

CONSTITUTION OF THE

INTERNATIONAL CONFEDERATION OF
FULLBORE RIFLE ASSOCIATIONS
(ICFRA)



Initial constitution of the ICFRA adopted by a large majority of national/regional rifle associations with fullbore shooting interests (including the former Palma council members), to come into effect from 1 January 2002.

This revised and amended version is dated - 14th October 2003. Revised 16 Mar 2008 for Word Processing format and Logo ONLY

NAME / TERMINOLOGY

1. The name of the confederation is the International Confederation of Fullbore Rifle Associations, hereinafter also referred to as ‘the Confederation’, or by the abbreviation ‘ICFRA’.
2. The sport of fullbore rifle shooting is also known by other terms such as ‘high power shooting’, ‘target rifle shooting’, ‘Bisley’ or ‘Bisley shooting’ in some countries.
3. At the inception of this constitution, the term fullbore rifle shooting shall be taken as an overarching term comprising the following disciplines at the international level:
 - Target rifle, primarily fired in the 7.62 mm (.308”) calibre at international level (5.56 mm is also used in some countries), usually at distances from 300 to 1000 yards or metric equivalents (TR).
 - F Class rifle, fired in various calibres and with other concessions applying in terms of national and international rules, at the same distances as TR (The F in F Class honours its founder, Mr G Farquharson of Canada.)
 - Match rifle, usually fired in the 7.62 mm (.308”) calibre at 1000, 1100 and 1200 yards or metric equivalents (MR)
 - Open Class rifle, allowing for further deviations from and developments beyond the disciplines listed above
- 3.1. The Council of the Confederation may by consensus amend the list of disciplines without immediately amending this constitution.

STATUS

4. The ICFRA is a confederation of independent national and regional bodies, viz. the national governing bodies or sections thereof directly controlling and administering, on a daily basis, the sport of fullbore rifle shooting in particular countries, or a joint association representing a grouping of such bodies (e.g. the Channel Islands or Continental Palma Council).
5. In exclusive fullbore rifle shooting matters, the ICFRA will prefer to deal directly with the bodies in clause 4 above, but will deal with composite unitary bodies where fullbore rifle shooting is only one part (discipline) of such a body (e.g. the NRA of America). In the case of multi-sport or multi-discipline events, the ICFRA will communicate with all relevant parties.
6. Membership of the ICFRA, as dealt with below, is voluntary. Non-members of the ICFRA will not be eligible to share directly in the services provided by the ICFRA, nor be able to host major international fullbore rifle shooting events falling under the overall control and/or guidance of the ICFRA, but shall not be otherwise penalised.
7. The ICFRA is the successor body to the following international bodies for fullbore rifle shooting:
 - The Palma Council, which primarily governed the World Championships of International Long Range Rifle Shooting (team and individual)
 - The International Rules Committee
 - The National Rifle Association (NRA) of Great Britain’s role in respect of the fullbore shooting events at the Commonwealth Games (with effect from 2003)
8. Gender/Number: Unless inconsistent with the context, all words and expressions in this constitution importing the masculine gender shall include the feminine, and words signifying the singular number shall include the plural, and vice versa.

9. The ICFRA will be a legal persona inasmuch as it may be required by the laws of the country in which the headquarters are situated at any time. The name of ICFRA will be registered as may be required.

VISION

10. The vision of the ICFRA is: 'Fullbore shooting is a well-established international competitive shooting sport with world-wide recognition.'

MISSION

11. The mission of the ICFRA is to serve fullbore rifle shooters and the international fullbore rifle shooting sport by enhancing international co-operation between independent national fullbore rifle associations (or similar bodies as described in clauses 4 and 5), as well as external parties where appropriate.

