



**CONSTITUTION**

**OF**

**WORLD ARCHERY AFRICA**

As approved by WAAf Congress 4<sup>th</sup> November, 2022

## **1. NAME**

- 1.1. The name of the Federation, shall be World Archery Africa, and shall be abbreviated as “WAAf”.
- 1.2. The official emblem of the WAAf, adopted by the Congress is the property of the WAAf and shall be the World Archery Africa emblem.
- 1.3. Member Associations may fly the WAAf flag only at tournaments recognized by WAAf.
- 1.4. Member Associations may use the emblems of the WAAf only with the express permission of the WAAf.

## **2. GOALS**

- 2.1. To uphold the principals of the World Archery Federation, hereinafter known as WA. In so doing this Constitution shall in no way contravene or conflict with the Constitution of WA, which shall be used as reference when this constitution is silent in a matter.
- 2.2. To represent Archery in Africa and to act as the Continental Association of the sport of archery.
- 2.3. To promote Archery and Olympic ideals and principles.
- 2.4. To organize the African Archery Championships and International archery competitions in all WA recognized categories
- 2.5. To educate and develop African Archery Member Associations at all levels.
- 2.6. To act in the best interests of its member associations for the African Continent.

### **3. MEMBERSHIP**

Members of WAAf shall be:

3.1. Member Associations who represent countries that belong to the African continent.

3.2. Associate Members.

3.3. Honorary Members.

3.4. All Member Associations must be in good standing with WA and WAAf.

3.5. An African Member association of WA, will, automatically become member of the WAAf and lose its membership when expelled by WA.

3.6. Each African Member Association must pay annual membership fee of (USD 300\$) to be in good standing with WAAf. These fees must be paid to WAAf office no later than 31th March annually.

3.7. Associate Members may be individuals, institutions or companies wishing to contribute substantially to the WAAf activities in promoting archery within its boundaries.

3.8. Each athlete, judge, coach and official must be in good standing with his/her Member Association. WAAf Deals only with the Member Associations and will not deal with any person not in good standing with his/her Member Association.

### **4. ORGANIZATION**

Congress is the senior body (administrative and legislative) of the WAAf. All powers that are not specifically attributed to other positions of this Constitution belong to the Congress.

Congress elects, and to it is responsible, the following officers of the WAAf;

4.1. The President.

4.2. Four Vice Presidents (North – East – West – South).

4.3. The First Vice President who is elected from one of the Vice Presidents indicated in Article 4.2

4.4. Five Executive Board members, at least two of them are women, plus any member of the Executive Board of World Archery (if any).

Responsible to congress are also:

- The Secretary General

- The Treasurer

Who are appointed by the President and approved by Congress.

4.5. The President, the four Vice Presidents (one who would be the first Vice President), the Five Executive Board members, the Secretary General and the Treasurer will be known and constitute the Executive Board (EB).

4.6. Congress may elect two substitute officers, who shall take the place of any members of the Executive Board, who fail to attend two consecutive Executive Board meetings.

4.7. The substitutes are elected according to their number of votes, where the one with the highest number of votes will be first substitute, and the other will be the second substitute.

4.8. In case the two substitutes receive the same number of votes, the longest standing will be the first substitute.

4.9. Substitutes will be elected at each Congress. A substitute may only serve as a member of the Executive Board until the next Congress.

4.10. The elected Executive Board Member who resigns before the end of his/her term will lose the right to run for election on any position in the future (Lifetime).

## **5. VOTING**

5.1. The Secretary General and treasurer shall have no vote in Congress or Executive Board.

5.2. All elected positions have a term of four years except for the First Vice President (two years).

5.3. Retiring officers are eligible for re-election.

5.4. Officers whose terms are expiring are eligible for re-election based on a staggered election as follows:

5.4.1. The President, two Vice Presidents, first Vice President and two Executive Board members shall be elected at the Congress held at the year of the Summer Olympic Games.

5.4.2. Two Vice Presidents, first Vice President and three other Executive Board members shall be elected at the Congress held two years after the Summer Olympic Games.

