

**SPORTS AND RECREATION COMMISSION**  
**RECOMMENDED STANDARD STATUTES**

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**PREAMBLE**

*[this is generally an introduction of the National Sport Association, which can include Mission, Vision, Emblem, Motto, Symbol, Colours and a brief history of the NSA]*

The ..... is an organization registered as an autonomous organization with activities linked to the promotion of the sport of ....., and a constitution which is in compliance with the vision, aims, objectives, purposes and goals consistent with the ..... (IF) constitution.

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

***Vision***

The .....’s vision is: “.....”.

***Mission***

The .... ’s mission is “.....”.

**Motto**

The ..... 's motto is “.....”.

**Emblem**

The ..... 's emblem consists of  
..... ( *there should some resmblance to the national emblem*).

**ABBREVIATIONS**

.....  
.....  
.....

**DEFINITIONS**

.....  
.....  
.....

**ARTICLE 1: NAME AND HEADQUARTERS**

- 1.1 The name of the Association shall be the ..., herein after referred to as ....
- 1.2 The Administrative Headquarters of the Association shall be in .....

**ARTICLE 2: LANGUAGE**

2.1 The official languages shall be English, Shona and Ndebele but all official documents and text shall be written in English. The official language(s) at the Congress shall be .....

**ARTICLE 3: CURRENCY**

3.1 The official currency shall be any official currency being used in

Zimbabwe at any given time.

#### **ARTICLE 4: AFFILIATIONS**

- 4.1 ..... shall affiliate to .....
- 4.2 ..... shall be registered with the Sports and Recreation Commission in terms of the Sports and Recreation Commission Act (Chapter 25:15)
- 4.3 ..... shall abide by the national laws of Zimbabwe governing all Sport Associations and the Sports and Recreation Commission Act (Chapter 25:15)

#### **ARTICLE 5: AIMS AND OBJECTIVES**

- 5.1 The objectives of ..... are:
  - 5.1.1 To improve the game of ..... constantly and promote, regulate and control it in the light of fair play;
  - 5.1.2 To organize competitions in all its forms at a national level;
  - 5.1.3 To draw up regulations and provisions and ensure their enforcement;
  - 5.1.4 To protect the interests of its members;
  - 5.1.5 To respect and prevent any infringement of the statutes, regulations, directives and decisions of ..... (IF), ....., (Continental Federation) and ..... (Regional Federation) as well as the Rules of the game and to ensure that these are also respected by its members;
  - 5.1.6 To prevent all methods or practices which might jeopardize the integrity of matches or competitions or give rise to abuse of the association;
  - 5.1.7 To control and supervise all international ..... (name of sport code) matches of all forms played throughout Zimbabwe.

#### **ARTICLE 6: NON-DISCRIMINATION**

- 6.1 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.

#### **ARTICLE 7: PLAYERS**

- 7.1 The status of players and the provisions for their transfer shall be regulated by the ..... Council in accordance with the current ..... Regulations for the Status and Transfer of players.

## **ARTICLE 8: RULES OF THE GAME**

- 8.1 Members of ..... play in compliance with the Rules and Regulations registered by the Sports and Recreation Commission and issued by ..... (NSA).
- 8.2 Only ..... may lay down and alter the Rules and Regulations of the Game.

## **ARTICLE 9: MEMBERSHIP**

- 9.1 The members of ..... are:
- 9.1.1 Bulawayo Metropolitan Province;
  - 9.1.2 Harare Metropolitan Province;
  - 9.1.3 Manicaland Province;
  - 9.1.4 Mashonaland Central Province;
  - 9.1.5 Mashonaland East Province;
  - 9.1.6 Mashonaland West Province;
  - 9.1.7 Masvingo Province;
  - 9.1.8 Matebeleland North Province;
  - 9.1.9 Matebeleland South Province;
  - 9.1.10 Midlands Province;
  - 9.1.11 Leagues;
  - 9.1.12 Referees' Committee/Commission;
  - 9.1.13 Coaches' Committee/Commission;
  - 9.1.14 Women's Committee/Commission;
  - 9.1.15 Athletes Committee/Commision;
  - 9.1.16 Zimbabwe Tertiary Institutions Sports Union;
  - 9.1.17 Uniformed Forces;
  - 9.1.18 National Association of Secondary School Heads (NASH);
  - 9.1.19 The National Association of Primary School Heads (NAPH);

