

# INTERNATIONAL ASSOCIATION OF PHYSICAL EDUCATION AND SPORT FOR GIRLS AND WOMEN (IAPESGW)

## CONSTITUTION (Revised 2011)

### 1. NAME

The name of this body shall be:

The *International Association of Physical Education and Sport for Girls and Women*: IAPESGW

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### 2. AIMS

- 2.1 To bring together scholars and practitioners of many countries working in the fields of physical education, sport and physical activity;
  - 2.2 To represent and promote the interests of girls and women at all levels and in all areas of physical education, sport, dance and physical activity;
  - 2.3 To strengthen international contacts and networks;
  - 2.4 To afford opportunities for the discussion of mutual concerns and to share good practice;
  - 2.5 To promote the exchange of persons and ideas among countries;
  - 2.6 To promote research on physical education, sport, dance and physical activity for girls and women;
  - 2.7 To cooperate with other organisations and agencies working to promote the interests of girls and women, physical education, dance, sport and physical activity.
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### 3. MEMBERSHIP

The Executive Board shall have the power to deny applications for membership.

The Executive Board shall have the power to make alternative interim arrangements for membership to meet conditions of international or national crisis.

#### 3.1 Type of membership

3.1.1 *Individual membership*: open to individuals interested in physical education, dance, sport and physical activity.

3.1.2 *Honorary Membership* shall be awarded to individual Members who have made significant contributions to the work of the Association. The term of Honorary Membership shall be for life. IAPESGW member nominations for Honorary Membership (which should be endorsed by members in at least 3 countries) should be approved by the Executive Board.

3.1.3 *Affiliate organisational membership*: open to national, regional or local associations which have a primary interest in promoting physical education, sport, dance and physical activity for women and girls. Affiliated organisations shall be entitled to 1 delegate registration at the Congress at the Member rate with priority of attendance.

3.1.4 Executive Board and National representative positions are open to women

### **3.2 Entitlement for Members**

3.2.1 Two newsletters per annum.

3.2.2 Voting rights to elect national representative.

3.2.3 Preferential subscription rates for relevant publications and electronic circulations, as may be negotiated from time to time

3.2.4 Access to information and newsletters of organisations of which IAPESGW may be a member, as negotiated from time to time

3.2.5 Congress:

3.2.5.1 Favourable registration fee

3.2.5.2 Priority of attendance should places have to be limited

3.2.5.3 Right to propose items for the programme

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## **4. PARTNERSHIPS - PATRONAGE**

4.1 Affiliation is open to any national or international group, institution or association concerned with physical education, sport, dance or physical activity.

The Executive Board shall have the power to deny applications.

Associations may apply for IAPESGW Patronage for international events, see website for details.

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## **5. MEMBERSHIP FEES**

5.1 The fees for both individuals and affiliated groups shall be determined for a four year period by the Executive Board.

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## **6. ADMINISTRATION**

The government and control of the Association shall be vested in:

6.1 The Executive Board

6.2 The Council of National Representatives

6.3 The Committee of Consultants

## **6.1 The Executive Board**

### **6.1.1 *Membership***

- 6.1.1.1 The President, who shall be elected for a four year term of office and shall be eligible for re-election for one further term only.
- 6.1.1.2 Two Vice-Presidents, who shall be elected for a four year term of office and be eligible for re-election for one further term only.
- 6.1.1.3 Two members who shall be elected by the Council of National Representatives for a four year term of office and be eligible for re-election for one further term only.
- 6.1.1.4 Not more than two members co-opted from the Membership of Representatives who shall serve for not more than eight years. Such co-opted Members shall be selected to increase regional representation in the Executive Board.
- 6.1.1.5 One member from the country which held the last Congress, for a term of four years only; and one member from the country which will be hosting the next Congress, as soon as that is known.
- 6.1.1.6 The Secretary/Treasurer who shall be elected for a four year term of office.
- 6.1.1.7 The Convenor of the Committee of Consultants, who shall be appointed by the Executive Board for one term of four years and shall be eligible for re-appointment for further terms of four years. If the Convenor is not able to attend meetings she may send a nominee from the Committee of Consultants.
- 6.1.1.8 The assistant Secretary/Treasurer, when one has been appointed, will be in attendance but will not vote.
- 6.1.1.9 A Communications Coordinator, who will be responsible for the Newsletters, web page and other means of communication between members and Officers of the Association.

