



# European Federation of Farriers Associations

## General rules and Procedures

Approved by the Pilsen AGM 2022

Due date for review the EFFA AGM 2027

## **Rule one (Constitutional items)**

### **Article one; Name.**

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

### **Article two; Duration.**

EFFA has an unlimited duration.

### **Article three; Headquarters.**

The headquarters of The British Farriers and Blacksmiths Association (BFBA is the trading name of United Kingdom's National Association of Farriers, Blacksmiths and Agricultural Engineers (NAFBAE)) acts as the postal headquarters of EFFA. The address is: The Forge, Avenue B, 10<sup>th</sup> street, NAC, Stoneleigh, Warwickshire, CV8 2LG, England.

The EFFA website address is [www.eurofarrier.org](http://www.eurofarrier.org)

## **RULE II (Mission and Objectives)**

### **Article 4; Mission statement.**

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.
- 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 in person 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. A translator may be used if the official representative needs one.

#### **Article 8; Annual Fees**

The fees for members in the Association and the CEF members are invoiced and paid separately.

#### **8a; Annual membership**

The Annual membership fee for Associations is calculated by the total number of members in the Association. This membership fee must be paid annually to the EFFA Treasurer before the Annual General Meeting.

**8b; Certified Euro-Farriers fees.**

The list of Certified Euro-Farriers (CEF) must be sent to the EFFA Registrar before the AGM via email.

The Registrar will email the invoice for this number of CEF members.

Once this invoice is paid, the CEF vehicle stickers will be posted out to the Association Secretary.

Additional vehicle stickers and certificates for new CEF members will be sent as required throughout the year following the necessary payment.

The annual fee for Individual Association Registration or for the Certified Euro Farriers shall be determined at the Annual General Meeting.

All member Association fees must be paid before the AGM or the delegates may not be allowed to vote at the AGM.

**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.

**Rule IV (Termination of membership)**

Any association wishing to terminate its membership may do so at least 2 months before the end of the financial year by sending written notice to the Secretary.

The Annual General Meeting may remove the voting privileges or 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 (AGM) of EFFA once per year. The venue is decided at the previous years AGM and is hosted by an Association member. The meeting may be held online but 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.

If the Accreditation Board chairman is required to come to the AGM and they are not an association delegate, their travelling and accommodation expenses will be met by EFFA.

Guests of delegates or associations are welcome to attend the AGM but their names must be provided to the secretary with the delegate registration and be signed in to the meeting with the delegate as a matter of courtesy and safety.

### **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**

The votes are to be distributed through the associations in a democratic format.

Therefore :

- associations with up to one hundred members have a secured one delegate vote.
- associations with more than one hundred members but less than two hundred secure two delegate votes.
- associations with over two hundred members secure three delegate votes but no more.

**1-100 = 1 vote. 101-200 = 2 votes. 201 and higher = 3 votes.**

## **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 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 before the Annual General Meeting, and on at least one other occasion during the year.

The quorum for Board meetings must be at least three.

All members of the Executive Board are to be given at least 60 days' notice of the time and place of any Board meeting where possible. 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. The Registrar provides administrative support to the Accreditation Board including arranging and attending a programme of visits and producing post-visit reports. As a member of the Board the Registrar is required to attend the Board meetings and to give the yearly Accreditation board report at the AGM.

**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.

## **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.

This rulebook replaces the previous review from the EFFA AGM, the 30<sup>th</sup> November 2019 at Essen,

These rules were approved at the EFFA AGM, the 13<sup>th</sup> November 2022 at Pilsen.

They will be due for review at the EFFA AGM, 2027.

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John Ravanelli  
*President*

Chris Linssner  
*Secretary*