5.4.3. If any of the Vice Presidents or Executive Board Members whose term is not up for election, is elected President at a Congress, an election for a new Vice President or Executive Board Member shall immediately take place. The term of the

newly elected Vice President or Member will be the remaining term of the other Member. The same would apply for a member becoming Vice President.

5.4.4. Should any vacancies occur in the WAAf Executive Board (other than the President or First Vice President), or should Executive Board members fail to respond to Executive Board matters for a period of six consecutive months or fail to attend two consecutive Executive Board meetings after a written warning issued by the Secretary General, the Executive Committee shall declare those members inactive and shall refer to the Congress records to fill the vacancy with the individual who received the next highest number of votes, but was not elected to the Executive Board, provided that the person recorded at least 35% of the votes cast in the first ballot. If that individual does not meet that criterion, is no longer member of a Member Association or is unwilling to serve, the WAAf Executive Board shall appoint the replacement member. The replacement shall only serve until the next Congress where a new election will take place for the remainder of the term.

5.5. The first Vice President is elected by Congress from one of the four Vice presidents.

5.6. An acting first Vice President may be appointed by the President from one of the four Vice presidents in the overlapping years where no first vice president holds the seat.

5.7. With the exception of the Secretary General and the Treasurer, no two elected Members of the Executive Board may belong to the same country.

5.8. The Executive Committee has the authority to appoint an auditor.

5.9. The Executive Committee comprises of the President, the 1st Vice President and the Secretary General.

5.10. Congress may elect Honorary Presidents or Honorary Vice Presidents, who shall be distinguished persons whom the WAAf wishes to honour; or persons who have distinguished themselves by their work on behalf of WAAf.

5.11. Elections shall be by written ballot. In the event of a tie, the President shall have a casting vote. In the absence of the President, the vote shall be repeated.

5.12. Each Member Association in good standing with WAAf has one vote. A member that is present during the WAAf Congress can obtain up to 3 additional votes if they have fulfilled the following criteria:

- Attendance at the previous WAAf Congress or Extraordinary Congress, proxy is not counted;
- Organising at least (1) registered event every year at national, regional, Continental or international level and presenting a report about it to WAAf office;
- Having participated in at least one African Championship and/or Games every two years with at least one athlete.

## **6. TERMS OF REFERENCE FOR THE EXECUTIVE BOARD**

6.1. To comply and honour the goals of the WAAf.

6.2. The terms of reference for Executive Board are documented in appendix A.

6.3. To be the task force for the promotion of Archery in African Countries creating the opportunities for the development of archers, coaches and officials, thereby giving the maximum opportunity for African archers to achieve at International Levels.

6.4. To appoint committees that can assist WAAf in reaching its goals. Such committees are ad-hoc committees until WAAf Congress decides that they should become permanent. These committees report to Executive Board.

## **7. EXECUTIVE BOARD MEETINGS**

7.1. Executive Board shall meet at least the year of the WAAf Continental Championships or as called by the President. These meetings may be held in person, virtually or a mix of in person and virtually.

7.2. The Executive Committee will meet as and when required for the day-to-day efficient running of the WAAf.

7.3. 50% of elected members shall constitute a quorum at Executive Board meetings and the president will have a casting vote as requested.

## **8. NOMINATIONS FOR OFFICE**

8.1. Nominations for positions may only be submitted by Member Association and include a statement from the nominee indicating acceptance of the position if elected.

