



ZIMBABWE ARCHERY ASSOCIATION

CONSTITUTION

DATE : JUNE 2017

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PREAMBLE

The Zimbabwe Archery Association (Z.A.A.) is an organization registered as an autonomous organization with activities linked to the promotion of the sport of Archery and its various disciplines in Zimbabwe, and a constitution which is in compliance with the vision, aims, objectives, purposes and goals consistent with the World Archery constitution.

The Constitution of the Z.A.A. shall, at all times, be in accordance with the World Archery constitution and refer directly to the World Archery constitution. If there is any doubt as to the implication or the interpretation of the constitution of the Z.A.A., or if there is a contradiction between the Z.A.A. constitution and the World Archery constitution, the World Archery constitution takes precedence.

Vision

The Z.A.A. (NSA – National Sporting Association) vision is: *“To promote, develop, encourage, direct and control the sport of Archery in Zimbabwe, in accordance with the honorable tradition and spirit of this ancient sport, regardless of race, creed or political opinion amongst all sections of the community with the object of promoting all archers physical health.”*

Mission

The Z.A.A. (NSA – National Sporting Association) mission is *“To arrange and control all National Archery Teams, at all levels participating in international Archery Tournament / Events competitions; to arrange and control external and internal tours involving National Teams at all levels, interprovincial tournament and festivals, and to assist in the arrangement and control of related matters of all disciplines competed throughout Zimbabwe.”*

Motto

The Z.A.A. (NSA – National Sporting Association) motto is *“To promote and advance the interests of archery in Zimbabwe generally”*.

Emblem

The Z.A.A. (NSA – National Sporting Association) emblem consists of *the national emblem of the bird that is used throughout the country of Zimbabwe and 2 Archers facing away from each other with a recurve and compound bow sporting the colours of the Zimbabwe flag. This is encompassed by the words (Z.A.A.).*

ABBREVIATIONS used in this document:

Z.A.A.	: Zimbabwe Archery Association
F.A.A.	: Federation of African Archery
WA	: World Archery
SRC	: Sports & Recreation Commission
ZOC	: Zimbabwe Olympic Committee
NSA	: National Sporting Association
NASP	: National Archery in the Schools Program

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1 NAME AND HEADQUARTERS

1.1 Name

The name of the Association shall be the Zimbabwe Archery Association (hereinafter referred to as the Z.A.A.).

1.2 Headquarters and Venues for AGM

The Administrative Headquarters of the Z.A.A. and the venue of the Annual General Meeting shall be at such a centre as may be decided by the Association at the Annual or Special General Meeting, and shall be the centre where either the President or the Honorary Secretary reside or at any other centre as may be decided by a two thirds majority vote of those present and entitled to vote at a General Meeting.

2 LANGUAGE

The official languages shall be English; all official documents will be provided in English. The official language at the AGM / Congress shall be English. Z.A.A. will help facilitate other local dialects to English wherever possible.

3 CURRENCY

The currency shall be based in US Dollars although rates of any official currency equivalent being used in Zimbabwe at any given time will be accepted by the Bank of the Association.

4 AFFILIATIONS

Z.A.A. shall be affiliated and have membership to:

- 4.1 Federation of African Archery - to support and adhere to the constitution, rules and regulations of that Federation
- 4.2 World Archery - to support and adhere to the constitution, rules and regulations of that Federation
- 4.3 Sports & Recreation Commission - in terms of the Sports and Recreation Commission Act (Chapter 25:15 of 1996)
- 4.4 Zimbabwe Olympic Committee - and to support and adhere to the regulations of that committee.

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5 AIMS AND OBJECTIVES

The objectives of Z.A.A. are:

- 5.1 Maintain relationships and memberships with the affiliations mentioned above.
- 5.2 To enforce, define and regulate rules of the sport of Archery within the confines of its affiliations and pertaining to Zimbabwe.
- 5.3 For the purposes of clarity, in this constitution, the sport of Archery is defined as the sport of using Traditional Long Bows, Recurve Bows, Genesis and Compound Bows in the pursuit of excellence.
- 5.4 Cross Bows shall not form part of the sport of Archery.
- 5.5 Provide an advisory role for the activity of bow hunting for the National Parks and Wildlife Act and their affiliates.
- 5.6 To improve the sport of Archery constantly and promote, regulate and control it in the light of fair play;
- 5.7 To organize competitions in all its forms at a national level;
- 5.8 To draw up regulations and provisions and ensure their enforcement;
- 5.9 To protect the interests of its members;
- 5.10 To respect and prevent any infringement of the statutes, regulations, directives and decisions of WA (IF), and FAA, (Continental Federation) as well as the Rules of the game and to ensure that these are also respected by its members;
- 5.11 To prevent all methods or practices which might jeopardize the integrity of tournaments and competitions or give rise to abuse of the association and the sport of archery;
- 5.12 To arrange and control all National Archery Teams, at all levels participating in international Archery Tournament / Events competitions; to arrange and control external and internal tours involving National Teams at all levels, interprovincial tournament and festivals, and to assist in the arrangement and control of related matters of all disciplines competed throughout Zimbabwe.
- 5.13 To decide on all disputes arising from the sport, or administration of Archery in Zimbabwe, be it in the various disciplines of Archery.
- 5.14 To advance the interest of Archery within Zimbabwe.

6 NON-DISCRIMINATION

Discrimination of any kind against a country, private person or group of people on account of ethnic origin, gender, language, religion, politics or any other reason is strictly prohibited and punishable by suspension or expulsion. Z.A.A. is committed to manage, develop, regulate, encourage and control in Zimbabwe the sport of Men's and Women's Archery, regardless of race, creed or political opinion amongst all sections of the community with the object of promoting all sportsmen physical health.

7 ARCHERS / PARTICIPANTS

The status of archers and the provisions for their transfer shall be regulated by the Z.A.A. in accordance with the current Regulations for the Status and Transfer of players (See Section Below).

