

Grand Western Archery Society

Regional Council



Standing Orders

Introduction This document details how the Grand Western Archery Society Regional Council will carry out its various functions and duties.

Delegated Authority

1. The constitution of the Grand Western Archery Society (GWAS) directs that the responsibility of running the sport of archery within the GWAS region shall be vested in the GWAS Regional Council.
2. In accordance with GWAS Constitution, the Officers, Specialist Members and Specialist Officers of the council will be elected in accordance with the GWAS constitution at the GWAS Annual General Meeting.
3. Each member County Association within the region will appoint two representative members to sit on the Council as County Representatives.
4. Each Officer, County Representative, Specialist Member and Specialist Officer is directly responsible to the Council for ensuring that the tasks placed upon them by the Council are achieved within the annually agreed timescales and budget.
5. Each Officer, Specialist Member and Specialist Officer on election will receive a copy of their Terms of Reference for their post within the GWAS Council.
6. The Chairman of the Regional Council will hold regular Regional Council meetings where the Officers and Specialist Members will report on the progress of their tasks, any problems arising with their tasks, and make recommendations of actions required by the Regional Council to enable those tasks to be achieved.
7. No new task may be started by an Officer, Specialist Member or Specialist Officer without prior, and recorded, approval of the Regional Council.
8. No outcome of a task or project, that changes a current GWAS system or policy, will be enacted upon until it has received full approval by the Regional Council.

GWAS Regional Council

Objectives

The objectives of the GWAS Regional Council are to:

- a. Develop and maintain archery specific services for the GWAS membership.
- b. Establish and run a regional outdoor target championship competition.
- c. Establish and run other archery competitions that the council consider meet the requirements of the membership.

- d. Monitor and support - the progress and quality - of the tasks that have been placed upon the Officers, Specialist Members and Specialist Officers.
- e. Manage the assets of the Society.
- f. Respond to queries and complaints by the membership on archery specific subjects.
- g. Act as a conduit for information and services between the County Associations and the national governing body for archery "The Grand National Archery Society" trading as Archery GB.

Structure

- 1 The GWAS Regional Council will be chaired by the elected GWAS Chairman.
- 2 The GWAS Regional Council permanent members will be the GWAS Officers, the Specialist Members and the County Representatives.
- 3 Specialist Officers will be represented by the GWAS Officers or Specialist Members that they report to.
- 4 The Regional Council may establish Specialist Officers and Ad-Hoc committees to manage specific in-year budgeted tasks. The Specialist Officers or Chairmen of the ad-hoc committee may be invited by the GWAS Chairman to attend the Regional Council Meetings to report progress, problems and give recommendations to the Regional Council.
- 5 If for any reason the GWAS Chairman is late or unable to attend, a temporary chairman will be elected from, and by, the GWAS Officers, the Specialist Members and the County Representatives present.
- 6 A quorum shall exist when not less than two Officers and at least five County Representatives, from at least three County Associations, are present.
- 7 The GWAS Chairman may invite anyone to attend the Council meeting to give specialist advice or a presentation.

Voting

- 1 Only the Secretary, Treasurer, Specialist Members and the County Representatives will have a vote on any proposals/recommendations put before the Committee. If a vote is tied the GWAS Chairman will exercise a casting vote.
- 2 Due to an emergency or urgency, if a decision has to be made outside the council meeting, it shall be made by the executive officers. The reason and outcome must be reported to the next Regional Council meeting for final approval by the council.

Minutes

- 1 Minutes of any *GWAS* Regional Council meeting will be taken by the *GWAS* Secretary or if the *GWAS* Secretary is unable to attend by one of the voting members present.
- 2 The minutes shall record items discussed, recommendations received and their conclusions, tasks placed upon individuals and their timescales and costs. Attached to the minutes will be copies of the reports from the Officers and Specialist Members.
- 3 Draft copies of the minutes will be circulated, by e-mail to all members of the Council, within fifteen working days of the meeting. Members will have ten working days to comment on or correct the minutes prior to the final issue by the *GWAS* Secretary.

Reports

- 1 All Officers and Specialist Members will provide a written report prior to each meeting. These reports should be sent by e-mail to the *GWAS* Secretary ten working days before the next meeting, for circulation to all members. Only urgent items that have occurred after sending the report will be raised at the meeting.
- 2 The reports should contain progress statement against each committee task identifying outcomes, problems, requests and recommendations.
- 3 These reports will become part of the agenda but will not be discussed in detail. Members may raise questions on the reports; but only problems and recommendations will be discussed in detail. All resulting actions will be recorded in the minutes.

Conduct of the *GWAS* Council meetings

- 1 For each *GWAS* Council meeting the *GWAS* Secretary will issue an agenda with the meeting calling notice.
- 2 Each Officer and Specialist Member will prepare an annual budget request, to be presented at the Regional Council meeting prior to the *GWAS* AGM. At the first Meeting after the *GWAS* AGM these Budgets will be discussed, amended and approved for the following year's activities.
- 3 The budget request will detail all tasks and their projected costs that the Officer/Specialist Member feels should be carried out in the year immediately following the AGM. It should indicate the need for and effect of each proposal.

- 4 Each budget holder will keep accurate records of their expenditures. If a task is found to be reaching its budget limit and requires more funds the task/project must be suspended until GWAS Council approval for further expenditure has been granted.
- 5 Each Officer and Specialist Member will prepare progress reports on all tasks/projects for all Council meetings and send them off to the GWAS Secretary at least ten working days before the meeting.
- 6 At Council meetings, the Chairman will control the meeting in accordance with the published agenda, any requested changes to the agenda put to the Chairman after the agenda has been distributed and before the meeting starts must be agreed by the Council and announced before the start of that meeting.
- 7 Any Council member who disrupts the meeting by bad language, shouting, abuse or refusing to come to order by the Chairman will cause the meeting to be halted, and they will be asked to leave the meeting. That member will not be allowed to rejoin the meeting until they have apologised and agreed to come to order.

GWAS Council Structure

