

CONSTITUTION
OF THE
NIGERIA ARCHERY FEDERATION
(NAFED)



ARTICLE 1 – NAME

The name of the Federation shall be the Nigeria Archery Federation hereinafter referred to as NAFED

ARTICLE 2 – ADDRESS

The headquarters of NAFED Board shall be as determined by the governing Board of NAFED

ARTICLE 3 – EMBLEM

The official logo of the Federation shall be that which is affixed to this document and in addition, the World Archery (WA) and Federation of Africa Archery (FAA) Logo shall be appended on the Letterhead and other documents as may be determined by the Board.

ARTICLE 4 – LANGUAGE

The official language of the Federation shall be English.

ARTICLE 5 – AFFILIATION

The Nigeria Archery Federation shall be an affiliate member of the World Archery Federation (WA), and shall be the sole representative of the World Archery in Nigeria to these bodies and all other bodies affiliated with and recognized by (WA). The Federation shall maintain liaison and affiliation with the Nigeria Olympic Committee. The Federation shall also partner with any other Government agencies and any other relevant national, regional or international organisations of mutual interest.

ARTICLE 6 – OBJECTIVES

The objectives of the Federation Shall include:

- 6.1 To encourage and develop the widest participation and the highest proficiency in Archery sport in Nigeria.

- 6.2 To coordinate and assist archers, coaches, managers, trainers and Judges/officials in the pursuit of excellence in Archery sport regionally, provincially, nationally and internationally.
- 6.3 To promote the sport of Archery in Nigeria through its members and to the public at large.
- 6.4 To unify and coordinate the efforts of all archers, coaches, managers, trainers and officials in Nigeria.
- 6.5 To provide and maintain the highest standard of Archery sport, coaching, managing, training and officiating in Nigeria.
- 6.6 To compile and maintain the rules and regulations governing Archery sport in Nigeria in accordance with the World Archery Federation (WA) statutes and bye laws;
- 6.7 To improve the skill and technical knowledge of archers, coaches, managers, trainers and officials in Nigeria through the staging of technical courses, seminars, workshops, etc.
- 6.8 To maintain a system of clubs and associations throughout Nigeria, open to membership by all members of the population and allowing access to registration, participation, coaching, technical officiating and other services of the Federation, in compliance with Nigeria Archery Federation (NAFED) membership prerequisites;
- 6.9 To strive to ensure that no form of discrimination, be it based on race, ethnicity, religion, politics or any form of disabilities, gender or otherwise, is permitted in the sport of Archery in Nigeria and to take all practicable measures to prevent such discrimination;
- 6.10 To provide all archers, coaches, managers, trainers, officials and other representatives a voice in the World Archery (WA), Federation African Archery (FAA), the Federation being the sole representative of these body.
- 6.11 To ensure the representation of Nigeria by the best available archers in Archery sport, both at regional and international competitions.
- 6.12 The NAFED shall remain a sporting organisation with no political, ethnic or religious alignment to any body or organisation
- 6.13 NAFED shall be the sole organisation administering and controlling Archery sport in Nigeria within the boundaries as defined in the Constitution of the Federal Republic of Nigeria.

6.14 To enforce the Doping Control Regulations of the World Archery Federation and World Anti-Doping Agency (WADA).

ARTICLE 7 – MEMBERSHIP

7.1 The membership of the NAFED shall comprise of:

7.1.1 Archery Association of all States of the Nigerian Nation which have governing bodies controlling Archery and

7.1.2 clubs , from state that do not have association and

7.1.3 Individual members which can only be accommodated when there is no club in the state of the member.

7.2 The State Associations shall consist of individuals affiliated Clubs, schools and institutions in that State. Membership of the Clubs shall be open to all interested individual persons and institutions.

7.3 HONORARY Members

The Board or the Congress may elect Patrons and Vice Patrons who shall be personalities in Nigeria or who have distinguished themselves by their work for the promotion of Archery in Nigeria and beyond.

7.4 Honorary members may attend Board meeting and Congress but shall have no voting right thereof.

ARTICLE 8 – TRUSTEES

8.1 The Trustees of NAFED for the purposes of the Companies and allied matters Act of 1990. Part C, shall be appointed at the Annual General Meeting of the NAFED on the recommendation of the Executive Board.

