

PAKISTAN ARCHERY FEDERATION

ARTICLE – I

Name

The Organization shall be called the Pakistan Archery Federation.

ARTICLE – II

Jurisdiction

The jurisdiction of the Pakistan Archery Federation shall extend throughout Pakistan, the acceding States and the Territories under the control of Pakistan.

ARTICLE – III

Headquarter

The Headquarter of the Pakistan Archery Federation shall be located in Peshawar or as decided by the President in consultation with General Secretary of the Federation.

ARTICLE – IV

Definitions and Interpretation of Terms

The terms and abbreviations used hereinafter shall mean:-

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| 1. | IOC | International Olympic Committee |
| 2. | WAF | World Archery Federation |
| 3. | WADA | World Anti-Doping Agency |
| 4. | POA/NOC Pakistan | Pakistan Olympic Association |
| 5. | AAF | Asian Archery Federation/ Confederation / Association / Union |
| 6. | PSB | Pakistan Sports Board |
| 7. | Federation | Pakistan Archery Federation |
| 8. | Member Unit | Association / Organization affiliated with the Federation |
| 9. | Association | The Provincial Archery Association |
| 10. | Other Association | Federally Administrated Areas Association |
| 11. | Services Organization | Departmental Sports Organization constituted at national level like that by :-
Pakistan Army, Pakistan Air Force, Pakistan Navy, Pakistan Railways, Pakistan
Wapda, Pakistan Police, Higher Education Commission |
| 12. | Constitution | Constitution of Pakistan Archery Federation. |
| 13. | Patron in Chief | Patron in Chief of Pakistan Archery Federation |
| 14. | Patron | Patron of Pakistan Archery Federation |
| 15. | President | President of Pakistan Archery Federation. |
| 16. | Vice President | Vice President of Pakistan Archery Federation. |
| 17. | Secretary General | Secretary General of Pakistan Archery Federation. |
| 18. | Treasurer | Treasurer of Pakistan Archery Federation |

19.	Associate Secretary/ Joint Secretary	Associate Secretary/ Joint Secretary of Pakistan Archery Federation
20.	Executive Member	Member of the Executive Committee of Pakistan Archery Federation
21.	Lady Member	Lady Member of Pakistan Archery Federation
22.	Individual Member	Individual Member of Pakistan Archery Federation
23.	SDO	Sports Development Officer

ARTICLE – V

Aims, Objects and Role The aims, objects and role of Pakistan Archery Federation shall be:

- 1- To promote, develop, regulate and control the sport of Archery in Pakistan.
- 2- To follow and enforce the Rules and Regulations of International Archery Federation / Asian Archery Federation
- 3- To coordinate and control activities in respect of Archery in all ways including the holding of tournaments, organizing of National Championships, Senior, Junior and Women, under its own or under the auspices of any of its affiliated Member Units.
- 4- To collect funds for the purpose of the Federation and utilize the same in such a manner as may be considered desirable for the attainment of the aims and objects of the Federation.
- 5- To select teams and officials to represent Pakistan in the Sports Programs to be held within the country and abroad.
- 6- To create, standardize and regulate structures of Technical Officials / Referees / Judges / Umpires, Coaches and Administrators under Executive Committee of the Federation.
- 7- To establish Training Camps and organize Promotional Programs for expanding and raising standard of Archery in Pakistan.
- 8- To communicate with the Pakistan Olympic Association, Pakistan Sports Board, Pakistan Sports Trust, International Federation, Asia Body and other Governmental Bodies when required.
- 9- To take action against violence in sport and against any form of discrimination on grounds of race, religion, politics and sex etc.
- 10- To ensure the observance of World Anti Doping Code of WADA approved by the IOC and POA and fight against doping and use of substances and procedures prohibited by the IOC or the International Archery Federation
- 11- To protect clean athletes and the integrity of sport, by substantially contributing to the fight against doping and by taking action against all forms of manipulation of competitions and related corruption.
- 12- To encourage women participation in Archery, create Women Associations / Women Wings at National and Provincial levels, and induct Women in the General Council / Executive Committee of the Federation with the strength as per POA's directive at national and provincial levels.
- 13- To ensure resolution of all disputes in the Federation and its affiliated Member Units through arbitration.
- 14- To create Athletes Commission with Terms of Reference in line with the Constitution of POA.
- 15- To establish Medical and Scientific Commission for Anti – Doping and for improving performance of the Players / Athletes / Competitors.
- 16- To launch Youth Development Programs at grass-root levels.
- 17- To improve administration and technical structures of the Federation and the Associations from National to the District levels.
- 18- No discrimination of any kind shall be allowed such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- 19- Member Associations must manage their internal affairs with total independence and ensure that no third party interferes in their operations. They must remain autonomous and resist all political, religious and financial pressure, which may infringe their commitment to abide by the Constitution of World Archery/PAF. Any external form of interference or attempt to interfere must be reported to PAF. Member Associations must make provision for an election or interim appointment system that ensures a complete independence of the Membership Associations vis-à-vis third parties. In particular, Member Associations shall not allow governments and other public authorities to appoint members of the governing bodies of such associations. This provision does not prevent a Member Association from deciding, for instance, that within its management committee a limited number of positions may be taken by government representatives without voting rights, while the members with voting rights must be appointed exclusively by the general assembly amongst candidates that are nominated

