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**GUIDELINES AND PROCEDURES FOR  
BADMINTON ASIA EXECUTIVE COMMITTEE  
(EXCO)**

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## DEFINITIONS

**Agenda:** A list of matters to be discussed or/and to be implemented at a formal meeting.

**AGM:** Annual General Meeting, is a mandatory yearly meeting of Badminton Asia Members Association and its Stakeholders.

**EGM:** Extraordinary General Meeting, is a meeting other than AGM which is usually called on a short notice and deals with an urgent matter.

**EXCO Meeting:** A formal assembly/meeting of the Executive Committee Members.  
**Badminton Asia/Badminton Asia Confederation/BAC:** Asia governing body for the sport of Badminton.

**EXCO/EXCO Members:** A committee that have full administrative powers to carry on the work of the confederation between General Meetings, and the EXCO shall consists of The President, Seven (7) Vice Presidents, The Secretary General, The Treasurer and the Nine (9) Chairpersons of the Standing Committee.

**President:** A person that is elected to the role in accordance to Badminton Asia's constitution.

**Secretary General:** A person that is elected to the role in accordance to Badminton Asia's constitution.

**Treasurer:** A person that is elected to the role in accordance to Badminton Asia's constitution.

**Chair (Meeting):** Chairperson is the highest officer of a particular meeting.

**Chair (Standing Committee):** A head of a Standing Committee, appointed by the President.

**Deputy Chair (Standing Committee):** Any person that deputies a Standing Committee, which is appointed by the President.

**Standing Committee:** A group of people appointed to carry out specific duties as directed by the President or the EXCO Members.

**Working Group:** The group appointed by the relevant Standing Committee; with prior approval of the EXCO to study and to report on a particular subject-matter and finally, to make recommendations based on its finding.

**COO:** Chief Operating Officer, is a corporate executive that oversees the day-to-day operations of Badminton Asia's secretariat.

**Email Decision:** A decision made by EXCO Members via email.

**Members Association:** Comprises members of BWF and Badminton Asia who are National Badminton Federations from Asia, in accordance to the division of IOC.

**Minutes:** A written record of meetings.

**Secretariat:** A permanent administrative office for Badminton Asia.

## INTRODUCTIONS

The Badminton Asia Executive Committee (EXCO) is committed to building solid foundations for management and oversight and achieving and demonstrating high standards of corporate governance. Key attributes of achieving best practice in corporate governance are:

- An EXCO including all its Standing Committees that is structured and committed to adding value.
- A commitment to ethical and responsible decision making.
- Safeguarding the integrity of the financial reporting processes.
- Making timely and balanced disclosures of all material matters relating to the Confederation's operations.
- Respecting the rights of the all Member Associations and Stakeholders.
- Recognizing and managing risk.
- Encouraging enhanced performance of EXCO and the Secretariat of Badminton Asia.
- Ensuring all people involved with the operation of the Confederation are fairly and responsibly remunerated consistent with the principles and operations of the organization.
- Recognizing the legal rights of stakeholders and all its Member Associations.

This document will also include the Term of Reference (TOR) for all Standing Committees, Working Groups and individual positions by defining their respective roles and responsibilities. It is vital that all relevant members to familiarise themselves with Badminton Asia's constitution and this document as well.

## **TERMS OF REFERENCE (TOR) - STANDING COMMITTEES**

Standing Committees deal with any policy, strategy and overall management issues related to the EXCO approval based on the Terms of Reference (TOR). Standing Committees make recommendations to EXCO within their respective areas.

All Standing Committees have an oversight and policy development function within their respective scope of work. These are to:

- Ensure directions and plans are in line with the Badminton Asia Strategic Plan;
- Monitor and evaluate programmes and projects and track progress against plans;
- Make recommendations to the EXCO for the adoption of policies, strategies and regulations related to the planning and implementation of Standing Committees' responsibilities.
- Report on any decisions taken by the Standing Committee as which are delegated by the EXCO.

