



World Crossbow Shooting Association Constitution Incorporated

1. Name and Powers

The name of the body shall be “World Crossbow Shooting Association Incorporated”, abbreviated “WCSA”.

The WCSA shall be incorporated as an international sporting body in a country which has these provisions (initially the state of South Australia).

The WCSA Council shall have all powers to conduct its affairs in accordance with this constitution and any related documentation.

2. Purpose & Objectives

The WCSA aims to foster the development of international crossbow shooting, including, but not limited to:

- a. control international target crossbow shooting through the establishment and maintenance of shooting and equipment rules, setting of standards, conduct of World and other international championships, recognition of World Records, rankings, etc
- b. establish and maintain effective communications
- c. provide a means to share information and develop the crossbow sport
- d. promote a positive crossbow image to the world
- e. provide access to crossbow information and educational material to the community
- f. establish and maintain affiliations and contact with like bodies, etc.

The WCSA shall not discriminate on the basis of race, religion, political affiliation, gender or disability.

3. Governance

The ultimate governing body shall be the Council. Council comprises equal representation from each member federation. The role of the Council shall be to:

- a. determine strategic direction and policy
- b. approve operational procedures and rules,
- c. elect Executive Officers,
- d. set fees, approve budgets and receive reports,
- e. approve World and other Championships, etc

The management of the WCSA shall be via the Executive Officers, who shall:

- a. interpret Council policy
- b. manage the WCSA affairs in accordance with approved policies and procedures

4. Membership & Rights

The Members shall be:

- a. Voting Members who shall be the member federations, and,
- b. Club, Individual, Corporate and Honorary Members who shall have no voting rights.

The WCSA shall normally recognise only one federation per nation.

Membership requests must be made in writing to the Secretary General. Applicants must agree to abide by this Constitution and its associated rules.

Acceptance of new members, is made by the Executive Officers and ratified by Council.

Any federation not paying the annual fee will automatically lose all its rights as a member until payment of all outstanding monies is made.

If annual fees have not been paid for three (3) years, that federation may be expelled.

Changes to annual fees require a 2/3 majority at Council meeting.

5. Organisation

5.1 General

The organisation of the WCSA is as follows:

- a. Council
- b. Executive Officers (EO)
- c. Officials

5.2 Council

Each Member federation may have two (2) delegates to Council, but only one vote per federation. The President controls the conduct of Council business, but only has a casting vote.

5.3 Executive Officers

The Executive Officers are:

- a. President leads, controls business, represents the WCSA
- b. First Vice President - calendar, events, championships
- c. Second Vice President promotion, development/recruiting, etc
- d. Secretary General communications, budgets, policy & procedure, admin., finances, membership registrar etc
- e. Technical Officer technical rules, etc.
- f. Chairman Judges' Committee judging, medical/doping control
- g. others as deemed appropriate by Council from time to time

The Public Officer shall be the Secretary General or as otherwise determined by Council.

Executive Officers may participate in Council deliberations but have no vote.

Executive Officers are elected for a four (4) year term and are eligible for re-election at the end of their term (commencing 2003), with half being elected every 2 years. [Commencing 2003 the President, 2nd Vice President and Technical Officer shall be elected for 4 years. The 1st Vice President, Secretary General and Chairman of the Judges' Committee shall be elected for 2 years].

The Executive Officers have the following duties:

- a. managing the affairs of WCSA between Council meetings in accordance with approved procedures
- b. management of Council business
- c. making strategic and policy recommendations for Council consideration
- d. interpreting Council policy
- e. processing of new Members
- f. drafting technical and other rules for Council endorsement
- g. supervision of all matters relating to the conduct of World and other major international events
- h. interpreting technical rules, etc

- i. training, accreditation, appointment and supervision of Officials, etc.
- j. all matters not specifically contained in this Constitution

The President shall determine the Executive Officer responsibilities as required.

Notwithstanding the nominal responsibilities of Executive Officers, the management of WCSA between Council Meetings shall be by a collective team approach of all Executive Officers working as a committee.

5.4 Officials

There may be other non-executive officers as needed, such as webmaster, newsletter editor, members of committees, International Judges, medical personnel, administrative personnel, etc. These officers would be controlled by an appropriate Executive Officer.

6. Operation

6.1 Formal Council Meetings

The Council meets formally every two (2) years in conjunction with a World Outdoor Target Championship.

