



Somerset County Archery Association Constitution



Somerset County Archery Association

***** Constitution *****

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I: GENERAL PROVISIONS

Clause 1: Name of the Association

1.1 The Association shall be called the Somerset County Archery Association, (“the Association”).

Clause 2: Objects of the Association

2.1 The objects of the Association shall be the promotion, support, development and encouragement of archery in all its forms and at all levels, other than bow hunting, throughout the County of Somerset (“the County”).

2.2 For the purpose of the Association the County shall be defined as the area of the County of Somerset prior to the Local Government reorganisation in 1974.

Clause 3: Affiliations

3.1 The Association shall affiliate to ArcheryGB (“AGB”) and the Grand Western Archery Society (“GWAS”).

Clause 4: Affiliated Clubs and County Organisations

4.1 Any archery club that has compatible objectives, rules and provisions to those of the Association, which is situated within the County, and which wishes to affiliate its AGB and/or GWAS members to the Association, shall be eligible.

4.2 Applications to affiliate shall be addressed to the Association’s Secretary and shall be determined by the Executive Committee (see Clause 24 c)) and ratified by the Association’s Council (see Clause 24 a)) at their next meeting. Upon confirmation of affiliation, the club shall become an Affiliated Club.

4.3 The Council will have the authority to reject any application if it feels the applicant does not meet the aims and objectives of the Association. Following such a decision the applicant shall have a right of appeal to GWAS.

Clause 5: Rules of Shooting

5.1 The Rules of Shooting prescribed from time to time by AGB shall be accepted as the Rules of Shooting of the Association (See Clauses 19 to 22 inclusive).

Clause 6: Championships

6.1 The Association shall hold County Championship Competitions and such other archery meetings as the Association’s Council may authorise.

6.2 The Association shall control all finance associated with such Events.

Clause 7: Teams

7.1 The Council of the Association shall determine whether a team will enter a competition as representatives of the Association. If the entry of a team is so determined, then the Association Council shall appoint a team manager who will be responsible for the selection and management of the team at that shoot (with the exception as laid out in Clause 29.1 (f)).

Clause 8: Postal Address

8.1 The postal address of the Association shall be that of the Honorary Secretary or such other address as may be decided by the Council from time to time.

Clause 9: Funds and Property

9.1 The funds and property of the Association shall be the responsibility of the following elected officers: the Chairperson of the Association, the Honorary Secretary and the Honorary Treasurer, all of whom will also act as Trustees of the Association.

9.2 All monies received on behalf of the Association shall remain its property and there shall be no sharing of funds amongst its members.

9.3 The Association shall be the Holding Body for all County Trophies. The Association shall allocate such trophies for Competitions. It shall keep full and proper records of the dispersal of such Trophies.

9.4 In the event of dissolution the Association the Funds and Property of the Association shall become the responsibility of the Executors. (See Clause 37.3).

a) Association Dissolution

If on dissolution of the Association there remain, after the settlement of all debts and liabilities, any funds or properties whatsoever, they shall be distributed amongst the affiliated member Clubs of the Association. The distribution of funds will be determined as at the date of dissolution. Each affiliated club will receive a proportion of the funds calculated on a pro rata having regard to the number of members in each affiliated club as a total percentage of the Association members.

b) Individual Affiliated Club Dissolution

Any Funds and Property lodged with the Association on Trust (e.g. in the event of a Club ceasing to function) will be held in a separate Trust Account and shall be redeemable only if good cause can be shown. The Association shall account for any interest accrued on any monies held trust.

If, after the period of five there has been no claim to redeem such funds and Property, all that is held Trust shall be applied to the Association.

Any and/or all equipment of a perishable nature, difficult to store or which will become obsolete within the allotted time, shall at the outset be converted into capital, such capital to be included within the Trust Account.

Clause 10: Examination of Accounts

10.1 The Association's accounts shall be independently examined annually for the year ending 31 December by a suitably qualified person(s).

