



## EFAA Constitution



## 1) **NAME**

- a) The name of the Association shall be the English Field Archery Association (hereinafter abbreviated to EFAA).
- b) EFAA shall be affiliated to the International Field Archery Association (hereinafter abbreviated to IFAA).

## 2) **PURPOSE**

- a) To foster, expand, promote, and perpetuate the practice of Field Archery and any other form of archery the Association may adopt, both amateur and professional, and to establish uniform rules, regulations, procedures, conditions, and methods of practising such activities.
- b) To provide a basic plan by which individual archers can organise into clubs, that can join together to form the Association, to regulate and administer the sport in England. A club shall be considered to exist and to be affiliated to EFAA if three or more archers are shooting under an agreed club name duly advised to EFAA with a contact name and address.
- c) To conduct a continuous educational programme, designed to acquaint the public and the archer, with the use of the bow as a recreation.
- d) To conduct tournaments to determine, in accordance with Procedures Rule 4, National Champions in all forms of archery adopted by the Association.
- e) To foster and perpetuate a spirit of good fellowship and sportsmanship amongst all archers.
- f) To evolve and conduct programmes that will give recognition to archers for proficiency with the bow and arrow, in all recognised competition.
- g) To regularly inform all members of the major problems and issues affecting the sport of Field Archery, and/or of the actions proposed or taken, in order that the membership may make it's will known to its duly elected representatives.
- h) EFAA does not support the use of the bow and arrow in the pursuit of hunting.

### 3) MEMBERSHIP

- a) There shall be four classes of membership: Honorary, Life, Individual and Associate.
  - i) Honorary Membership, with exemption from regular fees and dues established by EFAA, may be granted for exceptional merit and service, upon submission of a recommendation signed by not less than six members of the Committee. Such recommendation must be approved or rejected by i. the Committee within 60 days of the submission.
  - ii) Life Membership, with exemption from regular fees and dues established by EFAA, shall be granted to anyone on payment of the relevant fee (25 times the annual adult membership fee). This fee shall be for life EFAA membership only and shall not necessarily include the Field Archer magazine.
  - iii) Individual Membership shall be granted to anyone upon individual application and payment of the relevant fee.
  - iv) Associate Membership shall be granted to any supporter of EFAA who does not wish to participate in its shooting activities, upon application and payment of the relevant fee. An Associate Member has no voting rights and may not stand for elective position.
- b) Eligibility for Membership shall apply as follows from 1st January but shall not be retrospective for members continuing with an unbroken membership. For membership to be granted, applicants must have resided in England for a period of thirty days prior to their application or be an English national by birth or naturalisation or be a bona fide applicant residing in a country that does not have full or associate membership of IFAA. Regarding any National Championship, members must conform to the National Level rule to be eligible for Championship titles.
- c) All annual subscriptions shall be payable on the first day of January each year.
- d) Any member of the Association may resign his membership by giving the General Secretary notice in writing to that effect, providing that if notice be given after the first day of January in any year, such member shall be liable to pay his subscription for that year.
- e) Membership of the Association shall cease in all or any of the following circumstances:
  - i) If the Committee shall resolve, pursuant to sub-paragraph (f) below that

the member be expelled as from the date of the resolution.

- ii) If a member gives notice in writing to the General Secretary in accordance with sub-paragraph (d) above.
- iii) Membership shall expire if the annual subscription of a member has not been paid on or before the first day of February in each year unless the Committee resolve to extend such period, in which event the membership shall expire at the end of the extended period unless the subscription shall then have been paid.
- iv) If any member shall wilfully refuse or neglect to comply with any of the provisions of the Constitution or shall be guilty of any conduct objectionable to other members of the Association or prejudicial to the interests of the Association, he shall be liable to expulsion by Resolution of the Committee provided that not less than two weeks' notice in writing shall be given by the General Secretary to any such member of the intended Resolution and of the nature of the allegation made against him. The member, at his option, shall be entitled to give an explanation in writing and/or to attend the meeting of the Committee at which the f. Resolution is to be considered and to give such explanation or make such defence in person as he may think fit. The Committee shall have absolute and unfettered discretion to accept or reject any such explanation or defence and its decision to expel any member shall be final and conclusive.
- f) Any person, on ceasing to be a member of the Association shall forfeit all right to and claim upon the Association, its property, and funds.

#### **4) THE COMMITTEE**

- a) The Committee shall consist of the President, Vice-President, General Secretary, Membership Secretary, Treasurer, International Representative and nine Technical Officers (4f). A quorum (8b) of the Committee present at a scheduled meeting thereof shall constitute the Committee.
- b) The position of Treasurer may be held independently or in conjunction with any other office.
- c) The position of International Representative may be held independently or in conjunction with any other office.
- d) The position of Team (Squad) Manager may be held independently or in

conjunction with any other office.