8 RULES OF THE SPORT

Members of Z.A.A. release arrows in compliance with the Rules of the Sport issued by Z.A.A.
Only Z.A.A. may lay down and alter the Rules of the Sport. (Attached in Appendix A)

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9 MEMBERSHIP

The following shall be members of the Z.A.A :

9.1 The members of Z.A.A. are:

9.1.1 Provincial associations; All Provincial Archery Boards at present affiliated to the Z.A.A and remain affiliated in terms of this constitution.

Bulawayo Province

Harare Province

Manicaland

Mashonaland Central , Mashonaland East, Mashonaland West

Masvingo

Matabeleland North, Matabeleland South

Midlands

9.1.2 Clubs;

NASP, National Archery in the Schools Program

Borrowdale Bowman / Fulldraw Archery

Archers Access

X10

9.1.3 Archers;

(all individuals must be members of a recognised club)

9.1.4 Judges Committee;

TBD

9.1.5 Coaches / Selectors Committee;

Zimbabwe Archery Selectors Association , Zimbabwe Coaches Committee

9.1.6 Women's Committee/Commission;

TBD

9.1.7 Athletes Committee/Commission;

TBD

9.1.8 Zimbabwe Tertiary Institutions Sports Union;

TBD

9.1.9 Uniformed Forces;

TBD

9.1.10 National Association of Secondary School Heads (NASH);

TBD

9.1.11 The National Association of Primary School Heads (NAPH);

TBD

9.1.12 The Members of the Executive Committee;

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10 APPLICATION FOR MEMBERSHIP

An entity is defined as a club, association, committee or union (An Archery organisation with a membership of not less than four persons, who have formed themselves into a club under an approved constitution, provided that nothing in this constitution or any other official document may be construed as a deterrent to the enlisting of new members. It shall be an object of such an organisation to foster the sport of Archery and with this end in view, suitable arrangements must have been made for regular shooting practice and competition)

- 10.1 Any legal entity wishing to become a member of Z.A.A. Shall apply in writing to the general secretariat of Z.A.A.
- 10.2 An entity Membership to the Z.A.A. shall be conditional of archers' being resident in the territory of Zimbabwe.
- 10.3 The application must be accompanied by the following mandatory items:
- 10.4 Full name, Postal address and physical location of the entity;
- 10.5 A constitution of entity applying for affiliation to the association shall contain nothing in conflict with or contrary to the principles adopted in the constitution of the Z.A.A.
- 10.6 A membership register and the list of office bearers specifying those who are authorized signatories and full contact details;
- 10.7 Minutes and attendance register of the meeting that resolved to apply for membership;
- 10.8 A declaration that the entity is prepared to pay the membership fee as may be required by the Z.A.A.
- 10.9 A copy of its legally valid statutes and regulations;
- 10.10 A declaration that it will always comply with the Statutes, regulations and decisions of Z.A.A.;
- 10.11 A declaration that it will comply with the Rules of the Game in force;
- 10.12 A declaration that it recognizes the Arbitration Commission of Z.A.A. and the Court of Arbitration for Sport (SRC)
- 10.13 The application for membership will be discussed and approved by the Executive Committee of the Z.A.A.
- 10.14 The Executive committee of the Association shall inform the entity, in writing, of the success of the application.
- 10.15 Membership to the Z.A.A. is not open to individual archers or members of the public.

10.16 AFFILIATION FEES

- 10.16.1 Each of the affiliated Provinces shall pay an annual affiliation fee, for each of its participating teams, as the Executive Committee may determine from year to year.
- 10.16.2 Educational/Umpiring and Coaching Associations, together with Members of the Executive Committee, shall pay no affiliation or capitation fees.
- 10.16.3 The affiliation fees together with half the capitation fees shall be payable not later than 30th January and the balance not later than 31st March in each year.
- 10.16.4 The Z.A.A. may set additional direct entity fees payable by any club team participating in any tournament organised and administered directly by the Z.A.A., such fees being payable within thirty (30) days of written notice being given to each club by the Treasurer.
- 10.16.5 The Executive Committee may set additional registration fees payable by all registered archers within the country. Such fees shall be collected by each Provincial Board, and forwarded to the Z.A.A. by 31st January each year. Archers joining after such date shall pay a pro-rata amount. Only players who have registered and paid their fees shall be allowed to play on facilities under the control of the Z.A.A.

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11 ADMISSION, SUSPENSION AND EXPULSION

11.1 General

- 11.1.1 The AGM/General Assembly shall decide whether to admit, suspend or expel a member.
- 11.1.2 Admission may be granted if the applicant fulfils all the requirements.
- 11.1.3 Entities wishing to be affiliated to the Z.A.A., shall be liable for the payment of an entrance fee and/or an annual subscription fee, as determined, on an annual basis, at a general meeting of 'the Association.
- 11.1.4 Annual subscriptions shall become due and payable on the 1st January each year and must be fully paid by the 31st January of the same year
- 11.1.5 Membership is terminated by resignation or expulsion.
- 11.1.6 Loss of membership does not relieve the member from its financial obligations towards Z.A.A.

11.2 Suspension

- 11.2.1 The AGM/General Assembly is responsible for suspending a member. The Executive may, however, suspend a member that seriously and repeatedly violates its obligations as a member with immediate effect.
- 11.2.2 By notice in writing, or otherwise, the executive committee may warn, or suspend any member whose conduct, in its opinion, is prejudicial to the Association or to the promotion of the Association's objects. Before taking any action under this clause, the member concerned shall have the right to appear before the committee
- 11.2.3 The suspension shall last until the next AGM/General Assembly, unless the Executive has lifted it in the meantime.
- 11.2.4 A suspension shall be confirmed at the next AGM/General Assembly a quorum attendance and majority vote (require two thirds majority). If a Quorum is not attained, then a SGM will be scheduled before 14 days where a decision will be rendered. If it is not confirmed, the suspension is automatically lifted.
- 11.2.5 A suspended member shall lose its membership rights.
- 11.2.6 Other members may not entertain sporting contact with a suspended member.

