



Northern Ireland  
Field Archery Association  
Constitution

# Northern Ireland Field Archery Association

## CONSTITUTION

### ETHOS

The Northern Ireland Field Archery Association is an association of friends brought together through the love of Field Archery. It draws its membership from all parts of Northern Ireland irrespective of politics, religion, colour, or profession. Archery is of paramount importance to the membership transcending all other considerations. We the members of the NIFAA will provide for one another a mutually agreed ethos by instrument of Constitution outlining the purpose of our existence and how we may organise ourselves to the benefit of all. To inculcate a feeling of esprit de corps, a mutual respect and an understanding of the needs and wishes of all its members. By common consent and in the fullness of time we shall create a system of organisation which shall be guided by the constitution written by the membership for the membership of NIFAA. We shall make reference to the constitution as our instrument of guidance as it contains those cardinal precepts to which we all gave our acclaim and consent.

From among the membership of NIFAA a number of people shall by election be called upon to act as the NIFAA Committee. They are answerable and accountable to the ordinary membership of NIFAA for their actions. They are tasked to co-ordinate the activities of the Association membership and ensure that the affairs of the Association are conducted in an open, fair, and efficient manner.

Club Committees shall organise their affairs under the same constitution as the NIFAA Committee. The Articles of Constitution comprises of a series of explanatory chapters outlining the problems and their solution any organisation may possibly have to deal with during its existence.

Because of the vagaries of human nature, a constitution must where possible provide a solution to all reasonably anticipated possibilities. Anything not properly dealt with in this constitution shall be proposed for amendment or inclusion in subsequent revisions of the document. Although the language used is sometimes convoluted and apparently repetitive the purpose is to remove ambiguity so that it cannot be construed to mean something other than intended.

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### SECTION 1. NAME and GOVERNANCE

1. The name of the Association shall be the Northern Ireland Field Archery Association (hereinafter abbreviated to NIFAA).
2. NIFAA shall be affiliated to the International Field Archery Association (hereinafter abbreviated to IFAA).
3. The NIFAA shall be guided by the "ROBERT'S RULES OF ORDER".
4. NIFAA will adhere to the Constitution of the IFAA subject to regional conditions.
5. The NIFAA shall adopt the SHOOTING RULES of the IFAA.
6. Nothing in this Constitution shall be at variance or contrary to the Statute Law within Northern Ireland.
7. Disciplinary rulings previously made, ongoing or pending by another properly constituted Archery Governing body shall not be affected by this document.

## SECTION 2. PURPOSE

1. 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.
2. To provide a basic plan by which individual archers can organise into clubs, that can join together to form the Association, in order to regulate and administer the sport in Northern Ireland.
3. A club shall be considered to exist and to be affiliated to NIFAA when all members within that Club are individual members of NIFAA and are shooting under an agreed club name duly advised to NIFAA with a contact name and address.
4. To conduct a continuous educational programme, designed to acquaint the public and the archer, with the use of the bow and arrow as a recreation.
5. To conduct tournaments to determine, in accordance with Procedures of National Champions in all forms of archery adopted by the Association. To foster and perpetuate a spirit of good fellowship and sportsmanship amongst all archers.
6. To evolve and conduct programmes that will give recognition to archers for proficiency with the bow and arrow, in all recognised competition.
7. To inform all members of the problems and issues affecting the sport of Field Archery and/or of the actions proposed or taken.
8. To provide a method in order that the general membership may make their will known to its duly elected representatives.
9. NIFAA does not support the use of the bow and arrow in the pursuit of hunting animals within the boundaries of Northern Ireland.

### Section 3. MEMBERSHIP and VISITORS

There shall be the following classes of membership;

#### Honorary, Life and Individual

1. Honorary Membership, with exemption from regular fees and dues established by NIFAA, may be granted for exceptional merit and service, upon submission of a recommendation signed by not less than five members of the Committee. Such recommendation must be approved or rejected by the Committee within 60 days of the submission.
2. Life Membership, with exemption from regular fees and dues established by NIFAA, shall be granted to anyone on payment of the relevant fee (i.e. 25 times the annual adult membership fee). This fee shall be for life NIFAA membership only and shall not necessarily include the magazine or other publications.
3. Individual Membership shall be granted to anyone upon application and payment of the relevant fee, proposed and seconded by two fully paid up Individual Members, subject to ratification by agreement of at least FIVE members NIFAA Committee.
4. Applications for membership may be approved by e-mail providing that a minimum of FIVE members of the NIFAA Committee approve such applications. Should an application be rejected the matter shall be referred to the NIFAA Committee in session.
5. All new members are classified as "Probationary members" for 12 calendar months from date of application before being confirmed as a FULL Member.
6. A probationary member may be expelled from NIFAA at any stage of their probation without right of appeal if they act or behave in any manner which, in the opinion of the Committee, is contrary to the good name of NIFAA or archery in general.
7. Anyone who has been suspended or excluded from any other Archery Organisation cannot be admitted to the NIFAA until that matter has been resolved to the satisfaction of the NIFAA Committee.

