

5 December 2022

Confederation integration process

– Notice for applicants (“Notice”)

The purpose of this Notice is to provide guidance to aspiring National Federations on establishing a confederation by giving a general overview of the establishment process, other applicable legal and regulatory rules and the description of the membership application process at FITEQ.

IMPORTANT: Please note, this Notice and its annex(es) serve for information purposes only and, therefore, do not substitute legal advice and cannot be treated as such. Aspiring National Federations wishing to establish a confederation are advised to seek appropriate legal counsel in their jurisdiction.

1 – What are confederations in FITEQ’s governance system?

Confederations are intended to be FITEQ affiliates representing specific geographical regions worldwide with the primary aim of promoting Teqball’s sport development and inclusion in regional Olympic Games. Please take note that FITEQ expects such confederations to be open to such National Federations who belong to the reasonably defined geographical area in question. FITEQ reserves the right to consult with aspiring confederations to have a reasonable division of geographical areas.

The members of such affiliates shall be FITEQ-recognized National Federations. Should recognition of such National Federations terminate for whatever reason, their participation in the respective confederation and FITEQ committees shall also automatically cease.

Similar to National Federations, confederations too shall apply for affiliation membership in FITEQ. Only entities recognized by FITEQ as an affiliate may be regarded as confederations. (See more on the recognition procedure under Question No.4.)

The basic rights and obligations of these affiliates should be laid down in FITEQ’s Statutes. However, please note, confederations, by default, do not have separate right to organize competitions or sponsorship, broadcasting rights in connection with such competitions. Detailed rules on their affiliation membership will be laid down in separate partnership agreements between FITEQ and the respective confederation.

2 – How are confederations established?

The rules applicable to confederations' corporate establishment as legal entities before requesting FITEQ affiliation membership are strongly influenced by the laws that will apply to such confederations based on their registered seat or as prescribed by local laws applicable to them.

Such laws may provide for mandatory rules on, e.g.

- legal form (e.g. llc, association or other),
- mandatory elements of the founding documentation (e.g. statutes)
- minimum share capital,
- executive or similar key positions and/or their roles,
- procedural rules on registering the entity or even operating it (e.g. mandatory timeframes and deadlines to submit the registration of the entity to the relevant authority or convene a general assembly).

In general, however, the following steps should be considered when preparing to establish a confederation:

- Assessing how many National Federations in the relevant geographic region are interested to establish a confederation;
- Having one or more regional National Federations to drive the process;
- Setting out which country will host the registered seat of the confederation;
- Engaging a competent legal counsel operating in the chosen country for corporate and other local matters;
- Preparing the draft statutes of the confederation;
- Consulting with the interested National Federations on the contents of the statutes taking due account of the provisions of FITEQ's Statutes and rules on confederations;
- Obtaining at least three (3) comparable offers for the provision of mandatory services (e.g. financial audit) based on the principle of good governance, if required by the applicable laws;
- Convening the founding General Assembly in line with the statutes draft of the confederation to be established:
 - a) Duly inform the regional National Federations of the place and date of the event with the proposed agenda;
 - b) At the same time, request the submission of nominations for certain key positions to be elected at the Founding General Assembly (these may include the president, vice-president(s), general secretary, committee members, etc.);
 - c) Conclude the vetting (due diligence) process for the candidates;
 - d) Provide all the relevant supplementary documents and information to the persons invited in the final agenda (incl. final agenda topics, etc.);
 - e) The founding General Assembly should have the at least following main agenda topics:

- Call to order (designation of tellers/scrutineers and designation of delegates to sign the minutes together with the President to be elected)
 - Roll call of the National Federations' delegates
 - Welcome speech
 - Approval of the agenda
 - Formal decision to establish the confederation and approval of the statutes
 - Appointment of the independent financial auditor, if required
 - Elections of the executives and other key functions
 - Decision to apply for affiliation membership in FITEQ
 - Q&A for the founding members
- Documenting the founding General Assembly appropriately (name lists, voting results, etc.) and having the minutes prepared and signed by all Founding Members, the tellers/scrutineers and the President;
 - Obtaining the necessary share capital from the founding members, if required by the applicable laws;
 - Consult with FITEQ regarding the use of FITEQ IP in connection with the registration procedure (i.e. when defining the confederation's name, brand elements, etc.);
 - Initiating and completing the appropriate local registration procedures, etc.

