

# WORLD WAVESKI SURFING ASSOCIATION



## **CONSTITUTION**

***(This Constitution has been developed using the existing Constitution of the World Waveski Surfing Association. It is a living document and serves as the parameters in which the World Waveski Surfing Association administers its responsibilities. This document is intended to be reviewed and revised to reflect contemporary governance principles)***

# **World Waveski Surfing Association Constitution**

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## GLOSSARY OF TERMS

**World Waveski Surfing Association (WWSA)** – Is the governing body which represents world waveski surfing nations and oversees the running of the World Waveski Surfing Titles and any other associated and related sanctioned events.

**Waveski** – Not longer than 12 feet, rider must sit on top with bottom flush on seat, secured by seat belt/quad belt/wax, both feet\* in front of body in footwells with foot straps, must have fin(s), non-motorised craft propelled by use of paddle. \*athletes who are missing lower limbs, including feet adjustments will be made re the definition.

**Members** are defined as the National Governing Bodies for waveski surfing representing a country/nation as recognized by the Association. In the absence of a National Governing Body, members may be considered from other water based organisations.

**Committee** – elected at the Annual General Meeting to represent the members consist of the following portfolios – President, Vice President(s) x 3, Secretary, Treasurer, International Technical Contest Director, Development, Adaptive, Gender equity and any other portfolio which is determined by need and requirement.

**Gender Reference** in this document is neutral however it shall mean he or she, his or her unless otherwise described.

**Quorum** – minimum of 5 (five) from the Committee which must include the President plus the Secretary and/or the Treasurer.

**Membership** – Recognized waveski surfing associations (which may be affiliated with another water discipline) shall be eligible for membership. (1) One association per country/nation; one vote per nation.

**Financial Member with voting rights** – only those members who have paid up their affiliation fees are eligible to vote on any matters arising.

**Non-financial member** – is a member of the Association however is not currently financial and therefore cannot vote on any matters arising until their affiliation fees are paid and receipted by the Treasurer.

**Voting** – one vote per financial member.

**Member Nation Delegate** – defined as a person(s) of responsibility who has the authority to vote on behalf of a member at the Bi-Annual General Meeting and other special meetings.

## **World Waveski Surfing Association Constitution**

**Year** – 1<sup>st</sup> January – 31<sup>st</sup> December shall constitute the year for the collection of membership fees and must be paid and receipted prior to any competition run by the World Waveski Surfing Association.

**Rules and By-laws** – as determined by the Association which may include the competition rules, policies and procedures and constitution as accepted by the Committee.

**Constitution** – The following document as attached herein describing the guidelines which the Association works within.

**Competition Rules** – The WWSA Competition Rule Book (the rule book) as accepted by the members and held in trust by the Association. The rule book is reviewed and updated on a regular to reflect contemporary waveski surfing and any other matter which may affect the running of a competition.

**Proxy** – Representative of the Secretariat (Committee) who has been authorized to vote on behalf of the member in absentia

**Affiliation Fees** – fees determined prior to the commencement of the WWSA Titles which are then levied against each competitor and are due and payable prior to any competition run by the WWSA. .

# **World Waveski Surfing Association Constitution**

## **1. Name**

The Association shall be known as the “WORLD WAVESKI SURFING ASSOCIATION”, hereinafter referred to as “the Association”.

## **2. Mission Statement**

The World Waveski Surfing Association is the World Governing Authority for waveski surfing. The Association is dedicated to the development of waveski surfing worldwide. The Association’s mission is to provide guidance and advice to its members around the world.

**Definition of a Waveski** – Not longer than 12 feet, rider must sit on top with bottom flush on seat, secured by seat belt/quad belt/wax, both feet in front of body in footwells (unless competitor is absent of lower limbs/feet) with foot straps, must have fin(s), non-motorised craft propelled by use of paddle.

**Members** are defined as the National Governing Bodies for wave ski surfing representing a country as recognized by the Association. A country can only be represented by one national governing body.

