

Bye-Laws of the Hong Kong Archery Association

INTRODUCTION

In accordance with Para 18 of the Articles of Association of the Hong Kong Archery Association ("the Articles"), the Executive Committee may, from time to time, make rules and bye-laws for the conduct of the business of the Association, the conduct of General Meetings, of their own meetings, and the appointment, constitution and conduct of meetings of Sub-Committees, or any other matter affecting the affairs of the Association or the rights, privileges or duties of members and may alter and rescind any rules or bye-laws so made, PROVIDED THAT

- a. no rule or bye-law so made shall be inconsistent with or involve an alteration or amendment of or addition to these Articles which could only properly be effected by a Special Resolution or shall deal with any matter which can only properly be dealt with by the Association in General Meeting; and
- b. such rules and bye-laws may be set aside by a Special Resolution at a General Meeting.

MEMBERSHIP

2. Para 7(b) of the Articles stipulates that the Executive Committee shall have absolute discretion in accepting or refusing anyone for membership and in the event of refusal shall not be required to give any reasons. The following criteria, though not exhaustive, should be taken into consideration when accepting / refusing membership applications or suspending / terminating memberships: -

I. CLUB MEMBERSHIPS

a. Associate Members

Organizations, Clubs, Societies properly registered in Hong Kong SAR, demonstrated a continuous interest in Archery and a desire to promote Archery in Hong Kong SAR, by: -

- i. Properly constituted with objectives in line with HKAA as the governing body of the sport in Hong Kong SAR;
 - can demonstrate adequate democracy in the formation and decision making process of the governing body of the organization as in line with the M&A of HKAA (apart from school clubs);

- have the duty and endeavour to promote good standard of practice and to repress malpractice of their archers and to support HKAA's events / activities/tournaments;
 - respect HKAA as the governing body of the sport;
- ii. Competence in promoting archery with necessary qualified coaches and safe shooting practice and field arrangement/control;
 - iii. To be abided by the M&A of the Association and respective Bye-laws, Rules and Code of Conduct so made.
 - iv. Able to sustain their own membership and to develop;
 - v. Punctual payment on Annual subscription and other payments;
 - vi. **EC may refuse such application of Associate Membership on the grounds of disparity in objectives in constitutions, competency in self-sustaining and to develop, doubtful characters of rivalry organizations or integrity in the management.** Able to sustain their own membership and to develop may include but not limited to the following criteria; and
 - registered as society for over one year;
 - with at least 20 members (different classes) for more than one year and must have record of organizing successful activities (Funday, courses, etc.) in the past 12 months;
 - must be able to train up at least 8 new archers (not belongs to any other clubs before) to compete for the club and able to promote to Elementary or above;
 - vii. However, to suspend or terminate the membership (of any member, after being accepted) has to follow Para 7(c) of the Articles where "the member being suspended shall be entitled to be heard on the intended resolution at the General Meeting before he is being expelled from the Association."

b. Ordinary Members

Being Associate Members for at least 24 months, members may apply in writing to EC who shall decide, taking into consideration the applicants' (clubs') continuous interest, genuine intention and ability in promoting Archery in Hong Kong SAR, by: -

- i. Evidence of activeness in attending HKAA's EC Meeting, General Meetings, Sub-committees/Working Groups meetings, seminars, courses, trainings, functions, etc., and abilities in carrying out Tournament duties on field setting, scoring, etc.;

- ii. To prevent Members splitting for voting purpose, applicants should have at least 20 Individual Members registered as “Home Club” in two full years with at least 10 different archers representing the same Home Club having competed in any category of HKAA recognized tournaments in the same period;
- iii. Continuous adherence to Para 2 (I) (a) (i) to (v) above;
- iv. EC may refuse such application of Ordinary Membership on the grounds of disparity in objectives in constitutions, competency in self-sustaining and to develop, doubtful characters of rivalry organizations or integrity in the management;
- v. However, to suspend or terminate the membership (of any member, after being accepted) has to follow Para 7(c) of the Articles where “the member being suspended shall be entitled to be heard on the intended resolution at the General Meeting before he is being expelled from the Association”; and
- vi. EC shall have the power to revert the Ordinary Members to Associate Members should they fail to demonstrate continuous adherence to provisions stipulated at Para 2 (I) (b) (i) to (iv) above.