exclusively by the members of the Member Association. Any Member Association whose decisions, elections and bodies that are not in compliance with this Article shall not be recognized by PAF and may be suspended.

- 20- To do all other acts and things as deemed to be necessary or conducive to carry out Aims, Objects and Role of the Federation.

ARTICLE – VI

Membership

1. The membership of the Pakistan Archery Federation shall be open to the following :
 - a. Provincial Archery Associations having affiliated District Archery Associations starting from the Club levels or Athletes / Players / Competitors levels. The Controlling Body of the sport of Archery in a Province shall also be affiliated with the respective Provincial Olympic Association, as required by the Constitution of POA.
 - b. Controlling Body of the sport of Archery in Services Organizations subject to fulfilling the criteria as laid down in the Constitution.
 - c. Controlling Body of the sport of Archery in the Federally Administered Territory of Islamabad, provided the body complies with the Eligibility Conditions as prescribed in the Constitution.
 - d. Controlling Body of the sport of Archery in FATA (Federally administered Tribal Areas) provided the Body fulfills the Eligibility Conditions prescribed in the Constitution.
 - e. Controlling Body of the sport of Archery in the Federally Administered Northern Areas provided the Body fulfills the minimum Eligibility Conditions prescribed in the Constitution.
 - f. Controlling Body of the sport of Archery in Azad Jammu Kashmir (AJK) provided the Body fulfills minimum Eligibility Conditions as laid down in the Constitution of the Federation and is in accordance with the Constitution and Rules of Pakistan as well as the Policy of POA.
 - g. Controlling Body of Referees Association of shall be provided the body fulfill criteria as laid down in Article VII (4) of the Constitution of PAF.
 - h. Controlling Body of Coaches Association of PAF shall be provided the body fulfill criteria as laid down in Article VII (5) of the Constitution of PAF.

2. **AFFILIATION.** Applications for Member Association and Associate International Federation shall be accompanied by:
 - a. A copy of the applicant's current Constitution;
 - b. The application for Associate Member affiliation shall be in writing and accompanied by a statement accepting the Constitution including the Code of Ethics and Conduct, for their association and its members;
 - c. The membership fee for the current year;
 - d. The Executive Committee shall evaluate the application.
 - e. Upon the Executive Committee's finding the membership application for a Member Association to be in order, they shall announce it to all Member Associations. If no objections are raised in writing within 60 days of this announcement, temporary membership shall be granted until the next Congress, when final membership shall be submitted to a vote. If there are any serious objections, the Executive Committee shall determine whether or not to award temporary membership.
 - f. If the Executive Committee is satisfied that a request by an expelled Member Association for re-affiliation, following an expulsion for the nonpayment of the membership fees or a period of inactivity, is in order, the request shall be submitted to the General Council for decision. Approval of the re-affiliation may be subject to certain conditions by the Executive Committee. The decision by the Executive Board shall need a confirmation by the next Congress. The Executive Committee's decision shall be communicated to all Member Associations. Congress may decline membership for a Member Association and an Associate International Federation, in which case any fee paid shall be returned.

