



**ASMA**

**AFRICA SPORTS MANAGEMENT ASSOCIATION**

**CONSTITUTION OF THE AFRICAN SPORT MANAGEMENT ASSOCIATION  
(ASMA)**

**2015-2016 EDITION**

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# **AFRICAN SPORT MANAGEMENT ASSOCIATION**

## **CONSTITUTION**

### **1. NAME**

- (a) The Name of the Association shall be AFRICAN SPORT MANAGEMENT ASSOCIATION (Herein after referred to as the Association or ASMA) and will function in accordance with the provision of this Constitution.
- (b) The headquarters of the Association shall be situated in Nairobi where it will maintain an office and keep all the records and other property of the Association. It shall have branches in all the African countries and at four regional levels, namely, Eastern and Central, Western, Northern and Southern Africa.
- (c) The address of the Federation shall be c/o Kenyatta University, P.O. Box 43844 – 00100 GPO, Nairobi.
- (d) The duration of the Federation shall be indefinite.

### **2. VISION**

To be a renowned African forum for promotion of educational and professional sport management as well as in the management of sport-related disciplines within Africa and beyond.

### **3. MISSION**

To strengthen sport management in Africa as an academic and a professional engagement as well as a vital contributor to the continental social-economic development.

### **4. OBJECTIVES**

The objectives of ASMA include:

- (a) To promote sport management as well as the management of sport-related professional disciplines in Africa through academic activities, research, publications, conferences, exhibitions and any other viable means.

- (b) To offer coordination, leadership and consultancy on matters pertaining to management of sport and management of sport-related professional disciplines in Africa.
- (c) To solicit funds both from internal and external donors to promote through various fora, sport management as a professional discipline in Africa.
- (d) To offer guidance and mentorship to individuals and groups at country, regional, continental or international levels on the use of sports management skills in social-economic development.
- (e) To establish co-operation with other recognized sport management - related organizations within and outside Africa with a view to promote sport management science.

## **5. MEMBERSHIP**

- (a) The membership of ASMA shall be open to all individuals and groups on voluntary basis, provided they uphold this Constitution, be active participants and have interest in sport and/ or related fields and have met mandatory subscription.
- (b) Membership shall be registered on individual or corporate bases under any of the following three (3) categories.

### **i) Individual Professional or Corporate Professional Membership**

This shall be an individual or a corporate group /organisation involved in sport or related disciplines where the person is a citizen of an African country or the corporate group is registered in an African country.

### **ii) Student Membership**

This shall be a person enrolled in an institution of higher learning any where in the world.

**iii) International Membership**

This shall be individuals who are citizens of countries outside Africa. Corporate groups registered in countries outside Africa shall also fall under this category. International members shall have the same rights, privileges and responsibilities as the above two categories including voting and being elected into the office.

**iv) Life Members**

Individuals in the above mentioned membership categories shall be free to subscribe to a Life Membership.

(c) Membership requirements and guidelines shall be reflected in the Association's by-laws as mutually agreed upon and shall be subject to review from time to time.

(d) The decision to suspend or expel any member for grave misconduct shall be made by a disciplinary committee which shall be appointed by the Executive Committee. This decision shall be recommended for ratification by the Executive Committee pending subsequent communication to the rest of the members in the next Annual General Meeting.

**6. RIGHTS AND DUTIES OF INDIVIDUAL AND CORPORATE MEMBERS**

a) Every member will have a right

i) and duty to fully participate in all ASMA's activities on one's interest and merit.

ii) and a duty to promote the Vision, Mission and objectives of ASMA as provided in articles, 2, 3 and 4 of this constitution.

iii) to vote and vie for any position in the Association.

b) All members of ASMA who shall be on a corporate / group membership shall

individually have rights and duties as enshrined in 6a (i) and 6a (ii) above, but their corporate organization shall have only one vote which shall give the person representing the organization in casting it as an eligibility to vie for any position in the Association.