11.3 Expulsion

- 11.3.1 By notice in writing, or otherwise, the executive committee may expel any member whose conduct, in its opinion, is prejudicial to the Association or to the promotion of the Association's objects.
- 11.3.2 The AGM/General Assembly may expel a member if:
 - 11.3.2.1 It fails to fulfill its financial obligations towards Z.A.A.;
 - 11.3.2.2 It seriously violates the statutes, regulations, directives or decisions of Z.A.A. , F.A.A. and WA
 - 11.3.2.3 The presence of an absolute majority (50% + 1) of members entitled to vote at the AGM/General Assembly is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a two thirds majority of the valid votes cast.

11.4 Resignation

- 11.4.1 A member may resign from Z.A.A. at any time by giving written notice to the secretary, but shall remain liable for any unpaid subscription.
- 11.4.2 Notice of resignation must reach the general secretariat no later than 21 days prior to the AGM/General Assembly.
- 11.4.3 The resignation is not valid until the member wishing to resign has fulfilled its financial obligations towards Z.A.A.

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12 .MEMBERS RIGHTS

- 12.1 The members of Z.A.A. have the following rights:
- 12.2 To take part in the AGM/General Assembly of Z.A.A., to know its agenda in advance, to be called to the AGM/General Assembly within the prescribed time and to exercise their voting rights;
- 12.3 To draw up proposals for inclusion in the agenda of the AGM/General Assembly;
- 12.4 To nominate candidates for all bodies of Z.A.A. to be elected;
- 12.5 To be informed of the affairs of Z.A.A.;
- 12.6 To take part in competitions and/or other sports activities organized by Z.A.A.
- 12.7 To exercise all other rights arising from the Statutes and regulations of Z.A.A.

13 MEMBERS OBLIGATIONS

- 13.1 The members of Z.A.A. have the following obligations:
- 13.2 To comply fully with the statutes, regulations, directives and decisions of Z.A.A. at all times and to ensure that these are also respected by its members;
- 13.3 To ensure the election of its decision-making bodies;
- 13.4 To take part in competitions and other sports activities organized by Z.A.A.
- 13.5 To pay their membership subscriptions;
- 13.6 To respect the Rules of the Game as laid down by Z.A.A. and to ensure that these are also respected by its members through a statutory provision;
- 13.7 To adopt a statutory clause specifying that any dispute requiring arbitration involving itself or one of its members and relating to the Statutes, regulations, directives and decisions of Z.A.A. are handled by the Executive Committee at the AGM/General Assembly

14 DECISION ON AFFILIATION

- 14.1 The Z.A.A. Council has the sole right to decide on the affiliation of a member. The affiliation may not be denied unless the organization of the applicant is incompatible with this constitution.

15 HONORARY PRESIDENT AND HONORARY MEMBER

- 15.1 The AGM/General Assembly may bestow the title of honorary president or honorary member upon any persons for meritorious service to Z.A.A.
- 15.2 The Executive Committee shall make these nominations.
- 15.3 The honorary president or honorary member may take part in the AGM/General Assembly. They may join the debates but are not entitled to vote unless they are an active member in an entity and are casting that vote on behalf of that entity.

16 BODIES OF THE ZIMBABWE ARCHERY ASSOCIATION

- 16.1 The AGM/General Assembly is the supreme and legislative body.
- 16.2 The Executive Committee is the Executive body.
- 16.3 Standing and ad-hoc Committees shall advise and assist the Executive in fulfilling its duties.
- 16.4 The general secretariat is the administrative body.

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17 ANNUAL GENERAL MEETING

- 17.1 The Z.A.A. shall hold its AGM/General Assembly by 31 December of each calendar year.
- 17.2 The Secretary General shall give members thirty calendar days clear notice of the meeting, indicating place, date, time and agenda of the meeting.
- 17.3 Copies of minutes of the AGM/General Assembly shall be kept by the Secretary General and shall be made available to all members within 30 days after the holding of such meeting.
- 17.4 Any proposal that a member wishes to submit to the Secretary General shall be sent in writing, with a brief explanation, at least 21 days before the date of the AGM/General Assembly. The Secretary General shall draw up the agenda based on the proposals from the Executive and the members.

18 QUORUM AT ANNUAL GENERAL MEETING /CONGRESS/ GENERAL ASSEMBLY

- 18.1 Fifty percent of the members entitled to vote shall constitute a quorum at any General Meeting.
- 18.2 If the quorum is not achieved, a second meeting shall take place within 14 calendar days of the first meeting to deliberate on the same agenda. There will be no quorum required at the second meeting unless any item on the agenda envisages the amendment of the constitution, election of office bearers, dismissal of one or more of members of any entity or the expulsion or dissolution of a member of an entity.

19 DECISIONS AT THE ANNUAL GENERAL MEETING/ GENERAL ASSEMBLY

- 19.1 The members exercise their voting rights through their official delegate(s), with each entity having one vote.
- 19.2 Voting shall be strictly through secret ballot.
- 19.3 Decisions shall be taken by simple majority of the votes validly cast.
- 19.4 The following shall require two thirds majority of the Council vote:
 - 19.4.1 Change of Head Office;
 - 19.4.2 Amendment of the Constitution;
 - 19.4.3 Amendment of the agenda;
 - 19.4.4 Expulsion and suspension of a member of Z.A.A.; and
 - 19.4.5 Bestowing of a life membership.
- 19.5 Spoiled voting slips, blank voting slips, or any other forms of absenteeism shall not be included in the count of the validly cast votes.
- 19.6 Decisions passed by the Council shall come into effect immediately after the close of the AGM, unless the Council fixes another date for a decision to take effect.
- 19.7 Dissolution of Z.A.A. requires a three quarters majority votes cast by official delegates voting.

20 ELECTIONS

- 20.1 Elections shall be carried out on the basis of an absolute majority (50% + 1) of the validly cast votes by official delegates voting in the first round and then on the basis of a simple majority (the highest number of votes) in the second round.
- 20.2 In the event that the votes in the second round are equal, a new vote shall be undertaken to separate the candidates. If there are more than two candidates for one available position, the candidate with the lowest number of votes is eliminated as from the second round ballot until only two candidates are left.
- 20.3 If the remaining two candidates are tied after three rounds of voting, a toss of the coin shall take place to decide the winner.