3. Representation of the members and affiliated Units on the General Council of the Federation shall be as under :-

a. President and Secretary General	One (1) each (elected at the Elective Meeting of the General Council)
b. Provincial Associations	Three (3) each (including one female)

c. Other Associations	One (1) each
d. Services Organizations/Departments	One (1) each
e. Coaches Association	One (1)
f. Referees Association	One (1)
g. Women Commission	Three (3)
h. Individual Members	Two (2) (Of which one would be a lady)
i. Athletes Commission	Two (2) (Of which one would be a lady)
j. Sports Development Officer	One (1) (Non Voting Member)

ARTICLE – VII

Eligibility for Membership

1. Provincial Associations

The Provincial Archery Associations shall be eligible for seeking and retaining membership of the Federation if they fulfill the following conditions:-

- a. They have a Constitution each in line with the Constitution of the Federation.
- b. They shall be constituted by at least three (3) District Associations, genuinely existing and functioning. The District Associations shall be constituted by the Active Clubs. The minimum number of Active Clubs in each District shall be three in case of such sports where Club System exists or at least 50 duly registered Players / Athletes / Competitors in case of such Individual Sports where Club System does not exist.
- c. All the Clubs affiliated with District Associations shall participate in the Annual District Championships and Provincial Championships if so required by the Provincial Associations.
- d. Active Clubs shall have premises with playing facilities where sports activities of Archery Game shall take place at least 100 days in a year. Such Clubs shall have a proper management and some sort of financial support system to ensure sustainable activities of the Club during the year as well as its participation in the Tournaments, Competitions and Championships.
- e. The Clubs affiliated with the District Associations as well as Players / Athletes / Competitors registered with District Associations can also join Tehsil Associations of their sports. Tehsil and District Associations shall be registered with the Governmental Sports Bodies at Tehsil and District levels to receive the requisite financial and infrastructure / logistics support of the Government to run the sports activities efficiently. In case Tehsil and District Associations face any problem in this regard they shall bring the same to the notice of the Provincial Association.
- f. They hold regular Annual Provincial Archery Championships – Senior, Junior and Women (where applicable) and organize at least two tournaments at Provincial levels and one tournament on all Pakistan basis in a financial year in collaboration with the Federation.
- g. They have Women Associations / Women Wings and induct 30% Women on their General Councils / Executive Committees.
- h. They are affiliated with the respective Provincial Olympic Associations who will certify bonafides of these Associations.
- i. They are registered with the respective Provincial Sports Boards to receive financial, infrastructure and logistics support of the Government for their activities. In case they face any problem in this regard they will bring the same to the notice of the Federation.
- j. They hold elections as embodied in their respective Constitutions on which one representative each from Federation, Provincial Olympic Association and Provincial Sports Board shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitutions of the Associations / Federation.
- k. They pay their affiliation fees and subsequent annual subscriptions to the Federation within the first three months of the Financial Year.
- l. They participate without fail in the National Championships, Senior, Junior and Women (where applicable) every year as well as participate in other Tournaments / Competitions when asked by the Federation.
- m. The Constitution of Provincial Archery Associations shall not conflict with the Constitution of Federation.

2. Services Organizations/Departments

Services Organizations shall be eligible to seek or retain Membership of the Federation only, if they are constituted on national basis and fulfill the following conditions:-

- a. They have a Constitution / Rules, Bye-laws in line with the Constitution of the Federation.
- b. They have at least one organization in each Province for the promotion of Archery
- c. They organize Inter-Unit / Inter-Divisional / Inter-Departmental Championships every year at national level in which all their component Units, with bonafides employee Players / Athletes / Competitors, from throughout the country, take part.
- d. They assist the Federation in organizing its Annual Championships / Tournaments / other Sports Programs as and when so asked by the Federation.
- e. They have paid Affiliation Fees and are paying Annual Subscriptions within first three months of the Financial Year to the Federation.
- f. They participate without fail in the National Championships as per the directions of the Federations.

3. Other Associations

Other Associations of the Federally Administered Areas like Islamabad, FATA, Northern Areas and Azad Jammu Kashmir shall be eligible to seek or retain Membership of the Federation provided they fulfill the following conditions :-

- a. They have a Constitution each in line with the Constitution of the Federation and shall be constituted by at least 05 Active Clubs existing as per definition given under Article VI-1-iii or by the Representatives of at least 100 registered Athletes / Players / Competitors if Clubs System does not exist.
- b. These Associations in their jurisdictions may create lower level Associations in line with the District Associations of the Province with whom Clubs / Players / Athletes may be registered.
- c. They shall participate without fail in the Annual Championships, Senior, Junior and Women.
- d. They hold regular Annual Championships and organize One Tournament to be participated by the Clubs / Athletes of the area under their jurisdiction.
- e. They hold elections as embodied in their Constitutions on which One representative of the Federation shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitution of the concerned Association / Federation.
- f. They pay their Affiliation Fees at the time of their affiliation with the Federation and subsequent Annual Subscription within the specified period as indicated in the Constitution of the Federation.

