THE NATIONAL FIELD ARCHERY SOCIETY

CONSTITUTION

This Constitution was adopted by the National Field Archery Society ("the Society") at its Annual General Meeting held on 24th January 2009 to replace all previous Constitutions and Rules of the Society.

1. Name

The name of the Society is The National Field Archery Society.

2. Objectives

2.1 The Society exists to foster and promote Field Archery (as defined in the Shooting Handbook of the Society) as a sport in which archers enjoy themselves by shooting at inanimate objects, placed at distances unknown to the archers, set in natural undulating terrain populated by trees and shrubbery with few or no clear-laned targets;

2.2 The Society believes that Field Archery being originally devised to simulate hunting and to provide as much pleasure as possible in the practice of the sport, all courses should be constructed with this in mind;

2.3 The Society believes that, in the true spirit of field archery, the archer is competing against himself, the field, the peculiarities of the terrain, the organiser's design and layout of the round with the natural objects and obstacles that have been included;

2.4 The Society is not interested in International Competition.

3. Constitution

3.1 The Society is a private members' society administered on behalf of its members by a General Committee, and subject to the ultimate control of the members in General Meeting;

3.2 The constitutional documents of the Society ("the Constitutional Documents") shall consist of the Constitution and Governance Rules of the Society contained in this document together with the following documents known collectively as "The NFAS Shooting Handbook" - the NFAS Shooting Rules, NFAS Safety Rules, NFAS Shooting Styles Rules, NFAS Rounds and the Society's Policy for the Protection of Children and Vulnerable Persons and other rules subsequently introduced by the Society;

3.3 The Constitutional Documents including this Constitution shall be subject to amendment as set out in the Governance Rules of the Society.

4. The Company

4.1 The sole purpose of NFAS Limited (Company Number 05065370 incorporated on 5 March 2004) ("the Company") is to act as the custodian trustee of the Society to hold and administer the Society's funds and other property. The members of the Company at the date of adoption of this Constitution will procure that the Company adopts new Memorandum and Articles of Association in a form commensurate with its intended purpose as the Society's custodian trustee;

4.2 As shall be provided in the new Memorandum and Articles of Association the Trustees of the Company will be the President, General Secretary, Treasurer, Newsletter Editor

and Membership Secretary of the Society. They will also be the only members of the Company and, immediately following the adoption of the new Memorandum and Articles of Association of the Company all other members and directors will resign;

4.3 The Company will conduct its affairs through its Trustees in accordance with the instructions of the General Committee. The Trustees, in carrying out their function will take due account of the wishes of the members of the Society expressed at General Meetings and of the Company's overriding responsibility to the Society in its capacity as the Society's custodian trustee.

Governance Rules of the National Field Archery Society
("the Society")

1. **<u>The Officers and General Committee</u>**

1.1 The General Committee consists of the Officers and the Ex-Officio Members who shall be responsible for all matters affecting the administration of the Society except in those matters requiring decision at general meetings of the members of the Society ("General Meetings");

1.2 The Officers of the Society shall consist of the President, General Secretary, Treasurer, Field Officer, Membership Secretary, Newsletter Editor, Coach Training Co-ordinator, Safety Officer, Supplies Officer, Shoots Organiser and Webmaster;

1.3 The President, General Secretary, Treasurer, Newsletter Editor, Field Officer and Membership Secretary] shall be responsible for overseeing the day to day management of the Society between meetings of the General Committee;

1.4 The Officers of the Society shall be elected by postal ballot and, if available, and at the discretion of the General Committee secure web-based voting. Ballot papers shall be circulated to all members at least ten weeks before each Annual General Meeting of the Society and the results of the ballot shall be announced at the Annual General Meeting. One third of the Officers shall stand down at each Annual General Meeting but may offer themselves for re-election. The Officers to retire in any year shall be those who have been longest in office since their last appointment or re-appointment. For the purposes of determining order of retirement, lengths of service prior to the adoption of this Constitution shall be counted. If more than one third of the Officers have served the same current term in office they shall either agree among themselves who shall retire or decide by drawing lots;

1.5 The General Committee shall appoint a Criminal Records Bureau (CRB) Administrator and a Child Protection Advisor and Trophy Administrator ("the ex-offico Members") who shall be ex-officio members of the General Committee and entitled to attend and speak at all meetings of the General Committee, but not to vote at such meetings. The ex-officio Members shall be appointed on an annual basis and serve until they resign or until their appointment is terminated by the General Committee;

