

EASTERN AREA CONSTITUTION



Adopted	November 2021
Review by	November 2026

General

Archery GB	Archery GB (AGB) is the trading name of the Grand National Archery Society (GNAS), a company limited by guarantee. It is the governing body for archery in the UK and recognised as such by World Archery.
Scottish Archery	Scottish Archery is the trading name of the Scottish Archery Association (SAA), a company limited by guarantee. It is the governing body for archery in Scotland and is a Regional Society and Home Nation within Archery GB.
Eastern Area	Eastern Area of Scottish Archery as defined by the SAA Byelaw 5.9.1. The Eastern Area is recognised as a County by Archery GB for team representation and administrative purposes.
Eastern Area Club(s)	Any Club registered with Archery GB and Scottish Archery which is located within the Eastern Area.
Eastern Area Member(s)	Member(s) of Archery GB and Scottish Archery who's first claim club is located within the Eastern Area or who as a Direct Member of Archery GB has chosen to pay affiliation fees to Scottish Archery and the Eastern Area. SAA Byelaws 5.4-5.8 apply.
World Archery	World Archery (WA) is the world governing body of archery.
Rules and Policies	All members are expected to follow all the rules and policies of Archery GB and Scottish Archery while taking part in or volunteering at all Eastern Area activities. These include but are not limited to Codes of Conduct and all Policies including Safeguarding.
Electronic Means	This covers the use of email to the Area Club Secretaries and Direct Members, a notice on the SAA website, Area social media and any other means as may become available to notify as many individual members as possible.

The objectives of the Eastern Area shall be:

- To further the sport of archery in the Eastern Area
- To unite the Clubs within the Eastern Area
- To encourage and maintain high standards of sportsmanship in archery
- To publish information of the Eastern Area
- To maintain books of accounts and records of financial transactions and records of meetings
- To provide support, progression and opportunities for Eastern Area members -
- competitive and volunteering
- To do all such other things as are conducive to the attainment of the above objects.

Management

1. The Management of the Eastern Area shall be entrusted to an elected Committee.
2. All Members of the Eastern Area Committee shall be elected at the Eastern Area Annual General Meeting (AGM), or at an Extraordinary General Meeting (EGM); or co-opted in accordance with this constitution. Terms of service run from the time of the original AGM where the post became vacant.
3. Executive Officers shall consist of: President, Vice President, Secretary, Treasurer and Coaching & Development Officer. All can serve a two year term and shall be eligible for re-election for up to three terms. Thereafter they are not eligible for re-election until one year has passed.
4. Non-Executive Officers of the Eastern Area Committee shall consist of: Trophy Officer and two members without portfolio. All can serve a one year term and shall be eligible for re-election for up to four terms. Thereafter they are not eligible for re-election until one year has passed.
5. The elected Committee shall have the power to co-opt members in order to fill any vacancies on the Committee. All co-opted officers shall be ratified at the next AGM or EGM if eligible to serve a second year.

Complaints.

6. Any complaints other than Safeguarding and Anti-Doping will be handled in accordance with the Procedures and Processes available from Archery GB Disciplinary Policy and Procedures Appendix 2. - <https://www.archerygb.org/about-us-structuresafeguard/safeguard/disciplinary-policy-procedures/>

Safeguarding and Anti-Doping

7. Any complaints in relation to Safeguarding and Anti-Doping must, without delay, be referred to Scottish Archery.

Eastern Area Championships, Squads and Other Tournaments

8. Yearly Indoor and Outdoor Championships shall each be run by an Eastern Area Club as open tournaments.
9. One copy of the results of all Eastern Area Championships shall be made available to Scottish Archery for publication as appropriate.
10. The title of Eastern Area Champion in any discipline shall only be open to archers who are members of the Eastern Area.
11. Only members of the Eastern Area are eligible and may be selected for the Eastern Area Squads or Teams.
12. Archers selected to represent the Eastern Area in team matches shall shoot in the appropriate team kit.
13. The Eastern Area Committee shall co-operate with the other Areas to run Inter-Area Championships.

Finance

14. The Eastern Area fees will be agreed and set at each AGM and will take effect in the following membership year.
15. An inspector for the Eastern Area accounts shall be appointed at the Annual General Meeting.
16. The Eastern Area Treasurer shall be responsible for ensuring that inspected accounts, agreed and signed off by the inspector, are made available to all members for the Eastern Area AGM.
17. The financial year of the Eastern Area runs from 1st October each year.

General Meetings

18. All members over the age of 18 shall have one vote at General Meetings.
19. Voting is by a show of hands of those voting members present at the meeting or by Individual Proxy if not present.
 - a. Individual proxy includes voting on a form by email or post; or in electronic form via any other electronic method provided by the committee
 - b. Where an Individual Proxy form is submitted by email, the signed copy must be sent by electronic mail or by post to the Secretary of the Eastern Area to arrive not less than seven days prior to the date of the meeting.
 - c. An Individual may give their proxy vote to the Chair of the meeting who will support all motions.
20. Juniors may attend and speak but will have no voting rights.

21. To achieve a quorum, the total number of votes cast must be equal to or greater than 10% of the total voting membership and there must be a minimum of 10 voting members present at the meeting.
22. In addition, where votes cast produce a tied result the Chair will have a casting vote.
23. Voting on all motions, whether constitutional amendments or otherwise, shall be in accordance with the following procedure:
 - a. Where a single motion is proposed, the decision shall be taken by a straight count of votes and proxy votes present at the meeting.
 - b. Where conflicting motion(s) and/or amendments are proposed, a straight vote shall be taken between all such motions and/or amendments, and the motion and/or amendment receiving the highest vote shall be accepted.
 - c. Members who are present at a meeting may abstain from any vote.
24. The Annual General Meeting shall be held during November.
25. Intimation of the date, time, place and Agenda of the Annual General Meeting shall be made via electronic means not less than three weeks before the meeting.
26. Notice of any motion(s) to be put to the Annual General Meeting should be lodged with the Eastern Area Secretary no later than twenty eight days prior to the AGM and will be issued with the Notice calling the AGM.

Extraordinary General Meetings

27. An Extraordinary General Meeting may be called at any time by electronic means, with not less than six weeks' notice, by:
 - a) all serving members of the Committee or
 - b) at least three members of the Executive or
 - c) the demand of 5% of the voting membership or 20 voting members (whichever total is the greater) with each member having signed the motion(s).
28. The Committee must notify the Eastern Area Clubs and Direct members of the date, time, place and motions of the Extraordinary General Meeting by electronic means with not less than four weeks' notice.

Committee Meetings

29. Four Committee Members including three Executive members will form a quorum.
30. Voting at Committee Meetings will be by majority. Prior to the start of any meeting those present should agree who will Chair the meeting – this will normally be the President or in their absence the Vice President.
31. The number of Eastern Area meetings will be determined by the demands of business of the Eastern Area. However, two of these meetings per year will be publicised to Eastern Area Clubs as Open Meetings where Eastern Area Clubs are invited to send representatives, raise issues and report on the activities of their Club.

Constitution

32. The Eastern Area Constitution shall be reviewed fully at least every five years by the Executive.