## **7. OFFICE BEARERS**

- (a) The following shall be the office bearers of ASMA who shall also be referred to as Executive Committee and each shall hold office for only one renewable term and not to exceed ten (10) calendar years of continuous terms in the office.
- (i) President
  - (ii) First Vice President (Continental)
  - (iii) Secretary General
  - (iv) Assistant Secretary General
  - (v) Treasurer
  - (vi) Assistant Treasurer
  - (vii) Organizing Secretary
  - (viii) Three Committee members
  - (ix) Regional Vice Presidents
  - (x) 4 Continental Representatives (Liaison) for each of the 4 continents outside Africa.
- (b) At all ASMA meetings, each office bearer shall have one vote.

## **8. POWERS AND DUTIES OF THE EXECUTIVE**

### **(a) President**

- (i) Shall be the sole spokesman of the Association and shall be answerable to the Executive for all his/her official actions or omissions.
- (ii) Shall preserve order and ensure all proceedings are constitutionally conducted.
- (iii) Shall ensure that meetings are properly constituted and a quorum is present.

- (iv) Shall confine discussion within the scope of the meeting and reasonable limits of time.
- (v) Shall decide on points of order and other incidental matters such as amendments.
- (vi) Shall ascertain the sense of the meeting by putting relevant questions to the meeting.
- (vii) Shall cause a poll to take place if duly demanded and shall declare the results. In case of a tie in the voting, the Chairman shall have the deciding vote or request a re-vote. If there is still a tie he/she will cast a deciding vote.
- (viii) Shall adjourn meetings where prevailing circumstances justify the course.
- (ix) Shall declare meetings closed when business has been completed.

**(b) First Vice President (Continental)**

- (i) Shall execute the Chairman / President's duties in the event of the Chairman's inability to do so or absence.
- (ii) Shall execute any other duties assigned by ASMA Executive Committee.

**(c) Secretary-General**

- (i) Shall sign and deal with all official correspondence under the general supervision of the Executive Committee.
- (ii) Shall convene all ASMA's meetings for and on behalf of the Executive Committee.
- (iii) Shall at all meetings take minutes and keep all copies of official documents.

- (iv) Shall ensure that the Chairman also has all copies of correspondence and other documents.
  - (v) Shall execute any other duties assigned by the Executive Committee.
- (d) Assistant Secretary-General**
- (i) Shall execute the Secretary General's duties in the event of the Secretary General's inability to do so or absence.
  - (ii) Shall execute any other duties assigned by ASMA's Executive Committee.
- (e) Treasurer**
- (i) Shall be responsible to ASMA's Executive Committee and to the members for all financial matters of the Association.
  - (ii) Must ensure proper accounts of all monies and properties of the Association.
  - (iii) Shall ensure that all accounts are well written-up, preserved and availed for inspection by members and auditors subject to article 14 (c) and 20 (a) – (d).
  - (iv) Shall execute any other duties assigned by the Association's Executive Committee.
- (f) Assistant Treasurer**
- (i) Shall execute the duties of the Treasurer in event of the Treasurer's inability to do so or absence.
  - (ii) Shall execute any other duties assigned by the Association's Executive Committee.
- (g) Organizing Secretary**
- (i) Shall organize venues for meetings.
  - (ii) Shall prepare calendar of events of the Association.



(iii) Shall be the Master of Ceremonies during ASMA's events.

(iv) Shall be the public relations officer of the Association.

**(h) Committee Members**

(i) ASMA shall have other elected committee members not exceeding three.

(ii) They shall be full time members of ASMA's Executive Committee.

(iii) They shall execute duties assigned by the Association's Executive Committee representing among others, the following interests:

(a) Women affairs

(b) Youth affairs

**(i) 4 Regional Vice Presidents**

(i) They shall serve as representatives (Liaison) for each of the 4 regions of African continent (1 representative for each region, namely, Eastern and Central, Southern, Northern, and Western regions of Africa).

(ii) The duties of the Regional Vice Presidents shall include coordinating and following up on membership activities in their respective regions.

