

# NIGERIA SHOOTING FEDERATION CONSTITUTION

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## ARTICLE 1 – NAME

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The name of the Federation shall be the Nigeria Shooting Federation (NSF), hereinafter sometimes referred to as Nigeria Shooting Sport Federation

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## ARTICLE 2 – ADDRESS

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National Shooting Range, National Stadium Sports Complex, Package B, City Gate, Abuja, Nigeria.

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## ARTICLE 3 – EMBLEM

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This Federation shall have such official insignia as the Board of Directors may from time to time decide. The official logo of the Federation shall be that which is affixed to this document.



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## ARTICLE 4 – LANGUAGE

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The official language of the Federation shall be English.

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## **ARTICLE 5 – AFFILIATION**

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The Federation is liaison and affiliated with the National Sports Commission (N.S.C), Nigeria Olympic Committee (N.O.C), African Shooting Federation (A.S.F), World Shooting Para Sport (I.P.C) and International Shooting Sport Federation (I.S.S.F).

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## **ARTICLE 6 – OBJECT**

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### **The objectives of the Federation are:**

- 6.1 To encourage and develop the widest participation and its highest proficiency in Shooting sport, through its members and to the public at large in Nigeria which in return provides a sustainability to the shooters.
- 6.2 To provide and maintain highest standard, coordinate and assist of athletes, coaches, managers, trainers and officials in the pursuit of excellence in Shooting sport regionally, provincially, nationally and internationally.
- 6.3 To strive and ensure that no form of discrimination, be it based on race, ethnicity, religion, politics, gender, disability, or otherwise, is permitted in the sport of shooting in Nigeria and to take all practicable measures to prevent such discrimination.
- 6.4 To compile and maintain the rules and regulations governing shooting sport in Nigeria in accordance with the International Shooting Sport Federation statutes and bye laws;

- 6.5 To improve the skill and technical knowledge of athletes, coaches, managers, trainers and officials in Nigeria through the staging of technical courses, seminars, workshops, etc.
- 6.6 To provide all athletes, coaches, managers, trainers, officials and other representatives a voice at International Shooting Sport Federation (I.S.S.F), World Shooting Para-Sport (W.S.P.S), and African Shooting Sport Federation (A.S.S.F) being the sole representative of these body.
- 6.7 To ensure the representation of Nigeria by the best available athletes in Shooting Sport, both at regional and international competitions.
- 6.8 Nigerian Shooting Federation (N.S.F) shall remain a sporting organisation with no political, ethnic or religious alignment to any body or organisation
- 6.9 Nigeria Shooting Federation (NSF) shall be the sole organisation administering and controlling Shooting sport in Nigeria within the boundaries as defined in the Constitution of the Federal Republic of Nigeria.
- 6.10 To enforce the Doping Control Regulations of the International Shooting Sport Federation (I.S.S.F) and World Anti-Doping Agency (WADA).

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## **ARTICLE 7 – MEMBERSHIP**

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- 7.1 The federation shall maintain a system of clubs and associations throughout Nigeria, open to membership by all members of the population and allowing access to registration, participation, coaching, technical officiating and other services of the Federation, in compliance with Nigeria Shooting Federation membership prerequisites.

7.2 The membership of Nigerian Shooting Federation (NSF) shall comprise of Shooting Associations of all States of the Nigerian Federation which have governing body controlling Shooting Sport. Only one Association in each State shall be recognised by Nigeria Shooting Federation (NSF). The membership of the State Association shall only be for purposes of representation at the Annual General Meeting or Congress.

