

The Civil Service Archery Association

FOUNDED 1956

Constitution

1 Name.

The Association shall be called the "Civil Service Archery Association", (CSAA), hereinafter called the Association.

2 Address.

The address of the Association shall be that of the Secretary for the time being, or such other address as the Committee shall decide from time to time.

3 Associations and Affiliations.

3.1 *The Association shall be the Sports and Recreational Body (SRB) recognised by the Civil Service Sports Council Ltd (CSSC), as being responsible to them for the conduct and control of archery within the Civil Service as a whole.*

3.2 *The Association shall seek the recognition of the Grand National Archery Society (GNAS) as a controlling organisation of Archery within the United Kingdom.*

3.3 *The Association shall conform to the constitutions of these organisations as they are appropriate.*

3.4 *This Constitution shall not be interpreted in a manner to conflict with that of the CSSC or that of the GNAS.*

4 Objects.

The objects of the Association shall be to promote and encourage archery within the Council Membership. (See paragraph 3.1).

5 Membership.

5.1 *There shall be two classes of membership of the Association: Full and Associate. Entry to both classes shall be subject to the approval of the Committee.*

5.2 *Full membership shall be open to individual members of the CSSC.*

5.3 *Associated membership shall be open to any other person for whatever reason. At no time may the number of associate members exceed 10 per-cent of the total membership as individuals, however for this limitation account is not taken of any Associate Member who is the spouse of a Full Member, ie a "Family Member".*

5.4 *No member of the Association may practice archery under the auspices of the Association unless they be a member of or recognised by, the GNAS. Full members shall be shareholders in the CSSC Ltd.*

6 Officers of the Association.

6.1 *The Association shall have a President and Vice-Presidents not exceeding three in number. They shall be appointed at the Annual General Meeting and hold office for three years, after which they may be re-appointed.*

6.2 *The Association shall have an executive committee comprising of three offices; Chairman, Secretary and a Treasurer. The executive officers shall be elected at the AGM to hold office for a period not exceeding three years after which they shall stand down. Officers may stand for re-election but may not serve more than two terms of three years in each of the three offices. The offices of secretary and treasurer may be held concurrently by one person in which case this will count as one term for each office. In the event of an office not being filled on standing down of the current holder, the post can be held for an extra year whilst a replacement is being sought.*

6.3 *Additionally, the Association may appoint up to four non-executive officers for specific and defined functions.*

6.4 *The Officers defined in 6.2 above shall be full members of the Association.*

7 Management.

7.1 *The Association shall be managed by a Committee which shall consist of the Chairman, Secretary and Treasurer, and up to six members of the Association, including any non-executive officers of which not more than two may be Associate members.*

7.2 *The Committee shall meet on at least four occasions during its period of office, and at such meetings a Quorum shall be formed of two officers and two members.*

7.3 *The Committee shall have powers to fill any vacancy arising during its period of office. Such appointments will have the full rights and privileges of membership of the Committee.*

7.4 *The Committee shall have power to co-opt additional members of the Committee as necessary. Such co-opted members shall not have voting rights.*

8 Finances.

8.1 *The income and property of the Association, howsoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in paragraph 4.*

8.2 *The funds of the Association shall be deposited in one or more bank accounts as directed by the Committee. All accounts shall be in the name of the Association. The bank shall be authorised to honour cheques signed by any two of three designated elected members of the Committee.*

8.3 *The financial year of the Association shall be the twelve months ending December 31st. The Treasurer shall submit certified and audited accounts to the Annual General meeting immediately following each financial year.*

8.4 *The Association shall have an auditor who may not be a member of the Committee. He shall be appointed at the Annual General Meeting and audit the accounts for the then current financial year.*

9 Subscriptions.

9.1 *Subscriptions for membership shall be such sums as decided by the Annual General Meeting from time to time.*

9.2 *Subscriptions shall become due on July 1st each year, except in the circumstances detailed as follows. (see paragraphs 9.3 and 9.4).*

9.3 *The subscriptions of newly joining member after December in any one year shall be deemed to cover the full year commencing the following July.*

9.4 *On retirement from the Civil Service or an approved affiliated body, a full member shall be accorded life membership on payment of a single commuted subscription equal to three annual subscriptions for an individual member. Such membership shall have the rights and privileges of a full member, provided that they maintain their membership of the CSSC. The Association, through its Annual General Meeting, may award an honorary life membership to any retired member for meritorious service to the Association.*

10.1 General Meetings.

10.1.1 *The Association shall hold at least one General Meeting each year, and this shall be the Annual General Meeting. Other General Meetings may be held as required. The General Secretary of the CSSC, or his nominee, may attend any meeting in an ex-officio capacity.*

10.1.2 *All members of the Association may attend a General Meeting, but only full members shall have an individual vote.*

10.1.3 *At a General Meeting a quorum shall consist of ten members. However, no meeting can become inquorate once the chair has been taken.*

10.1.4 *All General Meetings shall be under the control of the President, or in his absence, the Chairman. Failing either of these officers being present, the meeting shall elect a Chairman from the full members in attendance.*

10.2 The Annual General Meeting.

10.2.1 *The Association shall hold its Annual General Meeting at any time during the months of August and September. It may be held in conjunction with the Championship Meeting.*

10.2.2 *The Secretary shall give at least eight weeks notice of the meeting to all members. Items for inclusion on the agenda for the meeting must then be received by the Secretary, or any other member of the Committee, at least four weeks prior to the meeting. The Secretary shall distribute the agenda for the meeting not less than two weeks beforehand.*

10.2.3 *The meeting shall receive reports from the Chairman, Secretary, Treasurer and such other officers as the Committee decides.*

10.2.4 *The election to the offices falling vacant shall take place, and also that for members of the Committee. The Auditor and any other non-executive officers shall be appointed.*

10.3 Extraordinary General Meetings.

10.3.1 *An extraordinary General Meeting shall be called with four weeks notice by the Secretary, or the Chairman, or the Treasurer acting for him, immediately on receipt of a request from six individual full members, stating the reason.*

10.3.2 *The notice convening the meeting shall detail the business of the meeting and no other business may be discussed.*

11 Amendments to the Constitution.

This Constitution may be amended only with prior approval of the CSSC at a General Meeting of the Association, and the amendment shall have been an item of the agenda for that meeting. Each amendment shall require the approval of two-thirds of those present and entitled to vote for it to become effective.

12 Archery Meetings

12.1 *The Association, through its Committee, shall stage, or cause to be staged, the CSSC Annual Championships in target Archery on behalf of the CSSC. They shall be held during the months of August and September. It shall be the policy of the Association to vary the geographical location of the event within the United Kingdom to serve better the interests of the CSSC. The arrangements for the Championships shall be under the control of a non-executive officer appointed for that purpose, but subject to direction from an Annual General Meeting as may be seen fit.*

12.2 *The Association may also hold Championship Meetings in other branches of archery as required.*

12.3 *The Association shall arrange one or more representative matches between the CSSC and other organisations. For such events the Committee shall control the selection of the team to represent the CSSC, and shall take note of scores submitted by individual members.*

13 The Interpretation of the Constitution

The Committee shall have the power to deal with any matter not provided for in the Constitution.

14 Dissolution of the Association.

In the event of the Association being dissolved, all monies, accounts and assets, apart from personal private property, shall be vested in the CSSC Ltd.

Amended 22 September 1982.
14 September 1990
9 September 1994
11 September 2010