

PART I NAME, PURPOSE, SECRETARIAT AND DURATION

Article 1- Name of Organisation

1.1 A civil, non-profit making sports association, known as the ASIAN SAILING FEDERATION (ASAF), registered in Singapore, to be governed by this Constitution.

1.2 The registered address for ASAF is 1500 East Coast Parkway, National Sailing Centre, Singapore 468963. This address can change as per Annual General Meeting resolution.

1.3 ASAF, as the Continental Association for Sailing in Asia, will be a Continental Member of World Sailing (WS) and will fulfil and maintain the obligations that entails.

1.4 ASAF will be the nodal body to correspond with Olympic Council of Asia for the sport of sailing

Article 2 – Aims and objectives of the Federation

2.1 ASAF has the ultimate objective to be an organisation with all Asian National Sailing Federations as full members. This organisation shall endeavor to coordinate and develop the sport of sailing by exchange of information, and decisions on matters of mutually agreed common interest.

2.2 ASAF has the following main aims and objectives:

- (a) To promote the practice of sailing, promoting and exchanging knowledge and experiences with the National Sailing Federations of Asian nations.
- (b) To promote the coordination and unification of policies for the sport, including those for ASAF Events and other international competitions.
- (c) To establish and/or coordinate the yearly Asian regatta calendar in the respective categories.
- (d) To promote and extend the exchange of Race Officials.
- (e) To promote the training of technicians.
- (f) To promote youth exchanges and common training camps for youth.
- (g) To relate with organisations which represent the sport of sailing or parts of it in Asia.
- (h) To help organize Asian Games and any other events as per OCA directive including appointment of technical delegate/s and officials as required.

2.3 ASAF shall not be a member of any organisation, unless that organisation is directly linked to sport, nor shall it represent the policies, or interests, of its individual members. It shall not act on matters which are the responsibility of MNAs acting within their own territory, or in respect of their membership of WS.

Article 3 - Secretariat

3.1 ASAF will appoint a Secretary General and/or Secretary, who will be nominated by the Executive and approved by a General Assembly. There will be no limit to the terms of office providing the person continues to fulfil the responsibilities of the role to the satisfaction of the Executive Committee and the General Assembly. The role and responsibilities of the Secretary General are defined in Article 23 of the Constitution. These may be amended from

time to time as seen fit by the Executive. Such changes will be reported to the General Body at the following Annual General Assembly.

3.2 The post of Secretary General need not be a full-time role.

3.3 The remuneration of the Secretary General will be set and agreed by the Executive.

Article 4 - Duration

4.1 ASAF is organised for an unlimited duration and will only be dissolved by resolution of a Special General Assembly or in any of the events contemplated by Law.

PART 2 MEMBERS, RIGHTS AND DUTIES

Article 5-Members

5.1 ASAF membership consists of those National Sailing Associations and Federations who are affiliated to World Sailing (WS) and who represent the sport of sailing in Asian nations recognised by the International Olympic Committee (IOC) and the Olympic Council of Asia (OCA) (hereafter called Asian MNAs)

Article 6 - Admission of Members

6.1 The membership of ASAF is voluntary. All Asian MNAs which are interested in the aims and objectives of ASAF may become members.

6.2 Membership of ASAF shall only be acquired when the application has been submitted and accepted by the General Assembly and the appropriate fees have been paid.

Article 7- Obligations of Members

7.1 Asian MNAs have the following obligations:

- (a) To comply with the provisions of this Constitution.
- (b) To pay affiliation fees and any other dues as required.
- (c) To notify the Secretary General of any changes relating to key personnel within MNAs and any changes of addresses, both postal and electronic.

Article 8 - Rights of the Members

8.1 Asian MNAs have the following rights, provided affiliation fees and any other dues have been paid:

- (a) To participate in ballots and deliberations of the General Assembly and in the election of the members of the Executive Committee. The President of an Asian MNA or his appointee shall have the right to attend, vote and speak at meetings. The appointment of a person to act in his name shall be placed on record in writing to the Secretary General before the meeting is opened and shall only be valid for each respective Assembly. Each Member National Authority shall have one vote. Such vote is transferable provided that the person holding that vote shall have only one vote and he is the member of that MNA. (one more representative who is also the President Nominee would be allowed to sit in the deliberations of the General Assembly

but will not be allowed to vote). No more than two nominees shall be allowed to sit in each AGM representing one MNA.

(b) To receive information on the activities of ASAF and, particularly, the yearly schedule of its sports and social activities.