*and others the NA may deem necessary.*

## **ARTICLE 10: APPLICATION FOR MEMBERSHIP**

- 10.1 Any legal or natural person wishing to become a member of ..... shall apply in writing to the general secretariat of .....
- 10.2 The application must be accompanied by the following mandatory items:
- 10.2.1 Full name, address and location of the member;
  - 10.2.2 A constitution.
  - 10.2.3 A membership register and the list of office bearers specifying those who are authorized signatories;
  - 10.2.4 Minutes and attendance register of the meeting that resolved to apply for

- membership;
- 10.2.5 A declaration that they are prepared to pay the membership fee as may be required by the Association;
- 10.2.6 A copy of its legally valid statutes and regulations;
- 10.2.7 A declaration that it will always comply with the Statutes, regulations and decisions of .....
- 10.2.8 A declaration that it will comply with the Rules of the Game in force;
- 10.2.9 A declaration that it recognizes the Arbitration Commission of ..... [if applicable] and the Court of Arbitration for Sport (CAS) in .....

## **ARTICLE 11: ADMISSION, SUSPENSION AND EXPULSION**

### **11.1 General**

- 11.1.1 The AGM/Congress/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 Membership is terminated by resignation or expulsion.
- 11.1.4 Loss of membership does not relieve the member from its financial obligations towards .....

### **11.2 Suspension**

- 11.2.1 The AGM/Congress/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 The suspension shall last until the next AGM/Congress/General Assembly, unless the Executive has lifted it in the meantime.
- 11.2.3 A suspension shall be confirmed at the next AGM/Congress/General Assembly by ..... [number of votes to be completed by the Federation, e.g. three-quarter majority of the votes taken]. If it is not confirmed, the suspension is automatically lifted.
- 11.2.4 A suspended member shall lose its membership rights.
- 11.2.5 Other members may not entertain sporting contact with a suspended member.

### **11.3 Expulsion**

- 11.3.1 The AGM/Congress/General Assembly may expel a member if:
  - 11.3.1.1 It fails to fulfill its financial obligations towards .....
  - 11.3.1.2 It seriously violates the statutes, regulations, directives or decisions of ....., ..... (Continental Federation) and ..... (IF);
  - 11.3.1.3 The presence of an absolute majority (50% + 1) of members entitled to vote at the AGM/Congress/General Assembly is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a

three-quarters majority of the valid votes cast.

#### **11.4 Resignation**

- 11.4.1 A member may resign from ..... with effect from .....
- 11.4.2 Notice of resignation must reach the general secretariat no later than ... ..
- 11.4.3 The resignation is not valid until the member wishing to resign has fulfilled its financial obligations towards .....

#### **ARTICLE 12: MEMBERS' RIGHTS**

- 12.1 The members of ..... have the following rights:
  - 12.1.1 To take part in the AGM/Congress/General Assembly of ....., to know its agenda in advance, to be called to the AGM/Congress/General Assembly within the prescribed time and to exercise their voting rights;
  - 12.1.2 To draw up proposals for inclusion in the agenda of the AGM/Congress/General Assembly;
  - 12.1.3 To nominate candidates for all bodies of ..... to be elected;
  - 12.1.4 To be informed of the affairs of .....
  - 12.1.5 To take part in competitions and/or other sports activities organized by .....
  - 12.1.6 To exercise all other rights arising from the Statutes and regulations of .....

#### **ARTICLE 13: MEMBERS' OBLIGATIONS**

- 13.1 The members of ..... have the following obligations:
  - 13.1.1 To comply fully with the statutes, regulations, directives and decisions of ..... at all times and to ensure that these are also respected by its members;
  - 13.1.2 To ensure the election of its decision-making bodies;
  - 13.1.3 To take part in competitions and other sports activities organized by .....
  - 13.1.4 To pay their membership subscriptions;
  - 13.1.5 To respect the Rules of the Game as laid down by ..... and to ensure that these are also respected by its members through a statutory provision;
  - 13.1.6 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 ..... are handled by .....

#### **ARTICLE 14: DECISION ON AFFILIATION**

14.1 The ..... 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.

**ARTICLE 15: HONORARY PRESIDENT AND HONORARY MEMBER**

15.1 The AGM/Congress/General Assembly may bestow the title of honorary president or honorary member upon any persons for meritorious service to .....

15.2 The ..... shall make these nominations.

15.3 The honorary president or honorary member may take part in the AGM/Congress/General Assembly. They may join the debates but are not entitled to vote.