Clause 11: Alteration of the Constitution

11.1 Details of any proposal to amend the Constitution of the Association shall be notified to the Honorary Secretary at least 45 calendar days prior to the next Annual General Meeting or at least 45 calendar Days before an Extraordinary General Meeting convened in accordance with Clause 42. Such proposal may be put by any of the following:

- (a) The Association Council
- (b) Any two or more Affiliated Clubs
- (c) Twenty senior associate members from at least two affiliated clubs.

In the case of (b) and (c), the proposal shall be in writing and signed by the secretaries of the Affiliated Clubs and/or affiliated members.

11.2 The agenda should clearly state the proposal for change.

Clause 12: Majority required to amend the Constitution

12.1 The Constitution of the Association shall not be rescinded or amended except by a majority of two-thirds of those present and voting at an Annual General Meeting or Extraordinary General Meeting summoned for that purpose.

12.2 Any agreed amendment of the Constitution, if upon application of the above process stated in Clauses 11, 42 and 43 d) shall take effect 30 calendar days after the meeting is concluded.

II: MEMBERSHIP

Clause 13: Categories of Membership

13.1 Membership of the Association shall be as follows:

(a) Senior Associate Members

Any person aged 18 years or over who is a member of an Affiliated Club, shall be eligible to become a Senior Associate Member of the Association by payment of the prescribed subscription through an Affiliated Club. Senior Associate members must be members of AGB and GWAS.

(b) Junior Associate Members

Any person under the age of 18 years, who is a member of an Affiliated Club, shall be eligible to become a Junior Associate Member of the Association by payment of the prescribed subscription through an Affiliated Club. Junior Associate members must be members of AGB and GWAS.

(c) Life Members

Any member of the Association whom the County may wish to honour. They may be invited by the Council to become a member for Life and will pay no Association subscriptions. Nominations must be received by the Honorary Secretary, in writing for consideration by the Executive Officers for presentation to the Council.

(d) Honorary Members

Any person whom the Association may wish to honour may at an Annual General Meeting be elected as an Honorary Member of the Association for a specified period. Nominations must be received by the Honorary Secretary, in writing for consideration by the Executive Officers for presentation to the Council. Honorary membership will only be awarded for a specified period not to exceed 5 years.

(e) Individual (Direct) Members

Any archer affiliated directly to AGB shall be eligible to apply, annually to be an Individual Member of the Association. Upon the acceptance of such application, the archer in question shall pay the prescribed subscription to the Honorary Treasurer.

In the case of (c) and (d) above announcement will be made after the relevant meeting by the Honorary Secretary.

Clause 14: Conduct of Membership

14.1 All members of the Association shall accept without reservation the jurisdiction of the Association and shall conform to such conditions, rules and regulations as may be determined from time to time by the Association.

14.2 Should any Club or Individual be thought guilty of conduct which makes it undesirable that the Club or Individual remains a member of the Association, that Club or Individual shall be called before a Sub-Committee appointed by the Association and be required to explain such conduct, as outlined in the Association's Disciplinary Procedure (see Clause 15).

14.3 In such matters the decision of the Executive Committee shall be final.

Clause 15: Disciplinary Action

15.1 The Elected Officers of the County Association shall be responsible for disciplinary matters and shall have the power to:

- a) Suspend or expel a member;
- b) Revoke any or all awards previously granted;
- c) Revoke any or all county records previously awarded;
- d) Revoke any or all county championships previously achieved.

15.2 The disciplinary policy and procedures as set down and agreed in Appendix P2 shall apply.

Clause 16: Badge

16.1 All members of the Association shall be eligible to wear the designated badge of the Association.

Clause 17: Eligibility for Titles

17.1 No archer may hold any of the Championships or Titles of the County unless he or she is a member of the Association.

17.2 In the event of an archer leaving the County after having won a Championship or Title they shall continue to hold that Championship or Title until the next relevant Championship date.