(c) To participate in any sports and social activities organised by ASAF.

(d) To take advantage of the services of ASAF.

(e) To nominate and elect candidates to fill vacancies on the Executive Committee

(f) To have the accounts inspected and audited by a qualified auditor.

(g) To ratify the appointment of the Treasurer, who shall be nominated by the Executive Committee.

(h) Member National authorities shall have up to 30 (thirty) days to propose amendments to minutes of General Meetings once they are published on the ASAF website and circulated through electronic media. Once the 30 days have passed any unaffected minutes will be taken as being approved. Only proposed amendments will be taken forward to the following Ordinary General Meeting for approval. Any proposed amendments shall be notified to the Secretary in writing, or electronically.

Article 9 - Forfeiture of Membership Status

9.1 Forfeiture of the status of member arises:

(a) By resignation of the member.

(b) Because of delay exceeding one year in the payment of affiliation fees or other significant dues.

(c) By resolution of the General Assembly following repeated infringements of the obligations under this Constitution.

PART 3 GOVERNANCE OF ASAF

Article 10 - ASAF Governance and Administration

10.1 The governance of ASAF will be managed by:

(a) The General Assembly

(b) The Executive Committee

Article 11- General Assembly

11.1 The General Assembly is the supreme body of governance of ASAF and shall consist of all members of ASAF.

Article 12 - General Assembly Meetings

12.1 Meetings of the General Assembly may be ordinary or Extra-ordinary.

12.2 The Ordinary Meeting shall be once in each calendar year and will be called Annual General Meeting.

12.3 All other Meetings are considered to be Extra-ordinary General Meetings.

Article 13 - Proceedings of the Annual General Meeting

13.1 The main purpose of the Annual General Meeting of ASAF is to comply with the requirements of Article 2 of this Constitution and to oversee the actions of the Executive Committee.

13.2 It is also responsible for approving the accounts statement and annual report for the previous financial year and to approve the budget of ASAF on an annual basis

13.3 Any member may, not less than 75 (seventy five) days in advance, propose matters for discussion and decision at the Annual General Meeting.

13.4 The creation of new committees will be approved at the Annual General Meeting.

13.5 The General Assembly will decide on the meeting place of future Annual General Meetings, which should be held in Asia and whenever possible at a place close to a major international airport.

Article 14-Meeting of the General Assembly

14.1 Decisions shall be by simple majority of votes, unless stated otherwise in this Constitution.

14.2 The President shall hold a casting vote in any drawn electoral matter.

Article 15 - Call for General Meetings

15.1 Bids to host future Meetings of the ASAF General Assembly will be considered during the Annual General Meetings.

15.2 The chosen location and dates will be approved by the Executive Committee and published on the ASAF website, not less than 90 days prior to the meeting. The Secretary General will send electronic notification to Member National Authorities also.

15.3 Formal notice of Annual General Meetings shall be given by the Secretary General at the request of the Executive Committee, not less than 60 (sixty) days prior to the date of the meeting, by means of electronic notification to Members National Authorities. The notification shall state the nature of the meeting as an Ordinary or Extra-ordinary General Meetings, or both. Provisional agenda items will be included if available.

15.4 The final agenda and any supportive papers will be published by the Secretary General not less than 30 days prior to the meeting. These will be posted on the ASAF website as well as being sent electronically to each Member National Authority.

15.5 An Extra-ordinary Meeting may be called whenever requested by a minimum ten Member National Authorities, or by the President with the approval of the majority of the Executive Committee, stating the matter(s) to be discussed. Such requests shall be submitted to the Secretary General in writing, or electronically.

Article 16 - Officers of ASAF

- 16.1 The Officers of the Federation shall consist of:
- (a) The President
 - (b) Four Vice-Presidents (minimum one Woman)
 - (c) Secretary General
 - (d) The Treasurer

Article 17 - The Executive Committee

17.1 The Executive Committee will consist of the Officers, plus the, World Sailing (WS) Board member (if from Asia) and ASAF Athletes Commission representative

17.2 Other individuals may be co-opted to the Executive for specific purposes from time to time, but shall have no vote on Executive matters. All those co-opted shall serve only until the next Annual General Meeting, but may be co-opted again by the new Executive Committee.

17.3 The Executive Committee will normally meet three times per annum, in Winter, Spring and Autumn and may meet on other occasions should the majority of the Executive agree. Meetings may be held in person, by telephone conference call, electronically by email, or by any other means considered appropriate by the Executive.