As noted above, the statutes (or a similar document) is key to the establishment of such organizations. FITEQ is wishing to assist aspiring National Federations by providing a confederation statutes template available under Annex 1 which, however, is only for information purposes, and not a tailor made document for local establishment purposes. Accordingly, FITEQ does not take any responsibility for its compliance or fitness for the purpose intended.

It is important to note that National Federations should duly consult with FITEQ on the use of FITEQ IP during the establishment process even before applying for affiliation membership in FITEQ. Mandate letters or other relevant agreements may be required to be concluded to formalize FITEQ's approval to the use of these assets (FITEQ brand elements, logos and slogans included).

3 – What other legal or regulatory requirements must confederations comply with?

In addition to the establishment requirements and processes described above, further sports-related registration or notification requirements may be applicable.

These requirements may be set by the local sports ministry and/or similar governmental body and/or the local or regional National Olympic Committees.

National Federations are encouraged to consult locally what the applicable laws and regulations specifically require in this context.

4 – How are confederations integrated to FITEQ’s governance system?

As highlighted above, the establishment of a confederation and compliance with additional sports-related requirements do not automatically entail the recognition of confederations as affiliates by FITEQ.

The recognition process of confederations comprises the following steps:

- The representative of the confederation(s) must submit a formal affiliation membership request to FITEQ’s Executive Board using this email address: governance@fiteq.org;
- They must attach the scanned copies of the following duly signed documents:
 - a) Statutes with English translation, if the statutes was not drawn up in English or French;
 - b) Founding members’ list;
 - c) Certificate of corporate registration;
 - d) List of the senior executives;
 - e) A formal, GA-approved decision to apply for the affiliation membership at FITEQ.
- The competent Sport Development team, as mandated by the Executive Board of FITEQ, will then initiate the negotiation and signature of a separate partnership agreement to be signed between the parties;
- Once the partnership agreement is concluded, FITEQ’s Executive Board issues an affiliation membership certificate to the confederation as an affiliate or confers the matter to the General Assembly for decision.

Note: Please note that until the General Assembly 2022 where all confederation related changes are discussed and voted on, the first admission requests may be dealt with some deviations from the above outlined process due to the fact that the relevant rules are being implemented simultaneously.

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Annex 1 – Confederation Statutes template

Annex 1 – Confederation Statutes template

NOTE: the template serves for information purposes only and, therefore, does not substitute legal advice and cannot be treated as such. The laws applicable to the confederation based on its registered seat may contain mandatory rules that may affect the content of this template. Aspiring National Federations wishing to establish a confederation are advised to seek appropriate legal counsel.

Statutes of the approved at the Founding General Assembly, DATE

NAME OF THE CONFEDERATION (also referred to as “Confederation”) is the umbrella organisation established by the National Teqball Federations (“National Federation”) in the **TERRITORY (Continent)**, among others, i) to initiate the Confederation’s accession to the International Federation of Teqball (“FITEQ”) as an affiliate, and ii) to coordinate their participation in the regional Olympic Games, in close cooperation with FITEQ.

1 NAME AND CONSTITUTION

1.1 The name of the Association shall be **NAME OF THE CONFEDERATION**, hereinafter referred to as the Confederation. It is a non-profit Association of private law, constituted by the National Federations that govern Teqball in each of the countries of the **TERRITORY (Continent)** continent that have been recognized as active members of this Association.

1.2 The Confederation was founded at the Founding General Assembly, **PLACE DATE**. Each National Federation that has applied for and accepted its subsequent incorporation, acknowledges and agrees to be bound by these Statutes.

1.3 The Confederation will represent the three (3) regions of the **TERRITORY (Continent)** continent. These regions are as follows: **REGIONS**. Each region shall have its own, internal committee within the **NAME OF THE CONFEDERATION**

1.4 The President of each regional committee shall have the right to occupy the Vice-Presidency of the Confederation. The Vice-President shall represent the group of countries he represents as a member of the Executive Committee of the Confederation in the position of Vice-President.

