

JURISDICTION & HEADQUARTERS

The territory under the jurisdiction of the Association shall be the State of Kerala and it shall have its office at Cochin.

DEFINITIONS

In these rules, unless the context otherwise requires:-

- a) The 'Association' means the Kerala State Archery Association.
- b) The 'Executive Committee' means the Committee consisting of the office-bearers and members selected from among the General Body who shall be responsible for the administration of the affairs of the Association.
- c) 'A.A.I.' means the Archery Association of India.
- d) 'State' means the State of Kerala.
- e) 'Club' means an Organisation or Institution which has in its rolls amateur Archery players as its members and is affiliated to the Kerala State Archery Association.
- f) 'D.R.A.' means the District Units of the Association (D.R.A.) which controls and regulates amateur Archery in the respective revenue districts of the State.
- g) 'Institution' means any Government, quasi-government, University, Public Undertaking or Major Industries.
- h) 'Member' means the District Archery Association (represented by its authorised representative) and institutional members and Associate members.

AFFILIATION & ADMISSION

The Association shall be affiliated to the Archery Association of India, Olympic Association, Kerala Sports Council, etc. and shall work in co-operation and harmony with them. Applications for admission to the membership of the Association shall be made in the prescribed proforma in writing addressed to the Secretary of the Association through the concerned District Association, if any, along with the prescribed fees. All applications shall be forwarded by the Secretary of the D.A.A. in whose area the institution is situated, with his recommendation that Archery is played there. The applications for admission will be considered by the Executive Committee of the Association which has power to accept or reject an application. The decision of the Executive Committee of the Association shall be final. In the event of the application being accepted, every affiliated institution shall be bound by and be subject to the rules and bye-laws of the Association then in force or as amended from time to time. The Association shall observe and abide by all the Rules and Regulations framed by the Kerala Sports Council Standing Committee.

MEMBERSHIP

The Association shall consist of:-

- a) District Associations promoting the game Archery admitted to the Association.
- b) Institutions promoting the game Archery admitted to the Association and



Individuals who have attained the age of 18 years admitted as Associate members and paying such subscriptions as may be determined by the bye-laws of the Association.

(A) - ASSOCIATE MEMBERS

The persons of proved interest in amateur Archery may be admitted as Associate members of the Association on payment of an Associate membership fee fixed by the Executive Committee from time to time. They shall not have voting right at the Annual General Body meeting of the Association. However; should they be elected as members of the Executive Committee, they are empowered to exercise the right to vote. They are eligible to be elected as office-bearers of the Association.

(B) - INSTITUTIONAL MEMBERS

Institutions may be admitted as members as provided in Clause 5 and shall be represented by a person authorised by them. They have no voting right in any meeting of the Association. However, should they be elected as members of the Executive Committee, they are empowered to exercise the right to vote. They are eligible to be elected as office-bearers of the Association.

ADMISSION FEE AND MEMBERSHIP FEE

Every Institution applying for membership of the Association shall pay an admission fee and annual subscription as may be prescribed from time to time. The D.A.A. shall pay to the Association 50% of the annual subscription collected by them. The annual membership fee will cover the period from the first day of April of a year to the last day of March of the following year, and shall be payable to the Treasurer of the Association before the 31st May of each year. Any member in arrears for a period of 3 months shall forfeit his right to participate in any of the activities of the Association. Institutional members who fail to arrange for the participation of at least one Archery player in the District Championship or any other recognised Archery competitions organised by the Association consecutively for two years or is in arrears in respect of payment of affiliation fee consecutively or has failed to submit the Annual Report and accounts to the Association in time shall be disaffiliated from the Association automatically.

GENERAL BODY

The general and ultimate responsibility for the management of the Association shall rest with the General Body which shall also be the final authority in all matters concerning the Association. The General Body of the Association shall consist of the Associate members, Institutional members and an elected representative from each of the District Archery Association affiliated to the State Association.

ANNUAL GENERAL BODY MEETING.

The Annual General Body meeting of the Association shall be held before the end of June of every year.

Notice of the Annual General Body Meeting.