8.2 Such Trustees thereafter referred to as (The trustees) shall be five appointed members (5) in number of which any three (3) can act and shall be known as “The Registered Trustees of the Nigeria Archery Federation” and the trustees shall be appointed at the General Meeting.

8.3 The trustees may hold office except :

8.4 Resigns his appointment,

8.5 Ceases to be a member of the registered Trustees of NAFED

8.6 Is convicted of a criminal offence involving dishonesty by a Court of competent Jurisdiction.

- 8.7 Ceases to reside in Nigeria.
- 8.8 Upon a vacancy in the number of Trustees, the Executive Board shall appoint another eligible member of the registered Trustees of NAFED which appointment shall be notified at the next Annual General meeting of NAFED.
- 8.9 The Trustees shall have a common seal,
- 8.9.1 Such Common Seal will be kept in the custody of the Secretary General of NAFED who will produce it when required for the use by the Trustees.
- 8.9.2 All documents to be executed by the Trustees shall, be signed by at least three (3) of them, with the Common Seal of the NAFED.
- 8.10 The Executive board shall apply to the Corporate Affairs Commission for Certificate of Incorporation under the Companies and allied Matters Act.
- 8.11 If such certificate is granted, the trustees shall have power to accept and hold in trust, all landed properties belonging to NAFED, and to acquire land on behalf of NAFED subject to all conditions as the Corporate Affairs Commission may impose.

ARTICLE 9 – AFFILIATION FEES & ANNUAL DUES

- 9.1 All affiliated State Associations shall pay an annual subscription fee of =N=20,000.00
- 9.2 The respective State Associations are to fix membership subscriptions fees payable by Clubs, and affiliated organisations and individual members.
- 9.3 Every individual member other than honorary member shall pay registration fee of once and for all a sum of N5000 and annual fee of N10, 000; 00 payable on or before February of each year.
- 9.4 Every archer and coaches will pay annual fee of the sum of Two Thousand Naira only (N2, 000; 00) payable on or before February of the year.

ARTICLE 10 – THE Governing Board

- 10.1 The Governing Board of the Nigeria Archery Federation (NAFED) shall consist of the following members:

- 10.1.1. One representative of each individual registered members from each of the six geo-political zones in Nigeria
- 10.1.2. One representative from the Nigerian Armed Forces, Police and Paramilitary
- 10.1.3. One representative from Nigeria Association of Women in Sports
- 10.1.4. One representative of Archers
- 10.1.5. One representative of National Sports Commission.
- 10.1.6. One representative of the Continental or the International Board or commission member

10.1.7 The Executive arm of the Board which shall be elected are:

- The President
- The First Vice President
- The Second Vice President
- The Secretary General
- The Assistant Secretary General
- The Treasurer
- The Public Relation Officer

10.2 Members of the executive committee shall be elected for a period of 4 (four) years.

10.3 The executive committee shall oversee the smooth administration of the Federation and shall take such steps as it deems expedient in order to fulfil the mission and objectives of the Federation as contained in this Constitution in - Article.14.1 – 14.6

10.4 The board shall meet at least four (4) times in a year.

10.5 The President in his absence, one of the Vice Presidents in order of precedence, shall be Chairman of all meetings of the Board and EXCO in the absence of the presidents and the vice presidents and if the quorum is formed the members present shall appoint one of them to preside at the meeting.

10.6 Any business deliberated upon at the Board and EXCO meeting shall be decided upon by the majority of the votes casted by members present and in the event of equity of votes, the Chairman shall have casting of second vote.

10.7 Any member of the Board and EXCO shall be deemed to have vacated office if:

- (a) If he or she is declared bankrupt or convicted of criminal offence
- (b) If he or she resigns

- (a) If a meeting of the Board shall at any time by Resolution, due notice of which shall have been given, disapprove of the appointment of any such member or, of his/her continuing in office
 - (b) If he/she fails without a special leave of absence to attend meetings of the Board for a period of two years.
- 10.8 Upon the occurrence of a casual vacancy, the Secretary General shall notify all members of the Federation and such vacancy may be filled by the Board. The person so chosen shall retain office for only until the next Annual General Meeting at which elections are to be held.
- 10.9 Notwithstanding any vacancy, the actions of the Board remain valid.
- 10.10 The Board shall have powers to constitute from time to time and appoint Committees for such purposes as it may deem expedient, with such powers as it may delegate to it and reserves the right at any time to terminate the appointment of such Committees or any member thereof. A member of a Committee need not be a member of the Board or the Federation.
- 10.11 The Board shall manage and control the finances of the Federation and to hire and pay such members of Staff as they in their discretion shall deem necessary for the smooth administration of the Federation.
- 10.12 The Board is empowered to suspend membership, fine or expel from the Federation any affiliated Association, Clubs, Athlete, Coaches, Officials, or any Individual member or other body of persons found guilty of breaches of the rules of competition of the Federation or of any misconduct, unfair practices or matters directly or indirectly calculated to injure the interests of the sport or Federation..
- 10.13 Do all other things that are compatible with the provisions of this Constitution to ensure that the interest of the Federation is protected.