4. Referees Associations of Pakistan Archery Federation (RAPAF)

RAPAF shall be eligible to seek or retain membership of PAF only if it is constituted at the National level and fulfils the following criteria:-

- a. Only Referees registered with PAF can be members of RAPAF.
- b. They have a constitution / Rules, Bye –laws in line with the Constitution of PAF.
- c. They pay their Affiliation Fee and subsequent Annual Subscriptions within first three months of the Financial Year to PAF.
- d. They participate without fail in the National Programs in accordance with the direction of PAF.
- e. RAPAF shall hold election for a term of four years. Such election shall be held three months prior to the election of PAF. Its Electoral College shall be the registered Technical Officials of PAF.

5. Coaches Associations of Pakistan Archery Federation (CAPAF)

CAPAF shall be eligible to seek or retain membership of PAF only if it is constituted at the National level and fulfils the following criteria:-

- a. They have a constitution / Rules, Bye –laws in line with the Constitution of PAF.
- b. They are registered with PAF.

- c. They pay their Affiliation Fee and subsequent Annual Subscriptions within first three months of the Financial Year to PAF.
- d. They participate without fail in the National Programs in accordance with the direction of PAF.
- e. CAPAF shall hold election for a term of four years. Such election shall be held three months prior to the election of PAF. Its Electoral College shall be the registered Coaches / General Conditioning Specialists.

6. **Lady Members/Women Commission**

Subject to nomination proposed by the President and approval of the General Council, there shall be Lady Members on the General Council of PAF, as per the Constitution of POA /Olympic Charter, who are likely to be helpful to strengthen the effectiveness of PAF or who have rendered distinguished services to the cause of sports and Olympism. The strength of such Lady Members shall not be less 30% of aggregate voting strength of General Council (including female representatives of Provincial Association).

7. **Individual Members**

Subject to nomination proposed by the President and approval of the General Council, there shall be Individual Members on the General Council of PAF, as per the Constitution of POA /Olympic Charter, who are likely to be helpful to strengthen the effectiveness of PAF or who have rendered distinguished services to the cause of sports and Olympism. The strength of such Individual members shall not be more than two in total at all times.

8. **Athletes Commission**

There shall be an Athletes Commission to fulfill the mission and objectives with composition and functions as directed by the PAF.

- a. The Athletes Commission shall have five (5) members (including at least two female athletes) who are at least 16 years of age and maximum 24 years of age and have never been sanctioned either for a doping offence or a disciplinary issue..
- b. The Commission shall be composed of such male and female athletes who at the time of their election are participating at the National Championship.
- c. The members of the Athletes Commission shall be elected by the General Council of PAF for four (4) years or till next election of the PAF.
- d. The PAF shall notify the date and venue of the election at least 30 days before election of the Athlete's Commission to be held during the National Championship prior to election meeting of PAF.
- e. No Provincial Association/Services/Department/Member Unit shall have more than one representative on the Women Commission.
- f. Two members of the elected Athletes Commission shall be nominated by the President of the PAF for representation at the General Council Meeting of PAF and shall have the right of vote as laid down in the Article IX of the Constitution.
- g. The Commission shall be represented on the PAF Executive Committee by one (1) member elected by the PAF General Council and shall have right of vote.

Note:

- i. The Member Units of the Federation shall submit to the Federation, before the end of May each year, their Annual Programs to be pursued by them during the next Financial Year. They will also submit their Annual Reports of Activities of the previous financial year before the end of next November with special reference to the above stated Eligibility Conditions.
- ii. In case a Member Association does not fulfill the requirements of being an active member, a warning will be sent. If no corrective action is initiated prior to the next Congress, they will be recommended for expulsion.

