



European Federation of Farriers Association

GENERAL RULES & PROCEDURES

Approved by the AGM 8th of November 2013 at Prague
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RULE I (Constitutional Items)

Article 1 Name

The body is a non-profit organisation and shall be known as the European Federation of Farriers Associations, which may be abbreviated to EFFA.

Article 2 Duration

EFFA has an unlimited duration.

Article 3 Headquarters

The Headquarters of the United Kingdom's National Association of Farriers, Blacksmiths and Agricultural Engineers (NAFBAE) acts as the Headquarters of EFFA. The address is: The Forge, Avenue B 10th Street, NAC, Stoneleigh, Warwickshire CV8 2LG, England.

RULE II (Mission and Objectives)

Article 4 Mission

The Mission of the European Federation of Farriers Associations is to improve the welfare of the horse by encouraging the highest standards of trimming and shoeing.

Article 5 Objectives

In furtherance of this mission, the European Federation of Farriers Associations has the following objectives:

- To provide a forum for the spread of knowledge and best practice amongst farriers throughout Europe.
- To arrange educational events and farriery competitions in order to raise standards of farriery throughout Europe.
- To develop a common basic standard of competence in farriery.
- To encourage all European countries, whether members of the European Union or not, to adopt this common basic standard as a minimum and to accredit national qualifications against this common basic standard.
- To prevent and avoid suffering by and cruelty to horses arising from the trimming and shoeing of horses by unskilled persons.
- To develop and publicise a register of Certified Euro-Farriers.



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- To encourage all working farriers to undertake a programme of continuing professional development/lifelong learning.
 - To encourage close working between farriers and veterinary surgeons on the therapeutic treatment of horses' hooves.
 - To assist member nations in developing common standards of regulatory legislation relating to the trimming and shoeing of horses.
 - To encourage safe and healthy working practices.
 - To encourage the education of the horse owning public in relation to the art and science of farriery.
 - To provide representation on behalf of the members on matters concerning the farriery industry in Europe.

RULE III (Membership and Fees)

Article 6 Membership

Every national farrier association in Europe is eligible to become a full member of EFFA subject to approval by the Annual General Meeting. It is possible for more than one association from one nation to become a member of EFFA.

Individuals representing a country where no association exists or has applied for membership shall be accepted as members with the right to attend all meetings and to speak, but without the right to vote or to be elected.

Article 7 Application

Every application for membership from a European association shall be made by written notice to the Secretary, and then be considered at the next Annual General Meeting of EFFA. Applicants have to be represented officially at the Annual General Meeting of EFFA. They may be asked to provide details of their Association's membership and aims to enable the Annual General Meeting to reach a considered decision

Article 8 Annual Fees

The annual membership fees for associations and the annual fee for individual registration as a Certified Euro-Farrier shall be determined at the Annual General Meeting and paid yearly.



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RULE IV (Administration)

Article 9 Financial Rules

Separate Financial Procedures shall be produced and approved by the Annual General Meeting. They should be reviewed at least once every five years.

Article 10 Termination of Membership

Any association wishing to terminate its membership may do so at any time by sending written notice to the Secretary.

The Annual General Meeting may exclude from membership any association found to have acted contrary to the rules or to have acted in a manner prejudicial to the interests of EFFA. Before an association is excluded it must be given written details of the charges made, and will be given the opportunity of being heard by the Annual General Meeting.

Following the hearing, the Annual General Meeting may decide by resolution of not less than two-thirds of the votes of associations attending the meeting to exclude the association from membership.

This article applies to any member association which has not paid the annual membership fee within three months after having been notified in writing by the Treasurer.

RULE V (Annual General Meeting)

Article 11 Frequency of Meetings

There is to be an Annual General Meeting of EFFA once per year. Under no circumstances is a period of more than 15 months to elapse between Annual General Meetings.

Article 12 Invitation

All member associations of EFFA are to be given at least 60 days notice of the time and place of the Annual General Meeting. A copy of the agenda, audited accounts for the year and the minutes of the previous meeting are to be available to all members at least 21 days before the meeting. Where agenda items are likely to need consultation with the membership of national associations, supporting papers should be produced and distributed as early as possible. No matter not included on the agenda can be discussed at the meeting under Any Other Business, and the Secretary must be given at least 42 days notice in writing of any matters to go on the agenda.



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Article 13 Language

The official language of EFFA is English, and a copy of all papers to be considered must be produced in English. Where interpreters are available, discussions at the Annual General Meeting will be translated into French and German. When papers to be considered are complex in nature, translations into French and German should be provided in advance if possible.