2 OBJECTIVES:

2.1 Initiate the accession to FITEQ as an affiliate.

2.2 Facilitate its own and Members’ presence at and participation in the **regional Olympic Games**, as well as other Regional Games of the **CONTINENT** (umbrella representation body) in close cooperation with FITEQ.

- 2.3 Exercise any other rights (including but not limited to organizing competitions) based on separate agreements concluded with FITEQ.
- 2.4 Comply with and also promote such compliance with the rules, values and principles set out in FITEQ's Regulations and Statutes with respect to its operations and the development Teqball (and its sub-disciplines, if any) at all levels.

3 **MEMBERSHIP**

3.1 **Members:** National Federations recognized by FITEQ belonging to the **NAME OF THE CONTINENT** continent are the Members of the Confederation (hereinafter referred to as the Members), insofar as they have expressed their express will to participate as such (founding Members). Those who have signed the founding act are Members by that condition alone. Otherwise, any FITEQ National Federation wishing to become a Member of the Confederation must make the corresponding request in writing to the Secretary General of the Confederation who in turn will forward it to the Executive Committee for evaluation and fulfilment of the requirements. The Executive Committee may approve, withdraw, suspend or terminate a National Federation's membership at Confederation.

3.2 **Eligibility:** A Member maintains its active status by fulfilling the obligations set out in these Statutes.

3.3 Any Member suspended for any reason by FITEQ shall be automatically suspended from the Confederation. Any Member reinstated in the membership of FITEQ shall automatically be reinstated in the membership of the Confederation.

3.4. **Fee:** Each Member shall pay an annual membership fee to the Confederation. Detailed rules related to the payment of the membership fee may be provided for by the Executive Committee. The funds collected may be used to finance the Confederation's own activities. To maintain its rights as an active Member of the Confederation, the member country must be in full compliance with the provisions of these Statutes, both regarding the annual fee and any other financial commitments it may have entered with the Confederation. Failure to comply with this obligation within the first six months of each year shall be sanctioned with the automatic suspension of the defaulting Member, for as long as this situation persists, not allowing its participation in all those events directly supervised by the Confederation.

3.5 The Executive Committee may agree to conclude an agreement with the defaulting Member for the delayed payment of the outstanding amount or for paying such amount in instalments when specially requested by the National Federation. In such cases, the rehabilitation status shall be considered partial, therefore, the right to

vote at General Assemblies shall be lost and its leaders shall not be eligible to stand for office on the Executive Committee until all outstanding dues are paid in full.

4. LANGUAGES

4.1 The official languages of Confederation are **OFFICIAL LANGUAGES**

5. HEADQUARTERS

The headquarters of the Confederation shall be located in **LOCATION**. The Executive Committee has the right to determine the address of the registered office.

6 ORGANIZATIONAL BODIES

The bodies of the Committee are i) the Executive Committee, ii) the Regional Committees, iii) the Secretariat, and iv) the General Assembly.

7 THE EXECUTIVE COMMITTEE

7.1 The property and affairs of the Committee shall be administered by the Executive Committee, hereinafter referred to as the Executive Committee.

7.2 The Executive Committee is composed of

- 1 (one) President,
- 1 (one) General Vice-President,
- 4 (four) Regional Vice-Presidents,
- 1 (one) Secretary General,
- 1 (one) Treasurer,
- 1 (one) Athletes' Representative.

The President, the General Vice-President, the Secretary General and the Treasurer shall be elected for **4 (four) years** by direct vote of the Members at the General Assembly convened for this purpose. The President, the General Vice-President, the Secretary General and the Treasurer may be re-elected.

The Presidents of the Regional Committees are automatically delegated to the Executive Committee as Regional Vice-Presidents. The Regional Vice-Presidents' term of office will be **4 (four) years**.

The Athletes' Representative shall be elected by the registered athletes of the Members for **4 (four) years** no later than **two (2) years** following the constitution of the Confederation. The Athletes' Representative may be re-elected.

7.3 No person may serve as a member of the Executive Committee for more than three terms of office (whether consecutive or not). Any partial term of office shall count as one full term.

