

**BADMINTON CONFEDERATION AFRICA (BCA)**

CONSTITUTION

<b>1.</b>	<b>NAME:</b>
1.1	The Confederation shall be known as the “ <b>Badminton Confederation Africa</b> ” (BCA).
1.2	BCA shall have an emblem with the map of Africa with a shuttle and other wordings, as may be approved in General Meetings.
1.3	In French, the name of the Confederation shall be “ <b>Badminton Confédération Africaine</b> ” (BCA).
<b>2.</b>	<b>DEFINITIONS:</b>
2.1	BCA – Badminton Confederation Africa.
2.2	BWF – Badminton World Federation.
2.3	MA – Member Association as described in Rule 3.
2.4	General Meeting – an official meeting attended by delegates of Member Associations and other authorised stakeholders
2.5	Delegate – means the physical person officially appointed on the delegate form by a MA to be its official representative in the General Meeting.
2.6	AGM – Annual General Meeting of MAs representatives as described in Rule 8.
2.7	EGM – Extraordinary General Meeting of MAs representatives as described in Rule 8.
2.8	EB – Executive Board set up by the Council as described in Rule 11.
2.9	Stakeholders in Rule 19.2:
2.9.1	- Means any organisation or corporate bodies legally or sportingly constituted such as an MA as defined in Rule 2.3 and 3.
2.9.2	- Any physical person acting in any capacity, as an elected or non-elected official of a MA, as a coach, as a technical official, as a player, a staff member or in any other such capacity that may be related to BCA affairs.
2.10	Parties in Rule 19.3 – defines same bodies or persons as defined in Rule 2.9 and 19.2.

2.11	Votes cast - mean the total number of valid votes (yes or no/for or against) that have been voted. Abstentions, blank ballots or wrongly voted ballots shall not be counted.
<b>3.</b>	<b>MEMBERSHIP:</b>
3.1	BCA shall have as members the National Badminton Associations herewith called Member Associations (MA) or similar organisations conducting the sport of Badminton in a country or territory of the African continent together with the adjacent islands, this subject to the Member Associations or organisations being a member of or recognised by the BWF.
3.2	Member Associations shall operate in such a way to enable the participation of their inhabitants without distinction of colour, race, creed, religion or political opinion.
3.3	The territorial region of BCA shall consist of all the countries of Africa including the adjacent Islands, as may be decided by BWF.
3.4	In no circumstances shall two organisations be recognised as Member Association or Associate Member in one country or territory. In case of dispute, the one recognised by BWF will be accepted in BCA.
3.5	In specific circumstances, an organisation running Badminton in a given territory may be accepted as an Associate Member of BCA, with the approval of BWF, and allowed to participate in BCA activities like other Member Associations: Council has power to decide on this matter.
3.6	In case of dispute on matters of jurisdiction within a given territory or country, Council may temporarily suspend the participation of a Member Association or Associate Member in any BCA activities and refer the matter to BWF for final decision.
3.7	Every Member Association shall supply to the Secretary General not later than 01 <sup>st</sup> April each year, a list of their current office bearers and their contact details and the name and contact details of a specific person with whom BCA will do all official communications for the said Member Association.
<b>4.</b>	<b>PURPOSES AND PRINCIPLES:</b>
	The purposes and principles of BCA includes:
4.1	Promoting and controlling the sport of Badminton and any other matter related to it, from a continental aspect, in all countries in the African continent.
4.2	To achieve general unity of action.