## VISITING ARCHERS

1. The Northern Ireland Field Archery Association welcomes visitors from the members of the archery community who are fully paid up members of any recognised Archery Governing Body.
2. The number of total visits to NIFAA events is restricted to a maximum of three occasions over a period of three months.
3. The NIFAA reserve the right to refuse entry to any archer who, past or present, in the opinion of the Committee has acted in any way prejudicial to the good name of NIFAA or archery in general.
4. It is in the interest of any archer who intends to shoot at any NIFAA event as a guest to contact the NIFAA information helpline or Secretary prior to attending, to ensure eligibility for entry.  
Email Helpline: [info@nifaa.co.uk](mailto:info@nifaa.co.uk)
5. It should be noted that those (described in Sub-Section (a) may only attend 'open events of the NIFAA' and are not permitted to participate in Regional Championship tournaments.
6. All visiting archers must produce up to date accreditation documents from their respective Archery Governing Body on request at any NIFAA event.

DEFINITION: Northern Ireland. The six counties forming the North Eastern region of Ireland, bounded by the International Border between the six counties dividing it from the Republic of Ireland.

7. Eligibility for Membership shall apply as follows from 28th May 2012 (Foundation Day) but shall not be retrospective for members continuing with an unbroken membership. For membership to be granted applicants must have resided in Northern Ireland for a period of thirty days prior to their application or be a Northern Irish 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. With regards to any National Championship, members must conform to the National Level rule to be eligible for Championship titles.
8. All annual subscriptions shall be payable on the first day of September each year.

9. Any member of the Association may resign their membership by giving the General Secretary notice in writing to that effect. If notice is given after the first day of September, such member may be liable to pay their subscription for ensuing year.
10. Membership of the Association shall cease in all or any of the following circumstances:
  1. If the Committee shall resolve, pursuant to sub-paragraph (16.) below that the member be expelled as from the date of the resolution.
  2. If a member gives notice in writing to the General Secretary in accordance with sub-paragraph (9.) above.
  3. A member cannot resign from the NIFAA if he is under investigation by the Association or has committed some offence liable to bring the NIFAA into disrepute until the Committee of the NIFAA are satisfied that it has been resolved to the Committees satisfaction.
  4. Membership shall expire if the annual subscription of a member has not been paid on or before the first day October that year.
  5. If any member shall wilfully refuse or neglect to comply with any of the provisions of the Constitution or be guilty of any conduct objectionable to other members of the NIFAA or conduct prejudicial to the interests of the NIFAA, they shall be liable to expulsion by Resolution of the Committee.
  6. Provided that not less than two-weeks notice in writing shall be given by the NIFAA Secretary to any such member of the intended Resolution of the nature of the allegation made against him. The member, at his/her option, shall be entitled to give an explanation in writing and/or to attend the meeting of the Committee at which the resolution is to be considered.
  7. To give such explanation or make such defence in person as he/she may deem necessary.
  8. 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. 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.

## Section 4. The COMMITTEE

The Committee shall consist of the:

1. President
  2. Chairperson
  3. International Representative to the IFAA
  4. Secretary
  5. Treasurer
  6. Membership Secretary
  7. Minutes Secretary & Records Officer
  8. Equipment & Tournament Officer
  9. Training Officer
  10. Safeguarding Officer
  11. Sub-regional Representatives as required
- Auditors shall be engaged and appointed as and when required by majority decision of Committee.
  - A quorum of FIVE of the Committee present at a scheduled meeting thereof shall constitute the Committee.
  - The position of International Representative may be held independently or in conjunction with any other office.
  - The position of Treasurer may be held independently or in conjunction with any other office.
  - With the exceptions mentioned above, all offices shall be held independently.
  - The Office of Equipment & Tournaments Officer for the purpose of NIFAA is one position.
  - The Office of Minutes Secretary & Records Officer for the purpose of NIFAA is one position.