7.4 Upon election or appointment, every member of the Executive Committee undertakes to act faithfully, loyally and independently, in the best interests of the Confederation.

7.5 The Executive Committee's duties are as follows:

7.5.1 Providing strategic direction to the Confederation, its Members and FITEQ;

7.5.2 Conduct the business of the Confederation on behalf of the Members between meetings;

7.5.3 To convene Ordinary and Extraordinary General Assemblies in accordance with the provisions of these statutes;

7.5.4 To ensure the fulfilment of the objectives set out in Article 2;

7.5.5 To prepare and conduct the General Assembly;

7.5.6 To submit an annual report to the General Assembly, including the financial statements and other activities of the Confederation;

7.5.7 Implement the decisions and resolutions of the General Assembly;

7.5.8 To elect representatives acting on behalf of the Confederation to organisations where the Confederation is invited to be represented;

7.5.9 To consider and act on any matter referred to it by the Assembly;

7.5.10 To process (review, approve, reject) applications for membership, and also suspend and terminate Members' membership in accordance with these Statutes;

7.5.11 In cooperation with FITEQ, establish and maintain relations with other international organisations;

7.5.12 Maintain regular information contact with all its Members and FITEQ;

7.5.13 In the event of the temporary or permanent absence of the President or all Vice-Presidents, to appoint an interim replacement;

7.5.14 In cooperation with FITEQ, decide on the establishment of further committees and similar internal bodies, offices, including the approval of their duties, mandates

and budgets. Establish and approve the annual budget and the implementation of the budget of the Confederation.

7.5.15 Perform any other tasks and duties conferred upon it by these Statutes and the General Assembly.

7.6 The duties and responsibilities of the President are:

7.6.1 To legally and institutionally represent the Confederation as its general agent, governed in its functions by this Constitution and Statutes. The President may delegate one or more tasks or set of tasks to the General Vice-President and with respect to the regions, to the Regional Vice-Presidents.

7.6.2 Appoint the Secretary General and the Treasurer as members of the Executive Committee.

7.6.3 To preside over the meetings of the Executive Committee and the General Assembly and to sign the corresponding Minutes together with the Secretary General.

7.6.4 Opening bank accounts and co-signing with the Secretary General and/or Treasurer on behalf of the Confederation, subject to the applicable local laws and in compliance with these Statutes.

7.6.5 Draw up with the Secretary General and/or Treasurer the Annual Report, distributing it to all Members.

7.6.6 To execute the decisions of the General Assembly and the Executive Committee and to submit to them such reports as may be requested.

7.6.7 To appoint such persons and provide such support as may be required and necessary to conduct seminars, research and other events for the benefit of the Confederation.

7.7. The duties and responsibilities of the General Vice-President:

7.7.1 Attend the meetings of the Executive Committee and the General Assembly.

7.7.2 Carry out any task general operational tasks as entrusted to it by the President, the Executive Committee and/or the General Assembly.

7.7.3 Assist the President in the performance of his duties.

7.7.4 Duly substitute and act instead of the President, in line with his instructions, when the President is indisposed or absent.

7.8. The duties and responsibilities of the Second Vice-Presidents:

7.8.1. Attend the meetings of the Executive Committee and the General Assembly.

7.8.2. Carry out any operational task related to the relevant region for which they are responsible as entrusted to it by the President, the Executive Committee and/or the General Assembly.

7.8.3 Support, safeguard and promote the interests of their own regions during their operations and serve as a link between their respective Regional Committee and the Executive Committee.

7.9 Regional Committees

7.9.1. The Confederation shall have **NUMBER OF REGIONS UNDER THE CONFEDERATION** regional committees:

- **REGION1** Regional Committee – representing: **REPRESENTED LOCATIONS**
- **REGION2** Regional Committee– representing: **REPRESENTED LOCATIONS**
- **REGION 3** Regional Committee– representing: **REPRESENTED LOCATIONS**

7.9.2. Each Committee shall be composed of all the presidents of the Members belonging to the relevant regions shall become members of the relevant Committee. Each Committee shall elect one (1) president.

7.9.3 The presidents of the Regional Committees automatically become members of the Executive Committee as per these Statutes.