- e) The position of Vice President may be held independently or in conjunction with any other office.
- f) The nine Technical Officers on the Committee shall be: - Classification and Incentives Officer, Range Charter Officer, Coaching Officer, Tournaments Officer, Team (Squad) Manager, Editor of the "Field Archer", Technical Digital Officer, Development Officer, Digital Media Officer.
- g) With the exceptions mentioned in (b), (c) and (d) and (e) above, all offices shall be held independently.
- h) Officers of the committee shall be permitted to claim reasonable expenses incurred whilst carrying out the duties of their office. All claims must be supported by a valid receipt of purchase, excluding petrol / diesel claims which shall be based on mileage. The committee shall be responsible to determine what claims classify as reasonable expense.

## **5) DUTIES of OFFICERS**

- a) The President shall:
  - i) Preside at all General Meetings.
  - ii) Prepare and submit to the Committee and the AGM an annual report upon the activities and position of EFAA.
- b) The Vice-President shall:
  - i) Perform the duties of the President if the President is unable to act.
- c) The General Secretary shall:
  - i) Prepare and submit to the Committee and the AGM an annual report upon the status of EFAA.
  - ii) Conduct the affairs of EFAA in accordance with the programmes and policies established by the Committee.
  - iii) Organise and operate the administrative offices of EFAA.
  - iv) Co-ordinate the activities and programmes of EFAA.
  - v) Assure the proper publication of official notices, reports and attest documents and shall keep the archives of EFAA.
  - vi) Assure the proper publication of any officially adopted publications of EFAA.
- d) The Membership Secretary shall:

- i) Supervise the collection of all membership fees and pass the monies thus collected to the Treasurer.
  - ii) Prepare and maintain up-to-date membership lists.
  - iii) Issue all membership cards.
- e) The Treasurer shall:
  - i) Prepare and submit to the Committee and the AGM an annual report upon the financial position of EFAA.
  - ii) Supervise the financial affairs of EFAA.
  - iii) Keep adequate books of accounts for EFAA.
  - iv) Have an appointed auditor make an annual survey of EFAA accounts at the close of business at each financial year and shall publish the result at the AGM following.
  - v) Deposit all monies to the credit of EFAA.
  - vi) Shall present a statement of account supported by an official bank statement at every Committee meeting.
- f) The International Representative shall:
  - i) Be responsible for liaison between the Committee and IFAA.
  - ii) Advise the Committee on matters of an international nature.
- g) The Classification and Incentives Officer shall:
  - i) Supervise and administer the national classification and incentives policy, in accordance with the wishes of the Committee.
  - ii) Co-operate with, report to, and advise the Committee on matters concerning classification and incentives.
  - iii) Maintain records and issue record certificates and incentives as requested and as appropriate.
  - iv) Collect in moneys for incentives and remit to the Treasurer timeously.
- h) The Range Charter Officer shall:
  - i) Supervise and administer the national range charter policy in accordance with the wishes of the Committee.
  - ii) Co-operate with, report to, and advise the Committee on matters concerned with range charter.
  - iii) Issue shoot certificates as requested and as appropriate.
  - iv) Collect in moneys for chartering ranges and remit to the Treasurer timeously.
- i) The Coaching Officer shall:
  - i) Supervise and administer the coaching activities of EFAA.

- ii) Co-operate with, report to and advise the Committee on matters concerned with coaching.
- iii) Issue coaching certificates as appropriate.
- iv) Collect in moneys for coaching courses and remit to the Treasurer timeously.
- j) The Tournaments Officer shall:
  - i) Be responsible for the co-ordination with clubs of the dates for National, Regional and Club Tournaments.
  - ii) Compile a list of International, National, Regional and Club Tournaments for the information of members.
  - iii) Be the custodian of all National Challenge Trophies of EFAA, keep a record of them, the names of the donors where applicable, the condition(s) of the competition governing the awards and the names and addresses of those who win them.
  - iv) Request the return of the trophies from the winners at least three weeks before the next tournament at which they will be awarded. (The archer awarded the temporary custody of a trophy shall be responsible for its return, in good order, to the Tournaments Officer upon request.)
  - v) Co-ordinate the organisation and administration of Tournaments run directly by EFAA, as directed by the Committee.
  - vi) Obtain and make available to the membership such merchandise as is considered suitable by the committee at prices set by the committee.
  - vii) Collect in moneys for tournament entry and goods sold and remit to the Treasurer timeously
  - viii) Report to and advise the Committee on matters concerning such Tournaments and supplies of merchandise.
- k) Editor of the Field Archer shall:
  - i) Edit the journal of EFAA known as the Field Archer, in accordance with the wishes of the Committee. i) Report to and advise the Committee on matters concerning the journal.
  - ii) Publish and supervise the distribution of the journal at appropriate times.
  - iii) Arrange, form and, if obtained, follow up and arrange for invoicing of all advertising for the journal.
- l) Team (Squad) Manager shall:
  - i) Liaise with other associations and organise Team matches, in accordance with the wishes of the Committee.