## **3. Objectives**

- 3.1 To promote and encourage the sport of waveski surfing around the World.
- 3.2 To organize contests and championships for waveski surfers and waveski surfing groups.
- 3.3 To foster and encourage a high standard of waveski surfing etiquette.
- 3.4 To promote and protect good fellowship among those persons interested in the sport of wave ski surfing.
- 3.5 To encourage the affiliation of kindred bodies within the Association.

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- 3.6 To promote and assist in organizing the World Waveski Surfing Titles.
- 3.7 To establish set standards of judging, financial procedures and media liaison.

### **4. Powers**

- 4.1 To purchase, sell, lease, exchange, hire or otherwise acquire or dispose of any real or personal property for the purpose of the Association.
- 4.2 To make such agreements with Municipalities, Road Boards or other bodies for the purpose of leasing or other hiring of suitable property or properties for the purposes of the Association and to maintain the grounds, lawns and buildings for the use and accommodation of its Members.
- 4.3 To borrow money by way of loan or overdraft or by the issue of debentures for the purposes of carrying on the work or activities of the Association and to invest in any of the investments authorized by law any surplus funds of the Association not immediately required for the purposes of the Association.
- 4.4 To enter into such agreements as are necessary and reasonable or are considered advisable for the proper utilization of the Association's assets and for the proper carrying out of the other object herein detailed.
- 4.5 To make by-laws, rules, policies and operating procedures for the conduct of the Association.
- 4.6 To raise funds by public subscriptions and any other means as may from time to time be approved by the Committee.

## **World Waveski Surfing Association Constitution**

- 4.7 To draw, accept and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments.
- 4.8 To appoint volunteers, employees and staff as are necessary from time to time.
- 4.9 To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

## **5. Membership**

- 5.1 Any nation which has a recognized waveski surfing association (which may be affiliated with another water related discipline such as kayak/canoe/surf) shall be eligible for membership.
- 5.2 Application for membership is to be received in writing to the Secretary of the World Waveski Surfing Association for presentation to the committee at the Bi- Annual General Meeting.
- 5.3 Acceptance of applications for membership is at the discretion of the Committee.
- 5.4 Fees are levied against competitors who participate in the WWSA Titles.
- 5.5 The Committee may from time to time impose such penalties (e.g. suspension, withdrawal of voting rights or fines) on any affiliated member or members for the following reasons: Failure to abide by the Constitution and by-laws.
- 5.6 Prior to imposing any penalty, the affiliated member or member against whom the charge is made shall be given an opportunity to be heard in answer to the charge. Notice of such charge is to be given in writing by the Secretary of the Association to the offending member/s within 28 days prior to the convening of a Special Meeting by the Association, at which meeting the charge will be



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heard.

- 5.7 Upon any nation ceasing to be a member of the Association for any reason whatsoever, that nation shall not be entitled to the return of its or his membership subscription or any portion thereof.
- 5.8 Any admission or suspension by a nation shall be subject to ratification by the Association.

### **6. Constitutions**

Any national association's constitution is subject to the approval and endorsement of the Association. Where any conflict arises; the provisions of the Association's constitution will prevail.

### **7. Structure and Voting**

- 7.1 The Association is an association of member countries as described above (5.1).
- 7.2 The Association may admit as an affiliate of the Association any such club, branch, society or other organization established for the purpose of promoting and encouraging the sport of waveski surfing.
- 7.3 Only member nations are able to vote at Bi-General Meetings and special general meetings. Each member nation is entitled to one vote. Votes can be received in absentia prior to the calling of the vote (refer to Appendix B – proxy votes). Votes cannot be made by another member nation of behalf of another nation whether present or not.

### **8 . General Meetings – B i - Annual General Meetings and Member Nation Delegate Meetings**

- 8.1 The Committee shall convene Bi-General Meeting of members, which shall be held during the World Waveski Surfing Titles.