Clause 18: Subscriptions

18.1 Members' subscriptions shall be determined from time to time by the Council and approved by members at the Annual General Meeting. Notification of an intention to alter such subscriptions shall be given to members in accordance with the provisions of Clause 40. All subscriptions shall become due on a date to be stipulated by the Council.

III: RULES OF SHOOTING

Clause 19: Rules of Shooting

19.1 The Shooting Regulations of AGB shall be accepted as the Regulations of the Association.

Clause 20: County Records

20.1 County Records for distances and rounds as defined in (a) below may be claimed upon the County Records Officer being in receipt of an official tournaments results sheet covering the respective Record claim. Record claimants should note:

- (a) Recognised distances and rounds shall mirror those currently recognised by AGB for record purposes.
- (b) The Records claimed must be shot in an Open Tournament or where members have been invited/selected/qualified to compete (to cover, for example, the UK Masters which in an invitation shoot, the Intercounty Championships for which archers are selected, and AGB Team & Squad selection shoots for which archers may qualify.)
- (c) Record claims for distances and rounds shot in practice or at Club Target Days are not acceptable.
- (d) County records may be claimed for rounds shot anywhere, providing that the claimant is a member of AGB and of the Association. Non-members of the Association are not allowed to claim a County Record.

Clause 21: County Championships

21.1 The only archers eligible to receive the Association Championship Titles and awards shall be:

- a) Archers affiliated through their Club to the Association, GWAS and AGB and

- b) Individual members who have nominated the Association as the County to which they are affiliated.

21.2 Should any archer change Clubs within the County during the affiliation year that archer shall notify the County Secretary of such a change, in writing, prior to shooting in a tournament for the new club.

Clause 22: Eligibility for County Selection.

22.1 In order to be eligible for selection to shoot for the County an archer must be affiliated to the Association for a minimum of six calendar months. Eligibility is also that set out in Clause 21 sections a) and b).

IV: MANAGEMENT

Clause 23: Management

23.1 The management of the Association's affairs shall be vested in the Association's Committee, hereinafter referred to as The Council.

Clause 24: Officers

- (a) The Council shall consist of the Officers of the Association, the Retiring Chairperson, Specialist Members elected at the Annual General Meeting, Specialist Officers, Co-opted Members, Individual (Direct) Members and one member from each affiliated Club. Co-opted Members can be members of the Association and if appropriate external to the Association eg. AGB, GWAS.
- (b) The Officers of the Association shall be the President, three Vice Presidents, the Chairperson, the Honorary Secretary, the Honorary Treasurer, and any individual co-opted to one of these offices in a temporary capacity.
- (c) The Executive Committee shall comprise the following Officers of the Association; the Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and Development Officer. The President and Vice Presidents (by virtue of being Officers of the Council). In the event that the above Officers represent less than three Clubs, an additional member for the Executive Committee shall be added from the elected officers of the Association and from a third club. No one person may hold more than one of these named positions.
- (d) Between Council meetings, the Executive Committee shall have full powers to act on behalf of the Association, consulting wherever possible with other members of the Council. They may act and they shall have the authority to:
- i) Co-opt in an advisory capacity any person whom they think fit, such person(s) acting purely as adviser and having no power of vote;
 - ii) Appoint such Sub-Committees as may be requisite and may delegate such powers as are necessary. The Personnel of such Sub-Committees shall be named formally

upon appointment and such appointments shall be recorded in the minutes of that meeting;

The Sub-Committee shall be empowered to consult any person in an advisory capacity but shall not be empowered to co-opt such person(s) onto the Sub-Committee;

- iii) Act on behalf of the Association in case of any emergency;
- iv) A quorum for a meeting of the Executive Committee shall be three persons who are members thereof and shall include at least one from the Chairperson, Secretary and Treasurer and must represent at least two clubs;
- v) Where it is necessary to determine any issue by voting the members of the Executive Committee, except for the chairperson of the meeting, shall each have a single vote. The President and Vice Presidents will have no vote;
- vi) The result shall be decided by simple majority;
- vii) The chairperson of the meeting shall only have a casting vote;
- viii) Minutes shall be kept of all meetings of the Executive Committee and a copy of those minutes shall be presented at the next meeting of the Council, except where the sensitivity of individual matters renders this inappropriate or illegal;
- ix) There shall be no limit to the number of consecutive terms that any individual may serve as a member of the Executive Committee other than the Chairperson (see Clause 27).