17.4 Meetings of the Executive Committee shall be valid provided more than half of its members are present.

Article 18 - President of Honor

18.1 Presidents of Honor may be appointed from time to time on the recommendation of the Executive and with the approval of a General Assembly. By tradition this position will be given to the President of the Federation who will host the next Asian Games. Presidents of Honor are not Officials of the Federation, nor members of the Executive, but may be asked to represent ASAF on occasions. They are permitted to serve on ASAF committees in any capacity and to stand for office as an Executive member, subject to the normal rules associated with these positions.

Article 19 - Duties of the President

- 19.1 The President of ASAF shall have the following duties:
- (a) To preside over the meetings of the Federation including all General Assemblies and Executive Committee meetings.
 - (b) To nominate a deputy from amongst the Vice-Presidents to fulfil these duties in the event of the President not being able to fulfil them in person.
 - (c) To propose to the Executive Committee suitable candidates for the Chairmanship of Committees.
 - (d) To nominate a Secretary General for approval by the Executive Committee and General Assembly.

19.2 The President shall have the casting vote.

Article 20 - Authorities of the Executive Committee

20.1 The Executive Committee has full authority to act on behalf of ASAF, in accordance with the requirements of this Constitution and with resolutions of the General

Meetings. It has duty to ensure that it does not act in such a way as could bring financial liabilities on the Officers of ASAF or on its members.

20.2 It shall particularly hold the following authorities:

- (a) To appoint a Vice-President to be responsible for financial matters.
- (b) To nominate a Treasurer for ratification by the General Assembly, who will work with that Vice-President and Secretary General to administer the financial affairs of the organisation and to govern its own operations.
- (c) To form specialist committees to support the work of the Executive and, when required, working parties to look at specific tasks. Members of these committees and working parties, will be appointed by the Executive. The membership will be informed of new committees and working parties at the General Assembly following their formation.
- (d) To take all such steps as may be necessary for the performance of the purpose of ASAF.
- (e) To administer and draw on the budget of ASAF to allocate it to the administration and management of the matters pertaining to ASAF authorizing, as may be the case, the respective expenses.
- (f) To sign on behalf of ASAF.
- (g) To ensure proper representation of ASAF before authorities, agencies, courts and tribunals of any kind, taking all such action to which it may be entitled or dismissing it at any instance.
- (h) To confer powers of attorney as full as may be appropriate by law upon third parties to represent and defend the interests of ASAF.
- (i) To include any matter of interest for ASAF in the written agenda of the General Assembly.

20.3 The above list of authorities is merely informative and not restrictive.

20.4 The Executive Committee may exercise its powers through the President, Vice-President(s), Secretary General, or the person(s) it may designate or empower for the purpose.

Article 21- Duties of the Vice-Presidents

21.1 The Vice-Presidents shall have the following duties:

- (a) To replace the President in the event of absence or resignation.
- (b) To discharge all such duties as may be expressly delegated to them by the President. Should there be no express designation to replace the President in the events contemplated in part (a), the most senior Vice-President shall discharge such duties.

Article 22 -Duties of the Treasurer

22.1 The Treasurer shall have the following duties:

- (a) To hold and administer the funds of ASAF, acting as its representative in any financial transaction, including the opening and closing of bank accounts on behalf of ASAF.
- (b) To collect from the members the ordinary or special fees or other money which may be resolved by the Assembly.
- (c) To make payments approved by the Executive Committee.

- (d) To prepare the budget of ASAF and keep a full and accurate record of all the financial transactions, submitting the Statement of Accounts of ASAF to the Assembly each year or whenever this is requested.

Article 23 - Duties of the Secretary General

23.1 The Secretary General shall have the following duties:

- (a) To administer the business affairs of ASAF.
- (b) To maintain the members register.
- (c) To issue records and minutes of the meetings.

