

# **ADMINISTRATIVE BY-LAWS OF THE INTERNATIONAL FIELD ARCHERY ASSOCIATION**

## **PART 1 – ADMINISTRATION OF THE ASSOCIATION**





**INTERNATIONAL FIELD ARCHERY ASSOCIATION**  
based in Lugano / Ticino

**PART 1-Administration of the Association**

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## **Registry of Revisions**

1. The Registry of Revisions is not subject to approval by the General Assembly as it serves as an overview only.
2. Any change and/or amendment to the Associations By-Laws as agreed by the General Assembly shall be indicated in the Registry of Revisions -outlining the previous wording and the approved change.
3. Housekeeping items may be summarised as a general line with no revision index, indicating only the Clause / wording that had been subject to the correction.
4. Policies and Guidelines approved by the Board of Executives shall be listed in the Registry of Revisions under the relevant by-law.
5. The registry of Revision shall be Annexure 1 to the Part 1 “Administration of the Association”.

## **ARTICLE I GENERAL PURPOSE OF THE ADMINISTRATIVE BY-LAWS**

1. Info. These By-Laws are to detail the provisions of the Statutes and the General By-Laws and to establish transparent and predictable processes.
2. The Administrative by-laws are divided into two (2) main parts.
  - PART 1 – Administration of the Association
  - PART 2 – Administration of the Sport
3. Content of the Administrative By-Laws
  - a. The PART 1 shall serve to cover the general administration of the Association including but not limited to:
    - i. conduct of Meetings and Assemblies,
    - ii. management of membership affairs,
    - iii. further definition of the duties and powers of Executives and Officers,
    - iv. the administration principles for the Association
    - v. principles of the organizational structure for the Association
    - vi. rules for keeping / maintaining official records,
    - vii. rules for public relation and communication etc.
  - b. The PART 2 contains administrative rules specifically applying to the Sport in general such as:
    - i. the closing of hosting agreements and the management of IFAA sanctioned Events
    - ii. Definition of responsibilities when conducting an IFAA sanctioned Event,
    - iii. the Definition of the scope of sanctioned Events,
    - iv. the supervision of rules for hosting championships which are to be sanctioned by the IFAA,
    - v. the administration of Result Lists, Records and Rankings,
    - vi. the approval processes for Targets / equipment and ranges as defined in documents of the Association governing Sports Rules etc.
4. Governing language of all IFAA administrative acts is English.
5. In case of ambiguity, the Association will be guided by the “Oxford English Dictionary”.
6. Applicable laws for all administrative acts of the Association are the Laws of Switzerland.
7. For regional sub-organizational structures of the Association, the provisions of these Administrative By-Laws are also applicable.
8. The individual regulations remain binding only to the extent that they are not contrary to the provisions of the Associations’ Statutes and General By-laws.

## **ARTICLE II RULES FOR CONDUCTING THE DAILY BUSINESS OF THE ASSOCIATION**

1. The Executive Board is responsible for all matters concerning the day-to-day business. Within the Statutes and the General By-Laws, the individual fields of responsibilities have been defined.
2. To conduct these duties, the Executive Board may, within the framework of approved budgets, establish permanent offices, employ staff on a full-time or part-time base for a defined period and/or contract service providers for defined scopes with at defined budgets. Approval and dismissal contracted Management shall be carried out by the Executive Board within the agreed authorities.



## **Administrative By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



3. The Executive Board may, if deemed necessary, structure the daily business and delegate powers and responsibilities to specialised officers.
4. The “permanent office” may also be referred to as the “Office of the Secretary” if it has not been physically established.
5. The Executive Board may, if deemed necessary, found permanent establishments to ease the day-to day business and/or to comply legal provisions in Switzerland and/or countries / regions of specific interest, in line with the Good Governance and Best Practise regulations of the Association.
6. Contracted management may participate in meetings of the bodies of the Association in an advisory capacity, however they may not hold any office within an organ of the IFAA.
7. Salary regulations and contractual agreements with the employed management is within the responsibility of the Executives as defined in their individual capacities.
8. In absents of a Managing Director and / or contracted managing officers, the Secretary is responsible for the Associations administration as defined herein.
9. The Executive Board may formulate and implement Policies and Guidelines as deemed to be required to organize the day-to-day operation in line with the provisions of the By-Laws, the Statutes, and the governing laws.
10. With a written notice to the Delegates of the Member Associations and the appointed/contracted officers, Policies and Guidelines as approved by the Executive Board become effective.
11. For principal guidance, the provisions of the Statutes and the General By-Laws shall take precedence as long as they do not contradict the governing Laws.
12. Where the legal rules and regulations are silent or it is deemed by Full Members and /or Executive Officers to require detailing, processes for resolution based on Robert ´ s Rules of Order will be conducted.

