



Contents of a Constitution

A constitution should specify the following:

Name The name of the organisation

Objects The main aims of the organisation; a list of things that may be done and also, if desired, things that are out of scope of the organisation.

Powers of the association In regard to property, finance, contracts and so on.

Member Associations must manage their internal affairs with total independence and ensure that no third party interferes in their operations. They must remain autonomous and resist all political, religious and financial pressure which may infringe their commitment to abide by the Constitution of World Archery. Any external form of interference or attempt to interfere must be reported to World Archery.

Membership Outline who membership is open to; types of membership; the processes for applying for, approving and terminating membership; the rights and responsibilities of members; and the keeping of membership records.

*Well define the various components of your Federation, for instance clubs, associations, unions, leagues. Clarify their link with archery, voting rights...
Members, their officers and athletes, shall be bound by the Constitution and Rules including the Code of Ethics and Conduct.*

Subscriptions Specify that a monetary amount is required to become a member, the subscription year and at what point membership is deemed non-financial and unpaid and therefore deemed ceased.

Affiliations List the International Federation(s), your National Archery Federation is affiliated to.

*Member Associations and Continental Associations shall recognise World Archery as the International Federation for Archery representing the World Archery objectives. Members shall be bound by its Rules, shall submit to its jurisdiction in World Archery matters and shall undertake to promote its goals.
An article should explicitly accept the Rules of World Archery*

Office location Indicate that office of the Federation shall be in your country at such address as the Executive Board may fix from time to time by resolution.

Board Outline the process for electing a board, the powers of the board, the duties and responsibilities of the directors, term limit, action in case of vacancies, and the grounds of eligibility and ineligibility to hold positions.

The substitute to the President should be determined if the President fails to fulfil his function (it should then be the Vice President or Executive Board)

Meetings Specify when the Board Meetings and the "annual" General Assembly should be held, how many days' notice of the meeting will be given to members and by what means, as well as provisions for the conduct of General Assembly.



Quorums Specify the minimum number of people required for each type of meeting to proceed and the action undertaken if a quorum is not achieved (e.g. postpone meeting).

Voting/Elections Outline voting powers and proxy use at meetings and how nominations shall be made and elections conducted (e.g. secret ballot).

Who has and who hasn't voting rights should be clarified.

Member Associations must make provision for an election or interim appointment system that ensures a complete independence of the Membership Associations vis-à-vis third parties. Member Associations shall not allow governments and other public authorities to appoint members of the governing bodies of such associations. This provision does not prevent a Member Association from deciding, for instance, that within its management committee a limited number of positions may be taken by government representatives without voting rights, while the members with voting rights must be appointed exclusively by the general assembly amongst candidates that are nominated exclusively by the members of the Member Association. Any Member Association whose decisions, elections and bodies that are not in compliance with this Article shall not be recognised by World Archery and may be suspended.

Finance Outline the process for dealing with moneys received and authorising and paying accounts, the number and position of cheque signatories, petty cash rules, frequency and means of presenting the club's financial position, and definition of the club's financial year.

Auditor Outline how an auditor shall be appointed, what they shall examine and how often, and their rights and responsibilities.

Dispute Resolution and Discipline Matter Indicate how and by whom are administered all complaints and sanction of irregularity, as well as the process to ensure that all affairs are heard in a timely, fair and impartial manner.

Ethic Avoidance of conflicts of interest, Fight against Doping, Discrimination and Harassment should be inscribed in your Constitution, as well as your will toward the Equity between genders.

No discrimination of any kind shall be allowed such as race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status.

An article has to explicitly accept the World Archery Anti-Doping Rules and the World Anti-Doping Code. Also an article has to address that the members are bound by the Ethics Code of World Archery as well as the items related to match fixing

Dissolution Specify the conditions on which the club shall be dissolved and what should happen to any property remaining after the debts and liabilities of the club have been satisfied.

Amendments to the constitution and by-laws Outline the process for approval of amendments, including the notice given to members and the number constituting a majority for approval of amendments of a particular nature.



Reminder of some important rules from the Constitution of World Archery:

1.4.2.5. Member Associations shall be active in Archery to remain as a member. A Member Association that is no longer active will be expelled by Congress.

1.4.2.5.1. Being an active member means:

- Organise a national championship in target archery at least once every Olympiad in both genders;
- Have a minimum of 30 registered/member athletes. For countries where the population is less than 1 million or which have started archery in the last Olympiad, this minimum is 10. For countries where the population is less than 200.000 this minimum is 5;
- Report to World Archery every 4 years on the activities of their Member Association;
- Have anti-doping rules that are in compliance with the World Archery Anti-doping rules and the World Anti-Doping Code;
- Be a member in good standing and implement good governance practices.

1.30. Court of Arbitration for Sport

- 1.30.1. An appeal may be made against a ratified recommendation of the Board of Justice and Ethics, against decisions concerning anti-doping rules violations or the equivalent highest internal tribunal of Member Associations. These appeals can only be made for decisions not related to the application of the competition rules as contained in Books 2 to 5 of the Constitution and Rules. Any appeal shall be made exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland, which shall resolve the dispute definitively in accordance with the Code of Sports related arbitration. The maximum time limit for the appeal is 21 days after the receipt of the original decision.

36.16. Incorporation of World Archery Anti-Doping Rules and Obligations of Member Associations

- 36.16.1. All Member Associations and their members shall comply with these Anti-Doping Rules. All Member Associations and other members shall include in their regulations the provisions necessary to ensure that World Archery may enforce these Anti-Doping Rules directly as against Athletes under their anti-doping jurisdiction (including National-Level Athletes). These Anti-Doping Rules shall also be incorporated either directly or by reference into each Member Association's rules so that the Member Association may enforce them itself directly as against Athletes under its anti-doping jurisdiction (including National-Level Athletes).
- 36.16.2. All Member Associations shall establish rules requiring all Athletes and each Athlete Support Personnel who participates as coach, trainer, manager, team staff, official, medical or paramedical personnel in a Competition or activity authorized or

organised by a Member Association or one of its member organisations to agree to be bound by these Anti-Doping Rules and to submit to the results management authority of the Anti-Doping Organisation responsible under the Code as a condition of such participation.

- 36.16.3. All Member Associations shall report any information suggesting or relating to an anti-doping rule violation to World Archery and to their National Anti-Doping Organisations, and shall cooperate with investigations conducted by any Anti-Doping Organisation with authority to conduct the investigation.
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- 36.16.5. All Member Associations shall be required to conduct anti-doping education in coordination with their National Anti-Doping Organisations.