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## DEFINITION, COMPOSITION, PURPOSE

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### ARTICLE 1 NAME

- 1.1. The name of the Organisation shall be IWBF Europe,
- 1.2. IWBF Europe is the European Zone of the International Wheelchair Basketball Federation (IWBF).
- 1.3. IWBF Europe shall be the sole competent authority for international men's and women's wheelchair basketball in Europe, unless it is under the direct authority of IWBF..
- 1.4. IWBF Europe is recognised as such by the European Zone of the International Basketball Federation (FIBA Europe).
- 1.5. IWBF Europe is the member for wheelchair basketball of the European Paralympic Committee (EPC).
- 1.6. IWBF Europe is domiciled in the Netherlands. Any change of location of these headquarters shall be approved by the IWBF Europe Executive Council.
- 1.7. IWBF Europe is registered in The Netherlands and is subjected to the laws of The Netherlands.

### ARTICLE 2 IWBF EUROPE AUTHORITY

- 2.1. IWBF Europe operates with the full authority and support of IWBF.
- 2.2. IWBF Europe is governed by the Constitution and Internal Regulations of IWBF.
- 2.3. IWBF Europe shall apply and demand the strict observance of the Constitution and the Internal Regulations of IWBF.
- 2.4. The IWBF Executive Council will designate National Organisations governing Wheelchair Basketball (NOWB) to IWBF Europe. An NOWB may belong to only one Zone.
- 2.5. NOWBs from the following nations are eligible for membership in IWBF Europe:

Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, fYROM (former Yugoslav Republic of Macedonia), Georgia, Germany, Gibraltar, Great Britain, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Slovak Republic, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine.

### ARTICLE 3 OBJECTIVES

- 3.1. IWBF Europe, on behalf of IWBF, promotes, supervises and directs the sport of wheelchair basketball within its Zone, strictly recognising the autonomy of each

NOWB within its own territory, while following the policies of IWBF as established by the World Congress and the IWBF Executive Council.

- 3.2. The Executive Council of IWBF Europe has as its responsibilities:
  - 3.2.1. encouraging the growth and development of the sport in all European nations through a programme of education and instruction;
  - 3.2.2. directing the work of the Zone on behalf of its NOWBs;
  - 3.2.3. organising the competitions of the Zone for the NOWBs and clubs;
  - 3.2.4. training and certifying the international technical officials while maintaining the same standard as IWBF;
  - 3.2.5. sanctioning all major competitions held within the Zone which involve only NOWBs from the Zone;
  - 3.2.6. controlling and maintaining the classification of players, the issuing of Player Identity Cards and Player Classification Cards as directed by IWBF.
- 3.3. The IWBF Europe Executive Council ensures the timely administration of the matters of the Zone by:
  - 3.3.1. establishing such Committees as it deems necessary for the proper conduct of its duties and making appointments to such Committees;
  - 3.3.2. organising an European Forum for discussion, analysis and policy advise;
  - 3.3.3. maintaining a documented history of the sport in Europe.
- 3.4. IWBF Europe preserves its financial stability by:
  - 3.4.1. raising funds, collecting fees and ensuring that all resources are used solely to further the aims and objectives of IWBF Europe in accordance with the principle that IWBF Europe is a non-profit organisation;
  - 3.4.2. creating an organised marketing programme that involves communication, public relations and demonstration events to raise awareness to the general public of the benefits of wheelchair basketball in Europe.

#### **ARTICLE 4 NEUTRALITY**

- 4.1. IWBF Europe shall maintain absolute political and religious neutrality and shall not tolerate any form of discrimination, racial or otherwise.

#### **ARTICLE 5 ORGANISATION OF IWBF EUROPE**

- 5.1. IWBF Europe is directed and advised by the IWBF Europe Congress of the NOWBs, managed by an Executive Council of elected officers and supported by a Secretary General.



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**FIRST DIVISION**

**IWBF EUROPE CONGRESS**

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**ARTICLE 6 THE EUROPEAN CONGRESS**

6.1. The European Congress is the collective voice of wheelchair basketball in Europe.

**ARTICLE 7 MEETINGS**

7.1. The European Congress will be held every four years in the year preceding the Paralympics, normally in conjunction with the European Championship for men of that year.

