

BADMINTON ASIA CONFEDERATION

RULES OF CONSTITUTION

OF THE BADMINTON ASIA CONFEDERATION

**Include amendment carried out in the Annual General Meeting up to
20th July 2008**

1. NAME

The Confederation shall be known as the GABUNGAN BADMINTON ASIA (BADMINTON ASIA CONFEDERATION), hereinafter referred to as the Confederation.

(Approved by Registrar of Societies, Malaysia 1838/94(W) December 2006)

2. REGISTERED ADDRESS

The place of business shall be at:
Stadium Badminton Kuala Lumpur
Batu 3 _ Jalan Cheras
56000 Kuala Lumpur, MALAYSIA

or at other place or places as the Confederation may decide from time to time by the Executive Committee. The registered address shall not be changed without prior approval from the Registrar of Societies.

3. EMBLEM



1838 / 94 (WP)

The official emblem of the Badminton Asia Confederation shall be a circular ring surrounding the shuttlecock. The ring signifies BAC's worldwide affiliation and international brotherhood in sports. The shuttlecock symbolizes the badminton sport. The surrounding border with the word 'BADMINTON

ASIA CONFEDERATION' symbolizes BAC's strong links with world. The whole emblem is in sky-blue colour symbolizes worldwide brotherhood.

4. PRINCIPLES AND OBJECTS

The principles and objects of the Confederation are :

To develop and safeguard the interests of badminton in Asia;

To promote and manage Badminton Tournaments in Asia; excluding National Championships, and to make regulations thereof;

To uphold the Laws of Badminton as adopted by the Badminton World Federation and to make recommendations for such alterations and additions thereto as may appear necessary or desirable;

To manage the funds of the Confederation in such manner as shall be deemed expedient;

To strengthen the bonds of friendship between the National Organisations in Asia, and to encourage the formation of new National Organisations;

To uphold the principles on which the Confederation is founded; to take such measures as may appear expedient for advancing the interests of Badminton.

5. MEMBERSHIP

The Membership of the Confederation shall consist of affiliated National Badminton Organisations or Associations of countries in Asia which are signatory or which adhere to the Rules and Constitution of the Confederation. Such Associations and Organisations are hereinafter referred to as "National Organisations" (as defined in Schedule 'A').

The General Body of the Confederation shall have powers to recognize such frontiers as those politically recognized as defining the territory governed by a National Organisation, and also to allow the combination of neighbouring non-independent territories with each other, or a neighbouring country possessing an independent Constitution.

Members of the Confederation shall not be permitted to bring before a Court of Justice disputes with the Constitution until and unless decision had been made by the arbitration tribunal and membership of the Confederation shall involve members in renouncing the right to take a

dispute before the Courts. Any such dispute shall be referred to an arbitration tribunal appointed by common consent.

6. LANGUAGE

The official language of the Confederation shall be English for the time being.

7. ADMINISTRATION

The Confederation shall be governed by a General Meeting to which delegates from all the Member Associations have the right to attend.

The elected Executive Committee Members, comprising:

- A President
- Six Vice Presidents
- A Secretary General
- An Honorary Treasurer

Shall be entitled to attend every General Meeting but, they shall have no vote there in their capacity as office bearers.

7.1 (a) The President, the six Vice Presidents, the Secretary General and the Honorary Treasurer shall serve a term of four years and shall be eligible for re-election. They shall assume office immediately after the conclusion of the General Meeting at which they are elected and remain in office until the conclusion of the General Meeting at which they shall retire.

(b) **Honorary Life Vice Presidents**

Honorary Life Vice Presidents who have served the Confederation with distinction, shall be appointed at the Annual General Meetings of the Confederation on the recommendation of the Executive Committee or any Member Association.

Honorary Life Presidents may participate at General Meetings and EXCO Meetings but will not have voting rights.

7.2 The alternate Annual General Meeting shall appoint Chairmen of various Standing Committees as may be deemed necessary to promote the objectives of the Confederation. Co-option to the

committees from outside the General Meeting shall be permitted. The members to the various Standing Committees shall be appointed by the Executive Committee in consultation with the Chairman of that Committee.