### **6.1.2 *Functions***

- 6.1.2.1 The Executive Board shall carry out policies within priorities identified for the association and make a quadrennial written report to the Council of National Representatives at each Congress. It shall have the power to establish sub-committees and carry out specific tasks.
- 6.1.2.2 The President shall chair General Meetings and meetings of the Executive Board, the Council of National Representatives and the Committee of Consultants. She shall assume a major responsibility for contacts with other international groups concerned with physical education and sport and shall represent the Association in international affairs.
- 6.1.2.3 The Vice-Presidents shall share the responsibilities of the President and deputise for her at her request. In addition they shall assume responsibility for promoting membership, for maintaining liaison with the group preparing the next Congress and those completing the reports of the previous Congress, and shall undertake such other tasks as the President shall from time to time require.
- 6.1.2.4 The Secretary/Treasurer shall service all official meetings and send correspondence requiring specific attention of the President, including:
  - 6.1.2.4.1 Maintaining records of the Association, including copies of all official correspondence;
  - 6.1.2.4.2 Distributing circulars;
  - 6.1.2.4.3 Maintaining a list of members
  - 6.1.2.4.4 Keeping accounts and arranging for them to be audited; and preparing a budget and a statement of accounts for presentation to the

Council of National Representatives at each Congress.

### **6.1.3** *Assistant Secretary*

The Secretary/Treasurer shall be entitled to appoint an Assistant Secretary/Treasurer from among the membership of the Association. Such appointment must be approved by the President and/or Executive Board.

### **6.1.4** *Elections and Appointments*

6.1.4.1 The President, Vice-Presidents and two Board members shall be elected by the Council of National Representatives from nominations received one month in advance of the Congress. Nominations must be accompanied by a curriculum vitae and must be seconded by a member from a country other than that of the proposer. The consent and signature of the nominee must be obtained by the proposer.

6.1.4.2 Voting shall take place at a meeting of the Council of National Representatives during the Congress.

6.1.4.3 Representatives unable to attend meetings shall appoint an official proxy.

6.1.4.4 Should the President fail to complete her term of office, the Executive Board shall appoint one of the Vice-Presidents to act in her place.

6.1.4.5 Should any other officer or member of the Executive Board fail to complete her term of office, the Executive Board shall appoint a substitute.

6.1.4.6 Co-opted members shall be appointed by the elected members of the Executive Board.

6.1.4.7 The newly elected Executive Board shall take office at the end of the Congress.

### **6.1.5** *Voting*

Issues shall be decided by a simple majority of those present.

## **6.2** *The Council of National Representatives*

### **6.2.1** *Members*

One representative from each member country, elected by the members for a four year term of office, and shall be eligible to stand for further terms of office.

### **6.2.2** *Functions*

6.2.2.1 Promote IAPESGW in their country, stimulate membership, attend the congress, nominate for congress awards where appropriate, contribute to newsletters and engage in the business and decision making of IAPESGW.

### **6.2.3** *Appointments*

6.2.3.1 Council members shall inform the Secretary/Treasurer immediately if any change in their representation is made.

6.2.3.2 A representative shall appoint a delegate to act in her place during a Congress if she cannot be present. The name of the proxy must be submitted in writing to the Secretary/Treasurer before the time of the meeting. When there is no officially designated representative or proxy another member of the country may attend meetings solely as an observer.

**6.2.4 *Voting***

6.2.4.1 The national representative from a country shall be entitled to vote at the Council of National Representatives during the congress and via e-mail communication as required

**6.3 *The Committee of Consultants***

**6.3.1 *Membership***

Membership of the Committee of Consultants shall be by invitation of the Executive Board who shall ensure appropriate representation of world areas and of particular interests. (See 6.1.1.7 for appointment of Convenor.)

**6.3.2 *Functions***

6.3.2.2 The Committee shall be called into consultation by the Executive Board at least once during each Congress. Any of its members may be approached in an advisory capacity in the intervening years.

6.3.2.3 Members of the Committee of Consultants shall carry out specific tasks at the request of the Executive Board for appropriate projects.

**6.3.3 *Appointments***

While appointments to the Committee of Consultants shall be the responsibility of the Executive Board any member shall be entitled to advance the name and claim of a particular member.