### **ARTICLE III INVITES TO OFFICIAL MEETINGS AND ASSEMBLIES**

1. In line with the provisions of the General By-Laws, the Secretary or Officers assisting the Secretary shall send out Invitations to members and/or identified stakeholders to attend Meetings and/or assemblies.
2. As a minimum, such invites shall contain the following information:
  - a. Purpose (Meeting or Assembly)
  - b. Date (Calendar date / year)
  - c. Format (Videoconference-, Hybrid- or traditional)
  - d. Addressee
  - e. Chairing Officer
  - f. Minute Taker for the meeting.
  - g. Accreditation procedure for participants
  - h. Start time.
  - i. Agenda of the meeting
  - j. Deadlines for contribution to the agenda
  - k. Contact Details for e-mail communication.
  - l. Location for the Venue (Address / dial-in Information)
  - m. Identifier for the Meeting / Assembly to be used as Reference on communications.
  - n. Disclaimer and Information on Data Privacy (if required)
3. Invites will be signed by the convener and checked by the Chairing Officer.
4. Meetings / Assemblies other than the regularly meetings of the Executive Board, must be indicated on the official IFAA Website accessible to any interested party.
5. It is the obligation of the Member to assure that Invites are reaching them as the Association can only send invitations to known addresses.
6. Members must check the IFAA Website for updates.
7. Regular Meetings of the Executive Board
  - a. The Executive Board shall conduct once (1x) per month an online meeting.



- b. Ad hoc meetings will be called with 48 hours notice to address urgent business as deemed necessary by the President.

#### **ARTICLE IV VIRTUAL-, HYBRID- AND PHYSICAL ATTENDANCE ASSEMBLIES AND MEETINGS**

##### **1. Conducting Videoconference Meetings and Assemblies**

- a. Videoconference Meetings and Assemblies may be held in public (live stream) or in private.
- b. Accredited representatives shall receive access information enabling them to join the restricted group of active participants.
- c. As per Full Membership only one accredited representative may actively participate.
- d. To be accredited, the active participant shall be the official representative (known person), or duly appointed substitute being endorsed by a power of attorney submitted to the Chair of the Meeting / Assembly.
- e. Active participants must identify themselves with their Name and their Association.
- f. No alias / fake names are permitted, and the Chair will have the right to remove unidentifiable participants from the videoconference session.
- g. Participants of videoconference calls must have their camera always turned on.
- h. Active participants must represent only one (1) Association as under c.
- i. No proxy voting shall be permitted for videoconference meeting and assemblies.
- j. At the beginning of Meetings / Assemblies, a list of participants must be generated including the Name of the representative being the active participant, the Association they are representing and the email address they will use in case of email voting.
- k. For Voting processes, the Chair may choose from the following alternatives:
  - i. Verbal voting by addressing each active participant.
  - ii. Online voting by using adequate explained voting applications.
- l. The Chair of meeting may also initiate email voting by announcing an email account and a unique reference identifier under which votes must be cast. Only mails from email addresses provided to the Chair at the beginning of the voting process will be considered. For data security reasons, the Chair may also opt to provide each participant, entitled to vote, a unique identification code valid for one specific voting process only.
- m. The Chair may define a time limit for the voting procedure.
- n. To start the voting process, the Chair must announce the number of accredited participants entitled to cast a vote.
- o. After concluding the voting process, the Chair must announce the voting result which has to add up to the number of legitimate votes announced.
- p. Abstentions will be subtracted from the total number of votes and the quorum of the vote shall be then the number of legitimate votes less the deductible votes.
- q. A quorum is defined as... [needs to be specified for By-Laws and Statues e.g., at least three (3) members of the Executive Board and ten (10) Full Members]
- r. Online Meetings and Assemblies will be recorded. Such records will be used for compiling the Minutes of Meetings only and will be deleted after the approval of the Minutes of Meetings.
- s. It is the responsibility of active participants to assure connectivity and quality of their connection. Participation via Smart Phone is not permitted.
- t. For the conduct of videoconference Meetings / Assemblies active participants shall follow the Guideline "Code of Conduct for Videoconference Meetings" downloadable from the IFAA Webpage.
- u. If not otherwise specified in these By-Laws, Meetings / Assemblies in videoconference format shall be conducted in accordance with Robert's Rules of Order.

