

**World Rimfire and Air Rifle Benchrest Federation**

**(WRABF)**



# **Constitution**

**Updated 2013**

## Part 1 – Preliminary and Introduction

The World Rimfire & Air Rifle Benchrest Federation (WRABF) is a sporting organisation that gathers national associations, who practice rimfire and air rifle benchrest shooting, in participation of all competitions around the world, at all levels. The Federations have a democratic base with central structures governing World and European competitions & rule book. The WRABF promotes development in respect of peer opportunity within this sporting activity, guiding cultural liaison and sporting practice based on the free partnership, on solidarity and on the service of individuals. This is particularly fitting for all the age groups and social categories we work with (with particular attention to the juniors and disabled persons) so together we strive for a common goal. Regarding sporting objectives it is constituted by our union of national rimfire benchrest organisations and amateur sporting associations. The WRABF enjoys organisational and managerial autonomy, where we support those new activities tied to precision rimfire and air rifle shooting, through partnerships that develop these sports in the respect of the principles laid down in our constitution and rules. This may be in association with other organisational bodies representing both national and international target shooting. This aim is to attain conventions with other sporting bodies to promote this sport. The WRABF will participate with other public organisations and corporate bodies to promote itself and the sport of rimfire and air rifle benchrest. The WRABF are not a profit making organisations and all their elective positions are gratis.

(a) The name of the Federation is the **World Rimfire and Air Rifle Benchrest Federation Incorporated** ("the Federation or WRABF").

(b) The Federation is constituted by resolution dated 1st January 2010.

### 1. Aims and Functions

(1) In these rules:

(a) A reference to a function includes a reference to a power, authority and duty, and

(b) A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(2) The Registered Office of the Federation will be in the country of the presiding President of the WRABF.

#### (3) **Aims & Membership of WRABF**

(a) The World Rimfire & Air Rifle Benchrest Federation (WRABF) is a body formed to enhance & foster goodwill & worldwide participation in our sport & the disciplines/events as set out in our rule book. The WRABF will organise & put in place World Championships for all its' member associations every 4 years, it may also from time to time organise World Cup & International Match type events as the committee & its members see fit. All events will be run under the rules published by the WRABF on Federation websites. These events would be organised by the host nation but under the direction of the WRABF.

(b) Only one **organisation, group or body** from each country may become a member of the WRABF & they are responsible to foster people for their own country to shoot at WRABF events. That association should also have their own insurance coverage for the activities undertaken.

(c) Authorising and ensuring the conduct of the World Rimfire and Air Rifle Benchrest Shooting Championship, World Cup Rimfire and Air Rifle Benchrest Shooting Championship & also World Postal Championship in disciplines supported by these Federations.

(d) Encouraging and authorising the conduct of other international Rimfire and Air Rifle benchrest shooting championships.

(e) Develop and issue technical rules so all countries can compete on an equal basis.

(f) Establish and maintain a set of World Rimfire and Air Rifle Benchrest records that pertain to and can only be competed for at World and World Cup Benchrest Championships and other events sanctioned by the Executive Committees.

- (g) The purposes of the Federation are to promote and guide the sound development of the **Rimfire and Air Rifle** Benchrest shooting sport and to strengthen the bonds of friendship between the shooting organisations irrespective of political, racial and religious differences.
- (h) Issuing publications and documentations.
- (i) Create an international body of referees and scorers specific to the Rimfire and Air Rifle Benchrest sport.

## **Part 2 – Membership**

### **2. Country membership qualifications -**

A country is qualified to be a member of the Federation if, but only if it:

- (1) has been nominated for membership of the Federation as provided by rule 3, and
- (2) has been approved for membership of the Federation by the committee of the Federation.
- (3) if it is a National Sports Shooting Federation, Organisation or Association recognised by the National Authorities as the controlling body of Rimfire and Air Rifle benchrest shooting within that country.
- (4) Where more than one national body pursues the interest of Benchrest shooting, the Federation will only recognise one organisation within that country. It is for the Federation to determine who will represent the Federation in that country. The selection is based on evidence requested by the Federation that the applicant is a practicing body for Benchrest shooting. Recognition must not be based on the amount of registered members within such an organisation.
- (5) When the Federation recognises one national body out of others in one country the selected body must accept a clause, that as a recognised body in that country, it must provide and make possible that shooters in other clubs, associations or federations within that country, must have an opportunity to practice Rimfire and Air Rifle Benchrest. It is up to the recognised body in that country how to formulate a National Rimfire and Air Rifle organisation, which allow other shooters from clubs, associations or federations to practice and elevate the sport at club level and a national level.
- (6) A Member has the rights, responsibilities and obligations set out in these Rules.
- (7) The Federation may appoint Individual Life Members who is a person acknowledged as a longstanding Member of the Federation. A Life Member has the right to attend meetings of the Federation and be heard, but shall hold no voting rights. Such appointments can be recommended to the Executive Meeting but can only be made if a two-thirds majority vote from the international delegates is reached at a General Meeting.

