



CANA ZONE IV CONSTITUTION

Date approved: 25 April 2010

Date reviewed: 22 June 2014

A handwritten signature in black ink, appearing to read 'J. Naidoo', positioned above a horizontal line.

CANA ZONE IV President
Mr. Jace Naidoo

CONSTITUTION OF CANA ZONE IV

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CONSTITUTION OF CANA ZONE IV

ARTICLE 1: GENERAL

This Constitution is supreme and its articles and the general rules and regulations shall have binding force on all the member federations, swimmers, officials and persons hereinafter mentioned.

ARTICLE 2: NAME

- 1 The name of the Federation shall be “Confederation Africaine de Natation, ZONE IV” hereinafter referred to as “CANA ZONE IV”. The name CANA ZONE IV can only be used in any activity or competition that is approved by CANA ZONE IV.
2. The Headquarters of CANA shall be located in the country of the General Secretary and Treasurer.

ARTICLE 3: MEMBERSHIP

- 1 CANA ZONE IV shall be affiliated to the Confederation Africaine de Natation (CANA) and the African Union Sports Council Region 5 (AUSC Region 5).
- 2 The National Federation controlling swimming, diving, water-polo, synchronized swimming, open water swimming and masters swimming programme in any African country which is located in the ZONE IV as established by CANA and are also members of Federation Internationale de Natation (“FINA”) and CANA shall be eligible for membership of CANA ZONE IV.
- 3 Only one Federation in any African country can be a member of CANA ZONE IV and where the six disciplines of CANA ZONE IV are separated in any country in Africa, only one of them representing the six disciplines can be a member of CANA ZONE IV.
- 4 The membership of CANA ZONE IV shall be without discrimination as to colour, race, religion or politics.
- 5 The Bureau shall have the power to approve membership and where such application is rejected, the applicant may appeal against the

decision to the General Assembly of CANA ZONE IV, whose decision shall be final.

- 6 Each Federation's name and abbreviation shall be in accordance with such Federation's Constitution.

ARTICLE 4: LANGUAGE

- 1 The Official languages of CANA ZONE IV shall be English with Portuguese / French being available where adequate translation and publication facilities exist.
- 2 The working language of CANA ZONE IV shall be English and where there is a difference in the translation of the three languages aforementioned, the English version shall prevail.

ARTICLE 5: OBJECTIVES

- 1 To promote and encourage the growth and development of all the aquatic disciplines from grassroots to elite level.
- 2 To strengthen friendly and brotherly sporting relations among member countries.
- 3 To organise Regional Championships in swimming, diving, water-polo, synchronised swimming, open water swimming and masters swimming or any other competition.
- 4 To award the aforementioned events, manage and control all competitions among member countries in accordance with the rules and regulations of FINA and CANA.
- 5 To approve regional records
- 6 To recognise the suspension of any member federation, coach or swimmer as well as the suspension of a coach or swimmer by any member country.
- 7 To ensure that all international competitions open to all countries shall be organised under the rules of CANA and FINA with equality of all persons and countries.
- 8 To adjudicate any dispute which may arise among member federations.

- 9 Any member federation organizing an international competition shall ensure that its Government Issue necessary visas to all visiting swimmers, officials, judges and delegates involved. Where such member country fails to obtain entry visas for all visiting officials, judges, delegates and swimmers, CANA ZONE IV Bureau shall have the right to move such competition to the territory of another member-country, upon notification.
- 10 To foster and encourage unity among member countries in international sporting matters.

ARTICLE 6: MEMBERS

- 1 All member countries within the CANA ZONE IV region will be eligible for membership. These countries will include:-

Zone (IV) –

Angola, Botswana, Comoros, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe

- 2 All member countries must be in good standing with CANA.

ARTICLE 7: FEES

- 1 Each member-federation of CANA ZONE IV shall pay an annual subscription as determined at the annual meeting, which sum shall be paid on or before the end of March every year.
- 2 This annual fee may be reviewed by the Bureau from time to time and will be approved by the General Assembly.
- 3 The said fee shall be paid to the CANA ZONE IV Treasurer on or before 31st March every year.
- 4 Where any member federation fails to pay its subscription, such member federation will be automatically suspended until the fees have been paid in accordance with the rules and regulations of CANA ZONE IV.

ARTICLE 8: ACTIVITIES

- 1 The activities of CANA ZONE IV and its member-federations shall be governed by the Constitution and the General Rules and Regulations of CANA ZONE IV, including all decisions of the General Assembly and the Bureau, respectively.
- 2 In those cases where CANA ZONE IV does not provide for the rules, CANA and FINA Rules will apply.
- 3 The rules for the competitions or Championships authorized by CANA will be the rules of FINA in effect, when the competition is held.
- 4 Championships/Games are not officially established until they have been received FINA sanction in accordance with FINA Rules C14.3 and BL10.1 – 10.5, currently in force.