(iii) The Regional Vice Presidents shall also follow up and coordinate any other professional and academic affairs for ASMA in their respective regions as shall be delegated to them by the Executive Committee whenever such a need rises.

**(i) 4 Continental Representatives (Liaison)**

(i) The duties of the Continental Representatives shall include coordinating and following up on membership activities in their respective continents.

(ii) The Continental Representatives shall also follow up and coordinate any other professional and academic affairs for ASMA in their respective continents as shall be delegated to them by the Executive Committee whenever such a need rises.

**(j) Patron**

- (i) The Patron of ASMA shall be appointed by the Executive Committee.
- (ii) The Patron shall be a prominent member of the global community with an international repute and outstanding interest in sports and / or related fields.
- (iii) The Patron shall play in advisory role to the Association.

**(l) Trustees**

- (i) A Board of Trustees shall be appointed by the ASMA's Executive Committee.
- (ii) The Trustees shall play an advisory role on matters of welfare, property and funds of ASMA
- (iii) The Board of Trustees shall assist ASMA to lobby for funds, donations and sponsorships.
- (iv) The Patron shall coordinate the activities of the Board of Trustees whose actual size will depend on the needs of the Association.
- (v) The Association's Executive Committee in consultation with the Patron may revoke a Trustee's appointment if it is deemed fit.

**9. THE EXECUTIVE COMMITTEE**

- a) All office bearers as per article 7 shall constitute the Executive Committee.
- b) The Executive shall convene meetings at least once per year.
- c) The quorum of the Executive Committee meetings shall be a quarter of the Executive Members indicated in 7 (i to ix) provided the President is

present or has delegated and the apologies will be considered a part of the quorum.

d) The duties and powers of the Executive Committee shall be:-

(i) Governing all activities of ASMA.

(ii) Coordinating the conferences, festivals, exhibitions, research activities and other relevant activities.

(iii) Shall lobby for sponsorship for all ASMA's activities in conjunction with the Board of Trustees and the Patron.

(iv) Shall have powers to delegate and assign tasks to individuals or Commissions, Ad hoc Committees and/ or sub-committees provided these shall be answerable to the Executive Committee.

(v) Executive Committee may also appoint/co-opt members to the following sub-committees and mandate them as need arises:

- Conferences LOC or related panels
- Technical Committee
- Disciplinary Committee

## **10. MEETINGS**

There shall be four types of meetings of ASMA:

**(a) Executive Committee Meeting**

Executive Committee Meetings shall be conducted as per article 9 (b-d).

**(b) General Meeting (GM)**

- (i) Shall comprise of Executive Committee and fully paid up members during which the Chairman's and Treasurer's reports shall be presented and discussed.
- (ii) Members with proposals for agenda shall submit them to the Secretary – General seven days before the meeting.
- (iii) The Secretary General shall give notice of the GM not less than 14 days to the date of the meeting and shall be held during every ASMA conference.
- (iv) Elections shall be held after every three General Meetings.
- (v) The quorum for an GM shall not be less than a third of the fully paid up members.
- (vi) In case of no quorum the GM shall convene as a Special GM.
- (vii) Issues at GM shall be passed by a simple majority.

**(c) Special General Meeting (SGM)**

- (i) SGM may be held as need arises.
- (ii) The Executive Committee shall convene SGM.
- (iii) Any member may request for SGM by writing to the Secretary General spelling out the reasons.
- (iv) If the Secretary General fails to call the SGM at the forum where the GM was to convene, any member can ask for it by writing to the President.
- (v) Issues at SGM shall be passed by simple majority.