AIMS OF THE CONFEDERATION

12. The primary aims of the ICFRA are:
- 12.1. To contribute to safe and responsible firearms ownership;
 - 12.2. To encourage and promote the interests of the sport world-wide;
 - 12.3. To standardise and formulate the arrangements and rules for major international fullbore rifle competitions
 - 12.4. act as the overarching controlling authority for designated international matches, or the advisory (rules) authority for the fullbore rifle shooting events of multi-discipline competitions;
 - 12.5. act as a cohesive international body to ensure the continuation of the sport is not adversely affected by firearms legislation worldwide and any form of attack on the sport; and
 - 12.6. enhance the contributions this sport makes to the enjoyment and quality of life of its participants.

FUNCTIONS OF THE CONFEDERATION

13. Pursuant to the aims contained in clause 12 above, and without distracting from their generality, the ICFRA shall inter alia have the following functions:
- 13.1. Compile, promulgate and maintain International Fullbore Shooting Rules and Regulations containing all rules, regulations, minimum standards and guidelines, and amendments thereof, agreed to by the ICFRA Council, preferably by consensus. The main emphasis of these rules and regulations will be to standardise the rules for all international matches under ICFRA jurisdiction, and to enable shooters to compete internationally with the minimum of inconvenience caused by minor and troublesome differences in national rules.
 - 13.2. Promote investigation, dialogue and achieving of consensus on issues of regulations where present or possible conflict lies, with the aim of standardisation across all ICFRA disciplines.
 - 13.3. Oversee the governance of world championships in any of the disciplines listed in clause 3 above, including the World Championships of International Long Range Rifle Shooting (hereinafter referred to as the World Championships LR), The World Short Range Championships (hereinafter referred to as the World Championships SR), and the F Class Rifle World Championships, as well as any other international events as may be agreed upon by the ICFRA Council and the organisers if not the ICFRA.

- 13.4. Cooperate with and advise the relevant controlling bodies regarding the fullbore rifle shooting events at the Commonwealth Games, Commonwealth Shooting Federation Championships and any other multi-discipline championships including fullbore rifle shooting events, as may be required, and act an official source of technical rules.
- 13.5. Seek consensus on the establishment and regular updating of an international events/tours roster for fullbore rifle shooting.
- 13.6. Investigate, or cause to be investigated, such safety and technical matters as are deemed necessary.
- 13.7. Actively promote the image and standing of the sport worldwide by various means, such as coordinated publicity campaigns, liaison with governmental and sporting authorities, and scrutiny of campaigns and legislation threatening the sport.
- 13.8. Assist, as far as may be practical, newcomers to the sport and smaller NRAs in their endeavours to establish, maintain and expand fullbore rifle shooting in their countries/regions.
- 13.9. Investigate methods by which international events and tours can be made more affordable to participants.
- 13.10. Share experiences of, and develop new strategies for, the funding of the sport.
- 13.11. Liaise with and lobby those responsible at national and international levels to ensure range availability for ICFRA events and teams.

MEMBERSHIP OF THE CONFEDERATION

- 14. Membership of the confederation shall be given to governing bodies of fullbore rifle shooting as defined above, in three categories.
 - 14.1. **Full members:** Governing bodies or joint regional associations as defined in clauses 4 and 5 representing countries or regional groupings that have participated in one (1) World Championships LR (previously also known as Palma Trophy Matches), or in an ICFRA-recognised world championships of any of the fullbore rifle disciplines listed in clause 3, qualify for full membership of the ICFRA.
 - 14.1.1. For the purposes of clause 14.1, a joint regional association that represents constituent member countries that previously competed in the World Championships LR in their own name, may claim such occasions as part of the joint body's qualification credentials. For example, countries A and B both competed in the World Championships LR at least once, and then formed a joint association C. Association C therefore qualifies for full membership of the ICFRA Council.
 - 14.2. **Affiliate members:** All other governing bodies or joint regional associations with fullbore rifle shooting interests as defined in clauses 4 and 5 not meeting the qualification requirements for full membership may be affiliate members of the ICFRA.
 - 14.3. **Associate membership:** Upon nomination by a Full member, the ICFRA Council may decide, by majority vote, to grant Associate membership to organisations and/or federations of other international shooting associations having a common but specific fullbore interest.
 - 14.4. **Observer members:** The ICFRA Council may decide by majority vote to grant observer membership to any other organisation on a periodic or full-time basis.
 - 14.5. Membership in good standing shall be subject to the timely payment of such membership and/or other fees as may be determined by the ICFRA Council from time to time.

