

SAA EASTERN AREA

CONSTITUTION

History

Adopted February 1998

Reviewed and amended January 2004

Updated to reflect voting rights February 2011

Updated to include change to AGM date

General

1. The name of the body shall be the SAA Eastern Area hereinafter referred to as the Eastern area.
2. The Eastern Area shall be a division of the Scottish Archery Association (SAA), itself a Regional Society of the Grand National Archery Association (GNAS), and as such shall abide by the SAA constitution and GNAS and FITA Constitution and Rules of Shooting.
3. The Eastern Area shall consist of Archery Clubs properly constituted and affiliated to the SAA within that part of Scotland defined by the SAA to be the Eastern Area. It shall also include Ordinary Members of the SAA who chose to shoot for the Eastern Area, pay affiliation fee to the Eastern Area and are resident within that part of Scotland defined by the SAA to be the Eastern Area.

The objects 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 set up and maintain a coaching structure
- To maintain books of accounts and records of financial transactions as may be deemed necessary
- To do all such other things as are conducive to the attainment of the above objects

Management

4. The Management of the Eastern Area shall be entrusted to an Eastern Area Committee
5. The Eastern Area Executive Committee shall consist of President, Vice President, Secretary and Treasurer
6. Non Executive Officers of the Area Committee include the Affiliations Officer and Coaching and Development Officer
7. All Members of Area Committee shall be elected at the Eastern Area Annual General Meeting (AGM) and shall serve for two years. All members of the Executive shall be eligible for re-selection.
8. The Eastern Area Executive shall have the power to co-opt members and to fill any vacancies on Executive.
9. The Executive shall have the power to appoint non-executive officers to support them in their duties, subject to ratification at an AGM or EGM. The Area Executive shall nominate one member of their Committee who, along with the Area Secretary, shall represent the Area on the Regional Council-for the twelve months following the AGM of the SAA. In the event of either of these representatives ceasing to be available, the Area Executive shall fill the vacancy at the earliest opportunity.

Jurisdiction

10. All Affiliated Clubs, Club Members and Ordinary Members shall accept the jurisdiction of the Eastern Area and shall conform to such conditions, rules and regulations as may be determined from time to time. If, in the opinion of the Eastern Area, any Club, Club Member or Ordinary Member shall have been guilty of conduct which makes it undesirable that such a Club, Club Member or Ordinary Member should remain in the Eastern Area, the Eastern Area Executive shall after affording such Club, Club Member or Ordinary Member a

reasonable opportunity of a hearing within such time as to allow a final decision to be made within three calendar months of the alleged offence taking place.

Eastern Area Championships, Squads and Other Tournaments

11. Yearly Indoor and Outdoor Championships shall be organised by the Eastern Area Executive as open tournaments.
12. One copy of the results of all Eastern Area Championships shall be made available to all SAA Clubs, SAA Selection Committee Chairperson and SAA Records Secretary.
13. The title of Eastern Area Champion shall be open to all archers affiliated through, and resident within, the Eastern Area. For the avoidance of doubt, archers who are members of several Clubs including one within the Eastern Area, but are affiliated to GNAS through a Club outwith the Eastern Area, will not be eligible to shoot for the title of Eastern Area Champion.
14. All affiliated archers eligible to shoot for the title of Eastern Area Champion are also eligible and may be selected for the Eastern Area Squad or Team.
15. Archers selected to represent the Eastern Area in team matches shall shoot in the appropriate team outfit.
16. The Eastern Area Executive shall co-operate with the other Areas to run Inter-Area Championships.

Finance

17. The annual Eastern Area affiliation fees shall be fixed at the Eastern Area Annual General Meeting.
18. One auditor shall be appointed at the Annual General Meeting to audit the accounts of the Eastern Area
19. The Area Treasurer shall be responsible for ensuring that audited accounts, agreed and signed off by the Auditor, are made available at the Eastern Area AGM
20. The Treasurer shall submit the audited accounts annually for information to the SAA within 30 days of the Area AGM.
21. A copy of the Audited Accounts are to be made available to all members of the Eastern Area
22. The Area will operate with a financial year starting on 1 October.

