

Glenearn Cottage
Edinburgh Road
PORT SETON
EH32 0HQ
scottisharchery@gmail.com
Tel 01875 811344



4 November 2016

Dear Member

**Notice of Calling and Business to be Conducted at an
Annual General Meeting**

The Annual General Meeting of Scottish Archery Association will be held on Saturday, 26th November 2016 at **10.15am** within the Dewars Centre, Glover Street , Perth, PH2 0TH.

The business to be considered will be :-

- 1 Confirmation of Meeting being quorate
- 2 Apologies
- 3 Welcome by Chair
- 4 Approval of Minutes of AGM of 28 November 2015
- 5 Matters Arising
- 6 Annual Statement and Accounts from Board
- 7 Approval of Accounts Inspectors for 2016-2017
(Four-m Accountants of Dundee)
- 8 Approval of Fees for year 2017 - 2018
- 9 Resolutions to amend wording of Bye Laws

/



Scottish Archery is the trading name of Scottish Archery Association Limited (a company limited by guarantee). Registered in Scotland No SC389745

10 Election of Director Vacancies on Board - Article 13.3

Nominations:-

- a) Chair – Michael Mather
- b) Director of Communication – Victoria Barby
- c) Director of Participation – Martin Strang
- d) Director of Performance – Claudine Jennings

A minimum of 20 voting members must be present at the meeting together with proxy voting forms which, in total, represent at least 10% of the Voting membership to form a quorum. Proxy voting forms are available on the SAA website as well as through Club secretaries.

In accordance with Articles of Association this proxy voting form **MUST** be returned to the **Administrator, Scottish Archery Association, Glenearn Cottage, Edinburgh Road, Port Seton EH2 0HQ** or by email to scottisharchery@gmail.com on or before 11am, Thursday 24th November 2016

Yours faithfully,

SAA Administrator

Attached are ;

- Agenda
- Minutes of SAA AGM of 28 November 2015
- Annual Statement from Board
- Draft Accounts from Board
- Statements of nominations for other Director Vacancies
- Proxy voting form for individual members

APPROVALS and RESOLUTIONS
TO BE CONSIDERED AT THIS ANNUAL GENERAL MEETING

- 1 Item 7 - Approval to confirm appointment of Four-m Accountants of Dundee as Accounts Inspectors for year 2016 - 17

- 2 Item 8 - Approval to adopt the proposed fee structure for year 2016-17 – the Board are recommending the undernoted fee structure:

Membership fee propos (taking account of recent AGB changes)

- Juniors (not members of a junior en bloc club) – reduce to £10 per person
- 2nd junior/junior family member £5.00 per person
- Senior Members under 25 – reduce to £17.00, equivalent to current student fee
- Disabled Members – remove en bloc fee and make individual fee of £17.00
- School Club – to be treated as en bloc junior clubs and pay the flat rate £40.00 fee as any other junior club.
- Scouts/Uniformed Groups – to be treated as en bloc junior clubs and pay the flat rate £40.00 fee as any other junior club.

- 3 Item 9 – Amendments to Bye Laws

Bye Law Number	Proposed Amendments	Previous
Bye-Law 2 - Membership		
2.2	<p>Members of Archery GB may choose not to apply for membership of the SAA, but in doing so they will not be eligible to represent Scotland or any of its areas in competitions and will not be eligible to claim a Scottish record. In addition they will not be covered by any of the SAA policies, including the Protection of Vulnerable Groups Policy, in force from time to time.</p> <p>The Fee Paying Categories of Members shall be as follows:</p>	<p>Members of Archery GB may choose not to apply for membership of the SAA, but in doing so they will not be eligible to represent Scotland or any of its areas in competitions and will not be eligible to claim a Scottish record. In addition they will not be covered by any of the SAA policies, including the Protection of Vulnerable Groups Policy, in force from time to time.</p>
2.1.1 – 2.1.11	<p>The Fee Paying Categories of Members shall be as follows:</p> <p>2.1.1 “Direct Member Senior (25 and over)” Any person who has paid the appropriate subscription fee and is over the age of 25 shall be eligible to apply for admittance as an Direct Member of SAA;</p>	New Paragraphs