Clause 25: Election of Officers

25.1 The Officers of the Association as defined in Clause 24 shall be elected at the Annual General Meeting by simple majority. Nominations are to be made on the form at Appendix TR21 and must include a signed statement from the nominee agreeing to be nominated. All nominations must be received by the Association Secretary no later than 14 calendar days before the date of the AGM.

25.2 Where no nominations have been received in writing, the Chairperson of the meeting shall have the power to accept nominations from the floor; persons so nominated must be present at the meeting to signify their consent to nomination.

Clause 26: President and Vice Presidents(s) Tenure of Office

26.1 The President and Vice-Presidents shall be elected to hold office for three years, the Vice-Presidents to be appointed in rotation i.e. one appointed per year.

26.2 Nominations for these positions shall be submitted in accordance with the Clause 25.

26.3 The role and specific duties of the President and Vice Presidents are laid out in the Terms of Reference attached to this Constitution as Appendices TR1 and TR2.

Clause 27: Chairperson's Tenure of Office

27.1 The Chairperson shall be elected for a three year term at the Annual General Meeting. No Chairperson may be elected for more than three consecutive terms without a break of one year, a period which, for this purpose, is deemed to be the time between Annual General Meetings.

27.2 The role and specific duties of the Chairperson are laid out in the Terms of Reference attached to this Constitution as Appendix TR3.

Clause 28: Duties of the Honorary Secretary

28.1 The role and specific duties of the Honorary Secretary are laid out in the Terms of Reference attached to this Constitution as Appendix TR5.

Clause 29: Specialist Officers

29.1 The Council shall be able to co-opt to the post of a Specialist Officer as it deems fit. Specialist Officer posts may include, but not be limited to:

- a) *Tournament Secretary/Secretaries*
- b) *County Coaching Organiser (CCO)*
- c) *Junior Representative*
- d) *Judges Liaison Officer*
- e) *Records Officer*
- f) *Senior County Team Selector*
- g) *Welfare Officer*
- h) *Development Officer*
- i) *Equipment Officer*
- j) *Archivist and Librarian*
- k) *Postal Shoot Organiser*
- l) *Field Representative*
- m) *Website Organiser*

29.2 The role and specific duties of the posts listed above in Clause 29.1 a) to m) are laid out in the Terms of Reference attached to this Constitution as Appendices TR7 to TR19 inclusive.

29.3 Specialist officers shall be elected by simple majority at the Annual General Meeting in accordance with the provisions of Clause 25.

Clause 30: Casual Vacancies

30.1 The Council or the Officers of the Association shall have the power to fill a casual vacancy among the Officers or Specialist Members and, where it deems fit, shall co-opt members. Co-opted Officers and Specialist Members will be entitled to a vote notwithstanding Clause 35.

Clause 31: Termination of Office

31.1 An Officer of the Association shall be subject to the sanction of termination of office if he and/or she fails to discharge their duties to a reasonable standard determined by the Association.

31.2 Such Determination shall be effected by the means of an Extra Ordinary General Meeting, or in extreme cases, by the agreement of the Executive Committee. See Clause 24 d) iii).

Clause 32: Meetings of the Association

32.1 The Association Council shall meet at least three times a year. The Chairperson shall preside over all meetings. In the absence of the Chairperson, the Association's Vice Chairperson, President or Vice President shall preside, failing that the members shall elect a chairperson from those members present.

32.2 Notice of the meeting will be issued at least 28 calendar days in advance of the date of the meeting in the manners detailed below;

(a) By email or recorded delivery post to all Club secretaries. AND

(b) On the Website.