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- 8.2 Prior to the Bi-General Meeting, at least 1 (one) representative from each member nation may meet at a Member Nation Delegate meeting to discuss issues, and/or give recommendations which are voted upon at the Bi-Annual General Meeting. The member nation delegate meeting is not to take the place of the Bi-Annual General Meeting.
- 8.3 The Committee may whenever it thinks fit, convene a Special General Meeting.
- 8.4 The Committee shall within thirty (30) days of receipt by the Secretary of the Association of a requisition made in writing, which requisition must be endorsed by five (5) members and over the hand of the President and Secretary of the Association, convene a Special General Meeting. At all Special General Meetings no business shall be transacted other than that specified in the notice convening such meeting and other matters relevant thereto.
- 8.5 Notice of the Bi-Annual and of every Special General Meeting shall be given at least 30 days in advance in writing.
- 8.6 The business of a Bi-Annual General Meeting shall be to receive and consider the Annual Report and Financial Statement, to select the Host country for the World Waveski Surfing Titles, to elect committee members and to transact any other general business, which may be submitted to the meeting.
- 8.7 A majority of committee members personally present shall be a quorum for a Bi- Annual General Meeting. If within thirty (30) minutes from the time appointed for the meeting, a quorum is not present, the meeting shall lapse.
- 8.8 The President shall be entitled to take the chair at all general meetings of the Association. In his absence or unwillingness to act the members present shall choose a Chairman from among their own number.
- 8.9 No person shall be eligible to vote at any Bi-Annual General Meeting unless their country is a member of the Association. (keeping in mind the provisions of 7.3 above) Proxy votes can be received at any Bi-General or Committee meeting of the Association.

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- 8.10 Every question submitted to a Bi-Annual General Meeting shall be decided by a show of hands unless otherwise decided by the meeting or the Chairman. Every member nation shall be entitled to one vote (refer 7.3. above) EXCEPT that in the case of an equality of votes the Chairman shall have a casting vote in addition to the vote to which he is entitled as a member nation.
- 8.11 Minutes of the proceedings of every Bi-Annual General Meeting shall be kept by the Secretary and signed by the Chairman of the next succeeding Bi-Annual General Meeting.
- 8.12 Every resolution passed at any Bi-Annual General Meeting shall be binding on all member nations of the Association whether present or not.
- 8.13 At the completion of the general discussion of the bi-annual general meeting, all committee members are to vacate their chair, positions on the committee.
- 8.14 The nominated returning officer is to receive and declare nominations for the committee. Existing committee members can renominate for the same position or a different position on the committee.

## **9. Office Bearers – The Committee**

- 9.1 The Office Bearers of the Association shall be:
  - President,
  - Secretary
  - Treasurer
  - Up to 3 (three) Vice Presidents– one of whom can be a representative from the next World Waveski Surfing Titles host nation.

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- International Technical Contest Director
  - Development
  - Adaptive Waveski – Equity
  - Other as determined by the Association
- 9.2 No Office Bearer of the Association shall receive any remuneration for their services.
  - 9.3 It shall be competent for the Committee by resolution of the majority of its members to declare vacant the office of any member of the committee including the President, only if such office holder:
    - 9.4.1. Has been found guilty of misappropriation of funds of the Association, a substantial breach of these Rules, gross misbehaviour, or gross neglect of duty; or
    - 9.4.2 Has ceased to be eligible under these Rules to hold office.
  - 9.5 In dealing with an allegation concerning the conduct of an office holder, the office holder shall be afforded the same opportunities to a fair hearing as afforded a member or representative by Clause 22 Disciplining of Committee Members, Member Nation Delegates and Member Nations.

## **10. Control and Management**

- 10.1 The control and management of the Association shall be vested in The Committee consisting of the eight (8) Office Bearers.
- 10.2 The Office Bearers (the Committee) shall be elected at the Annual General Meeting to hold office for two years. Nominations are received by the Secretary on the official form Appendix C prior to the calling of nominations. In the event that more than one nomination is received for the same position a secret ballot will be conducted – one vote per member nation. Existing Committee members can renominate for the same position or other positions on the committee.