4.3	Enabling mutual recognition of Member Associations in their dealings with each other.
4.4	Making regulations for all events held in Africa and publishing them as the BCA regulations.
4.5	Ensuring the observance of BWF laws of Badminton and the BWF and BCA competition regulations in all competitions held in Africa.
4.6	Managing the funds of BCA in such manner as shall be deemed expedient.
4.7	Strengthening the bond of friendship between the existing Member Associations, encouraging and helping the setting up of new Member Associations in countries where there is none.
4.8	Upholding the principles on which BCA is founded; taking such measures as may appear expedient for advancing the interests of Badminton from a continental point of view, and generally doing such things that are incidental or conducive to the above objects or any of them.
4.9	The general and fundamental principles of the Olympic Charter are applicable and no provision of the rules and regulations of BCA shall be deemed to conflict with or derogate from those principles.
4.10	Member Associations constitutions shall not be in conflict with or derogate with those of BWF and BCA as far as possible.
4.11	To ensure that the activities of Member Associations are guided by and are not in conflict with the principles of BWF and BCA as far as possible.
4.12	To look into disputes between or within Member Associations, by appointing a mediator(s) or arbitrator(s) or a panel to look into the matter and recommend actions and/or sanctions if need be.
<b>5.</b>	<b>LANGUAGES:</b>
5.1	The official spoken and written language of BCA shall be English. However, French, Arabic and Portuguese may also be used for communications and publications.
5.2	In case of dispute or misunderstanding, the English version shall be accepted as the correct one.
5.3	Any document submitted for consideration shall be written in either English or French.
5.4	Discussions, presentations or debates in any Meeting shall be in either English or French.

<b>6.</b>	<b>REGIONS:</b>
6.1	The African countries shall be grouped into Regions as may be decided by the General Meeting, which will also decide on the number of Regions to have and it shall not be less than four or more than seven.
6.2	The activities in each Region shall be under the responsibility of a Council member as Vice President of that Region and he shall be from a country of that Region preferably.
<b>7.</b>	<b>MANAGEMENT:</b>
	The following bodies shall manage the affairs of BCA.
7.1	The General Meeting.
7.2	The Council.
7.3	The Executive Board (EB).
<b>8.</b>	<b>GENERAL MEETING:</b>
8.1	The ultimate decision making body is the General Meeting.
8.2	The General Meeting may delegate all or any of its powers to the Council or the Executive Board, to take decisions in the interval between two meetings.
8.3	The General Meeting shall be conducted in conformity with these rules; the chair shall have the final decision upon all points of order and matters of procedure, but shall not have the power to rule on matters of substance without the consent of the meeting.
8.4	The General Meeting may take any decision on any matter as may be considered important in the interest of Badminton provided that two-thirds majority of votes cast agree that the matter is of sufficient importance to be considered immediately. After which the matter may be discussed and decisions made.
8.5	Notice of AGM and EGM shall be sent at least six weeks before the date fixed for such meeting, but accidental omission to give notice to any party shall not invalidate the proceedings of a General Meeting.
8.6	Delegates of fifteen Member Associations who have paid their subscriptions for the current year shall form the quorum.
8.7	The Secretary General shall convene the General Meeting as directed by the Council or at the request of MAs as per Rule 8.17.

	<b>Annual General Meeting (AGM)</b>
8.8	The AGM shall be held once yearly at a place decided by the Council.
	<b>The business of the AGM shall be:</b>
8.9	To confirm the minutes of the last meeting and of any EGM (see Rule 8.19) held since the last meeting.
8.10	To receive the report of the Council.
8.11	To consider and approve the annual accounts duly audited, to approve the annual budget and to consider any other financial matters.
8.12	To elect members of the Council as and when that is due.
8.13	To consider and deal with proposals and motions as stipulated in Rule 18.
8.14	To consider matters related to Events and Development as may be recommended by Council.
8.15	To transact any other business of the Confederation.
8.16	To consider issues of subscriptions to be paid by Member Associations as recommended by Council.
	<b>Extraordinary General Meeting (EGM):</b>
8.17	An EGM may be convened at any time by the Council, or must be convened by the Secretary General on a date within 12 weeks of the receipt of a requisition in writing to that effect given by Member Associations who hold at least 50% of valid votes at that time. Every such requisition and the convening notice shall specify the business for which the meeting is to be convened.
8.18	The Council can call an EGM to consider any proposal or motion, provided due notice is given.
8.19	The minutes of EGMs shall be presented to the next General Meeting.
<b>9.</b>	<b>COUNCIL:</b>
9.1	The General Meeting shall elect the President, the Deputy President, the Treasurer, and 12 other members to form a Council of 15 members for a term of office of 4 years.
9.2	The President shall automatically become the BWF Vice President for Africa.
9.3	The mandate of the President, Deputy President and Treasurer shall be a four year mandate renewable once.