8.2. Such nominations must reach the Secretary General within 30 days of the date of the Congress meeting.

8.3. Such nomination must carry the support of the member nation to whom the candidate belongs.



## 9. CONGRESS

- 9.1. Congress shall be held every two years.
- 9.2. Three months (90 days) prior to the Congress, the date and venue of the Congress shall be announced to Member Associations.
- 9.3. Extraordinary Sessions of Congress shall be convened at the written request of Executive Board or at least 50% of Member Associations who attended the last Congress.
- 9.4. Motions to be considered by Congress, shall be submitted by Member Nations, the President or Executive Committee, at least sixty (60) days prior to Congress.
- 9.5. Thirty (30) days prior to Congress the Secretary General shall collate all Motions and Proposals with the amendments and distribute them to all Member Associations, Associated Members, Members of Executive Board, and Honorary Officers.
- 9.6. Twenty (20) days prior to Congress, the Secretary General shall distribute to all Member Associations, Associated Members, Members of Executive Board and Honorary Officers;
  - 9.6.1. The Congress Agenda.
  - 9.6.2. The Treasurer's Report together with the audited income/expenditure account, the Balance sheet and the financial program.
  - 9.6.3. The Presidents Annual Report.
  - 9.6.4. The Motions and Proposals.
  - 9.6.5. A list of nominations for officers so far received.

- 9.7. A roll call of Member Nations will be taken and the names of the voting delegates present recorded as the attendance registration.
- 9.8. Delegations are qualified to attend Congress only if they are in good standing with WA.
- 9.9. Each Member Association shall be allowed one voting delegate and no more than two other observers. Associate Members may be represented by no more than one representative.
- 9.10. Each Member Association shall have one vote. The vote of a Member Association may be cast by written proxy.
- 9.11. No delegation may carry more than one proxy vote.
- 9.12. Each voting delegate and proxy shall present written authority from the Member Association represented at least seven days before the start of Congress.
- 9.13. A Congress session shall be valid if at least 25% of the Member Associations qualified to attend have registered prior to the beginning of the session.
- 9.14. The President shall chair at all meetings of Congress. In the absence of the President, the first Vice President shall chair, or, if none are present a Member of the Executive Board other than the Secretary General or the Treasurer. If none of them are present then a voting delegate shall be elected as Chair of the Congress.
- 9.15. The President shall have a casting vote in the event of a tie.
- 9.16. Other members of the Executive Board shall have no vote unless acting as properly appointed voting delegates or proxies of Member Associations.
- 9.17. Neither the Secretary General nor the Treasurer may serve as voting delegates or carry proxies.

- 9.18. With exception of election of Executive Board Members and members of all the Committees, voting shall be by a show of hands.
- 9.19. A ballot may, however, be demanded by not less than three voting members.
- 9.20. Congress decisions are final and can only be changed by the vote of the following Congress. Amendments to WAAf Constitution shall require a two-third majority of the votes cast; whereas other Rules, Regulations and matters shall be decided by a simple majority of the votes cast.
- 9.21. In cases of emergency the Executive Committee is empowered to call for a postal ballot.
- 9.22. The postal vote will be put to each member nation by the Secretary General, which request may be electronic or otherwise.
- 9.23. Each member nation will have 21 days to respond to the ballot.
- 9.24. The results of such a ballot shall be immediately communicated to each Member Association.
- 9.25. A postal ballot has the same standing as a vote taken by Congress.

## **10. DISSOLUTION OF THE WAAf**

In the event of dissolution of the WAAf, all monies, minutes, and records relevant to the WAAf will be transferred to WA for safekeeping, and kept in trust until such time as a new WAAf submits to WA a guarantee to operate within the policy and objectives of WA and within an agreed geographical area known currently as WAAf.

## **11. FINANCES**

11.1. All money and sums received on behalf of the WAAf shall remain the property of the WAAf and there shall be no general distribution of such funds among the Member Associations. This does not include the issue of grants to Member Associations towards specific objects of the WAAf.

11.2. Income will be derived from:

11.2.1. Member Association's fees.

11.2.2. Contributions from WA.

11.2.3. Donations from any source.

11.2.4. Grants from any source.

11.2.5. Copyright fees from any source relating to any material which the WAAf produces or is involved in the production of such.

## **12. REGISTERED OFFICE**

The WAAf has a permanent secretariat. The address of the office of WAAf shall be determined by the President. The Secretary General must advise the member associations the address and contact details within 21 days of a change.

## **13. OFFICIAL LANGUAGES**

Shall be for the time being English and French.

