

Constitution of BADMINTON PNG

1. Name:

1. The Name of the organisation shall be the **BADMINTON PNG** (hereinafter referred to as the Federation).

2. Seal:

2. (1) The Federation shall have a seal which shall be of a design and in the mode as shall be described by the membership at its first general meeting.
- (2) The Seal of the Federation shall not be affixed to any instrument except by the authority of a resolution of the Executive Committee and in the presence of the President or Secretary or such other person as the Executive Committee may appoint for the purpose; and that President or Secretary shall sign every instrument to which the Seal of the Federation is affixed in their presence.

3. Objects:

3. The objects of the Federation shall be:
 - (1) To control, promote, coordinate and develop **Badminton** throughout **PAPUA NEW GUINEA**.
 - (2) To co-operate with, subscribe to, or become a member of any other associations or organisations, whether local or international, whose objects are similar to, or compatible in whole or in part with the objects of the Federation, or the subscription to which, or membership of which, may be beneficial to the Federation.
 - (3) To organise and facilitate representation of **PAPUA NEW GUINEA** at international competitions, games, championships, meetings, conferences and workshops specific to the sport of **BADMINTON**.
 - (4) To organise and facilitate formal representation of the needs, requirements, concerns and wishes of its member bodies to national and international bodies, and to acquire assistance from the **NOC of PAPUA NEW GUINEA** for the development of **Badminton** in **PAPUA NEW GUINEA**
 - (5) To ensure the maintenance of the cultural integrity of **PAPUA NEW GUINEA** through the proper integration of Badminton and the utilisation of Badminton as an appropriate medium for this purpose.
 - (6) To develop and foster a spirit of good fellowship and co-operation amongst all sporting bodies and organisations involved with the sport of Badminton.
 - (7) To do all such other things as are conducive or incidental to the attainment of the above objects or any of them.

4. Guiding Principles:

4. (1) In pursuing its objects, the Federation shall abide by the principles of the BWF, in recognition of the importance of the Olympic ideals, and shall, maintain political and religious neutrality, and shall treat all persons alike regardless of race, gender, age, nationality, colour, creed, origin or belief.
- (2) In pursuing its objects, the Federation shall recognise that it is the right of **all** people in **PAPUA NEW GUINEA**, to take part in organised Badminton programs, in safety and without fear of either physical or emotional intimidation from any source, either on or off the playing arena.

5. Powers:

5 The Federation shall be empowered:

- (1) To be the sole competent authority on Badminton in **PAPUA NEW GUINEA** on all matters concerning its Constituent Associations and Clubs and shall be deemed as such by:
 - (i) its Constituent Associations
 - (ii) the Government, and all statutory or private bodies
 - (iii) the international sports organisation, responsible for the administration of Badminton, the BWF.
- (2) To establish and maintain a uniform approach throughout **PAPUA NEW GUINEA** to the rules and administration of Badminton.
- (3) To administer and promote an annual Badminton championship by all constituents.
- (4) To provide technical assistance in the delivery of regular competitions by its member constituents.
- (5) To keep such records as are necessary.
- (6) To produce an annual report of activities and to ensure that its Constituent Associations and Clubs provide an annual report of activities.
- (7) To hear and adjudicate upon appeals from decisions and/or actions of Constituent Associations.
- (8) To expel, disqualify, suspend, fine or otherwise deal with any Constituent Association or any member or officer thereof which or by who has committed any breach of this Constitution or of the By-Laws or Rules made thereunder, or practiced, counselled or sanctioned any conduct which is, in the opinion of the Association, unfair, unbecoming or contrary to the interest of **Badminton PNG**.
- (9) To provide for the representation of Badminton at international games, competitions or championships, that it may decide.
- (10) To provide for the representation of Badminton at International Meetings, and wherever required.

- (11) To purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property.
- (12) To promote, supply or deal in sporting goods.
- (13) To construct, maintain or alter buildings or works.
- (14) To receive duties or levies.
- (15) To accept sponsorship or gifts of any kind.
- (16) To borrow or raise money in such a manner and on such terms as the Federation thinks fit.
- (17) To invest monies of the Federation as the Federation may have from time to time determine.
- (18) To do all such lawful things as are incidental or conducive to the attainment of its objects or any one of them.

