Bylaws

International Council of Sport Science and Physical Education
Conseil International pour l'Education Physique et la Science du Sport
Weltrat für Sportwissenschaft und Leibes/Körpererziehung
Consejo Internacional para la Ciencia del Deporte y la Educación Física
According to (Ad) Article 1\(^1\) – Principles

Through their membership members confirm that they have taken note of the principles mentioned in Article 1 of the Statutes, as well as the Code of Ethics and the Code of Conduct as well as the Gender Equality Plan (Annex 1) which are part of these byelaws.

**Ad Article 2 - Name, Seat and Fiscal Year**

2.1. Any change regarding name and legal seat is subject to the decision made by the General Assembly.

2.2. Changes of the purpose of ICSSPE are subject to the decision made by the General Assembly.

2.3 n.a.

2.4 Financial compensation of member representatives is possible if ICSSPE and the member agree by printed contract. This shall be approved by the Executive Board prior to the participation in programmes and other activities of ICSSPE.

2.5. Determining misconduct is at the discretion of the Executive Board.

**Ad Article 3 - Membership Categories**

It is at the discretion of the Executive Board to decide upon the membership categories for each member organisation.

**Ad Article 4 - Admission of New Members and Termination of Membership**

Membership application forms are available on the ICSSPE website and can be sent by the Executive Office. The form shall give further guidance about the application process. The ratification of membership shall be done quarterly by the Executive Board and published via the ICSSPE website.

If the notification of membership cancellation reaches the Executive Office after 30 November, the member is required to pay the fee for the following calendar year.

\(^1\) The numbering for the articles of the Bylaws follows the numbering of the corresponding articles of the Statutes.
Ad Article 5 - Rights and Duties

All members have the right to lead boards, committees and participate in projects which are prepared and implemented according to ICSSPE’s vision, mission and value.
All members have the right to participate in the General Assembly.
Members who are in good standing have the right to vote on decisions presented at the General Assembly and participate in elections within the bodies of the organisation.

Membership on a board or committee requires active participation.

Membership fees must be paid for an entire calendar year in cash, by bank transfer or by credit card, in each case in €. Successful applicants for membership who join the organisation after 30th September shall only pay for the remaining year proportionately.

Membership fees must be paid by 30th April of the respective calendar year.

The amount of the annual membership fee is at the discretion of the Executive Board. As of 1st January 2018, it is as follows:
- Governmental sport, health and education authorities: 450€;
- Non-governmental sport organisations: 270€;
- Scientific and educational organisations; and institutions: 270€.

Ad Article 6 – Bodies of ICSSPE

The composition, rights, and duties of the bodies listed in the Statutes are described in the following articles.

Ad Article 7 - General Assembly

7.1 General Assemblies occur in even years. Members shall be notified via Email that all documents required to support decision making during the General Assembly have been uploaded to the members’ area of the ICSSPE website no later than two months prior to the Assembly.

7.2. Written motions shall be sent via email or postal mail.

7.3. The agenda shall be adopted at the beginning of each General Assembly. Elections shall be carried out by secret ballot, a simple majority of votes. Separate ballots shall be used for the positions of President, Vice Presidents, Treasurer, and Executive Board members.
All members of the Council shall have the right to propose candidates. Proposals shall include a statement of support, a short biography, and a summary of work. These must be submitted in print to the Executive Director no later than 3 months prior to the General Assembly. Candidates for a position on the Executive Board and the Development Committee need to be present if the election takes place during the General Assembly. In deviation from Article 5, ICSSPE member organisations who nominate a candidate for a position on the Executive Board or the Development Committee must be in good standing and have paid their membership fee for the current year.

During elections, the General Assembly shall elect 3 scrutineers from its body who have not submitted their candidacy for any of the positions listed in Article 7.3 of the statutes. They shall:
- examine the right to vote and good standing of members participating in the election;
- examine the legitimacy of proxies and postal votes;
- state a quorum for the General Assembly;
- announce clearly the order of ballot to the members;
- count the votes after each ballot and communicate results to the Executive Director.