7.9.4 The term of office of the presidents of the Regional Committees is **four (4) years**. They can be re-elected. However, no person may serve more than 3 terms.

7.9.5 The duties of the Regional Committees include the following:

- Inform the Executive Committee about activities, competitions and other important information related its own jurisdiction.
- Provide territory-specific advice to the Executive Committee on all relevant matters.
- Provide an annual report to the Executive Committee and to the General Assembly.

7.9.6 Members belonging to each Region shall elect the presidents of each Committee during the General Assembly. Any and all election-related rules set out in these Statutes apply to these elections provided that only the Members (delegates/representatives) located in the same region have the right to cast the vote.

7.10 Termination of the position of a member in the Executive Committee:

7.10.1 In case of the Vice-presidents, their membership automatically terminates in the Executive Committee once their underlying position in the Member (National Federation) terminates for any reason;

7.10.2 If at a General Assembly, a resolution is passed by two-thirds of the valid votes cast based on the total number of active members in favour of the removal of the Executive Committee Member, when he/she has committed serious misconduct;

7.10.3 If the Executive Committee Member submits a written resignation to Secretariat;

7.10.4 For any cause of conflict of interest deemed by a majority of the members of the Executive Committee;

7.10.5 If a court determines that the Executive Committee Member is not of sound mind or is guilty of a relevant criminal offence;

7.10.6 If deceased or resigned.

7.10.7 In the event of vacancy of the office of President exceeding **one (1) year**, the Executive Committee shall convene an Extraordinary General Assembly within a period not exceeding ninety (90) days for the purpose of electing a new President, following the procedures established for such purposes in these Statutes. The persons elected shall hold office for the remainder of the President's current term of office.

7.11. Procedural rules of the Executive Committee:

7.11.1 Decisions of the Executive Committee shall be taken by vote, and all members of shall have the right to vote. Voting may take place by physical meeting, by teleconference, by e-mail or by postal ballot. Decisions to be taken require a quorum of half plus one of its members.

7.11.2 Members of the Executive Committee may serve with remuneration, which shall be established by a decision of the General Assembly. Executive Committee Members may be reimbursed for reasonable expenses incurred by them in the performance of their duties. Paid employees of the Confederation may participate in meetings of the Executive Committee in an advisory capacity only.

7.11.3 Meetings of the Executive Committee shall be held at such time and place as determined by the President or the Secretary General, provided that fifteen (15) days' notice is given to each member of the Committee, with priority as a meeting place to be given to cities where the Members of the Confederations are seated. No prior notice of the meeting shall be required if all members of the Executive Committee are present and waive notice, or if those absent have expressed their consent to the meeting to be held in their absence.

7.11.5 No error or omission in the notice of any meeting of the Executive Committee or of any adjourned meeting shall invalidate such meeting or invalidate any decisions

made, provided that all members of the Executive Committee are present at the meeting.

7.11.6 Any member of the Executive Committee may, at any time, waive notice of any such meeting and may ratify, approve and confirm any or all decisions taken or made thereat.

7.11.7 The President or the Secretary General may determine that a particular meeting shall be held by teleconference or other electronic means.

7.11.8 A majority of the members of the Executive Committee in office shall constitute a quorum for meetings of the Executive Committee. Any meeting of the Executive Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions of the Executive Committee under these Statutes.

7.11.9 In the event of a tie, the President shall have the casting vote.

7.11.10 The minutes of each Executive Committee meeting must be prepared by the Secretary General and shared with the members. The minutes will have been regarded approved and final within fifteen (15) days following the meeting.

7.11.11 Voting by proxy is not allowed.

7.12. Cooperation with FITEQ

7.12.1 The Confederation shall duly cooperate with and inform FITEQ's Executive Board of any and all initiatives, proposals that concern its objective set out under Article 2.2. The validity of such decision is subject to the prior approval of FITEQ's Executive Board within 15 (fifteen) days following the receipt of such proposal by the Confederation.

7.13. The duties and powers of the Athletes' Representative shall be as follows:

7.13.1 Represent and promote the rights and interests of the athletes of the Members before the Executive Committee of the Confederation and any other activity for which it is required.