ARTICLE 9: GENERAL ASSEMBLY

- 1 The General Assembly is the highest authority of CANA ZONE IV and shall decide upon all matters of CANA ZONE IV.
- 2 The General Assembly shall consist of
 - i) Two delegates from each member country which shall have one vote.
 - ii) All members of the Bureau include proxy votes
 - iii) Honorary Life Presidents and Honorary Members (without vote)
- 3 The President of CANA ZONE IV shall preside at all General Assembly Meetings and all CANA ZONE IV Meetings or, in his absence, the longest serving Vice President shall preside.
- 4 The General Assembly shall be convened every four years, preferably in the host country of the CANA ZONE IV Championships.
- 5 In voting, in case of equality of votes, the President has the casting vote.
- 6 Where the chosen country declines to host the Assembly, the Bureau shall decide the time, date and venue for the Assembly.
- 7 The invitation to attend the General Assembly shall be sent by the Hon. Secretary of CANA ZONE IV, along with the date, venue and agenda

for the meeting to all member federations, at least two months prior to the date of such meeting.

8 The following items shall be included in the Agenda for the General Assembly:-

- i) Registration of Delegates
- ii) Opening of the Assembly
- iii) Reading and Adoption of previous minutes
- iv) Bureau Report
- v) Financial Report
- vi) Amendments to the Constitution and the General Rules and Regulations of CANA ZONE IV, if any. The said proposals of changes/amendments must have reached the CANA ZONE IV Secretariat from member federations at least five months prior to the date of the Assembly, and the Hon. Secretary shall have communicated the said proposals to member federations three months before the date of the meeting.
- vii) Election of members of the Bureau
- viii) Date and venue of the next CANA ZONE IV Swimming Championships
- ix) Any other business
- x) Closing of the Assembly

9 The Bureau shall be elected to serve for a period of 4 years.

10 An Extraordinary General Assembly may also be called at any other time to discuss urgent matters on the decision of the Bureau or at the request of at least two-thirds of the affiliated member federations of CANA ZONE IV. Invitations will be forwarded in accordance with the rules of CANA ZONE IV; and the Bureau shall select the date and the venue for such a meeting.

11 The amendments passed by the General Assembly of CANA ZONE IV shall come into effect immediately unless the General Assembly decides otherwise.

- 12 For both an Ordinary and Extraordinary General Assembly, the quorum is fifty percent. If not, it will be postponed for 24 hours with any number.
13. The General Assembly shall meet not later than the end of May annually.

ARTICLE 10: CANA ZONE IV BUREAU

The Bureau shall consist of 13 members as follows:

- The President
- Three Vice Presidents
- Secretary General and Treasurer
- Seven other members from different countries

ARTICLE 11: ELECTION TO THE BUREAU

- 1 The persons to be elected as members of the CANA ZONE IV Bureau shall be elected in the order as herein before set out in Article 10.
- 2 Only candidates from affiliated member federations are entitled to be proposed by those member federations for election to the CANA ZONE IV Bureau. Such proposals are to be made in writing to the Hon Secretary before the meeting of the General Assembly.
- 3 The candidates for President, the Vice Presidents, and the Hon. Secretary and Treasurer and additional members may be nominated by the General Assembly or the member federation they represent.
- 4 If there are more candidates than places available, the votes shall be by ballot. The candidate receiving the majority number of votes shall be elected. In case of equality of votes a new ballot will be held for candidates with equal votes. Should the votes be equal after such a ballot, the President shall have a casting vote.
- 5 In case of a vacancy in the Bureau, the Bureau may fill such vacancy until the next General Assembly.
- 6 Voting shall be by secret ballot.

ARTICLE 12: BUREAU MEETINGS

- 1 The Bureau shall meet at least once a year at a venue to be fixed by the Bureau and during the ZONE IV Championships or whenever the need arises.
- 2 The quorum for the CANA ZONE IV Bureau meeting shall be fifty percent of the members.
- 3 If the quorum is not attained for the meeting, then the meeting shall be postponed and shall proceed twenty-four hours later with a minimum of three members of the Bureau present, provided that one of them is either the President or the Hon. Secretary/Treasurer of CANA ZONE IV.

ARTICLE 13: BUREAU'S RIGHTS AND DUTIES

- 1 To discuss and adopt minutes of previous meetings
- 2 To adopt the Administrative and Financial Report prepared by the Hon. Secretary and Treasurer before submission to the General Assembly for approval.
- 3 To approve affiliation or suspension of a member federation.
- 4 To consider matters referred to it by the General Assembly.
- 5 To settle disputes that may arise between member countries.
- 6 To examine and approve applications from member-countries wishing to organize CANA ZONE IV Championships and decide on all issues pertaining to the participation, preparation and the organization of such Championships.
- 7 The Bureau shall also have complete control of all CANA ZONE IV Championships and events.
- 8 To approve or reject applications for recognition of ZONE IV records submitted by member federations.
- 9 To explain the rules of the Constitution at the request of any member federation and refer its interpretation to the following meeting of the General Assembly.
- 10 To forward proposals to the General Assembly and be responsible for the publication of the CANA ZONE IV handbook and for the

incorporation therein of any alteration authorized by the General Assembly.