##### **2. Conducting Hybrid Meetings / Assemblies**

- a. Hybrid Meetings / Assemblies are per definition of traditional format as per 1c but with allowance for online participation via videoconference format.



- b. The Chair of the Meeting / Assembly must specify in the invitation to the Meeting / Assembly the format to be used and clarify if active online participation is permitted or if the participants will be of observer status only (no voting rights).
  - c. For Hybrid Meetings / Assemblies with active online participants, the Rules for online participants as under 2a apply to those participants being not physically present at the Meeting / Assembly venue.
  - d. Active participants being at the Meeting / Assembly venue in person must be equipped with electronic devices allowing them to participate in online and email voting as defined under Article IV clause 1.
  - e. No proxy voting is permitted.
  - f. If not otherwise specified in these By-Laws, Meetings / Assemblies in hybrid format shall be conducted in accordance with Robert's Rules of Order.
3. Conducting Meetings / Assemblies with physical attendance
- a. If not otherwise specified in the Statutes, the General By-Laws or the Administrative By-Laws, Meetings / Assemblies in traditional format must be conducted in accordance with Robert's Rules of Order.

#### **ARTICLE V MANAGEMENT OF MOTIONS WHILE THE WORLD COUNCIL IS NOT SITTING**

- a. The addressee for any motion while the General Assembly is not sitting, is the IFAA Secretary.
- b. Only officially introduced Delegates acting on behalf of Full Member Associations are entitled to submit motions.
- c. Such motions may be requests for clarifications, legislative items or motions related to nominations and shall be submitted electronically to the address of the Secretary as published on the IFAA Webpage.
- d. Received Motions must be reviewed by the President who may decide to table them at the next meeting of the Executive Board or defer the motion for review to an Officer of the Association or to either a standing committee or an ad-hoc committee in line with their powers requiring a recommendation for resolution.
- e. In general, the time allowed to respond with a recommendation must be 30 calendar days. On complex matters, within these 30 days the Officer / committee may request an extension of time for the review.
- f. Not later than 60 days after receipt of a motion it must be tabled at the Executive Board meeting.

#### **ARTICLE VI MANAGING MEMBERSHIP AFFAIRS**

1. Administration of Applications for Full Membership
  - a. Any national field archery association wishing to join the Association as a Member must submit a written application for membership addressed to the Secretary and pay the application fee. The application fee is equal to the annual membership fee.
  - b. Applications for membership must be dealt with by the Executive Board who may accept or decline any application. A reason for denial of the application must be given.
  - c. If an application for membership is denied, the application fee must be refunded.
  - d. The national association whose membership request has been denied may appeal that decision in writing to the World Council at its first available meeting. Such appeal must be submitted within 60 days of advice of such denial and must submit full details as to the basis for the appeal.
  - e. When an application for membership has been accepted by the Executive Board, that association will enjoy temporary membership for not less than one year.
  - f. In this one-year temporary membership period, the applicant must comply with the requirements outlined in Clause 3 of Article VI.
  - g. If the Applicant fails to comply with the requirements after one (1) year, an extension of temporary membership period of up to two (2) years can be granted by the Executive Board. The Executive Board is however entitled to refuse such an extension and deny the membership application for the reason of non-compliance with membership requirement rules.
  - h. Approval for Full Membership must be considered by the World Council at the World Council meeting.