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- 10.3 No person shall fill more than one place on the Committee at any one time except in the case of the three vice presidents who can each pick up the following portfolios – Treasurer, Secretary, International Technical Contest Director, Adaptive and Equity and Development.
- 10.4 A quorum of this Committee shall be five. If no quorum is present within thirty minutes of the notified time of meeting, such meeting shall lapse.
- 10.5 The President shall be entitled to take the Chair at all meetings of the Committee. In his absence or unwillingness to act, the members of the Committee present shall choose a Chairman from among their own number.
- 10.6 All casual vacancies among the Office Bearers and Committee of the Association shall be filled by the Committee co-opting a member if deemed necessary by a majority vote.
- 10.7 Every question submitted to the Committee shall be decided by a show of hands unless otherwise decided by the meeting or the Chairman. Every member of the Committee shall be entitled to one vote EXCEPT that in the case of an equality of votes, the Chairman shall have a casting vote in addition to the vote to which he is entitled as a member of the Committee.
- 10.8 Minutes of every meeting of the Committee shall be kept in a hard copy by the Secretary and signed by the Chairman of the next succeeding Committee meeting.
- 10.9 Every resolution of the Committee shall be binding on all members of the Association, whether they are present or not.

## **11. Executive**

- 11.1 The President, Secretary and Treasurer and one other Vice President as nominated shall constitute the Executive of the Association and may act in anyway beneficial to the Association when immediate action is required and it is not practical to call a

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meeting of the Committee.

- 11.2 Any exercise of Executive power under this clause will be referred for approval to the next meeting of the Committee.

## **12. Duties of the President**

- 12.1 The President is responsible for chairing all meetings or in his absence nominate a replacement. He shall present a report to the Annual General Meeting and ensure that where there is an equality of votes that he is in a position to make a casting vote.
- 12.2 In the President's absence, one of the vice presidents shall preside as chairperson, or in the vice presidents' absence, a member of the committee shall preside as chairperson.
- 12.3 Upon confirmation of the minutes, sign them in the presence of the meeting.
- 12.4 Sign all documents requiring his signature when so authorized
- 12.5 Liaise with the Secretary:
- 12.6 To ensure meetings, Bi-Annual General Meeting are notified in a timely manner to respective members,

Meeting minutes correctly recorded within an appropriate time frame,  
signed off as appropriate,  
Contact with Treasurer: Oversee Budget estimates and Expenditure,  
ensure financial year end financials, audit are completed before  
presentation at the bi- annual general meeting

Maintain contact as appropriate with member nation delegates, committee members and other key stake holders.

Ensure Committee members and Executive are aware of their responsibilities.

### **13. Duties of the Vice President (3)**

- 13.1 The Vice President(s) deputises for the President in his absence.
- 13.2 The Vice President(s) assume the responsibilities of the President.
- 13.3 Where more than one Vice President has been voted to the Committee, the Committee shall determine which Vice President assumes the role of the President.

### **14. Duties of the Secretary**

- 14.1 The Secretary shall keep a faithful record of the business transacted at all meetings. He shall keep a copy of the Constitution and all by-laws made there under for the time being in force.
- 14.2 He shall present a report to the Annual General Meeting, present inward and outward correspondence and perform all the usual duties required of the position as an Association Secretary.

### **15. Duties of the Treasurer**

- 15.1 The Treasurer shall receive and disburse the moneys of the Association as authorized by the Committee.
- 15.2 He shall issue receipts for all moneys received.
- 15.3 He shall keep correct accounts of all such transactions and shall lodge in a bank approved by the Committee all monies received by him.
- 15.4 He shall present to each meeting of the Committee a financial statement to date together with the bank pass sheet.
- 15.5 He shall present a report and audited balance sheet to the Annual General Meeting.