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- 20.4 The decisions taken by the meeting shall come into effect on the day determined by the AGM/General Assembly. Where there is no appointed date, the decisions will take effect after seven calendar days.
- 20.5 No person may be proposed for election to any office or committee unless his / her consent thereto is given in writing.
- 20.6 The Sports and Recreation Commission may disqualify any candidate from standing for election on the grounds of previous mismanagement of sports affairs in or outside Zimbabwe.

21 ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING/ GENERAL ASSEMBLY

- 21.1 The agenda for the AGM/General Assembly shall be sent with the notice and shall be as follows:
 - 21.1.1 To approve the Minutes of the previous Annual General Meeting.
 - 21.1.2 To receive the Presidents report.
 - 21.1.3 The presentation of the Treasures statement of accounts.
 - 21.1.4 To elect the following Office Bearers:-
 - 21.1.5 President
 - 21.1.6 Vice-President
 - 21.1.7 Secretary
 - 21.1.8 Treasurer
 - 21.1.9 2 – 4 Committee Members
 - 21.1.10 To decide upon any resolutions of which due notice has been given.
 - 21.1.11 Any further business, which is brought under consideration by the Z.A.A., or by the agreement of a two thirds majority of the members present at the Annual General Meeting a simple majority will be sufficient to decide any matter under this section.
 - 21.1.12 Proxy votes will not be allowed.
- 21.2 Before the Annual General Meeting, a special meeting will be held, which will be attended by the Office Bearers and two representatives from each affiliated Club. This meeting will be held with the specific purposes of discussing problems which have arisen during the previous year, in order to save time at the Annual General Meeting.

22 POWERS OF THE AGM/GENERAL ASSEMBLY

- 22.1 The AGM/General Assembly has the following powers:
 - 22.1.1 Adopting or amending the Statutes, regulations governing the application of the Statutes and the standing orders of the AGM/General Assembly;
 - 22.1.2 Electing the Executive Committee members;
 - 22.1.3 Approving the financial statements;
 - 22.1.4 Approving the budget;
 - 22.1.5 Approving the President's activity report;
 - 22.1.6 Appointing the independent auditors upon the proposal of the Executive;
 - 22.1.7 Fixing the membership subscriptions;
 - 22.1.8 Deciding, upon the nomination of the Executive, whether to bestow the title of honorary president or honorary member;
 - 22.1.9 Admitting, suspending or expelling a member;
 - 22.1.10 Dissolving the Executive;

23 SPECIAL GENERAL MEETING



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- 23.1 A Special General Meeting may be convened by the Z.A.A. Executive Committee whenever it deems it fit or upon a requisition by at least 50 % (fifty percent) of the eligible voting members.
- 23.2 The Z.A.A. President may call for an SGM and the Secretary General shall inform members in writing at least fourteen days prior to such meeting, including the date of the meeting venue, time and the agenda of the meeting.
- 23.3 Should any member feel there are other matters that need to be discussed, the matters shall be received by the Secretary General at least seven days before the meeting date.
- 23.4 Fifty percent of the Council members present and eligible to vote shall decide whether to discuss the matter.
- 23.5 Minutes of the SGM shall be kept by the Secretary General and copies of the minutes shall be made available to all Council members within thirty days after holding of such meeting.
- 23.6 Except as provided for under article 23.3, the agenda of an extraordinary meeting of the Council may not be altered.
- 23.7 If there is no quorum (see section 19) after 30 minutes of the prescribed time, the meeting shall be called off and the same business shall not be brought back for consideration before the expiry of fourteen (14) calendar days.

24 EXECUTIVE MEETINGS

- 24.1 The Z.A.A. Executive shall meet quarterly and may meet at any other time as the business of the Association may require.
- 24.2 The quorum shall be 4 members.
- 24.3 All resolutions passed shall be adopted on a simple majority and the decisions taken shall be binding and shall be effected as directed.
- 24.4 In the event of a deadlock, the President/Chairperson will have a casting vote.
- 24.5 At the request by at least 3 members of the Executive, the President/Chairperson shall convene a meeting within two weeks from the date of such request.
- 24.6 Members of the Executive must submit any points they wish to discuss on the agenda to the Secretary General at least seven days before the meeting.
- 24.7 The notice of the meeting shall be sent to all Executive members at least four days prior to the meeting and all members shall be obliged to confirm their availability upon receiving the notice.
- 24.8 Any Executive member must withdraw from the debate if there is a risk or possibility of a conflict of interest.
- 24.9 Any Executive member who absents herself/himself from three consecutive meetings without prior apology or without any written reasonable excuse given in person at the next Executive meeting, and once ratified by Council shall cease to be a member of both the Executive and Council. Furthermore, such Executive member shall not be eligible for re-election for any position for two successive AGMs /General Assemblies within the Association.
- 24.10 The decisions taken are recorded in the minutes which shall be filed by the Secretary General verified and signed by the person chairing the meeting.
- 24.11 Decisions of the Executive shall immediately come into effect unless the Executive decides otherwise, or the decision requires Council ratification.

25 AMENDMENTS TO THE STATUTES

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ZIMBABWE ARCHERY ASSOCIATION Constitution

- 25.1 The AGM/General Assembly is responsible for amending the Statutes.
- 25.2 Any proposals for amendments to the Statutes must be submitted in writing with a brief explanation to the general secretariat by a member.
- 25.3 A proposal submitted by a member is valid, provided it has been supported in writing by at least 3 other members.
- 25.4 Adoption for Amendments to the Statutes
 - 25.4.1 For any proposed amendment to the Statutes to be adopted, a two thirds majority of the members eligible to vote must be present.
 - 25.4.2 Proposal for an amendment to the Statutes shall be adopted only if three-quarters of the members present of the members present and eligible to vote agree to it.