GOVERNANCE OF THE CONFEDERATION

15. **ICFRA General Assembly.** The ICFRA shall be governed by a General Assembly. The General Assembly, will meet at least every FOUR years, most likely at each Palma and World Championships LR, as a general assembly for the following purposes:
- To receive the President's and Secretary General's reports for the four year period.
 - To agree the financial statement of accounts for the period.
 - To amend the Constitution and ratify amendments undertaken by the Council in the previous Council meetings or postal/electronic votes since the previous General Assembly meeting. (see Clauses 33-38)
 - To agree or ratify proposed rule changes, and
 - To undertake any other business requiring input of all member organisations irrespective of membership type.
- 15.1. During the intervening period, an **ICFRA COUNCIL** will meet or communicate as an executive body to discuss and execute business in respect of fulfilling aims (Clause 12) of ICFRA. Should issues require a General Assembly meeting decision, this will be decided by postal or electronic voting. The ICFRA Council shall be established and govern in accordance with the following provisions:
- 15.2. One representative of each full member, who shall have a vote, and be known as a (ICFRA) councillor.
- 15.3. At actual meetings of the Council, each such councillor may be assisted by one other person, who shall have a voice but no vote.
- 15.4. One (optional) representative (councillor) of each affiliate member, who shall have a voice but not a vote during a Council meeting but who shall have a vote at a General Assembly meeting unless such affiliate is a member of an Association that is a full member of ICFRA, when he shall not have a vote with the exception that when voting is undertaken on technical rules matters for Commonwealth Games and related events then Commonwealth country affiliates only SHALL have the vote and NOT the parent full member Association.
- 15.5. One (optional) representative of each Associate member, which representative must be or have been an active fullbore rifle shooting member, shall have a vote on all matters at a General Assembly meeting, and a and a vote regarding specific areas of interest relating to the associate member only (e.g. Commonwealth Games and related events matters if the associate member is CSF)
- 15.6. One (optional) representative of each observer member, who shall have a voice on matters as determined by the Council, but no vote.
- 15.7. Each member body above will decide who its officially appointed representative shall be. The member body may change its representatives as and when it sees fit and must advise the Secretariat accordingly, but bearing in mind the desirability of retaining continuity amongst ICFRA Council members. The representatives most recently advised by any member will be the councillors at any time. However, it is recommended that a councillor should serve for at least four (4) years if at all possible.
- 15.8. The Chairman, or his authorised deputy, of the Palma and World Championships Committee (see 'Council committees'), who shall become a councillor and have a vote (should such Chairman not already be an ICFRA councillor with a vote).
- 15.9. The Chairman, or his authorised deputy, of the World Veterans Committee (see "Council committees"), who shall become a councillor and have a vote (should such Chairman not already be an ICFRA councillor with a vote).

- 15.10. The Chairman, or his authorised deputy, of the Commonwealth Committee (see ‘Council committees’), who shall become a councillor and have a vote (should such Chairman not already be an ICFRA councillor with a vote).
- 15.11. The Chairman, or his authorised deputy, of each committee the Council may create For discipline-specific or other matters (see ‘Council committees’), who shall become a councillor and have a vote (should such Chairman not already be an ICFRA councillor with a vote).
- 15.12. Representatives mentioned in clauses 15.7 to 15.11 will normally be elected for a minimum period of one year, but ideally for the period extending from one World Championships LR to the next.
- 15.13. Additional councillors may be co-opted on a periodic and ‘project’ basis only. Such persons shall have a voice but not a vote.
- 15.14. Unless decided otherwise by a special decision of Council, all expenses incurred by representatives in order to attend Council or council committee meetings shall be borne by their own member bodies.

