



Formatted: Underline

***Constitution of European Powerchair Football
Association***

TABLE OF CONTENTS

- CHAPTER A - EUROPEAN POWERCHAIR FOOTBALL ASSOCIATION (E.P.F.A.)	3
ARTICLE 1: NAME AND LEGAL CLAUSES	3
ARTICLE 2: MISSIONS AND OBJECTIVES	3
ARTICLE 3: NEUTRALITY	4
- CHAPTER B - STRUCTURE AND FUNCTIONING OF E.P.F.A.	5
ARTICLE 1: DIVISIONS OF EPFA - (SEE ATTACHMENT 1)	5
ARTICLE 2: THE CONGRESS	5
ARTICLE 3: MEETINGS OF CONGRESS	5
ARTICLE 4 : CREDENTIALS AND VOTING RIGHTS	6
ARTICLE 5: AGENDA	7
- CHAPTER C - THE EXECUTIVE COUNCIL OF E.P.F.A.	7
ARTICLE 1: COMPOSITION OF THE EXECUTIVE COUNCIL	7
ARTICLE 2: FUNCTIONS OF THE EXECUTIVE COUNCIL	8
ARTICLE 3: NOMINATIONS FOR THE EXECUTIVE COUNCIL	8
ARTICLE 4: ELECTION PROCEDURES FOR THE EXECUTIVE COUNCIL:	9
ARTICLE 5: REPRESENTATION AND VOTING RIGHTS OF THE EXECUTIVE COUNCIL	9
ARTICLE 6: MEETINGS OF THE EXECUTIVE COUNCIL	10
- CHAPTER D - PERMANENT COMMISSIONS AND COMMITTEES	10
ARTICLE 1: STRUCTURE OF EPFA	10
ARTICLE 2: THE SPORTS DEPARTMENT	11
ARTICLE 3 : THE DEVELOPMENT COMMISSION	11
ARTICLE 4 : THE ADMINISTRATIVE AND FINANCIAL COMMISSION	11
- CHAPTER E - FINANCES OF E.P.F.A.	12
ARTICLE 1: FINANCES OF EPFA	12
- CHAPTER F - AMENDMENTS TO THE CONSTITUTION, INTERNAL REGULATIONS AND DISPUTES	14
ARTICLE 1 : AMENDMENTS TO THE CONSTITUTION:	14
ARTICLE 2 : AUTHORITY OF THE EXECUTIVE COUNCIL:	14
ARTICLE 3: DISPUTES	14
- CHAPTER G - OFFICIAL LANGUAGE	15
- CHAPTER H - DISSOLUTION	15
ARTICLE 1: DISSOLUTION OF A ZONE COUNCIL:	15
- CHAPTER I - IMPLEMENTATION OF THE CONSTITUTION	15
ARTICLE 1: FIRST CONGRESS:	15
ATTACHMENT 1 - THE ORGANISATIONAL CHART OF EPFA	16

**- CHAPTER A -
EUROPEAN POWERCHAIR FOOTBALL ASSOCIATION
(E.P.F.A.)**

Article 1: Name and legal clauses

1. This Association is known as EPFA, (European Powerchair Football Association). This Association reports directly into FIPFA (Federation Internationale de Powerchair Football Association) with headquarters at: 42 rue Louis Lumière – 75020 PARIS – FRANCE. Called 'European Zone', EPFA represents FIPFA on the entire European continent.
2. Under the responsibility and control of FIPFA, EPFA shall be an independent Association with headquarters at: *42 rue Louis Lumiere - 75020 PARIS FRANCE* It is composed of national organisations governing Powerchair Football in their respective countries (National Organisation of Powerchair Football or NOPF), at the rate of one affiliated organisation per country. To be an affiliated member of FIPFA and EPFA, these national organisations are to fulfil the criteria provided for under Article 4 Chapter A of the FIPFA Constitution.
3. EPFA shall be the competent authority for Powerchair Football in the European Zone.
4. As long as EPFA shall maintain its headquarters in the host country, mentioned in Article 2 of Chapter A, the change of address can be done on the simple decision of the Executive Council. Only the Congress shall approve of the transfer of the registered office of EPFA to another country.
5. EPFA shall be subject to the laws governing the country where its headquarters are located.
6. EPFA shall ensure that the rules that it has been entrusted to establish shall be applied to all levels of the European Zone.