## **14. CHAMPIONSHIPS**

- 14.1. The WAAf may arrange for the organization of the WAAf Championships and any other championships the Congress may decide by simple vote.
- 14.2. The Organization of African Championships shall be entrusted by the Executive Board to a Member Association by open bid.
- 14.3. WAAf Executive Board, upon its decision, shall give a written confirmation to the Organizers and send at the same time the WAAf Organizer Agreement which has to be signed by the Organizers. The Executive Board will communicate the names of the Technical Delegate and the Judges.
- 14.4. The Executive Board may establish a maximum limit for the entry fees for the African Championships.
- 14.5. The Organizers shall be responsible for making financial arrangements for the Championship allocated to them in accordance with WA guidelines and follow the guidelines for organizing such a championship in accordance with the WA rules and regulations.

## **15. RECORDS**

- 15.1. Individual and team African Records and titles may be established at World Championships, Olympic Games, Continental Championships, National Championships as well as at National or International tournaments conforming to WA C&R.Art.5.4.2 and 5.4.3.
- 15.2. African records are governed by WA C&R Article 5.3.

- 15.3. African records shall be subject to confirmation by the Secretary General or the appointed records officer, as appointed by the Executive Committee.
- 15.4. Scores shall be sent to the Secretary General, with the WAAf Records Claim Form and in accordance with WA Constitution & Rules Art. 5.4 And 5.5 with the predefined score sheet as issued by the records officer, not later than 15 days after the competition in question by the Member Association under the control of which the tournament was organized, (or the Member Association of the archer).
- 15.5. World and Olympic records made by archers from a Member Association shall be automatically confirmed as African Records by the Secretary General, on receipt of the WAAf Records Claim Form (without the score sheet).
- 15.6. The Secretary General shall ratify a claim for an African Record on receipt of the WAAf Records Claim Form with the score sheet.
- 15.7. Should an African Record be broken by two or more equal scores made on the same day, the archers shall be declared Joint African Record Holders.
- 15.8. Records for women and men shall be kept separate. Details of new Records shall be published on WAAf Website.
- 15.9. WAAf Championship medals shall be awarded to the first, second and third place in each African Championship.

## **APPENDIX A (TERMS OF REFERENCE WAAf EXECUTIVE BOARD)**

### **Executive Board member in the position of President:**

- Represents WAAf at main events and meetings
- Represents and relates to the issues of the Members Associations
- Presides over Congress, Executive Board and Executive Committee
- The financial planning for WAAf, Executive Board and Congress
- Fundraising
- Media

### **Executive Board members in the position of Vice Presidents (4) (including the first Vice-President) and Executive Board-members (5) plus any member of the Executive Board of World Archery (if any).**

Where there is a committee or Liaison Officer appointed by WAAf the Vice Presidents and Executive Board members will be responsible for working with those committees or officers and reporting to both parties. In the case of a Committee the Executive Board Member will be ex-officio and attend meetings only if required. These 10 members of Executive Board will be assigned to the following responsibilities:

- WAAf Calendar of Tournaments: Co-ordination of Championships Technical Delegates and competitors.
- Junior programs and development.
- Education, training, Seminars and Special Projects: Including Coaches, elected volunteers, organizers, and Judges.
- Administration, communication, Press and Media Promotion.

- Rules and Motions to WA Doping Control, Ethics, Development.
- Archery disciplines, divisions and categories.

**Terms of Reference of Secretary General:**

- Responsible for functioning of WAAf's administration
- Responsible for all official communications
- Prepares Congress, Executive Board and Executive Committee meetings
- Represents WAAf in contacts with WA, ANOCA, AASC and other sports organizations
- Provides support to WAAf projects

**Terms of Reference of Treasurer:**

- Under the responsibility of the President, keeps an orderly accounting of WAAf finances
- Responsible of the keeping of income and expenditure accounts
- Responsible of the keeping of balance sheet
- Responsible of the keeping of relative to each chapter of the budget
- Prepares the financial information necessary for Congress, Executive Board and Executive Committee meetings.
- Prepares annually a detailed budget for Executive Board approval
- Presents annually a report and audited accounts to Executive Board and Congress every two years.