16. Office bearers

- 16.1. The Council shall by majority vote elect a President from the ranks of the representatives of full members, during a Council meeting to be held at each World Championships LR event.
- 16.2. To encourage impartiality, the President shall during his term of office have a casting vote only and upon election be replaced as representative of his member body by a replacement councillor, who shall then have a vote.
- 16.3. The President shall normally assume office on the first working day one (1) month after the completion of a World Championships LR event and remain in office until one month after the next World Championships LR event, and the assumption of duties by the next President.
- 16.4. In the case of a vacancy, a new President shall be elected for the remaining period of office as defined above.
- 16.5. The President will normally be the chairman of the Council and its primary spokesperson, but will have executive powers only as may periodically be delegated by the Council.
- 16.6. The Council shall by majority vote also elect a Vice-President from the ranks of the representatives of full members, during a Council meeting to be held at each World Championships LR event. Such person shall serve in this position for the period of office as defined above for the President, in addition to being a representative, and not be replaced in the latter capacity.
- 16.7. In the case of a vacancy, a new Vice-President shall be elected for the remaining period of office as defined above.
- 16.8. The Vice-President shall deputise for the President as chairman of Council and in the performing of his other duties during essential periods of absence, or incapacity, of the President. Such occasions should not be for extended periods.
- 16.9. The President and Vice-President may be re-elected for one additional consecutive term of office only.
- 16.10. The Council shall appoint a Secretary General for periods of office as defined above for the President, who shall act as secretary of Council (without a vote) and be responsible for the day to day management of the ICFRA Secretariat, usually including the management of ICFRA finances.
- 16.11. If deemed absolutely necessary for reasons of expertise and/or extensive work-load, the Council may separate the general and financial management duties of the Secretary

General, and appoint a Treasurer for periods of office as defined above to handle the financial duties, provided that such person shall operate from the same location as, and under overall jurisdiction of, the Secretary General.

- 16.12. The Council may periodically appoint other office bearers as may be deemed necessary.
- 16.13. Office bearers shall normally only vacate their positions during their terms of office due to proven incapacity, resignation or through a two-thirds majority decision by the Council on the grounds of objectively proven misbehaviour or impropriety only.

17. **Council committees**

- 17.1. **Palma and World TR Championships Committee** (see clause 17.4). The Council shall allocate a high priority to the governance of World Championships, and for this purpose appoint a Palma and World Championships Committee. This name of this Committee may also be shortened to the 'Palma Committee'. ICFRA members that are governing bodies or joint regional associations as defined in clauses 4 and 5 and representing countries or regional groupings that have participated in three (3) World Championships Team LR – previously also known as Palma Trophy Matches – or other ICFRA sanctioned World TR Championships qualify for full membership of this committee. Other member bodies not yet meeting this qualification, or interested in participating in future World TR Championships, may be observer members of the committee, with a voice but not a vote. The committee will elect its own chairman from within its ranks, observing, but not limited to, the tradition of the former Palma Council that the next country to host the World Championships LR event usually chaired that council's meetings until the closure of the event. The ICFRA Council should normally abide by advice given by its Palma and World TR Championships Committee. Should a vote ever have to be taken in the ICFRA Council on World Championships LR matters, ICFRA Council members not meeting the norm of participation in three (3) previous World Championships LR events shall not have a vote. In recommending the formulation of new rules, or amendments of existing rules, for World Championships, the Palma and World Championships Committee shall closely cooperate with the ICFRA TR Committee.
- 17.2. **Commonwealth Committee** (standing committee). The ICFRA Council will provide ratified fullbore rifle technical rules (drafted by its relevant committee) for the fullbore rifle events at the Commonwealth Shooting Federation Championships (CSFC) and Commonwealth Games (CG) to the Commonwealth Shooting Federation (CSF). Any proposal by the CSF for major changes to these technical rules should, in the first instance, be discussed between the officers of both ICFRA and CSF.
 - 17.2.1. With regard to the technical rules applicable to shooting competitions within the CSFC and CG, then fullbore rifle technical rules will be those set by ICFRA.
 - 17.2.2. The ICFRA Council will be informed of any such proposed amended technical rules after which they may be fully ratified at an ICFRA Council and subsequently at a General Assembly meeting.
 - 17.2.3. Should a vote have to be taken on Commonwealth fullbore rifle issues, ICFRA General Assembly members not representing Commonwealth countries or groupings thereof shall NOT have a vote.
- 17.3. **World Veterans Committee** (standing committee). This committee will advise the ICFRA Council on matters affecting veterans' participation in fullbore shooting in general, and the presentation of World Veterans Championships in particular. All full and affiliate ICFRA members with significant veterans' interests may nominate one (1) representative each in this committee. All representatives shall have one (1) vote in this committee, irrespective of their parent body's voting status in the ICFRA Council. The chairman shall be elected by the committee from within its ranks, and such chairman shall be a member of the ICFRA Council, if not already serving in the Council.