### **3. Nomination for membership**

- (1) A nomination of a country for membership of the Federation:
  - (a) must be made by a member of the Federation in writing and
  - (b) must be lodged with the secretary of the Federation.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee country, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) If the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member state as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Federation.

### **4. Admission of members**

- (1) One National Organisation from each country may apply to become a Member, and must:
  - (a) Supply full details of their foundation and organisation; and
  - (b) Submit two copies of their constitution.
  - (c) Advise the name and contact information of their delegated representative to represent their country at meetings of the federation along with full contact information of their national body.
  - (b) Supply any other information the Committee requires.

(2) The Executive Committee shall have complete discretion when it decides whether or not to let the applicant become an Ordinary Member. The Committee shall advise the applicant of its decision, and that decision shall be final.

(3) The President may grant a new member temporary membership of the Federation until the next Delegates Meeting of the appropriate discipline when such membership must be ratified by majority vote of the members present.

## **5. Membership entitlements not transferable**

A right, privilege or obligation which a country has by reason of being a member of the Federation:

- (a) is not capable of being transferred or transmitted to another person/ organisation, and
- (b) terminates on cessation of the countries membership.

## **6. Resignation of membership**

(1) A member of the Federation is not entitled to resign that membership except in accordance with this rule.

(2) A member of the Federation who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

(3) If a member of the Federation ceases to be a member under clause (2) and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## **7. Register of members**

(1) The Secretary of the Federation must establish and maintain a register of members of the Federation specifying the name and address of each person who is a member of the association together with the date on which the person became a member.

(2) The register of members must be kept at the principal place of administration of the Federation and must be open for inspection, free of charge, by any member of the Federation at any reasonable hour.

## **8. Fees and subscriptions**

(1) A member of the Federation must, on admission to membership, pay to the Federation a fee of \$40 US or, if some other amount is determined by the committee, that other amount.

(2) In addition to any amount payable by the member under clause (1), a member of the Federation must pay to the association an annual membership fee of \$40US or, if some other amount is determined by the committee, that other amount:

(a) except as provided by paragraph (b), before 1 January in each calendar year, or

(b) if the member becomes a member on or after 1 January in any calendar year – on becoming a member and before 1 January in each succeeding calendar year.

(3) The Federation shall decide by majority vote at an Executive meeting:

(a) What a Member must pay to join the Federation ("Joining Fee"); and

(b) What a Member must pay in order to stay a Member ("Subscription") and how often this must be paid.

(4) A Member not paying the annual membership fee or levy by May 1st of the current year shall (without being released from the obligation of payment) have no Membership rights and shall not be entitled to participate in any Federation activity until all the arrears are paid, and the Member's Membership shall be suspended until all arrears are paid in full. If not paid within 6 months membership of that member will

automatically be terminated.

(5) The Executive Committee may by majority vote impose a levy or levies on Members up to a maximum total of \$100.00 US in any one financial year.

## **9. Members' liabilities**

The liability of a member of the Federation to contribute towards the payment of the debts and liabilities of the Federation or the costs, charges and expenses of the winding up of the Federation is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 8.

## **10. Resolution of internal disputes**

(1) Disputes between members (in their capacity as members) of the Federation, and disputes between members and the Federation (Committee), are to be referred to a *committee of selected (by executive committee) delegate members for mediation*.

(2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator committee.

(3) Mediation can also be sought through appropriate sporting mediation services, at full cost to the member(s), not the Federation.

## **11. Disciplining of members**

(1) A complaint may be made to or by the committee by any person that a member of the Federation:

(a) has persistently refused or neglected to comply with a provision or provisions of these rules, or (b) has persistently and willfully acted in a manner prejudicial to the interests of the Federation.

(2) On receiving such a complaint, the committee:

(a) must cause notice of the complaint to be served on the member concerned, and: (i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Federation;

(ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Executive Committee should not terminate the Member's Membership.