7.3 The Standing Committees and their duties shall be :-

7.3.1 Technical Officials Committee

- a) To study, interpret,
- b) Disseminate and implement the Laws of Badminton and the Recommendations to Referees as laid down by the Badminton World Federation (BWF) and any amendments made thereunder as well as maintain an up-to-date record.
- c) To consider ways and means to improve and maintain the highest standard of umpiring and its conjunction duties, namely officiating as Referees, Linejudges and Service Judges.
- d) To conduct surveys as often as may be deemed necessary and expedient with a view of assessing the need for conducting umpires' examinations, seminars and refresher courses in order to meet the changing needs of Badminton Asia Confederation and its affiliates.
- e) To draw up the syllabus for Umpires and Referees' examinations and practical tests for qualification of Asian Umpires and Referees and revise same from time to time consequent upon the need for such revision.
- f) To conduct Umpires and Referees' examinations and practical tests for the qualification of Umpires and Referees.
- g) To draw up programmes and conduct seminars and refresher course in member countries.
- h) To maintain a proper and up-to-date register of Umpires and Referees.

- i) To appoint the Official Referee and Umpires for all Badminton Asia Confederation organized Championships subject to the provisions of the BWF regulations.
- j) To exercise control and discipline over umpires and referees as laid down in the Code of Ethics of the BWF.

7.3.2 Finance Committee

- a) The Finance Committee shall be responsible to establish financial plans and policies of the Badminton Asia Confederation and to submit them to the Executive Committee for approval.

These plans shall include the long term and short plans and the annual budget.

- b) Upon approval of the financial plans and policies of the Badminton Asia Confederation, the Finance Committee shall implement and monitor them. Proper feedback, by way of periodic reporting, shall be given to the Executive Committee of the Badminton Asia Confederation.
- c) The Finance Committee shall be empowered to solicit funds for approval Badminton Asia Confederation's projects and tournaments. Proper accounting of the utilization of such funds shall be made.
- d) The Finance Committee shall be empowered to invest in a prudent and conservative manner, any moneys not immediately required for the Confederation's use and to vary any such investment as appropriate.

7.3.3 Development Committee

- a) To promote and develop the game based on sound scientific principles, through research, experiment and further study of the game.
- b) To work under the directions of the Badminton Asia Confederation and with the affiliates of the

Confederation to improve and maintain the highest standard of coaching.

- c) To conduct surveys as may be deemed necessary and expedient with a view to assessing the need for conducting coaches' examinations, seminars and refresher courses in order to meet the changing needs of the Confederation and its affiliates.
- d) To draw up the syllabus for coaches examinations and practical tests for qualification of coaches and review same from time to time consequent upon the need for such revisions
- e) To conduct coaches examinations and practical tests for the qualification of coaches for national and district levels.
- f) To disseminate information on badminton through such media as films, publications, journals and charts.
- g) To plan and provide training schemes and responsible for the implementation of such schemes.

7.3.4 Awards & Publicity Committee

- a) To present various awards to distinguished persons who have contributed to the development of badminton in Asia.
- b) To determine the guideline for all awards given out by the Badminton Asia Confederation.
- c) Be responsible to establish publicity plans and policies of the Confederation and to submit them to the Executive Committee for approval.
- d) To implement and monitor approved plans and policies and tournaments to ensure proper conduct of the same.
- e) To set guidelines for publicity for the Confederation's projects and tournaments to ensure proper conduct of the same.

- f) Responsible for the organization and management of all media including print and electronics for tournaments.
- g) Responsible for publishing and distribution of official Badminton Asia Magazines.
- h) Responsible for printing and publishing of pamphlets, advertising materials and the other publicity materials for the Confederation's organized tournaments and functions.

7.3.5 Marketing Committee.

- a) To assist the Badminton Asia Confederation's secretariat in finding sponsors to various projects, including tournaments, seminars, training camps etc.

