



Cymdeithas Saethyddiaeth Maes Cymraeg
Welsh Field Archery Association

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The Constitution

Issue 5.0

Issue History

- Issue 1, Constitution issued 1970
- Issue 2, Constitution Revised 2003
- Issue 3, Constitution Revised, Rulebook - Issued 2010
- Issue 4, Book of Rules Revised - Issued 2019
- Issue 5, Constitution and Book of Rules separated, and Constitution revised - Issued
2020

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THE CONSTITUTION

1.0 NAME

- 1.1. The name of the Association shall be the Welsh Field Archery Association (hereinafter abbreviated to WFAA).
- 1.2. The WFAA shall be affiliated to the International Field Archery Association (hereinafter abbreviated to IFAA).

2.0 PURPOSE

- 2.1 To foster, promote, expand and perpetuate the sport of field archery in Wales and to promote in Wales the ideals expressed in the Preamble to the IFAA Constitution.
- 2.2 To establish standard rules, regulations, procedures, conditions and methods of administering the sport of field archery in Wales.
- 2.3 To govern and regulate the sport in Wales by providing a system through which individual archers can organise into clubs and whereby individuals and clubs can form a community of field archery across Wales whose activities conform to a common standard.
- 2.4 To market the sport to both archers and members of the public as a sporting recreation.
- 2.5 To conduct tournaments, to determine national champions.
- 2.6 To foster and promote a spirit of good fellowship and sportsmanship amongst all archers.
- 2.7 The WFAA does not support the use of the bow and arrow in the pursuit of hunting.
- 2.8 The WFAA shall conduct its shooting rules in accordance with the rules of shooting of the IFAA, except where specific deviations from the IFAA rules are described in the WFAA Book of Rules.
- 2.9 The WFAA is a non-profit making organisation. All profit and surpluses shall be used to maintain or improve the WFAA's facilities and/or services. No profit or surpluses shall be distributed outside the WFAA other than to another non-profit making body in the event of the winding up of the Association.

3.0 MEMBERSHIP

- 3.1 There shall be 3 classes of Individual membership:
 - a. Honorary Membership:

Awarded to a WFAA member by the General committee for services rendered to the WFAA. Once awarded, Honorary membership is set for life and there will be no further charge for their full membership status.
 - b. Social Membership:

Granted to anyone who wishes to join the Association in a non-shooting capacity by the General Committee upon individual application and payment of the appropriate fee. Social membership shall carry all the benefits of full membership except that social members shall not be entitled to take part in any WFAA event as a shooting archer.
 - c. Full Membership:

Granted to anyone approved by the General Committee upon individual application, or application through an affiliated club and payment of the appropriate fee.
- 3.2 Club Affiliation:

Granted by the General Committee upon application from clubs and commercial field archery centres with at least three or more archers from the club or centre. Clubs and/or Archery Centres are required to have a Constitution in place and

have at least 3 committee positions; Chairperson or President, Secretary and Treasurer.

- 3.3 All annual subscriptions shall be payable upon the 1st day of January. If a member's subscription has not been paid by the 1st day of February, the defaulter shall thereupon cease to be a member of the WFAA.
- 3.4 The General Committee shall set the price of annual subscriptions. For the purpose of membership renewal, age shall be taken as the members age at 1st of January of that year. For new members, age shall be taken at the date of their application.
- 3.5 Members joining after 31st of October shall pay the full subscription but be entitled to membership for the following year for no further payment.
- 3.6 Payment of the subscription shall be a clear acknowledgement of and acceptance of the rules and regulations of the WFAA.
- 3.7 In the event of conduct by any archers or club detrimental to the sport and/or WFAA, the Committee reserve the right to take any action deemed necessary, up to and including suspension of membership or expulsion from the organisation. Any necessary disciplinary action will follow the procedure detailed in our code of conduct.
- 3.8 The General Committee have the right to refuse admission to the WFAA.

4.0 THE COMMITTEE

- 4.1 The General Committee shall consist of:
 - a. Executive Officers - To be held singularly:
President, Vice President, General Secretary and Treasurer;
 - b. Officers – Preferably to be held singularly; However, may hold more than one position in agreement with the General Committee:
Tournaments Officer, Membership Secretary, Classification & Incentives Officer, Range Charter Officer and Director of Coaching;
 - c. IFAA Representative (this role may be held concurrently by any executive officer of the General Committee);
 - d. Any other members appointed by the Committee.