(iii) State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied the Committee may in its absolute discretion immediately terminate the Member's Membership.

(b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

(c) must take into consideration any submissions made by the member in connection with the complaint.

(3) The committee may, by resolution, expel the member from the Federation or suspend the member from membership of the Federation or reduce/ remove point/ scores from competition if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

(4) If the committee expels or suspends a member or reduce/ remove point/ scores from competition, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.

(5) The expulsion or suspension or reduce/ remove point/ scores from competition do not take effect:

(a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

(b) if within that period the member exercises the right of appeal, unless and until the Federation confirms the resolution under rule 12(5), whichever is the latter.

## **12. Right of appeal of disciplined member**

- (1) A member may appeal to the Federation in a General Meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a General Meeting of the Federation to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Federation convened under clause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (d) the members present are to vote by ballot or secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the General Meeting the Federation passes a special resolution by majority vote in favour of the confirmation of the resolution, the resolution is confirmed or if not confirmed the member is reinstated with options for other disciplinary measures as appropriate.
- (6) A General Meeting can be requested via email or other electronic sources to provide access to decision making between the two/ four year period between Championships.
- (7) The Federation's decision will be final.

## **13. Cessation of membership**

A country ceases to be a member of the Federation if their nominated delegate:

- (1) resigns membership by giving notice to the secretary or
- (2) is expelled from the association in the according to rule 11.
- (3) has not paid due fees for membership and communication has ceased for six months or more, associations will be provided with a one month membership termination notice – as per rules 8.4

## **14. Re-admission of former Members**

- (1) Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Executive Committee, the applicant shall not be readmitted without the approval of the Executive Committee by two thirds (2/3) majority vote.

## **15. Membership Status**

The status of a member organisation shall be reconsidered by the Executive Committee in the event of the following:

- (a) Political boundaries of countries being changed.
- (b) Shooting organisations being founded divided or re-organised.
- (c) The member organisation is no longer considered as being the governing body of benchrest shooting in the nation concerned. This must be judged with concrete evidence. The Federation must be there for shooters and not for presidents who seek power or position in their country.
- (d) A member has not communicated with the Federation for 6 months and/ or not sought participation in any sporting events at international level for over 18 months.

## **16. Obligations of Members:**

(1) All Members (Delegates and National Associations and Executive Committee Members) shall promote the purposes of the Federation and comply with its rules and shall do nothing to bring the Federation into disrepute.

(2) All members (as stated above) will support and uphold the rules stated in all Federation documentation.



## **Part 3 – Management of the Federation - The Executive Committee**

### **17. Powers of the committee**

The committee is to be called the committee of management of the Federation and, subject to the Constitution, the regulations and these rules and to any resolution passed by the Federation in general meetings:

- (1) is to control and manage the affairs of the Federation, and (b) may exercise all such functions as may be exercised by the Federation, other than those functions that are required by these rules to be exercised by a general meeting of members of the Federation, and
- (2) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Federation, which include;
  - (a) Administer, manage, and control the Federation on matters that impinge on all branches of the sport.
  - (b) Determine the policy and direction of the Federation. · Carry out the purposes of the Federation, and Use Money or Other Assets to do that; · Manage the Federation's bank accounts;
  - (c) Ensure that all Members follow the Rules;
  - (d) Decide how a country becomes a Member, and how a country stops being a Member;
  - (e) Decide the times and dates of Executive meetings;
  - (f) Decide the procedures for dealing with complaints;
  - (g) Set Membership fees, including subscriptions and levies;
  - (h) Make regulations.
  - (i) Set Technical standards and specifications.

### **18. Constitution and membership**

(1) Subject in the case of the first members of the committee to section 21 of the 'Constitution', the committee is to consist of:

- (a) the office-bearers of the association, and
  - (b) four ordinary members, each of whom is to be elected at the annual general meeting of the Federation under rule 15.
- (2) The office-bearers of the association are to be:
- (a) the president
  - (b) the vice-president
  - (c) the treasurer
  - (d) the secretary
  - (e) up to 4 ordinary executive committee members who can also be
    - (i) The Technical Director of the Rimfire Delegates Committee
    - (ii) The Technical Director of the Air Rifle Delegates Committee

(3) Each member of the committee is, subject to these rules, to hold office for four (4) years after member's election, but is eligible for re-election.