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- i. Members have the right to object to such applicant becoming a member. The objection must be in writing and addressed to the Secretary. Such objections must be dealt with at the World Council's next meeting.
  - j. If an objection to membership is upheld, membership must be suspended and then reviewed in accordance with the procedures under **Article VII** of the Statutes.
2. Administration of Applications for Corporate Membership
- a. Any firm, business or company wishing to join the Association as a Corporate member must submit a written application to the Secretary and pay the application fee.
  - b. The application fee is equal to the annual membership fee.
  - c. Applications for Corporate Membership must be dealt with by the Executive Board who may decline any application. A reason for denial of the application must be given. No appeal to the World Council is allowed.
  - d. If an application for membership is denied the application fee must be refunded.
  - e. Corporate Membership must be for a minimum of two (2) years unless the member is suspended in accordance with the procedures under Article VII of the Statutes.
3. Requirements for Membership Status approval and ongoing duties for approved members
- a. To be considered for full membership the applicant must provide the following information to the Executive Council:
    - i. On request by the IFAA Secretary submit a copy of their Constitution or certified translation thereof in English.
    - ii. The Association must submit proof that it is officially registered as a "legal entity".
    - iii. Applicants must have a formal website with a link to the IFAA website. The website must contain basic information about the Association, its membership, national tournaments qualified for classification scores, the current copy of the Constitution, contact information for members of the National Executive Board.
    - iv. The member must host at least one national event annually to allow its national members obtaining classification / eligibility scores for the various disciplines that the IFAA offers in Regional and World Championships to participate in.
    - v. Provide contact details of a duly appointed representative to serve on the World Council. This representative will have the power of attorney to decide on behalf of their Association on Legislative proposals, cast votes on elections and to sign agreements on behalf of their Association.
    - vi. When sending participants to IFAA sanctioned Championships, a team captain shall be appointed to assist.
  - b. Failure to submit any of the above documentation or commitment will be sufficient cause for the World Council to deny full membership to the applicant and/or for approved Full Members to enter the procedure of suspension of membership.
  - c. Applicants for Corporate Membership are to comply with the following requirements:
    - i. Submit proof that it is officially registered as a "legal entity".
    - ii. Declaring the intention leading to the application for Corporate Membership. Acceptable reasons for applications are:
      1. Intension to own and operate a Professional Team regularly participating in IFAA sanctioned Tournaments.
      2. Intension to sponsor the IFAA under agreed conditions.
      3. Intension to host IFAA Events under agreed conditions.
      4. Other intensions as explained to and accepted by the Executive Board.
    - iii. Applicants must have a formal website with a link to the IFAA website. As a minimum, there must be one (1) dedicated page on the website explaining the Companies engagement in Field Archery in general and its relation to the Association as agreed with the Executive Board.
4. Administration of Membership



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- a. Memberships are unrestricted in their duration, provided membership requirements, as stipulated in the IFAA Statutes, are complied with.
  - b. On an annual base Members must provide the IFAA Secretary with the information as stipulated in the Administrative Policy AP01 – Reaffiliation Policy and pay the annual reaffiliation fee as stipulated in the Financial By-Laws.
  - c. Every five (5) years, or whenever it is necessary due to changes in the official registry, the member must provide the IFAA Secretary with an updated proof of registration.
  - d. Without being notified, on an annual base or at least two (2) months before competing in an IFAA sanctioned PRO Competition, a Corporate Member must submit an updated PRO Registry.
  - e. With the submission of updates to the PRO Registry, the Corporate Member must indicate the Sanctioned Events their PRO team intends to compete or appear at.
  - f. On request, an extraordinary update of registry information must be provided to the IFAA Secretary.
  - g. Withdrawal from membership.
    - i. A Member Association who wishes to withdraw from membership must notify the Secretary in writing.
    - ii. After written notification, loss of membership becomes valid only at the end of the fiscal year of the Association. Until that time the Member should observe all membership obligations as outlined in the IFAA By-Laws.
    - iii. Details on possible Membership fee refunds are provided in the Financial By-Laws.
5. Procedure of suspension, expulsion and reinstatement of Membership status.
- a. Upon presentation of evidence of cause of action, the Secretary must present specific charges against the member.
  - b. Following receipt of the specific charges, the member will have 60 days to correct the deficiency and/or prepare a defence.
  - c. At the end of 60 days after receipt of the member's correction/defence, the Executive Board must decide to either suspend or expel or reinstate the member and must communicate such decision to the member in writing.
  - d. A member may appeal the decision taken before the Appeals Board within thirty (30) days of notification of the decision.
  - e. Such appeal, in writing and submitted to the Secretary, may be made on the following grounds:
    - i. The verdict arrived at is not substantiated by the evidence submitted and the member is innocent or
    - ii. the decision of the Executive Board is disproportionate to the severity of the offence committed.
  - f. The Appeals Board must be convened by the President not later than thirty (30) days after the appeal has been received and shall consist of five (5) people.
  - g. Four (4) members of the Appeals Board must be drawn from the Association's Full Members. The Executive Board must nominate two (2) Full Members to provide one (1) person each to sit on the Appeals Board, as must the appellant member. The appellant member must be excluded from sitting on the Appeals Board.
  - h. The fifth member, who will be the Chairman of the Appeals Board, must be elected from the Executive Board by the four (4) nominated members by mutual consent.
  - i. It will be the duty of the Appeals Board to review the decision of the Executive Board and they may uphold, set aside or amend the decision originally reached not later than thirty (30) days after the Appeals Board was convened.
  - j. The decision of the Appeals Board will be binding on all parties and members of the Association.
  - k. If the decision is not accepted, the appellant may appeal with the World Council who shall decide at the next World Council meeting and where no further appeal shall lie.