7.2 The State Associations shall consist of affiliated Clubs, armed forces and other service teams, schools and institutions in that State. Membership of the Clubs shall be open to all interested persons that wish to practice or contribute to the development of Shooting Sport

- Two most senior Nigerian members of the International Shooting Sport Federation (I.S.S.F)
- One Representative from each of the six geo-political zones in Nigeria
- One representative from the Nigerian Armed Forces, Police and Paramilitary
- One Representative from Nigeria Association of Women in Sport
- One Representative from the Coaches Association
- One Representative of Club Owners
- One Representative of Athletes
- One Representative of Sponsors
- One Representative of Para-Shooter
- One Representative of other Agencies as regards from Ministries

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## **ARTICLE 8 – AFFILIATION FEES**

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8.1 All affiliated member Associations and Clubs shall pay an annual subscription fee of ₦ 50,000.00 and ₦ 100, 000.00 respectively. This is however subject to review by the Board from time to time. The subscription shall be due for payment not later than end of February each year.

8.2 The respective State Associations are to fix membership subscriptions payable by Clubs and affiliated organisations.

8.3 All Athletes must pay a token of ₦ 5000, 00 per year.

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## **ARTICLE 9 – MEETINGS**

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9.1 The Federation shall in each year hold a general meeting as its Annual General Meeting or Congress in addition to any other meeting in that year and shall specify the meeting as such in the notices calling it. All General Meetings other than the Annual General Meeting shall be called Extra-Ordinary General Meeting.

9.2 At the Annual General Meeting, members will consider:

9.2.1 The President's Report

9.2.2 Audited Financial Statement

9.2.3. Appointment of Auditors.

(9.2.1 : The President's Reports must include each zones report, while the zones submit their quarterly reports promptly).

9.3 The Board may, whenever it deems fit, and shall on a requisition made in writing by two-third majority of members convene an Extra-Ordinary General Meeting.

9.4 Any requisition made by the members must state the object of the meeting proposed to be called and must be signed by the requisitionist and delivered to the Secretary General.

9.5 An Annual General Meeting and a meeting for the passing of a Resolution amending this Constitution shall be called by giving 21 (twenty one) days notice at the least A meeting of the Federation other than an Annual General Meeting or a meeting for the passing of a Resolution amending this Constitution shall be called by giving at least 14 (fourteen) days notice in writing.

- 9.6 The notices shall be exclusive of the day on which it is given and shall specify the place, the date, time and agenda of the meeting.
- 9.7 at least one third of the elected members shall form quorum for the purposes of Board meetings while one-third of the registered members shall form quorum for the General Assembly.
- 9.8 The accidental omission to give notice to any member entitled under these provisions or the non-receipt by a member of any such notice, shall not invalidate the proceedings at that meeting.
- 9.9 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Unless otherwise provided herein, the quorum shall be Two-Third ( $\frac{2}{3}$ ) persons present and entitled to vote.
- 9.10 The President and in his absence the Vice Presidents in order of precedence shall preside as Chairman at every General Meeting.
- 9.11 At any General Meeting, unless a poll is demanded by the Chairman or by at least one third of the members personally present, a declaration by the Chairman that a Resolution has or has not been carried shall be conclusive evidence of that fact.
- 9.12 Every member that is entitled to attend the meeting and vote shall have one vote.

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## **ARTICLE 10 – THE BOARD**

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10.1 The Board of the Federation shall consist of the following members:

The President

1st Vice President

2<sup>nd</sup> Vice President (This must be a Physical Challenge Person who represent the voice of the Para-Shooters)

Secretary General

Treasurer

Two most senior Nigerian members of the International Federation

One Representative from each of the six geo-political zones in Nigeria

One representative from the Nigerian Armed Forces, Police and Paramilitary

One Representative from Nigeria Association of Women in Sport

One Representative from the Coaches Association

One Representative of Club Owners

One Representative of Athletes

One Representative of Sponsors

10.2 Members of the Board shall be elected for a period of 4 (four) years in accordance with internationally accepted best practices in sports.

10.3 The Board shall oversee the smooth administration of the Federation and shall take such steps as it deems expedient, in order to fulfil the mission and objectives of the Federation as contained in this Constitution.

10.4 The Board shall meet 2 times in a year.

10.5 The President and in his absence one of the Vice Presidents in order of precedence, shall be Chairman of all meetings of the Board and in the absence of the President and the Vice Presidents, the members present shall elect a Chairman from among themselves.