26 THE Z.A.A. EXECUTIVE COMPOSITION

- 26.1 The Z.A.A. Executive shall be composed of:
 - 26.1.1 The President/Chairperson;
 - 26.1.2 Vice President/Chairperson;
 - 26.1.3 Secretary General ;
 - 26.1.4 Treasurer;
 - 26.1.5 Director Development / Technical ;
 - 26.1.6 Director Marketing and Sponsorship;
 - 26.1.7 Chairpersons of the Committees as in section 9.1
- 26.2 Executive members from section 26.1 shall be elected by the Congress/General Assembly, while those from 26.1.7 shall be automatic from their constituencies.
- 26.3 At least 2 of the above Executive members shall be females.
- 26.4 To qualify to become a Z.A.A. Executive Member, the person shall:
 - 26.4.1 Have served as an committee member from an entity and above for at least 1 year and shall attach a curriculum vitae and other supporting documents to the nomination papers which shall be handed over to the Secretary General;
 - 26.4.2 Belong to or be a member of any body, organization or affiliate he/she seeks to represent, provided the person has been elected or co-opted according to the Rules and Regulations governing that particular body;
 - 26.4.3 Possess a minimum four years secondary school;
 - 26.4.4 Have a proven good track record in the administration of archery and should have at least served as an executive member of a provincial association that he/she is representing for 1 or more terms.
- 26.5 If a position should become vacant, the Executive shall fill that position until the next AGM/General Assembly, when a replacement will be elected for the remaining part the term.

27 ROLES OF THE Z.A.A. EXECUTIVE MEMBERS

- 27.1 President/Chairperson
 - 27.1.1 The President/Chairperson shall:
 - 27.1.1.1 Chair all Executive meetings, Special and Annual General Meetings;
 - 27.1.1.2 Monitor, supervise and lead all other office bearers of the Z.A.A.
 - 27.1.1.3 Represent and/or lead the Executive at Zonal, Regional, Continental and International meetings;
 - 27.1.1.4 Authorise all payments done by the Association and shall be a signatory to the Association's accounts;
 - 27.1.1.5 Sign contracts on behalf of and for the Association;
 - 27.1.1.6 Be the spokesperson for the Association at the Zonal, Regional, Continental and International meetings;
 - 27.1.1.7 Produce an activity report at the AGM/General Assembly;



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- 27.1.1.8 Ensure that the financial accounts are properly handled by having the books checked quarterly each year;
- 27.1.1.9 Manage the public relations of the Association and to that extent ,shall maintain good relations with the Association members,International Organisations,sponsors and any other associates;
- 27.1.1.10 Have an ordinary vote on the Executive and a casting vote in the event of a deadlock on votes;
- 27.1.1.11 Be the Spokesperson of the Executive on policy matters;
- 27.1.1.12 Ensure that decisions passed at the AGM/General Assembly and by the Executive are implemented.
- 27.2 Vice President/Chairperson
 - 27.2.1 The Vice President/Chairperson shall:
 - 27.2.2 Execute the duties of the President/Chairperson in the absence of the President/Chairperson;
 - 27.2.3 Chair the Disciplinary Committee;
 - 27.2.4 Be a signatory to all the Association's bank accounts
- 27.3 Secretary General
 - 27.3.1 The Secretary General shall:
 - 27.3.2 Be responsible for all official correspondences to and from the Association;
 - 27.3.3 Be a signatory to all the Association bank accounts;
 - 27.3.4 Minute all Executive, SGMs, AGMs and all other meetings as delegated by the Executive;
 - 27.3.5 Be responsible for human resources administration of the Association;
 - 27.3.6 Be a signatory to all contractual obligations of the Association;
 - 27.3.7 Be the custodian of all Association statutes, rules and regulations;
 - 27.3.8 Prepare agenda of meetings, call for such meetings and prepare a meeting register for all meetings called for by the Executive;
 - 27.3.9 Ensure that there is an updated register of the Association membership;
 - 27.3.10 Initiate all capital payments of the Association;
 - 27.3.11 Be responsible for submission of statutory returns required in terms of the SRC Act and regulations.
- 27.4 Treasurer
 - 27.4.1 The Treasurer shall:
 - 27.4.1.1 Be responsible for receiving, receipting and paying out money for the Association;
 - 27.4.1.2 Be a signatory to all the Association's bank accounts;
 - 27.4.1.3 Be the custodian of the financial books of the Association;
 - 27.4.1.4 Be required to produce financial statements and bank statements at the Executive and Annual General meetings;
 - 27.4.1.5 Be required to produce and present the Association's projected budget at every AGM/General Assembly and/or the SGM as the case may be;
 - 27.4.1.6 Be required to deal with any other financial obligations as may be required by the Association;
 - 27.4.1.7 Cause the accounts of the association to be audited by independent auditors annually.
- 27.5 Director Development
 - 27.5.1 The Director Development shall:
 - 27.5.1.1 Be responsible for developmental programmes of the sport of archery in Zimbabwe;
 - 27.5.1.2 Ensure gender balance in the sport and also draw programmes for junior sport development;
 - 27.5.1.3 Be responsible for drawing up training programmes for officials, coaches and referees;
 - 27.5.1.4 Be responsible for setting up of structures in primary and secondary schools, tertiary institutions, mines, uniformed forces and the community at large;
 - 27.5.1.5 Be responsible for coordinating and linking junior sport to the senior level.
- 27.6 Director Marketing and Sponsorships
 - 27.6.1 The Director Marketing and Sponsorships shall:
 - 27.6.1.1 Be responsible for all marketing aspects of the Association;
 - 27.6.1.2 Lead all fundraising and sponsorship activities;
 - 27.6.1.3 Negotiate sponsorship packages for the Association;
 - 27.6.1.4 Deal with Z.A.A.'s Public Relations and protocol issues.



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27.7

Chairperson for the Z.A.A. Committee, Section 9.1

- 27.7.1 The Committee Chairperson's responsibility shall be to Z.A.A. in line with the Z.A.A. Committee Constitution.