**ARTICLE 16: BODIES OF THE .....**

16.1 The AGM/Congress/General Assembly is the supreme and legislative body.

16.2 The Executive Committee is the Executive body.

16.3 Standing and ad-hoc Committees/Commissions shall advise and assist the Executive in fulfilling its duties.

16.4 The general secretariat is the administrative body.

**ARTICLE 17: ANNUAL GENERAL MEETING**

17.1 The ..... shall hold its AGM/Congress/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/Congress/General Assembly shall be kept by the Secretary General and shall be made available to all members within thirty (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 twenty-one days before the date of the AGM/Congress/General Assembly. The Secretary General shall draw up the agenda based on the proposals from the Executive and the members.

**ARTICLE 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 fourteen (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 organ of ..... or the expulsion or dissolution of a member of .....

**ARTICLE 19: DECISIONS AT THE ANNUAL GENERAL MEETING/  
CONGRESS/GENERAL ASSEMBLY**

- 19.1 The members exercise their voting rights through their official delegate(s), with each member 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 .....; 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 ..... requires a three quarters majority votes cast by official delegates voting.

**ARTICLE 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.
- 20.4 The decisions taken by the meeting shall come into effect on the day determined by the AGM/Congress/General Assembly. Where there is no

appointed date, the decisions will take effect after seven calendar days.

**ARTICLE 21: ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING/ CONGRESS/GENERAL ASSEMBLY**

21.1 The agenda for the AGM/Congress/General Assembly shall be sent with the notice and shall be as follows:

- 21.1.1 .....
- 21.1.2 .....
- 21.1.3 .....
- 21.1.4 .....
- 21.1.5 etc.

**ARTICLE 22: POWERS OF THE AGM/CONGRESS/GENERAL ASSEMBLY**

22.1 The AGM/Congress/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/Congress/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;

**ARTICLE 23: SPECIAL GENERAL MEETING**

23.1 A Special General Meeting may be convened by the ..... Executive whenever it deems it fit or upon a requisition by at least 50 % (fifty percent) of the eligible voting members.

23.2 The ..... President/Chairperson may call for an SGM and the Secretary Genweral 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 (19.1) 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.

**ARTICLE 24: EXECUTIVE MEETINGS**

- 24.1 The ..... Executive shall meet ..... (frequency) and may meet at any other time as the business of the Association may require.
- 24.2 The quorum shall be ..... 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 ..... 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/Congresses/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.

**ARTICLE 25: COMPOSITION OF THE EXECUTIVE**

- 25.1 The ..... Executive shall be composed of:
- 25.1.1 The President/Chairperson;
  - 25.1.2 Vice President/Chairperson;
  - 25.1.3 Secretary General (in the case where there is a CEO/Full time employee, this position shall fall off);
  - 25.1.4 Treasurer;
  - 25.1.5 Director Development/Technical
  - 25.1.6 Director Marketing and Sponsorship;
  - 25.1.7 Chairpersons of the Committees/Commissions as in 9.1.5 to 9.1.12
- 25.2 Executive members from 26.1.1 to 26.1.6 shall be elected by the Congress/General Assembly, while those from 26.1.7 shall be automatic from their constituencies.
- 25.3 At least ..... of the above Executive members shall be females.
- 25.4 To qualify to become a ..... Executive Member, the person shall:
- 25.4.1 Have served as an executive member from ..... (level) and above for at least ..... years and shall attach a curriculum vitae and other supporting documents to the nomination papers which shall be handed over to the nominations court;
  - 25.4.2 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;
  - 25.4.3 Possess a minimum four years secondary school;
  - 25.4.4 Have a proven good track record in the administration of ..... (sport) and should have at least served as an executive member of a provincial association that he/she is representing for ..... or more terms.
- 25.5 If a position should become vacant, the Executive shall fill that position until the next AGM/Congress/General Assembly, when a replacement will be elected for the remaining part the term.