10.6 Any business deliberated at the Board's meeting shall be decided by a majority of the votes of members present and in the event of an equity of votes, the Chairman shall have a casting or second vote.

10.7 Any member of the Board shall be deemed to have vacated office if:  
(a) He or She dies;  
(b) If he or she is declared bankrupt or convicted of criminal offence

- (c) If he or she resigns
  - (d) If a meeting of the Board shall at any time by Resolution, due notice of which shall have been given disapprove of the appointment of any such member or of his/her continuing in office
  - (e) If he/she fails without a special leave of absence to attend meetings of the Board for a period of two years.
- 10.8 Upon the occurrence of a casual vacancy, the Secretary General shall notify all members of the Federation and such vacancy may be filled by the Board. The person so chosen shall retain office for only until the next Annual General Meeting at which elections are to be held.
- 10.9 Notwithstanding any vacancy, the actions of the Board remain valid.
- 10.10 The Board shall have powers to constitute from time to time and appoint Committees for such purposes as it may deem expedient, with such powers as it may delegate to it and reserves the right at any time to terminate the appointment of such Committees or any member thereof. A member of a Committee need not be a member of the Board or the Federation.
- 10.11 The Board shall manage and control the finances of the Federation and to hire and pay such members of Staff as they in their discretion shall deem necessary for the smooth administration of the Federation.
- 10.12 The Board is empowered to suspend membership, fine or expel from the Federation any affiliated Association, Club, Athlete, Official or other body of persons found guilty of breaches of the rules of competition of the Federation or of any misconduct, unfair practices or matters directly or indirectly calculated to injure the interests of the sport or Federation.
- 10.13 Do all other things that are compatible with the provisions of this Constitution to ensure that the interest of the Federation is protected.



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## **ARTICLE 11 – ELECTION OF OFFICE BEARERS**

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- 11.1 The election of office bearers of the Federation shall be held every four years.
- 11.2 Nominations of candidates for office bearers of the Federation shall be submitted in writing by the affiliated State Associations and councils on the prescribed form and shall reach the Secretary-General on a date before the Annual General Meeting which shall be determined from time to time by the Board. The nominations shall be examined by the Board and circulated to members of the Federation to reach such members at least seven (7) days before the Annual General Meeting. Only nominated persons, having indicated in writing that they accept such a nomination and are eligible, shall be elected during the annual general meeting.
- 11.3** During the elections, voting shall be by secret ballot.
- 11.4 Any candidate to be elected to a single position must win with an absolute majority. If there are more than two nominations for a position and with no absolute majority in a specific round of voting, the person with the least number of votes per round shall fall out until there are only two candidates remaining, thus allowing for a candidate with an absolute majority to be elected.
- 11.5 Voting by secret ballot concerning any issue may be requested by any member of the meeting with voting rights. The members with voting rights determine the manner of voting in such an instance. After the voting on each matter is concluded, the result shall be announced.

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## **ARTICLE 12 – FINANCE**

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- 12.1 The Board shall cause proper books of Accounts to be kept in respect of all financial transactions of the Federation.

12.2 The Books of the Accounts shall be kept by the Treasurer of the Federation or by such other person and at such place as the Board deems fit.

12.3 Once at least in every year, the Board shall lay before the Federation in General Meeting an Account of Income and Expenditure for the period since the preceding Account. A Balance Sheet shall be prepared and laid before the Federation at General Meeting and shall make copies available to members of the Federation attending such General Meeting.

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### **ARTICLE 13 – AUDIT**

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An Auditor or Auditors shall be appointed by the Board to audit the Accounts of the Federation and to certify whether the Balance Sheet gives a true and fair view of the state of affairs of the Federation at the end of the financial year and whether the Income and Expenditure Account of the Federation gives a true and fair view of the income and expenditure for the financial year under review.

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### **ARTICLE 14 - SEAL**

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The Board shall provide for a Seal of the Federation and shall provide for its safe custody. The Seal shall be applied to any instrument by the authority of a Resolution of the Board and shall be signed by such member or members as authorised by the Board.