28 TERM OF OFFICE FOR THE EXECUTIVE

- 28.1.1 The term of office for the Z.A.A. Executive shall be four years.
28.1.2 The outgoing Z.A.A. Executive members may seek re-election at the expiry of their term of office.
28.1.3 No Executive member shall run for more than two successive terms.

29 STANDING COMMITTEES

- 29.1.1 The Z.A.A. shall establish the following Committees that shall be empowered to run the day-to-day affairs of their specific function:
29.1.2 Coaching and Development
29.1.3 Officials (Umpires, Judges, Technical persons)
29.1.4 In addition, the Z.A.A. may establish the following additional Committees for Ethics and Fair Play:
29.1.5 Facilities, Technical Equipment, Medical
29.1.6 Public Relations and Marketing
29.1.7 Events, calendar and national fixtures
29.1.8 Any other Standing Committee deemed appropriate by the Executive Committee.
29.1.9 Legal assisted by SRC.
29.1.10 Media Committee;
29.1.11 Marketing and Television Committee.
29.1.12 The roles for the Standing Committees have been shown in Section : 27

30 FINANCE

The Z.A.A. shall seek sources of financing that will enable it to maintain its autonomy in all respects.

The collection of funds must, however, be accomplished in strict accordance with the WA stipulations and in such a manner that the dignity and independence of the Z.A.A. are not compromised.

30.1 Sources of Revenue

- 30.1.1 The funds of the Z.A.A. shall primarily consist of:
30.1.1.1 Annual membership fees and such contributions, legal grants and other income as may be received for use by or in connection with the Archery activities;
30.1.1.2 Subsidies from the state, public entities and other bodies;
30.1.1.3 Subsidies and other grants from the WA, which shall appear distinctly in the accounts for the financial year;
30.1.1.4 Donations;
30.1.1.5 Marketing activities;
30.1.1.6 Proceeds from stamp issues, and the publication and sale of printed material;
30.1.1.7 Fees for services rendered; and/or other sources and not limited to: musical concerts, dinner dances, competitions, projects, street collections, etc.



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30.2 Budget

- 30.2.1 The Governing Board shall decide on the use of funds within the budgetary limits;
- 30.2.2 The funds may be used only within the limits of the objectives of the Constitution.
- 30.2.3 Accounts and financial reports shall be submitted to the Governing Board annually and, at its request, at any time;
- 30.2.4 The AGM/General Assembly shall approve the financial reports and audited accounts and shall approve the budget as decided by the Governing Board;
- 30.2.5 The treasurer in consultation with the President/Chairperson and the Secretary General shall prepare the budget.

30.3 Financial Records

- 30.3.1 The financial year of the Z.A.A. shall be the calendar year.
- 30.3.2 The treasurer shall be responsible for financial records of the Z.A.A. including revenue collection and expenditure.
- 30.3.3 She/he shall ensure the raising of resources to meet the needs of Z.A.A..
- 30.3.4 Certified Auditors who shall not be members of the Z.A.A. in terms of Article 26 shall audit the Z.A.A. accounts.
- 30.3.5 All the funds of the Z.A.A. shall be banked into registered and reputable financial institutions identified and agreed upon by the Executive;
- 30.3.6 The principal signatories to the Z.A.A. bank accounts shall be Treasurer and any other person decided upon by the Executive with the Treasurer being the main signatory.
- 30.3.7 The President/Chairperson shall approve all financial requisitions and bank withdrawals before the use, disbursement, transference, payment and/or any other financial transactions of the Z.A.A. are effected.

31 DISCIPLINARY MATTERS

- 31.1 The Disciplinary Committee shall consist of a Chairperson, Secretary and two Committee Members. The Chairperson shall have legal qualifications.
- 31.2 The functions of this body shall be governed by the Disciplinary Code of Z.A.A.
- 31.3 The committee shall pass decisions only when at least four members are present and of the four present members, one of them should be either the Chairperson or Vice Chairperson.
- 31.4 The committee may pronounce the sanctions described in this Constitution and the Disciplinary Code of Z.A.A. on members, officials, archers, clubs and tournaments and archers' agents.
- 31.5 These provisions are subject to the disciplinary powers of the AGM/General Assembly and the Executive with regard to suspensions and expulsions of members.
- 31.6 Appeals on Disciplinary Matters
 - 31.6.1 The Appeals Committee shall consist of a Chairperson, Vice Chairperson, and 2 Committee Members. The Chairperson shall have legal qualifications.
 - 31.6.2 The functions of this body shall be governed by the Disciplinary Code of Z.A.A..
 - 31.6.3 The committee shall pass decisions only when at least 3 members are present and one of them shall be either the Chairperson or the Vice Chairperson.
 - 31.6.4 The Appeals Committee is responsible for hearing appeals against decisions from the Disciplinary Committee.

32 DISCIPLINARY MEASURES

- 32.1 Penalties for misconduct shall be any of the following:



- 32.1.1 A warning;
- 32.1.2 A fine;
- 32.1.3 Return of awards;
- 32.1.4 Expulsion;
- 32.1.5 A ban;
- 32.1.6 A reprimand.
- 32.1.7 Etc

33 ARBITRATION

- 33.1 All appeals against the decisions of Z.A.A. shall be submitted to and resolved by the National Arbitration Tribunal for Sport in Harare in accordance with the procedural rules of same.
- 33.2 The decision of the arbitration tribunal shall be final and binding on the parties to the dispute and may be made an order of court at the insistence of any of the parties to the dispute.

34 JURISDICTION

- 34.1 Z.A.A., its members, athletes, officials and match and archers agents will not take any dispute to ordinary courts unless specifically provided for in the Statutes and WA regulations.
- 34.2 Any disagreement shall be to the jurisdiction of WA, FAA or Z.A.A.
- 34.3 Z.A.A. shall have jurisdiction on internal national disputes, i.e. disputes between parties belonging to WA, FAA or Z.A.A..
- 34.4 FAA and WA shall have jurisdiction on international disputes, i.e. disputes between parties belonging to different Associations and/or Confederations.