- 17.4. **Committees for specific disciplines.** The ICFRA Council may establish committees for specific disciplines. Such committees will advise the Council on matters affecting the discipline in general, international rules for the discipline, and the presentation of world championships for the discipline. Only the Council may adopt or amend rules, by postal vote if necessary (see clause 18.11. All full and affiliate ICFRA members with significant interests in a discipline may nominate one (1) representative in each such committee. All representatives shall have one (1) vote in such a committee, irrespective of their parent body's voting status in the ICFRA Council. The chairmen of each such committee shall be elected by the committee from within its ranks, and such chairmen shall be a member of the ICFRA Council, if not already serving in the Council.
- 17.5. **Other committees.** The Council may periodically appoint other committees, as deemed necessary, with duties as assigned and powers as delegated by the Council (e.g. an International Tours Committee). This may include an Executive Committee for general purpose matters, but without usurping any powers of the Council.

18. Powers and responsibilities of the Council

- 18.1. The Council will be responsible for all aspects of the management of the affairs of the ICFRA, on behalf of and in the interest of the members. It will be governed by the stated vision, mission, aims and functions of the Confederation.
- 18.2. Only the Council may adopt or amend rules, by postal vote if necessary, which then have to be ratified by the General Assembly
- 18.3. The Council will keep General Assembly members advised of all major developments and important Council decisions by means of circular letters and newsletters. The President will submit reports at the General Assembly meeting to be held at each World LR Championships event, as well as interim reports at any Council meetings.
- 18.4. Subject to the provisions of this constitution, the Council will have overall control of the management of the affairs and assets of the Confederation. It is empowered to rent or otherwise acquire on behalf of the Confederation such office and storage space or other property required for the purposes of the Confederation. The Council is empowered to manage the Confederation's finances and invest its accumulated funds in a prudent and financially responsible manner. The Council shall have the power to borrow money for the purposes of the Confederation, against the security of the property of the Confederation, or any part thereof, provided there is no financial commitment on behalf of ICFRA members over and above normal membership or other fees. The Council may also acquire and, where necessary, dispose of such office equipment, trophies and other moveable property required for the purposes of the Confederation.
- 18.5. The Council may delegate such responsibility as may be required for the daily management of the affairs of the ICFRA – such as the acquisition of office requisites and payment of honoraria and staff remuneration – to the Secretary General and/or Treasurer (if appointed) of the ICFRA, subject to the retention of overall supervision and accountability by the Council.
- 18.6. The Council shall refrain from the creation of major bureaucratic structures or the incurring of expenses that will cause undue imposition on its membership or other fees. In this it must be guided by the principle that the ICFRA exists to achieve its vision, mission, aims and functions in a benign and facilitating manner, and to control only those matters under its direct jurisdiction, instead of becoming an extensive world governing body and hierarchy. Fees should be limited to those necessary for the essential direct expenses of the ICFRA, such as the Secretariat's communication expenses, remuneration, essential office expenses and unavoidable subsistence and travel expenses of designated office bearers or officials to attend essential international commitments, deemed by the Council to be in the interests of the ICFRA as a whole and not primarily that of member bodies. (Where possible, such expenses relating to international championship events under the control or

supervision of the ICFRA should be recovered in part or in full from the de facto organising body.)