The respective Standing Committees, with the approval of the President and EXCO may form Working Groups; especially Working Groups on Sport Science and Medicine, Human Resource and Disciplinary and Ethics; or any other Working Groups which deemed necessary. The Working Groups formed will report to a relevant EXCO Member or to a relevant Standing Committee, as assigned by the President.

The Chair of the Standing Committee provides oversight of their respective areas and will liaise with the Secretary General and the office to make sure that approved policy and strategies are implemented within each of the respective Standing Committee areas defined in the TOR for the Standing Committee. The Chair shall also oversee the activities of Working Groups related to the Standing Committees scope of work;

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### **Standing Committees in Badminton Asia are:**

1. Development Committee
2. Events Committee
3. Finance Committee
4. Marketing Committee
5. Para Badminton Committee
6. Publicity & Awards Committee
7. Rules & Laws Committee
8. Technical Officials Committee
9. Women in Badminton Committee

## **1.0 TOR - DEVELOPMENT COMMITTEE**

### **Development Responsibilities**

#### **Growth of Badminton in Asia Region**

Ensure plans for development of badminton are in line with Badminton Asia's Strategic Plan and the programme to ensure growth should involve the following:

- To assist and support Member Associations (MAs) on their development programme.
- To assist and support MAs in producing more coaches, players, technical officers and officials.
- To create more efficient and effective development programmes for MAs to participate in.
- To work closely with BWF on increasing number of MAs in Asia.
- To review, monitor and evaluate development plans which support the grass roots development of badminton and the development of structures and systems to ensure sustainable development.

#### **Development Programmes**

- Oversee the development grants programme – its structure, focus and investment and ensure accountability.
- Ensure Badminton Asia works closely with MAs and BWF in planning regional development programmes, projects and initiatives for badminton.
- Ensure knowledge building and knowledge transfer from Badminton Asia to MAs and to assist with the alignment of Badminton Asia strategic priorities across the sport.
- Assist with the professional development of MAs involved in the development of badminton and ensuring best possible outcomes for the development of badminton.

## **2.0 TOR - EVENTS COMMITTEE**

### **Events Committee Responsibilities**

#### **Policies and Regulations**

- Uphold, review, update and oversee implementation of Events regulations and develop/implement Events policies.
- Review the Laws of Badminton and provide recommendations to the EXCO to be brought up to BWF.
- Develop sanction policies for the EXCO's approval, oversee sanction of tournaments and produce an Asian region's calendar of events.
- The Events Committee shall always be represented in the Appeal Panel for all Badminton Asia's sanction events.

#### **Events Development and Operation**

- Ensure efficient operations, promotion and development of all Badminton Asia's Major Events (Badminton Asia Team Championships, Badminton Asia Mixed Team Championships/ Badminton Asia Tong Yun Kai Cup, Badminton Asia Championships (Individual event) and Badminton Asia Juniors Championships, Badminton Asia U17 & U15 Junior Championships, Badminton Asia Regional, Multisport Games inclusive of Events/ Tournaments/ Competitions which are organized and sanctioned by Badminton Asia, BWF and its Member Associations, and at the same time, ensure these are delivered to the highest standard.
- Develop guidelines and ensure compliance on all Badminton Asia's sanction tournaments regulations and contractual requirements.
- To work closely with Host Countries and Local Organizing Committee (LOC) in ensuring the smooth running of the event.
- Ensure that all Badminton Asia-sanctioned tournaments are run in accordance with Competition Regulations and any contractual requirements.
- Coordinate with the Marketing Committee to improve the presentation of the game and develop / implement commercial models to increase revenue generation.
- Work closely with Development Committee in creating development and regional tournaments.
- Monitor and ensure fairness and transparency in the draw making of all Badminton Asia's sanction events.

- Work closely with Publicity & Awards Committee on recognizing and awarding deserving coaches, players and officials on annual basis.
- Create new events, eg. Senior Event, Elite Circuit and etc.