7.3.6 Rules and Laws Committee

- a) To maintain a proper and up to date record of all rules, standing orders, by-laws and regulations made from time to time.
- b) To draft and submit for approval of the Confederation's Executive Committee any proposal to amend or alter :-
 - i. The Rules of the Constitution
 - ii. The standing orders affecting the procedural conduct of the General Meeting or Meetings of the Executive Committee
- c) To assist Committees to draft their proposals to amend or alter their by-laws, or regulations made thereunder.
- d) To maintain a proper and up to date record of all motions adopted at a General Meeting or a Meeting of the Executive Committee.

- e) To formulate and introduce such motions as rules standing orders, by-laws or regulations at appropriate General Meeting or Meeting of the Executive Committee as the case may be.
- f) To offer judicious interpretations of the rules, standing orders, by-laws, regulations and motions if and when requested to do so.

7.3.7 Events Committee

- a) To organize and conduct the various annually recurrent championships and competitions of the Confederation in due compliance with the regulations set out for each and every such Championships and competitions.
- b) To organise and conduct such other Championships and competitions as may be directed by the Confederation's Executive Committee in sufficient compliance with such regulations as may be in force for the time being in respect of such Championships and competitions.

8. EXECUTIVE COMMITTEE

Except as at 7.1a, the General Body shall appoint at its alternate Annual Meeting an Executive Committee with full administrative powers to carry on the work of the Confederation between General Meetings of the Confederation. The Executive Committee shall consist of :-

The President
 The Immediate Past President
 The Six Vice Presidents
 The Secretary General
 The Honorary Treasurer
 The ordinary Committee Members comprising of Chairmen of Standing Committees.

If the Executive Committee does not have any lady member, it is proposed that two additional lady members to be nominated by the President approved by the Executive Committee.

The Executive Committee shall have powers to appoint members to the various Standing Committees, with terms of references as may be deemed necessary.

The President shall preside at all Executive Committee Meetings. In his absence one of the Vice Presidents shall take the Chair; and if neither the President nor the Vice Presidents are present, the meeting shall elect their own Chairman.

At the Executive Committee Meetings every member present shall have one vote. The Chairman, in case of a tie, shall have a casting vote.

FIVE shall form a quorum for an Executive Committee Meeting.

The Executive Committee shall meet at least ONCE a year. The Committee shall meet within THREE days of each General Meeting.

Notice of every Executive Committee Meeting shall be sent to each member at least FORTY days before the meeting and such notice shall state the date, time and place of such meeting.

Without the permission of the Chairman no matter shall be considered if due notice of THIRTY days has not been given.

A copy of the Minutes of every Meeting shall be circulated to each member as soon as practicable after the meeting concerned.

The Executive Committee shall fill any casual vacancy occurring in the Committee.

If a member elected to the Executive Committee passes away or is no longer a member of their respective National Badminton Association during his or her term of office, the President of the Badminton Asia Confederation, after consultation with the other members of the Executive Committee, can appoint a person from the same nation or other nations on an acting capacity until next election.

Members of the Confederation shall have the right to attend Executive Committee Meetings with the permission of the Chairman unless otherwise qualified, they shall have no vote thereat.

9. AFFILIATION

Membership in the Badminton World Federation automatically provides membership in the Confederation. Therefore, affiliation in the Badminton World Federation must be obtained first.

10. DELEGATES TO THE GENERAL MEETING

- 10.1 Each National Organisation shall be entitled to appoint a maximum of TWO delegates to the General Meeting.
- 10.2 The name and address of each delegate shall be sent in writing by the Secretary of the National Organisation to the Secretary General of the Confederation.
- 10.3 No delegate shall be permitted to cast a vote by proxy on behalf of any National Organisation.
- 10.4 In case of the two nominated delegates should be unable to attend a General Meeting an alternate for such delegate may be nominated by the National Organisation concerned, not later than SEVEN days before the date of the meeting.

11. PATRONS

The Executive Committee shall have powers to invite such person or persons, as it thinks fit, to become a Patron or Patrons of the Confederation, such person being a person of high social standing or who has contributed towards the promotion of Badminton in Asia. The Patron shall not have a voting right.

12. SUBSCRIPTIONS

The subscription paid by each National Organisation in the continent, affiliated to the Badminton World Federation, is common to the Federation and the Confederation. Full subscription shall be transferred to the Confederation and shall be allocated by Confederation as determined by the council of the Federation. All BWF regulations, regarding annual subscription will automatically apply to members of BAC.