7.13.2 Serve as a link between the athletes and the Confederation.

7.13.3 Act accordingly if appointed by the Executive Committee to a specific working committee on behalf of the athletes.

8 GENERAL SECRETARIAT

8.1 The tasks of the Secretary General shall consist, by way of example but not limitation:

8.1.2 Preparation and management of the General Assembly and/or Extraordinary General Assembly in support of the Executive Committee, including providing and preparing notices, organisation, documentation, reports and minutes;

8.1.3 Maintenance of a list of the Confederations' Members;

8.1.4 The working body of the Secretary General is the Secretariat or the Office. At the Office, administrative, legal and other relevant persons may be employed or otherwise engaged to assist the operations of the Secretary General.

In line with Article 7.5.14., the Executive Committee may appoint one or more **Continental Director(s)**. His/her duties, by way of example and without limitation, shall be to attend the Executive Committee meetings, General Assemblies without the right to vote, to actively participate with the rest of the staff in the designation of venues for **NAME OF THE CONFEDERATION** events and to work closely with the Secretary General, supervise, coordinate and manage, in conjunction with FITEQ, the Confederation's staff. The Continental Director shall be the Deputy Secretary General.

8.2 The duties and powers of the Treasurer are as follows:

8.2.1 Establish, jointly with the President, the financial policies to be followed with the Confederation's resources.

8.2.2 Administer the funds of the Confederation, keeping such official books of account as may be necessary, which shall at all times be available for inspection by the Members or other authorities upon request.

8.2.3 Sign and process all correspondence and documentation related to the Confederation's Treasury.

8.2.4 Prepare and submit to the General Assembly annual financial report detailing the management of the Confederation's resources during the previous calendar year.

8.2.5 Submit to the Executive Committee for approval an annual budget for the management of the Confederation, its projects, activities, administrative matters and competitions.

8.2.6 Collect dues from the Members, as well as any other income of the Confederation.

8.2.7 Co-ordinate with the President the implementation of resources in order to deliver the and Confederation's strategic plan.

8.3. Unless otherwise provided for, the Office of the Secretary General should provide the administrative support required for the operations of the Treasurer duly considering the independence of the two functions.

9 - 10 GENERAL ASSEMBLY

9.1 The General Assembly is the supreme governing body of the Confederation.

9.2 The General Assembly is the meeting of the Members. The quorum for the General Assembly shall be determined by the number of Members present at the time of roll call. Each Member may be represented by two (2) delegates with one having the right to vote. For purposes of this section, an active Member is one whose membership has not been terminated, suspended and which do not fall under the categories specified under Article 3.4. and 3.5.

9.3 At least one General Assembly shall be held annually and shall be convened by the Executive Committee in accordance with the procedures set out in these Statutes. It may be held in person or virtually.

9.4 The Annual General Assembly shall be convened by the Secretary and/or the President of the Executive Committee. In case of absence or incapacity of both members, it may be convened by three of the other active members of the Executive Committee. All Members of the Confederation shall be convened at least sixty (60) days in advance. It shall be chaired by the President of the Executive Committee.

9.5 A quorum of at least half plus one of the active Members is required to hold the meeting. If this number of Members is not present, an additional waiting time of thirty (30) minutes after the convened time shall be given and the General Assembly shall be held establishing as a valid quorum the Members present at that time, provided that it is exceeded by the presence or representation of at least one quarter plus one of the total number of its Members. The General Assembly shall be fully and completely valid as long as the number of active Members present or represented remains at the required minimum of one quarter plus one of the total number of active Members. All resolutions adopted shall be valid as long as the required minimum quorum is maintained.

10. General Assembly operation

10.1 The exclusive powers of the General Assembly are:

10.1.1 Adopt and amend the Statutes.

10.1.2 Elect the President of the Confederation.

10.1.3 Approve the Minutes of the preceding General Assembly.

- 10.1.4 Approve the reports of the Executive Committee, Regional Committees and the Treasurer and/or an independent financial auditor (as required by the local law).
- 10.1.5 Appoint an independent financial auditor (as required by the local law).
- 10.1.6. Terminate the position of an Executive Committee member in accordance with Article 7.9.2. and 7.10.
- 10.1.7. Appoint / delegate to the competent bodies of FITEQ one or more persons to represent the Confederation.
- 10.1.8. Decide on accession to any international, regional or similar organization.

