

Approved by the General Assembly, August 2003

## International Federation for Adapted Physical Activity (IFAPA) Constitution

### **I. Purpose**

#### **Article 1**

The International Federation for Adapted Physical Activity (hereinafter referred to as "The Federation" or IFAPA) is an international organization with scientific and educational objectives.

#### **Article 2**

The Federation, a non-profit organization, is constituted to promote original research both fundamental and applied and to encourage the study and application of programs in adapted physical activity for individuals across the life span.

To this end, the Federation is empowered to organize and/or support meetings and activities to promote these same objectives, encourage exchange programs and information among members and develop programs of professional preparation.

The Federation seeks to collaborate with other associations having similar purposes.

### **II. Membership**

#### **Article 3**

The Federation will have no less than five members.

#### **Article 4**

Membership in the Federation will be open to persons and associations interested in furthering the purposes of the Federation and will consist of anyone whose application for admission as a member has been received. Membership shall be for a two-year period.

#### **Article 5**

1. There shall be four classes of members: Individual Professional Members, Student Members, Organizational Members and Honorary Members. No one person may have membership in more than one class of membership.
2. Professional Members: Individual activity membership is open, upon payment of current membership fee, to any person who is or has been previously involved in pursuing a professional career in adapted physical activity.
3. Student members: Student membership is open upon payment of the current membership fee. Any student at the University level involved in pursuing studies in adapted physical activity is eligible.
4. Organizational Members: Accredited institutions of higher education, national, public or private agencies and national or international professional organizations that are supportive of the Federation purposes are eligible for membership upon payment of current membership fee.
5. Honorary Members: Honorary membership may be conferred upon any person who has made outstanding contributions to adapted physical activity upon nomination by an active member and as recommended by the Board of Directors. Names of proposed candidates for Honorary Membership shall be submitted in writing to the Secretary. The proposal will be on the agenda of the next Board of Directors meetings.

#### **Article 6**

Affiliation request (Regional Affiliated Organizations) must be addressed to the Secretary. These requests will be on the agenda of the next Board of Directors meeting.

#### **Article 7**

Membership fees or dues shall be assessed in accordance with the recommendation of the Board of Directors and the majority approval at the General Assembly.

### **Article 8**

Any member of the Federation is free to resign upon the written submission of notice to do so to the Board of Directors.

The right to remove any member from membership is reserved for the General Assembly and requires a two-thirds majority of those voting members who are present or represented.

### **Article 9**

Members operating on the Federation's behalf will not incur any personal liability and members who cease to participate in the activities of the Federation relinquish all rights arising therefrom.

### **Article 10**

The status of membership is forfeited through failure to pay membership fees or dues or by suspension.

## **III. General Assembly**

### **Article 11**

The General Assembly shall have the full range of powers necessary for the Federation to achieve its objectives.

It will be comprised of all professional, student, organizational and honorary members each of whom will have one vote. Duties specifically reserved for the General Assembly include:

- a. Approval of the Federation's budgets and accounts
- b. Election and/or reinstatement of the Directors
- c. Approval of amendments to the Constitution
- d. Dissolution of the Federation.

### **Article 12**

The General Assembly will meet at least once in every two-year period with the President, or his/her representative, serving as chair.

The meeting will be convened at a time and place specified in a Convocation Notice which shall be drawn up by the President to include an agenda and be circulated to all members at least 30 days before the date of the meeting.

An Extraordinary General Assembly can be convened on request of at least two-thirds of the full members in the same manner described above.

### **Article 13**

Members will be entitled to be represented at meetings of the General Assembly by proxy who shall also be a member and who shall have written authority so to do. No member will be permitted to act as proxy for more than two other members, except in regards to the election of the Directors. In regards to election of Directors only, the Past President will have the ability to act as proxy for all members who have submitted valid election ballots to the Past President at least one week prior to the General Assembly.

### **Article 14**

Quorum: Approval of a majority of the members present and eligible to vote shall constitute the declaration of a quorum for the purpose of transacting IFAPA business at the biennial business meeting (General Assembly).

Apart from exceptional cases detailed in these articles, resolutions will be carried by a simple majority of members present or represented and subsequently be brought to the attention of the entire membership.