Article 14 Extraordinary General Meeting

An Extraordinary General Meeting can be called at the request of three quarters of the member associations in writing to the Secretary. Notice of the meeting and an agenda must be provided to all member associations at least 21 days before the meeting.

Article 15 Votes

Regardless of the number of member associations per nation, every country has two votes. Nations with more than one member association have to divide the two votes between the delegates, unless one member association has at least five times as many members as the other(s) in which case it retains both votes. If the member associations cannot decide between themselves how to allocate their two votes, the Annual General Meeting of EFFA will decide for them.

RULE VI (Executive Board)

Article 16 Election

The members of the Executive Board are elected by the Annual General Meeting for a period of three years, and can be re-elected. The President can be re-elected only once. Elections should be staggered so that not all members complete their three years at the same time.

Article 17 Board Members

The membership shall consist of President, Vice President, Registrar and three others. The immediate Past President shall be a non-voting member for one year after standing down. The roles of Secretary and Treasurer may be filled by suitably qualified Board members, or by non-Board members selected for their professional qualifications. One member of the Board shall be responsible for the two-yearly competition, and another for the alternating educational event.

Board members will receive no salary, but will be reimbursed justified expenses in accordance with the financial procedures. Holders of the posts of Registrar, Secretary and



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Treasurer may be paid a daily allowance, as determined by the Board, for time spent on their duties outside normal Board duties.

Article 18 Board Meetings

The Executive Board is to meet immediately before the Annual General Meeting, and on at least one other occasion during the year.

All members of the Executive Board are to be given at least 60 days notice of the time and place of any Board meeting. A copy of the agenda and the minutes of the previous meeting are to be available to all members at least 21 days before the meeting.

Article 19 President's Duty

The President will represent EFFA in public. He/she will sign minutes, papers and documents as appropriate, and will ensure that these General Rules and Procedures are observed.

Article 20 Treasurer's Duty

The Treasurer shall ensure that the Financial Procedures are observed, shall pay bills and receive income, and shall produce audited annual accounts and a budget for the Annual General Meeting.

Article 21 Secretary's Duty

The Secretary is to handle all the general administration relating to the Annual General Meeting and Executive Board meetings, including preparation of agendas, supporting papers and minutes. In addition, the Secretary is to provide the initial response to all queries other than those relating to the Treasurer or the Registrar.

Article 22 Registrar's Duty

The Registrar is responsible for maintaining a Register of Certified Euro-Farriers, and for issuing CE-F Certificates and vehicle window stickers. He/she provides administrative support to the Accreditation Board, including arranging a programme of visits and producing post-visit reports. The Registrar is the registered holder of the CE-F trademark.



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RULE VII (ACCREDITATION BOARD)

Article 23 Objective

To visit and evaluate the training and examination provision of Member Associations with a view to the accreditation and certification of those meeting the standards of the European Farrier in the 21st Century as approved by the European Federation of Farriers Associations, and thereby establishing minimum acceptable standards for farriery within the European Economic Area.

Common accreditation and certification in this way will improve the welfare of the horse, and enhance the profession of the farrier and offer horse owners a recognised and reliable service.

Article 24 Executive Members

The executive members of the Accreditation Board will be appointed by the Annual General Meeting of EFFA, and will consist of a minimum of an independent Chairman, who should have a background in vocational training, a Deputy Chairman and a Registrar. The appointment of the Chairman will be up to a maximum period of 3 years, and may be renewed only once for a further 3 years. The Chairman and Deputy Chairman should not both be from the same country.

Article 25 Terms of Reference

The Annual General Meeting of EFFA is to approve detailed Terms of Reference for the Accreditation Board. These Terms of Reference are to be reviewed at least once every 5 years.

RULE VIII (Income)

Article 26 Sources of Income

Income is derived from: annual membership fees for associations, the initial registration and annual retention fee for Certified Euro-Farriers, interest on investments, donations and bequests. In addition EFFA may sell training and other materials for which it holds copyright. From time to time EFFA may undertake projects eligible for European Union funding, such as Leonardo da Vinci projects, and may hold the grants pending disbursement to partners.



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RULE IX (Dissolution)

Article 27 Dissolution

EFFA may be dissolved by resolution of three-quarters of the votes of member associations attending an Annual General Meeting. In such an event, the Executive Board shall appoint auditors to discharge all debts and liabilities, and shall decide how to dispose of any surplus funds.

RULE X (Review)

Article 28 Review of General Rules and Procedures

These General Rules and Procedures are to be reviewed at least once every five years or in the event of significant change.

These Rules replace the rules dated 21st November 2009 and have been approved by the EFFA AGM, the 8th of November 2013 at Prague.

Peppe Frosch
President

Miles Williamson-Noble
Secretary