6. Membership

6. (1) The Federation shall consist of the clubs and provincial associations recognised from time to time by the Federation in Congress as the bodies legitimately controlling the sport of Badminton in their constituency.
- (2) Application for membership shall be in writing addressed to the Secretary and signed by either the president or the secretary of the applicant association or club, and shall be accompanied by a copy of the constitution of the applicant association together with the registration fee and the annual subscription fee as may be prescribed from time to time by the Federation in Congress and such other information as shall be required by the Federation.
- (3) All applications shall be considered by the Executive Committee which shall ensure that the applications comply with the aforementioned requirements, that the constitutions of the applicant associations or any part thereof, do not contravene this constitution and that the aspects of the applicant associations are compatible with the objects of the Federation.
- (4) An application that does not comply with the aforementioned requirements shall be sent back to the applicant association concerned, which shall then be advised of any defects or irregularities in the application.
- (5) All applications that satisfy the aforesaid requirements shall be tabled and considered by the Congress of the Federation at its meeting immediately following the receipt of such applications.
- (6) Acceptance of applications or otherwise by the Congress shall be by a simple majority of votes cast.

- (7) Acceptance of applications shall entitle an applicant association to full membership of the Federation, subject to the constitution, by-laws and rules of the Federationj from time to time and members are hereinafter referred to as Constituent Associations.
- (8) The Federation may at its absolute discretion refuse membership to any applicant association/club without providing any reason or explanation to that association/club.
- (9) The existing members of the Federation shall remain so subject to their meeting the general requirements of membership prior to the first Congress of the newly constituted Association.

7. Rights of Constituent Associations/Clubs:

7. Subject to the Constitution, rules and by-laws of the Federation, constituent associations/clubs shall be entitled:
 - (1) to be represented, to participate, and to vote at meetings of the Congress of the Federation;
 - (2) to nominate its members to offices and committees of the Federation;
 - (3) to request for, and subject to the approval of the Federation, to receive assistance wherever possible from the Federation;
 - (4) to participate in all activities, competitions, and other events that may be organised by the Federation;
 - (5) to have their members to be considered for selection to represent Badminton at international competitions, games, championships, meetings, conferences and workshops;
 - (6) to have all the rights and privileges that the Federation may have from time to time prescribe.

8. Duties of the Constituent Associations/Clubs:

8.
 - (1) The constituent associations/clubs shall abide by the Constitution By-laws, and Rules of the Federation and shall accept and enforce all decisions, resolutions, and directions or orders of the Federation made in conformity therewith.
 - (2) The Constituent Associations/Clubs shall notify the Executive Committee of any amendments which they propose to make to their constitution and shall not make any such amendments without the approval of the Executive Committee and shall comply with all directions that the Executive Committee may make.
 - (3) The Constituent Associations/Clubs shall pay the annual subscription fee before the end of February every year.
 - (4) The Constituent Associations/Clubs shall submit an Annual Report to the Executive Committee in the format as shall be prescribed by the Executive Committee before the end of every year, and other reports as may be from time to time be required by the Executive Committee.

9. Cessation of Membership:

9. (1) A Constituent Association/Club shall cease to be a member of the Federation if:
 - (i) it is in breach of the constitution, by-laws or rules of the Federation and the Federation in Congress by a simple majority resolution decides that such a member shall cease to be a member;
 - (ii) it gives one months written notice of withdrawal of its membership to the Federation and the Federation in Congress approves it;
 - (iii) it is in arrears with its annual subscription fee or other sums due to the Association for more than six months.
- (2) In the event of a Constituent Association breaching any of the provisions of Article 8, the Executive Committee shall be empowered to suspend it and it shall not participate in the Congress next following the suspension except to present its case to show cause why it shall not be expelled.

10. The Congress of the Federation:

10. (1) The Congress of the Federation shall be empowered to exercise all the powers vested in the Federation by its Constitution, including the power to delegate the said powers.
- (2) The Congress of the Federation shall be convened, organised and conducted in the manner hereinafter approved:
 - (i) The Congress shall be held once a year at least two months after the end of the financial year of the Federation and at such other times as shall be determined by the Executive Committee or provided for in the constitution rules or by-laws of the Federation.
 - (ii) The date, time, venue, and agenda of the Congress shall be decided by the Executive Committee, and each Constituent Association shall be entitled to receive written notice of the same at least one month before the Congress commences.
 - (iii) Each Constituent Association shall be entitled to send two (2) representatives, who should be duly approved in accordance with the rules of that Constituent Association.
 - (iv) A quorum shall consist of delegates representing not less than one third of the Constituent Associations.
 - (v) The Congress shall deal with all matters tabled before it, and shall accordingly pass resolutions or make decisions thereto provided a simple majority of all delegates present vote for the said resolution or decision.
 - (vi) A constituent association is entitled to one (1) vote only for each delegate recognised by the Congress.
- (3) The Congress shall be empowered to pass resolutions concerning the conduct of its proceedings and the regulation of its business and that of the Federation.