	<p>2.1.2 “Direct Member Senior (18 to 24 inclusive)” Any person who has paid the appropriate subscription fee and is between the ages of 18 and 24 inclusive shall be eligible to apply for admittance as a Direct Member of SAA;</p> <p>2.1.3 “Club Member Senior (25 and over)” Any person over the age of 25 who has paid the appropriate subscription fee and who is a registered member of an SAA affiliated Club shall be eligible to apply for admittance as an Associate Member of SAA;</p> <p>2.1.4 “Club Member Senior (18 to 24 inclusive)” Any person who has paid the appropriate subscription fee and is between the ages of 18 and 24 inclusive shall be eligible to apply for admittance as an Associate Member of SAA</p> <p>2.1.5 “Junior Member” Any person who has paid the appropriate subscription fee and is under the age of 18, shall be eligible to apply for admittance as a Junior Member of SAA - a junior who reaches the age of 18 during the last year of his Junior Membership shall be entitled to a vote at a General or Annual General Meeting held after that date;</p> <p>2.1.6 “Senior Member” Any person who has paid the appropriate subscription fee and is over the age of 60 shall be eligible to apply for admittance as a Senior Member of SAA;</p> <p>2.1.7 “Family Members” Two or more members of the same family or partners residing at the same address and one of whom must be an Direct Member or an Associate Member</p> <p>2.1.8 “Life Member” Any member who the Board has previously granted such status, may be a Life Member of the SAA;</p> <p>2.1.9 “Archers with Disabilities” Any person of any age who has a disability, paid the appropriate subscription fee and who is a registered member of an SAA affiliated Club</p>	
--	--	--

	<p>shall be eligible to apply for admittance as an Associate Member of SAA; and</p> <p>2.1.10 “School / Scout Troop Clubs” Any person under the age of 18 who has paid the appropriate subscription fee and who is a registered member of an SAA affiliated School or Scout Troop Club shall be eligible to apply for admittance as a Junior Member of SAA - a junior who reaches the age of 18 during the last year of his Junior Associate Membership shall be entitled to a vote at a General or Annual General Meeting held after that date;</p> <p>2.1.11 “University Student” Any University Student may affiliate to SAA and shall pay an appropriate subscription fee as determined by the Board and ratified at an AGM. Each member shall have the responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland.</p> <p>A Student Member who reaches or is over the age of 18 during Membership shall be entitled to a vote at a General or Annual General Meeting held after that date. Any student who is under 18 cannot vote at a General or Annual General Meeting</p>	
Bye-Law 3 – Fees		
3.2	Each Student Club and School / Scout Troop Club shall pay a single fee in respect of all of their members who are registered Members.	Each Junior Club, Student Club and Disabled Club shall pay a single fee in respect of all of their members who are registered Members.
3.4	All other affiliated Clubs shall submit fees on behalf of their Members.	All affiliated Clubs shall submit fees on behalf of their Members.
3.5	If one Associate or Direct Member (as defined in these Bye-laws) of a household pays membership fees at the full rate for that category, then one further Associate or Direct Member and all Junior Members within that household shall pay fees at the reduced rate of 50% of the annual subscription fee set by SAA	If one Associate or Individual Member (as defined in these Bye-laws) of a household pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that household shall pay fees at