9.4	Council members assume office immediately following the conclusion of the General Meeting at which they were elected and they remain in office up to the conclusion of the General Meeting at which new elections are held.
9.5	The President, the Deputy President and the Treasurer being elected directly by the General Meeting, the Council shall confer the following responsibilities to its remaining members.
9.5.1	One Vice President for each of the Regions, the number of which shall be as decided by the General Meeting as per Rule 6.
9.5.2	The remaining members, if not elected as Chair of main committees shall act as simple members of the Council.
9.6	Council members upon election are not the representative of any Member Association on the Council; they cannot be suspended, dismissed or expelled from their function in BCA by any Member Association directly.
9.7	The Council or a Member Association seconded by another one may propose to the General Meeting to terminate the office of any elected official. The Council proposal does not need to be seconded but explained.
9.8	The Council may co-opt not more than five other members without voting rights, including: <ul style="list-style-type: none"> <li>• BWF Council members from African countries, who are not elected members of the BCA Council.</li> <li>• The Chair of the BCA Athletes Commission.</li> <li>• The Chair of the BCA Women in Badminton Commission.</li> <li>• Any other people with skills or expertise in specific areas as may be decided by Council.</li> </ul>
9.9	The quorum for the Council meeting shall be eight members present and no proxies are allowed.
9.10	The Council shall appoint a panel of twelve persons among whom the President shall appoint a disciplinary committee composed of three to seven members as and when needed.
9.11	The Secretary General shall convene the Council with at least four weeks' notice.
9.12	Between two meetings, the Council may make decisions by mail agenda.
9.13	All the official documents biding BCA shall be signed by any two of the President, the Treasurer and the Deputy President.
9.14	Rule 9.13 do not apply to administrative documents that are signed by the Secretary General.

<b>10.</b>	<b>ELECTIONS:</b>
10.1	Nomination for election as President, Deputy President, Treasurer and as other members of the Council shall be made by a Member Association in writing. A different Member Association from the proposer shall second the nomination in writing. Such nomination and seconding letters shall be sent to the Secretary General so as to reach him at latest two months before the date fixed for the General Meeting where elections will be held.
10.2	The Secretary General shall circulate the list of valid candidates at latest three weeks before the date fixed for the General Meeting where the elections will be held.
10.3	Whenever an election is held, the notice calling for candidates shall be sent out at latest three months before the date fix for the General Meeting where election will take place and the closing date shall be at least two months before the date of the meeting.
10.4	For a nomination to be valid, it is the responsibility of the Member Associations nominating or seconding a candidate to make sure their subscriptions for the current year have been paid as at the closing date for nominations.
10.5	Council shall put in place guidelines to be followed by all the stakeholders concerned with elections.
10.6	Whenever a vacancy occurs on the Council, it shall be filled through election as stipulated in Rule 10.1. If the position requires an interim, the Council or the General Meeting shall appoint someone to the interim position.
10.7	Whenever a replacement election is held, the term of office of the elected candidate(s) will be to only complete the remaining term of office of the vacant position(s).
10.8	In spite, candidates have been called for a replacement election, Council may recommend to the AGM to not fill the vacant seat if the term of office of the position will end in slightly less or slightly more than one year. The final decision is made by the AGM.
10.9	At election, in case of parity of votes between two or more candidates, a second round of voting shall be held for them.
10.10	Only a maximum of two candidates from the same Member Association may be elected on Council, if there are more than two, only the two with more votes cast for them will be considered as elected.
10.11	Voting at elections shall be done by secret ballot.