(4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

## **19. Election of members**

(1) Nominations of candidates for election as office-bearers of the Federation or as ordinary members of the committee:

(a) must be made in writing, signed by two members of the Federation and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

(b) must be delivered to the secretary of the Federation at least 28 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the bi-annual general meeting in such usual and proper manner as the committee may direct.

## **20. President**

(1) Ensure that the Rules are followed.

(2) Convene Meetings (In person or by electronic media (video conferencing/ email)

(3) Chair Meetings, deciding who may speak and when.

(4) Oversee the operation of the Federation.

(5) Give a report on the operation of the Federation at each Delegates Meeting.

## **21. Vice President**

(1) Ensure that the Rules are followed.

(2) Convene Meetings (In person or by electronic media (video conferencing/ email)

(3) Chair Meetings, deciding who may speak and when.

(4) Oversee the operation of the Federation.

(5) Give a report on the operation of the Federation at each Delegates Meeting.

(6) To act in replacement of the President where necessary.

(7) To take on delegated duties as necessary.

## **22. Secretary**

(1) The secretary of the Federation must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

(2) It is the duty of the secretary to keep minutes of:

(a) all appointments of office-bearers and members of the committee

(b) the names of members of the committee present at a committee meeting or a general meeting, and

(c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the

chairperson of the next succeeding meeting.

(4) Keep the Register of Members.

(5) Receive and reply to correspondence as required by the Committee.

(6) Ensure Rules of the Federation are followed

(7) To take on delegated duties as necessary.

(8) Hold the Federation's records, documents, and books.

### **23. Treasurer**

It is the duty of the treasurer of the Federation to ensure:

(1) that all money due to the Federation is collected and received and that all payments authorised by the Federation are made, and

(2) that correct books and accounts are kept showing the financial affairs of the Federation, including full details of all receipts and expenditure connected with the activities of the Federation.

### **24. Technical Director's - Rimfire and Air Rifle**

(1) Ensure that the Technical specification are known by all and endorsed in the Rimfire and Air Rifle Benchrest regulations.

(2) Prepare Technical agenda, reports and discussion document and convene meetings to finalise specification of equipment and auxiliaries related to BR.

(3) Chair Technical meetings.

(4) Provide a report to the Executive Committee following each meeting providing information on the technical development and growth of the discipline, technical matters of concern or dispute, technical recommendations of further investigation and agreed technical specifications. Ensure results and new records are notified for inclusion in wider publications or publicity. Assist members refine the Rules and Operating procedures of the sport and forward to the Executive any such changes for ratification and inclusion in the Federations publications.

(5) Make recommendations to the Executive Committee on matters of technical policy or direction for the future.

(6) Following appointment become part of the Executive Committee as defined in this constitution.

(7) Technical Directors will be sought based on their expertise within the field the specific development.

### **25. Executive Committee Members**

(1) Ensure Rules of the Federation are followed

(2) To take on delegated duties as necessary.

### **26. Casual vacancies**

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

(a) dies, or

(b) ceases to be a member of the Federation, or

(c) resigns office by notice in writing given to the secretary, or

(d) is removed from office under rule 19, or

(e) becomes a mentally incapacitated person, or

(f) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

### **27. Cessation of Executive Committee Membership**

Persons cease to be Committee Members when:

(1) They resign by giving written notice to the Committee.

(2) Their Term expires.

(3) The Federation in General Meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

(a) If a member of the committee to whom a proposed resolution referred to in clause (2) makes representations in writing to the secretary or president (not exceeding a reasonable length of time) and requests that the representation be notified to the members of the Federation, the secretary or the president may send a copy of the representations to each member of the Federation or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

A General Meeting can be requested via email or other electronic systems to provide access to decision making between the two/ four year period between Championships.

(b) The member can be removed by majority vote of the members of the Federation at the International Delegates Committee meeting (By electronic conferencing or in person).

(c) However the motion to remove any member from the executive must be submitted 28 days prior to the International Delegates Committee meeting by the nominating country. This will provide time to member states to reflect and prepare themselves for making such a delicate decision. The motion must be seconded by another member state to be effective.

(d) If a person ceases to be a Committee Member, that person must within one month give to the Committee all Federation documents and property.

(e) The committee member has a right to appeal and it is urged that all parties seek arbitration referenced in rule 10.

## **28. Meetings and quorum**

(1) The committee must meet at least three times in each period of 12 months at such place and time as the committee may determine, face to face or by electronic means.

(2) Additional meetings of the committee may be convened by the president or by any member of the committee.