### **16. Duties of the International Technical Contest Director**

- 16.1 The International Technical Contest Director assists the Host Nation World Wave Ski Surfing Titles Contest Director with technical matters as they arise. These include but are not limited to:-
  - 16.1.1 Interpretation of the contest rules

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- 16.1.2 Assisting with Seeding for the divisions
- 16.1.3 Assisting with contest draw and flow if necessary
- 16.2 The International Technical Contest Director is to ensure that any authorised amendments to the Rule Book is communicated to all member nations at least three (3) months prior to the conducting of the World Waveski Surfing Titles. It is therefore incumbent upon the International Technical Contest Director to incorporate within the Rule Book all decisions and amendments carried by member nations comprising the Association.
- 16.3 The International Technical Contest Director shall ensure that the rule book used for World Waveski Competitions reflects International Surfing Association rules which have been modified for waveski surfing.
- 16.4 The International Technical Contest Director does not override any decision made by the Host Nation Contest Director unless there is an error in interpretation of a rule. In the event that there is an error in the interpretation of a rule, the President of the Association shall convene a meeting as soon as practicable with member nation delegates to resolve the issue This resolution then becomes binding until such time as an amendment is sought.

## **17. Duties of Development Coordinator**

- 17.1 The Development Coordinator is to showcase the sport of waveski surfing in a positive way so as to provide a forum to increase membership both competitively and recreationally.
- 17.2 The Development Coordinator is to assist in developing possible affiliations with similar sports including but not limited to canoeing, kayaking and surfing.

## **18. Duties of Adaptive Waveski and Equity Coordinator (may be two positions)**

- 18.1 The Adaptive Waveski and Equity Coordinator is to ensure that all participants both current and future are enabled to participate equally in the sport of waveski surfing without any prejudice against ablement, age, sexual orientation, gender, race, ethnic, cultural and spiritual beliefs and background, faith, religion, economic resources, size (weight, height).



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- 18.2 This position also acts as the resource and advisor for all events managed and undertaken by the WWSA including both in water and out of water events which includes surf events and meetings.
- 18.3 The coordinator assists with contemporary adaptive waveski interpretation and acts as the delegate on behalf of the WWSA to educate other disciplines as requested and required.

## **19. Finances and Income, Property and Trustees**

- 19.1 The financial year shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> of December.
- 19.2 No cheques shall be signed or money withdrawn unless such withdrawal has been approved by the Committee, or in the case of urgency by the Executive.
- 19.3 The income and property of the Association when so ever derived shall be applied solely towards the promotion of its objects as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members provided that nothing herein shall prevent the payment in good faith or remuneration to any officer or servant of the Association for services actively rendered to the Association.
- 19.4 Unless otherwise determined the President, Secretary and Treasurer for the time being, shall be deemed to be the Trustees of the Association, and any property real and personal belonging to the Association shall vest in the Trustees.

## **20. Amendments to the Constitution**

- 20.1 The Constitution and by-laws (e.g. Competition Rule Book, Policies and Standard Operating Procedures as utilized by the Association) may only be altered or amended by resolution passed by a majority of the members of the Association present and voting at a Bi-Annual General Meeting. Dispensation is afforded to the Association committee outside of the bi-annual general meeting to make decisions regarding the competition rule book, policies and procedures and any other matters to ensure that all changes are undertaken in a timely manner. In the event that changes are made, the Association will seek to communicate and consult with member nation delegates before final changes are made.
- 20.2 Notice of intention to move the amendment shall be given to the Secretary in writing at least three (3) months prior to the World Waveski

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Surfing Titles. The Secretary shall give twenty-one (21) days notice to all members of the Association of the proposed amendments and the convening of the Bi-Annual General Meeting for the purpose of considering the Motion. (this does not eliminate the ability of the Association to address issues as described in 20.1).

### **21. General Matters**

- 21.1 At the close of the Bi-Annual General Meeting the Secretary shall undertake in writing that copies of the minutes of the meeting will be available, together with Books of Account and Treasurer's Report, to the succeeding Association within a period of thirty (30) days from the date of the Annual General Meeting.
- 21.2 Copies of the above to be sent to all Delegates from member countries.