<b>11.</b>	<b>EXECUTIVE BOARD (EB)</b>
11.1	The Council shall appoint an EB composed of the President, the Deputy President, the Treasurer and four other members of the Council.
11.2	The EB is authorised:
11.2.1	To take any urgent decision on the interpretation of the Confederation's rules.
11.2.2	To act on behalf of the Council between its meetings.
11.2.3	To nominate representative(s) to BWF sub-committees or to any other continental, regional or international body as and when needed.
11.3	The EB shall be responsible for matters in Rule 4.12.
11.4	The EB shall not have more than three members from the same Region.
11.5	The EB shall be responsible and deal with all staff/human resources matters.
<b>12.</b>	<b>THE PRESIDENT:</b>
12.1	He shall preside over all the meetings (except committees where another person is appointed as Chair) and has a casting vote in case of parity, except when voting at elections.
12.2	In his absence or incapacity or has resigned, the Deputy President shall act as President. In case both are absent or incapacitated or have resigned, the General Meeting or the Council shall appoint someone as acting President.
12.3	In the General Meetings, If both the President and the Deputy President are absent, the meeting shall appoint a Chair of the day.
12.4	He shall be responsible for all matters relating to membership.
12.5	He shall appoint the disciplinary committee.
12.6	He shall coordinate the work of all the committees.
12.7	He shall make an annual report to the AGM as part of the Council report.
<b>13.</b>	<b>THE SECRETARY GENERAL:</b>
13.1	He shall be the head of the administration, responsible for the day-to-day management and be the head of the staff.
13.2	He shall send notice for all meetings, where notice is required.
13.3	He shall send invitation for all events and other activities held under the aegis of BCA.



13.4	He shall attend the meetings of the Executive Board, the Council and the General Meeting without voting right.
<b>14.</b>	<b>THE TREASURER:</b>
14.1	He shall be responsible for all financial matters.
14.2	He shall prepare the annual accounts & financial report and the annual budget to be considered by the General Meeting.
<b>15.</b>	<b>FINANCE:</b>
15.1	The financial year shall close on 31 <sup>st</sup> December each year or at any other date as may be decided by the General Meeting.
15.2	A qualified auditor shall be nominated by the General Meeting or the Council to audit the accounts.
15.3	Each Member Association shall pay an annual subscription, as may be decided by the General Meeting.
15.4	Beside the BWF subscriptions, each Member Association shall pay annual BCA subscriptions, as may be proposed by Council and decided by the General Meeting.
15.5	In case, the General Meeting decides that Member Associations shall pay a BCA annual subscription (Rules 8.16, 15.3 and 15.4); Council shall decide which Member Associations shall pay it and the amount to be paid.
15.6	Member Associations must have paid all their subscriptions for the current year to be able to exercise any membership right. BCA subscription is subject to Rules 15.3, 15.4 and 15.5.
15.7	BCA may have more than one bank account in any country and in any currency as may be decided by the Council. The signatory to the accounts shall be any two of the President, the Treasurer and the Deputy President.
<b>16.</b>	<b>COMMITTEES:</b>
16.1	The Council shall appoint such committees or sub-committees with such terms of reference as may be deemed necessary.
16.2	The main committees of the Council shall be chaired by elected members of the Council.
16.3	The Chair of each committee shall oversee the activities related to the committee.

16.4	The Chair of the main committees shall submit an annual report, which will be tabled in the AGM as part of the Council report.
<b>17.</b>	<b>REPRESENTATION AND VOTING STRENGTH AT GENERAL MEETINGS:</b>
17.1	Each Member Association has the right to appoint not more than two delegates to represent it at the General Meeting. Both delegates shall have the right to speak, but neither shall be permitted to second a proposal or motion made by the other.
17.2	A delegate can either be the President, the Secretary General or any other elected member of the Member Association's board he is nominated to represent; or a staff member of the association who has been employed for no less than 12 months.
17.3	Whenever a Member Association is represented by two delegates in the General Meeting, only one delegate shall cast all the votes to which the said Member Association is entitled.
17.4	It is the responsibility of Member Associations to make sure their delegate nomination form is correctly filled and is received by the Secretary General at latest 24 hours before the starting time of the General Meeting.
17.5	Member Associations are entitled to one vote per unit of subscriptions paid for the current year (known as vote A), in any case not more than three votes are allowed per Member Association based on subscriptions. Then Member Associations will have one or two additional votes (B to E) for each of the following based on precedent year data: Organise International, one additional vote. One team in Africa championship, two additional votes. One team in Africa U15/U19 championship, two additional votes. One team in BCA schools championships, two additional votes.
17.5.1	At the beginning of the year, the Secretary General shall publish the number of votes each Member Association will have in the current year.
17.6	Delegates of Member Associations whose annual subscriptions for the current year have not been paid at latest 24 hours before the starting time of the General Meeting shall not be allowed to vote at the meeting.
17.7	No person shall act as the delegate of more than one Member Association.
17.8	Delegates from non-paid Member Associations, Associate Member Associations and other stakeholders or guests have the right to attend and speak at General Meeting, but have no voting rights.