1.6 Should the General Committee decide it appropriate to amend the roles of Officers or ex-officio members of the General Committee or introduce new roles, it shall do so and submit the changes for approval at a General Meeting of the Society;

1.7 The General Committee shall meet approximately every two months or as necessary (and may conduct meetings wholly or partly by electronic communication with the agreement of two thirds of the members of the General Committee). The quorum for any meeting of the General Committee shall be five Officers and at least any two of the

President, General Secretary, Treasurer, Newsletter Editor or Membership Secretary must form part of such quorum;

1.8 The President (if present) shall be chairman of all meetings of the General Committee. Any meeting of the General Committee at which the President is not present shall elect a chairman for the meeting who shall be one of the General Secretary, Treasurer, Newsletter Editor or Membership Secretary;

1.9 Any Officer who is absent from three consecutive meetings of the General Committee without the agreement of a majority of the Officers may, at the option of the Officers, be taken to have resigned and a new Officer may be co-opted to replace such Officer.

2. **Membership**

2.1 Membership of the Society is open to any person who wishes to participate in the sport of Field Archery, is willing to and does abide by the Constitution, the Governance Rules and the NFAS Shooting Handbook and pays the current membership fee or has been voted an Honorary Life Member;

2.2 The following classes of membership exist at the date of adoption of this Constitution:

2.2.1 A Full Member

Is any adult male or female member;

2.2.2 A Junior Member

Is a boy or girl under the age of 16 years at the time when he or she becomes a member;

2.2.3 Family Membership

Is open to a husband and wife, unmarried partners and the members of a same sex civil partnership in each case with one or more children;

2.2.4 Associate Member

Is a non-shooting member who subscribes to the objectives of the Society;

2.2.5 Honorary Life Member

Honorary life membership may on the recommendation of the General Committee be conferred on an existing and fully paid up member who has given valuable service to the Society by Resolution at the Annual General Meeting of the Society;

2.2.6 Overseas Member

Is a member who is not resident or ordinarily resident in the United Kingdom;

2.3 The membership of all shooting members is provisional until they are certified as competent to shoot by a NFAS Coach, a NFAS club secretary or a member of the NFAS General Committee and registered as such by the Membership Secretary;

2.4 Subscriptions

2.4.1 The levels of subscription for each category of membership shall be proposed annually by the General Committee for approval at the Annual General Meeting;

2.4.2 Subscriptions are payable in advance on 1 April each year. Any member who has failed to pay his or her subscription by 15 May shall be deemed to have resigned and shall be removed from the Register of Members of the Society;

2.4.3 Any former shooting member rejoining the Society within 24 months will be not be treated as a provisional member unless subject to a disciplinary measure requiring certification of competency to be undertaken;

3 **Enforcement of Rules**

3.1. It is the responsibility of each archer to inform a course official or marshal of any significant breach of any rule in the NFAS Shooting Handbook. A shoot organiser, a course official or marshal has the right to disqualify an archer for significant or repeated breaches of NFAS rules during a shoot and the archer will be asked to leave the course immediately; there is no appeal from that decision.

3.2. A shoot organiser, a course official or marshal may decide that a breach of rules, as per rule 3.1, is so significant that the archer should be reported to the NFAS President on behalf of the NFAS General Committee for consideration as to whether the archer shall have his/her membership withdrawn for a period of time for a specific competition or competitions or permanently. The shoot organiser, course official or marshal shall set out in writing the reason(s) for reporting the archer and provide details of any witnesses to the incident(s);

3.3. If, after an archer(s) reports a breach of rules to a shoot organiser, a course official or marshal, the archer(s) believes that the action taken by the shoot organiser, course official or marshal is inadequate then the archer(s) can report the breach of rules direct to the NFAS President on behalf of the NFAS General Committee. The same level of evidence as for rule 3.2 is required;

3.4. The President will assemble a Disciplinary Panel of four NFAS Officers to judge any significant breach of rules sent to the President under (rules 3.2 and 3.3 above). The Disciplinary Panel will be chaired by either the President or General Secretary. The Disciplinary Panel will judge on the basis of the evidence presented. At least two weeks before the meeting of the Disciplinary Committee the member under scrutiny shall be invited to give in writing or orally at such meeting any explanation or defence of his or her conduct he or she may think fit. The Disciplinary Panel shall also hear such representations from any Officers, ex officio Members or other members of the Society as it shall consider appropriate;

