

## **NZFAA Constitution – adopted as at AGM 29/10/17.**

### **Article I Name.**

The name of the association shall be “The New Zealand Field Archery Association Incorporated”, indicated in the abbreviation NZFAA.

### **Article II Objectives.**

- (a) To promote and develop field archery, and any other games the Association may adopt, throughout New Zealand.
- (b) To develop and promote competition at International, National, District, Club and Individual levels throughout New Zealand.
- (c) To formulate rules governing national competition.
- (d) To arrange for the organization of a National Championship(s) and such other District or Regional Championship Tournaments as the Association may from time to time decide.
- (e) To liaise with other archery bodies, both national and International, for the advancement of field archery and archery in general.
- (f) To formulate programs that will give recognition to archers for proficiency with the bow and arrow.

### **Article III Membership.**

Membership shall be confined to individuals from throughout New Zealand, and IFAA affiliated nations who are currently members of New Zealand Archery Clubs that are affiliated to the NZFAA.

### **Article IV Membership Affiliation.**

- (a) New Zealand Archery Clubs may affiliate with the NZFAA, if they have membership of no less than five (5) senior members and maintain at least one full time outdoor field course, set out to the specifications of an NZFAA approved round. An affiliated club is entitled to have a delegate on the NZFAA Executive Committee and to host NZFAA events. The annual club fee shall be forwarded to the NZFAA registrar, together with the annual individual affiliation fees, on an appropriate form supplied by the NZFAA committee.
- (b) Individuals that are members of an NZFAA affiliated Archery club must affiliate to NZFAA.
- (c) Applications for membership shall be dealt with by the NZFAA Executive Committee, which is under no obligation to accept any application for annual membership renewal. In the event of the executive committee declining an application or annual membership renewal, it may if it so desires give a stated reason for such a denial.  
  
In the event that an application or annual membership renewal be denied the annual fee shall be refunded.
- (d) Secretaries/Registrars or Treasurers of affiliated clubs will submit applications for membership on behalf of individual club members. This annual individual fee shall be forwarded to the NZFAA registrar, together with the annual club affiliation fee, on an appropriate form supplied by the NZFAA committee.
- (e) Event Specific: Members of non-IFAA affiliated Archery organisations may affiliate to the NZFAA for specific world level events, hosted in New Zealand by the NZFAA, for such duration as the Executive Committee deems reasonably necessary, in order to meet any entry criteria and to allow for participation for the duration of such an event, including any practice and ceremonial activities associated with that event.

Such membership shall be binding on that member to adhere to IFAA and NZFAA rules and regulations as outlined in this Constitution and any other document governing IFAA/NZFAA members including the "INTERNATIONAL FIELD ARCHERY ASSOCIATION, The CONSTITUTION And THE BOOK OF RULES Incorporating THE BY-LAWS, 17<sup>th</sup> Edition" or any such update of that document that is currently in force at the time of the specific event, and includes any other documents, articles, commentary used or referred to by the IFAA or NZFAA on their website or any other publications.

The membership fee shall be established by the Committee, it shall take effect from the date of establishment, and shall be payable prior to the commencement of any activities associated with the specific event, and such fee shall be forwarded to the NZFAA registrar, on an appropriate form supplied by the NZFAA committee.

**Article V Cessation of membership or suspension.**

- (a) Any member shall be subjected to loss of membership or suspension for:
- i. Failure to pay membership fees and dues within the deadlines prescribed by the NZFAA, or;
  - ii. Gross misconduct as ascertained by the executive committee upon receipt of a written complaint, or;
  - iii. Failure to abide by or enforce the rules, regulations and policies of the NZFAA, or;
  - iv. Bringing disrepute on the Committee, the Association, Financial members or Field Archery in general.
- (b) Any person or persons found in any activity or acting in any manner which could be harmful to life, as ascertained by four members of the Executive Committee upon receipt of a written complaint will face immediate dismissal and expulsion as an NZFAA member, until Article VI of this constitution has been adhered to.

**Article VI Mode of suspension, Expulsion and reinstatement.**

- (a) The complainant must present written evidence to the NZFAA Executive Committee within seven (7) days of the alleged offence. The Committee shall present specific charges against the individual/s concerned.
- (b) The Committee must promptly have a meeting to consider the written complaint and determine whether a full hearing should be called for or dismiss the complaint as unjustifiable.
- (c) Should the Executive Committee determine that a full hearing should be called for, the Executive Committee shall have the power to suspend the member who is alleged to have committed the offence and from the date of the suspension until the full hearing is held the said member shall not be permitted to be engaged in any activities connected with the NZFAA.

Should the Committee determine that there should be a full hearing, notice of such full hearing must be given to the member concerned promptly and the individual member concerned shall thereafter have 7 days in which to provide the Secretary of the Committee with any written reply.