ARTICLE – VIII

Subscription

- 1. Each Association / Other Association / Service Organization shall pay Affiliation Fee as decided by the General Council at the time of its affiliation with the Federation and subsequent Annual Subscription of Rs. 3000/- to the Federation. The payment of Annual Subscription shall be made before 30th September each year. Financial year

- of the Federation, which will also be the year of the Federation for all purposes, shall begin from 1st of July and end on 30th June.
2. The Parton-in-Chief, Patron, President, Secretary General, Lady Member and Individual Members shall be member of PAF without payment of any Membership fee.
 3. No representative of a Member Unit shall be entitled to vote at any meeting of the Federation if the Member Unit is in arrears in respect of payment of its dues to the Federation.
 4. A Member Unit failing to pay Subscription or any other dues to the Federation for two years, for which at least two notices have been duly issued and served by the Secretary General / Treasurer, shall be liable to be removed from the Membership of the Federation through a decision of the General Council of the Federation.
 5. Once a Member Unit is removed from the Membership of the Federation for non-payment of dues, application for re-admission will not be considered by the Federation unless all arrears have been paid along with a penalty of Rs. 100, 000/- to the Federation.

ARTICLE – IX

General Council

1. Supreme authority of the Federation shall be vested in the General Council consisting of authorized Representatives of affiliated Member Units as per Article VI-2 of the Constitution, duly elected Office Bearers of the Federation i.e. President, Sr. Vice President, Vice Presidents, Honorary Secretary General, Honorary Treasurer and Honorary Associate Secretary, Lady Members and Representatives of Athletes Commission.
2. The number of Lady Members shall be at least 30% of the total strength of the General Council, who are elected by the members of Women Associations / Women Wings of the Member Units as well as that of the Federation for each term, under the supervision of an Election Commission, constituted for the purpose, by the President of the Federation.
3. Two duly elected representatives of the Athletes Commission of the Federation for each term. The Athletes Commission shall consist of Five Active Players / Athletes / Competitors who are well educated and are elected by the Players / Athletes / Competitors participating in the National Championships Senior & Women (if applicable) in a year specified for the purpose by the Federation. The Federation shall notify the date and venue of the election, at least 30 days before, to all the Participating Units of the National Championships and Elections of the Athletes Commission of the Federation shall be held under the supervision of an Election Commission constituted by the President of the Federation.
4. General Council shall meet at least once a year. Other meetings of General Council may also be held as and when summoned by the :-
 - a. President
 - b. Executive Committee
 - c. At a request in writing from not less than 51% of the total strength of the persons eligible to attend the General Council meeting.
5. General Council shall meet to normally transact the following business :-
 - a. To consider and approve admission and removal of Member Units.
 - b. To approve the National Women Association of the Sport or create a 5 (Five) member Women Wing to promote, develop and regulate the women activities at national level under the directions of the Executive Committee.
 - c. To elect Office Bearers and Members of the Executive Committee in an Elective General Council Meeting expressly convened for this purpose when elections are due.
 - d. To consider and approve Audited Statement of Accounts. Statement of Accounts shall be for each year and shall be audited by Chartered Accountants appointed by the General Council.
 - e. To comprehensively consider and approve 4 Year Programme of future activities of the Federation with yearly targets and measurable indicators in the Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within One month of elections.
 - f. To critically consider and evaluate the Annual Report of Activities of the Federation and of the Member Units submitted by the Honorary Secretary General.
 - g. To consider and approve the amendments to the Constitution of the Federation.
 - h. To consider and decide matters, not covered by the Rules or the Constitution of the Federation on the proposal of President.

- f. To take such other steps as may be necessary and expedient to carry into effect the Aims and Objects of the Federation. ^c
6. The Quorum for meetings of the General Council shall be One Third of the total strength of the persons eligible to attend the General Council meeting.
 7.
 - a. In order to exercise their votes in the General Council meeting, names of the Representatives from Member Units must be received in writing in the Federation's Secretariat at least three (3) days before the date of meeting, failing which they shall not be entitled to attend the meeting.
 - b. An elected Office Bearer representing a Member Unit shall remain one of the Representatives of the Unit on the General Council of the Federation for full term provided he / she continues to hold some Office of the Member Unit or his / her representation is not specifically withdrawn by the concerned Unit on cogent grounds. The intimation to this effect shall be provided jointly by the President and Secretary General of the concerned Member Unit to the Secretary General and President of the Federation at least one month before the General Council Meeting of the Federation.
 8. All business discussed and decided at a meeting of General Council shall be recorded in a Minute Book which shall be signed by the Chairman of the meeting. Copies of the proceedings will be supplied to all Member Units and their authorized Representatives who attended the meeting within 45 days of the meeting.
 9. 15 days previous Notice shall be necessary for the meeting of the General Council.
 10. In the Event of a meeting of the General Council is not held on the appointed date for want of quorum, the same will be held on a subsequent date within a month with same agenda items without quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of the General Council.
 11. All decisions shall be taken by simple majority of votes in the General Council meetings unless otherwise provided in the Constitution.