General Meetings

23. All members over the age of 18 shall have one vote at General Meetings.
24. Proxy voting shall be permitted,
 - (1) provided that;
 - a. any person nominated to serve as a proxy (whether for a club or any individual member) shall be a voting member of the Eastern Area,
 - b. and that person shall be in attendance at the General Meeting.
 - c. and the identity of the proxy and his or her appointer(s) shall be notified in writing.
 - (2) Where a proxy, as set out in Appendix 1, is submitted by an individual member, the signed copy may be sent by electronic mail to the secretary of the Eastern Area not less than seven days prior to the date of the meeting, providing that the original is available at the meeting
 - (3) Where a proxy, as set out in Appendix 2, is submitted on behalf of a club's members, the signed copy may be sent by electronic mail to the secretary of the Eastern Area not less than seven days prior to the date of the meeting, providing that the original is available at the meeting
25. Juniors may attend and speak but will have no voting rights.
26. Voting members, or their proxy representatives, in numbers equal to, or greater than, 10% of the total voting membership shall be required to form a quorum, subject to a minimum of fifteen voting members being present.
27. The Chairperson shall have a casting vote only in circumstances where votes, both present and proxy, have produced a tied result. (This is in addition to his/her own personal voting right).
28. 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 motions 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 then be accepted.

29. The Annual General Meeting shall be held during November
30. Intimation of the date, time, place and agenda of the Annual General Meeting shall be made to the Club Secretaries and Ordinary Members not less than three weeks before the meeting.
31. Notices of motion to be moved at the Annual General Meeting shall be lodged with the Secretary no later than twenty eight days prior to the AGM, and will be issued with the Notice calling the AGM.

Extraordinary General Meetings

32. An Extraordinary General Meeting may be called at any time in writing and/or by electronic means, with not less than six weeks notice, by:
 - a) at least four members of the Executive or
 - b) 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).
33. The Executive must notify Clubs and Ordinary members of the time, place and objects (motions) of the Extraordinary General Meeting with not less four weeks notice.

Executive Meetings

34. At Executive meetings, one-half of the membership of the Executive shall form a quorum.
35. Voting at Executive Meetings will be by majority and only the Chairperson will have a casting vote.
36. The number of Executive Meetings will be determined by the demands of business of the Area. However, two (2) of these meetings per year will be publicised to Clubs as Open Meetings where Clubs are invited to send representatives, raise issues and report on the activities of their Club.

Constitution

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

Clubs

38. Clubs shall attend to their own internal affairs in line with the Constitution of the SAA.

Appendix 1

FORM OF PROXY

NAME:

CLUB:

NAMED PROXY:

I, of

.....

hereby appoint the above named proxy, (or failing him/her, the chairperson of the meeting as my proxy), to vote on my behalf, at the Annual/Extraordinary General Meeting of the Eastern Area to be held on

.....,

and at any adjournment of it.

My proxy will vote

(as he/she thinks fit) (in accordance with my instructions, set out below)
(Delete as necessary)

Instructions

Where circumstances arise demanding a decision by the proxy at the meeting

(I shall accept his/her judgement)(He/she is not entitled to vote on my behalf and in which case I will not be represented).

(Delete as necessary)

SIGNED:

APPENDIX 2

FORM OF PROXY

NAME OF CLUB :

NAMED PROXY :

WE (2 NAMES & POSITIONS HELD.....

.....) OF

(CLUB

HEREBY APPOINT THE ABOVE NAMED PROXY, (OR FAILING HIM/HER, THE CHAIRPERSON OF THE MEETING) AS OUR PROXY, TO VOTE ON BEHALF OF THE UNDERNOTED NAMED PERSONS, ALL BEING MEMBERS OF THE ABOVE CLUB AND ON WHOSE AGREED BEHALF WE ARE SUBMITTING THIS INSTRUCTION, AT THE ANNUAL/EXTRAORDINARY GENERAL MEETING OF THE EASTERN AREA TO BE HELD ON

.....,

AND AT ANY ADJOURNMENT OF IT.

OUR PROXY WILL VOTE:

(AS HE/SHE THINKS FIT) (IN ACCORDANCE WITH OUR INSTRUCTIONS AS SET OUT BELOW).
(DELETE AS NECESSARY)

INSTRUCTIONS:
WHERE CIRCUMSTANCES ARISE DEMANDING A DECISION BY THE PROXY AT THE MEETING:
(WE WILL ACCEPT HIS/HER JUDGEMENT) (HE/SHE IS NOT ENTITLED TO VOTE ON OUR BEHALF AND IN WHICH
CASE CLUB..... WILL NOT BE REPRESENTED
ON THAT ISSUE)
(DELETE AS NECESSARY)

SIGNED :
ON BEHALF OF (CLUB.....)
SIGNATURES OF MEMBERS AGREEING

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.....
.....

..... CONTINUED OVERLEAF IF NECESSARY