### **ARTICLE VII NOMINATION PROCEDURES FOR OFFICERS**

1. Qualification Requirement and Description of Duties



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- a. For any office, nomination procedures as per this article apply, a qualification requirement statement and a description of duties must be provided with the invite to nominate or with the invite to accept such office.
  - b. Officers being elected and/or nominated are volunteers and will not receive any contract specifying rights and duties nor will they receive and compensation / remuneration other than specified in the Financial By-Laws of the Association.
2. Nomination of Candidates for Executive Board member Elections
- a. Nominees for the Executive board must comply as a minimum with the provisions of the Laws of Switzerland.
  - b. Individuals being nominated must be reviewed by a Nomination Committee, to be elected at each General Assembly, comprising minimum two (2) Full Members.
  - c. The Nomination Committee has the right to refuse nominated Candidates in case of incompliance with stipulated qualification criterions or obvious conflicts of interests.
  - d. The President acts as the Chair of the Nomination Committee,
  - e. Upon invite by the Chair, the Full Members of the Association may submit their nominations of potential candidates to the Nomination Committee.
  - f. The Secretary will issue invites on behalf of the Chair for nomination of candidates and must stipulate the milestone dates for the Nomination and the subsequent Election Process.
  - g. If not otherwise stipulated, the Election Process will be conducted under the rule of Article XI Clause D of the General By-Laws.
  - h. Milestone dates must be:
    - i. Nomination closing date must be 20 Calendar Days following the Date of Invite to nominate Candidates.
    - ii. Within the next following 30 Calendar Days, latest 31 Days after closing of Nomination, the Secretary will post to the Members the names of all nominees, together with a brief history of each nominee's qualification as well as proof of valid registration with a National Association with Full Member status.
    - iii. Any nominee has the right to withdraw their name from the ballot within 30 days, latest 31 days after publishing the names of all nominees.
3. Nomination of Candidates for Standing Committees
- a. The General Assembly may decide to establish permanent committees and/or committees acting upon request.
  - b. This includes but is not limited to:
    - i. The Audit Committee
    - ii. The Disciplinary Committee
    - iii. The Advisory Committee
    - iv. Etc.
  - c. For the nomination process of candidates to these committees, the same procedure applies as stipulated under Clause 2 of this Article.
4. Nomination of Officers by Executive Board Members
- a. Executive Board members are entitled to appoint Officers as deemed necessary to assist in the day-to-day business.
  - b. Details of the Appointment procedure is provided in Article X.

### **ARTICLE VIII VACANCY IN ELECTED OFFICE**

1. Filling a vacancy.
  - a. A vacancy in any elected Office for the IFAA for any reason whatsoever will be filled in the following manner:
    - i. If a vacancy occurs, the President must appoint within four (4) weeks a new Officer of their choice.
    - ii. If a vacancy occurs less than six (6) months before the normal election cycle, the appointment will be valid for the remainder of the term of office.