ARTICLE - X

Office Bearers

1. Following shall be the Office Bearers of the Pakistan Archery Federation who shall be elected after every four years in the Elective General Council Meeting of the Federation. The President, Honorary General Secretary and Honorary Treasurer shall not hold the office for more than two (2) terms in line with sports policy 2005.

a.	President :	One (1)
b.	Sr. Vice President :	One (1)
c.	Vice Presidents :	Two (2)
d.	Female Vice President:	One (1)
e.	Honorary Secretary General :	One (1)
f.	Honorary Treasurer :	One (1)
g.	Honorary Associate Secretary (Male):	One (1)
h.	Honorary Associate Secretary (Female):	One (1)
i.	Members Executive Committee (Male):	Three (3) including one rep of Athlete Commission
j.	Members Executive Committee (Female):	Two (2)
2. All Office Bearers shall hold their Offices for Four Years unless they resign or any of the office bearer is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting each year and for any other reason for which Notice to the concerned person has been duly served and opportunity of explaining his / her case has been provided.
3. President, Honorary Secretary General and Honorary Treasurer shall not hold any of these offices in any other National Federation.
4. President may not necessarily be the representative of any Member Units but all other Office Bearers shall be elected from amongst the authorized representatives of Member Units or the persons eligible to attend the General Council meeting.

ARTICLE – XI

Power and Duties of the Office Bearers

Following shall be the powers and duties of the Office Bearers:-

1. President

The President shall be the head of the Federation. He shall preside over all meetings of the General Council / Executive Committee and of any Committee of which he is a member. He shall interpret the provisions of the Constitution and Rules of the Federation. He shall be authorized to appoint Commissions/ Committees / Sub Committees, define their Terms of Reference and take decisions on their Reports on behalf of the General Council / Executive Committee and issue directions for smooth working of the Federation on day to day basis. In case of equality of votes, he shall have the casting vote. The President shall have the powers to take necessary measures to protect the governance and functioning of the Federation. The President may act on the suggestions or in consultation with the Honorary Secretary General but such action taken by the President shall be reported to the General Council or the Executive Committee, which in the ordinary course would have dealt with the matter.

2. Sr. Vice President

In the absence of President, he will exercise all powers of the President. He shall also carry out duties as assigned to him by the President or the Executive Committee.

3. Vice Presidents

In the absence of the President and Sr. Vice President or on their directions, other Vice Presidents shall exercise the powers of the President for a meeting. The Vice Presidents shall carry out other assignments / duties given to them by the President / Executive Committee.

4. Honorary Secretary General

- a. Since the Secretary General holds a key responsibility to regulate and run the affairs of the Federation, so he must have at least the following qualifications:-
- i. Be a person having sufficient knowledge and experience of the concerned Sport for at least 5 years as a Player / Technical Official / Coach / Organizer.
 - ii. Must be academically qualified and possess proficiency and experience of running an office of equivalent level.
 - iii. Must possess communicative skills particularly in English language to interact with National and International level organizations.
- b. The Honorary Secretary General, in particular, shall perform the following duties:-
- i. The General Secretary shall be the chief executive of the federation.
 - ii. To act as Secretary of the Federation, the Executive Committee and any other Committee / Sub Committee.
 - iii. To perform all his duties under the control of the President and the Executive Committee.
 - iv. To superintend and control the work of office.
 - v. To sign on behalf of the Federation and to conduct its correspondence.
 - vi. To issue Notices and Agendas for all meetings.
 - vii. To include, in the Agenda / Supplementary Agenda for the meetings of the General Council and Executive Committee, any matter duly proposed and seconded by a Member Unit or by any other person eligible to attend the said meetings and delivered to the Secretary General at least 15 days and 7 days before the dates of the meetings of the General Council and Executive Committee respectively.
 - viii. To record proceedings of all meetings and to obtain signatures of the Chairman thereon and supply copies to all concerned persons / Member Units.
 - ix. To prepare jointly with the Treasurer the Annual Budget of the Federation. To keep a permanent advance of Rs.5000/- to meet expenditures of contingent nature, this may be recouped from time to time.