## **ARTICLE 26: ROLES OF THE EXECUTIVE MEMBERS**

### **26.1 President/Chairperson**

- 26.1.1 The President/Chairperson shall:
- 26.1.1.1 Chair all Executive meetings, Special and Annual General Meetings;
  - 26.1.1.2 Monitor, supervise and lead all other office bearers of the .....
  - 26.1.1.3 Represent and/or lead the Executive at Zonal, Regional, Continental and International meetings;
  - 26.1.1.4 Authorise all payments done by the Association and shall be a signatory to the Association's accounts;
  - 26.1.1.5 Sign contracts on behalf of and for the Association;
  - 26.1.1.6 Be the spokesperson for the Association at the Zonal, Regional,

- Continental and International meetings;
- 26.1.1.7 Produce an activity report at the AGM/Congress/General Assembly;
  - 26.1.1.8 Ensure that the financial accounts are properly handled by having the books checked quarterly each year;
  - 26.1.1.9 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;
  - 26.1.1.10 Have an ordinary vote on the Executive and a casting vote in the event of a deadlock on votes;
  - 26.1.1.11 Be the Spokesperson of the Executive on policy matters;
  - 26.1.1.12 Ensure that decisions passed at the AGM/Congress/General Assembly and by the Executive are implemented.

## **26.2 Vice President/Chairperson**

- 26.2.1 The Vice President/Chairperson shall:
  - 26.2.1.1 Execute the duties of the President/Chairperson in the absence of the President/Chairperson;
  - 26.2.1.2 Chair the Disciplinary Committee;
  - 26.2.1.3 Be a signatory to all the Association's bank accounts

## **26.3 Secretary General**

- 26.3.1 The Secretary General shall:
  - 26.3.1.1 Be responsible for all official correspondences to and from the Association;
  - 26.3.1.2 Be a signatory to all the Association bank accounts;
  - 26.3.1.3 Minute all Executive, SGMs, AGMs and all other meetings as delegated by the Executive;
  - 26.3.1.4 Be responsible for human resources administration of the Association;
  - 26.3.1.5 Be a signatory to all contractual obligations of the Association;
  - 26.3.1.6 Be the custodian of all Association statutes, rules and regulations;
  - 26.3.1.7 Prepare agenda of meetings, call for such meetings and prepare a meeting register for all meetings called for by the Executive;
  - 26.3.1.8 Ensure that there is an updated register of the Association membership;
  - 26.3.1.9 Initiate all capital payments of the Association;
  - 26.3.1.10 Be responsible for submission of statutory returns required in terms of the SRC Act and regulations.

## **26.4 Treasurer**

- 26.4.1 The Treasurer shall:
  - 26.4.1.1 Be responsible for receiving, receipting and paying out money for

- the Association;
- 26.4.1.2 Be a signatory to all the Association's bank accounts;
  - 26.4.1.3 Be the custodian of the financial books of the Association;
  - 26.4.1.4 Be required to produce financial statements and bank statements at the Executive and Annual General meetings;
  - 26.4.1.5 Be required to produce and present the Association's projected budget at every AGM/Congress/General Assembly and/or the SGM as the case may be;
  - 26.4.1.6 Be required to deal with any other financial obligations as may be required by the Association;
  - 26.4.1.7 Cause the accounts of the association to be audited by independent auditors annually.

## **26.5 Director Development**

- 26.5.1 The Director Development shall:
  - 26.5.1.1 Be responsible for developmental programmes of the sport of ..... in the country;
  - 26.5.1.2 Ensure gender balance in the sport and also draw programmes for junior sport development;
  - 26.5.1.3 Be responsible for drawing up training programmes for officials, coaches and referees;
  - 26.5.1.4 Be responsible for setting up of structures in primary and secondary schools, tertiary institutions, mines, uniformed forces and the community at large;
  - 26.5.1.5 Be responsible for coordinating and linking junior sport to the senior level.

## **26.6 Director Marketing and Sponsorships**

- 26.6.1 The Director Marketing and Sponsorships shall:
  - 26.6.1.1 Be responsible for all marketing aspects of the Association;
  - 26.6.1.2 Lead all fundraising and sponsorship activities;
  - 26.6.1.3 Negotiate sponsorship packages for the Association;
  - 26.6.1.4 Deal with ..... (NSA)'s Public Relations and protocol issues.

## **ARTICLE 27: TERM OF OFFICE FOR THE EXECUTIVE**

- 27.1 The term of office for the ..... Executive shall be ..... [four years recommended].
- 27.2 The outgoing Executive members may seek re-election at the expiry of their term of office.
- 27.3 No Executive member shall run for more than two successive terms.