In consultation with the President, the Secretary shall give notice to all the members of the General Body of the Association under certificate of posting specifying the date and place along with the agenda to be discussed at the meeting 15 days before the meeting.



from the date of issuing the notice. Non receipt of notice after observing these proceedings shall not be a valid reason to invalidate the proceedings of the General Body Meeting.

Notice for resolutions proposed to be moved by members at the meeting of the General Body shall be sent in writing to the Secretary so as to reach him not later than the first day of June of every year. The copies of such resolutions and amendments shall be circulated to the members along with the notice for General Body Meeting.

b) Business of General Body:-

1. Confirmation of the minutes of the previous General Body Meeting.
2. Consideration and adopting of Annual Report.
3. Consideration and passing of the Auditors' Report together with the statement of accounts.
4. Consideration and approval of the budget proposal for the ensuing year.
5. Election of (i) Office-Bearers and other members of the Executive Committee.
(ii) Representatives to Kerala Sports Council, Kerala Olympic Association and other bodies to which the Association is affiliated.
6. Consideration of amendments to the rules and regulations if any, duly given notice of by the members and by the Executive Committee.
7. Consider any other matter of which notice has been received by the Secretary in proper time.
8. Consideration of resolutions, if any, given notice by members and/or the Executive Committee.
9. Appointment of Auditors for the year and
10. Any other matter which may be admitted by the Chairman as being of sufficient importance.

The decision of the General Body shall be conclusive, final in all matters and binding on all members.

c) Quorum:- One third of the members of the General Body or five whichever is less shall form the Quorum for the General Body. If the requisitioned quorum is not available the meeting shall stand adjourned. The adjourned meeting shall be held on the corresponding day of next week, at the same time and place. Quorum and notice shall not be necessary for such an adjourned meeting.

d) Special General Body Meeting:-

Special meetings of the General Body shall be convened by the Secretary, whenever necessary and on the advice of the President or by a resolution of the Executive Committee on a written requisition signed by one third of the members of the Association eligible to attend and vote.



e) Elections: - The election of office-bearers of the Association and nominees to Kerala Sports Council and Kerala Olympic Association shall be held once in three years and the office-bearers once elected shall continue in office until a new set of office-bearers is elected in their place by the General Body. All nominations for election shall be from those members present at the General Body duly proposed by one member and seconded by another, present at the meeting. If the nominations exceed the number of persons to be elected the names proposed shall be put to vote. The results of the election shall be announced immediately by the Chairman of the meeting.

f) Meetings: - The President shall ordinarily preside over all meetings of the General Body; In his absence, one of the Vice Presidents or in their absence, one of the members elected by the General Body shall preside. The presiding member shall have a casting vote besides his own, in case of equality of votes.

(A) - EXECUTIVE COMMITTEE

Subject to such resolutions as may be passed by the General Body from time to time, the management of the affairs of the Association shall vest in the Executive Committee which shall be composed (i) The President (ii) Two Vice Presidents (iii) One Hon: Secretary (iv) Two Joint Secretaries (v) One Treasurer (vi) Five representatives from among the District Associations present at the General Body meeting and (vii) One nominee of the Sports Council

(B) - TENURE OF OFFICE.

The office-bearers shall hold office as such for a period of 3 years and shall be eligible for re-election. No office-bearer shall hold office as such consecutively for more than two terms or 5 years, provided that in the event of election for the second term in respect of an office-bearer who has completed one term, he secures a majority of not less than 2/3 of the votes of the members present and voting. In the event of failure to obtain such a majority the concerned office-bearer shall be deemed to have lost the election. The office would therefore be filled up by election under the normal procedure from among the candidates other than the office-bearers seeking re-election. In case of resignation, death etc. of an

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*For the purpose of this clause, the expression office-bearer means (a) The President, (b) The Hon: Secretary and (c) The Treasurer. No person who has already held one office of the President, Secretary and Treasurer or any two of the offices in the Association consecutively for two terms, or 6 years, shall not be eligible to seek re-election to any of the said office till the expiry of at least 3 years from the date of which he last vacated his office.

