery Society meetings will be three (3) officers and/or members of at least four (4) of the affiliated clubs.

6.3.4 All decisions will be made by a majority of votes, each member of Lincolnshire County Archery Society (LCAS) in attendance will have one vote per motion. The person chairing the meeting will have a vote, the person chairing the meeting will also have the casting vote if it is a tie.

6.3.5 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.

6.3.6 Minutes of Lincolnshire County Archery Society (LCAS) meetings will include those who have attended and what main club they affiliate to. They will also include apologies and any decisions that were made as per agenda items. The secretary will then send these out to club secretaries so they can be passed onto affiliated members.

7.0 Finance

7.1 All Lincolnshire County Archery Society (LCAS) monies will be banked in an account held in the name of Lincolnshire County Archery Society.

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 30th of September.

7.3 The Treasurer shall keep books of account and present to the AGM. The accounts will be checked every year by an independent examiner appointed by the treasurer.

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 Lincolnshire County Archery Society (LCAS) Secretary no later than 21 days before. The agenda will be sent out 14 days before the meeting, which are held between November and December.

8.2 Notice of Extraordinary General Meetings (EGMs) will be given by Lincolnshire County Archery Society (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 using the nomination form sent out with the notice of AGM. If no nominations have been sent in, it can be taken from the floor. If there are posts vacant after the AGM or any posts become vacant in the current membership year, Lincolnshire County Archery Society (LCAS) committee can temporarily appoint someone into post until the following years AGM.

8.4 Nominations for Honorary Life Members may be made by any member to Lincolnshire County Archery Society (LCAS) Secretary and will be confidential to the Executive Officers until the AGM. The nomination will set out the details of significant service to Lincolnshire County Archery Society (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. If more than one person is nominated for a post, those willing to stand for the position will give a short statement as to why they would like to take on that position, after this they will be asked to leave the room with a decision being made with a show of hands.

8.6 All Lincolnshire County Archery Society (LCAS) members in attendance have the right to vote at the AGM and EGM.

8.7 The Executive Committee or ten (10) members from two (2) clubs or more have the right to call Extraordinary General Meetings (EGMs) outside the AGM.

8.8 The quorum for AGMs and EGMs will be five (5) Officers (of whom no fewer than two must be Executive Committee member, a general officers covering two (2) or more posts only counts as 1 officer for this purpose). Those present must represent at least four (4) of Lincolnshire County Archery Society (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 Lincolnshire County Archery Society (LCAS) together with Archery GB is committed to creating and maintaining a safe and positive environment for everyone involved in archery. It is Lincolnshire County Archery Society's (LCAS's) shared responsibility to safeguard the welfare of all children, young people and adults at risk and protect them from poor practice, abuse, grooming and bullying. Working with the NSPCC Child Protection in Sport Unit (CPSU) Archery GB has developed policies, procedures and guidelines to support everyone in our sport.

Reporting safeguarding or discrimination concerns can be directly to Archery GB. Alternatively reporting can be through Club Welfare Officers who will liaise with the Lincolnshire County Archery Society (LCAS) Welfare Officer

9.3 Anyone who has been removed from a post will not be able to hold another Lincolnshire County Archery Society (LCAS) role for five (5) years from the date of removal.

9.4 If a member is suspended from the county from a disciplinary panel at Lincolnshire County Archery Society (LCAS) level. Suspension includes, attendance of meetings, attendance of any Lincolnshire County Archery Society (LCAS) affiliated clubs, events held by a Lincolnshire County Archery Society (LCAS) affiliated club including competitions.

10.0 Dissolution

10.1 A proposal to dissolve Lincolnshire County Archery Society (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.

10.2 In the event of the dissolution of Lincolnshire County Archery Society (Lincolnshire County Archery Society (LCAS), any assets or resources that remain after settlement of its creditors are paid, will become the property of East Midlands Archery Society (EMAS). Who will then hold it in trust until a new Lincolnshire County Archery Society is formed. Only the clubs of the newly formed society will be able to claim back assets/monies from East Midlands Archery Society (EMAS)

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 Lincolnshire County Archery Society (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:

Lincolnshire County Archery Society (LCAS) Chair: Steven Eales

Date: 22/11/2025

Signed:

Lincolnshire County Archery Society (LCAS) Secretary: Lynn Fisher

Date: 22/11/2025