## APPENDIX B (WAAf OTHER TASKS)

- To promote, demonstrate, organise, event management or assist in promoting archery meetings, competitions, courses,
- To select, if and when required, competitors to represent the WAAf and to enter into any Agreements which may be necessary or convenient in connection therewith or with any objects of the WAAf and to do all or any of the above things either alone or in conjunction with any other person or any other body.
- To co-ordinate the WAAf major competition calendar.
- To arrange for the organisation as required of African Championships in all Classes and Disciplines recognized by WA.
- To confirm and maintain African Record scores.
- To maintain complete lists of scores from WAAf Championships.
- To produce and issue each year ranking lists of the best archers of the WAAf of women, men and youth. Executive Board will decide on the number of archers.
- To co-ordinate training activities, coaching, etc.
- To deal with all topics of general interest regarding archery submitted by a Member Association.
- To assist, when required any Member Association entrusted with organization of an WAAf Championship.
- To give prizes, medals and other awards and to obtain, collect and receive money and funds by way of donations, subscriptions grants or by any other lawful method, for or towards all or any of the objects of the WAAf.

- To procure to be written or made and print, publish, issue, exhibits and circulate gratuitously or otherwise any reports periodicals, books, pamphlets, leaflets, films, photographs instructional matter or any such documents as maybe thought expedient in connection with all or any of the objects of the WAAf.
- To do all such other lawful things as are incidental or conducive to the attainment of all or any of the objects of the WAAf.
- To use electronic features (Internet) for WAAf purposes

## **APPENDIX C (WAAf SUPPORT COMMITTEE)**

The aim and objective of this committee is to create a framework for the training of the elected volunteers in the Member Associations and of the tournament organizers and to support the various WAAf Committees. All appointed and elected chairs are valid for a period of four years.

## **APPENDIX D (DEVELOPMENT COMMITTEE)**

The aim and objective of this committee is to develop all aspects of the sport including the youth, technical officers, administrators, judges, coaches and all athletes involved in the sport of archery. The Committee will work with the WA Education and Development Director on matters of development within WAAf.

The chairman will be appointed by WAAf Executive Board. The committee will work within the designated budget and will report directly to the Executive Committee. The

chair has the right to create a working committee. All appointed and elected chairs are valid for a period of four years.

## **APPENDIX E (JUDGES COMMITTEE)**

The Chairman will be appointed by WAAf Executive Board and will work with the WA Judges Committee. The chair will be responsible, amongst others, for the training and escalation of judges and other tasks as decided by the Executive Committee. The committee will work within the designated budget and will report directly to the Executive Committee. The chair has the right to create a working committee. All appointed and elected chairs are valid for a period of four years.

## **APPENDIX F (COACHES COMMITTEE)**

The chairman will be appointed by WAAf Executive Board and will work with WA Coaches Committee. The chair will be responsible, amongst others, for the promotion of drug free sport and coaches' preparation and development. The committee will work within the designated budget and will report directly to the Executive Committee. The chair has the right to create a working committee. All appointed and elected chairs are valid for a period of four years.

## **APPENDIX G (ATHLETES COMMITTEE)**

The chairman will be appointed by WAAf Executive Board and will work with WA Athletes Committee. The chair will be responsible, amongst others, for the promotion of drug free sport and athlete development. The committee will work within the designated

budget and will report directly to the Executive Committee. The chair has the right to create a working committee. All appointed and elected chairs are valid for a period of four years.

## **APPENDIX H (PARA-ARCHERY)**

The chairman will be appointed by WAAf Executive Board and will work with WA Para-Archery Committee. The chair will be responsible, amongst others, talent identification, coaching and athlete development. The committee will work within the designated budget and will report directly to the Executive Committee. The chair has the right to create a working committee. All appointed and elected chairs are valid for a period of four years.

As approved by WAAf Congress 4<sup>th</sup> November, 2022



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PRESIDENT



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SECRETARY GENERAL