(C) - MULTIPLE OFFICE

office-bearers of the Association shall be eligible to be the office-bearers simultaneously of any other State Association except the Kerala Sports Council, State Olympic Association and Unratified Sports Association.

(D) - POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE
The Executive Committee shall exercise all the powers and functions of the Association except those reserved to General Body and shall have the right to



2. To admit institutions, District Associations and Associate members applying for admission.
3. To co-ordinate the activities of the members and settle disputes if any among them.
4. To receive, consider and take action on reports submitted by such Committees.
5. To interpret and explain the rules and regulations of the Association and to make bye-laws as are not inconsistent with the rules and regulations passed by the General Body and the Archery Association of India.
6. To conduct, authorise and control all competitions and exhibition within the jurisdiction of the Association.
7. To hear and decide all cases or protests, misconduct or breach of rules of the members of the Association.
8. To take disciplinary action against any member of the Association, an official or player. Individual offender means any offending player, referee, member of official or an employee of the Association.
9. To approve the Annual Report, the Annual audited statement of accounts and budget proposals to be presented to the Annual General Body meeting.
10. To call upon any Institutions or members, referees or official charged with breach of rules to prove to the satisfaction of the Executive Committee that the alleged offence has not been committed failing which to adjudge the institution or such members or individual or official as guilty of the offence.
11. To call upon any institution, official or player to produce any books, letters or documents, accounts or any other evidence the Executive Committee may desire. Failure to comply with the demands of the Executive Committee will entail disqualification and or disaffiliation.
12. To publish in the press or in any other manner it shall think fit reports of the proceedings, decisions and resolutions, whether such publication may or may not reflect on the character or conduct of any institution or members of the institution or any official directly or indirectly connected with the institution. Members or officials associated shall be deemed to have assented to such publications.
13. To communicate to all members, the decisions taken against institutions or individual offenders in case of breach or rules and regulations.
14. To fill up by co-option any vacancy arising among the members of the Executive Committee during its tenure of office.
15. To take appropriate action against members in arrears.
16. To impose and enforce penalties, suspend, expell and take any other disciplinary action against institutions, referees, District Archery Associations or its members, players or teams for any violation of the rules or bye-laws or for any other reasons which may warrant such action.
17. To take disciplinary action against any member, team, players or an affiliated institution or official or referee for the breach of any rules by word or deed for any unfair and ungentlemanly conduct or behaviour prejudicial to the best interests or reputation of the Association.
18. To consider representations made in Archery by



the District Championship conducted by the District Archery Association.

22. To depute an observer from the Executive Committee to the General Body Meeting of the District Archery Association.
23. To take within the frame work of the rules and regulations any step for carrying out the aims and objects of the Association.
24. The Executive Committee may delegate whenever necessary any of its powers to any sub-committees and fix responsibilities of any of its members.

(D) - MEETING OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet as often as necessary and in any case, once in three months and pass the accounts pertaining to the previous quarter.
2. The President, or in his absence, the Vice President or in their absence a Chairman elected by the members present, shall preside over the meeting. The presiding member shall have a casting vote besides his own in case of equality of votes except in election.
3. Five days' notice in writing shall be given for all meetings. But urgent meetings can be convened with three days' notice. All meetings may be convened by the President or Secretary in consultation with the President.
4. Special meetings may be convened by the President or Secretary at the instance of the President or on the written requisition of at least six members of the Executive Committee. Three days' notice shall be given for such meetings.
5. The quorum for any meeting of the Executive Committee shall be six of whom at least one shall be a non-office bearer.
7. Any member not attending three consecutive meetings without sufficient reasons approved by the Executive Committee will automatically cease to be a member but such absence may be reinstated by the Executive Committee if it so desires.

10. DUTIES AND POWERS OF OFFICE-BEARERS

A. PRESIDENT:-

The President shall preside over the meeting of the General Body and the Executive Committee. In the absence of the President, the senior most Vice President shall act in his place. In the absence of the President and Vice Presidents the meeting shall elect its own Chairman from among those present. The President shall have general control over the affairs of the Association and shall exercise general powers of supervising over all matters including finance. The President shall have powers to convene any meeting of the Association or any of its bodies if he deems it necessary or standing the responsibilities of the Secretary in this behalf. He shall be an ex-officio member of all sub-committees.