ARTICLE 11 – MEETINGS

- 11.1 The Federation shall in each year hold a general meeting as its Annual General Meeting or Congress in addition to any other meeting in that year and shall specify the meeting as such in the notices calling for it. All General Meetings other than the Annual General Meeting shall be called Extra-Ordinary General Meeting.
- 11.2 At the Annual General Meeting, members will consider:
- 11.2.1 The President's Report
 - 11.2.2 Audited Financial Statement
 - 11.2.3. Appointment of Auditors.

11.2.4 Matters arising

- 11.3 The Board may, whenever it deems fit, and shall on a requisition made in writing by two-third majority of members convene an Extra-Ordinary General Meeting.
- 11.4 Any requisition made by the members must state the objective of the meeting proposed to be called and must be signed by the requisitionists and delivered to the Secretary General.
- 11.5 An Annual General Meeting and a meeting for the passing of a Resolution amending this Constitution shall be called by giving 21 working (twenty one) days notice at least, A meeting of the Federation other than an Annual General Meeting or a meeting for the passing of a Resolution amending this Constitution shall be called by giving at least 14 (fourteen) working days notice in writing.
- 11.6 The notices shall be exclusive of the day on which it is given and shall specify the place, the date, time and agenda of the meeting.
- 11.7 The accidental omission to give notice to any member entitled under these provisions or the non-receipt by a member of any such notice shall not invalidate the proceedings at that meeting.
- 11.8 No business shall be transacted at any General Meeting unless a quorum of members present at the time when the meeting proceeds to business. Unless otherwise provided herein, the quorum shall be 1/2 total numbers of persons qualified from registered members present and entitled to vote.
- 11.9 The President and in his absence the Vice Presidents in order of precedence shall preside as Chairman at every General Meeting, subject to the art. 10.5
- 11.10 At any General Meeting, unless a poll is demanded by the Chairman or by at least half ½ of the members personally present, a declaration by the Chairman that a resolution has or has not been carried shall be conclusive evidence of that fact.
- 11.11 Every member that is entitled to attend the meeting and vote shall have one vote.

ARTICLE 12 – ELECTION OF OFFICE BEARERS

- 12.1 The election of office bearers of the Federation shall be held every four years.
- 12.2 Nominations of candidates for office bearers of the Federation shall be submitted in writing by the affiliated State Association/Club on the prescribed form and shall reach the Secretary-General on a date before the Annual General Meeting which shall be determined from time to time by the Board. The nominations shall be examined by the Board and be circulated to members of the Federation to reach such members at

least seven (7) days before the Annual General Meeting. Only nominated persons having indicated in writing that they accept such a nomination are eligible, shall be elected during the annual general meeting.

12.3 During the elections, voting shall be by show of hands or by secret ballot.

12.4 Any candidate to be elected to a position must win with a simple majority. If there are more than two nominations for a position and with no simple majority in a specific round of voting, the person with the least number of votes per round shall fall out until there are only two candidates remaining, thus allowing for a candidate with an simple majority to be elected.

12.5 Eligibility

Only members who are current with their annual dues are qualified to vote and be voted for.

Article 13 – The Electorate

The Board of the NAFED shall appoint the external body either from Government Agency in charge of Sports or Nigeria Olympic Committee or a mix of the two bodies to conduct the election in accordance to this constitution for the Federation at the appropriate time or by the board of Patrons where available.

ARTICLE 14– THE POWERS OF THE EXECUTIVES

14.1 THE PRESIDENT

14.1.1 The President represents NAFED, presides over General meetings /Congress and EXCO meetings, and an ex-officio member of all committee.