### **3.0 TOR - FINANCE COMMITTEE**

#### **Finance Committee Responsibilities**

##### **General**

- Oversee all activities pertaining to Finance and any other financial related matters as may be requested by the EXCO.
- Ensure all statutory and legal obligations related to finance are fulfilled within the time frame stipulated by the authorities.

##### **Planning and Monitoring**

- Oversee and ensure that full and accurate financial accounts are maintained to reflect the true and accurate state of affairs of Badminton Asia.
- Present timely and accurate financial information to EXCO as appropriate to facilitate management decisions.
- Propose suitable action in the case of variations in cash flow indicators.
- Develop, propose to EXCO, communicate and monitor the Income and Expenditure and Capital Expenditure Budgets of Badminton Asia.
- Ensure that adequate procedures and financial controls are applied to all accounting functions.
- Prepare annual budget and to be presented to EXCO for approval.
- Conduct financial review on a half-yearly basis to ensure all committees are adhering to the approved budget.

##### **Administration and Operation**

- To ensure proper book keeping and all accounts are updated.
- To report periodically on the cash flow and balance sheet.
- To work closely with the Treasurer and the auditor on the annual statement of account.
- To work with the office to ensure all grants are being submitted and claimed.
- Regularly review the staff handbook and human resource needs as proposed by the Chief Operating Officer and Secretary General.

## 4.0 TOR - MARKETING COMMITTEE

### Marketing Committee Responsibilities

#### Brand Building

- Constantly reviewing the brand status of Badminton Asia and implement strategies to effective branding of Badminton Asia and marketing the sport at all levels to maximize exposure of badminton and the Badminton Asia and maximizes income potential for the Badminton Asia.
- Develop and implement strategies to promote the sport of badminton and Badminton Asia.
- Work closely with other Standing Committees in building a strong brand for Badminton Asia.

#### Marketing

- Develop strategies and commercial models to optimize Badminton Asia's media and commercial rights revenues and exposure for **Badminton Asia Team Championship, Badminton Asia Mixed Team Championship/Tong Yun Kai Cup, Badminton Asia Championship (Individual event) , Badminton Asia Juniors Under-19, Under-17 and Under -15 and any other additional tournament organized by Badminton Asia.**
- Develop strategies, branding and tools to assist in growing and promoting the sports regionally, including the exploitation of new social media platforms.
- To be innovative by creating new products that can be source of revenue for Badminton Asia.
- Oversee Commercial implementation and contract negotiations of major commercial contracts.
- To work closely with sponsors by building long-term relationship and constantly provide relevant information to sponsors.
- Ensure open and transparent processes related to any Badminton Asia media or commercial rights – competitive bidding and agency relations.
- Work closely with Badminton Asia's partners and stakeholders in promoting Badminton Asia and its events/activities.

## **5.0 TOR - PARA BADMINTON COMMITTEE**

### **Para Badminton Committee Responsibilities**

- Provide recommendations to the EXCO on the integration of Para-badminton within the Badminton Asia structures and systems.
- Monitor with the Events Committee, the planning and delivery of the Para-badminton which are sanctioned by Badminton Asia.
- Provide input to the Events Committee on tournament development and the calendar of international events for Para-badminton.
- Assist with planning - long, medium and short term plans for the development of Para-badminton at regional level.
- Assist with the implementation of Para-badminton development projects.
- Oversee the development of Para-badminton in the aspect of players, coaching and as well as events.
- Ensure training and education programmes are in place for key target groups in Para-badminton – classifiers, technical officials, coaches, event organizers.
- Promote Para-badminton, ensuring Para-badminton and players with a disability have a relevant profile and visibility in publications, online news and on the website, in communications.