32.3 Notice of the meeting shall include the Agenda and a full copy of the Minutes of the previous meeting.

32.4 All members of the Association may attend the Meeting in an observing capacity – for voting rights see Clause 35.

Clause 33: Quorum of the Council

33.1 A quorum shall consist of five of the Officers (of which at least two should be Executive Officers) and representatives from at least five Affiliated Clubs.

Clause 34: Minutes

34.1 The Minutes of each meeting of the Council shall be recorded by the Honorary Secretary, or by such other person as the Council may decide. Such record shall be approved by the next meeting following that to which it refers.

Clause 35: Voting Rights at meetings of the Association

35.1 Each member of the Council except Co-opted Members (on Ad hoc committees) shall be entitled to one vote. Where a member of Council attends a meeting in more than one capacity, he or she will only be entitled to one vote. In the event of a tie, the Chairperson shall have the casting vote.

35.2 There shall be no proxy votes save those received in advance by the Chairperson and these shall be accompanied by reasons showing Just Cause, given in writing and which are acceptable by the Council.

Clause 36: Ad Hoc Committees

36.1 The Association shall have the power to set up such ad hoc committees as it shall deem fit. The terms of reference for such committees will be determined and agreed prior to their Appointment.

Clause 37: Emergency Committee

37.1 In the case of an emergency not covered by Clause 24 d) iii), the Emergency Committee shall be formed. The Emergency Committee shall comprise of the President, Vice Presidents and four co-opted members of GWAS. The Emergency Committee will still be required to follow the rules and procedures particularised in the constitution.

37.2 The Emergency Committee shall attempt to restore the Association to its normal function as prescribed at Clause 2 of the constitution and may make a determination and/or decision to further that objective.

37.3 The Emergency Committee shall function until normality returns or, at the end of a quarter year (92 calendar days) shall either re-form the Association upon existing grounds or act as Executors in the matter of dissolution of the Association.

V: FINANCE

Clause 38: Financial Arrangements

38.1 The financial year for the Association shall run from the 1st January to 31st December inclusive.

38.2 The funds and property of the Association shall be the responsibility of the following elected officers: the Chairperson of the Association, the Honorary Secretary and the Honorary Treasurer, all of whom will also act as Trustees of the Association.

38.3 The funds and property of the Association shall be applied solely towards the promotion of the Objectives of The Association as defined in Clause 2 and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Association. The exception shall be where a member of the Association is asked to undertake a task in their professional capacity for which it would be customary to receive remuneration and where that member makes clear before accepting the task that a charge will be made to the Association.

38.4 All accounts intended to hold assets or liabilities of the Association shall be opened in the name of Somerset County Archery Association with a bank or other licensed deposit taker.

38.5 All cheques and other withdrawals from the Association's accounts shall have the signature of any two of the Treasurer, Chairperson and Secretary. Wherever possible the two signatories should not be from the same club.

38.6 Where payments are made via direct Bank Transfer the approval of any two of the Treasurer, Chairperson and Secretary shall be obtained and recorded. Wherever possible the two signatories should not be from the same club.

Clause 39: Duties of the Honorary Treasurer

39.1 The role and specific duties of the Honorary Treasurer are laid out in the Terms of Reference attached to this Constitution as Appendix TR6.

Clause 40: Membership Subscriptions

- a) The Association may recognise other specific types of club for which an en-bloc membership subscription shall be payable;
- b) Honorary Life Members, as defined in Clause 13 c), shall be granted free membership of the Association;
- c) Honorary Members, as defined in Clause 13 d), shall be granted free membership of the Association for a specified period not to exceed 5 years;
- d) Payment of membership subscriptions shall follow the time scales required from time to time by AGB for the payment of national fees - Individual members are responsible for paying their ArcheryGB membership subscription direct;
- e) The Association may act as agent for the collection of the affiliation fees from Associated Clubs on behalf of GWAS and SCAA;
- f) Membership fees shall be set annually at the AGM for all categories of membership in line with AGB member categories;
- g) Changes to membership fees shall take effect from the next affiliation period.