14.1.2 The President shall, at every Congress present the annual report.

14.1.3 The President shall designate the Chairmen of permanent Committees from those members allocated by Congress.

14.2 THE VICE PRESIDENTS:

14 .2.1 The Vice –Presidents (in order of seniority) shall represent the President in his duties if he is unable to attend and has appointed no other delegate.

14.2.2 They shall perform all other duties allocated to them by the President or the EXCO.

14.3 THE SECRETARY GENERAL.

The Secretary General is responsible for the efficient running of the Secretariat.

The primary duties are : -

- i. Preparation, keeping and distribution of minutes of Congress and EXCO meetings.
- ii. Supervision of the Executive Office.
- iii. Summoning of Congress and Exco meetings after consultation with the President.
- iv. Distribution of all relevant information to members of the NAFED.
- v. Shall be the custodian of the Common Seal of the NAFED – Art-8.9.1

14.4 THE ASSISTANT SECRETARY GENERAL

The Assistant Secretary General Shall assists the Secretary General in all his duties.

14.5 THE TREASURER

He is responsible for

- i. The Treasurer shall keep an orderly accounting of NAFED finances.
- ii. The preparation of financial information necessary for Congress and EXCO. meetings.
- iii. Preparing detailed budget under EXCO direction for Congress approval.
- iv. Preparing an Annual Financial report and audited Accounts to Congress.

14.6 THE PUBLIC RELATION OFFICER (PRO)

- i. The PRO shall be for maintaining close and cordial relationships with the public and the media in furtherance of the aims and objectives of NAFED.
- ii. He shall be responsible for publicizing the activities of NAFED.

ARTICLE 15 – MEMBERSHIP LINCENSE FOR ARCHERS & EXECUTIVES

15.1 The Federation shall issue license to every bonafide member of Archery family be it administrative or technical cadre and for all purposes shall be a license / card carrying member which shall be renewable annually.

Therefore, the Federation shall issue a licence to-

- i. a member of a sports club enrolled with it; and

- ii a Nigeria sportsman, not being a member of a sports club responsible for archery as individual archer ,who wishes to participate in a competition or a game; and
- iii grant such championship award or title as it may determine and;
- iv a licensee or the holder of the Federation license should not be a holder of foreign licence in archery, issued by a foreign league and/or Federation;
- v Possession of a foreign licence in archery by any sportsman nullifies actual licence issued by the Nigeria Archery Federation if any.
- vi Licence issued by Federation is renewable every January of each year and.
- vii The Federation reserves the right to issue or cancel a licence.
- viii. Licence issued by the Federation for archers, and/or coaches or judges on a registered club with the Federation gives them the right to represent only one club with the Federation.
- ix. a licensee in disagreement with the Federation should seek all possibilities of reconciliation and justice as mentioned in the Nigeria Sports Act.
- x any archer training with a registered club shall apply to have a registered licence of the Federation covering the period of his/her training

ARTICLE 16 – MEMBERSHIP AND DISCIPLINE

16.1 Membership requests must be made in writing to the Secretary General. Applicant must agree to abide by this Constitution, bylaws and rules of NAFED in writing.

16.2 Any member not paying the annual fee for three (3) years will automatically lose all rights as a member until payment of all outstanding monies are made

16.3 The Executive Board after enquiry shall have power to suspend a member, archer or official for conduct that is inimical to the principles and purposes of the Federation. Suspension is a temporary sanction, and can be removed by Executive Board at anytime.

16.4 General meeting/Congress has the power to expel, or re-instate a member for reasons considered detrimental to the NAFED after enquiry, by vote of at least 1/2 majority members of those present and entitled to vote.

16.5 Any appeal against a decision of the NAFED statutory body shall be referred to an arbitration Panel, set up by Congress or Ex. Co. specifically for this purpose, with exclusion of ordinary civil courts. All parties undertake to abide by the decisions of this Panel which is final.

ARTICLE 17 – FINANCE

17.1 The Board shall cause proper books of Accounts to be kept in respect of all financial transactions of the Federation.

17.2 The Books of the Accounts shall be kept by the Treasurer of the Federation or by such other person and at such a place as the Board deems fit.

17.3 Once at least in every year, the Board shall lay before the Federation in General Meeting an Account of Income and Expenditure for the period since the preceding Account. A Balance Sheet shall be prepared and laid before the Federation at General Meeting and shall make copies available to members of the Federation that attend such General Meeting.