7.4 A Proxy must be announced in print by the proxygiver to the Executive Director not later than 1 hour prior to the beginning of the General Assembly. The Executive Director shall confirm receipt of the proxy to delegates at the beginning of the General Assembly.

7.5 Secret voting can be determined if the majority of members decide so.

7.6 n.a.

7.7 The reports must be distributed to members at least two months prior to the General Assembly.

7.8 Observers may take the floor upon invitation by the presider of the Assembly.

**Ad Article 8 - Executive Board**

8.1 The President shall lead the organisation along with the Executive Board in its activities.

Beyond the annual budget adopted by the General Assembly, the President, in agreement with the Treasurer, and within the limits of existing funds, shall have the right to settle expenses for the activities of the Council.
One Vice President shall lead activities to develop membership as well as the strategic planning process for the organisation. Together with the President, he or she shall oversee the professional conduct of the organisation in accordance with the values of the Council.

One Vice President shall lead the Development Committee in its programming for the organisation.

The Treasurer shall, in close cooperation with the Executive Board, develop and control the budget of the organisation and present annual reports to the Executive Board and General Assembly.

In the preparation of the financial report to be submitted by the Treasurer to the Executive Board and General Assembly, the Treasurer shall audit annually the financial operations of the Council.

The Executive Director shall prepare a balance sheet of actual expenses within the fiscal year (1 January – 31 December) and make the financial statement of the Council’s income and expenditure according to the items of the budget available by uploading it to the members’ area of the ICSSPE website.

The Executive Director shall manage the work of the organisation and its Executive Office. He reports to the President, Vice Presidents, Treasurer and Executive Board.

The five additional Executive Board Members shall be responsible for contributions to strategic planning, internal communication, and for the professional and ethical conduct of the organization, including the development and oversight of the budget.

8.2. These meetings shall be face-to-face or virtual.

8.3 n.a.

8.4. n.a.

8.5 n.a.

8.6. The Executive Director shall distribute the invitation no later than two months prior to the meeting. Proposals for the agenda of the Executive Board meeting, reports of the board members and additional documents must reach the Executive Director no later than three months prior to the meeting. Documents relevant for the meetings of the Executive Board shall be uploaded to the members’ area of the ICSSPE website no later than two months prior to the meeting.
It is at the discretion of the Executive Board to decide that sensitive documents are not published and that, if deemed necessary, meetings or parts of the meeting may be held in camera. In case 2/3 of the members present decide that a motion submitted after the deadline is urgent, members present may amend the agenda.

One meeting per year shall be a physical meeting. Other meetings may be virtual and conducted through the office at least quarterly. The final agenda shall be approved at the beginning of each meeting.

Each Executive Board meeting shall deal with the following regular items on the agenda:
- approval of the agenda;
- approval of minutes of the previous Executive Board meeting;
- President, Vice-Presidents and Executive Director reports
- Treasurer report
- Development Committee reports;
- discussion and decisions on specific working projects and
- applications for financial support;
- additional policy and fiduciary issues.

Minutes comprising the decisions of each Executive Board meeting shall be prepared within 3 months after the meeting and sent to all members of the Board. If the Executive Director does not receive any written objections within 1 month after delivery, the minutes are considered approved.

8.6. n.a.

8.7. This report shall be presented by the President or designee.

8.8. Following an open call for applications, interested persons for the position of Executive Director shall apply to the President. The President shall form a 3person Committee from the Executive Board to review the applications. Following an open number of interviews, the committee will present their decision to the Executive Board for approval.

8.9. n.a.

8.10. n.a.
Article 9 – Development Committee

9.1 The Development Committee is responsible for the development and implementation of programmes, projects, and initiatives including the working programme of ICSSPE. It is the working organ of the Council.