13. ACCOUNTS

The financial year of the Confederation shall close on the 31st day of December and an Annual Statement of Accounts shall be audited and made available for circulation amongst Affiliates.

14. MEETINGS OF THE CONFEDERATION

14.1 Annual General Meeting

A General Meeting of the Confederation shall be held once a year at a venue to be decided at the preceding Annual General Meeting.

The business of the Annual General Meeting shall be :-

- 14.1.1 To confirm the Minutes of the last Annual General Meeting and of any Extraordinary General Meeting held since the last General Meeting.
- 14.1.2 To receive and approve the Annual Report of the Confederation and pass the Accounts, duly audited, for the preceding period.
- 14.1.3 To consider any application for affiliation and resignations if any.
- 14.1.4 To consider and deal with any resolution of which due notice has been given.
- 14.1.5 To decide the date and place of the next General Meeting.
- 14.1.6 To elect a President, Six Vice Presidents, a Secretary General and an Honorary Treasurer biennially.
- 14.1.7 To appoint the Chairmen of the various Standing Committees.
- 14.1.8 To appoint an Auditor or Auditors.
- 14.1.9 To consider any other business that may be deemed necessary.

14.2 Extraordinary General Meeting

An Extraordinary General Meeting may be called at any time by the Executive Committee, or requisition in writing by no less than three National Organisations. The Secretary General must convene the Extraordinary General Meeting on a date within THIRTY days of the receipt of such notice. Every such

requisition and the convening notice shall specify the business, for which the meeting is to be convened, and no other business shall be transacted as such meetings.

- 14.3 At all General Meetings of the Confederation, TEN shall form a quorum and THREE must be Office Bearers. The President shall be the Chairman. In his absence the Chairman shall be elected from amongst the Vice Presidents in the first instance and in the absence of the Vice Presidents, the Meeting shall elect a Chairman from amongst the other members present.
- 14.4 Members of the Confederation shall have the right to attend Executive Committee Meetings with the permission of the Chairman unless otherwise qualified, they shall have no vote thereat.
- 14.5 The Chairman shall conduct the Meeting in conformity with these rules and his decision upon all points of order and matters of procedure shall be final, but he shall not have the power to rule on matters of substance without the consent of the Meeting.
- 14.6 Except as otherwise provided in Rule 18 and 19, all questions shall be decided by a simple majority of the votes cast in respect of same. The Chairman shall have a casting vote in case of an equal division of votes.

15. NOTICE OF PROPOSAL

- 15.1 Notice in writing of any proposal to be presented at a General Meeting must reach the Secretary General of the Confederation not less than THIRTY days before the date fixed for that meeting.
- 15.2 A proposal of which due notice has not been given, and which does not in any way affect these rules may be discussed at any General Meeting, but no vote shall be taken thereon unless the Meeting, by two-thirds majority of the votes cast, shall deem the matter to be sufficient urgency. Subject thereof, a vote may be taken and if the proposal is carried out by the appropriate majority the resolution shall be adopted temporarily until the next General Meeting.

16. NOTICE OF MEETINGS

Notice of Meetings stating the date, time and place thereof, and the business to be transacted thereat, in the case of any General Meeting it shall be inclusive of agenda, reports and an audited account for the previous year shall be sent by the quickest postal service possible to the Secretary of each National Organisation, and to the members of the Executive Committee at least SIXTY days before the date of meeting. The Secretary of each National Organisation shall acknowledge receipt of such notice to the Secretary-General of the Confederation but non-receipt of such notice by any National Organisation, or any individual, shall not invalidated the proceedings of any General Meeting.

17. NOMINATIONS FOR ELECTION TO THE CONFEDERATION

The nominations for election to the office of President, Six Vice Presidents, Secretary General, Honorary Treasurer and Continental Representative to BWF (as required by BWF) may be by any National Organisation. Such nominations must reach the Secretary General, at least THIRTY days before the commencement of the General Meeting and they must be made in writing by the National Organisation of the nominee.