- (d) "Upon expiry of the said 7 day period referred to in sub-paragraph (c ) hereof, the Secretary of the Executive Committee shall promptly call a meeting of the Executive Committee which all interested parties shall be entitled to make oral submissions in consideration of their written complaint and any written reply received then the Executive Committee shall either up hold the complaint and dismiss the member from membership provided that such complaint shall only be

upheld if there is at least a two-thirds majority vote of the Executive Committee in attendance in support of the same. If the Executive Committee fails to achieve such a two-thirds majority vote up holding the complaint then the member shall retain all rights and obligations as a member of the organisation.

- (e) Any complaints relating to Tournaments shall be dealt with under Tournament rule 16 of the NZFAA bylaws.

**Article VII Membership Voting on Constitutional and Bylaws.**

- (a) All constitutional matters of the NZFAA may be conducted at the Annual General Meeting of the Association. Constitutional and bylaw matters may be decided by postal ballot as outlined under paragraph (c) of this article.
- (b) Proposed changes to constitutional matters or bylaws are to be submitted by members in the form of remits to the NZFAA secretary, to reach him/her at least 50 days prior to the AGM. The NZFAA secretary will then prepare copies of all remits and post them to all members of the association not later than 30 days prior to the AGM
- (c) Constitutional and by-law matters may come before the Executive Committee from time to time and may be submitted to the members for a postal vote. Determination of these matters to be submitted to the membership shall be made by the Executive Committee. Matters dealt with in this manner shall be decided by a two thirds majority vote by members and shall be binding on the association
- (d) Constitutional and by-law matters submitted to the Annual General Meeting shall be decided a two thirds majority of the attendant members voting and shall be binding on the Association. Members may vote in person by attendance or by proxy. Proxy requests must be forwarded in writing to the secretary five (5) days prior to the AGM.
- (e) A vote which is not cast shall be considered as a vote neither for nor against the motion of proposal under consideration.
- (f) The right to vote is held only by Senior Members of good standing and life members (A Senior Member is any competitive member aged 17 years or over).

**Article VIII NZFAA Executive Committee.**

- (a) The Executive Committee may consist of 9 officers each elected by the appropriate majority of votes at the AGM of the Association.
- (b) Each Committee Member will be entitled to one vote with the President also entitled to a casting vote normally cast for the status quo. Votes may be cast in person or by written proxy to another Executive Member
- (c) The officers of the Executive Committee shall be:
- President
  - Vice President
  - Secretary
  - Treasurer
  - Registrar
  - Director of Promotions & Publicity
  - Liaison Officer
  - Newsletter Editor
  - One delegate from each affiliated Archery Club, this delegate being nominated by their club. Club delegates who are members of NZFAA have a voting right at the Committee meetings but are not part of the NZFAA Executive

- (d) The Executive Committee shall conduct its affairs in accordance with the commonly accepted rules for the conduct of meetings as practised in New Zealand
- (e) The Executive Committee shall meet as and when it deems necessary but with a minimum of 3 times per year
- (f) A quorum shall be any five (5) National Executive members including the President and two (2) other elected members.

**Article IX      Duties of the Executive Committee.**

- (a) Consider and vote on all proposals relevant to the day to day business of the NZFAA.
- (b) Consider, offer recommendations and communicate all proposed changes of a constitutional nature to the membership.
- (c) Adopt an annual operating budget.
- (d) Establish annually, fees, dues and other sources of revenue required to defray operating expenses.
- (e) Establish all programs, policies and procedures to be followed by the NZFAA.
- (f) Formulate, establish and adopt all the objectives of the Association under Article II of this Constitution.
- (g) Shall fill any vacancy in any elective office for the NZFAA for the unexpired term of the office
- (h) Arrange for, preside at and report to the AGM of the Association.
- (i) The Executive Committee will set guidelines and select the national team based on a short list provided by the National Registrar.
- (j) A board of Justice will be formed to investigate all breaches of NZFAA Constitution and bylaws. The board will comprise of 4 only Executive Committee members whose duties will be to investigate all reported breaches, prepare findings and recommend disciplinary action to the committee as whole under Article V & VI of the Constitution.

**Article X      Officers and their Duties.**

- (a) **President:**
  - Shall preside at all meetings of the NZFAA Committee or any other duly constituted body.
  - Appoint standing and special committees.
  - Initiate and develop activities of the NZFAA Committee or any other duly constituted body.
  - Shall conduct the affairs of the Association in accordance with the programs, policies and budgets established by the NZFAA committee.
- (b) **Vice-President:**
  - Shall perform the duties of the President if the President is unable to act.
- (c) **Secretary:**
  - Shall maintain all the official records of the association.
  - Assure the proper publication of all publications, reports and notices.
- (d) **Treasurer:**
  - Shall render such reports as required by the Constitution and/or requested by the Executive Committee.
  - Shall be responsible for such fiscal duties as outlined by the Executive Committee.
- (e) **Registrar:**
  - To maintain a register of available field courses throughout New Zealand.
  - To supply information regarding the setting up of field courses and the conducting of rounds when requested by clubs and individuals.