10.2 Notice of meeting

10.2.1 The Founding General Assembly shall be convened by FITEQ **at least fifteen (15) days** in advance in writing (electronically) to each prospective Member, stating the date and place of the General Assembly. This notice will include a draft agenda. The last registered email address of the potential Member will be used for communication.

10.2.2 Subsequent General Meetings shall be convened by at least sixty (60) days' notice (indicating place and date) and shall be chaired by the President or, in his/her absence, by a Vice-President designated by them.

The Agenda of the General Meetings, in general, shall include:

- 10.2.2.1 Call to order (designation of tellers and designation of two (2) delegates to sign the minutes together with the President).
- 10.2.2.2 Roll call of delegates
- 10.2.2.3 Quorum Announcement
- 10.2.2.4 Welcome from the President
- 10.2.2.5 Approval of the Minutes of the previous Assembly, if any
- 10.2.2.6 Approval of the current Agenda
- 10.2.2.7 Approval of the reports of the Executive Committee, Regional Committees, Treasurer.
- 10.2.2.8 Presentation and approval of audited financial statements.
- 10.2.2.9 Appointment of the independent financial auditor, if required.
- 10.2.2.10 Elections (if necessary).
- 10.2.2.12 Resolutions, Motions and Questions.
- 10.2.2.13 Determination of the date and venue of the next Assembly, if feasible.

10.3 Members may add items to the agenda by requests to be emailed to **NAME OF THE CONFEDERATION** at least forty-five (45) days prior to the meeting, with the exception of the Founding General Assembly, which will consider agenda items submitted up to ten (10) days prior to the meeting if approved by the active Members. Motions shall also be accepted at the General Assembly with the approval of a simple majority of the active members present.

10.4 Decisions

10.4.1 Each active Member has one vote. Each delegate of a Member shall have a proxy signed by its President unless the delegate is the President himself or herself recognised for that purpose by the FITEQ.

10.4.2 For the approval and amendment of these Statutes, a two-thirds majority of the Members is required.

10.4.3 For the election of the President, a simple majority of the active Members present is required.

10.4.4 At the beginning of the session, the Agenda is adopted by simple majority.

10.4.5 For the purposes of the use of a power of attorney it is required to have, by way of irreplaceable requirements, the signature of the President or General Secretary (or equivalent) of the Member concerned.

10.4.6 A Power of Attorney may be given only in favour of a representative of an active Member.

10.4.7 An active Member may receive a maximum of one delegate at a General Assembly.

10.4.8 Decisions at the General Assembly shall be taken by a show of hands, with the exception of elections, which shall be taken by secret ballot. At the request of at least one third of the Members present, decisions may be taken by secret ballot. Decisions shall be taken by simple majority, unless otherwise specified in the Statutes.

10.4.9 Delegates. Each Member may participate in the assemblies with two (2) delegates, only one (1) with the right to vote.

10.4.10 Interpreter. Any delegate of a Member whose language is not one of the official languages may be accompanied by his or her own interpreter.

10.4.11 Observers. The Executive Committee may invite various observers to General Assemblies in an advisory capacity including officials of FITEQ.

10.4.12 Voting Rights Control Commission. The Voting Rights Control Commission shall be formed one hour before each Assembly and shall be composed of three persons of qualified experience in our sport appointed by the Committee.

10.4.13 The purpose of this Commission is to verify the eligibility of each Member's proxy and the proxies received. In the event of a challenge, the Voting Rights Control

Commission shall hear the arguments of the parties, summarise them and submit the dispute to the Assembly.

10.4.14 Tellers. The General Assembly shall elect from among the delegates present three (3) scrutineers who shall be responsible for auditing all operations inherent in the voting and control of votes.

11 EXTRAORDINARY GENERAL MEETING

11.1 The Committee shall convene an Extraordinary General Meeting of the Members if at least one third of the active Members so request in writing, or if the Executive Committee deems it necessary.

11.2 The Extraordinary General Assembly shall be held at a place and on a date to be determined by the Executive Committee. At least forty-five (45) days' notice shall be given. The notice shall include the agenda and all necessary explanatory documents attached.