### **22. Disciplining of Committee Members, Member Nation Delegates and Member Nations**

- 22.1 If any member of the Committee, member nation delegate and member nation is charged by another member with refusing or neglecting to comply with a provision or provisions of the Constitution, the member or representative may be summoned to a meeting of the Committee.
- 22.2 Any such charge shall be in writing and be delivered to the Secretary who shall, as soon as practicable, forward a copy of such charge to the member or representative against whom the charge is made.
- 22.3 The intention of the Committee to consider a charge against a member or representative shall be stated in the notice convening the meeting and the member or representative charged shall be given at least 28 days notice of the meeting and be informed by the Secretary that the member or representative charged may submit to the Committee written representations relating to the charge.
- 22.4 If the member fails to submit a written response within the time allowed the charge may be dealt with notwithstanding his absence.
- 22.5 Where the Committee is of the opinion that the member or representative has: Refused or neglected to comply with a provision or provisions of these Rules;

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- 22.6 The Committee may by resolution expel, suspend (for a period not exceeding six (6) months), or caution the member or representative. Repeat offences may constitute more severe penalties as determined by the Committee.

### **23. Dissolution of the Association**

- 23.1 The Association may be dissolved at any time by a resolution of majority of the members of the Association voting at a General Meeting of the Association. If the members resolve that the Association shall be dissolved then the Secretary shall cause another General Meeting of the Association to be held to confirm the resolution of the first General Meeting. The secretary shall by notice to all members of the Association advise them of the date of the second General Meeting, which shall be held within thirty (30) days of the date of the first Meeting.
- 23.2 If at the second General Meeting majority of the members of the Association present and voting at the General Meeting so resolve the Association shall thereupon be dissolved.
- 23.3 After payment of all liabilities and debts due by the Association and all expenses incurred in dissolving the Association all remaining assets of the Association shall be paid to such organizations having the same or similar objects as the Association or such charitable organization as the members shall have decided at the General Meeting dissolving the Association.

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### APPENDIX A

#### Application for Membership Form

I/we hereby apply for Membership of the World Waveski Surfing Association and I/we agree to be bound by the Constitution of the Secretariat.

Name of Country/Nation .....

Name of delegate(s) who have the authority to give opinions/vote at member nation delegate meetings and Annual General Meetings:

.....

Email address (first preference):.....

Accreditation: registered waveski surfing  
association: .....

Signed:.....Dated:.....

Name(s) and position(s) of person(s) signing this application :

Name .....Position.....

Name.....Position.....

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**APPENDIX B**

**FORM OF APPOINTMENT OF PROXY**

I, ..... (full name)  
of ..... (address)  
being a member of the World Waveski Surfing Association hereby appoint:  
.....(full name of proxy)  
of ..... (address)

a specimen of whose signature appears below being a representative of  
their member nation, as my proxy to vote for me on my behalf at the Bi-  
Annual General Meeting to be held on the:

.....day of ..... 20..... and at any adjournment of that  
meeting.

My proxy is authorized to vote in favour of/against the resolution/s listed  
below:

.....  
.....  
.....

My proxy is authorized to vote on behalf of the following member nation  
by which I have been nominated

.....  
Signature of member appointing proxy: .....

Signature of proxy: .....

Date: .....

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### Appendix C: Nomination form for WWSA Committee

President,  
Secretary  
Treasurer  
Vice President(s) x 3  
International Technical Contest Director,  
Development and promotion  
Adaptive,  
Gender equity  
Media and Publicity  
Website development

Name of nominee .....

Country of nominee .....

Position nominated .....

Nominated by .....

Country of nominator .....

Seconded by .....

Country of seconder .....

Signed and dated

Nominee.....date.....

Nominator .....date.....

Seconder .....date.....

## Appendix D

*(The following list of member nations with voting rights is current as of 15 August 2022).*

### Member Nations

Argentina  
Australia  
Brasil  
France  
Ireland and Republic of Northern Ireland  
Israel  
Italy  
Netherlands  
New Zealand  
Peru  
Portugal  
South Africa  
Spain  
United States of America  
Great Britain

### Observer status

Puerto Rico

Signed



Jackie Dillon, Secretary,  
World Waveski Surfing Association  
15 August 2022