3.5. The Disciplinary Panel shall give such ruling and, if appropriate, impose such penalty as it sees fit having considered all representations. Penalties may include disqualification from an event or even exclusion from the NFAS in extreme circumstances. A decision will be made on the basis of a three quarters majority vote by the Disciplinary Committee;

3.6. If the member being complained about is dissatisfied with the decision reached by the Disciplinary Panel, he may appeal by writing to the President. An Appeal Panel of four Officers will be assembled, none of whom have been involved with the original Disciplinary Panel. The Appeal Panel will be chaired by either the President or General Secretary, (whichever was not involved with the Disciplinary Panel). The Appeal Panel will apply the same arrangements for hearing evidence and generally as the Disciplinary Panel. The decision made by the Appeal Panel is binding;

3.7. An Appeal Panel shall be convened soon as possible after any notice of appeal has been received and, in any event, within two calendar months of the date of such notice;

3.8. No officer who will or may make representations to any Panel constituted under 3.4 or 3.6 above shall sit on either Panel.

3.9 Should the General Committee believe any member has wilfully refused or neglected to conform to and comply with the Constitution and Governance Rules of the Society or the rules and procedures contained in the NFAS Shooting Handbook or shall be guilty of conduct which is injurious to the character or interests of the Society, the General Committee can convene a Disciplinary Panel as set out in 3.4 above and the provisions of 3.4 to 3.8 above will apply.

4. **General Meetings**

4.1 Annual General Meeting

The Society shall hold an Annual General Meeting in the month of November in each year (or in such other month as the General Committee shall decide) at such time and place as the General Committee shall determine (provided that the period between Annual General Meetings shall not exceed fifteen calendar months) to transact the following business to:

4.1.1 confirm the minutes of the last Annual General Meeting and to consider any matters arising;

4.1.2 receive the report of the President;

4.1.3 receive the report of the General Secretary;

4.1.4 receive and adopt the Treasurer's Report which shall include presentation of the latest annual accounts of the Company;

4.1.5 elect Officers in accordance with clause 1.6 above;

4.1.6 consider any other business approved by the President and any proposal to the General Secretary put forward by Members as provided in sub-clauses 4.2 and 4.3 below;

4.1.7 consider any proposals for alterations to the Constitutional Documents;

4.2 Notice of Annual General Meeting

4.2.1 Notice of the date time and place of the Annual General Meeting shall be circulated to Members by the General Secretary not less than ten weeks prior to the date of the meeting;

4.2.2 The Agenda for the Annual General Meeting and Annual Accounts shall be circulated to all members not later than four weeks prior to the meeting;

4.3 Proposals at Annual General Meetings

The General Committee may place such proposals (including any proposal for alteration of any of the Constitutional Documents) as it shall consider necessary before any Annual General meeting provided that such proposals are clearly set out in the Notice of the Annual General Meeting. A member may require a proposal (including any proposal for alteration of any of the Constitutional Documents other than the Constitution) to be heard at an Annual General Meeting by forwarding a copy of that proposal to the General Secretary signed by 5 members eligible to attend and vote on such proposal six weeks prior to the date of the Annual General Meeting. Any proposal for alteration of the Constitution must be signed by 50 members entitled to attend and vote;

4.4 Extraordinary General Meetings

The General Committee may at any time call an Extraordinary General Meeting to discuss business concerning matters of urgent importance and shall give not less than four weeks notice of such meeting to the members. Upon presentation of a Resolution addressed to the General Committee signed and supported by a minimum of 100 members eligible to attend and vote the General Committee shall be bound to call an Extraordinary General Meeting within 42 days of the General Secretary receiving such a requisition.