- x. To sign jointly with treasurer all loan documents, promissory notes / agreements at the time of refundable loan facility if availed by the federation.
- xi. To jointly operate Bank Accounts of the Federation along with Treasurer and to sign all other financial document jointly.

5. **Honorary Treasurer**

- a. To maintain with the assistance of the Secretary General accurate and upto-date Accounts of the Federation including Cash Book.
- b. To receive and deposit immediately in the Bank all moneys receive on behalf of the Federation and make payments according to Federation's decision communicated to him through Honorary Secretary General.
- c. To prepare Statements of Accounts every year and get them audited by the approved Chartered Accountants as per decision of the Federation and lay the Audited Statement of Accounts in the Annual General Council Meeting or the Elective General Council Meeting of the Federation, if the presentation of the said Statement is due.
- d. To maintain a Stock Register.
- e. To prepare Annual Budget in consultation with the Secretary General and present the same to the General Council in its meeting, if the presentation of the Budget is due.
- f. To jointly operate the Bank Account along with Honorary Secretary General.

6. **Honorary Associate Secretary**

He shall perform all such duties as may be assigned to him by the Executive Committee, President or the Honorary Secretary General. He shall perform duties of Honorary Secretary General during his absence, while doing so he will keep the President apprised of his working.

ARTICLE – XII

Executive Committee

1. The Executive Committee shall consist of :-
 - a. All office Bearers viz President, Sr. Vice President, Vice Presidents, Honorary Secretary General, Honorary Treasurer and Honorary Associate Secretaries.
 - b. Five Members duly elected from amongst the representatives of affiliated Member Units.
 - c. Lady Members whose strength shall be 30% of the total strength of the Executive Committee and they would be elected by the General Council out of the elected Lady Members on the General Council of the Federation.
 - d. One Member of Athletes Commission of the Federation elected by the General Council out of the elected Members on the General Council.
2. Meetings of the Executive committee shall be held at least twice every year or as frequently as necessary, and at other times when summoned by, the President or at the written request of at least 10 Members of the Executive committee.
3. **Quorum** of the meeting shall be one third of the total strength of the Executive Committee. No proxies shall be allowed at the Executive Committee meetings. Ten (10) days previous notice shall be necessary for a meeting of the Executive Committee.
4. The Executive Committee shall fill in all vacancies in the Executive Committee.
5. The Executive Committee may delegate any of its powers to :-
 - i. President
 - ii. Sr. Vice President
 - iii. Honorary Secretary General
 - iv. A Sub-Committee appointed from amongst its Members
6. The Executive Committee shall exercise all powers of the Federation except those vested in the General Council and in particular shall have the powers and duties:-

- i. To observe in all transactions the provision of the Constitution of the Federation.
- ii. To sanction the expenditures of the Federation.
- iii. To raise funds for Federation.
- iv. To prepare Coaching Schemes, organize Courses for Referees and Coaches and encourage holding of Tournaments and Competitions, with a view to popularizing and improving the standard of the sport.
- v. To take decision about holding of National Championships, Senior, Junior and Women (if applicable).
- vi. To summon General Council Meetings, when deemed necessary.
- vii. To engage experts for conducting Coaches Courses and to engage Coaches, for training of teams / players, from within or out of country and establish Coaching and Training Camps.
- viii. To appoint Selection Committee consisting of not more than five members including Chairman and the Coach appointed by the Executive Committee. The members of the Selection Committee shall be technically qualified experts or Retired International Players of established repute and integrity.
- ix. To appoint officials of the teams such as Managers, Assistant Managers, Coaches or other persons officials necessary to be included for the good performance of Players / Athletes.
- x. To nominate representatives of the Federation to attend meetings of POA or any other such meetings where representative of the Federation is necessary.
- xi. To frame Rules and Bye-Laws for conducting business of the Federation.
- xii. To take suitable action against Sportspersons, Officials, Organizers or any other person connected with the activities of the Federation for misconduct.
- xiii. To appoint Referees Board and Board of Coaches the functions of which shall be defined and controlled by the Executive Committee.
- xiv. To do all such other things as may be incidental or conducive for the attainment of Aims and Objects of the Federations.