## **ARTICLE 28: STANDING COMMITTEES/COMMISSIONS**

- 28.1 The standing Committees/Commissions of ..... are:
- 28.1.1 Finance commission;
  - 28.1.2 Organizing Committee / Commission for competitions;
  - 28.1.3 Legal Committee/Commission;
  - 28.1.4 Sports Medicine Committee/Commission;
  - 28.1.5 Committee/Commission for Ethics and Fair Play;
  - 28.1.6 Media Committee/Commission;
  - 28.1.7 Marketing and Television Committee/Commission.
- 28.2 The roles for the Standing Committees/Commissions shall be as follows:
- 28.2.1 ..... (List the roles of each of the Standing Committees/Commissions in 28.1.1 to 28.1.7)

## **ARTICLE 29: FINANCE**

- 29.1 The ..... shall seek sources of financing that will enable it to maintain its autonomy in all respects.
- 29.2 The collection of funds must, however, be accomplished in strict accordance with the ..... [IF] stipulations and in such a manner that the dignity and independence of the ..... are not compromised.

### **29.3 Sources of Revenue**

- 29.3.1 The funds of the ..... shall primarily consist of:
- 29.3.1.1 Annual membership fees and such contributions, legal grants and other income as may be received for use by or in connection with the ..... activities;
  - 29.3.1.2 Subsidies from the state, public entities and other bodies;
  - 29.3.1.3 Subsidies and other grants from the ..... [IF], which shall appear distinctly in the accounts for the financial year;
  - 29.3.1.4 Donations;
  - 29.3.1.5 Marketing activities;
  - 29.3.1.6 Proceeds from stamp issues, and the publication and sale of printed material;
  - 29.3.1.7 Fees for services rendered; and/or other sources and not limited to: musical concerts, dinner dances, competitions, projects, street collections, etc.

### **29.4 Budget**

- 29.4.1 The Governing Board shall decide on the use of funds within the budgetary limits;
- 29.4.2 The funds may be used only within the limits of the objectives of the Constitution.

- 29.4.3 Accounts and financial reports shall be submitted to the Governing Board annually and, at its request, at any time;
- 29.4.4 The AGM/Congress/General Assembly shall approve the financial reports and audited accounts and shall approve the budget as decided by the Governing Board;
- 29.4.5 The treasurer in consultation with the President/Chairperson and the Secretary General shall prepare the budget.

## 29.5 **Financial Records**

- 29.5.1 The financial year of the ..... shall be the calendar year (1 January to 31 December).
- 29.5.2 The treasurer shall be responsible for financial records of the ..... including revenue collection and expenditure.
- 29.5.3 She/he shall ensure the raising of resources to meet the needs of .....
- 29.5.4 Certified Auditors who shall not be members of the ..... in terms of Article 26 shall audit the ..... accounts.
- 29.5.5 All the funds of the ..... shall be banked into registered and reputable financial institutions identified and agreed upon by the Executive;
- 29.5.6 The principal signatories to the ..... bank accounts shall be ..... and any other person decided upon by the Executive with the ..... being the main signatory.
- 29.5.7 The Presiden/Chairperson shall approve all financial requisitions and bank withdrawals before the use, disbursement, transference, payment and/or any other financial transactions of the ..... are effected.

## **ARTICLE 30: DISCIPLINARY MATTERS**

- 30.1 The Disciplinary Committee shall consist of a Chairperson, Secretary and ..... Committee Members. The Chairperson shall have legal qualifications.
- 30.2 The functions of this body shall be governed by the Disciplinary Code of .....
- 30.3 The committee shall pass decisions only when at least ..... members are present and of the four present members, one of them should be either the Chairperson or Vice Chairperson.
- 30.4 The committee may pronounce the sanctions described in this Constitution and the Disciplinary Code of ..... on members, officials, players, clubs and match and players' agents.
- 30.5 These provisions are subject to the disciplinary powers of the AGM/Congress/General Assembly and the Executive with regard to suspensions and expulsions of members.

### 30.6 **Appeals on Disciplinary Matters**

- 30.6.1 The Appeals Committee shall consist of a Chairperson, Vice Chairperson, and ..... Committee Members. The Chairperson shall have legal qualifications.
- 30.6.2 The functions of this body shall be governed by the Disciplinary Code of .....
- 30.6.3 The committee shall pass decisions only when at least ..... members are present and one of them shall be either the Chairperson or the Vice Chairperson.
- 30.6.4 The Appeals Committee is responsible for hearing appeals against decisions from the Disciplinary Committee.

### **ARTICLE 31: DISCIPLINARY MEASURES**

- 31.1 Penalties for misconduct shall be any of the following:
- 31.1.1 A warning;
  - 31.1.2 A fine;
  - 31.1.3 Return of awards;
  - 31.1.4 Suspension
  - 31.1.5 Expulsion/ban
- (NA's choice)*

### **ARTICLE 32: ARBITRATION**

- 32.1 All appeals against the decisions of ..... shall be submitted to and resolved by the National Arbitration Tribunal for Sport in Harare in accordance with the procedural rules of same.
- 32.2 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.