The purpose of this meeting is to:

- a. receive Executive Officer reports for the previous 2 year period,
- b. receive the audited financial report,
- c. appoint auditors for the ensuing 2 year period,
- d. election of Executive Officers as appropriate,
- e. appointment of Officers as appropriate,
- f. determination of annual fees for the ensuing period,
- g. constitutional amendments,
- h. determination of Honorary Members and Awards, and,
- i. development and approval of policy

The formal Council meeting can only deal with business which is contained on the Agenda. In order to ensure that all points raised by Members are placed on the agenda, they shall be in the hands of the Secretary General at least 3 months in advance of the date of the meeting.

Extraordinary Council meetings may be called either by a majority of the Executive Officers or by 25% of financial member federations, but only for a specified purpose, and not for routine administrative reasons. In all other respects the operation of an Extraordinary Council meeting shall be as for a Council meeting.

Invitations to attend a formal Council meeting together with the meeting agenda shall be issued to all Members at least eight (8) weeks before the meeting. Reports and accounts will also be issued at the same time.

A Quorum for Council Meetings shall be five (5) Voting Members and three (3) Executive Officers. In the event of a failure to achieve a Quorum, those present shall be empowered to transact the business on the agenda. Resolutions shall not be ratified until the expiration of one calendar month after the date of circulation.

A Quorum for Executive Officer meetings shall be four (4).

Formal Council meetings shall be chaired by the President or, in his or her absence, by the First Vice President, or in his or her absence the Second Vice President.

In the event of the absence of both Vice Presidents, then the Council may elect a chairperson from those present.

A federation may give written authority to another federation to vote on its behalf. Such proxy shall have one (1) vote per federation represented. A Member federation may only carry one proxy. Executive Officers may carry proxy votes, but only for those Council meetings held before 31 December 2009.

Unless as otherwise decided by the Council, voting shall be by simple majority and open, except as specifically stated otherwise in this Constitution.

6.2 Routine Council Operation

In between formal Council meetings, the routine business of the Council shall be conducted by electronic, facsimile or postal ballot.

Resolution shall be by simple majority of those Members who cast a valid vote. Members failing to cast their vote by the due date shall be deemed to be voting for the proposal.

7.3 Technical Committee

The Technical Committee (TC) shall be chaired by the Technical Officer and may comprise as many members as deemed appropriate by Council:

The members of the TC are appointed by Council from nominations presented by the Technical Officer.

The Technical Committee is responsible for the preparation, maintenance and interpretation of technical and competition rules.

7.4 Financial Control

The WCSA financial year shall cover the twelve (12) month period 1 July to 30 June.

The President, and Secretary General shall be responsible for all business dealings and queries in this respect, as determined by Council, and as laid down in the Policy and Procedures Manual.

7.5 Audit Provision

The Council shall appoint two (2) Member federations who shall examine all financial business and the final profit and loss and balance sheet for the ensuing 2 year period.

7.6 Communications

The preferred means of communication is electronic. Dissemination of news items and other material shall be primarily via electronic means.

8. Constitutional Amendments, Interpretation & Dissolution

8.1 Constitutional Amendments

Constitutional changes can only be considered once they have been in the hands of the Secretary General for at least 3 months prior to a formal Council Meeting.

Constitutional changes require a 2/3 majority of those Members present and entitled to vote at a formal Council Meeting.

8.2 Dissolution

Any proposal to dissolve (wind up) the WCSA must be on the Agenda for a formal Council meeting, to be in the hands of the President at least 3 months prior to the meeting. Written notice of any dissolution proposal shall be circulated to all Members and Executive Officers at least 60 days before the scheduled meeting date.

Dissolution proposals cannot be dealt with by electronic, facsimile or postal ballot.

Dissolution requires a Special Resolution passed by not less than a 3/4 majority vote of those member federations in attendance and proxies eligible to vote, of which not less than half the financial member federations shall be represented.

The Executive Officers thereupon, or at such future date as shall be specified in the dissolution resolution, shall proceed to realise the property and assets of the WCSA and after the discharge of all liabilities the balance shall be donated to further world crossbow or archery shooting organisations as shall be agreed.

8.3 Interpretation

The official language of WCSA shall be English.

Where there is a need for interpretation of this Constitution, the original English text will be the authoritative reference.

This Constitution was originally laid down and accepted at a meeting held in Cambridge, New Zealand on 10 January 2003

President: Anthony Bradbury
Secretary General: John Clark