Article 2: Missions and objectives

1. EPFA's aim is to practice, develop, coordinate and support the sport of Powerchair Football in all countries of the European Zone. To this end, EPFA has the responsibility to take charge of this sport as far as competition is concerned and to set up a suitable promotional program. In particular EPFA shall:
 - a. Encourage the development of the sport through a suitable and relevant information and promotion program.
 - b. Establish the Internal Regulations that govern the conduct of EPFA.
 - c. Ensure that all international Zone competitions, for which EPFA has responsibility, are conducted in accordance with the Rules and Regulations of FIPFA.
 - d. Regulate the transfer of players from one country to another.
2. In order to facilitate exchange, harmonious dialogue, and development of the discipline, the EPFA may:

- a. Establish committees, or such provisional commissions as it deems necessary, to achieve its objectives;
 - b. Promote amicable and courteous relations between the national members of EPFA, as well as between all of the active members of the Association and the players.
 - c. Take appropriate measures in order to prevent violations of the Association, the sports regulations, and classifications of the players.
 - d. Do everything possible to involve the players in the operation of the European Zone. The EPFA should rely on the expertise of the persons directly involved with the game (players, coaches, referees, etc.) as much as possible.
3. In order to ensure financial stability, EPFA may:
- a. Collect funds and accept contributions and/or subsidies from any international, national, or state organisation, as well as individual companies, foundations, and organisations, following the rules defined by the Internal Regulations of FIPFA.
 - b. Ensure that all funds raised are used solely to further the aims of EPFA and are in accordance with the host country's legal framework and follow the principles of a non-profit organisation.
 - c. Make sure that the events organised under the responsibility of the EPFA have a balanced budget and comply with the funds which are available.

Article 3: Neutrality

- EPFA shall maintain absolute neutrality on the political level as well as on the religious and social levels and shall not tolerate any form of discrimination or racism.

Article 4: Membership

1. The current EPFA member NOPFs are listed in Attachment B of the current Constitution.
2. In order to be a member of EPFA, a NOPF must be a member of FIPFA, according to chapter A.4 of FIPFA's Constitution.

**- CHAPTER B -
Structure and Functioning of E.P.F.A**

Article 1: Divisions of EPFA - (See Attachment 1).

Article 2: The Congress

1. The Congress shall be the collective voice of Powerchair Football of European Zone. It shall have final authority over the activities of EPFA within the limits of its terms of reference and the provisions contained in this Constitution. It shall consist of:
 - a. A maximum of three delegates for each NOPF.
 - b. The Zone President and the other elected members of the Executive Council.
 - c. The appointed members of the different permanent or temporary commissions.

2. The role of the Congress is to:
 - a. Approve the agenda.
 - b. Adopt and amend in their entirety the changes proposed to the Constitution.
 - c. Elect the President and the other officers of the Executive Council.
 - d. Examine and approve all reports and other items placed on the agenda.
 - e. Ratify decisions of the Executive Council concerning the approval of the budget and the financial reports.
 - f. Ratify in their entirety the decisions of the Executive Council concerning the establishment and modification of the Internal EPFA Regulations.
 - g. Ratify the proposed change of country for the headquarters of EPFA.
 - h. Declare the dissolution of EPFA.

Article 3: Meetings of Congress

1. The Congress meets once every two years, on the occasion of, and in the same city as, at the European Champions Cup or European Nations Cup or a similar international/development event. The Congress shall debate and vote on all propositions made by the Executive Council.
2. The date, place, and agenda for the Congress shall be established by the President with the agreement of the Executive Council.
3. The President is responsible for sending notification specifying the place, date, and proposed agenda of the Congress. After the Congress, the President is responsible for sending a report to the membership of the decisions taken by Congress.