<b>18.</b>	<b>PROPOSALS OR MOTIONS:</b>
18.1	Notice in writing of any proposals or motions to be considered by the General Meeting may be given by any Member Association. It must be seconded by another Member Association to be valid.
18.2	The proposals or motions and its seconding shall be sent to the Secretary General so as to reach him at least two months before the date fixed for that meeting.
18.3	Any valid proposal or motion received by the appropriate date must be circulated to Member Associations at least three weeks before the date fixed for the General Meeting.
18.4	The Council is allowed to make proposals or motions to be considered by the General Meeting with due notice. Proposals or Motions made by the Council do not need to be seconded, but explained.
18.5	Before a valid proposal or motion be discussed and voted upon, the chair will invite a delegate to support/present it. Thereafter the chair will ask whether a delegate from another Member Association is prepared to second the proposal or motion. If no delegate is prepared to second it, it will not be discussed or voted upon.
18.6	The Chair of the meeting shall not accept any amendment, other than one of wording, which does not alter the meaning or intent of the original proposal or motion, unless it has been sent to the Secretary General at latest four weeks in advance of the meeting. The Secretary General shall circulate the amendments received to Member Associations before the meeting.
18.7	For a proposal or motion to be valid, it is the responsibility of the Member Associations proposing or seconding it to make sure that both are received by the Secretary General by the stipulated closing date and the annual subscriptions of both Member Associations have been paid as at the closing date.
<b>19.</b>	<b>OTHERS:</b>
19.1	BWF rules and regulations shall apply to all matters not stated in this constitution.
19.2	In case of dispute on any matter, any stakeholder can make an appeal to the Council. If the concerned stakeholder is still unsatisfied, an appeal shall be made to the General Meeting.

19.3	Parties unsatisfied with decision reached under Rule 19.2 may appeal only to BWF for arbitration and no party has the right to bring the said matter elsewhere or to a court of justice.
19.4	If any stakeholder takes BCA disputes and other matters elsewhere than within BCA or to BWF for arbitration, then that stakeholder is automatically no longer authorised to participate in any meeting of BCA, until the case is discussed and decided in the General Meeting.
19.5	Disputes that have not followed Rule 19.3 and 19.4 shall be considered null and void.
19.6	Council shall put in place guidelines to be followed by all the stakeholders concerned with appeals.
19.7	Proposal or motion to alter or change the Constitution can only become effective with a two-thirds majority of votes cast.
19.8	Amendments/changes to the constitution shall become effective immediately after being voted by the General Meeting, unless decided with conditions.
19.9	All matters that need voting (except first part of Rule 8.4; Rule 19.8 and Rule 20.1), shall be decided by simple majority of votes cast.
19.10	Except at elections (Rule 10.12), any other decision that requires voting shall be done by a show of hands or secret ballot as may be decided by the meeting.
19.11	Words signifying the masculine gender in this Constitution include the feminine and neuter genders and vice versa.
<b>20.</b>	<b>DISSOLUTION:</b>
20.1	BCA shall not be dissolved except at an EGM specially convened for that purpose and the proposal or motion shall be carried by a majority of four-fifths of the votes cast in that respect.
20.2	All the assets and the balance of funds in hand or in bank, if any, shall be transferred to BWF.