- ii) Select appropriate Team Members (as agreed with the Committee).
- iii) Liaise with other committee members in organising sponsorship packages.
- iv) Report to and advise the Committee on matters concerning Team selection and matches and clothing.
- v) Obtain and make available to the membership, team shirts which are considered suitable by the committee at prices set by the committee.
- vi) Collect or oversee the collection of moneys for goods sold and remit to the treasurer timeously.
- m) The Technical Digital Officer shall.
  - i) Carry out the technical activities to create the website that will remain the property of the EFAA.
  - ii) Maintain and update the website in accordance with the wishes of the committee.
  - iii) Report to and advise the committee on matters concerning the website.
  - iv) Provide technical digital support to the committee on matters regarding to the running of the EFAA.
- n) The Development Officer shall.
  - i) Co-ordinate the creation of a development plan for the EFAA in accordance with the wishes of the committee by coordinating the long-term goals and aims of the Association.
  - ii) Manage the development plan on behalf of the committee, regularly checking on progress and updating key areas where relevant.
  - iii) Create a summary of yearly progress made in a report to be presented at the AGM / published to members.
  - iv) Create / share promotional material regarding the EFAA in accordance with the wishes of the committee.
- o) The Digital Media Officer shall.
  - i) Maintain and update the website in accordance with the wishes of the committee
  - ii) Maintain and update Social Media channels associated with the EFAA, by uploading photos / posts in accordance with the committee.
  - iii) Create / share promotional material regarding the EFAA in accordance with the wishes of the committee.
  - iv) Report to and advise the committee on matters concerning the website and social media.

## **6) ELECTION/APPOINTMENT of OFFICERS**

- a) The President shall be elected every third year by members of EFAA present at the AGM. He shall hold office for three years defined as January 1<sup>st</sup> following the AGM to December 31<sup>st</sup> three years later and, at the end of that period, shall resign when he may stand for re-election.
- b) Other Officers of the Committee shall be elected by members of EFAA present at the AGM. They shall hold office for one year defined, as January 1<sup>st</sup> following the AGM to December 31<sup>st</sup> and at the end of that period shall resign when they may stand for re-election.
- c) Any EFAA member who wish to be considered for an appointment on the EFAA committee must have held membership of the EFAA for a minimum of two consecutive years and have regularly attended EFAA classification shoots, including national tournaments.

## **7) CONFLICT of INTEREST**

- a) Any person nominated to an elective position in EFAA shall declare at the time of nomination any business or political interest or activity that could influence his impartiality and this information shall be circulated to all those who are entitled to vote. In the event of his election, the Committee reserves the right to insist upon his abstention from voting on any issue so influenced.
- b) All conflict-of-interest questions shall be decided by the Committee, excluding the “interested” party if present.

## **8) PROCEEDINGS of the COMMITTEE**

- a) The Committee may meet for the despatch of business, adjourn, and otherwise regulate the meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes of the Committee members present, the Chairman shall have a second or casting vote. A member of the Committee may, and the Secretary on the requisition of a member of the Committee shall, at any time, summon a meeting of the Committee. It shall not be necessary to give notice of a meeting to a member of the Committee for the time being absent from the United Kingdom.
- b) The quorum necessary for the transaction of business of the Committee is to

be fixed by the Committee and unless so fixed shall be seven.

- c) Minutes shall be taken of all proceedings of the Committee and may be inspected by any member of the Association applying to the General Secretary therefore, except where the Committee decides in advance that a meeting or a part of a meeting shall be held in camera.
- d) In the event of any vacancy occurring on the Committee, the Committee shall have the power to appoint any member of EFAA who is properly qualified (if required) to fill such vacancy.
- e) The Chairman of meetings of the Committee shall be the President provided that if the President is not present within fifteen minutes after the time appointed for holding the meeting, the Committee members present may choose one of their members to be Chairman of the meeting.
- f) The Committee may delegate any of their powers to Standing or Sub-Committees consisting of such members of EFAA as they think fit. Any Standing or Sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulation that may be impressed on it by the Committee.
- g) A Sub-Committee may elect as Chairman of its meetings any one of its members. If no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen minutes after the time appointed for holding the meeting, the members present may choose one of their members to be Chairman of the meeting.
- h) A Sub-Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of equality of votes the Chairman shall have a second or casting vote.
- i) Notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Committee member or person acting as aforesaid or that they or any of them were disqualified, all acts done by any meeting of the Committee or of a Standing or Sub-Committee or by a person acting as a Committee member shall be valid as if every such person had been duly appointed and was qualified to be a Committee member.
- j) A resolution in writing signed by all Committee members for the time being entitled to receive notice of a meeting of the Committee shall be as valid as if it had been passed at a meeting of the Committee duly convened and held.