### **ARTICLE 33: JURISDICTION**

- 33.1 ....., its members, players, officials and match and player agents will not take any dispute to ordinary courts unless specifically provided for in the Statutes and [IF] regulations.
- 33.2 Any disagreement shall be to the jurisdiction of ..... [IF], ..... [Continental Federation] or .....
- 33.3 ..... shall have jurisdiction on internal national disputes, i.e. disputes between parties belonging to ..... [IF], ..... [Continental Federation] or .....
- 33.4 ..... [Continental Federation] and ..... [IF] shall have jurisdiction on international disputes, i.e. disputes between parties belonging to different Associations and/or Confederations.

#### **ARTICLE 34: NATIONAL TEAM SELECTORS**

- 34.1 A National Team Selectors Committee shall be elected at an applicable elective AGM/Congress/General Assembly.
- 34.2 The committee shall consist of a minimum of ....and a maximum of .... members, of which at least ....shall be a woman/women.
- 34.3 Nomination and election of selectors shall be done in the same manner as those for the Executive Committee.
- 34.4 Only affiliated members and past national team players or coaches shall be eligible for nomination and election.
- 34.5 National Selectors Committee Meetings shall be held as and when necessary and shall be chaired by ..... Proceedings of the meetings shall be minuted and signed by all members of the Committee. Meetings may be held electronically.

#### **ARTICLE 35: INDEPENDENT AUDITORS**

- 35.1 The independent auditors elected by the AGM/Congress/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/Congress/General Assembly.
- 35.2 The auditors shall be elected for a period of .... This mandate may be renewed.

#### **ARTICLE 36: MEMBERSHIP SUBSCRIPTIONS**

- 36.1 Membership subscriptions are due on ....
- 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/Congress/General Assembly at which they are admitted.
- 36.3 The AGM/Congress/General Assembly shall fix the amount of the annual subscription every ... years on the recommendation of the Executive.

#### **ARTICLE 37: COMPETITIONS**

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

#### **ARTICLE 38: RIGHTS**

- 38.1 ..... 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.
- 38.2 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.
- 38.3 The Council shall decide how and to what extent these rights are utilized and draw up special regulations to this end.
- 38.4 The Council shall decide whether these rights shall be utilized exclusively, or jointly with a third party or entirely through a third party.

### **ARTICLE 39: AUTHORISATION**

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

### **ARTICLE 40: INTERNATIONAL MATCHES AND COMPETITIONS**

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

### **ARTICLE 41: NATIONAL COLOURS**

- 41.1 ..... shall register its Association Colours with the SRC in line with the National Colours Policy and abide by its provisions.

### **ARTICLE 42: ANTI-DOPIONG**

- 42.1 Our Sport Federation accepts and adheres to the Anti-Doping Rules, the World Anti-Doping Code and all International Standards as promulgated and amended from time to time by the World Anti-Doping Agency (WADA).

### **ARTICLE 43: CONTACTS**

43.1 ..... shall not play matches or make sporting contacts with Federations that are not members of ..... (IF) or with provisional members of a Confederation without the approval of ..... (IF)

**ARTICLE 44: APPROVAL**

44.1 Clubs, Leagues or any other group of Clubs that are affiliated to ..... cannot belong to another Federation or participate in competitions on the territory of another Federation without the authorization of .....

**ARTICLE 45: AMENDMENTS TO THE CONSTITUTION AND/OR RULES AND REGULATIONS**

45.1 The ..... Constitution and/or Rules and Regulations may be amended at an AGM/General Assembly/Congress for which due notice must have been given given.

45.2 A two-thirds majority of the members present shall be required.

45.3 Any changes to the Constitution and/or Rules and Regulations shall be registered with the SRC and communicated to the ..... (IF) for approval.

**ARTICLE 46: DISSOLUTION**

46.1 Only three-quarters majority of the members present and entitled to vote at the AGM/General Assembly/Congress may dissolve the .....

46.2 The motion to dissolve the ..... must have been sent together with the agenda for the AGM/General Assembly/Congress to all the ..... members

This constitution was adopted at the Special/Annual General Meeting held on .....

**President** ..... **Date:**.....  
**Signed**

**Secretary General:**..... **Date:**.....  
**Signed**

**NA STAMP**