(3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any three members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

(8) At a meeting of the committee:

(a) the president or, in the president's absence, the vice-president is to preside, or

(b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## **29. Delegation by committee to sub-committee**

(1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of

such member or members of the Federation as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:

(a) this power of delegation, and

(b) a function which is a duty imposed on the committee by the 'Constitution' or by any other law.

(2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains un-revoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

(4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.

(6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

(7) A sub-committee may meet and adjourn, as it thinks proper.

### **30. Voting and decisions**

(1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or subcommittee present at the meeting.

(2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **Part 4 – General Meetings**

### **31. Bi - Annual general meetings – holding of**

(1) The Federation must hold a minimum of a bi-annual General Meetings at appropriate and relevant international championships.

### **32. Bi - Annual general meetings – calling of and business at**

(1) The bi-annual general meeting of the Federation is, subject to the Constitution and to rule 31, to be convened on such date and at such place and time as the committee thinks fit.

(2) In addition to any other business which may be transacted at a bi-annual general meeting, the business of a bi-annual general meeting is to include the following:

(a) to confirm the minutes of the last preceding bi-annual general meeting and of any special general meeting held since that meeting,

(b) to receive from the committee reports on the activities of the Federation during the last preceding financial year,

(c) to elect office-bearers of the Federation and ordinary members of the committee,

(3) A bi-annual general meeting must be specified as such in the notice convening it.

### **33. Special general meetings – calling of**

(1) The committee may, whenever it thinks fit, convene a special general meeting of the association.

(2) The committee must, on the requisition in writing of at least 25 percent of the total number of members, convene a special general meeting of the association.

(3) A requisition of members for a special general meeting:

(a) must state the purpose or purposes of the meeting, and

(b) must be signed by the members making the requisition, and

(c) must be lodged with the secretary, and

(d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

(5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the Federation for any expense so incurred.

(6) A Special General Meeting can be requested via email or other electronic sources to provide access to decision making between the four year period between Championships.

### **34. Notice**

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Federation, the secretary must, at least 28 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Federation, the secretary must, at least 28 days before the date fixed for the holding of

the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of a bi-annual general meeting, business which may be transacted under rule 32(2).

(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member. The member must provide written notice to the Secretary at least 46 days before that meeting. The Member must also provide information in support of the motion ("Member's Information").

The Secretary shall give all Members at least 28 days written notice of:

(a) The business to be conducted at any Federation Meeting;

(b) A copy of the Bi-annual Report and Statement of Accounts, if the Federation Meeting is a Delegates meeting; or copy of annual accounts if an Executive Meeting.

(c) If a Delegates meeting, a list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee).

(d) Notice of any motions and the Executives Committee's recommendations about those motions. If the Secretary has sent notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

(e) Any Member may request that a motion be voted on ("Member's Motion") at a particular Federation meeting.

(f) The Committee may also decide to put forward motions for the Federation to vote on ("Committee Motions").

## **35. Procedure**

(1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

(2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

(a) if convened on the requisition of members, is to be dissolved, and day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three) is to constitute a quorum.

(5) All Members may attend and vote at a Delegates Meetings. Each member will carry one (1) vote and may be represented by one or two delegates

(6) If a member cannot participate in a Delegate's meeting it may give written powers to the delegation for another country. Such proxy shall be advised in writing to the Secretary at least two (2) weeks prior to the Delegates meeting.

(7) All Technical Meetings shall be chaired by the discipline Director. If the Director is absent, the nominated person shall chair the Federation Meeting. Any person chairing a Federation Meeting has a casting vote.

(8) On any given motion at a Federation Meeting, the Chairman/ Director shall in good faith determine whether to vote by:

(a) Voices;

(b) Show of hands; or

(c) Secret ballot.

*Taken electronically as a proxy or in person*

(9) The business of a Delegates meeting shall include:

- Welcome by the President
- Apologies
- Minutes of the previous Meeting(s);
- Business arising from the previous meeting
- The Presidents report on the business of the Federation and.
- The Treasurer's report on the finances of the Federation, the Statement of Accounts and the report of the Auditor - to include appointment of an auditor.
- (e) Allocation of the country to organise the next Championships.
- Determination of membership fees.
- (e) Motions to be considered.
- (d) Approval of the general rules for the organisation for international championships.
- (f) Making final decisions on the acceptance, rejection of members.
- Nomination of Life Members.
- (d) Election of Executive Committee Members;
- (f) General business.

### **36. Presiding member**

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Federation.