35 INDEPENDENT AUDITORS

- 35.1 The independent auditors elected by the AGM/General Assembly shall audit the accounts approved by the Finance Committee in accordance with the appropriate principles of accounting and present a report to the AGM/General Assembly.
- 35.2 The auditors shall be elected for a period of 4 years. This mandate may be renewed.

36 MEMBERSHIP SUBSCRIPTIONS

- 36.1 Membership subscriptions are due on 1st January each year
- 36.2 The annual subscription for new members for the year in question shall be paid within 30 days of the close of the AGM/General Assembly at which they are admitted.
- 36.3 The AGM/General Assembly shall fix the amount of the annual subscription every 2 years on the recommendation of the Executive.

37 COMPETITIONS

- 37.1 Z.A.A. shall organize and coordinate all official competitions held within its territory.

37.2 COLOURS

- 37.2.1 The Colours of the Z.A.A. shall be Forest Green, with the Logo being the national emblem of the bird that is used throughout the country of Zimbabwe and 2 Archers facing away from each other with a recurve



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and compound bow sporting the colours of the Zimbabwe flag. This is encompassed by the words Zimbabwe Archery Association

- 37.2.2 The Z.A.A. pocket badge, on a forest green blazer, shall be the Z.A.A. logo as described above 37.2.1 above, with the title "Zimbabwe Archery Association" inscribed
- 37.2.3 The Z.A.A. Tie shall be forest green with the Z.A.A. Logo as described above.
- 37.2.4 Any member of the Executive Committee or representative of the Z.A.A. shall be entitled to wear the Z.A.A. Colours and Logo.
- 37.2.5 The Executive Committee shall recommend to the Zimbabwe Colours Control Board the award of Zimbabwe National and Junior Colours. The Executive Committee shall, not later than the close of each season, issue a list showing archers who have been awarded colours for that season. A suitable record of all awards shall be kept by the Honorary Secretary.
- 37.2.6 Colours shall be awarded to archers participating in an International tournament or undertaking an International Tour, or to archers participating in any tournament which the Executive Committee may decide appropriate to recognize for such an award. Zimbabwe Colours may be awarded to Archers, who have complied with the following conditions, and have the approval of such body in Zimbabwe which is responsible for the award of Colours.
- 37.2.7 Target - Archers must have been selected to represent Zimbabwe against other International Teams, not including Postal Shoots. Archers must have recorded at least three scores of 1050, using the Recurve Bow, and 1200 using the Compound Bow, or better in World Archery rounds, one of which must have been recorded in a World Archery Star Tournament. All scores to be recorded within a 12 month period.
- 37.2.8 Nasp – the archer has to represent Zimbabwe no less than twice in international competition with 2 or more competing countries, the archer to have attained a minimum three score average of 287/300 in 3D or bulls-eye archery is achieved in at least one of these international competitions, including those hosted in Zimbabwe.
- 37.2.9 The Executive Committee may in its discretion, award National Colours to a Manager, Coach, Judge or other tournament official participating in an International tournament, tour or event, and in the case of such an award, the appropriate qualification / title, either "Manager", "Coach", "Judge" or other suitable word, shall be embroidered below the National Colours Badge. The Executive Committee shall take into consideration the recommendations of any Z.A.A. committees in regard to such awards being made.
- 37.2.10 Until such time as an archer is officially awarded National Colours, or National Junior Colours, by the Zimbabwe Colours Control Board, they may not purchase the National Colours. They may wear the Z.A.A. Badge, or with express permission the Zimbabwe Colours Logo, only whilst representing their country.
- 37.2.11 The Z.A.A. shall appoint a Disciplinary Committee to be responsible for all breaches and/or acts of misconduct, which may lead to the removal of National Colours.
- 37.2.12 The Zimbabwe archery colours shall be either green and white, or red and black with National Colours Logo badges on the pockets, (The National Colours Logo shall be that determined by the Sports and Recreation Commission, and at present comprises a gold Zimbabwe Bird superimposed on a red star, with "Zimbabwe" above, and "Archery" below), or such alternative colours as may be approved by the Sports and Recreation Commission.
- 37.2.13 The Zimbabwe blazer shall be bottle green and the pocket badge shall be the National Archery Colours logo (as per Paragraph 37.2.12) with the words "Zimbabwe" above, and "Archery" below.
- 37.2.14 The Zimbabwe tie shall have a miniature National Colours Logo on a bottle green background, or as determined by the Sports and Recreation Commission.
- 37.2.15 The Zimbabwe U/21 and all other junior teams archery colours shall be that decided upon from time to time by either the Executive Committee, the relevant governing body (i.e. Schools Association) or the Sports and Recreation Commission of Zimbabwe. In principle it should be as that described above under Paragraph 37.2.12 except that there shall be a gold strip, at least 3cm wide across the shoulder, and gold trim on the shorts and skirts.
- 37.2.16 The Zimbabwe U/21 and all other teams' blazer shall be mid-blue and the pocket badge shall be the National Colours Logo, with the age group indicated below.



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- 37.2.17 The Zimbabwe U/21 and all other age teams' tie shall have a miniature National Colours Logo on a mid-blue background.
- 37.2.18 Each Province on becoming affiliated to the Z.A.A. shall register its colours with the Executive Committee and no Province shall alter such colours without the prior consent of the Executive Committee. These are as follows :-
- Manicaland - Black
 - Mashonaland Central - Brown/Beige
 - Mashonaland East - Emerald Green
 - Mashonaland West - Gold
 - Masvingo - Purple
 - Matabeleland North - Navy Blue
 - Matabeleland South - Sky Blue
 - Midlands – Red
- 37.2.19 The Executive Committee shall refuse to register any colours, which in its opinion are in any way similar to or not distinctive from those of any other Province or those of Zimbabwe.
- 37.2.20 The Colours of national Judge on the field shall be that determined within the appropriate byelaws or as decided at the particular tournament.