9.2 Meetings are organized by a VicePresident in close cooperation with the Executive Director. The Executive Director shall send out the invitation no later than two months prior to the meeting. Proposals for the agenda of the Development Committee meeting, reports and further documents must reach the Executive Director no later than three months prior to the meeting.

Documents relevant for the meeting of the Development Committee shall be uploaded to the members’ area of the ICSSPE Website no later than two months prior to the meeting. In case 2/3 of the members present decide that a motion submitted after the deadline is urgent, members present may amend the agenda.

One meeting per year shall be a physical meeting. Other meetings may be virtual and conducted through the office at least quarterly. The final agenda shall be approved at the beginning of each meeting.

Minutes comprising the decisions of each Development Committee meeting shall be prepared within 3 months after the meeting and sent to all members of the Committee. If the Executive Director does not receive any written objections within 1 month after delivery, the minutes are considered approved.

The Development Committee shall create procedures and regulations for its activities which are in line with the vision, mission, and values presented in the Statutes of the Council.

Ad Article 10 - Executive Office

The Executive Office serves as the initial point of contact for the organisation. It shall serve the membership, the Executive Board and the Development Committee as well as adhoc working groups.

The Executive Director is responsible to determine and submit the need for staffing to the Executive Board to fulfill the strategic planning of the organisation and the working programme.
Ad Article 11 - Financial Management

11.1 The Council’s account shall be kept in the country of the Executive Director.

The treasurer, the Executive Board, and the Executive Director shall endeavor to enhance the financial resources of the Council.

11.2 n.a.

11.3 Financial resources shall be employed to advance programmes, projects, and initiatives of the Council according to its vision, values, mission and working programme.

Financial Planning
The adoption of the annual budget by the General Assembly shall give the Executive Director the authority to settle expenses during the fiscal period to which the budget refers. Funds may be used for purposes defined in the budget and according to the stipulations of Article 11 in the Statutes.

Ad Article 12 – Honors and Awards

12.1 Philip Noel-Baker Award
The Award shall be conferred by the President or a Vice-President appointed by the President, during a representative meeting of the Council. The Award shall be conferred upon members of the Council.

Ad Article 13 - Mandate for Amending the Statutes

n.a.

Ad Article 14 – Dissolution

n.a.

Ad Article 15 – Bylaws

n.a.
Annex 1 - Gender Equality Plan

Introduction

1. The Brighton Declaration on Women and Sport was developed in 1994 as a statement of principles on Gender Equality in Sport, to which national and international organisations could commit. Its overarching aim is to develop a sporting culture that enables and values the full involvement of women in every aspect of sport. Over 200 international and national governmental and nongovernmental organisations have since adopted the Declaration.

2. The International Council of Sport Science and Physical Education (ICSSPE) endorsed The Brighton Declaration in 1995 and published it in full in its Bulletin. Various member organisations of ICSSPE have also endorsed The Brighton Declaration.

3. Since adoption of The Brighton Declaration, ICSSPE has taken a number of measures to promote gender equality. There are more women in decision-making positions, with Gudrun Doll-Tepper elected as President in 1996, Margaret Talbot as one of three Vice-Presidents in 1998, and several women as Board Members. Themes on Women and Sport were included in the 1996 Pre-Olympic Congress and one of ICSSPE’s key research projects is a cross-cultural analysis of the meaning women give to their sport experience (Fasting et al).

4. The Second World Conference on Women and Sport was held in Namibia in May 1998. Gudrun Doll-Tepper, as President of ICSSPE, was invited to speak in the opening ceremony when she reaffirmed ICSSPE’s commitment to gender equity. One of the outcomes of the Second World Conference was the ‘Windhoek Call for Action’ (attached at Appendix A). ICSSPE’s Executive Board endorsed the ‘Windhoek Call for Action’ at its meeting in Barcelona in November 1998, and in order to respond to point 1 of the ‘Windhoek Call for Action’, asked for a gender equity plan to be drawn up.