## Section 5. DUTIES of OFFICERS

The PRESIDENT shall:

1. Prepare and submit to the Committee and the AGM an annual report upon the activities and position of NIFAA.
2. Appoint a fit and proper person to act as Chairperson if the Chairperson is unable to act.
3. Shall act as Presiding Officer at the election of committee members.
4. Shall be the sole keeper of the Constitution and shall ensure that it is accurate and reflects only the wishes of the NIFAA as decided at an AGM or EGM called for the purpose.
5. Ensure that the Constitution is published so that every member is aware of its content.
6. Act as Counsel to the Chairperson to provide advice & support to the current Chairperson.
7. The President must have served a minimum of two terms on the NIFAA Committee.
8. There will be no additional voting rights or powers associated with this position.
9. The President shall be the final arbiter in settling all matters referred to him/her by the Chairperson or the majority of the NIFAA Committee members.

The CHAIRPERSON shall:

1. Take control of all meetings.
2. Reading and Approval of minutes.
3. Reports of Officers, Boards, and standing Committees.
4. Represent the NIFAA at all Public Events.

5. Be the sole spokesperson for the NIFAA.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.
9. In consultation with the Secretary prepare an agenda for the following meeting.
10. To ensure that everyone is given a fair hearing.
11. To maintain order and good conduct at all meetings.

The INTERNATIONAL REPRESENTATIVE shall:

1. Be responsible for liaison between the Committee and IFAA.
2. Keep the NIFAA Committee informed of all International matters concerning the NIFAA.
3. Shall seek guidance from the IFAA on rule changes and other matters which requires clarification and publish such changes.

The SECRETARY shall:

1. Prepare and submit to the Committee and the AGM, an annual report upon the status of NIFAA.
2. Conduct the affairs of NIFAA in accordance with the programmes and policies established by the Committee.
3. Organise and operate the administrative offices of NIFAA.
4. Co-ordinate the activities and programmes of NIFAA.
5. Attest documents and shall keep the archives of NIFAA.

6. Assure the proper publication of any official notices and report or adopted publications of NIFAA.

The TREASURER shall:

1. Prepare and submit to the Committee and the AGM an annual report upon the financial position of NIFAA.
2. Supervise the financial affairs of NIFAA.
3. Keep adequate books of accounts for NIFAA.
4. In consultation with the Committee, have an appointed auditor make an annual survey of NIFAA accounts.
5. Publish such accounts at the close of business at each financial year for the AGM following.
6. Deposit all monies to the credit of NIFAA.
7. Shall present a statement of account supported by an official bank statement at each and every Committee meeting.

The MEMBERSHIP Secretary shall:

1. Supervise the collection of all membership fees and pass the monies thus collected to the Treasurer.
2. Prepare and maintain and present up-to-date membership lists.
3. Issue all membership cards.
4. Issue to every new member a Classification Card & NIFAA Pin Badge.
5. Shall issue classification cards to members upon request (In the event of lost or additionally required cards).
6. Present to the Committee all applications for consideration for membership of any and all new applicants.

7. Inform the Committee of any resignations from membership that they may be aware of.

The EQUIPMENT & TOURNAMENT Officer shall:

1. Keep a record of all equipment belonging to, or entrusted to NIFAA by the members and advise on the repair, replacement or purchase of all equipment necessary for the purpose of promoting archery.
2. Maintain all NIFAA equipment ensuring it is safe for purpose.
3. Liaise with any affiliated Club and keep records of any equipment borrowed by them to be used for the purpose of hosting a sanctioned NIFAA event.
4. Receive in writing from any affiliated Club signed conditions of borrowing statement, and agreed collection and safe return of all such borrowed items.

The TRAINING Officer shall:

1. Supervise and administer the coaching activities of NIFAA.
2. Co-operate with, report to and advise the Committee on all matters concerned with coaching.
3. Provide Training courses for the establishment of Level 1, and Level 2 IFAA recognised Instructors.
4. Issue coaching certificates as appropriate.
5. Shall keep and publish a list of all qualified NIFAA Coaches and First Aiders.

The SAFEGUARDING Officer shall:

The protection and support of children, young people and vulnerable adults is of paramount importance to NIFAA. The Safeguarding Officer will act as a first point of contact for any person in NIFAA who has a concern about child and

vulnerable adult welfare and protection. They will assist the association in developing and promoting a child/young person's vulnerable adult focused and friendly environment. They will have a formal role on the Association Committee. The Safeguarding Officer must give their agreement to undergo an Enhanced check carried out through Access NI before they undertake this role.