## **6.0 TOR - PUBLICITY AND AWARDS COMMITTEE**

### **Publicity and Awards Committee's Responsibilities**

#### **Publicity**

- Develop strategies to promote Badminton Asia to ensure better positioning of the sport within Asia as compare to the other popular sports in Asia.
- Ensure representation of badminton's and Badminton Asia's position within the Olympic Council of Asia (OCA).
- Develop and improve the image of Badminton Asia and badminton within the region of Asia.
- Identify other multi sports events / badminton events where Badminton Asia is taking part or where badminton could become a partner, and offer help and support to the organizers.
- In close cooperation with the Development Committee to follow trends in other sports (e.g. Asia Beach Games) and to work closely with Events Committee on the development of regulations and equipment.
- In close cooperation with the Development Committee, develop positive relations with any organisations that are able to further our support on our development initiatives or programmes, such as potential sponsors.
- To support activities to make badminton and Badminton Asia more visible to Members Associations.
- To work closely with Development Committee on promoting new talents or 'future badminton stars'.

#### **Awards and Archives**

- Uphold, review and provide proposals for update of Awards Policies and Regulations.
- Review nominations and recommend to EXCO for presentation of Badminton Asia awards to individuals or organizations, according to the Awards Policies and Regulations.
- Develop and preserve the history of Badminton Asia and badminton by gathering and maintaining archival information and artifacts related to Badminton Asia and the game.

## **7.0 TOR - RULES AND LAWS COMMITTEE**

### **Rules and Law Committee Responsibilities**

#### **Rules and Regulations**

- Regularly review the rules and regulations of Badminton Asia such as the Constitutions, Guidelines for EXCO and any regulations that have been approved changes by the AGM or the EXCO.
- Oversee and ensure that the activities of Badminton Asia are at all times in compliance with its constitution and its rules and regulations.
- Periodically to review the constitution and other regulations and to recommend to EXCO for amendments to ensure the relevancy of Badminton Asia.
- Oversee and provide guidance on administrative policies and procedures related to meetings – Annual General Meeting, Extraordinary General Meeting, EXCO Meetings and Badminton Asia’s other formal meetings.
- Oversee the implementation of Badminton Asia’s policies as approved by EXCO and ensure compliance with Badminton Asia constitution and regulations.

#### **Legal**

- Oversee all legal matters of the Badminton Asia, including overseeing appointment of legal counsel.

#### **Discipline and Ethics Working Group**

- Review and ensure up to date disciplinary policies, and bring disciplinary matters to the attention of the EXCO.
- Recommend appointment to EXCO on the members of a Standing Disciplinary Committee or other Disciplinary Committees, when the need arises.
- Decide on immediate suspension of a party or parties in cases concerning very serious breach of constitution, until the matter has been dealt with by the Disciplinary Committee.

## **8.0 TOR - TECHNICAL OFFICIALS COMMITTEE (TOC)**

### **TOC's Responsibilities**

#### **Technical Officials**

- Train, assess and recruit appropriate numbers and also evenly spread amongst Asia countries of Technical Officials/TO's (Referees, Umpires, technical delegates, doctors, Para-badminton Classifiers and line judges)
- Ensure new Technical Officials and that all TO's are sufficiently updated.
- In co-operation with the Members Association and Development Committee, to develop the training programmes for all levels of Court Officials, including defining standards and skills.
- Provide clothing guidelines for all Badminton Asia Court Officials.

#### **Tournaments**

- To work closely with Events Committee on the needs of technical officials for all Badminton Asia's sanction events.
- To provide the best possible technical expertise for all events.
- To decide on appointment of necessary qualified Technical Officials (Referees, Umpires, Doctors, Para-badminton Classifiers and line judges) for Badminton Asia's sanction events

## **9.0 TOR - WOMEN IN BADMINTON COMMITTEE**

### **Women in Badminton Committee Responsibilities**

#### **General**

- To plan and implement programmes that encourages women's participation in badminton. This could encompass all areas such as players' pathway, coaching or technical officials. This committee would also need to oversee that all programmes will be properly implemented and ensuring all programmes achieve their desirable results. Therefore, this committee should:
  - Should work closely with other relevant committees to ensure sufficient participation of women in Badminton Asia's programmes and activities.
  - Regularly review the effectiveness of programmes implemented.
  - Oversee and provide recommendations to EXCO on achieving the desired targets.
  - Ensure sufficient women's representatives at various level of badminton in Asia.