7.1.1. The meeting of the European Congress preceding the Paralympics will be the main business meeting of IWBF Europe. The meeting is open to representatives of all those designated as members of IWBF Europe and also such invited persons considered by the President as being of service to IWBF Europe. The agenda and any proposed amendments to these General Regulations will be sent to the secretaries of the NOWBs along with the request for nominations for office bearers at least four months before Congress. It will also specify the place, time and date.

7.1.2. The following items are to be included in the agenda:

- a. Call to Order and Roll Call;
- b. Reports of the Executive Council;
- c. Other reports as directed by the Executive Council;
- d. Financial report;
- e. Presentation of the budgets including a forecast for the next quadrennial;
- f. Amendments to the IWBF Europe General Regulations;
- g. Amendments to other Regulations of IWBF Europe;
- h. Election of the Officers;
- i. Other Business.

7.2. Other European Congresses may take place in conjunction with a major event where a significant number of nations are represented.

7.2.1. The following items are to be included in the agenda of a European Congress:

- a. Call to Order and Roll Call;
- b. Reports of the Executive Council;
- c. Other reports as directed by the Executive Council;
- d. Financial report;
- e. Presentation of a budget for the remaining years of the quadrennial;

f. Business as directed by the Executive Council and the members.

7.3. A Special European Congress may be called by resolution of the IWBF Executive Council or by resolution of the IWBF Europe Executive Council or within three months of receipt of a request from at least ten (10) member NOWBs to call the meeting together with the signed proposals to be discussed and voted on. The provisions and the conduct of the European Congress will be the same for a Special Congress.

7.3.1. the following items are to be included in the agenda:

- a. Call to Order and Roll Call;
- b. Business for which the meeting was called.

## **ARTICLE 8 NOMINATIONS**

8.1. The nominations for all office positions and proposals for consideration by the member nations must reach the Secretary General of IWBF Europe two (2) months before the regular meeting of the European Congress in order that they can be collated and forwarded to member nations at least one (1) month prior to the meeting for discussion and vote by the European NOWBs.

## **ARTICLE 9 VOTING**

9.1. Voting at a European Congress is limited to those NOWBs that are in full membership as determined by the payment of the annual fee to IWBF. A delegate may only represent one NOWB. Representation by proxy or by postal vote is not permitted.

9.2. The quorum at the European Congress will be at least one-fifth (20%) of the eligible European NOWBs in full membership of IWBF that are in attendance.

9.3. All those eligible to vote must carry accreditation to the meeting as proof of their NOWBs official representation. Failure to supply this information to the Secretary General of IWBF Europe may result in an NOWB being unable to vote. All delegates to meetings will be issued with ballot cards prepared by the Secretary General.

9.4. Voting will be by a show of hands or by secret ballot at the discretion of the President. Elections of persons will always be by secret ballot. The nations may request a secret ballot. The President shall decide whether to allow a secret ballot or not.

9.5. Amendments to the General Regulations must receive the support of two-thirds of those registered to vote at the meeting.

9.5.1. All other voting will be by simple majority including those concerned with elections. If there is a tie, the President has a casting vote, except in case of elections (see art. 10.3).

9.6. The financial report must be accepted by a majority vote; other reports do not require a vote.

## ARTICLE 10 ELECTIONS

- 10.1. The officers of the IWBF Europe Executive Council will be elected for a period of four years at the European Congress in the year preceding the Paralympics.
- 10.2. The officers will be elected by function.
- 10.3. All elections shall be decided by majority vote, according to the following procedure;
  - a. one valid nomination; the winner is declared by acclamation.
  - b. two valid nominations; the winner is the nominee receiving the majority vote. Should there be a tie, then the nominees shall stand in a second and subsequent election round, until there is a nominee with more than fifty percent (50%) of the votes.
  - c. three or more valid nominations; the winner is the nominee receiving more than fifty percent (50%) of the votes cast. Should no nominee receive more than fifty percent (50%) of the votes cast then the two nominees receiving the most votes shall stand in a second election as in (b) above. Should there be a tie for the positions for the second election, then the persons involved in the tie shall stand in another election to determine the two nominees eligible for the second election. Should there be a tie in the second election, then the nominees shall stand in a further election round, until there is a nominee with more than fifty percent (50%) of the votes.
- 10.4. Candidates for office must be supported by their NOWB.
- 10.5. At no time may more than two persons nominated from one NOWB serve as an elected member of the Executive Council with the exception that non-voting members of the Executive Council shall not be included in determining the number of persons from a NOWB.