- 18.7. The Council is empowered to set annual membership fees calculated to defray essential operating expenses approved by Council in terms of an annual budget. Special levies may be set to defray any additional expenses that have also been approved on budget or by means of a special vote by post/electronic means or in a Council meeting. In setting all fees, the Council must consider the classes of membership and commensurate privileges of member bodies as set out above. All fees shall be payable within such period and to such account operated for, or on behalf of, the ICFRA, as determined by the Council. Budgets and fees may be approved by a postal/electronic vote of the Council.
- 18.8. The Council is empowered to take disciplinary action, in the form of fines or suspension or disqualification from the activities of the Confederation, against any member body, office bearer, official or competitor in ICFRA controlled competitions who contravene the constitution, rules and regulations (of an imperative nature such as for world championships under ICFRA jurisdiction) or Council decisions of the Confederation, or in any other material matter acts against the best interests of the Confederation. Where necessary, the Council will appoint a Disciplinary Committee, drawn from a Disciplinary Panel, to act as tribunal before which alleged offenders will be able to exercise their fundamental rights (including the right to appeal). Some members of the Disciplinary Panel, who have not in any way participated in the initial hearing, will be held in reserve to hear any appeal against the finding(s) of the hearing.
- 18.9. Any serious disputes arising within the Confederation between any combination of member bodies, office bearers, officials or competitors in ICFRA controlled competitions and the Council or any of its structures, shall in the first instance be resolved within the normal structures of the Confederation. Where this is impossible, disputes shall be referred to a Dispute Resolution Committee appointed by the Council. This committee will comprise a minimum of three (3) and maximum of five (5) individuals drawn from member bodies of the Confederation, who shall be persons held in high regard and ideally include a person or persons with legal training. Should the dispute remain unresolved, or a disciplinary decision be challenged on or after an appeal, other authorities may be approached for assistance. In the final instance, the matter may be referred to independent mediation and/or arbitration.
- 18.10. The Council may appoint patrons and sponsors, should it believe this to be in the interest of the Confederation.
- 18.11. The Council will have full discretion in the selection of any ICFRA 'World' teams and the design and registration of appropriate badges, trophies etc.

19. **Meetings**

- 19.1. The Council will have at least one meeting during every World LR Championships, on a date and at a venue decided by the President and Secretary General, in consultation with the host nation. All member bodies should do their utmost to be represented at this meeting, as it will also serve as a General Meeting of the ICFRA. In between these meetings, the Council will meet as often as deemed absolutely necessary, bearing in mind the least inconvenience and additional expense for the majority of Council members as well as the member body hosting such meeting.
- 19.2. The Secretary General will advise all members concerned of the date, time and venue at least three (3) months prior to an actual (physical) meeting.
- 19.3. A provisional agenda for actual Council meetings shall usually be distributed at least eight (8) weeks before the meeting. Any additional items, discussion papers or written responses to previously circulated documents or agenda items should be submitted to the Secretary General within two (2) weeks after receipt of the provisional agenda, after which he will finalise and distribute the revised agenda as soon as possible. Further written

responses may be submitted and distributed within a reasonable time, to reach councillors not less than two (2) weeks before the meeting.