18. TRAVELLING AND ADMINISTRATIVE EXPENSES

18.1 The President, the Six Vice Presidents, the Secretary General, the Honorary Treasurer, and the Chairmen of Committees shall be entitled to reasonable traveling, hotel and subsistence claims when engaged on the business of the Confederation, subject to the availability of funds. In the case of the other Executive Committee Members, the Hon. Treasurer shall be authorized to reimburse a total sum as approved by the Executive Committee in settlement or part settlement of their expenses incurred in attending meetings of the Executive Committee and its Committees but this shall not apply in the case of any meetings held within three days of the General Meeting held in the same city.

The Honorary Treasurer may hold a petty cash advance not exceeding RM1,000.00 at any one time. All money in excess of this sum shall be deposited in a bank approved by the Executive Committee. The bank accounts shall be in the name of the Confederation.

- 18.2 All claims for such traveling expenses which shall not include subsistence and hotel expenses must be lodged with the Hon. Treasurer annually, not later than 31st December in the calendar year concerned, failing which such claims shall not be entertained.
- 18.3 No claims shall be permissible if the expenses would have otherwise been payable by the member himself. The grant is intended as an aid to members of the Executive Committee who may find it difficult to meet the entire traveling expenses. Members whose expenses are met by their National Organisations or by their Governments etc shall not be entitled to any claim.
- 18.4 If the total permissible claims, excluding those of the President, the Secretary General, and the Hon. Treasurer are in excess of the total sums permitted, they shall be reimbursed in a proportion to be approved by the Executive Committee.
- 18.5 Any other expenditure of the Confederation shall be approved by the Executive Committee.

19. CONTINENTAL REPRESENTATIVE

The Confederation shall elect a person from among the members of the Confederation as Continental Representative in the Badminton World Federation as Vice President. Election will be held under the BAC AGM procedure (not by Executive Committee) as required by BWF.

20. TERMINATIONS

Any National Organisation wishing to retire from the Confederation must give notice in writing to the Secretary General of the Confederation on or before the 31st day of December in any year and in default shall be liable for the subscription for the ensuing year.

The membership of any National Organisation may be terminated by the General Body of the Confederation at the General Meeting if three fourths of the members present so decide. However, the concerned National Organisation should be given an opportunity to present its case before the General Body. The Secretary General shall thereafter duly notify the decision of the General Body to the concerned National

Organisation to that effect and it shall cease forthwith to be a Member of the Confederation.

21. ALTERATIONS OF RULES

No alteration shall be made in the Confederation's Rules except at General Meetings and any resolution embodying such alterations, or any, having a like effect, shall be carried at the meeting by a majority of TWO-THIRDS of the votes cast in respect of the same. Such alterations shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.

22. DISSOLUTION

The Confederation shall not be dissolved except at an Extra Ordinary General Meeting specially convened for the purpose and by a resolution carried by a majority of not less than FOUR-FIFTHS affiliates registered with the Confederation as at that date.

In the event of dissolution of the Confederation:-

- 22.1 The General Meeting at which the Confederation is dissolved, shall appoint a Liquidator;
- 22.2 Notice of dissolution shall be formed to the Registrar of Societies within 14 days of dissolution;
- 22.3 All assets after settlement of all liabilities will be divided equally between National Organisation remaining in the Confederation.

23. DUTIES OF OFFICE BEARERS

- 23.1 The President shall during his term of office preside at all General Meetings of the Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the Minutes of each Meeting at the time they are approved. He shall, in conjunction with the Secretary and Treasurer, sign all cheques on behalf of Society.
- 23.2 The EXCO will nominate one of the Vice Presidents to deputise for the President during the latter's absence.

- 23.3 The Secretary shall conduct the business of the Society in accordance with the rules and shall carry out the instructions of the General Meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record the proceedings. He shall maintain a proper membership register of the members consisting of details such as name, identity card number, date/place of birth, occupation, name/address of employer and residential address. In conjunction with the President and the Treasurer he shall sign all cheques on behalf of the Society.
- 23.4 The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall, in conjunction with the President and the Secretary sign all cheques on behalf of the Society.
- 23.5 The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

GABUNGAN BADMINTON ASIA
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