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### **ARTICLE 15 – MINUTES**

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The Board shall cause Minutes of all proceedings of General Meetings and all meetings of the Board as well as all meeting of Committees to be kept.

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## ARTICLE 16 – AMENDMENT

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This Constitution shall not be amended except at an Extra-Ordinary General Meeting in a Resolution carried by a 2/3 (two-third) majority of those present and entitled to vote, provided that at least 21 days notice of the proposed amendment shall have been given by the Secretary General who shall circulate the text of the proposed amendment with the notice calling the meeting.

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## ARTICLE 17 – INTERPRETATION

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- 17.1 The Board, subject to the authority of the General Meeting, shall have the powers to decide on any questions arising as to the correct interpretation of any of the Articles of the Constitution or any other question not herein provided for.
- 17.2 The Constitution of the Federation shall at all times be in accordance with the Statutes of the International Shooting Sport Federation. In the event of contradiction between the provisions of this Constitution and the International Shooting Sport statutes, the later shall prevail.

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## ARTICLE 18 – ARBITRATION

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“Any decision made by the final dispute resolution authority within the **Nigeria Shooting Federation** shall be submitted exclusively by way of appeal, to the Council of Arbitration and Dispute Resolution for Sports (CADRES, Nigeria). Which will resolve the dispute definitively, in accordance with its Rules of sports-related arbitration. The time limit for appeals is 14 days after the reception of the decision concerning the appeal.”

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## ARTICLE 19 - GENERAL ADMINISTRATION

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## 19.1 **The Executive Board (Exco)**

The Executive Board of the Federation shall be responsible for the day to day administration of the federation. The Executive Board shall be made up of as stated in Article 7.3.

## 19.2 **President**

19.2.1 The president shall be the head of the federation and shall preside over its meetings. He shall oversee the implementation of the policies and the directives of the board;

19.2.2 He shall give the Secretary General and other staff, the support required to efficiently carry out the day-to-day administration of the Federation;

19.2.3 He shall preside over the meetings of the federation board and general assembly. In his absence, the 1<sup>st</sup> Vice President shall preside. In the absence of Vice President, the 2<sup>nd</sup> Vice President shall preside over the meeting of the federation. Where the President, the Vice and 2<sup>nd</sup> Vice President are absent, a member shall be elected from the meeting to preside;

19.2.4 He shall present to the board, for deliberation, any issues/s relating to the day-to-day administration of the Federation;

19.2.5 The President of the Federation shall consider and approve all financial requests recommended by the Secretary General in accordance with Due process and Financial Regulations of the Federal Government.

## 19.3 **Vice President**

19.3.1 In the absence of the president, the Vice President shall carry out the functions of the president.

- 19.3.2 In the absence of the president and the vice president, the 2<sup>nd</sup> vice president shall carry out the functions of the president.
- 19.3.3 In the absence of the president, vice president and 2<sup>nd</sup> vice president, a member shall be elected to carry out the functions of the president.
- 19.4 Secretary General**
- 19.4.1 The secretary shall be appointed by the ministry. However, the board may decided to employ another secretary that work with the federation apart from the one delegated by the Ministry.
- 19.4.2 He shall be the custodian of the NSF records, documents and properties.
- 19.4.3 He shall be privy to all decisions of the NSF.
- 19.4.4 He shall submit quarterly and annual reports on the NSF activities to the FMY&SD.
- 19.4.5 He shall ensure that all matters relating to international shooting sports competitions/programmes/events are cleared with the FMY&SD, and submitted not later that the first week of February of each year. Such details must include Event, Date, Venue, Duration, and any Sponsorship secured.
- 19.4.6 He shall prepare the annual budget proposals as well as programmes of activities which shall be presented to the board for deliberations and possible approval.
- 19.4.7 He shall set sport activities and financial targets for the NSF in line with its vision, aims and strategies, which must be presented to the board for deliberation and possible approval at the maiden meeting of each year.