11.3 An Extraordinary General Assembly shall hear proposals for amendments to the Articles of Association, as well as any other items appearing exclusively on its agenda.

12 ACTS

The Secretariat shall circulate the minutes of any meeting of the Executive Committee or the General Assembly to all Members within forty-five (45) days after each meeting.

13 ELECTIONS

13.1 At each General Assembly for, among other agenda items, the election of the President, each active Member may nominate one candidate for President and General Vice-President. Nominations must be received by the Secretariat at least thirty days prior to the General Assembly. The Secretariat shall forward to the Members in writing, within 48 hours of the deadline, the proposed names together with any information to be included with the nomination which may be of use to the Members in preparation for the meeting. Only the candidate supported by FITEQ shall be a valid President-candidate.

13.2 Elections shall be conducted by secret ballot, unless there is only one candidate for a seat, in which case that candidate shall be elected by acclamation.

13.3 The General Assembly shall elect the President by majority vote if there are two candidates. If there are more than two and in the first election no candidate obtains a 51% of the valid votes, the candidate with the least number of votes shall be eliminated and a new election shall be held and so on until one obtains the majority of votes.

14-15 FINANCES

14. Each Member is responsible for the expenses incurred for the participation of its delegates at General Assembly, and of its nominees elected to the Executive Committee. If the financial situation allows, the Executive Committee may pay an allowance to help cover these expenses, on an equitable basis among the Members.

15. The Treasurer of the Confederation shall keep the accounts of the Confederation. They shall be audited annually by FITEQ and, where deemed necessary, by an independent qualified firm of accountants appointed by the General Assembly. The General Assembly shall approve the final accounts for each year.

16 BOOKS AND RECORDS

The Treasurer shall ensure that all necessary books and records of the Confederation required by these Statutes or any other applicable statute or law are regularly and properly kept.

17 EXECUTION OF DOCUMENTS, DISCTICTONS

17.1 Contracts, documents and any other written instruments requiring the signature of the Confederation shall always be signed by the President, or alternatively, in compliance with the rules on delegation of power between the President and the Vice-Presidents, one or more of the Vice-Presidents. Documents related to the implementation of the Executive Committee's or the Regional Committee's tasks and other operational contracts may be signed by the General Secretary or his deputy. All contracts, documents and instruments in writing so signed shall be binding upon the Confederation without any further authorisation or formality.

17.2. **DISTINCTIONS:** The Confederation, by a vote of 2/3rds of the active Members present at an Ordinary General Assembly, may honour persons for distinguished service with the status of Honorary Member, who may participate in General Assembly with voice but without vote.

18 DISSOLUTION

18.1 Dissolution of the Confederation can only be decided by the General Assembly and shall require the approval of at least four-fifths (4/5) of the active Members.

18.2 The Confederation is dissolved by law if it is insolvent or the competent courts or authorities order the dissolution or winding up of the organization by issuing a final and binding resolution.

18.3 In the event of dissolution, the available assets shall be allocated in full to FITEQ.

19 FINAL PROVISIONS

19.1 The Confederation's financial year begins on 1 January and ends on 31 December each year.

19.2 Where these Statutes remain silent on a matter, primarily the rules of the FITEQ, secondarily those of common law and, in the alternative, the usages and customs of our sport shall apply where appropriate.

19.3 Any dispute arising out of or in connection with these Statutes may be submitted to arbitration before the Court of Arbitration for Sport in Lausanne, Switzerland.

19.4 Any costs incurred for a dispute pursuant to Article 19.3 shall be the responsibility of the parties concerned, unless the awarding authority determines otherwise.

19.5 All those Members that approved at the founding General Assembly these Statutes, shall be considered as founding Members.

19.6 The founding members of this Confederation agree that its creation shall not affect the rights acquired to date by FITEQ or by other persons, entities on FITEQ's behalf.

19.7 The Confederation, as a consequence of the principle of non-discrimination to the fullest extent, participates in the concept of "inclusive language" and therefore when mention is made of president, vice-president, secretary general - treasurer and any other position, it shall be interpreted and considered as meaning president, vice-president, secretary general - treasurer.