4. The invitation shall be sent to each applicable member at least two months prior to the opening of the Congress.
5. In order to be considered, the agenda items and amendments must be sent to the President at least two months prior to the opening of the Congress.
6. An extraordinary session of Congress shall be called by resolution of the Executive Council or upon receipt of a resolution from 30% of the members of EPFA. This session can only be called to consider amendments to the Constitution. The amendment proposal(s) shall be formalised by a document signed by the NOPF requesters and sent to the President. The President calls for the extraordinary session within three months of the receipt of the written resolution and notifies the Congress three months prior to the opening of the extraordinary session.
7. The conduct, organisation, and the dissemination of information of an extraordinary session shall be the same as for an ordinary session.
8. Unless otherwise specified, decisions of Congress shall enter into force the day after the closure of the session of Congress or of the extraordinary session.

Article 4 : Credentials and voting rights

1. Each NOPF normally affiliated as full members and in good standing with FIPFA and EPFA shall be entitled to one vote. One country - one vote. Associate members can still attend Congress but with no voting rights.
2. In consultation with the President, the delegates in the meetings of EPFA shall have in their possession, at all meetings, credentials from their respective NOPFs authorising their attendance and designating the voting delegate. A delegate may represent one NOPF only. All delegates in meetings shall be issued ballot cards.
3. Postal or facsimile votes are not permitted during Congress. This type of vote is however accepted as a voting method during the various meetings or by the preparatory committees.
4. Voting by proxy is not permitted.
5. The participation of at least 30% of the affiliated members is required in order to reach the quorum and proceed to any vote.
6. The validation of a motion or an amendment requires 50% of the total votes plus one. Abstention is not considered to be a vote.
7. The President of EPFA shall preside over Congress. During Congress, the President shall not vote except in the case of a tie when he/she shall have the deciding vote.
8. All the votes concerning individuals (eg: elections, exclusions, etc.) are done by a secret ballot. The other votes are done by a show of hands. At the discretion of the President, or if requested by at least 50% of the standing NOPFs entitled to vote, voting may be by a secret ballot.

Article 5: Agenda

1. Only matters proposed by members of the Executive Council or the NOPFs, may be put on the agenda of Congress, provided that these matters are in accordance with Article 2 of Chapter B.
2. Proposals must be forwarded to the President at least two months prior to the opening day of Congress. The final agenda is established by the President, in consultation with the Executive Council, and must be included with the letter of invitation to attend the Congress.
3. The agenda of an extraordinary session is provided for in Article 3.6 of Chapter B.

**- CHAPTER C -
The Executive Council of E.P.F.A.**

Article 1: Composition of the Executive Council

The term of office of the Executive Council shall be four years. The five members are elected by the Congress.

Five elected members :

- The President of EPFA
- The Treasurer of EPFA.
- The Director of the Sports Department.
- The Director of the Development Department.
- The Director of the Communication Department.

Non-elected members:

In addition, the Executive Council shall include without the right to vote:

- A FIPFA representative.
 - The appointed members of the different permanent or temporary commissions.
1. No person may hold more than one position on the Executive Council at any time.
 2. The elected members are elected during Congress.
 3. Quorum for the Executive Council must consist of 50% of the members. If neither the President nor the Treasurer is attending, no decision can be made by the Executive Council.
 4. In case of withdrawal of one of the members before the next Congress, the Executive Council shall appoint an alternate until the next Congress.
 5. The function of each member of the Executive Council is defined by this Constitution.
 - a. The President is responsible for the coordination of EPFA actions at the international level, in agreement with FIPFA. He or she has the full and entire responsibility to have the Constitution applied and to implement the actions decided by the Congress. He or she has the responsibility to coordinate all the actions of the Executive Council. He or she is responsible for the convening and conduct of all meetings. He or she shall prepare an agenda for each meeting and ensure that the reports are transmitted. He or she must

ensure that the members of the Executive Council who are attending the meetings are legitimate members.

- b. The Treasurer shall supervise the financial matters of EPFA and represent the President in his/her absence.
- c. The Directors of the Departments shall oversee the responsibility of their commissions.