II. INDIVIDUAL MEMBERSHIPS

- a. Individual / Individual Associate Members
 - i. Comprise persons who are Hong Kong Identity Card Holders demonstrating a continuous interest in Archery and a desire to promote Archery in Hong Kong SAR (Individual Members being members of Member Clubs and Individual Associate Members not being member of any Member Club);
 - ii. To be abided by the M&A of the Association and respective Bye-laws, Rules and Code of Conduct so made. EC may refuse such application of Individual Membership on the grounds of proven violation or doubtful reputation or integrity;
 - iii. However, to suspend or terminate the membership (of any member, after being accepted) has to follow Para 7(c) of the Articles where “the member being suspended shall be entitled to be heard on the intended resolution at the General Meeting before he is being expelled from the Association.” and
 - iv. Punctual payment on Annual subscription and other payments.

b. Individual Guest Members / Individual Associate Guest Members

1. Individual Guest Members comprise persons who are non-Hong Kong Identity Card Holders demonstrating a continuous interest in Archery and is a member of a Member Club. He/she will provide any necessary document to substantiate his/her classes/qualifications and to be abided by the rules at Para 2 (II) (a) (ii) to (iv) above, provided that he/she may not claim any Hong Kong record, ranking and unless otherwise specified, prizes or trophies on HKAA organized local tournaments;
2. Individual Associate Guest Members comprise persons who are non-Hong Kong Identity Card Holders demonstrating a continuous interest in Archery and is not a member of a Member Club. He/she will provide any necessary document to substantiate his/her classes/qualifications and to be abided by the rules at Para 2 (II) (a) (ii) to (iv) above, provided that he/she may not claim any Hong Kong record, ranking and unless otherwise specified, prizes or trophies on HKAA organized local tournaments.

c. Individual Temporary Members

Comprise novice archers who are Hong Kong Identity Card Holders and are not yet a member of a Member Club. He/she will provide necessary document for registration and enrollment on HKAA organized Beginner or Youth/Junior events and to be abided by the rules at Para 2 (II) (a) (ii) to (iv) above.

III. HONORARY MEMBERSHIP(II)

Apart from Honorary Presidents, Honorary Vice Presidents, Life Presidents, Life Vice Presidents (already governed by Para 7(a)(v) of the M&A), EC may also extend Honorary Memberships to persons not specialized in the field of Archery but could render professional service or advice to the Association in the promotion of Archery.

MANAGEMENT STRUCTURES

3. Officers shall consist of the Chairman, Vice Chairman, Hon. Secretary General and Treasurer. Director means Coaching Director, Judge Director, Tournament Director, Youth Development Director and Discipline Director. Directors should have the same term of office as with the Officers; whereas Working Groups would be appointed by EC from time to time to tackle specific problems which should be dissolved upon completion.

4. Key Posts refer to Officers and Directors who endeavour for the efficient discharge of its functions and will instruct and supervise on the duties of the pay staff of the Association. For proper discharge of functions and good division of labours, no one EC Member would take up more than two Director Posts above.

5. Key Posts are elected from EC Members biennially during every other AGM. Each Director will convene a Sub-committee to assist him in the efficient discharge of its function and the Sub-committees should:-

