

NORTH WEST FIELD TARGET ASSOCIATION

Constitution

1. NAME:

The Association shall be named: “**The North West Field Target Association**”, hereafter referred to as “*the Association*” or “*the NWFTA*”.

2. AIMS AND OBJECTIVES

- 2.1. The Association shall operate as a non-profit making organisation.
- 2.2. To promote the safe use of air rifles and pistols, and to represent and safeguard the interests of its member clubs in all matters.
- 2.3. To support, encourage and promote all aspects of air rifle field target shooting and related competitions.
- 2.4. To encourage and support the formation of Airgun clubs within the region.
- 2.5. To standardise competition and safety rules for the sport of field target shooting within the region, and to ensure that these are available to all competitors at each NWFTA event.
- 2.6. To advise on all matters relating to field target shooting, competitive or otherwise, within the region.
- 2.7. To affiliate to and support the aims and objectives of the British Field Target Association (BFTA), and to ensure that the NWFTA is adequately represented to the BFTA.

3. MEMBERSHIP

Any properly constituted airgun club located within the North West of England may apply for membership of the Association.

4. MANAGEMENT OF THE ASSOCIATION

- 4.1. The Association shall be managed by an elected committee which shall have the following posts:-

Main Committee (see appendix for detailed description of duties)

4.2. Chairman

The Chairman shall represent the Association, and shall be responsible for making sure that the Association is run according to the Constitution.

4.3. Secretary

The Secretary shall be responsible for keeping the Association records in

good order and producing minutes of any Association meetings, as well as carrying out publicity and Association communication duties.

4.4. Treasurer

The Treasurer shall carry out the day to day financial duties of the Association. The Treasurer shall also keep detailed accounts of the Associations financial transactions and produce annual accounts.

4.5. Competition Secretary

The Competition Secretary shall be responsible for the following:

- Publishing a calendar of Association Field Target events throughout the year.
- Ensuring that the scores of these events are accurately recorded and published.
- Using competition data to generate a grade for each competitor on an annual basis.

4.6. Shoot Committee

The Shoot Committee shall consist of up to 2 (two) members from each member club who will assist the Competition Secretary in the general management and organisation of Association events and activities.

4.7. All Committee members are elected on an annual basis at the Association General Meeting (AGM), and all member clubs are invited to nominate members for positions.

4.8. The NWFTA may, from time to time and at its discretion, appoint officers to act on the Associations behalf. Such appointments may be for short, medium or long-term projects or activities, and such appointees will have no voting rights on the NWFTA Committee.

(See appendix for detailed descriptions of elected positions)

5. COMMITTEE MEETINGS

5.1. The NWFTA Committee will meet as necessary in order to discuss matters pertinent to the running of the Association. Such meetings will be minuted by the NWFTA Secretary and copies made available to the member clubs for dissemination to their members.

5.2. VOTING

5.2.4. At Committee meetings, each Committee member, apart from the Chairman, shall have a single vote.

5.2.5. In the event of a tied vote, the Chairman may use a casting vote solely in order to maintain the status-quo.

5.2.6. A quorum shall be no less than two representatives from each of a majority of member clubs and the Chairman.

6. ANNUAL GENERAL MEETINGS

The Associations Annual General Meetings are held during the month of April each year. The NWFTA Secretary will give at least 2 weeks notice of an

AGM to all member clubs. All fully paid-up members of individual member clubs may attend and each club member may cast a single vote on each issue arising.

The following items will be discussed at the AGM:

- 6.1. Approval of the previous AGM minutes.
- 6.2. Annual Accounts and individual Officers reports.
- 6.3. Nominations/election of the Committee members
- 6.4. Committee-planned items for discussion
- 6.5. Pre-notified member issues
- 6.6. Any other business.
- 6.7. Amendments to the Constitution (only where previously notified in advance, and where any vote is carried by a two-thirds majority).
- 6.8. Date, time and venue of the following years AGM.
- 6.9. The NWFTA Secretary will publish minutes of the AGM within four weeks of an AGM.

7. EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting (EGM) may be called by the NWFTA Chairman, a quorum of the NWFTA Committee or requested by ten full individual members of an Association member club/s. Such requests must be submitted to the Chairman in writing and brought to the attention of the NWFTA Secretary. The general meeting must be held within four weeks of receipt of the request.

- 7.1. Only Paid - Up members of an Association member club may vote at Extraordinary General Meetings.
- 7.2. Quorum of the meeting shall be half of the voting members.
- 7.3. Decision shall be reached by a simple majority of the voting members present. Constitutional amendments are subject to item 6(e) above.
- 7.4. The NWFTA Secretary will publish minutes of the EGM within four weeks of an EGM.

8. AUTONOMOUS RIGHTS

The Association will not infringe on the autonomous rights of individual member clubs other than at an event staged under the banner of the Association.

9. CONFLICT OF INTEREST.

Any nominated member of the committee must declare any trade or other relevant business interest at the time of nomination, or, if in office, at the time of any change in status.

10. WINDING UP OF THE ASSOCIATION

In the event of the Association being wound up, any cash and bank deposits shall be donated to a registered charity. Any other assets shall be sold and resulting funds similarly donated. In the event of winding up, no member club or individual member shall have any right of ownership over Association assets.

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Appendix 1 : Responsibilities of elected officers

Chairman

1. Ensuring that the Association, the Committee/s, and any non-executive appointees act in accordance with the Constitution.
2. Endeavouring to ensure that the Association follows a strategy that, for the benefit of members, actively supports the growth and development of field target shooting in the region.
3. Acting as the primary contact point for the BFTA, and attending BFTA meetings on behalf of the NWFTA as and when required.
4. Acting as a favoured focal point for the Association and officiating at Committee meetings, AGM's, EGM's and prize-giving ceremonies.

Operating in an unbiased/neutral manner in all matters, ensuring fair consideration by the Committee for any and all issues/proposals arising.

Secretary:

1. Ensuring that all administration relating to Association business is undertaken in an effective and professional manner.
2. Ensuring that authorised copies of the NWFTA Constitution, Safety Guidelines and shoot rules are available for publication and are published.
3. Preparing agendas for Committee, AGM and EGM meetings.
4. Issuing/circulating notices of intended Committee, AGM and EGM meetings, seeking input as appropriate.
5. Attending and compiling minutes of Main Committee meetings, AGM's and EGM's, and the circulation of minutes within four week periods.
6. Keep adequate records of NWFTA meetings and any other related business.
7. Attend BFTA meetings as and when required by the Chairman.
8. Preparation and issue of Association-wide communications as and when necessary.
9. Liaison with member club secretaries when necessary.

Keeping an accurate record of member clubs in the region.

Treasurer:

1. Dealing with and accurately recording the Association's routine financial transactions.
2. Authorised to commit expenditure to limits prescribed by the Main Committee.

3. Ensuring that Association financial entitlements and obligations are met on a timely basis.
4. Responsibility for banking Association cash and for any cash-in-hand balances that may occur.
5. Regularly checking the accuracy of Association bank account statements.
6. Alerting the Main Committee in the event that any irregularities are identified.
7. Arranging an independent audit should this be deemed necessary by the Main Committee.
8. Preparation of the Associations accounts (as determined by the Main Committee) on an annual basis in preparation for the AGM (or as otherwise determined by the Main Committee).
9. Ensuring that all Association debts and entitlements are settled in a timely manner.

Attend BFTA meetings as and when required by the Chairman.

Competition Secretary:

As laid out in main document

Shoot Committee:

The Shoot Committee shall be collectively responsible for the following matters

1. Attending Shoot Committee meetings to address relevant issues.
2. Ensuring that all competition courses are set in accordance with Association Shoot Rules and Safety Guidelines.
3. Shoot Committee members may assume duties to assist other officers or assist in the general running and organisation of Association events and activities.
4. Attend BFTA meetings as and when required by the Chairman.
To be fully conversant with current BFTA shoot rules and guidelines, and to follow these as faithfully as is reasonable in the planning and staging of events.

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