## **11. ELECTIONS**

- (a) Elections shall be held during every third (3rd) General Meeting after the last election.
- (b) The new office bearers elected at GM shall assume office immediately.
- (c) Mode of elections shall be secret ballot.
- (d) Monetary or any other material inducements shall not be allowed at all.
- (e) Any proven offenders (rule 11 d) shall not be allowed to participate in the elections.
- (f) Out-going officers may automatically seek re-election either in the same portfolios or any others declared vacant.
- (g) Only fully paid up members may participate in ASMA's elections.
- (h) The out-going Executive Committee in consultation with the Patron shall appoint a Returning Officer.
- (i) In case of a tie in vote counting, the Returning Officer shall request a re-vote after a brief adjournment. If there is still a tie the out-going Chairman shall cast the deciding vote.
- (j) Any procedural irregularities in the elections may be forwarded to the Returning Officer in writing. On receiving the petitions, the Returning Officer shall forward them to the relevant authorities, i.e. Sports Registrar and/ or the Kenya National Sports Council for necessary action.

## **12. GENERAL CODE OF CONDUCT**

- a) If an office bearer misses up to three consecutive meetings of the Executive Committee without acceptable reason (s), or behaves in a manner inconsistent

with the objectives of the Association, he / she shall be replaced by the Executive Committee.

- b) Any office bearer who ceases to be a member shall automatically cease to be an office bearer there-of.
- c) All expulsions and appointments must be ratified by the next General Meeting.
- d) The contribution(s) of an expelled member is/are NOT refundable and the member shall be served with an expulsion letter.
- e) Any de-affiliated member who applies for re-admission must fulfill all the requirements as spelt out in the constitution and the by-laws on re-admission.

### **13. SUCCESSION**

- a) In the case of an office falling vacant by any reason of resignation, death, or not attending the mandatory number of meetings, any member of the Executive Committee shall be appointed by the Executive Committee to act on that position for the rest of the term of office.
- b) The appointments shall be ratified by the next General Meeting.

### **14. FUNDS AND PROPERTIES**

- a) ASMA may accept free donations or any unspecified gifts from any individual or groups.
- b) ASMA may raise funds by organizing social functions such as sports meets, funds-drive, fetes, dances etc. The funds shall be used on meeting the costs of running the activities of ASMA.

- c) The finances of ASMA shall be banked and the bank book be made available for any member's inspection upon giving a written notice of at least seven days.
- d) The signatories to the bank account shall be the following and any two of the them to sign: -
  - (i) President
  - (ii) Secretary General
  - (iii) Treasurer
- e) No withdrawals may be made without the minuted consent of the Executive Committee.
- f) Any material properties of ASMA shall be adequately utilized by the Executive Committee as per the members' wishes and agreed in an AGM or SGM.
- g) All material properties shall be entrusted on the Treasurer for safekeeping.
- h) The Treasurer will present Audited accounts during the GM.

## **15. AFFILIATION**

- a) ASMA may affiliate itself to international, regional or national social/professional clubs, societies, unions or any other such organizations with similar objectives and/or aims, or from whom ASMA may boost itself. The affiliation shall be such that it is mutually acceptable.
- b) ASMA may accept as affiliates social/professional clubs, societies, unions or any other such organisations within its intentions on condition that ASMA's Constitution is supreme.

## **16. AMENDMENTS**

- a) Any section of this constitution may be amended at an GM.
- b) Any member proposing an amendment of the constitution should communicate about the same to the Secretary General in writing at least three months before the date of the next GM.
- c) Such a proposal for the amendment(s) of the constitution shall be an agenda for discussion during the GM.
- d) If the proposed amendment(s) to the constitution is/are agreed upon during the GM, such (an) amendment(s) shall be communicated in writing to the Registrar of Societies and to the Kenya National Sports Council within 14 days after the GM.

## **17. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The book of accounts and any other related documents and a list of members of ASMA shall be available for inspection at the Association's main office on giving a written notice of at least seven days.

## **18. DISSOLUTION**

- a) ASMA may be dissolved at a GM.
- b) ASMA may be dissolved at SGM on a two months notice as per article 10
- c) Reasons and the notice MUST be copied to the Registrar of Societies and the Kenya National Sports Council. The SGM shall convene only if the Registrar of Societies or KNSC consents in writing. The quorum to this SGM shall not be less than two thirds of the paid up members.
- d) In the dissolution process, all debtors should settle their accounts with ASMA before the General Meeting.