## **9) DISQUALIFICATION of a MEMBER of the COMMITTEE**

- a) Any member of the Committee shall be deemed to have resigned: -
  - i) If he becomes medically unfit to carry out his duties.
  - ii) If he ceases to be a member of EFAA.
  - iii) If by notice in writing to EFAA, he resigns his office.
  - iv) If he is absent from three consecutive meetings of the Committee and the Committee resolve that his office is thereby vacated.
- b) In addition, by an Extra-Ordinary Resolution (requiring a 2 thirds majority of the members present), the membership may remove any member of the Committee and by a majority vote appoint another qualified member in his stead. Such a disqualification and any appointment can only take place at a General Meeting of EFAA, due notice having been given to the membership. Any person so appointed shall be subject to retirement at the same time as if he had been appointed from the day on which the person in whose place he is appointed was last appointed to the office from which he was removed.

## **10) THE ANNUAL GENERAL MEETING**

- a) There shall be an Annual General Meeting (AGM) in September, October, or November each year.
- b) Notification of the date and location for the AGM shall be made to all members separately, or through the official EFAA Field Archer magazine or the EFAA website, at least 60 days prior to the date of the meeting.
- c) All matters for inclusion on the agenda of the AGM shall reach the General Secretary at least 40 days prior to the date of the meeting.
- d) Proposals to be put to the AGM shall be in writing and bear the signature of the proposer and seconder, who must both be adult Honorary, Life or Individual members of EFAA and further, either or both signatories shall attend the AGM to discuss their proposal.
- e) The AGM agenda and any proposals to be considered at the AGM, shall be circulated to be received by the members at least 10 days prior to the AGM.
- f) Only matters shown on the agenda and matters arising from the Officers' reports may be voted upon at the AGM. Amendments to duly proposed matters may be proposed and seconded by adult Honorary, Life or Individual members of EFAA at the AGM.

- g) Matters that come for decision at the AGM shall be decided by the majority vote of the members present and shall be binding upon EFAA and effective from January 1st the following year, unless the President determines adoption must be immediate to assure the successful operation of the Association.
- h) For the election of officers at the AGM all nominations, in writing, bearing the signature of the proposer, seconder and nominee, who must all be
- i) adult Honorary, Life or Individual members of EFAA shall reach the General Secretary at least 30 days prior to the meeting. Prior to the AGM the Committee may request a résumé of the nominee's activities on behalf of EFAA. The officers standing at the time of the AGM shall continue in office until January 1st, when the newly elected officers shall take over.

#### **11) EXTRA-ORDINARY GENERAL MEETING**

- a) An Extra-Ordinary General Meeting (EGM) shall be called by the General Secretary upon the receipt of a written request, signed by at least 25 members of EFAA or at the request of the Committee.
- b) Such a request from members shall state the proposals for the agenda of the meeting.
- c) Notification of the date and location for the EGM shall be made to all members separately, or through the EFAA Field Archer magazine or the EFAA website, at least 30 days prior to the date of the meeting.
- d) Only proposals on the agenda shall be discussed and voted upon at an EGM.
- e) Matters that may come before EFAA for decision at an EGM shall be decided by the majority vote of the members present, shall be binding upon EFAA and effective from the date of the EGM.

#### **12) THE FINANCIAL YEAR**

- a) The financial year of EFAA shall be January 1st to December 31st.

### 13) **REPORTS of OFFICERS**

- a) The President, General Secretary and Treasurer shall each prepare a annual written report and submit copies thereof to each member of the Committee and to members at the AGM.
- b) Any other Officer shall prepare a written report as and when directed by the Committee.

### 14) **COMMITTEE MEMBER EXPENDITURE CLAIMS**

- a) Expenses can only be claimed by serving committee members if they are working on behalf of the EFAA and not using the opportunity to shoot. Traveling expenses (mileage) rates for attendance at meetings, attendance at championships, attendance for chartering and coaching/teaching will be in line with Government mileage rates applicable at the time of any claim. All claims must include a valid receipt.
- b) Hotel accommodation
  - i) Equivalent to a Premier Inn type hotel.
  - ii) Only applicable if a committee member is working and not shooting.
  - iii) If a committee member is working and their partner is shooting, only half of the cost may be claimed.
- c) Meals
  - i) Breakfast – up to £5.00.
  - ii) Lunch – up to £10.00.
  - iii) Dinner – up to £20.00.

### 15) **ALTERATIONS and AMENDMENTS to this CONSTITUTION**

- a) Alterations and amendments to this constitution may be made only by the majority vote of the EFAA membership present at an AGM or EGM.