- 19.4.8 He shall be responsible for the progress, discipline and welfare of the staff of the NSF.
- 19.4.9 He shall prepare an annual report on the activities of the NSF which shall be presented by the president of the Federation at the General Assembly.
- 19.4.10 for budgeting purposes, he shall submit the programme of activities with dates and costs before the end of June of the preceding year.
- 19.4.11 he shall be the 'A' signatory signing jointly with the treasurer to all accounts of the NSF in accordance with the provisions stated in Article 19.3.5 of this constitution.
- 19.4.12 applications for participation in all international competitions/programmes must follow the normal process to secure approval from the FMY&SD.

## **19.5 The Technical Director**

- 19.5.1 He shall plan, initiate and organize technical/sports programmes for the NSF.
- 19.5.2 He shall supervise the NSF technical programmes, coaching personnel and advise the board on all technical matters pertaining to the sport in consultation with the Secretary General.
- 19.5.3 He shall hold meetings with coaches and referees whenever necessary, to keep them informed on all matters relating to the sport.
- 19.5.4 He shall superintend over the panel of interview for the appointment of coaches and other technical personnel for the Federations.

- 19.5.5 He shall supervise training schedules and where necessary, recommend maintenance and repairs of the facilities and equipment to the general secretary.
- 19.5.6 He shall recommend and ensure the preparation of technical materials as well as design/develop programmes for consideration and approval of the Board after consultation with the Secretary.
- 19.5.7 He shall attend all general meetings.
- 19.5.8 He shall attend all local events and be responsible for technical supervision.
- 19.6 The Treasurer**
- 19.6.1 The treasurer, who shall be appointed by the FMY&SD to the federation.
- 19.6.2 He shall keep and maintain all financial records/documents of the Federation.
- 19.6.3 He shall prepare all vouchers and other documents required for payment purposes.
- 19.6.4 He shall serve as B signatory signing jointly with the secretary General to all accounts of the Federation.
- 19.6.5 He shall prepare Annual Financial Report of the Federation.
- 19.6.6 He shall provide all financial statements of income and Expenditure to the Board, through the Secretary General.
- 19.6.7 He shall attend all Exco meetings in attendance and not as a member of the Board.

## 19.7 Sub-Committee

The Federation shall constitute a national sub-committee that will assist the Exco in running the affairs of the federation as directed by the outline given:

- Technical Committee
- Competition committee
- Marketing/Sponsorship committee
- Media/Publicity committee
- Medical/Doping committee
- Research/Development Committee
- Ethics/Disciplinary Committee
- Judge/Jury committee

### 19.7.1 Technical Committee

- 19.7.1.1 Shall consist of four members headed by the Technical Director, as the Chairman.
- 19.7.1.2 The Head coach shall be the Secretary to this committee or assign by the Head coach.
- 19.7.1.3 Assist in the development of shooting rules and the sport of shooting.
- 19.7.1.4 Prepare the annual training programmes.
- 19.7.1.5 Plans both local and international competitions in line with ISSF rules.
- 19.7.1.6 Suggest representative for ISSF special courses.
- 19.7.1.7 Select appropriate teams for international (ISSF) competitions.



- 19.7.1.8 Evaluates and assists in range-design, range-equipment and operational procedures for all competitions in accordance with the ISSF rules and regulations.
- 19.7.1.9 Verifies and approves National records.
- 19.7.1.10 Meets at least four times per year.

#### **19.8 Competition Committee**

- 19.8.1 The committee shall be responsible for the proposed of any shooting sport events, closed or open, regional or nationally.
- 19.8.2 The committee must report all activities proposed to the technical committee for final approval before going to the Executive Board.

#### **19.9 Sponsorship/Marketing Committee**

- 19.9.1 Shall generate funds from fearfully source for the federation activities.
- 19.9.2 The board shall liaise with the FMY&SD in meeting laid down criteria governing the administration of funds generated.