## **10.0 TOR - WORKING GROUPS**

### **TOR – WORKING GROUP FOR SPORTS SCIENCE AND MEDICINE**

- To encourage research and new findings on sports science.
- To encourage and assisting in creating platforms for sports science to be practiced at MAs' level.
- To organise seminars and workshops on sports science and medicine.

### **TOR- WORKING GROUP FOR HUMAN RESOURCE**

- To ensure proper management of staff and to act as head of human resource of the office.
- To review all staff appraisal, promotions, increments, bonuses and any ex-gratia payments.
- To work closely with the Chair of Finance and to consult on the financial impact of the operations of the office.
- To have proper documents and filing system for all staff.

### **TOR – WORKING GROUP ON DISCIPLINARY AND ETHICS**

- Review and ensure disciplinary policies are up to date; and to bring disciplinary matters to the attention of the EXCO.
- To handle all disciplinary matters.
- Recommendation to EXCO on any case that requires immediate suspension due to very serious breach of rules or misconduct.



With the Term of Reference (TOR) defined, it is imperative that the following Guidelines for EXCO Procedures be enacted to assist in operating the Badminton Asia at all levels in accord with these governance principles.

## **1.0 PRINCIPLES OF OPERATION**

- 1.1 The EXCO and all its Standing Committees operate on democratic principles.
- 1.2 These guidelines for EXCO procedures are a guide and reflect a common-sense approach to the business affairs of the Confederation. These guidelines may be varied with the approval of the majority of EXCO.
- 1.3 EXCO and all its Standing Committees may adopt their own rules and procedures; and with the approval from the EXCO but in the absence of specific rules, the Rules of Debate and Procedure will be the Rules commonly accepted in countries operating under the British system of justice.
- 1.4 Email is considered to be an acceptable form of communication for official notification and day to day correspondence.

## **2.0 MEETINGS**

### **2.1 Executive Committee (EXCO)**

The EXCO Meeting is mainly consist of the elected EXECUTIVE MEMBERS, namely, the President, the seven Vice Presidents, Secretary General and Treasurer. However, the Chair and/or Vice Chair of the respective Standing Committees shall be invited into the EXCO Meeting.

EXCO shall

- 2.1.1 Have at least two (2) ordinary meetings annually; which include the meeting in 2.1.2.
- 2.1.2 Meet at the time of the AGM/EGM.
- 2.1.3 Meet at other times as determined by the notice from the notice of the Secretary General.

### **3.0 PLANNING AND NOTICE OF MEETINGS**

#### **3.1 Executive Committee**

- 3.1.1 The location of the EXCO meeting shall be decided by the Secretary General.
- 3.1.2 Notice of the date, time and venue of EXCO Meetings will normally be given no less than sixty (60) days in advance of the meeting by the Secretary General.

### **4.0 AGENDA AND CONDUCT OF THE MEETING**

- 4.1 The preliminary agenda of an EXCO Meeting shall be circulated not less than two weeks before the meeting.
- 4.2 Meetings shall be conducted in conformity with these guidelines and the Chairperson shall have the final decision upon all points of order and matters of procedure but shall not have the power to rule on matters of the substance of the proposals without the consent of the meeting.
- 4.3 The President has authority to admit guests, interpreters or expert counsel to an EXCO Meeting, but such guests or expert counsel can only attend and speak during the relevant point on the Agenda.
- 4.4 The President also has the authority to invite the Deputy Chair of all Standing Committees. Deputy Chair of each Standing Committee may vote in the absence of the respective Chair.
- 4.5 Additional agenda points may be added as a result of Standing Committee and Working Groups meetings.
- 4.6 The Chairperson shall be responsible for putting together the agenda at the request of the EXCO Members.
- 4.7 All matters will be determined firstly by consensus or if necessary to finality by a simple majority vote.
- 4.8 No proxy voting is permissible at any of the EXCO Meetings, with the exception of Clause 4.4.
- 4.9 The Secretary General is responsible for ensuring documentation prepared by the Secretariat for meetings is procedurally correct.