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**SECOND DIVISION**

**THE IWBF EUROPE EXECUTIVE COUNCIL**

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**ARTICLE 11 THE IWBF EUROPE EXECUTIVE COUNCIL**

11.1. The IWBF Europe Executive Council will manage the affairs of IWBF Europe.

**ARTICLE 12 OFFICERS**

12.1. The IWBF Europe Executive Council consists of the following officers:

The President

The Vice-President

The Treasurer

The Competitions Officer

The Development Officer

The Classification Officer

The Technical Officer

The Marketing Officer (Public Relations, IT, Social Media)

Other Members of the Council as from time to time determined

12.2. The IWBF President and the IWBF Secretary General are ex officio members of the Executive Council, without the right to vote.

12.3. The IWBF Europe Executive Council will have the power to fill unforeseen vacancies in the membership of the IWBF Europe Executive Council to serve until the next opportunity to elect officers.

12.4. The IWBF Europe Executive Council will be supported by an appointed Secretary General. The IWBF Europe Executive Council decides on the fee and other reimbursements for the Secretary General.

**ARTICLE 13 PRESIDENT**

13.1. The President of IWBF Europe:

13.1.1. will have the overall responsibility for the operations of IWBF Europe;

13.1.2. will be an ex officio member of each of its Commissions;

13.1.3. will be responsible for the convening and conduct of the Zonal Congresses and the meetings of the IWBF Europe Executive Council;

13.1.4. will, with the assistance of the Secretary General, prepare an agenda for all meetings of IWBF Europe;

13.1.5. has the authority to appoint members to the sub-committees or other positions established by the IWBF Europe Executive Council;



- 13.1.6. has ultimate responsibility for upholding the General Regulations;
- 13.1.7. will be a member of the IWBF Executive Council and will represent IWBF in Europe, when requested to do so.

#### **ARTICLE 14 VICE-PRESIDENT**

- 14.1. The Vice-President will assist the President of IWBF Europe in carrying out the duties assigned. The Vice-President will in case of absence of the President act on his behalf with all rights and duties assigned to the President. He may be assigned other specific tasks.

#### **ARTICLE 15 TREASURER**

- 15.1. The Treasurer of IWBF Europe will be responsible for:
  - 15.1.1. collecting and disbursement of funds, and the integrity of the accountancy system as approved by the IWBF Europe Executive Council;
  - 15.1.2. the bank accounts of IWBF Europe and ensuring that all funds due to IWBF Europe are collected and deposited in these accounts;
  - 15.1.3. preparing and maintaining a budget that reflects the wishes of the members of the Zone;
  - 15.1.4. reporting on the financial situation of IWBF Europe to the IWBF Europe Executive Council and, after approval, to each member NOWB annually.

#### **ARTICLE 16 COMPETITIONS OFFICER**

- 16.1. The Competitions Officer of IWBF Europe will be the Chairman of the Competitions Commission and will be responsible for:
  - 16.1.1. co-ordinating all Competitions work in the Zone;  
He will propose the composition of a Competitions Commission for IWBF Europe to the President with general responsibility for the co-ordination and conduct of all competitions in Europe under jurisdiction of IWBF Europe;
  - 16.1.2. He will in consultation with the Competitions Commission:
    - 16.1.2.1. review the bids for competitions of IWBF Europe and make recommendations to the IWBF Europe Executive Council;
    - 16.1.2.2. organise refresher clinics for the European game commissioners and technical delegates to guarantee that the required IWBF standard is maintained;
    - 16.1.2.3. propose the appointed technical delegates and game commissioners for all events sanctioned by IWBF Europe to the President;
    - 16.1.2.4. assist European NOWBs in organising competitions for men, women and junior club teams;
  - 16.3. Liaise with the President of the IWBF Competitions Commission.

#### **ARTICLE 17 DEVELOPMENT OFFICER**

- 17.1. The Development Officer of IWBF Europe will be responsible for:



- 17.1.1. developing wheelchair basketball throughout Europe;
- 17.1.2. proposing the composition of a Development Commission for IWBF Europe to the President;
- 17.1.3. organising clinics and other activities to assist in the development of NOWBs in Europe;
- 17.1.4. collecting all necessary documentation for the development of IWBF Europe;
- 17.1.5. co-ordinating of all development work within IWBF Europe;
- 17.1.6. liaising with the Development Officers of the other Zones and with the IWBF Vice President.