- (4) The Executive Committee shall within one month of receipt of a written requisition or petition from two Constituent Associations call a Congress of the Federation to deal with all matters put forward by any constituent association and any other relevant business of the Federation.
- (5) In the event of a constituent association being unable to attend a Congress of the Federation it shall be empowered to cede its votes by proxy to another Constituent Association of the Federation, with the approval of the Congress of the Federation.

11. Executive Committee:

11. (1) The Executive Committee of the Federation shall be:
 - (i) The President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Competition Manager
- (2) Members of the Executive Committee shall be elected at the Congress and shall hold office for a term of **three years** from the date of appointment.
- (3) Nomination for the officers of the Executive Committee shall be carried by the Chairman at the first session of the Congress and elections shall take place in accordance with procedures agreed to by the Congress.
- (4) The Executive Committee shall be responsible for the overall running and management of the Federation and the execution and implementation of its decisions, in accordance with this Constitution, by-laws, rules and the policies of the Federation as approved and/or amended from time to time by the Congress.
- (5) The Executive Committee shall meet at least once per month and minutes shall be taken of all proceedings of the Executive Committee, which shall be open to the inspection of any Constituent Association applying to the Secretary therefore.
- (6) Notice of each Executive Committee meeting shall be given to each Constituent Association within one month of each such meeting informing the Constituent Associations of the happenings of the meeting and their right to inspect the minutes of the meeting.

12. Ad hoc Committees:

12. The Congress, on the recommendation of the Executive Committee, may appoint ad hoc committees to look into, manage, run or consider matters, activities, affairs or other matters specified by the Congress.

13. Duties of the President and the Vice President:

13. (1) The President shall preside as chairman over all meetings of the Executive Committee and the Congress according to the rules as may be adopted or prescribed by the Executive Committee and the Congress as the case may be.

- (2) The President shall be responsible for the overall management of the affairs of the Federation and in particular shall be responsible for the:
 - (i) supervision of planning, coordination and implementation of the activities and policies of the Federation;
 - (ii) supervision of the day to day administration and operation of the Federation;
 - (iii) liaison with government;
- (3) The Vice President shall assist the President in carrying the aforesaid responsibilities and shall take the place of the President in the event of his/her absence or in the event of the President vacating office.
- (4) The Vice President shall take specific responsibility for the organization of National Team Training and Programs including the appointment of National Coaches and preparations for international competitions.

14. Duties of the Secretary:

14. (1) The duties of the Secretary shall include:
 - (i) the recording and keeping of minutes of the Congress and the Executive Committee and the distribution of said minutes to the Constituent Associations;
 - (ii) Maintain the Federation Web Site on Oceania sport
 - (iii) notification to members of the Executive Committee of meetings of the Executive Committee and to Constituent Associations of meetings of the Congress;
 - (iv) the conduct of the correspondence of the Federation in accordance with the instructions of the President;
 - (v) the day to day conduct of business by the Federation.
 - (vi) other duties as may be prescribed by the Constitution, by-laws and rules of the Federation.

15. Duties of the Competitions Manager:

15. (1) The duties of the Competitions Manager shall include:
 - (i) Organise all official Badminton Competitions;
 - (ii) Establish a Referees Commission to qualify and train officials to run said tournaments;
 - (iii) Keep a player database;
 - (iv) Ensure all leagues and competitions are run to a minimum standard.