- iii. In the case that the office of the President becomes vacant, The Executive Board shall appoint an Acting President to take over the position as President and a new Vice-President will be appointed or elected, whichever applicable, in accordance with Clause i.e. of this paragraph.
  - iv. In the case that the office of the Secretary and/or Treasurer becomes vacant, the time limit in Clause i.e. above becomes two (2) months.
  - b. If an election is required in terms of the paragraphs of clause 1a, the Officer appointed by the President will be one of the official nominees for the office, if accepted by that nominee.
2. Deemed vacancy.
- a. An office shall be deemed vacant:
    - i. Upon the death or resignation of the office holder.
    - ii. If the office holder becomes incapable of performing the duties of the office or, has been convicted of a felony in a court having jurisdiction.
    - iii. If an office holder absents themselves from the duties of the office for a period more than three (3) months. Absenting oneself means and includes the non-performance of duties of the office and the failure to maintain regular contact and response with the President, the other Officers and the World Council, where applicable and/or required.
    - iv. If the Office holder ceases to be a member of an IFAA member association.
  - b. If a Member Nation, of which the Office holder is a member, becomes non-affiliated with the IFAA, for whatever reason, the office holder may serve out the remaining portion of their term.
  - c. The Office holder may petition the IFAA World Council for further clarification beyond that point.
  - d. All action taken by the President under the provisions of this policy will be reported to the IFAA World Council on a reasonable timely basis.

## **ARTICLE IX MATRIX ORGANISATION STRUCTURE**

1. General
  - a. To manage the day-to-day business of the Association, the business has been structured into various areas of activities (Lines of activities) and into regional administration (Columns of responsibilities).
  - b. Whilst the Board of Executives is in charge of the overall day-to day business, it may decide as needed to structure the daily business into decentralised administrated areas of activities.
2. Regional Organisation Structure
  - a. Regions with two or more Member Associations are entitled to establish regional councils to decide on regional matters. To support the councils while they are not in standing, the elected chairperson conducts the regional day-to day business and liaise with the Board of Executives.
  - b. To support the regional chair, the Board of Executives may nominate officers with defined assignments.
  - c. To support regional activities, the executives may establish regional offices which shall support the day-to-day business in all lines of activities of the association as deemed to be necessary.
3. Lines of Activities
  - a. The core lines of activities are:
    - i. Sport & Active Life with Archery
    - ii. Development & Networking
    - iii. Management of the Association and its Activities (Administration)
    - iv. Finances & Fundraising
  - b. The Board of Executives may, at its discretion, define additional organisational structures.
  - c. To define the Lines of Activities in detail, additional by-laws a, with or without explanatory policies and /or executional guidelines shall be defined and agreed by the board of Executives.
  - d. By-Laws are subject to proposal and approval by the General Assembly, policies are to be proposed by Executives or established workgroups subject to approval by the Board of Executives and



guidelines are to be established by the responsible Vice-President and/or Director responsible for the Line of Activities.

4. Delegation of Powers and Responsibilities
  - a. The Board of Executives may opt for practical reasons to delegate powers and responsibilities to regional officers.
  - b. Delegations are timely limited and restricted to the brief defining the assignment of nominated officers. These assignments are to be defined by the responsible Executive officer and approved by the board of Executives. Reference is made to Article X Appointed Officers.

## **ARTICLE X APPOINTED OFFICERS**

1. General
  - a. To assist Executive officers in their duties, specialised officers may be appointed by the responsible Executive and/or Director.
  - b. Appointments are subject to confirmation by the Board of Executives recognising the person and the defined Brief of Assignment.
  - c. Their term in office is the same the term of the appointing Executive officers unless otherwise specified in the Brief of Assignment being part of the policies associated to the lines of activities.
2. Veto Right of Signatory Officers
  - a. Officers entitled under the Swiss law to represent the Association towards external Stakeholders and listed in the Registry as authorised Signatories, are having a Veto Right on Appointments of Specialist Officers and/or their Brief of Assignment.
  - b. Should a signatory officer execute the Veto Right with stated reasons, the Brief of Assignment shall be reviewed. In case of justifiable objections related to the Person of the appointed Specialist Officer and no satisfying resolution in terms of Brief of Assignment, the approval by the Board of Executives shall be refused.