## **5.0 E-MAIL DECISIONS BY EXCO**

- 5.1 The President or the Secretary General shall have the power to call for an E-mail decision by the EXCO for any urgent business. Urgent business is a decision that cannot wait for the next EXCO meeting.
- 5.2 Email votes will be controlled and declared by the Secretary General or a person specifically nominated by the Secretary General.
- 5.3 An Email decision may be sought subject to the following:
  - 5.3.1 The email proposing a motion must be sent to the last known email address of ALL EXCO Members and will be deemed received.
  - 5.3.2 The proposal must specify the urgency of the decision sought and provide all necessary documentation—rationale and background information to the decision.
  - 5.3.3 The time frames (dates for the discussion, date for when a vote will be called, and closing date for the vote) will be detailed in the initial email calling for an email decision. All deadlines are with reference to Kuala Lumpur time on the date identified.
  - 5.3.4 The result may not be declared until the specified time limited has been exceeded.

## **6.0 DUTIES OF MEMBERS OF EXECUTIVE COMMITTEE**

(NOTE: for the purposes of the application of these duties the term “EXCO” is as described in Clause 2.1 above).

The EXCO Members must observe and abide by the Badminton Asia Rules and Laws and Constitution, and furthermore have the following duties:

### **6.1 Duty to Act Honestly**

- 6.1.1 EXCO Members must deal honestly with the Confederation
- 6.1.2 EXCO Members must not act fraudulently

### **6.2 Duty of Loyalty**

- 6.2.1 When attending any meeting of EXCO, it's Standing Committees or Working Groups, members thereof shall not, under any circumstances, regard themselves or be regarded, as representing or acting on behalf of their own or any other

affiliated Association. They shall speak and vote on all matters only in the general interest of Confederation and the game as a whole.

- 6.2.2 The onus is on the Member to ensure that their personal interest or the benefits of decisions that might affect the EXCO Member should not be placed in conflict with the interests of those of the Confederation.

### **6.3 Duty of Diligence/Duty to Act in Good Faith**

- 6.3.1 EXCO Members must become familiar with the Constitution, the Guidelines for EXCO Procedures and all aspects of the Confederation's Operations through attending EXCO meetings and reviewing the minutes of missed EXCO meetings.
- 6.3.2 Where advice of the specialized nature is required by the Confederation, EXCO Members must obtain services of qualified professionals.

### **6.4 Duty to Exercise Power**

- 6.4.1 EXCO Members are responsible for managing the Confederation, i.e. developing policies and direction and supervising the operational management.
- 6.4.2 EXCO Members may delegate responsibilities and/or authority, but they must accept that they are accountable for the outcome.
- 6.4.3 EXCO Members must ensure that the books, records, financial records and minutes of the Confederation are properly maintained.

### **6.5 Duty to Declare Conflict of Interest.**

A conflict of interest involves a conflict between the public duty (for Badminton Asia) and private interest of an official, in which the official has private interest which would improperly influence the performance of their official duties and responsibilities (for Badminton Asia).

More specifically, conflicts of interest can be, but not limited to actual, perceived, or potential:

- **Actual:** involves a direct conflict between current duties and responsibilities and existing private interests.

- **Perceived:** conflict exists where it could be perceived, or appears, that private interests could improperly influence the performance of duties- whether or not this is in fact of the case.
- **Potential:** rises where private interest could conflict with official duties.

A conflict of interest can be pecuniary (involving financial gain or loss) or non- pecuniary (based on enmity or amity).

A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise.

- EXCO Members must declare any conflicts of interest or anything that gives an EXCO Member the appearance of a personal benefit.
- Where a conflict of interest arises, it must be declared and the EXCO Member must not participate in any discussion or vote.

## **7.5 Duty of Commitment**

- It shall be the duty of all members of EXCO to make themselves acquainted, as opportunity permits, with the opinions of affiliated Member Associations on all matters of interest to the Continent (Asia) and the world badminton.
- It's the duty of all members of EXCO to attend all meetings of EXCO and Standing Committees to which they are appointed.