23.2 In addition, the duties of the Secretary General will include:

- (a) Co-ordinate the Annual General Meetings (AGM) with host MNAs
- (b) Work in close co-operation with countries hosting the AGM (c) Communicate information on General Meetings to members
- (d) Organize Executive meetings on behalf of the Executive Committee
- (e) Act as the central point of communication for all Asian MNAs
- (f) Provide a central point of communication for all ASAF committees
- (g) Act as the central point of communication between World Sailing (WS) and ASAF and other World Sailing (WS) Continental Associations
- (h) Maintain the ASAF Constitution
- (i) Manage all elections within ASAF
- (j) Ensure the business affairs of ASAF are conducted correctly
- (k) Communicate with third parties, press and other such bodies on behalf of ASAF
- (l) Develop the ASAF brand and the promotion of ASAF

PART 4 ASSETS

Article 24 - Assets

24.1 The assets of ASAF are those set out below:

- (a) The amount of the ordinary or special subscriptions or contributions shall be as resolved by the General Assembly. The maximum liability of ASAF members is one hundred and twenty percent (120%) of the annual subscription due in the previous year.
- (b) These assets represent the upper limit regarding the financial liabilities of ASAF according to the Law.
- (c) Subsidies, donations or other income, which may be allocated to it or granted by public or private agencies or individuals or corporations.
- (d) The real and movable properties of ASAF and the proceeds or income from these and from the ownership of its assets, if any.
- (e) The special resources, which, as may be the case, are approved by the General Assembly.

PART 5 ELECTION S

Article 25- Election of the President and of the Executive Committee

25.1 The rules for election, terms, voting rights and vacancies are set out below:

- (a) The President and the Vice-Presidents shall be elected for periods of four years. Ballots shall be secret.

- (b) Nominations by MNAs must be received by the ASAF Secretary General 30 days before the date of the General Meeting.
- (c) The President and the Vice-Presidents shall be of different countries.
- (d) To be elected as President, or Vice-President of ASAF, the candidate shall be an Asian Citizen, and shall have the endorsement and financial support of minimum of two MNAs which are members of the ASAF. He shall not be above the age of 70 years.
- (e) No person shall be eligible for nomination as a candidate for the office of President if he has held that office for the immediate preceding continuous period of eight years, nor for the office of Vice-President if he has held that office for the immediate preceding continuous period of eight years
- (f) If a vacancy arises in the post of President, he will be replaced by the most senior Vice-President, until the next Ordinary General Meeting, where a new President will be elected. If a vacancy arises in the post of Vice-President, the Executive Committee may call for a replacement election at the next Ordinary General Meeting for the remaining term.
- (g) In any secret ballot, should two candidates have equal votes in first place for two vacancies, they shall both be elected. In the event of a drawn vote, where there is only one vacancy, or for second place when there are two vacancies, those candidates alone will enter into a second round of voting. Any remaining candidates will be eliminated.
- (h) Delegates are required to cast one vote for each vacancy in any ASAF election. (i)

Any voting papers not properly completed shall be deemed null and void.

PART 6 AMENDMENTS TO THE CONSTITUTION

Article 26 - Proposals of Amendment

26.1 The Constitution of the ASAF may only be amended as set out below:

- (a) Any resolution to amend the Constitution shall be proposed by the Executive Committee or by a request signed by six (6) or more Members of ASAF. The Executive Committee shall submit the proposed resolution to the General Assembly at an Extra-ordinary Meeting, remitting the proposed amendment together with the notice of call.
- (b) The Extra-ordinary Meeting of the General Assembly shall be validly assembled when at least 50% of fully paid up members are present.
- (c) The Extra-ordinary Meeting shall have the proposed resolution to amend the Constitution as the first item on the Agenda, and these shall be approved with the vote in favour of two thirds of the votes cast.

(d) Any amendments to the proposed resolution (which originate from discussion at the Extra-Ordinary Meeting) should not change the original substance of the resolution.

PART 7 DISSOLUTION AND LIQUIDATION OF THE FEDERATION

Article 27- Causes

27.1 ASAF shall be dissolved:

- (a) When it is so resolved by two thirds of its members at an Extra-Ordinary Meeting called specifically for the purpose.
- (b) When it is mandatory by law.

Article 28 - Liquidation

28.1 In the event of dissolution, the General Assembly shall appoint two liquidators upon whom the appropriate powers of attorney shall be conferred. The liquidators shall be responsible for the existing funds so that, after the obligations have been paid, the balance, as may be the case, shall be distributed equally to its members.

PART 8 ADDITIONAL PROVISIONS

Article 29 - Language

29.1 English is the official language of ASAF.

- * Revision approved 24 February 2012 during AGM at Langkawi, Malaysia
- * Revision approved 09 September 2013 during AGM at Muscat, Oman
- * Revision approved 22 September 2014 during AGM at Incheon, South Korea
- * Revision approved 06 March 2016 during AGM at Abu Dhabi, UAE
- * Revision approved 05 October 2019 during AGM at Mussannah, Oman