- e) During the dissolution meeting members may decide on the re-distribution and re-allocation of all ASMA's funds and assets.
- f) On dissolution, all ASMA's official documents shall be submitted to the Headquarters of the Kenya National Sports Council.

**19. PROFESSIONAL SERVICES**

The Association may engage professional consultant(s) as per the needs. Such person(s) so engaged may be invited to attend the Executive Committee meetings as deemed necessary by the Executive Committee.

**20. AUDITORS**

- (a) There shall be an Auditor, who shall be elected annually at the Annual General Meeting (AGM).
- (b) The Auditors shall take office immediately after the conclusion of the General Meeting at which they are elected, and shall remain in office until their successors take office.
- (c) A current Auditor may at any time vacate his/her office by sending his/her resignation in writing to the Executive Committee.
- (d) In the event of a casual vacancy occurring in the office of the Auditor, such a vacancy shall be filled by the Executive Committee.

**21. CONFIDENTIALITY**

Without prejudice to his/her rights or duties at law each member shall treat all confidential information relating to any other Member, the Association or the Executive Committee, as strictly confidential and shall not communicate such information or any part thereof to any other person, authority or organization whatsoever.

In the event of violation of this rule such a Member shall be the subject of discussion by the Executive Committee and action shall be taken against him/her as the Executive Committee may deem appropriate within the provisions of this constitution.

## **22. THE COMMON SEAL**

- (a) The Association shall have a Common Seal with its name engraved thereon in legible characters and the Executive Committee shall provide for the safe custody of this Common Seal.
- (b) The ASMA's Common Seal shall belong exclusively to ASMA, and shall be used solely for the purpose and business of ASMA and shall enjoy protection against infringement by any person, body or authority.

## **23. BY- LAWS**

Subject to these Rules, the Executive Committee shall have power to make Regulations or By-laws on all matters not provided for in these Rules and to do all such things which it may deem necessary for attaining the objectives of the Association provided that all actions taken or Regulations or By-laws made under this Rule shall be reported to the next General meeting of the Association and provided further that no By-laws shall be made under this power which would amount to such an addition to, or alteration of these Rules as could only legally be made by special resolution passed in accordance to these Rules.

## **24. CONFLICT OF LAWS**

In case of any doubt as to the interpretation of this Constitution, or if any contradiction exists the Executive Committee's interpretation shall be final and binding on all parties. If doubts persist, the issue shall be referred to the Kenya National Sports Council for resolution.

## **25. SUBMISSION TO JURISDICTION**

- (a) All affiliates and members of ASMA shall undertake not to refer disputes to Courts of Law, but shall submit to the KNSC's Arbitration Commission for resolution of all their disputes.
- (b) Appeals on decisions made by the KNSC shall be submitted twenty one (21) days' time.
- (c) As a condition precedent to affiliation, no body or member shall qualify for affiliation to ASMA unless and until the Executive Committee is satisfied that such a body, affiliate (whenever applicable) has incorporated in its constitution, rules or in a formal agreement, a clause referring all disputes to be resolved by arbitration and specifically prohibiting resort to Courts of Law and clearly submitting themselves to appeal all such disputes to the Sports Arbitration Commission established by the KNSC under these Rules.

## **26. INDEMNITY OF EXECUTIVE COMMITTEE MEMBERS**

The Executive Committee shall be indemnified against all costs, losses and expenses which may be incurred, or that Executive Committee member(s) may become liable to by reason of any contract entered into, or act or thing done by her / him / them in good faith in any way in the discharge of her / his / their duties. Such cost(s) / liabilities shall be absorbed by the Association to indemnify the person(s) concerned.

## **27. EFFECTIVE DATE OF COMMENCEMENT**

This Constitution became operational on the date of the first General Meeting.

**END**