- a. Be chaired by the respective Director who must be a EC member, deputized by a Sub-committee Vice Chairman who may not be a EC Member but could stand in for the Director in his temporary absence for not exceeding two months and to attend EC meetings on behalf;
- b. Each Sub-committee must have at least three members who must be Individual Members with adequate representation from various sectors of Members (community/school clubs, etc.), qualifications if applicable and levels of archers if appropriate, with no more than two Sub-committee members from the same home club. Quorum of Sub-committee meetings shall be three and brief meeting notes will be maintained for scrutiny by EC as and when necessary;
- c. In accordance with Para 31 of the Articles, each Sub-committee must be properly constituted. Respective Directors will submit to EC on their Terms of Reference (TOR – area of responsibilities and power) for approval and the appointment of the Sub-committees (structure and membership so convened) within three months upon their election (allowance should be given for the first TORs so derived and thereafter to be revised only). Thereafter they shall have the autonomy and authority to supervise the daily running of the Association and functions and to prepare and review ‘Rules’ or ‘Conducts’ under their respective purview, though ultimate adoption of Rules by EC still required; and
- d. The following Sub-committee will be formed with respective areas of responsibilities:-
 - i. Tournament Sub-committee – for Local Tournament Rules - Indoor /Outdoor/Field/3DI, etc., roles and authority of Tournament Officers during local events, Archers Classifications and promotion / demotion system, Local Ranking and Accreditation for Hong Kong Records, Selection Rules, Preparation of local & Overseas tournaments held locally, field equipment for tournaments and budgeting, Archers from Overseas and Mainland (non HKID Card Holders) participating local events, etc.;

- ii. Judge Sub-committee - for development, training, accreditation, duty roster, appointment / hiring / removal of Judges, discipline, publication to promote professionalism, etc.;
- iii. Coach Sub-committee - for development, training, accreditation, courses, squad training, elite / pre-elite trainings, appointment / hiring / removal of coaches, budgeting, discipline, training logbook, publication to promote professionalism, etc.;
- iv. Youth Development Sub-committee - for development of youth and junior programmes, tournaments, training, records, budgeting, incentive scheme, etc., and including School Development for the time being;
- v. Discipline Sub-committee in accordance with Para 52 of the Articles; and
- vi. Any other Sub-committees as deemed necessary by EC from time to time.

6. EC may from time to time appoint Convener(s) to form Working Group(s) to work on specific task(s) when necessary with defined TOR. The Convener must be an EC Member and the conduct of the Working Group shall as far as possible similar to that of Sub-committee, except that the Working Group will be disbanded upon satisfactory completion on assigned tasks.

7. EC Members may apply in writing to EC to vacate his office for pressing reasons provided that he may not be re-nominated in EC for a minimum of one year. The same Ordinary Member may nominate in writing a replacement to fill the EC vacancy at least 48 hours before the AGM and to be decided in the AGM. Should the original EC Member occupy a key post, it will however be re-elected.

8. To enhance operational efficiency, in between EC Meetings, respective Key Posts will decide on matters of laid down Rules or Policy under their respective purview, either collectively or individually. For urgent matters with no precedent, Officers, together with Directors if necessary, will decide. Should the Chairman or Vice Chairman consider it necessary and so directed, Sports Executive will upload necessary details in HKAA website for electronic vote by all EC Members for urgent and major issues only. All decisions made in between EC Meetings must be fully documented for subsequent scrutiny by EC Members. Hon. Secretary General will

supervise Sports Executive to maintain an accurate and up-to-date Rules, Regulations and Policy approved by EC to be available either electronically or on file for easy reference.

9. Officers will supervise the daily performance of all pay staff and issue "Office Rules" from time to time for their compliance. To enhance supervision, Officers will be responsible for the employment, appointment, appraisal, removal, renewal of contract and conditions of service of the pay staff of the Association. For more gainful deployment of limited resources, Officers will also be responsible for the leave and overtime management of all pay staff.

10. Written nomination with either President/Chairman's signature or stamp/seal of the Member Club (either one will suffice) must be received by HKAA Secretariat by post, fax or e-mail no less than 48 hours before the AGM/GM, otherwise the representative will be treated as absence."

CONDUCT OF MEETINGS

11. EC may from time to time issues directives to govern the procedure and conduct of EC Meetings and review when necessary.

AMENDMENT

12. Unless otherwise specified in the M&A, the Executive Committee may, as and when necessary, add, amend and interpret these Bye-Laws from time to time on simple majority during its Meetings.

Approved by

HKAA EC Meeting held on
16 May, 2016

Revised 2016-05-16