17.4 Operations of account:

- i. The monies and belongings of NAFED shall be kept in its name with such Bank/s as the Executive Board shall appoint.
- ii. All cheques and draft of the NAFED Banker/s shall be signed by the President and any of the two among the following.
 1. President, (Principal)
 2. Secretary General,
 3. Treasurer.
- iii. The president must approve all expenses of the federation

ARTICLE 18 – AUDIT

An Auditor or Auditors shall be appointed by the Board to audit the Accounts of the Federation and to certify whether the Balance Sheet gives a true and fair view of the state of affairs of the Federation at the end of the financial year and whether the Income and Expenditure Account of the Federation gives a true and fair view of the income and expenditure for the financial year under review.

ARTICLE 19 - SEAL

19.1 The Board shall provide for a Seal of the Federation and shall provide for its safe custody. The Seal shall be applied to any instrument by the authority of a Resolution of the Board and shall be signed by such member or members as authorised by the Board.

19.2 Custody of the common seal subtitle shall be kept according to Art 8.9.1

ARTICLE 20 – MINUTES

The Board shall cause Minutes of all proceedings of General Meetings and all meetings of the Board as well as all meeting of Committees to be kept.

ARTICLE 21 – AMENDMENT OF THIS STATUTE

This Constitution shall not be amended except at an Extra-Ordinary General Meeting in a Resolution carried by a 2/3 (two-third) majority of those present and entitled to vote, provided that at least 21 days notice of the proposed amendment shall have been given by the Secretary General who shall circulate the text of the proposed amendment with the notice calling the meeting.

ARTICLE 22 – INTERPRETATION

22.1 The Board, subject to the authority of the General Meeting, shall have the powers to decide on any questions arising as to the correct interpretation of any of the Articles of the Constitution or any other question not herein provided for.

22.2 The Constitution of NAFED shall at all times be in accordance with the Statutes of the World Archery Federation. In the event of contradiction between the provisions of this Constitution and the WA statutes, the latter shall prevail.

ARTICLE 23 – ARBITRATION

23.1 Any decision made by the final dispute resolution authority within the (Nigeria Archery Federation) shall be submitted exclusively by way of appeal, to the Council of Arbitration and Dispute Resolution for Sports (CADRES, Nigeria) which will resolve the dispute definitively, with exclusion of ordinary civil courts in accordance with its Rules of sports-related arbitration.

23.2 All parties undertake to abide by the decisions of this Panel which is final.

23.2 The time limit for appeals is 14 working days after the reception of the decision concerning the appeal."

ARTICLE 24 RULES AND BYE LAWS OF NAFED

24.1 The Board shall have powers to make, alter or repeal all such rules or bye-laws as it may deem necessary or expedient for the proper conduct of the sport and management of the Federation.

24.2 However all the alteration shall be subject to adoption at the next annual general meeting/congress if due notice of the proposal is given on time to go out with the Congress notice, which must be dispatched with the details of the alteration.

ARTICLE 25 RULES AND BYE-LAWS OF THE WORLD ARCHERY FEDERATION

The Federation shall apply and be regulated by those Rules and Bye-Laws of the World Archery Federation which are required by it as a condition for membership or featuring in competitions and which the WA requires to be included in the Constitutions of its Member Federations.

ARTICLE 26 SPECIAL CLAUSES

26.1 The NAFED shall be wound up only in accordance with the provisions governing winding up under the Winding Up Rules of the Companies and allied Matters Act 1990.

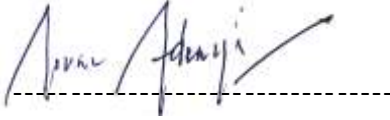
26.2 Upon Winding Up, the income and property of the NAFED, where in so ever derived shall be applied solely towards the satisfaction of all its debts and liabilities, and no portion thereof shall be paid to or distributed among the members of the NAFED.

26.3 If in the event of a winding up of the NAFED, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other institution or institutions having objectives similar to the objectives of the NAFED, such institution to be determined by the members of the NAFED at/or before the time of Winding Up.

26.4 If the provisions of Article 26.3 cannot be fulfilled, the remaining property shall be transferred to some charitable organisations.

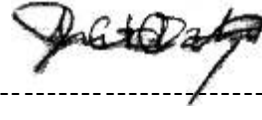
ENACTED this day on 13th January, 2016.

Signed by



Dr. Niran Adeniji

For President



Olatunji O. Boluji

Secretary General

As mandated by the Constitutional Drafting Committee