### Role and Responsibilities

1. To help safeguard children/young people and vulnerable adults by the implementation and promotion of the NIFAA codes for safeguarding all members.
2. To ensure all Committee members, members, officials, coaches, parents are aware and have access to the Policy for Safeguarding Children, Young People and Vulnerable Adults.
3. The Safeguarding officer shall be the first point of contact within NIFAA for all child protection vulnerable adult matters or concerns.
4. All Safeguarding Officers shall be expected to secure appropriate training for their post. The NIFAA shall reimburse the Safeguarding Officer for all training expenses incurred in achieving this requirement.
5. To ensure that all persons who have regular contact with vulnerable groups as defined within the Safeguarding Vulnerable Groups (SVG) legislation and regulations have the relevant checks in regard to regulated activity undertaken in line with the legislative duty.
6. Maintain contact details for local statutory agencies and liaise with such as required.
7. Ensure all incidents are correctly reported and referred out in accordance with the NIFAA guidelines.
8. Ensure that codes of conduct are in place at the NIFAA events.
9. To assist in the raising of awareness of others in NIFAA in respect of SVG.
10. To work with the Committee to ensure robust recruitment processes and procedures are in place when recruiting new volunteers.
11. To assist to promote best practice within the NIFAA.

12. To be the source of advice and information on SVG within NIFAA.
13. To advise the Committee on actions required when SVG issues are referred.
14. To uphold confidentiality, as far as is practically possible, in all SVG matters.
15. To promote anti-discriminatory practices within NIFAA.

## Section 6. ELECTION/APPOINTMENT of OFFICERS

- The President shall be elected every three years by members of NIFAA present at the AGM. He/she shall hold office for the period defined as the date of election for three years and, at the end of that period, shall resign when he/she may stand for re-election.
- Other Officers of the Committee shall be elected by members of NIFAA present at the AGM. They shall hold office for two years defined, as date of the AGM to the end of that period when they shall resign but may stand for re-election.
- Where possible half of the officers should be elected on alternative years so that there is a continuity of expertise.

The qualifications for election to any office on the Committee of NIFAA are:

1. Must be a member of NIFAA for a minimum of two years.
2. Have demonstrated willingness to fully support NIFAA during that period.
3. A member cannot stand for election for any office within NIFAA if they are, or have been an executive member of any other Archery governing body within the previous three years prior to proposal for election.
4. For election to the NIFAA Committee you must be Proposed, Seconded, and approved by the general membership of the NIFAA at an AGM or EGM called for the purpose.

5. In the event of two or more people having been proposed and seconded for the same office. The ballot shall be by the Secret/Exhaustive method.

## Section 7. CONFLICT of INTEREST

Any person nominated to an elective position in NIFAA shall declare at the time of nomination any business or political interest or activity that could influence his/her impartiality and this information shall be circulated to all those who are entitled to vote.

In the event of their election, the Committee reserves the right to insist upon their abstention from voting on any issue so influenced.

All conflict of issue questions shall be decided by the Committee, excluding the “interested” party if present.

## Section 8. PROCEEDINGS of the COMMITTEE

1. The Committee may meet together for the despatch of business, adjourn and otherwise regulate the meetings as they deem necessary.
2. Questions arising at any meeting shall be decided by a majority of votes of the members present, excluding any member with a conflict of interest.
3. The Chairperson shall have the casting vote.
4. A member of the Committee may, and the Secretary on the request of a member of the Committee shall, at any time, summon a meeting of the Committee.
5. It shall not be necessary to give notice of a meeting to a member of the Committee for the time being absent from Northern Ireland or the United Kingdom.
6. The quorum necessary for the transaction of business of the Committee is to be fixed by the Committee and unless so fixed shall be FIVE.
7. Notes shall be taken of all proceedings of the Committee and may be inspected by any member of the Association applying to the Secretary, except where the Committee decides in advance that a meeting or a part of a meeting shall be held in camera.

8. In the event of any vacancy occurring on the Committee, the Committee shall have the power to appoint any member of NIFAA who is properly qualified (if required) to fill such vacancy.
9. The Committee may delegate any of their powers to Standing or Sub-Committees consisting of such members of NIFAA as they deem necessary.
10. 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.
11. Any individual member of the IFAA may be appointed to any office of the NIFAA as the NIFAA Committee may think fit.
12. A Sub-Committee may elect as Chairperson of its meetings any one of its members. If no such Chairperson is elected, or if at any meeting the Chairperson 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 Chairperson of the meeting.
13. A Sub-Committee may meet and adjourn as it thinks proper.
14. 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 Chairperson shall then decide the matter.  
  
Note: The Chairperson should not vote on any matter except for a casting vote to decide in the event of a tie. The Chairperson may express his opinion and give advice to aid the proceedings.
15. All acts done and decisions made at any meeting of any Sub-Committee or person acting as a Committee member shall be invalidated if it is discovered that there was some misunderstanding or fault with the appointment of that member(s) to the Sub Committee.
16. 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.