(2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **37. Adjournment**

(1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the



business to be transacted at an adjourned meeting is not required to be given.

### **38. Making of decisions**

(1) A question arising at a general meeting of the Federation is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the Federation, a poll may be demanded by the chairperson or by at least three members present in person or by proxy at the meeting.

(3) If a poll is demanded at a general meeting, the poll must be taken:

(a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **39. Special resolution**

A resolution of the Federation is a special resolution:

(1) if it is passed by a majority which comprises at least two thirds of such members of the Federation as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 28 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

### **40. Voting**

(1) On any question arising at a general meeting of the Federation a member has one vote only.

(2) All votes must be given personally or by proxy but no member may hold more than five proxies.

(3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

(4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

(5) Confirmation of voting will be by majority.

### **41. Appointment of proxies**

(1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 14 days before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy is to be in written format and details provided to the Secretary.

### **42. Delegates Members**

(1) Names for members of the Delegates Committee at a General Meeting shall be called for at least 28 days prior to a General Meeting. The Secretary shall communicate to all member nations full details of Delegates 28 days prior to the General Meeting.

(2) If the position of any Delegates Committee Member becomes vacant between Federation Meetings, the Committee shall seek another person appointment from the member nation to fill that vacancy until the next Federation Meeting – taking into account nomination of the home nation.



## **Part 5 – Miscellaneous**

### **43. Insurance**

The Federation may effect and maintain insurance.

### **44. Funds – source**

(1) The funds of the Federation are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Federation in general meeting, such other sources as the committee determines.

(2) All money received by the Federation must be deposited as soon as practicable and without deduction to the credit of the Federation's bank account.

(3) The Federation must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **45. Funds – management**

(1) Subject to any resolution passed by the Federation in general meeting, the funds of the Federation are to be used in pursuance of the objects of the Federation in such manner as the committee determines.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee or employees of the Federation, being members or employees authorised to do so by the committee. ‘

### **46. Financial Year**

(1) The financial year of the Federation begins on January 1 and terminates on 31 December of that year.

### **47. Appointing an Auditor**

(1) At the General Meeting, the Federation may by majority vote appoint someone to audit the Federation (“the Auditor”). The Auditor shall audit the Federation's accounts, and shall certify that they are correct. If the Federation appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

### **48. Alteration of objects and rules**

(1) The statement of objects and these rules may be altered, rescinded or added to only by a resolution passed by a majority of those Members present and voting at a general meeting – to include Proxy votes.

(2) Any proposed motion to amend or replace these Rules shall be signed by a member and given in writing to the Secretary at least two (2) months before the General Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

(3) At least 28 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Executive Committee has.

### **49. Common seal**

(1) The common seal of the Federation must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and

the affixing of the common seal must be attested by the signatures either of two members of the committee or of one member of the committee and of the public officer or secretary.

## **50. Custody of books**

Except as otherwise provided by these rules, the officers of the Federation must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

## **51. Inspection of books**

The records, books and other documents of the Federation must be open to inspection, free of charge, by a member of the association at any reasonable hour.

## **52. Service of notices**

(1) For the purpose of these rules, a notice may be served on or given to a person/ member:

(a) by delivering it to the person personally, or

(b) by sending it by pre-paid post to the address of the person, or

(c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

(a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

(c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## **53. Definitions**

(1) In these Rules:

(a) "Committee" means the Committee of the Federation.

(b) "Committee Meeting" means a meeting of the Committee.

(c) "Committee Member" means any Member who is on the Committee.

(d) "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.

(e) "Meeting" means any Delegates meeting, any Special General Meeting, and any Executive Committee Meeting (in person or by electronic means video conferencing/ e-mail).

(f) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Federation.

(h) "Payment" means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.

(i) "Rules" means these rules, being the rules of the Federation.

(j) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.

(k) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods.

## **54. Winding up**

(1) If the Federation is wound up:

- The Federation's debts, costs and liabilities shall be paid;
- Surplus Money and Other Assets of the Federation may be disposed of:

(2) A proposal for winding up must be submitted to the President and the Secretary at least six (6) months prior to a General Meeting. Such resolution must be approved by three quarters (3/4) majority at a General Meeting. To validate this decision the winding up must be confirmed by a second General Assembly on the same conditions as the original decision.; or

- No distribution of funds may be made to any Individual person;
- The surplus Money and Other Assets shall be distributed to:

(a) To all member nations' of the international body controlling the sport of benchrest shooting in equal shares.