37.3 NATIONAL TEAMS

37.3.1 Selectors

- 37.3.1.1 The selectors shall elect from amongst themselves a Convenor of selectors, who shall be responsible for communicating with the Executive Committee and the members of the Selection Panel.
- 37.3.1.2 During all deliberations each selector shall have one vote. The convenor will not have a casting vote.
- 37.3.1.3 If the selectors are not able to reach a conclusion on the selection of a player or team, then such impasse will be sent for adjudication to the President.
- 37.3.1.4 On conclusion of selections, the squad or team shall be submitted to the Executive Committee for notification.

37.3.2 Manager

- 37.3.2.1 The Executive Board shall appoint a manager from amongst the nominations received from the Provincial Boards, or from nominations received from the Executive Board members.
- 37.3.2.2 The manager shall remain in office for such period as advised in writing by the Z.A.A., or until advised in writing that such services shall be discontinued, or until the election of a new Executive Committee.

37.3.3 National Coach

- 37.3.3.1 The Executive Committee shall appoint a national coach from nominations received as follows – National and U/21 Coaches The Coaching and Development Committee National U/18 and U/16 National Schools Associations and Executive Committee Members.
- 37.3.3.2 The National Coach shall hold office for such period as advised in writing by the Z.A.A., or until advised in writing that such services shall be discontinued.

37.3.4 Officials

All Zimbabwean judges and tournament officials selected to represent the country internationally shall be selected by panels comprising a maximum of 5 (five) judges selectors, which number shall include the national umpire coaches who shall serve ex officio as members of their respective selection panels. Convenors of the judges selection panels shall be appointed but shall not have casting votes. In the composition of the national selection panels (for Judges and officials), there shall be regard for the requirement that not more than 2 selectors on any one panel shall be appointed from any one province; The duties of the national judges, coaches and the national judges selectors shall be determined by the Executive Board.

37.3.5 Sports Awards

The Executive Committee may arrange such awards as it deems fit to recognise archers, teams, officials and administrators.

38 RIGHTS

Z.A.A. and its members are the original owners of all of the rights emanating from competitions and other events coming under their respective jurisdiction, without any restrictions as to content, time, place and law.

- 38.1 These rights include, among others, every kind of financial rights, audiovisual and radio recording, reproduction and broadcasting rights, multimedia rights, marketing and promotional rights and incorporeal rights such as emblems and rights arising under copyright law.
- 38.2 The Council shall decide how and to what extent these rights are utilised and draw up special regulations to this end.
- 38.3 The Council shall decide whether these rights shall be utilised exclusively, or jointly with a third party or entirely through a third party.

38.4 INDEMNITY

- 38.4.1 Any action instituted by or against the Z.A.A shall be taken in the name of the Z.A.A. as such, and no member of the Z.A.A. shall be personally liable for any debts or obligations of the Z.A.A. irrespective of the manner in which the same may have been incurred.
- 38.4.2 Every member or other official of the Z.A.A. shall be indemnified by the Z.A.A., and it shall be the duty of the Z.A.A., out of its funds, to pay all costs, losses, damages and expenses, which any such member or other official may incur or may become liable for any reason of any contract entered into or any act or deed done in any way in the discharge of his duty. No member or other official or servant shall be liable for any loss or expense happening to the Z.A.A through the insufficiency or deficiency of any security in or upon which any of the moneys of the Z.A.A shall be invested, or for any loss or damage arising from the insolvency or fortuitous act of any person with whom any moneys, securities or property of the Z.A.A shall be deposited or for any loss, damage or misfortune whatever which shall happen in the execution of the duty of the person concerned, unless the same happen through his own wilful act or default.

39 AUTHORISATION

- 39.1 The Z.A.A. and its members are exclusively responsible for authorizing the distribution of image and sound and other data carriers of Archery tournaments and events coming under their respective jurisdiction, without any restrictions as to content, time, place and technical and legal aspects.



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40 INTERNATIONAL MATCHES AND COMPETITIONS

- 40.1 The authority for organising international matches and competitions between association's teams and between Leagues and/or Club teams lies solely with WA.
- 40.2 No match or competition shall take place without the prior permission of the WA Council. In addition, permission from the relevant Confederation may be required in accordance with the WA regulations.
- 40.3 The Z.A.A. is bound to comply with the international tournament calendar compiled by WA

41 CONTACTS

- 41.1 Z.A.A. shall not hold tournaments or make sporting contacts with Federations that are not members of WA or with provisional members of a Confederation without the approval of WA

42 APPROVAL

- 42.1 Clubs, associations or any other group of Clubs that are affiliated to Z.A.A. cannot belong to another Federation or participate in competitions on the territory of another Federation without the authorization of the Z.A.A.

43 AMENDMENTS TO THE CONSTITUTION AND/OR RULES AND REGULATIONS

- 43.1 The Z.A.A. Constitution and/or Rules and Regulations may be amended at an AGM/General Assembly for which due notice must have been given.
- 43.2 A two-thirds majority of the members present shall be required.
- 43.3 Any changes to the Constitution and/or Rules and Regulations shall be registered with the SRC and communicated to the WA for approval.
- 43.4 Due to the substantial changes from the previous version , the prior version has been included in Appendix 2.

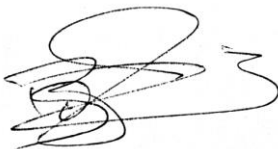
44 DISSOLUTION

- 44.1 Only three-quarters majority of the members present and entitled to vote at the AGM/General Assembly may dissolve the Z.A.A.
- 44.2 The motion to dissolve the Z.A.A. must have been sent together with the agenda for the AGM/General Assembly to all the Z.A.A. members.


A handwritten signature in black ink, appearing to be "T. D. B." or similar, with a stylized flourish at the end.



This constitution was adopted at the Special/Annual General Meeting held on 29th June 2017


President
Signed

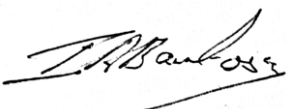
Date:..... 29 June 2017


Secretary General:.....
Signed

Date:..... 29 June 2017


Vice President:.....
Signed

Date:..... 29 June 2017


Treasurer: :.....
Signed

Date:..... 29 June 2017

Handwritten initials, possibly "TAS" and "B", are visible in the bottom right corner.