16. Duties of the Treasurer:

16. (1) The Treasurer shall receive all monies due to the Federation and shall deposit the same without undue delay to the credit of the Federation in the Federation bank account and shall pay out all monies as required in the proper performance of his/her duties.
- (2) The Treasurer shall keep the accounts of the Federation and shall prepare the annual statements of receipts and Payments and of Income and Expenditure and the Balance Sheet of the Federation as at a date not less than four nor more than six weeks prior to the Congress of the Federation which shall be audited and submitted to the Congress.
- (3) Cheques are to be signed by any two of the President, Treasurer, Vice President or Secretary.
- (4) The Treasurer shall take full responsibility for the coordination of any or all fund raising activities held for the purpose of generating funds for all or part of the activities of the Federation.
- (5) The Treasurer shall perform other duties as may be prescribed by the Congress from time to time.

17. Financial year:

17. The financial year of the Federation shall end on the last day of December in each year, to which day the accounts of the Federation shall be balanced.

18. Audit of Accounts:

18. The Federation shall appoint an Auditor whose duty shall be to audit the books and accounts of the Federation at the end of each financial year and to prepare and present a report thereof to the Congress of the Federation.

19. Trustees:

19. (1) There shall be four trustees of the Federation, who shall be appointed by the Executive Committee of the Federation and ratified by Congress.
- (2) The trustees shall be responsible for ensuring that any or all operations and activities of the Federation are properly carried and are properly accounted for according to the Constitution, rules and by-laws of the Federation.

20. Appeals

- (1) In the case of grievances over decisions made by the Executive of the Federation or the Congress of the Federation, Constituent Associations may lodge a written appeal to the President of the Congress and decisions on those appeals to be made by the Congress.
- (2) The Executive Committee may decide to hear an appeal or may appoint an ad hoc Committee as required to hear the appeal and this committee will have at least one member of the Executive Committee appointed to it.
- (3) Appeals should be forwarded before the monthly meetings of the Executive Committee and would be heard within one month of receiving the appeal.

- (4) If the Executive Committee itself or through an ad hoc committee decides to hear an appeal, its decision may be appealed against to the Congress which decision shall be final.
- (5) Any member of the Executive Committee or any delegate of the Congress shall be debarred from taking part in the proceedings when engaged in the settlement of any appeal in which such members are, or the Constituent Associations which they represent is, a party.

21. By-Laws and Rules:

21. The Federation/Congress/Executive may make such By-laws and Rules as are necessary and convenient to give effect to this Constitution and in particular with respect to:
 - (1) the conduct of meetings;
 - (2) the duties of officers;
 - (3) the promotion of championships, competition, Games, meetings and workshops;
 - (4) the amount of registration fee and annual subscription fee;
 - (6) the design and mode of the Seal of the Federation;

22. Amendments to the Constitution:

22. (1) This Constitution may be added to, resealed or amended by resolution at any annual or special Congress, provided that no such resolution shall be deemed to have passed unless it will be carried by a majority of at least two-thirds of the Congress.
- (2) Notice in writing of any proposed amendment to this Constitution must be submitted in writing to the Secretary of the Federation two months prior to the Congress and a copy of each proposed amendment so received by the Secretary shall be mailed to each constituent association.
- (3) Proposed amendments shall be specific and shall refer to the article and paragraph concerned, specifying the words to be deleted and the words (if any) to be added and the section must be quoted in full as it would appear if amended.

23. Indemnity:

23. Every office bearer and trustee of the Federation, shall be indemnified out of the funds of the Federation against any liability lawfully incurred by him/her in the bona fide performance of the duties of his/her office or employment.

24. Dissolution:

24. (1) The Federation shall be dissolved after a resolution to that effect is carried by a vote of two-thirds of the delegates representing Constituent Associations present at the Congress of the Federation convened to consider the question.
- (2) The property and other assets of the Federation remaining after the payment of its debts, expenses and liabilities shall be handed over to some other organisation having similar objects or part similar objects of the Federation, such organisation(s) to be determined by members of the Council.

25. Interpretation:

25. The Congress shall be the sole authority for the interpretation of this Constitution and of the by-laws and rules made thereunder; and the decision of the Congress upon any question of interpretation or upon matters affecting the Federation and not provided for by this Constitution or the by-laws or rules made thereunder shall be final and binding on the Constituent Associations.

26. Commencement:

26. This Constitution shall come into effect on the date on which it is adopted and assented to by the First Constituent Associations of the Federation.

ADOPTED AND ASSENTED TO 1st DAY OF October 2012

Signed by

KILA DICK



BADMINTON PNG
Interim President

LORETTA HASU



BADMINTON PNG
Interim Secretary