B. VICE PRESIDENT:-

The Vice President shall generally assist the President in the administration of the Association. If for any reason the



of office, the Vice President, according to seniority, shall hold charge during his absence and exercise all the powers of the President.

C. SECRETARY:-

The duties and the functions of the Secretary shall be:-

- a) To look after the welfare of the Association and manage the same in accordance with its rules and bye-laws and the directions of the General Body, and the Executive Committee;
- b) To be in charge of the office of the Association, its properties, and equipments as well as keep records of the assets thereof;
- c) Carry on correspondence on behalf of the Association;
- d) To call meetings and prepare and compile agenda for the Association;
- e) To arrange for the collection of all dues of the Association;
- f) To keep on record the proceedings of all meetings of the Association;
- g) To have authority to expend an amount not exceeding Rs.500/- in consultation with the Treasurer in anticipation of the sanction of the Executive Committee, provided the Secretary shall not spend more than Rs.500/- during the period between two meetings of the Executive Committee;
- h) To delegate, if necessary some of his functions to the Joint Secretary;
- i) The Secretary or President or both shall generally represent the Association unless any other person is especially authorised by the Executive Committee to do so;
- j) He shall be an ex-officio member of all sub-committees and
- k) To draw up the Annual Report of the Association.

D. JOINT SECRETARY:-

The duties of the Joint Secretary shall be:-

- a) To carry out the directions of the President and Secretary;
- b) To perform all such duties as may be delegated to him by the President or Secretary and
- c) To act in the place of the Secretary in his absence.

E. TREASURER:-

The duties and the functions of the Treasurer shall be:-

- a) To be responsible for the funds of the Association;
- b) To receive all collections from persons authorised to receive on behalf of the Association;
- c) To make all payments which will, from time to time be sanctioned by the Executive Committee;
- d) To keep true and correct statement of all such receipts and expenditure in proper books of accounts;
- e) To bring to the notice of the Executive Committee any irregularities in receipt or expenditure of the Association;
- f) To help the Hon: Auditor in all possible ways.



7) He shall issue receipts for money received and maintain proper vouchers for payments made.

11.

VOTING

1. Every question except the alteration of rules at any meeting of the General Body shall be decided by majority of votes. Voting for election shall be by a show of hands unless otherwise decided by the majority of the members present at the meeting.
2. In case of equality of votes on any question which is to be decided by a simple majority, the presiding member shall have a casting vote besides his own except in the case of election, in which case decision shall be taken by casting of lots by the President.

12.

F I N A N C E

1. The accounts of the Association shall be maintained by the Treasurer and audited by an auditor appointed by the General Body each year.
2. All moneys received on behalf of the Association shall be deposited in a nationalised or co-operative bank and shall be jointly operated by the following office-bearers:

(i) Secretary or President and (ii) Treasurer.

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3. The financial year of the Association shall be from 1st April to 31st March.

D I S T R I C T A S S O C I A T I O N S

1. There shall be District units of the Association corresponding to the revenue districts of Kerala State known as District Archery Associations for the administration and management of Archery in the respective districts.
2. District Archery Associations may frame bye-laws not inconsistent with the rules and regulations of the Kerala State Archery Association.
3. The Annual General Body meeting of the District Archery Association shall be convened on or before 31st May of every year and a report of the meeting shall be forwarded to the State Association on or before 5th of June.
4. There shall be minimum of 3 members clubs or institutions under each D.A.A. and wherever the number of members is less than 3, the D.A.A. will cease to exist. A club in this context means an Association of persons to promote and practice Archery.
5. No D.A.A. shall permit any one disqualified to participate in any tournaments or exhibition or to conduct tours within its jurisdiction. Infirigement of this rule shall be reported to the Association immediately.
6. No D.A.A. shall permit any club/institution from the jurisdiction of another State Association to take part in any tournament or exhibition game in its jurisdiction unless applications from such club/institution for taking part in the tournaments or exhibition games have been recommended by the D.A.A. to the State Association which the club/institution belong.
7. No D.A.A. shall affiliate a club/institution situate within the jurisdiction of another D.A.A.