ARTICLE – XIII

Meetings

1. The Elective General Council Meeting of the Federation shall be convened once after every four years, in which besides other matters, the elections shall be held, on which a Representative of Pakistan Olympic Association and a Representative of Pakistan Sports Board shall be invited by the Federation as Observers only, to ensure transparency of the elections. The Annual General Council Meeting of the Federation shall be held at least once in a year. The date and place of the meeting shall be determined by the Honorary Secretary General in consultation with the President or in his absence with the Senior Vice President, unless previously decided by the General Council or Executive Committee.

A special General Council meeting may also be held to transact specific business as and when summoned by the:-

- i. President
 - ii. Executive Committee
 - iii. At the written request of not less than 51% of the total strength of the persons eligible to attend the General Council Meeting. The said request for the meeting must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting.
2. The Honorary Secretary General shall give 15 days notice to all Member Units and the concerned persons eligible to attend the Elective General Council meeting and Annual General Council Meeting. 10 days Notice shall be given by Honorary Secretary General in case of Special General Council Meeting. He shall circulate with the Notice a copy of Agenda, Annual Audited Statement of Accounts and Budget Estimates if due.
 3. Decision in the Meetings of General Council and those of the Executive Committee shall be taken by the majority of Votes except in case of Amendments to the Constitution.

ARTICLE – XIV

Disciplinary Actions

There shall be a committee formed and headed by the President of the Federation that may take necessary measures including but not limited to interim suspension of a member unit or an individuals belonging to any member unit. The President shall ensure that such unit or individual is provided with a chance to present its stance before the committee.

ARTICLE – XV

Amendments

Amendments to the Constitution of the Federation shall be made at the General Council meeting of the Federation. The Honorary Secretary General must circulate the proposed amendments at least 10 days before the meeting. The amendment shall be adopted only if two third of the Members present vote in favour and such votes are more than 50% of the total strength of the General Council. The amendments could also be got approved through circulation.

ARTICLE – XVI

Arbitration

1. All disputes arising out of the working / functioning and performance of Federation and or any of its affiliated Member Units within itself or amongst each other shall be resolved through Arbitration. No affiliated Member Unit of the Federation nor any person associated in any manner with the Federation shall take the dispute of any nature relatable in any manner with the Member Unit or the Federation to any Court of Law, but to the arbitration as provided in the Constitution of the Federation.
2. The disputes in subordinate Units of the Federation from the lowest level to the level of the Federation shall be referred to the President of the next higher level Organization who shall resolve the dispute through arbitration. Thus disputes at Tehsil level shall be referred to the President of the respective District Association and similarly disputes at District level to the President of Provincial Association and so on and so forth to the Federation level. The disputes in the Federation shall be referred to the President POA for their resolution in the manner described above. The Executive Committee of POA shall be a Court of Appeal for resolution of disputes in the Federation affiliated with POA and its decision will be binding on all concerned.
3. Any decision made by the Executive Committee of POA may be submitted exclusively by way of Appeal to the IOC Court of Arbitration for Sports in Lausanne, Switzerland who will resolve dispute in accordance with the Code of Sports – Related Arbitration. The time limit for Appeal is 21 days after receipt of the decision of the Executive Committee of POA on which Appeal is to be made.

ARTICLE – XVII

Miscellaneous

1. All funds of the Federation shall be deposited in the Bank selected by the Executive Committee in the name of the Federation. The Honorary Treasurer and Honorary Secretary General shall jointly operate Bank Accounts of the Federation. In case any one of them is not available then Honorary Associate Secretary or Vice President authorized by the President shall sign in place of the absentee.
2. In case of urgent matters when holding of the General Council or Executive Committee Meeting is not possible, Secretary General in consultation with the President may obtain a decision from the concerned Members or Persons by Post, Fax or Email and act according to the majority votes provided the votes so obtained are preserved in the record of the Federation and the matter is laid in the next meeting of General Council or Executive Committee, as the case may be, for approval.
3. The Constitution of the Federation shall, at all times, be in line with the Constitution of POA (approved in the General Council Meeting of PAF held on 16 January, 2018 at Peshawar).

S / d -

Wisal Muhammad Khan
Secretary General
Pakistan Archery Federation