## **ARTICLE XI INSURANCE OF OFFICERS AND THE ASSOCIATION**

1. General
  - a. It has been recognised by the General Assembly that the Board of Executives shall be entitled obtaining insurances to protect the Association, Executive Officers, Specialised Officers and Volunteers when acting on behalf of the Association.
  - b. Any insurance agreement entered into shall be timely limited to a maximum of four (4) years and/ or unlimited but with a notice of termination period of not more than 12 months.
  - c. Insurance agreements closed shall be documented as part of the Administrative By-Law Guidelines with the following minimum content:
    - i. Name of Insurance Company and Contact Person
    - ii. Date of Agreement
    - iii. Coverage details
    - iv. Expiry date and / or particulars on termination conditions
2. Insurance Coverages
  - a. Director and Officer (D&O) Insurance  
Insurance coverage to be provided by the Association. Details are provided in the relevant policy.
  - b. Public Liability Insurance  
Insurance coverage to be provided by the Association. Details are provided in the relevant policy.
  - c. Legal Protection Insurance  
Insurance coverage to be provided by the Association. Details are provided in the relevant policy.
  - d. Group Accident Insurance  
Insurance coverage to be provided by the Association. Details are provided in the relevant policy.



- e. Event Cancellation Insurance  
Insurance to be borne by the host of Events. In case the Association is becoming the host, Cancellation Insurance for that specific event shall be bought to mitigate the Associations Risk
  - f. Vehicle Owner Insurance  
Insurance to be borne by the owner of the vehicle. All associated costs are covered in the milage coverage as per Swiss Regulations.
  - g. Comprehensive Insurance (if applicable)  
Insurance to be included in booking of rental cars with the lowest possible co-insurance contribution.
  - h. Travel Cancellation Insurance  
Insurance to be included in bookings on a case-to-case base as approved by the authorizing officer.
  - i. Luggage Insurance  
Insurance to be included in bookings on a case-to-case base as approved by the authorizing officer.
  - j. Travel Health Insurance  
Insurance to be included in bookings on a case-to-case base as approved by the authorizing officer.
3. Liability for Negligence
- a. When accepting an appointment or an election or when signing a work contract, individuals commit themselves to respect the terms and conditions of the Associations insurance policies.
  - b. Failing to do so, is considered as wilful misconduct and gross negligence and can result in personal liability, pending the terms & conditions of the insurance policy concerned.
4. Missing Insurance / Lack of coverage
- a. In cases where the Association opts not to enter insurance policies or in times where insurance coverage is not provided, officers may opt with consent of the executive board entering into a case-specific insurance policy timely limited to the duration of the activities concerned.
  - b. The officer is entitled to compensation of the occurred costs for the insurance and potential co-insurance contributions.

## **ARTICLE XII THE USE OF THE IFAA LOGOS AND INSIGNIAS**

1. General
  - a. Logos and insignias are visual identification aids for the public helping to understand the involvement of the IFAA in communications, championships, events and other public-relation oriented activities.
  - b. The IFAA reserves the right of exclusivity of branding types of competitions, series of events, specific communities of archers with insignias and/or logos.
  - c. The IFAA also reserves the right to register logos, insignias and or explanatory wording for either general purposes related to the Associations primary fields of activities or specific purposes related to the programmes offered.
  - d. Logos must not be modified either in shape, form or colour without consent of the Executive Board and / or their creator.
  - e. Members of the IFAA accept with their membership application the fact that the use of IFAA 's Logos and Insignias are subject to permits which could be of general or selective nature and may be subject to licence fees, usage rules and regulations as well as timely-limited permission for usage.
  - f. If not provided by the IFAA, hosts of IFAA sanctioned events may provide their own Logos and insignias subject to approval by the Executive Board. Such approval will be for a certain duration to be agreed on a case-to-case base.
  - g. The provision of this article is to be considered in conjunction with IFAA Policies for Copyright and for Intellectual property.
2. Correct Abbreviation of the International Field Archery Association in Logos and formal References
  - a. The usage of Abbreviation is only permitted in combination with the diamond-shaped Logo "IFAA – International Field Archery Association".