5.0 ROLES OF COMMITTEE OFFICERS

- 5.1 The President shall:
 - Preside at all general meetings;
 - Prepare and submit to the General Committee and AGM an annual report on the activities and position of the WFAA;
 - Be the representative figurehead of the Association at WFAA and IFAA events.
- 5.2 The Vice President shall:
 - Perform the duties of the president if the president is unable to act.
- 5.3 The General Secretary shall:
 - Arrange, co-ordinate and administer the AGM and General Committee meeting;
 - Conduct the affairs of the WFAA in accordance with the programs, policies and directives established by the General Committee;
 - Organise and operate the administrative offices of the WFAA;
 - Coordinate the activities and programs of the WFAA;
 - Ensure proper publication of official notices and reports and shall be responsible for the archive of the WFAA's documents.

- 5.4 The Treasurer Shall:
- Prepare and submit to the General Committee and AGM an annual report on the financial activities and status of the WFAA;
 - Supervise the financial affairs of the WFAA;
 - Keep detailed books of accounts for the WFAA in the format directed by the General Committee;
 - Shall provide financial statements of account at each General Committee meeting as directed by the General Committee.
- 5.5 The Tournaments Officer shall:
- Be responsible for the generation of the annual shoot diary, consisting of international national, and regional tournaments;
 - Coordinate the setting of national, and regional tournaments with member clubs;
 - Be the custodian of all eternal trophies of the WFAA. Records shall be kept of the whereabouts of all such trophies and their condition;
 - Request the return of all eternal trophies at least 3 weeks before the related tournament is due to take place;
 - Coordinate the administration of all national level tournaments;
 - Issue entry forms for national tournaments, collect entry fees for the same and remit all such tournament fees to the Treasurer timeously;
 - Maintain a record of the results from WFAA national and regional tournament.
 - Report and advise the Committee on all matter concerning national and regional tournaments.
- 5.6 The Membership Secretary shall:
- Prepare and submit to the General Committee and AGM an annual report on the membership status of the WFAA;
 - Supervise the collection of all membership fees and remit such fees to the Treasurer timeously;
 - Prepare and maintain up to date membership lists;
 - Issue membership and classification record cards.
- 5.7 The Classification & Incentives Officer shall:
- Supervise and administer the national classification and incentives systems;
 - Report to and advise the General Committee on matters relating to classifications and incentives;
 - Maintain records of, and issue national record, top ranker and incentives certificates and/or Incentive awards, e.g. patches, as requested and as appropriate;
- 5.8 The Range Charter Officer shall:
- Supervise and administer the national range charter policy in accordance with the wishes of the General Committee;
 - Report to and advise the General Committee on matters relating to range charter;
 - Issue course charter certificates as requested and as appropriate;
 - Collect reasonable travel expenses for chartering ranges (in line with the rules) and inform the Treasurer timeously. No charge will be made to charter a range.
 - Where required appoint other members to assist with course chartering activities.
- 5.9 The IFAA Representative shall:
- Be the focal/contact point for the IFAA on all matters relating to the Association;
 - Be responsible for liaison between the General Committee and the IFAA;
 - Advise the Committee on all relevant matters of an international nature;
 - Represent the Association at IFAA meetings and meetings with other members of the IFAA. If they cannot attend a meeting, then another representative shall

be chosen by the general committee to go in their stead.

6.0 ADMINISTRATION OF THE GENERAL COMMITTEE

- 6.1 The Committee shall meet at least once a quarter during its year of office to arrange the affairs of the Association. Minutes shall be taken of all the proceedings.
- 6.2 Four members of the Committee shall constitute a quorum, this must contain at least two executive officers.
- 6.3 The Executive committee members will be elected bi-annually at the Annual General Meeting in an alternating pattern. The President and Treasurer one year with the Vice-President and Secretary the following year. All other members of the Committee shall be elected annually at the Annual General Meeting.
- 6.4 All officers of the Association shall not be charged any membership fees for the year in which they hold a position, provided they actively hold the position for more than six months. No members shall be allowed to make the Association a means of private speculation or trade or directly derive a monetary benefit there from.
- 6.5 Each affiliated club shall be requested to send a representative to General Committee meetings. Club representatives shall be permitted to take part in debates at such meetings but shall not have voting rights for decision making.
- 6.6 Only Executive Officers and Officers of the committee may have a vote on matters discussed at committee meetings. Appointed positions do not hold a vote.
- 6.7 All officers must make every effort to attend the arranged committee meetings. Any officer who does not attend three consecutive meetings may have their committee position revoked.