11 To take prompt decisions in emergency cases which shall immediately be enforced, provided that these decisions shall be referred to the following session of the General Assembly.

12 Voting on these matters shall be OPEN; in case of equality of votes the President shall have a casting vote. Members of the Bureau may vote by correspondence.

13 To form Technical committees specialized in the following aquatic disciplines and relevant activities:-

Swimming, diving, water-polo, synchronized swimming, open water swimming, masters and medical, and to appoint the members and determine their terms of reference. The Chairman of the Technical Committee or one of its members may attend the CANA ZONE IV Bureau meeting, if the Bureau deems it necessary.

14 To make by-laws relating to any matter that would be deemed necessary.

16 The President shall preside over the meetings of the CANA ZONE IV Bureau and the General Assembly and shall also represent CANA ZONE IV Bureau and the General Assembly and shall also represent CANA ZONE IV generally. The longest serving Vice President in office shall deputize for the President when the President is absent.

17 The CANA ZONE IV Bureau has the right to confer an Honorary Life President or an Honorary Membership on any member if the Bureau decides that such a member had rendered great service to CANA ZONE IV; provided that the action to confer such honor shall be laid before the General Assembly for approval.

The Honorary Life President may attend all the Bureau Meetings and the General Assembly.

The Honorary members will attend only the General Assembly.

ARTICLE 14: TECHNICAL COMMITTEES

- 1 The bureau shall at its first meeting, appoint members of the Technical Committees, namely: swimming, diving, water-polo, synchronized swimming, open water swimming, masters and medical, respectively.
- 2 The Members of the Committees shall remain in office for the same period as the Bureau.
- 3 Only recognized experts in their respective sport, who possess a comprehensive experience either as athletes, judges, officials, trainers or teachers, and who are capable and interested, and actively and regularly attend meetings of the Committees and co-operate with them, shall be appointed as members of the Aquatic Sporting Committees.
- 5 The members of each Committee shall be from member federations that are active in that specific discipline, and any vacancy shall be replaced by the Bureau.
- 6 The chairman of the committee shall preside at all meetings and in his absence, the vice president shall preside. But where both are not present, members present shall elect an acting chairman for the meeting.
- 7 The chairman is entitled to vote on all matters, and in the case of equality of votes he will have a casting vote.
- 8 The Committee shall meet once a year and at all Championships of CANA ZONE IV. Further meetings may be held as and when the Bureau may decide.
- 9 The powers and duties of the Committee shall be as follows:
 - i) To promote discipline in the sport, conducting clinics and circulating technical know-how to member-federations.
 - ii) To exchange expertise and opinions with member-federations.
 - iii) To consider and propose to the Bureau all technical matters in their discipline.
 - iv) To evaluate, promote and support the quality of refereeing and judging and to establish a list of recognized officials in their discipline to the Bureau.

- v) To co-operate in the technical preparation and holding of competitions in their disciplines at the ZONE IV Championship and other CANA ZONE IV events.

ARTICLE 15: FINANCES

The Financial year for CANA ZONE IV shall begin on 1 January and end on 31 December of the same year.

Present certified annual financial report to General Assembly.

ARTICLE 17: AMENDMENT TO THE CONSTITUTION

- 1 Amendments to the Constitution may be proposed at the instance of the CANA ZONE IV Bureau or at the instance of one-half of the member federations, at the General Assembly.
- 2 Such amendments shall be adopted by a vote of fifty percent plus one of the member federations of CANA ZONE IV, present and voting at such a meeting.
- 3 Any amendments made or taken at that meeting shall be carried out immediately and such amended law shall become operative, immediately.
4. All proposed amendments must be submitted six months in advance of General Assembly.

ARTICLE 18: INTERPRETATION

In the Constitution unless there be something in the subject or context inconsistent therewith:

1. "Articles" means the provisions of the Constitution of CANA ZONE IV or as may from time to time be altered as provided in the Constitution.
2. "Bureau" shall mean the CANA ZONE IV Bureau.
3. "Championships" shall refer to swimming, diving, water polo, synchronized swimming, open water swimming and masters swimming competitions organized by or under the rules of CANA ZONE IV.

4. "Constitution" means the laws of CANA ZONE IV and every other law, rules 7 and regulations for the time being in force and affecting CANA ZONE IV.
5. "Member Federation" or "Member Country" means African countries who are members of CANA ZONE IV.
6. "Organising Federation" means the country hosting any CANA ZONE IV Championship.
7. "Swimmer" shall include a diver, a water-polo player, a synchronized swimmer or an open water swimmer.
8. Words importing the singular number also include the plural and vice versa and words importing the masculine gender also include the feminine gender.

ARTICLE 19: EFFECTIVE DATE

This Constitution after its approval by the General Assembly on 25 April 2010 in Johannesburg, South Africa, will become effective immediately.