**7. MEETINGS**

7.1 The Secretary/Treasurer in consultation with the President shall prepare the agendas of all official meetings.

7.2 Notices of Motions, duly seconded, and other items for inclusion on the agenda should normally be sent in writing to the Secretary/Treasurer at least three months prior to opening dates of Congress.

**7.3 *Meetings of the Council of National Representatives***

7.3.1 The council shall meet at each congress and shall:

7.3.1.1 Elect the President, two Vice-Presidents and the Secretary/Treasurer.

7.3.1.2 Elect two members of the Executive Board.

7.3.1.3 Elect a Communication Coordinator.

7.3.1.4 Consider the needs and the future policies of the Association.

- 7.3.1.5 Receive Executive Board report
- 7.3.1.6 Receive an audited balance sheet.
- 7.3.1.7 Receive financial report.
- 7.3.1.8 Decide on the venue for the following Congress.
- 7.3.1.9 When appropriate alter or amend the Constitution during the congress or via e-mail communication as required.

#### 7.3.2 Additional Meetings

- 7.3.2.1 Additional meetings of the Council of National Representatives may be called between Congresses, either by the President, or by 5 or more National Council representatives, giving at least one months notice.
- 7.3.2.2 Representatives shall receive the agenda at least one month in advance of the meeting.
- 7.3.2.3 Members of the Executive Board may attend the Council of National Representatives Meetings in a non-voting capacity.

#### 7.4 Meetings of the Executive Board

- 7.4.1 A meeting of the Executive Board shall precede each Congress.
- 7.4.2 A meeting shall follow the general meeting at the conclusion of each Congress.
- 7.4.3 Other meetings both at the Congress and in the years between may be called by the President as needed.

#### 7.5 Meetings of the Board of Consultants

- 7.5.1 At least one meeting of this Committee shall be held during each Congress at which issues related to the development of physical education and sport shall be discussed, relevant projects in member countries considered and suggestions for action by the Association may be brought to the attention of the Executive Board which may also initiate debate.
- 7.5.2 The deliberations of this Committee shall focus on current issues in Physical Education and Sport for girls and women.

#### 7.6 General Meetings

- 7.6.1 A General Meeting shall be held during each Congress. It shall be open to all persons present at the Congress.
- 7.6.2 A summary of information regarding matters discussed and resolved at the meetings of the Council of National Representatives shall be presented by the President.

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### 8. FINANCE

- 8.1 The funds of the Association are for related IAPESGW purposes as the Executive Board and the Council of National Representatives may determine.

- 8.2 An audited statement of accounts shall be presented to the Council of National Representatives at each Congress.
- 8.3 A financial statement shall be presented to and approved by the Council of National Representatives at each Congress.
- 8.4 The Association shall receive, in addition to membership fees, at least 10% of the fees paid at each Congress; or a specific amount negotiated and agreed in advance by the Executive Board.
- 8.5 The fiscal year shall be from 1 January to 31 December.

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## **9. CONGRESS**

Normally a Congress shall be held every four years.

### **9.1 Dates and Venue**

- 9.1.1 Bids to hold the next Congress shall reach the Secretary/Treasurer six months before the preceding Congress
- 9.1.2 The successful bid shall be recommended by the Executive Board for approval by the Council of National Representatives at the congress.

### **9.2 Programme**

- 9.2.1 The scientific programme shall be the responsibility of a sub committee appointed by the Executive Board, with membership from the Organising Committee and an IAPESGW President or Vice-President.
- 9.2.2 The social programme of the Congress shall be the responsibility of the Organising Committee.
- 9.2.3 All Congress activities and the programme shall be organised as outlined in the IAPESGW Congress Brief.

### **9.3 Congress (see Congress Brief)**

#### **9.3.1 Congress Fees**

The Congress Fees shall be proposed by the Organising Committee for approval by the Executive Board at least two years before the Congress.

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## **10. DISSOLUTION OF THE ASSOCIATION**

- 10.1 The members may vote to wind up the Association if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

- 10.2 The Executive Board will then be responsible for the orderly winding up of the Association's affairs.
- 10.3 After settling all liabilities of the Association, the Executive Board shall dispose of the net assets remaining to one or more of the following:
- 11.3.1 to another Association with similar purposes which is a registered charity and/or non-for-profit organisation
  - 11.3.2 If no such other Association is operant, to the International Council of Sport Science and Physical Education, to be used to promote gender equity in its work.