8. Recognition of D.A.A. shall be withdrawn if it fails to conduct annual Championships.

*District Sports Council
at the bonafide
residents of the respective
District at the
time of their election
office bearers. Bonafide
resident of a District
means a person
residing in that District
for at least six months
immediately prior
to the date of his
election as an
office bearer.*

9. D.A.As. may take disciplinary action against office-bearers/members of the Executive Committee/member clubs/institutions and players within its jurisdiction for breach of its rules and the rules of the Association.

10. D.A.As, shall report to the Association within one week all penalties, bans or disqualifications imposed to player clubs/institutions or officials in their jurisdiction.

11. Appeals against penalties and disqualifications imposed by D.A.As, shall lie with the Executive Committee of the Association. All such appeals shall be made within 30 days from the date of decision against which the appeal is made.

12. If any D.A.A. ceases to function for any reason whatsoever or if there is any controversy in its organisational set up the Executive Committee of the Association may take over and discharge the functions of the D.A.As, as it deems fit until a newly constituted D.A.A. start functioning.

13. Subject to the control of the Executive Committee of the Association the D.A.A. shall exercise on behalf of the Association all powers of management and discretion in regard to all affairs relating to Archery including matters of discipline within its jurisdiction.

14. *the office bearers of the District Association / Nominations to the*
CODE OF CONDUCT FOR PLAYERS

1. No player shall take part in any tournament, exhibition game or other competition which is not approved by the Association. No player should indulge in activities detrimental to the interests of the Association or any of its units.
2. *The Archers shall be registered at District / State level and (x)*

15. Transfer of Archers from one District to another and from one State to another shall be done with the concurrence of the District / State Associations which the Archers are registered.

(A) - DISCIPLINARY COMMITTEE
There shall be a Disciplinary Committee constituted by the Executive Committee consisting of the President, Secretary and a member representative of the D.A.A. of which the Secretary shall be the convener. The Disciplinary Committee shall have power to enquire and impose any penalty that it may deem fit in cases where it is satisfied and proved that an individual/institution/D.A.A. representative/an office-bearer of the D.A.A. or an official is guilty of having committed breach of all or any of the provisions of the rules/regulations of the Association or Archery Association of India or their bye-laws. However, in case, the penalty imposed is removal from membership or disqualification to officiate an appeal will lie to the Executive Committee within 30 days from the date of decision of the Disciplinary Committee.

(B) - SELECTION COMMITTEE
The Selection Committee of the Association shall be appointed by the Executive Committee consisting of three members provided that one individual shall be appointed for more than 3 years consecutively. The Selection Committee shall also



of qualified referees and judges for the area under jurisdiction of the Association and shall maintain the same under the general control and supervision of the President of the Association. All technical contracts and competitions shall be referred and judged by the members of the panel of referees and judges. In special cases where members of the panel of referees and judges are not available, the Technical Committee may permit other suitable persons to referee and judge in consultation with the Executive Committee. The Technical Committee shall recommend applications for Referee Licenses to the Archery Association of India.

THE ANNUAL STATE ARCHERY CHAMPIONSHIP COMPETITION

The Association shall conduct yearly, the Annual State Senior and Junior Archery Championships open to all national players of Kerala who are members of the Kerala State Archery Association. The rules for the contest shall be conformable with the rules of the Archery Association of India. The place and date for the contest shall be fixed by the Executive Committee from time to time.

AMENDMENTS.

No amendments shall be made to the rules of the Association except at the Annual or Special meeting of the General Body and adopted by two thirds of the members present and voting. All proposed amendments must be presented to the Secretary in writing at least 20 days before the meeting and forwarded by him to each member at least 7 days before such meeting.

DISSOLUTION

In the event the Association is voluntarily or otherwise dissolved the same shall be given effect to in the manner and in the provisions of the Societies Registration Act 12 of 1925.



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Secretary

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Voice President

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