## **8.0 ROLE OF THE STANDING COMMITTEES**

8.1 The STANDING COMMITTEES' structure will consist of the following:

- 8.1.1 Development Committee
- 8.1.2 Events Committee
- 8.1.3 Finance Committee
- 8.1.4 Marketing Committee
- 8.1.5 Para-badminton Committee
- 8.1.6 Publicity & Awards Committee
- 8.1.7 Rules & Law Committee
- 8.1.8 Technical Officials Committee
- 8.1.9 Women in Badminton Committee

- 8.2 The Chair and Deputy Chair of each Committee shall be appointed by the President bi-annually.
- 8.3 President in consultation with the Chair of each Standing Committee to appoint members of the respective Standing Committee.
- 8.4 The President, Secretary General and Chief Operating Officer (COO) shall be ex-officio members of every Standing Committee.
- 8.5 EXCO Members can attend and speak at all Standing Committee meetings. But only the appointed members of the Standing Committee can vote.
- 8.6 The Chair of each Standing Committee has authority to admit guest or expert counsel to a Standing Committee Meeting, but such guest or expert counsel can only attend and speak during the relevant point on the Agenda.
- 8.7 Each Standing Committee Meetings will be decided by its respective Chairs.
- 8.8 The Standing Committees will deal with any policy, strategy and overall management issue related to their EXCO approved Terms of Reference and will make recommendations to EXCO within their respective areas.
- 8.9 All matters will be determined firstly by consensus or if necessary to finality by a vote. A simple majority vote can determine which recommendation is given to EXCO, but cannot prevent a proposal to be discussed and decided in EXCO.
- 8.10 EXCO may from time to time delegate decision making powers to the Standing Committees and the Chair of the Committees within their respective areas.
- 8.11 Any Standing Committee of EXCO or Working Group will adhere to the principles and procedures of these guidelines for EXCO.

## **9.0 WORKING GROUPS**

- 9.1 The respective Standing Committees, with the approval of the President and EXCO may form Working Groups; especially Working Groups on Sport Science and Medicine, Human Resource and Disciplinary and Ethics; or any other Working Groups which deemed necessary.

## **10.0 ROLE OF THE PRESIDENT**

- 10.1 The President shall during his term of office preside at all General Meetings 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.
- 10.2 The Executive Committee will nominate one of the Vice President to deputise for the President during the latter's absence.

## **11.0 ROLE OF VICE PRESIDENTS**

- 11.1 Vice Presidents are to assist the President in any way that deem necessary, especially to providing latest and relevant information from their respective region.
- 11.2 In the absence of the President during a meeting, one of the Vice Presidents may be appointed by the President to chair the meeting.

## **12.0 ROLE OF THE SECRETARY GENERAL**

The Secretary General shall conduct the business of the BADMINTON ASIA in accordance with the Constitution and shall carry out the instructions of the General Meeting and of the Executive Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers 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 contact person, address and names of other key appointment holders.

- 12.1 The Secretary General manages the Confederation's activities in accordance with the policies, programs, strategies, budgets and delegations determined by the EXCO and works to ensure excellence in management and the growth of the sport.
- 12.2 The Secretary General works in close consultation with the Chairs of Standing Committee on the respective areas.

- 12.3 The Secretary General is responsible for ensuring documentation prepared by the Secretariat for meetings is procedurally correct.
- 12.4 The Secretary General shall employ staffs that is deemed necessary in carrying out the management and administration of the day to day operations of Confederation within the approved position and budget.

### **13.0 ROLE OF THE TREASURER**

Treasurer shall be responsible for the finances of the BADMINTON ASIA. He shall keep accounts of all its financial transactions and shall be responsible for their correctness.

### **14.0 ROLE OF THE CHAIR OF THE STANDING COMMITTEES**

- 14.1 The Chair of the Standing Committees will Chair the Committee meetings and will be responsible for putting together the agenda of the meeting.
- 14.2 The Chair of the Standing Committees provides oversight of their respective areas and will liaise with the Secretary General and the secretariat to make sure that approved policy and strategies are implemented within each of the respective committee areas defined in the Terms of Reference for the Committee.