7.0 ANNUAL GENERAL MEETING (hereinafter abbreviated to AGM)

- 7.1 There shall be an Annual General Meeting in November or December of each year.
- 7.2 Notification that an AGM will take place must be made to all members separately at least 28 days prior to the date of the meeting.
- 7.3 All matters for inclusion on the agenda of the AGM must reach the Secretary at least 14 days prior to the date of the meeting.
- 7.4 Only matters shown on the agenda may be voted on at the AGM.
- 7.5 All those who meet the membership criteria as detailed in Section 3, at the time of the meeting, may attend an AGM or Extra Ordinary General Meeting. However, only members aged 17 and over may vote.
- 7.6 Proxy voting at the AGM shall not be permitted.

8.0 EXTRA ORDINARY GENERAL MEETING (hereinafter abbreviated to EGM)

- 8.1 An EGM shall be called by the Secretary upon receipt of a written request signed by at least five members of the WFAA or at the request of the General Committee. Such a request shall state the proposition(s) to be placed on the agenda. Only items on the agenda shall be voted on at the EGM.
- 8.2 All other rules as stated under AGM, Section 7, apply.

9.0 REPORTS ON MEETINGS

- 9.1 Current members of the WFAA have the right to request the minutes from any open WFAA meeting and minutes will be provided on request. However, no member shall take it upon themselves to publish or cause to be published either

in part or in whole an account of the proceedings of either a General Meeting or a Committee meeting on any public forum.

10.0 NATIONAL TOURNAMENTS

10.1 The WFAA shall hold three national tournaments annually as follows:

- Welsh & Open Indoor Championships;
- Welsh & Open Field Archery Championships;
- Welsh & Open 3D Championships.

The tournaments will be run as described in the WFAA book of rules.

10.2 In addition to the national tournaments the WFAA shall also hold the 'Field Masters Tour'.

This consists of 6 competitions spread throughout the year, comprising of Field, Hunter and Marked Animal rounds. Other types of rounds may be organised at the discretion of the general committee. The competitions are named as:

FMT 1 = St David's

FMT 2 = Owain Glyndwr

FMT 3 = Llewelyn Fawr

FMT 4 = Caradog

FMT 5 = Hywyl y Dda

FMT 6 = St Ceinwen

11.0 NATIONAL RECORDS

11.1 National records shall be held for each division **and style** of shooting against each round recognised by the WFAA. The rules governing such records shall be recorded in the WFAA Book of Rules.

12.0 THE FINANCIAL YEAR

12.1 The financial year of the Association shall be considered as 1st January to 31st December.

13.0 ALTERATIONS AND AMENDMENTS TO THE CONSTITUTION AND BOOK OF RULES

13.1 Alterations and amendments to the constitution may only be made by a majority vote of the WFAA membership and will not take effect until the January of the following year. Proxy voting for approval of such alterations and amendments may be permitted by mail at the discretion of the General Committee. Where permitted, proxy votes shall be independently verified.

13.2 Alterations and amendments to the WFAA Book of Rules shall be approved in each case by the General Committee but will not take effect until January of the following year.

13.3 Alterations and amendments to the WFAA Code of Conduct shall be approved in each case by the General Committee but will take effect immediately.

14.0 INSURANCE

14.1 Annually, The General Committee shall review and purchase an insurance policy that provides all members with the necessary insurance of a civil liability nature to undertake the sport of archery.

15.0 FUNDS

- 15.1 A banking account shall exist in the name of the Welsh Field Archery Association into which all revenue of the club should be paid and from which withdrawal shall only be made on the signature of two officers, one of which must be an Executive Officer.
- 15.2 Each year the accounts will be independently audited.
- 15.3 All expenses properly incurred by Committee members with the consent of the General Committee for and on behalf of the WFAA shall be defrayed out of the Association funds.

16.0 WINDING UP OF THE ASSOCIATION

- 16.1 The WFAA cannot be disbanded without the consent of 90% of the membership of the Association.
- 16.2 In the event that the WFAA ceases to exist, all assets owned by the Association will be sold and all funds will be donated to a charity chosen by the members of the WFAA. Any charity chosen shall comply with the requirements laid down in clause 2.9 of this document