Clause 41: Appointment of Independent Examiners

41.1 Independent Examiners will be appointed at the Annual General Meeting as stated in Clause 10. Those appointed will not be members of the Association but will be external to the Association to ensure total independence is assured.

They shall be responsible for examining the Annual Statement of Accounts and Balance Sheet and shall be required to verify that they are a true and accurate record of accounts for the Association.

41.2 The specific duties of the Independent Examiners are laid out in the Terms of Reference attached to this Constitution as Appendix TR20.

V: GENERAL MEETINGS

Clause 42: Annual General Meeting

42.1 The Annual General Meeting of the Association shall be held within two calendar weeks of the AGB Annual General Meeting. Not less than 28 calendar days' notice shall be given in writing and shall be sent to all Affiliated Clubs and all Individual, Life and Honorary Members and Officers of the Association. Notification of the meeting will also be announced on the Association's website.

Clause 43: Business of the Annual General Meeting

43.1 The business of the Annual General Meeting shall comprise the following:

- a) Report by the Chairperson;
- b) Report by the Honorary Treasurer including the presentation and voting on acceptance of independently examined and verified accounts for the previous financial year in accordance with Clause 10;
- c) Election of Executive Officers and Specialist Officers as set out in Clauses 25 and 29;
- d) Any proposals to amend the Constitution notified in accordance with Clause 11;
- e) Receive and vote upon recommendations and or amendments to members' subscriptions as defined in Clause 40 e);
- f) Appoint Independent Examiners to examine the accounts of the Association as set out in Clause 10 and 41;
- g) Appoint, via election two members to attend as representatives and to act on behalf of the Association as required at meetings of GWAS. Such representatives to report to the Council meeting upon such meetings;
- h) Appoint, via election two members to attend as reserve representatives (when required) and to act on behalf of the Association as required at meetings of GWAS. Such representatives to report to the Council meeting upon such meetings;
- i) Members wishing to have any matter brought forward at the AGM must notify the Secretary, in writing, at least 28 calendar days before the Meeting. There shall be no "Any Other Business" taken from the floor at the AGM.

Clause 44: Extraordinary General Meeting

44.1 An Extraordinary General Meeting of the Association may be requested by the Executive Officers of the Association, or by no less than five Affiliated Clubs, following a request from their duly appointed secretaries.

44.2 The request and reasons for such an Extraordinary General Meeting shall be submitted to the Honorary Secretary in writing. Within seven days of receipt, the Honorary Secretary will consult the Executive Committee who will determine the validity of the request and, if valid, call the meeting within a further seven days, except where changes to the Constitution are proposed, in which case notification will be in accordance with Clause 11.

Clause 45: Voting at General Meetings

45.1 All Individual, Life, Honorary and Senior Associate Members shall be entitled to vote at General Meetings with one single vote each. There shall be no voting by proxy. The Chairperson of the meeting shall have a casting vote.

Clause 46: Attendance and Quorum at General Meetings

46.1 At an Annual General Meetings the quorum shall comprise:

- a) At least three Officers of which one must be a member of the Executive Committee;
- b) At least one representative from five Affiliated Clubs.

46.2 At an Extraordinary General Meeting (EGM) called by the Executive Committee the quorum shall comprise:

- a) At least three Officers of which one must be a member of the Executive Committee;
- b) At least one representative from five Affiliated Clubs;
- c) Not less than 20 Senior Associate Members.

46.3 At an Extraordinary General Meeting (EGM) called by five or more Affiliated Clubs the quorum shall comprise:

- a) At least three Officers of which one must be a member of the Executive Committee;
- b) At least one representative from each of the Affiliated Clubs calling for the EGM;
- c) Not less than 20 Senior Associate Members.

Policy Adopted

Review date:

Proposed Version 12 for AGM