#### **19.10 Media/Publicity Committee**

- 19.10.1 The body shall run day to day's activities of the federation globally.
- 19.10.2 Shall see to all social platforms and give appropriate response on behalf of the federation.
- 19.10.3 Shall ensure the protection of the sole aims and objectives through establishment of its strategies at large.

### **19.11 Medical & Doping Control Committee**

- 19.11.1** Examine medical questions relating to shooting and submits guidelines and special proposals.
- 19.11.2** Support the organization and conduct of the Anti-Doping Control according to rules approved by the Administrative Council.
- 19.11.3** Promotes the exchange of experience by publications and bulletins and by organizing special events.
- 19.11.4** Reports to the Executive Board.

### **19.12 Research & Development Committee**

- 19.12.1** Assists in staging seminars and workshops for members, coaches and athletes from time to time.
- 19.12.2** Conducts researches into areas of concern in shooting and allied issues affecting the development of the sport.
- 19.12.3** Assists the board in conjunction with FMY&SD to enhance the promotion of coaches and athletes through wide publicity and media coverage.
- 19.12.4** Assist other committees in keeping abreast of recent rules, invention and development in shooting sport.

### **19.13 Judges/Jury Committee**

- 19.13.1** Ensures uniform application of the shooting rules.
- 19.13.2** Provides guidelines for regional and national judges.

- 19.13.3 Prepare and conducts courses for Judges and Jury members.
- 19.13.4 Approves applications for judges' licenses.
- 19.13.5 Nominates to the Executive Board Juries for championships.

#### **19.14 Ethics & Disciplinary Committee**

- 19.14.1 Shall ensure strict adherence to provisions of the constitution by members and sanctions any violations notices.
- 19.14.2 Ensures decency and decorum in the activities of members generally before, during and after meetings, competitions, courses etc.
- 19.14.3 Major decisions affecting the overall wellbeing of athletes and members generally.
- 19.14.4 Management and general handling of anti-doping education and related matters.
- 19.14.5 Approves of Athletes selected for competition.
- 19.14.6 Ensure utmost fairness and justice in all its decision binding on the Athletes and members generally.

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### **ARTICLE 20 - IMPEACHMENT**

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- 20.1 in the event of gross misconduct (as defined by the public service rules), the President, Vice President or 2<sup>nd</sup> Vice President or any other member of the

Board found guilty shall be removed by the vote of not less than two-third majority of the members present.

20.2 Without prejudice to article 9.7, the quorum for the Executive Board Meeting for the purpose of impeachment, shall be formed by 2/3 of the Board.

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### **– The Impeachment Procedure**

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20.3.1 The impeachment process shall begin by a formal reported case of gross misconduct before the Board. Thereafter, the Board shall deliberate on the allegation and where the allegation lacks merit, it shall be dismissed.

20.3.2 In the event that the petition has merit, the Board shall set up a disciplinary Committee to investigate the matter.

20.3.3 The said member petitioned shall be availed a written copy of the allegation against him/her defence before the committee.

20.3.4 The committee upon conclusion of hearing shall immediately present its report to the Board.

20.3.5 The Board shall consider the Report and where the allegation(s) is/are established, the member shall be IMPEACHED accordingly, the FMYSD shall be duly informed of any such decision.

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## **ARTICLE 21 - INSURANCE**

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20.1 The federation shall provide comprehensive insurance cover for all athletes and official during its activities.

20.2 The Federation shall ensure that States' Associations and Clubs participating in its programmes take full insurance cover on behalf of their athletes and officials.

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## **RULES AND BYE LAWS OF THE FEDERATION**

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The Board shall have powers from time to time to make, alter and repeal all such rules or bye-laws as it may deem necessary or expedient for the proper conduct of the sport and management of the Federation.

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## **RULES AND BYE-LAWS OF THE INTERNATIONAL FEDERATION**

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The Federation shall apply and be regulated by those Rules and Bye-Laws of the International Shooting Sport Federation (I.S.S.F) which are required by it as a condition for membership or featuring in competitions and which the International Federation requires to be included in the Constitutions of its Member Federations.