5. **Resolutions and Voting**

5.1 Subject to the provisions of clause 7 below Resolutions presented to an Annual General Meeting or an Extraordinary General Meeting are subject to a simple majority of those attending and voting;

5.2 Subject to clauses 5.4 and 5.5 below all Full Members and Honorary Life Members may exercise one vote for each proposal, resolution or candidate for election. All Family Members who are over 16 may each exercise one vote in the same manner as set out above. Junior Members and Family Members who are under 16 may attend General Meetings of the Society and shall have the right to speak, but not vote, at such meetings;

5.3 Only members are entitled to attend a General Meeting of the Society, save that the Executive Committee may in its discretion invite professional or other expert advisors to attend and speak on any matter or proposal placed before the meeting and the President may, with the consent of the meeting, allow any other person to attend but not speak;

5.4 Voting on any proposal for change in the NFAS Safety Rules, NFAS Shooting Rules, the NFAS Shooting Styles Rules or the NFAS Rounds affecting a particular shooting class is limited to members who shoot that class. All members attending the Annual General Meeting must declare their class (one class per member) when registering before the start of the meeting. The General Committee will make such arrangements as it considers necessary for ensuring compliance with this Rule;

5.5 Provisional members (as defined in Rule 2.3 above) who would otherwise be entitled to vote may not vote on any change to the NFAS Safety Rules, NFAS Shooting Rules, the NFAS Shooting Styles or the NFAS Rounds;

5.6 At the discretion of the General Committee postal and secure web-based voting can be made available to vote on motions put forward at General Meetings and Extraordinary General Meetings.

6. Standing Order Procedure

6.1 This procedure allows the General Committee by simple majority vote to introduce a change to the rules contained in the Shooting Handbook, with effect from publication in the Society's Newsletter. This will then become the official rule until the next AGM at which time it will be debated and voted on by the members.

7. Alteration of Constitution and Dissolution

7.1 Alterations to the Constitution shall be proposed in accordance with sub-clause 3.2 above and require a majority of three quarters of those voting at the Annual General Meeting or at the General Meeting at which the change is proposed to be passed;

7.2 Proposals for the alteration of the NFAS Safety Rules or the Policy for the Protection of Children and Vulnerable Persons shall be passed by a simple majority of those attending and voting at the General Meeting at which they are proposed but shall be subject to the veto of the General Committee having considered such matters and taken such advice as the General Committee sees fit. The General Committee shall consider any proposal and alter the Safety Rules or the Policy for the Protection of Children and Vulnerable Persons prior to the meeting at which it is to be proposed. If the General Committee intends to veto the change the Chairman of the meeting of the General Committee at which the decision to veto was taken shall inform the meeting at which the change is to be proposed and before the proposal is voted on that the General Committee intends to veto the change and shall give reasons why the General Committee intends to do this;

7.3 A Resolution for the dissolution of the Society shall be proposed and may only be passed in the same way as a proposal for the alteration of the Constitution;

7.4 If a Resolution for the dissolution of the Society shall be validly passed at a General Meeting of the Society the Society and the Company shall be wound up (and in the case of the Company by such means as the Trustees of the Company shall resolve) and the assets of the Society and the Company after payment of all the Society's debts shall be transferred to another organisation proposed by the Executive Committee and approved by the members with objects which are as similar as possible to the objects of the Society, or, if no such organisation can be identified or agreed to a charity approved by the members.

8. Registration of Clubs

8.1 Any group of National Field Archery Members may form themselves into a Club to foster and promote field archery in compliance with the Constitution and Rules of the Society. Any such Club shall be recognised by the Society subject to the compliance with the following:

8.1.1 each Club must send to the Membership Secretary of the Society a copy of their own Constitution and/or Rules which must not conflict in any way with the Rules and Constitution of the Society. The Membership Secretary will maintain a list of clubs which are registered with and recognised by the Society and publish the list on the Society's website;

8.1.2 each Club must have a minimum of three members and must provide the Membership Secretary of the Society with the names of at least two members as contacts for the Club;

8.1.3 at least three members of the club must be members of the Society. There is otherwise no requirement that members of a Club be members of the Society;

8.1.4 a Club may adopt any name or title which is not in the view of the General Committee:

8.1.4.1 the name or very similar to the name of the Society;

8.1.4.2 already in use by or very similar to the name of another Club;
8.1.4.3 in any way offensive.

9. **Insurance**

The Executive Committee will engage an insurance broker, authorised and regulated by the Financial Services Authority, to advise and arrange such suitable insurance for the Society, its members, employees and non-member volunteers as is deemed necessary and appropriate by the General Committee. Insurance will include, but not be limited to, public liability insurance for the Society, its members, employees and non-member volunteers.