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- b. When using the Abbreviation there shall be no full stop shown. This change has been introduced since most of the English-speaking Nations have officially adopted this format for the sake of better readability.
3. Diamond shaped Logo “IFAA - INTERNATIONAL FIELD ARCHERY ASSOCIATION”
  - a. This logo shall be used on official communications such as letters, emails, or official webpages.
  - b. It also may be used for Flags and banners which may only be used on official IFAA sanctioned Championships and IFAA organised events. For regional events, the Logo may be used only in combination with the official name of the Region. The responsibility to supervise the usage in the region lies with the Secretary of the Region.
  - c. For items subject to official approvals by the approval by the Executive Board, the logo must be used in combination with the wording “approved” and the year the approval has been granted.
  - d. Full Member of the IFAA must use the logo with the wording “member of IFAA”.
  - e. Corporate Members of the IFAA must use the logo with the wording “Official Corporate Member of the IFAA”.
  - f. Any usage by individuals being Members of IFAA affiliated Member Associations must be monitored and supervised by the relevant National Association. The use by non-members, be it natural or legal persons, not affiliated directly or indirectly with the IFAA, is not permitted and must be policed by the National Associations responsible for that country unless a licencing agreement has been signed. This provision does not apply to seals indicating granted approvals.
4. Oval-shaped Logo “IFAA - FAMILY OF ARCHERS”
  - a. The usage of the Logo by the Association has been granted by its creator Marv Kastning, Darrington, WA, USA.
  - b. In accordance with its original intention i.e., it shall be used for Archery-community related activities with the goal to encourage components of inclusion and socializing efforts.
  - c. Understanding that the IFAA is responsible for a respectful usage in line with the intent of its creator, the Logo may be used only with the consent of the Executive Board for a specific clearly specified purpose.



### **ARTICLE XIII IFAA POLICIES AND GUIDELINES**

1. General
  - a. Policies and Guidelines reflect the decisions of the Executive Board required to execute the individual By-Laws in the operative businesses of the IFAA and to conduct the day-to-day business.
  - b. Purpose is to detail and clarify the procedures and the commonly approved good practices in executing the provisions of the By-Laws and the Statutes within the day-to-day business of the Association.
  - c. Within the Administrative By-Laws a comprehensive overview of the Policies and Guidelines must be provided, and the related documents must be published on the IFAA Webpage. With the consent of the World Council, critical policies and guidelines may be defined as restricted documents accessible to a defined group of individuals only. Details are provided within the “Sensitive Data Management” Policy.
  - d. Agreements, or elements thereof, closed between the Association and third parties and / or IFAA Members Associations, referring to specific topics of the Policies and Guidelines, must contain a copy of the latest revision in force at the time of closing the Agreement. In doubt, the date of approval of the binding bid / the offer made will be taken as the reference date.
2. Allocation of Policies



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- a. Since the purpose of Policies is to detail provisions of the relevant By-Laws for the day-to-day operation, the Policies are detailed as appendices to the relevant By-Laws.
  - b. For the sake of transparency and the ease of handling, the publication of Policies may be as separate documents identifiable with unique identifier titles:
    - i. Administrative Policies and Guidelines will be titled with APxx-#####
    - ii. Sport-related Policies and Guidelines will be titled with SPxx-#####
    - iii. Finance-related Policies and Guidelines will be titled with FPxx-#####
    - iv. Development-related Policies and Guidelines will be titled with DPxx-#####
    - v. Good Governance and best Practise related Policies and Guidelines will be titled with BPxx-#####
  - c. All valid IFAA Policies must be listed in the Appendix 2 Registry of Policies to the Administrative By-Laws Part 1 to provide a comprehensive overview. The Secretary will be responsible for maintaining the overview table and provide updates as required to the World Council for information. Changes to the registry shall be recorded in Appendix 1 – Registry of Revisions,
3. Registry of Policies
- An overview of all Policies approved by the Executive Board and established Guidelines shall be attached as an appendix and updated as required. Changes to the registry shall be recorded in the Table of Revisions.