Article 2: Functions of the Executive Council

The Executive Council is in charge of implementing the various actions suggested and voted by the Congress. The Executive Council is elected for four years.

In particular, it shall :

1. Supervise the practice of Powerchair Football in the European Zone and keep FIPFA informed about all its actions.
2. Transact the business and administer the affairs of EPFA in accordance with the objectives stated by the Constitution and the Congress.
3. Publish and transmit the various regulations as well as the amendments ratified by Congress.
4. Exercise overall control over the financial administration of EPFA and ensure that they are well-administrated financially.
5. Report on its activities and the financial reports to Congress.
6. Prepare and present the budget to Congress and FIPFA for the next term.
7. Prepare the annual report of the activities and transmit it before the 30th of May to each member and FIPFA except on the Congress year.
8. Appoint the representatives of FIPFA and/or EPFA for various international competitions.
9. Implement all types of recommendations for the organisation and the planning of the various meetings and different workgroups.
10. Choose the appropriate staff and entrust it with the organisation of all official EPFA Powerchair Football events in accordance with pre-established rules.

Article 3: Nominations for the Executive Council.

1. Nominations shall be overseen by the President.
2. Each candidate to a position at the Executive Council must be proposed by his or her NOPF by means of a letter of support signed by the Manager or the President of the corresponding NOPF.
3. To be eligible, nominations must be transmitted no later than two months prior to the start of the Congress.
4. Two months prior to start of the Congress, the President shall inform the NOPFs of the names placed in nomination. Along with these names, must be mentioned the date upon which the

President has received each nomination and the NOPF it has been supported by.

5. The retiring members of the Executive Council may be re-elected to their position or another position provided that they follow the same procedures as the new candidates.
6. The NOPF may put forward as many appointments as they wish as long as the restrictions of article 4.3 are observed.

Article 4: Election procedures for the Executive Council:

1. The election of officers of the Executive Council of EPFA shall take place at each Congress.
2. Each NOPF shall be entitled to cast one ballot for each position elected.
3. At no time may more than two persons nominated from one NOPF serve as an elected member of the Executive Council. The non-elected members are not affected by this restriction.
4. The President appoints two assistants to assist him in organising the ballot. These people must be neutral, and therefore, they should not be retiring members nor candidates, President or NOPF Presidents.
5. The vote shall be conducted by secret ballot.
6. The first ballot takes place with one ballot and a majority vote. For each position, the winner is the nominee receiving the most votes. If there is only one candidate for a position, he or she is still submitted to the election and must obtain at least fifty (50%) percent of the votes cast.
7. Order of votes.

The President shall conduct the election in the following order:

- a. The President of EPFA
 - b. The Treasurer of EPFA
 - c. The Director of Sports Department
 - d. The Director of the Development Department
 - e. The Director of the Communications Department.
8. The new officers shall assume their office at the conclusion of the Congress. The time limit between the election by Congress and entering upon the actual exercise of their functions can not extend past 30 days.

Article 5: Representation and voting rights of the Executive Council

1. The members elected for the Executive Council are so in their personal capacity and can not in any case be represented by proxy.
2. Each elected member of the Executive Council shall have one vote on each question at Executive Council meetings. The President shall have the casting vote in case of a tie.

Article 6: Meetings of the Executive Council

1. The Executive Council shall meet as often as necessary, but at least once yearly. If necessary, the President may call an extraordinary meeting.
2. The President may invite other people to attend the meeting of the Executive Council. These people shall have consultative status only. They do not have the right to vote and can only speak if authorised by the President.
3. The Executive Council may conduct business in person, by videoconference, the Internet, conference call, post, email, or by any other technical means implemented in the future.
4. Any officer elected by the Executive Council who fails to attend two successive EPFA Executive Council meetings without cause can be removed from office and shall be replaced by a person appointed by the President, following consultation with the other members of the Council. In the event that the President is removed from office under the terms of the previous sentence, the EPFA Treasurer shall replace that person. The Executive Council would then appoint a new Treasurer to serve until the next election.
5. The elected members of the Executive Council shall serve as such without remuneration. Except for the travelling, housing and eating expenditures incurred in the performance of his or her duties, no elected Officer shall receive any profit. Only the possible loss of salary linked to the travelling of an elected member within the scope of his responsibilities may get compensation in accordance with a scale of charges validated by Congress.