5. This paper contains proposals agreed by the ICSSPE Board meeting in Sao Paulo in Autumn 1999. The proposals are based on the principle of mainstreaming gender equality within the existing working mechanisms of ICSSPE, and bears in mind the extent of ICSSPE’s ability to influence its member organisations.
ICSSPE response to the 'Windhoek Call for Action'

6. The key question is ‘what can ICSSPE do itself, and what influence can it exert on member organisations to take some positive action that will set an example to Physical Education and Sports Science on how to contribute to this worldwide movement to achieve gender equity in sport?’.

7. It is agreed that ICSSPE respond to the ‘Windhoek Call for Action’ in two main ways:

7.1. By demonstrating its commitment through its own actions;

7.2. By encouraging, supporting and recommending its member organisations to do the same.

Direct action

8. It is considered that ICSSPE is uniquely placed to respond directly to points 3, 5 and 11 of the ‘Windhoek Call for Action’.

9. Through its growing network and publications ICSSPE is in strong position to promote and share information and good practice about women and sport (point 3). The Editorial Board is producing a publication on ‘Women, Sport and Physical Activity: Sharing good Practice’ and will also ensure other publications include a focus or perspective on women and sport.

10. The issue of the world crisis in Physical Education (point 5) is already being addressed through the World Summit in Berlin in 1999 and associated activities of PE organisations. The International Association of Physical Education and Sport for Girls and Women ensures that gender issues are given appropriate recognition and emphasis in these activities, and the International Committee for Sport Pedagogy (ICSP) also has a specific remit to address the issues. The Vice-President for PE and Sport will have a watching brief on this work.

11. Point 11 of the ‘Windhoek Call for Action’ refers to research and highlights two key requirements. The need to encourage more women to become researchers and for more research on women and sport. The proposed ad hoc Research Advisory group is charged with the implementation of this Action Point in conjunction with funding
partners such as the IOC.

12. In addition to work on publications, physical education and research, ICSSPE will consider and adopt position papers that focus on gender issues in sport science and physical education, eg gender verification.

Furthermore, ICSSPE officers will continue to actively participate in gender equality initiatives in partnership with organisations such as the IWG, UNESCO, the IOC and WHO.

**Member organisations**

13. All organisations in membership of ICSSPE are asked to respond to the Windhoek Call For Action in the way most appropriate to their circumstances. Those organisations who are members of the Development Committee are well placed to influence change toward gender inequality in an international context, and the next section contains an approach specific to them.
Appendix A – The Windhoek Call for Action

The 400 delegates from 74 countries present at the 2nd World Conference on Women and Sport held in Windhoek, Namibia, 19-22 May 1998 called for action throughout the world to further the development of equal opportunities for girls and women to participate fully in sport in its broadest sense. This call reflected an overwhelming desire on the part of all delegates to seek greater cooperation and coordination between the many agencies and organisations responsible for women’s issues, and recognised and stressed the importance that sport can and should play in the advancement of girls and women.

The Conference recognised the need for linkages into existing international instruments, in particular the Beijing Platform for Action and the UN Convention on the Elimination of All Forms of Discrimination Against Women, that impact directly and indirectly on the advancement of girls and women.

The Conference celebrated the successes achieved by and for girls and women since the endorsement of the Brighton Declaration in 1994. These success stories demonstrate clearly the potential of sport to impact positively on lives of girls and women.

This Call for Action is addressed to all men and women in those national and international sport organisations, governments, public authorities, development agencies, schools, businesses, educational and research institutions, women’s organisations, who are responsible for, or who directly influence the conduct, development or promotion of sport, or who are in any way involved in the employment, education, management, training, development or care of girls and women in sport.