Business will be conducted which is detailed in the agenda.

Resolutions of the General Assembly will be recorded in Official Minutes signed by the President and maintained at the registered office where it will be available for reference by members.

#### **IV. Board of Directors**

##### **Article 15**

The Federation is administered by a Board of Directors comprised of not less than three persons. No more than three members of the Executive Committee can be from any one country. The Board of Directors consists of the President, President-elect, Past President, Vice President, Secretary, Treasurer, Regional Representatives and Representatives from affiliated Regional Organizations. The Editor of Adapted Physical Activity Quarterly and ISAPA Organizer(s) also serve as ex-officio members of the Board.

The following Directors are elected by the General Assembly for a period of four years and are eligible for re-election: President-elect, Vice President, Secretary, and Treasurer. Regional representatives are elected by the members from the Regions and approved by the General Assembly. Representatives from affiliated Regional Organizations are nominated by the Regional Organization and approved by the General Assembly.

After a two-year period, the President-elect becomes President who serves a four-year term of office.

For compliance with the Belgian Law, one Director must have Belgian nationality.

Members of the Board of Directors can be removed from office by the General Assembly following a two-thirds majority resolution to that effect passed by members present or represented.

#### **V. Executive Committee**

##### **Article 16**

The Executive Committee includes the President, Past-President, President-elect, Vice President, Secretary, and Treasurer.

##### **Article 17**

The Executive Committee should meet at least once every year and can also be convened for special business by the President.

A member of the Committee can be represented by another member of the Committee but a member cannot represent more than one other member of the Committee.

The Executive Committee forms a quorum if at least half of its members are present or represented.

##### **Article 18**

The Executive Committee has all powers of management and administration that are delegated to it by the General Assembly. It can delegate the day-to-day management of the Federation to its President, to one of its members or to a third party. In addition, it can delegate to one or more other persons whichever special responsibilities it deems appropriate.

##### **Article 19**

Resolutions of the Executive Committee are passed on a simple majority of members present or represented. In the event of an equality of votes the President will have the casting vote.

Resolutions of the Committee will be recorded in Official Minutes, signed by the President and maintained at the registered office where it will be available for reference by members.

##### **Article 20**

All business of the Federation other than special business will be authorized by the President who will be responsible to the Board of Directors.

### **Article 21**

All legal actions (both in prosecution and defense) will be conducted on behalf of the Federation by the President or another member of the Executive Committee specifically designated to do so.

## **VI. Budgets and Accounts**

### **Article 22**

The financial year will end on 31 December.

The Executive Committee will submit for adoption by the General Assembly a statement of account for the current fiscal period (two years) and a budget for the following fiscal period (two years).

## **VII. Head Office**

### **Article 23**

The registered office of the Federation for the time being is the Universite Libre de Bruxelles, CP 168 avenue P. Heger, 28 B-1050 Brussels.

This Office can be moved to any other location by a decision of the Board of Directors; such a decision is to be published in the month of its passing with Belgium "Annexes du Moniteur".

### **Article 24**

All that is not prescribed in these articles or detailed in the publications of the Belgian "Annexes du Moniteur" will be pursued in accordance with Belgian Law.

## **VIII. Amendments to the Constitution (Dissolution)**

### **Article 25**

So long as it remains consistent with Article 5 of the Belgian Law of 25 October 1919, an resolution intended to modify this constitution or wind up this Federation must originate from the Board of Directors or have support of at least half of the full professional members of the Federation.

The Executive Committee must provide all members of the Federation with at least three months notice of the date of the meeting of the General Assembly at which such business will take place.

The General Assembly forms a quorum as described in Article 14.

No resolution will be passed until it achieves at least two-thirds majority.

However, if a General Assembly does not attract two-thirds of the members of the Federation, a new meeting will be convened under the same conditions as the previous meeting and at this meeting the quorum will be whatever number of full professional members is present or represented.

Any amendments to this Constitution will only take effect after the due process required by Article 3 of the Belgian Law of October 1919 has been satisfied.

The manner of dissolution and liquidation of the Federation will be determined by the General Assembly.