**- CHAPTER D -
Executive Roles and Departments and Commissions**

Article 1: Structure of EPFA

1. EPFA is composed of a President, a Treasurer and Departments and Commissions. The actions of these Departments and Commissions are described within the Internal Regulations and are not exhaustive.
2. The President oversees all Department and Commission activities and takes final decisions where necessary. Treasurer oversees the Finance of EPFA, Sports Department, Development Department, and Communications Department are under the responsibility of a Director elected by Congress for a four-year term of office.
3. The Permanent Departments and Commissions shall meet whenever necessary, but at least twice a year. Members of Commissions shall meet at the invitation of the Directors.
4. The Departments and Commissions may conduct business in person, by videoconference, the Internet, conference call, post, email, or by any other technical means implemented in the future.
5. The Departments and the Commissions members have a four-year term of office.
6. THE EPFA President or its representative may participate in the meetings of each of the Commissions without having the right to vote.
7. The members who do not take an active part in the work of the Departments or Commissions can be replaced at the request of the Director of the Commission and with the approval of the

Executive Council.

Article 2: The Sports Department

Under the responsibility of its elected Director, the Sports Department is responsible for all subjects related to the discipline. The Director organises his/her Department as he/she sees fit, in agreement with the Executive Council. The Department can consist of several Commissions for which the Director can designate a head of commission and/or several members.

Below is a non-exhaustive list of possible Commissions:

- a. A Commission in charge of developing and revising the regulations of the different competitions in the Zone (European Nations Cup, European Champions Cup, friendly tournaments/Youth Development Events...)
- b. A commission in charge of implementing and enforcing the classifications.
- c. A commission in charge of training.
- d. A commission in charge of referees.

Article 3 : The Development Department

1. The Development Department, reporting to its Director, it shall:
 - a. Establish a program of Zone development of Powerchair Football using the resources of EPFA's and FIPFA's.
 - b. Work in close collaboration with the NOPF in order to implement adapted promotional events, events/displays, international internships for players, etc.
 - c. Develop communication and information tools to assist the NOPF, or to countries wishing to develop the discipline within their country (journals, brochures, videos, posters...).
 - d. Implement and update EPFA's Internet site on which it provides the information about the Association.
 - e. Provide the Executive Council, Permanent Commissions, NOPFs, with appropriate communication tools and appropriate protocols.
 - f. Create and/or modify and disseminate a template, which may integrate a logo, and then describe the correct use of it.
 - g. Propose a four-year communication plan to Congress.

Article 4 : The Finance Department

1. The Treasurer, reporting to the President, shall:
 - a. Handle all administrative tasks of EPFA, such as: choose insurance policies, pay rent and other bills as deemed necessary by the Association....
 - b. In collaboration with the President, prepare the EPFA annual budget to be submitted to the Executive Council for approval.

- c. In collaboration with the President, prepare the financial statements for the past year.
- d. Control the expenditures of each Department and Commissions.
- e. Control the use of funds within the context of the sporting events organised by EPFA.
- f. Provide all the necessary information for the control of the accounts by the appointed organisations.
- g. Establish and follow all the existing financial partnerships and solicit new partners.
- h. Prepare, update and/or renew all EPFA's grants.
- i. Follow and control the EPFA's marketing contracts.
- j. Control and settle all the reimbursements to the members of the Executive Council and the Department and Commissions

Article 5 The Director of the Communications Department

- a. Responsible for all communications sent to the EPFA NOPFS
- b. Responsible for updating and posting on all EPFA's social media platforms
- c. To take minutes of all EPFA meetings
- d. To communicate with organizers and officials at all EPFA events
- e. To prepare and issue Press Releases

**- CHAPTER E -
Finances of E.P.F.A.**

Article 1: Finances of EPFA

1. EPFA shall be a non-profit organisation. It must observe the specific legislation of the country in which its headquarters are located.
2. The financial resources of EPFA can solely be used within the context of the objectives defined by the Constitution.
3. Each reimbursement and remuneration to a member of the Zone has to be justified and must correspond to a specific mission related to the Association's objectives.
4. The income of EPFA may consist of, but not be limited by:
 - a. Fees from the affiliated NOPF's in the European Zone redistributed by FIPFA;
 - b. Fees for international referees, classifiers and commissioners of regional competitions, redistributed by FIPFA;

c. Grants;

d. Donations, subsidies and miscellaneous income.