## Section 9. DISQUALIFICATION of a MEMBER of the COMMITTEE

A member of the Committee shall be deemed to have resigned:

1. If they become medically unfit to carry out their duties.
2. Ceases to be a member of NIFAA.
3. If by notice in writing to NIFAA, that they resign their office.
4. If they are absent from three consecutive meetings of the Committee without written explanation acceptable to the Committee, the Committee may resolve that the office is thereby vacated.
5. In addition, by an Extra-Ordinary Resolution (requiring a 2/3 majority of the members present), the membership may remove any member of the Committee and by a majority vote appoint another qualified member in their stead.
6. Such a disqualification and any appointment can only take place at a General Meeting or EGM of NIFAA, due notice having been given to the membership. Any person so appointed shall be subject to retirement at the same time as if they had been appointed from the day on which the person in whose place they were appointed was elected to the office from which they were removed.

## Section 10. The ANNUAL GENERAL MEETING

1. There shall be an Annual General Meeting (AGM) held in the last quarter of each year.
2. Notification of the date and location for the AGM shall be made to all members separately, or through the official NIFAA publication, at least 28 days prior to the date of the meeting.
3. All matters for inclusion on the Agenda of the AGM shall reach the General Secretary at least 21 days prior to the date of the meeting.
4. Proposals to be put to the AGM shall be in writing and bear the signature of the proposer who must be an adult member and must attend the AGM to discuss their proposal.

5. 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.
6. Only matters shown on the Agenda and matters arising from the Officers' reports may be voted upon at the AGM.
7. Amendments to duly proposed matters may be proposed and seconded by adult Individual members of NIFAA at the AGM.
8. Matters that come for decision at the AGM shall be decided by the majority vote of the members present, and shall be binding upon NIFAA and effective 30 days later, unless the President determines adoption must be immediate to assure the successful operation of the Association. 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 adult Individual members of NIFAA and must reach the Secretary at least 21 days prior to the meeting.
9. Prior to the AGM the Committee may request a résumé of the nominee's activities on behalf of NIFAA.
10. The officers standing at the time of the AGM shall vacate their office when the newly elected officers shall take over.

#### Section 11. EXTRA-ORDINARY GENERAL MEETING

1. An Extra-Ordinary General Meeting (EGM) shall be called by the Secretary upon the receipt of a written request, signed by at least 40% of the ADULT members of NIFAA or at the request of the Committee.
2. Such a request from members shall state the proposition(s) for the Agenda of the meeting.
3. Notification of the date and location for the EGM shall be made to all members separately, or through the official NIFAA publication, at least 21 days prior to the date of the meeting.
4. Only propositions on the Agenda shall be discussed and voted upon at an EGM.

5. Matters that may come before NIFAA for decision at an EGM shall be decided by the majority vote of the members present, shall be binding upon NIFAA and effective from the date of the EGM.

#### Section 12. The FINANCIAL YEAR

The Financial Year of the NIFAA shall be the 1st of September to the last day of August.

#### Section 13. REPORTS of OFFICERS

The President, Chairperson, Secretary and Treasurer shall each prepare an annual written report and submit copies, to each member of the Committee and be available to members at the AGM on request.

Any other Officer shall prepare a written report as and when directed by the Committee.

#### Section 1. ALTERATIONS/AMENDMENTS to the CONSTITUTION

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

#### Section 15. DISSOLUTION

The NIFAA can only be dissolved if 90% of the members agree.

#### Section 16. CERTIFICATE of APPROBATION

# Certificate of Approbation

We the undersigned attended an  
Annual General Meeting  
of the  
Northern Ireland Field Archery Association,  
properly notified and held at:

The Antrim Forum

On: 30<sup>th</sup> November 2016

Do hereby certify that this is the correct and proper  
Constitution of the  
Northern Ireland Field Archery Association  
and therefore, as witness I append my signature.

President: Adrian G Hanna

Chairperson: George Heath

Members in attendance and signed by:

Adrian Chadwick	George Shields	Matt Montgomery
Alan Batch	Gillian Stewart	Paige Heath
Andrew Maybin	John Gracey	Philippe Moison
Arthur Stewart	John O'Neill	Robert McArthur
Billy Cairns	Karen Evans	Seamus Agnew
Christine Goodwin	Kieran McShane	Sean Moore
Craig Armstrong	Linda McArthur	Simon McKelvey
David Skillen	Liz Carlin	Stephen Hand
David Uprichard	Mark Saunderson	Susan Cairns
Deidre Shannon	Mark Stockman	Wellesley McGown