- To establish, develop and maintain a register and system in accordance with Article II, paragraph (f) of this Constitution.
- (f) **Director of Promotions & Publicity:**
- Assure the proper publication of all official publicity reports and notices and promotional material.
  - To establish and maintain a regular communications medium within the Association for the benefit of the members.
- (g) **Director of Coaching:**
- Assure the proper development and maintenance of a system of instruction and coaching from the earliest levels of learning to the highest competitive arena.
  - To liaise with other bodies to enable the successful achievement of paragraph 1.
- (h) **Liaison Officer:**
- Shall maintain contact with field club reps for communication between national and club administrations.
- (i) **Newsletter Editor:**
- Shall regularly produce a newsletter for the Association with the guidance from the Committee.

**Article XI NZFAA Executive Committee Election of Officers.**

- (a) Notice for the positions to be voted on in that year should be advertised by the Secretary NZFAA at least 60 days prior to the AGM.
- (b) The Secretary NZFAA must communicate all remits to the AGM, to all members of the association by 30 days prior to the AGM.
- (c) Approximately half the Executive Committee will be re-elected each year, alternating with the other half, thus ensuring continuity of experience in any one year:
- 1) Year 1: The positions of President, Treasurer, Registrar and director of promotions & publicity will be open for re-election.
  - 2) Year 2: The positions of Vice President, Secretary, coaching Director, Newsletter Editor and liaison office will be open re-election.
- (d) Nominees may be any senior members of the Association in good standing.
- (e) Nominations shall be accompanied by a brief history of the nominees qualifications and archery background which will also be included in the Secretary's communication to members prior to the AGM.
- (f) Nominations must be counter-signed by nominees to show they have agreed to accept office if elected.
- (g) The winning candidate for each office shall be the candidate receiving the largest number of valid ballots of those voting at the AGM.
- (h) The Executive Committee shall prepare a special ballot paper, containing the names of all candidates, for use at the AGM.
- (i) Scrutineers will be elected from the floor of the AGM prior to the ballot taking place.

**Article XII Term of Office.**

- (a) The term of office for all officers shall be two years.
- (b) The officers may hold office for more than two consecutive terms.

**Article XIII Fiscal Year.**

The fiscal year shall begin on 1<sup>st</sup> April and end on 31<sup>st</sup> March.

**Fees.**

The annual fee shall be established by the committee and shall take effect from the next financial year. The final acceptance date for fees due shall be the 1<sup>st</sup> of May of the same year. The amount of the fees shall be voted on by the AGM.

**Article XIV**

**Finance.**

The Executive is responsible for handling the Finances of the Association.

All monies received by the Association will be deposited in a bank or other institution approved by the Executive.

Cheques and other negotiable instruments to be paid into any Society bank account may be endorsed by the Treasurer or any authorised member.

Expenditure and payments shall be authorised by the Executive Committee.

Investments Surplus cash funds may be deposited in bank term deposits. Other investments shall be authorised by the Executive Committee.

The Executive of the Association may not borrow money or mortgage the assets of the Association without prior approval of the Annual General Meeting or a majority of members voting in a postal ballot.

All withdrawals and cheques will be signed by two (2) of the three appointed Executive. Appointees will be reviewed every two years.

The accounts of the Association shall be audited by a Registered Accountant who shall be appointed by the AGM each year.

**Common Seal.**

The Common Seal of the Society shall be in the form approved by the Committee and shall be kept in custody of the Secretary. Such seal shall be affixed to deeds or similar documents by resolution of the Committee. Applications of the Seal shall be attested by two members of the Committee and the Secretary or the President.

**Pecuniary Profit Clause.**

No member or person associated with a member of the organisation shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of income, benefit or advantage. Except where that income, advantage is derived from professional services to the organisation rendered in the course of business charged at no greater rate than current market rates or, interest on money lent at no greater than current market rates.

**Article XV**

**Dissolution.**

In the event of winding up the Secretary and Treasurer will settle all debts from Association funds. On the Associations behalf any property to be offered for sale on the open market or by auction such proceeds to be used for settling any remaining debts. Any surplus assets shall be paid to such Incorporated Field Clubs whose members were members of the NZFAA and should those bodies not exist the payment would be to the Hillary Commission and used as they see fit for the general benefit of the sport.

**Article XVI**

**Amendments to the Constitution.**

The constitution may be altered, amended or rescinded by a two-thirds majority vote and in accordance with Article VII of this Constitution. All alterations and amendments shall be effective from the date of the AGM, or on the completion of National Tournament if held in conjunction with the AGM or on a date specified where a postal ballot is held.

The bylaws of the Association may be amended by a majority decision of the Executive Committee.

**Article XVII Banned Drugs.**

The NZFAA will adopt the Banned Drugs list currently enforced via the International Olympic Council and/or the New Zealand Olympic & Commonwealth games Association.