	for Associate or Direct Members.	the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.
3.6	Senior members (over 60 years of age) shall pay a fee at the reduced rate of 75% of the annual subscription fee set by SAA for Associate members.	Senior members shall pay a fee at the reduced rate of 75% of the annual subscription fee set by the SAA for Associate members.
3.8	<p>PRO RATA FEES</p> <p>Where a new Member joins SAA, either as a Direct Member or as an Associate Member through an affiliated Club after the 1st October of any year, they will pay SAA fees on a pro rata basis as set out hereafter :-</p> <p>3.8.1 If joining between 1st October and 31st March, the Member shall pay the full annual membership fee set by SAA;</p> <p>3.8.2 If joining between 1st April and 30th September the Member shall pay 50 % of the annual membership fee set by SAA;</p>	<p>Where a new Member joins the SAA, either as an Individual Member or as an Associate Member through an affiliated Club after the 1st October of any year, they will pay SAA fees on a pro rata basis as set out hereafter :-</p> <p>3.8.1 If joining between 1st October and 31st December, the Member shall pay the full annual membership fees set by the SAA;</p> <p>3.8.2 If joining between 1st January and 31st March, the Member shall pay 75% of the annual membership fees set by the SAA;</p> <p>3.8.3 If joining between 1st April and 30th June, the Member shall pay 50% of the annual membership fees set by the SAA;</p> <p>3.8.4 If joining between 1st July and 30th September, the Member shall pay 25% of the annual membership fees set by the SAA.</p>
3.9	<p>Pro Rata fee rates are only available to new members or returning members whose membership has lapsed for at least 18 months.</p> <p>Where there are exceptional circumstances (accident, ill health, bereavement or similar) associated with lapse of membership the Director of Membership Services, at his sole discretion, may authorise a pro rata fee when the member rejoins.</p>	Any person who has previously been a Member of Archery GB and SAA, will, regardless of when they re-join, pay the full annual fees.
Bye-Law 5 – Areas		
5.6	Any Senior Member or Junior Member , who is not a member of a Club, wishing to shoot for a	Any Ordinary Member or Ordinary Junior Member, who is not a member

	particular Area shall notify the SAA through the secretary of the appropriate Area.	of a Club, wishing to shoot for a particular Area shall notify the SAA through the secretary of the appropriate Area.
Bye-Law 6 – Clubs		
6.2	<p>The categories of Clubs shall be as follows (or as otherwise determined by the Board and ratified by the Members at an AGM):</p> <p>6.2.1 “Junior Club” - A Junior Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. Each member shall have the responsibility of ensuring his/her affiliation fee is paid timeously.</p> <p>6.2.2 “Student Club” - A Student Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. Each member shall have the responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland..</p> <p>6.2.3 “Disabled Club” – Disabled Clubs may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. Each member shall have the responsibility of ensuring his/her affiliation fee is paid timeously.</p> <p>6.2.4 “Open Clubs” –Such other Clubs as may be affiliated to the SAA on terms as shall be determined by the Board and ratified by the members at the AGM.</p>	<p>The categories of Clubs shall be as follows (or as otherwise determined by the Board and ratified by the Members at an AGM):</p> <p>6.2.1 “Junior Club” - A Junior Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously. 6.2.2 “Student Club” - A Student Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland..</p> <p>6.2.3 “Disabled Club” – Disabled Clubs may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously.</p> <p>6.2.4 “Open Clubs” –Such other Clubs as may be affiliated to the SAA on terms as shall be determined by the Board and ratified by the members at the AGM.</p>
6.3	Individual members and all members (apart from junior and student members under the age of 18 years) of the above categories of clubs shall be considered individual members of the Company and have full voting rights.	Individual members and all members (apart from junior members under the age of 18 years) of the above categories of clubs shall be considered individual members of the Company and have full voting rights

- 6** Item 10 - Election of nominal positions as Directors of Scottish Archery –
As per Article 13.3 - the following persons are nominated to fill nominal vacancies of Chair,
Communication, Performance and Participation Directors
- a) Chair – Michael Mather
 - b) Director of Communication – Victoria Barby
 - c) Director of Participation – Martin Strang
 - d) Director of Performance – Claudine Jennings