

# 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<sup>1</sup> – 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, which are part of these bylaws.

## **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.

Recourse to the German court is possible in the event of the exclusion of a member by the Executive Board.

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.

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<sup>1</sup> 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.

A member is obliged to notify the Executive Director about any major change of the member organisation, including ownership changes, merges or dissolution, and change of objectives or working activities that are not in alignment with ICSSPE Statutes and might be reason for exclusion or re-examination of membership.

Members must ensure compliance with ethical values, absence of intent to harm others, protection of integrity of every individual, and partnership through rules, according to the Codes of Ethics and Conduct.

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 30<sup>th</sup> September shall only pay for the remaining year proportionately.

Membership fees must be paid by 30<sup>th</sup> April of the respective calendar year. If the General Assembly takes place prior to this date, members, who intend to take part in the voting and election during the event, must have paid their membership fee prior to the event.

The amount of the annual membership fee is at the discretion of the Executive Board. As of 1<sup>st</sup> 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 The General Assembly can be held in a face-to-face format, as a hybrid event or virtually. 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, Executive Board and Development Committee 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 proxy-giver 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 six 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 Committee composed from the Board of Directors (§26 BGB) and one additional member of the Executive Board chosen by the President. If the Board of Directors does not include female members, the 5<sup>th</sup> person must be a woman. If the Board of Directors (§26 BGB) is composed of representatives from one continent, the 5<sup>th</sup> person must come from a different region. 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.

## **Ad 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 Vice-President 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 ad-hoc 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.