- 19.4. In the event of a councillor being unable to attend a Council meeting, the member body or Council committee (where applicable) concerned, may appoint a deputy, who will have full voting rights. The Secretary General must be advised of such substitution, prior to the meeting. The same procedure applies, mutatis mutandis, to Council meetings.
- 19.5. Councillors or member bodies that cannot be represented at a meeting for good reason may submit a proxy to the Secretary General 48 hours in advance of the meeting date. Such proxy will nominate another councillor or the chairman to vote, as instructed or as deemed fit, on behalf of the councillor or member body giving the proxy.
- 19.6. A Special General Meeting of Council will be called within four (4) months of receipt of a written request for such a meeting, signed and supported by a least two-thirds of councillors representing member bodies in good standing and eligible to vote, or by decision of the Council. At a Special General Meeting only the specific matters contained in the request, or decided by the Council, will be discussed.
- 19.7. Any urgent business of Council in between actual meetings may be handled by circulation and postal/electronic vote.
- 19.8. In what he considers to be a matter of the utmost urgency, the ICFRA President is empowered to call an emergency meeting of the Council or a Council committee, with less than the normal three months notice. Electronic meetings may be held as a means of discussing and voting on such urgent matters, subject to affordability and practical feasibility.
- 19.9. The chairperson of any Council committee will determine the frequency of meetings of that committee, bearing in mind the least inconvenience and additional expense for committee members and the member body hosting such meeting. By mutual agreement, members of a committee will decide on a suitable notice period. The committee's chairperson will act as meeting convenor.
- 19.10. **The Chair.** At all Council meetings, the ICFRA President will take the chair. In his absence, the chair will be taken by the Vice-President. If both these persons are absent, the members present will elect a temporary chairman for that specific meeting, who will have full powers of the chair. The elected or appointed Chairman of any ICFRA Council committee will preside at meetings of that committee.
- 19.11. **Quorum.** At any Council or Council committee meeting, a simple majority of the elected/appointed members will comprise a quorum. Should a quorum not be present at any meeting, those members present will decide on a postponement date and time, if feasible within the constraints of available time and the non-incurring of significant additional expense. If the latter proviso cannot be met, the meeting will continue, subject to postal/electronic ratification of its decisions. Member bodies or councillors, who had properly submitted proxies in advance of the meeting, shall be considered to have formed part of the quorum for the meeting.
- 19.12. **Minutes.** The Secretary General, or some other appointed person, will prepare comprehensive minutes of all meetings and maintain an official minutes book or (backed-up) electronic records. Confirmation of the minutes of the previous meeting and 'matters arising' will be early agenda items for all meetings other than special meetings. Draft minutes will be submitted to the Council no more than six (6) weeks after the meeting. Councillors are to submit any objections or suggested improvements within a further six weeks.
- 19.13. **Language.** English will be the language of record for ICFRA.
20. **ICFRA 'Year'**. The ICFRA membership, financial and administrative year commences on the first day of January. The Council is empowered to change the date and the related dates for payment of membership fees, etc, without amendment to this constitution.

ICFRA SECRETARIAT

21. The ICFRA Secretariat will serve the ICFRA and its Council in the pursuit of its vision, mission, aims and functions and all administrative matters incidental thereto.
22. In particular, the Secretariat will be the focal point for coordination of passage of information between any relevant combination of the Council, Council committees and member bodies.
23. The Secretariat will be managed by the Secretary General. Such additional staff as may be required may, subject to Council approval, be appointed to the Secretariat. The Council will, in the first instance, strive to appoint persons as Secretary General, a Treasurer if deemed necessary, and Secretariat staff who are willing to make available their services on a voluntary basis or for the payment of an honorarium only, or are provided by a member body in addition to their normal duties for such body. Should the appointment of salaried staff be unavoidable, the Council must determine the conditions of service of such persons.
24. The Secretary General will regularly make a report to the Council, at such times and in such format as determined by the Council.
25. The Secretariat may ideally be provided and accommodated by a member body with the necessary resources and willingness to do so, until such time as it chooses to relinquish this responsibility or the Council decides to appoint another council member body or suitable individual(s) to perform the Secretariat function. The Council shall reconsider the placing of the Secretariat at least every four (4) years, usually during its meeting at every World Championships LR.
26. In maintaining the Secretariat, the Council shall be guided by the principles stated in clauses 18.5 and 18.6.

