

How to update governance section in Extranet?



- Transparency is in line with **good governance principles** for institutional bodies within the Olympic movement
- Member associations' governance section in extranet displays:
 - PDF copy of **Constitution** (visible for its own federation – **not possible to see other associations' constitution**)
 - PDF copy of **last general assembly minutes** (elective or not)
 - Information on frequency of **elective** and **annual general assemblies**
- Go to Admin>Member Associations>select your federation>Governance


The screenshot shows the World Archery Extranet interface. At the top, there is a yellow navigation bar with the World Archery logo and several menu items: WAREOS, Entries, Competitions, Results, Records and Awards, Documents, and Admin. The Admin menu is highlighted with a red box. Below the navigation bar, the main content area is titled "World Archery". There are several tabs: MA Logo, Details, Address, Contacts, Governance, Officials and Staff, and Admin User. The Governance tab is highlighted with a red box. Below the tabs, there is a table with the following rows:

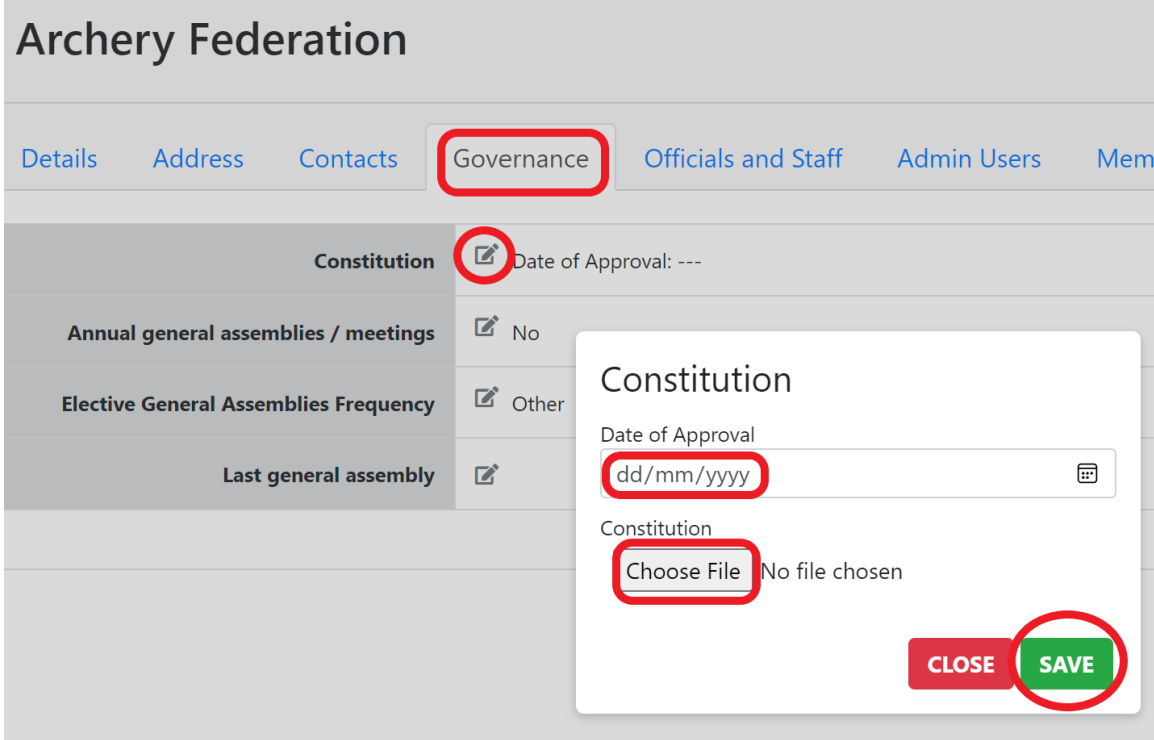
Constitution	Constitution of 2019-12-01 (Uploaded: 2022-12-19) Date of Approval: 2019-12-01
Annual general assemblies / meetings	Yes
Elective General Assemblies Frequency	Every 2 years
Last general assembly	2022-03-13 Not elective General Assembly minutes of 2022-03-13 - not elective

On the right side of the Admin menu, there is a dropdown menu with the following items: Account, Change Password, User Management, Member Associations, and Disciplinary Actions. The Member Associations item is highlighted with a red box.

Procedure





Procedure

- Go to Admin>Member Associations>select your federation>Governance
- Use pencil icon  to update information and always save your action before closing the pop-up window **SAVE**
 1. Upload constitution in **PDF format and in any language**, and indicate the date of approval
 2. Indicate if annual general assemblies/meetings (AGM) are held, by answering **Yes** or **No**
 3. Indicate if elective AGM are organised **yearly**, every **2** or **4 years** or with other frequency - according to your constitution
- World Archery staff will review information and approve / ask for clarification



Archery Federation

Details Address Contacts **Governance** Officials and Staff Admin Users Mem

Constitution	 Date of Approval: ---
Annual general assemblies / meetings	 No
Elective General Assemblies Frequency	 Other
Last general assembly	

Constitution

Date of Approval
dd/mm/yyyy

Constitution
Choose File No file chosen

CLOSE **SAVE**

Example of how to upload
Constitution