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- 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.