

Archery NI Constitution

1 Name

1.1 The Region will be called Archery Northern Ireland (ANI) and from here on, the Region will be referred to as ANI. ANI will be affiliated to the Grand National Archery Society (GNAS)/Archery GB- herein after referred to as AGB.

2 Aims

2.1 The aims of ANI will be:

- to foster participation, encourage fairness and promote the sport of Archery in all forms, across Northern Ireland
- to provide all its services in a way that is fair to everyone
- to offer coaching and participation opportunities in archery
- to support the members and Clubs affiliated to ANI/AGB
- to ensure a duty of care to all members of ANI/AGB
- to ensure that all members receive fair and equal treatment

3 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 Archery GB.

3.2 Members of Archery GB, wherever they reside, who wish to be associated with ANI, may become members of ANI upon payment of the appropriate fees, provided they have not previously been made ineligible to join ANI.

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

o Senior (21+)

o Under 21

- o Disabled member
- o Member in a University Club
- o Members in a Junior Club in a School / equivalent
- o Honorary Life member

ANI will not require Honorary Life members to contribute a membership affiliation fee, while remaining affiliated to Archery GB.

4 Membership fees

4.1 The Treasurer will recommend a set of membership fees which will be discussed by the ANI committee, and a new annual membership will be confirmed by those present at an AGM/EGM.

4.2 Membership periods commence on each member's annual renewal date with Archery GB.

4.3 Where Clubs are collecting ANI membership fees to pass on to ANI, these will be paid to the ANI Treasurer within one month of the member paying the club. Alternatively, fees will be collected from the member themselves either online, through payment to Archery GB, or direct to the ANI Treasurer.

4.4 Fee levels.

These principles shall apply to membership fees:

- Senior 21+ Member: Full Membership fee
- U21 / Disabled: One Half Senior Member fee
- School Club: Three Times U21 Member fee
- University Club: Five Times U21 Member fee

5 Officers

5.1 The ANI committee officers will be:

- Chair (Executive Officer)
- Vice Chair (Executive Officer)

- Secretary (Executive Officer)
- Treasurer (Executive Officer)

5.2 The Executive Officers are each elected to a term of 3 years; renewal periods staggered with each other for continuity purposes.

5.3 There needs to be a minimum of 3 Executive Officers in periods of transition.

5.4 Other possible non-Executive Officers roles include (but are not restricted to):

- Regional Records Officer
- Regional Welfare Officer
- Senior Regional Team Manager
- Junior Regional Team Manager
- Junior Members Representative
- Membership Secretary
- Regional Coaching Organiser (RCO)
- Regional Coaching Advisor
- Tournament Advisor
- Regional Development Officer
- Judge Representative
- PR/Social Media and marketing officer
- General committee member. (May be elected by the membership or co-opted by the committee to carry out a specific task or to represent an affiliated club at regional committee level.)

(See Standing Orders for Role Descriptors <Https://archerygb.org/files/archery-northern-irelandregion-role-descriptors-010825133544.pdf>)

5.6 Officers will be elected annually at the Annual General Meeting, apart from

- the RCO role, appointed by the coaches of ANI
- the JR role, appointed by the Judges of ANI/AGB.

5.7 Any one member may hold multiple non-executive posts. Executive members may only hold one Executive role, plus one other role.

5.8 All officers whilst on business for the Region, approved in advance, may have their travel expenses reimbursed at a rate equal to the rate per mile governed by Archery GB.

5.9 Officers may be independent, recruited from suitable persons as determined by the Committee in conjunction with the SDO and/or AGB, including up to two Directors of AGB.

5.10 Any committee position may be terminated in one of 3 ways:

5.10.1 Resignation. Preferably 4 weeks' notice should be given and if possible a replacement suggested.

5.10.2 Committee termination: direct action by a majority decision of the full committee to address a contravention of the constitution by said officer.

5.10.3 Vote of no confidence, and a majority vote, by the membership via an EGM.

Ref 8.7

6 Committee

6.1 Executive Committee

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

- addressing pressing issues that affect ANI substantially
- being empowered to appoint advisory committees, advisers and service providers
- being responsible for the management of disciplinary hearings
- being ultimately responsible for safeguarding practices

Role Descriptors are available for each Executive role on the ANI website

6.1.2 No more than two of the Executive Committee members may be related or cohabiting individuals. No more than two members of the Executive Committee may be from the same club

6.1.3 Individuals may hold Executive Committee roles for a maximum term of nine years, then must change position, or step down from the committee

6.1.4 The Executive Committee meetings may be convened at short notice to address pressing issues that affect the ANI substantially

6.1.5 The quorum required for business to be agreed at Executive Committee meetings will be 1 less person than the total number of Executive Committee members.

6.1.6 In the event the Executive Committee roles are not all filled, the other Executive Committee members will cover the responsibilities until a new volunteer can be voted in.

