

Board Committee Terms of Reference



Rules Committee

1. Purpose

The purpose of the Rules Committee (hereinafter, the Committee) is to assist the Board in discharging its responsibilities with respect to:

- a. Considering, reporting upon, presenting clarification of the wording of existing shooting rules, motions to amend the rules; and undertaking editorial functions of the rules without changing the purpose and intent of the rules or motions.
- b. Formulating proposed amendments to the Archery NZ Shooting Rules and Tournament Rules.
- c. Providing advice on the interpretation, of Archery NZ Shooting Rules and Tournament Rules.
- d. Assisting in the education of competitors and officials in the understanding of the rules and their application.

2. Membership

- a. The Committee shall be appointed by the Board from among Archery NZ members and shall consist of up to five members.
- b. The convenor of the Committee shall be appointed by the Board.
- c. The Committee shall be structured to include members who are current or past judges or who can demonstrate a thorough understanding of the shooting and tournament rules.
- d. A quorum shall be 3 members, one of whom shall be the convenor.

3. Operating Principles

- a. The Committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Committee shall have the right to go 'in committee' as required.

- c. The convenor shall draw up an agenda to be circulated at least one week before each meeting. The agenda shall be distributed to the members of the Committee and other invitees.
- d. Meetings shall be held at least four times each year or as and when necessary.
- e. The Committee shall report to the Board after each committee meeting or as specified or requested by the Board. Committee meetings shall be minuted, a copy to be tabled at the following board meeting. Additionally, the Committee shall submit an annual report to the governing body summarising the committee's activities during the year and the related significant results and findings.
- f. The Committee shall annually assess its effectiveness and the contribution of individual Committee members. Changes in personnel, roles or responsibilities shall be determined by the Board.

4. Responsibilities

- a. Review shooting rules and tournament rules and provide recommendations to the Board for improvement.
- b. In addition, the Rules Committee shall examine any other matters referred to it by the Board.

5. Authority

- a. The Committee is authorised by the Board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires from the General Manager (or the Board in the absence of a GM) who shall co-operate with any request made by the Committee.
- b. The Committee shall have the authority of the Board to secure the attendance at meetings of third parties with relevant experience and expertise if it considers this necessary, where aligned with the budget.
- c. The Rules Committee shall have no executive powers regarding its recommendations other than those bestowed by the Board.

Document Control

Version	Purpose/Change	Author	Date
1	Initial	Organisational Management Committee	6 June 2024