### **15.0 MINUTES**

- 15.1 Minutes of EXCO, AGM/EGM and Standing Committees' meetings are produced by the Secretariat. The minutes should reflect:
  - 15.1.1 Summarization of the presentation of the agenda point or reference to a written presentation or a proposal.
  - 15.1.2 Summarization of the main discussion points during the meeting. Such summarization may not include mention of who made a statement unless important for the understanding of the point.
  - 15.1.3 A clear description of the conclusion/decision of the agenda point, or a reference to approval/rejection of a written proposal.
  - 15.1.4 A clear description of the responsible person(s) to take action on any decision.



- 15.1.5 The person making a statement at the meeting can have the exact wording included into the minutes, but will have to explicitly request this to the minute taker during the meeting.
- 15.2 The Secretary General shall review the minutes and sign these as being a true record of the respective meeting.
- 15.3 A copy of the minutes of every EXCO meeting shall be circulated to each member of EXCO (as relevant) as soon as practicable after the meeting concerned, desirably within thirty (30) working days. EXCO (as relevant) shall review and approve the minutes through the following process :
  - 15.3.1 Any comments regarding the accuracy of the minutes must be submitted to the Secretary General within fourteen (14) days of receipt of the minutes.
  - 15.3.2 If no comments are received after the fourteen (14) days period the minutes are considered approved.
  - 15.3.3 If any comments are received then such comments are incorporated into the minutes by the Chair in consultation with the Secretary General. The revised version of the minutes is then sent to EXCO (as relevant) to be approved according to the "E-mail decision" procedures (clause 6).
- 15.4 After approval of the minutes a final copy of the approved minutes shall be circulated to each member of EXCO.
- 15.5 At the next meeting of EXCO matters arising from the minutes shall be part of the Agenda.
- 15.6 The Minutes of every Standing Committees' meetings and proposals from such Committee meetings shall be produced by the Secretariat, and shall be reviewed and approved by the Chair of the respective Standing Committee. Minutes from the Standing Committees' meetings shall be presented to at the next meeting of EXCO for consideration. It shall be the duty of the Chair of each Standing Committee to draw EXCO's attention to any recommendation which covers a course of action beyond that Standing Committee's terms of reference. The Minutes and any proposals from all Standing Committee meetings shall then be submitted to EXCO for adoption.

## **16.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

- 16.1 Unless otherwise specified all documents circulated to members of EXCO and to Standing Committees, and information disclosed during EXCO and Standing Committees' meetings are confidential and as a result shall remain confidential to the members of EXCO.

These documents and information include agenda, minutes, and any reports and appendices relating thereto, and furthermore, any verbal information given during the meetings.

- 16.2 EXCO Members who are allowed interpreters during a meeting shall be held liable for any breach of by their respective interpreters.

## **17.0 SPOKESPERSON FOR COUNCIL**

The President and the Secretary General are considered to be the spokespersons on behalf of EXCO and are given the right to express publicly the opinion of EXCO and act as a spokesperson of the Confederation. No other persons are entitled to act as spokespersons and publicly express the opinion of the Confederation unless this right is explicitly granted by the President.

## **18.0 TRAVELLING AND OPERATIONAL EXPENSES**

- 18.1 For these matters, EXCO are to refer and follow guidelines that are spelt in the Badminton Asia Rules and Regulations.

## **19.0 BANK ACCOUNT**

- 19.1 The Confederation's banking accounts can be opened, as deemed fit, with the recommendation from the Treasurer and be approved by EXCO.
- 19.2 The signing authority of such banking accounts will be recommended by the Treasurer and be approved by the EXCO.
- 19.3 All cheques or electronic payment authorizations require at least two signatories.

## 20.0 BADMINTON ASIA SECRETARIAT OPERATIONAL STRUCTURE

### 20.1 DEPARTMENTS