5. A part of the income of FIPFA may be paid to the Zone Councils in accordance with the number of affiliated NOPF's of each Zone. This amount is determined by the Secretary General after consulting with the Executive Council of FIPFA.
6. Provided its actions comply with the objectives of FIPFA and EPFA, the Executive Council may utilise the Zone funds.
7. The EPFA budget shall cover each year, starting by the 1st of January.
8. The EPFA fiscal year shall start on the 1st of January and finish on the 31st of December of the same year. The annual financial statements shall be prepared for each fiscal year.
9. No member of EPFA shall be individually prosecuted financially in case of a financial debt of an event or specific action. However, the members of the Executive Council and the Secretariat may be liable only for grossly negligent or illegal acts.

- CHAPTER F -
Amendments to the Constitution, Internal Regulations and Disputes

Article 1 : Amendments to the Constitution:

1. No amendment to these Articles may be made, altered or repealed unless it has been proposed to Executive Council of EPFA in writing. An amendment can be proposed by the Executive Council itself or a NOPF in good standing with FIPFA and EPFA. No amendment going against the legislation of the country where the headquarters are shall be considered.
2. In order to be submitted to a vote in Congress, the amendment must be submitted to the Zone President at least four months prior to the opening of the Congress.
3. Each proposition must be clearly defined and must include the name of the requestor and the date of the request.
4. The list of amendments must be forwarded to each member of Congress no later than two months prior the opening session.
5. All proposed amendments shall be considered at the first Congress held after their proper submission.

Article 2 : Authority of the Executive Council:

1. The Executive Council may decide, in extreme cases, and if a quick solution is needed, to amend temporarily some aspects of the Constitution before Congress. This solution should be implemented only in extreme cases and only if an amendment has to be done on short notice. The Executive Council must inform all members of the planned amendments. In case of any vote by one of the affiliated members, the temporary amendment can not be taken into account. If no member objects to it, the amendment shall temporarily apply until the next Congress where it will need to be ratified.
2. The Executive Council may amend any aspect of any regulation as long as this amendment is not contradictory to the Constitution of EPFA. These amendments shall nonetheless be considered at the first Congress for ratification.

Article 3 : Disputes

Any dispute arising from this Constitution and the Regulations of EPFA, which cannot be settled within FIPFA, shall be settled by the Court of Arbitration for Sport in Lausanne, Switzerland. In this case, the parties concerned shall comply with the Statutes and Regulations of this court of arbitration and to accept and enforce its decision in good faith.

**- CHAPTER G -
Official Language**

1. English is the official language of EPFA.
2. In case of disputes regarding the interpretation of the Constitution or the Internal Regulations, the English text shall prevail.

**- CHAPTER H -
Dissolution**

Article 1: Dissolution of a Zone Council:

1. In the event a Zone Council ceases to exist, its responsibilities shall pass to the Executive Council along with any financial assets. The Executive Council has to do its utmost to restore the Zone Council and return the financial assets.

**- CHAPTER I -
Implementation of the Constitution**

Article 1: First Congress:

1. The revised Constitution, as drawn up above, shall become effective at the time of their approval/acceptance by the next Congress. One shall be able to amend them only at the next Congress or during an extraordinary meeting, or at the request of the Executive Council as mentioned in Chapter F – Article 2.1.
2. The final Constitution shall be filed to the competent authorities of the host country, once designated, after Congress.
3. Each affiliated member commits to fully abide by the Constitution of EPFA.

Attachment 1 - The Organisational Chart of EPFA