FINANCIAL CONTROLS

27. In addition to the financial management provisions contained in earlier clauses, the ICFRA will maintain sound financial controls.
28. **Accounting:** The Confederation (ICFRA Secretariat or Treasurer, if appointed) will keep a proper set of books, suitable to a body of this nature. Should an ICFRA Finance Committee be appointed, it will assist the Secretariat or Treasurer in preparation of the accounts for audit (in addition to any other financial duties assigned to it by Council). Two signatories, appointed by the Council, will be necessary for the operation of any bank account/s or investments on behalf of the Confederation. Decisions regarding the nature of investment/s of the accumulated funds of the Confederation will be taken by the Council, acting on recommendations from the Secretary General, Treasurer or Finance Committee, as may be applicable.
29. **Auditing.** The Council shall annually appoint an auditor, suitably qualified for the extent of the ICFRA audit, who shall not be a member of the Council, but may be a person who is a member of one of the ICFRA member bodies.
30. **Council review of financial statements.** The Secretary General, Treasurer or Chairman of the Finance Committee, as may be applicable, will present the audited Financial Statements to the Council within a reasonable period, preferably three months, after the end of the financial year. Such statements may be approved by circulation, and all reasonable queries must be responded to by the responsible person/committee. Upon final acceptance by the Council, the financial statements will be signed by the ICFRA President and Secretary General or Treasurer on behalf of the Confederation.
31. **Publication of Financial Reports.**
 - 31.1. **Annual reporting:** After final acceptance by the Council, the financial statements, together with a report will be circulated to all member bodies by the Treasurer within 3 months of the end of the financial year.

- 31.2. **Four year reporting:** At the end of each 4 year period, an audited set of financial statements of accounts and a report will be submitted to the next General Assembly after prior circulation at least 2 months before the date of the meeting for approval.

HEADQUARTERS

32. The office of the Secretariat, wherever situated, will be the Headquarters of the Confederation.

AMENDMENT OF THE CONSTITUTION

33. Any amendment to the Constitution will require a two-thirds majority vote of the ICFRA Council.
34. A special resolution to amend or add to the Constitution may be presented by a councillor, or by at least one-third of the member bodies of the Confederation. Under normal circumstances, the Council will consider the proposal at its next meeting, or by circulation if deemed urgent. Any comments or changes proposed by the President and/or Secretary General may be appended to an initial circular to all members ahead of a final circular for a postal vote.
35. The full proposed resolution, together with the President's, Secretary General's or any member's comments, will accompany the final circular which shall be sent to Council members with voting powers at least thirty (30) days prior to the final date for the submission of postal/electronic votes, or a notice of a Council meeting in accordance with the normal provisions.
36. The resolution will be tabled at the Council meeting for consideration, with or without modification. Only modifications which in the opinion of the President or meeting chairman are consistent with the general theme of the original proposal as circulated to members will be considered for discussion at the meeting, or inclusion in a circular for a postal vote.
37. Dependent upon the sensitivity of the issue and the feelings of the members present, the meeting chairman, in the case of an actual Council meeting, will decide whether voting should be by show of hands or secret ballot. If by ballot, the chairman will appoint a person or persons present to collect the voting papers and count the votes. In the case of a postal/electronic ballot, all votes must be treated as confidential.
38. The amendment contained in the special resolution, or as modified by acceptable proposals, will only be deemed carried if at least two-thirds of the eligible members who vote at the meeting or in the postal/electronic ballot are in favour thereof. The outcome of any voting procedure will be stated in the relevant minutes.

DISSOLUTION

39. In the event of the dissolution of the Confederation, any remaining assets, after satisfaction of all liabilities, will be donated to another body having objects similar to those of the ICFRA. This decision will require a two-thirds majority vote of all full and affiliate members of the ICFRA Council.

AMENDMENTS (as incorporated) TO THIS CONSTITUTION WERE APPROVED BY THE ICFRA COUNCIL ON 9/10 JULY 2003.

(Date of this copy: 14th October 2003. Amended for Word Processor compatibility + Title page **ONLY** 16/03/2008). Validated as unchanged by Sec Gen ICFRA.