6.2 General Committee

6.2.1 ANI will be managed through the General Committee consisting of all elected officers.

6.2.2 The General Committee Meetings will be convened by the Secretary/Chair together and will meet at least quarterly. Notice of General Meetings will be given by ANI Secretary, with not less than 14 clear days 'notice'.

6.2.3 The quorum required for business to be agreed at General Committee meetings will be a minimum of, but not restricted to, 5 unrelated, non-cohabiting officers (Exec or general).

6.2.4 Each General Committee meeting will require a Chair and if the ANI Chair is unavailable, the position will be filled by the Vice Chair. Other than this, the ANI Chair will arrange a temporary Chair in advance, or the members present will elect one person from the Officers present, who will act as temporary Chair for that one meeting. If the Chair role is not filled, after a period of 6 months, the responsibility of Chair shall rotate around the members of the Committee for 6 months at a time, by agreement.

6.2.5 All decisions will be made by a majority of votes; each member of ANI in attendance will have 1 vote per motion. The person chairing the meeting will only have a casting vote, applied in the case of a tied 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.

6.2.7 In the event any Officer role cannot be filled (excluding Executive Officer roles), volunteers may be co-opted into the role on an Interim basis, until full ratification at the next EGM / AGM.

7 Finance

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

7.2 The Treasurer shall keep books of accounts and present to the AGM an audited statement of account. The Treasurer will also be responsible for sourcing an independent examiner.

7.3 The Executive Committee may call for a statement of account at any time.

7.4 The Treasurer shall draw up an approximate proposed budget ~~of spending~~ to present to the committee meeting before each AGM date to help set membership fee levels.

7.5 The Treasurer will also be responsible for maintaining a list of assets belonging to ANI. This may include assets with no financial value such as IP, such as records. No single member of the committee shall have sole access to any funds, IP or assets of ANI.

8 Annual General Meetings and Extraordinary General Meetings

8.1 Notice of the Annual General Meeting (AGM) will be given by the ANI Secretary, held each year annually; normally the first week in November and no more than 15months apart. Not less than 21 clear days' notice is to be given to all members.

8.2 Notice of Extraordinary General Meetings (EGMs) will be given by the ANI Secretary. Not less than 21 clear days' notice is to be given to members.

8.3 Nominations for officers of the General Committee will preferably be sent to the ANI Secretary at least one week prior to the AGM.

8.4 Nominations for Honorary Life Members may be made by any member to the ANI Secretary and will be confidential to the Executive Officers until the AGM. The nomination will set out the details of significant service to the Society. The Executive officers will decide on the suitability of any proposed new Honorary Life Members, and these will be announced, and voted on, at the AGM.

8.5 Election of officers will take place at the AGM. Officers cannot be elected at the AGM in their absence, unless they have given their prior written consent witnessed by the Chair/Secretary in advance.

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

8.7 The Executive Committee, or 35 members from not less than six clubs, have the right to call Extraordinary General Meetings (EGMs) outside of 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) (any officer covering 2 or more posts only counts as 1 officer for this purpose). Those present must represent at least a quarter of the ANI Clubs. In the absence of the above, the Chair has the overriding authority to continue the meeting based on the members present.

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 there is not a conflict.

9 Discipline, Safeguarding and Appeals

9.1 All disciplinary, safeguarding ⁽¹⁾ and poor practice concerns, will follow Archery GB advice, Code of Conduct, Disciplinary Policy and Procedures, Lower-Level Concerns Policy, and Safeguarding guidelines, available under Governance from the Archery GB website.

9.2 The Welfare Officers within ANI are to liaise with the ANI Welfare Officer in the event of any issues (or ANI Chair in the event the issues are involving the Welfare Officer).

10 Data Protection

10.1 The Executive Officers will be responsible for ensuring there is a Privacy Policy and GDPR Policy in place, and that all committee members are briefed on following it, at the first meeting after each AGM and EGM.

10.2 ANI will review the Privacy Policy and GDPR Policy on at least a five-year basis, and each time there is an issue, or legal need to review.

10.3 The ANI Policies will be available on the ANI website.

11 Dissolution

11.1 A proposal to dissolve ANI can only be raised at an AGM or EGM, with implementation procedures being approved through a two third (2/3) majority vote of members present. The vote of members would be undertaken in person or online.

11.2 In the event of the dissolution of ANI any assets or resources that remain after settlement of its creditors are paid, will become the property of Archery GB, held and ring-fenced for the sole purpose of developing archery in Northern Ireland in future.

12 Amendments to the constitution

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

13 Declaration

13.1 ANI hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

13.2 For further guidance relating to the running of ANI, 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:

ANI Chair:

Date:

Signed:

ANI Secretary:

Date:

Signed:

ANI Vice Chair:

Date:

Signed:

ANI Treasurer:

Date:

Signed:

Notes

- (1) Safeguarding will be conducted in line with N Ireland legislation.