In addition to reaffirming the principles of the Brighton Declaration, the Conference delegates called for action in the following areas:

1. Develop action plans with objectives and targets to implement the principles of the Brighton Declaration, and monitor and report upon their implementation.

2. Reach out beyond the current boundaries of the sport sector to the global women’s equality movement and develop closer partnerships between sport and women’s organisations on the one side, and representatives from sectors such as education, youth, health, human rights and employment on the other. Develop strategies that help other sectors obtain their objectives through the medium of sport and at the same time further sport objectives.
3. Promote and share information about the positive contribution that girls’ and women’s involvement in sport makes, inter alia, to social, health and economic issues.

4. Build the capacity of women as leaders and decision-makers and ensure that women play meaningful and visible roles in sport at all levels. Create mechanisms that ensure that young women have a voice in the development of policies and programmes that affect them.

5. Avert the “world crisis in physical education” by establishing and strengthening quality physical education programmes as key means for the positive introduction to young girls of the skills and other benefits they can acquire through sport. Further, create policies and mechanisms that ensure progression from school to community-based activity.

6. Encourage the media to positively portray and significantly cover the breadth, depth, quality and benefits of girls’ and women’s involvement in sport.

7. Ensure a safe and supportive environment for girls and women participating in sport at all levels by taking steps to eliminate all forms of harassment and abuse, violence and exploitation, and gender testing.

8. Ensure that policies and programmes provide opportunities for all girls and women in full recognition of the differences and diversity among them—including such factors as race, ability, age, religion, sexual orientation, ethnicity, language, culture or their status as an indigenous person.

9. Recognise the importance of governments to sport development and urge them to conduct gender impact analyses and to develop appropriate legislation, public policy and funding that ensures gender equality in all aspects of sport.

10. Ensure that Official Development Assistance programmes provide equal opportunities for girls’ and women’s development and recognise the potential of sport to achieve development objectives.

11. Encourage more women to become researchers in sport, and more research to be undertaken on critical issues relating to women in sport.
Windhoek, Namibia 22 May 1998

Appendix B – International Working Group on Women and Sport

Guidelines for Conference Organisers

Introduction

Conferences play an important part in the promotion of knowledge about sport and provide opportunities for networking and personal/professional development. They are therefore an important medium for influencing the culture and practice of sport.

It is the overriding aim of the International Working Group on Women and Sport to help develop a sporting culture that enables and values the full involvement of women in every aspect of sport. Over 200 national and international organisations have signed up to the Brighton Declaration and its principles have worldwide acceptance and currency.

This guidance is addressed to organisers of conferences concerned with sport and physical activity; to assist them in organising the conference in such a way as to further knowledge about gender and sport, and assist in the development of a sports culture which values the full involvement and contribution of women.

Conference content

- Include themes and keynote lectures on gender issues.
- Instruct all speakers to use gender-neutral language and include material and examples from women’s sport.

Leadership

- Encourage an appropriate balance (men and women) on the organising committee, programme committee, as chairs of sessions keynote speakers, and workshop leaders. A figure of 40% is the suggested minimum of men or women.

Marketing

- Ensure promotional and publicity materials contain images and language that will attract
women participants and are not gender stereotyped.

**Funding**

- Often a primary barrier to women's participation in professional and scientific conferences is financial. Sliding fee scales and/or scholarships for women should be offered where possible.

**Venue**

- Choose a women-friendly venue, paying attention to accessibility, safety, comfort and price.
- Cater for women who may have children with them.

**Delegates**

- If organisations are asked to send representatives, suggest at least 50% are women, or if only one representative, a women should be nominated.

**Networking**

- Where a conference is likely to be male-dominated, set up specific networking opportunities for women delegates.
- Build confidence of women delegates attending their first conference or who are not well known by assigning a mentor/guide to introduce them to people.

**Social Programme**

- Arrange social activities that women enjoy.

**Ceremonies**

- Plan opening and closing ceremonies to include women 'on the platform' and symbolise gender equity.