#### **ARTICLE 18 CLASSIFICATION OFFICER**

- 18.1. The Classification Officer of IWBF Europe will be responsible for:
  - 18.1.1. co-ordinating all Classification work in the Zone;
  - 18.1.2. proposing the composition of a Classification Commission for IWBF Europe to the President;
  - 18.1.3. conducting the classification of players under the IWBF classification system for competitions of the Zone;
  - 18.1.4. preparing and appointing the classifiers for all events sanctioned by IWBF Europe;
  - 18.1.5. maintaining the records of the players classified by IWBF Europe and issuing IWBF Europe ID/Classification Cards;
  - 18.1.6. compiling and updating the database of all European IWBF Licensed Classifiers;
  - 18.1.7. training and certifying the classifiers in the Zone maintaining the same standard as IWBF;
  - 18.1.8. organising clinics to assist in the education and dissemination of information about the classification system in IWBF Europe;
  - 18.1.9. liaising with the President of the IWBF Classification Commission.

#### **ARTICLE 19 TECHNICAL OFFICER**

- 19.1. The Technical Officer of IWBF Europe will be responsible for:
  - 19.1.1. co-ordination of all technical work in IWBF Europe;
  - 19.1.2. proposing the composition of a Technical Commission for IWBF Europe to the President;
  - 19.1.3. conducting the testing and certification of referees, referee supervisors and referee examiners for competitions of the Zone as directed by IWBF;
  - 19.1.4. preparing and appointing referees for all events sanctioned by IWBF Europe;
  - 19.1.5. compiling and updating the database of all IWBF licensed referees in Europe;

- 19.1.6. organising clinics to assist in the education of referees and referee supervisors in IWBF Europe;
- 19.1.7. organising refresher clinics to keep the European referees and referee supervisors informed about the current interpretations of the rules and to guarantee that the required IWBF standard is maintained;
- 19.1.8. reviewing the rules of the game and forwarding any recommendations for changes from the Zone to the President of the Technical Commission of IWBF;
- 19.1.9. reviewing the rules and co-ordinating with the IWBF Technical Commission the correct interpretation of the rules;
- 19.1.10. providing the members with information on rule interpretations, rule changes etc. from IWBF;
- 19.1.11. liaising with the President of the IWBF Technical Commission.

#### **ARTICLE 20 MARKETING OFFICER (PUBLIC RELATIONS, IT, SOCIAL MEDIA)**

- 20.1. The Officer responsible for Marketing will be responsible for drawing up plans and programmes for Marketing activities for IWBF Europe, which will include activities for Public Relations, IT and Social Media and to implement those after approval by the Executive Council.

#### **ARTICLE 21 OTHER MEMBERS**

- 21.1. The Congress on recommendation of the Executive Council can elect other Members to the Executive Council who shall have those functions assigned to them by the Congress or the Executive Council. There may be as few as none or as many as two other Members.

#### **ARTICLE 22 RESPONSIBILITIES OF THE SECRETARY GENERAL**

- 22.1. The Secretary General will be responsible for the tasks and duties assigned to him. In particular, he will:
  - 22.1.1. prepare and publish the minutes of the Congress and distribute them as soon as possible to the member NOWBs, the members of the IWBF Europe Executive Council, the Members of Honour and the IWBF President;
  - 22.1.2. prepare and publish the minutes of all IWBF Europe Executive Council meetings and distribute them to the members of the IWBF Europe Executive Council and to the IWBF President as soon as possible;
  - 22.1.3. compile and maintain records of the official wheelchair basketball representatives of all European NOWBs and clubs playing in the top (first) division of the NOWBs;
  - 22.1.4. compile and update the data base and records of the IWBF Europe Executive Council;
  - 22.1.5. assist the IWBF Europe Executive Council members;



- 22.1.6. be responsible for the co-ordination of nominations for membership of the Commissions, in consultation with the Officers of the Zone, to be appointed by the President;
- 22.1.7. assist the Treasurer in the preparation and maintenance of IWBF Europe's budget;
- 22.1.8. assist the Treasurer in the collection and disbursement of funds, and the integrity of the accountancy system as approved by the IWBF Europe Executive Council;
- 22.1.9. ensure that all funds due to the Zone are collected and deposited in the IWBF Europe account;
- 22.1.10. is entitled to participate in all Commission meetings without the right to vote.

#### **ARTICLE 23 REMOVAL FROM OFFICE**

- 23.1. Any officer who fails to attend two consecutive meetings of the IWBF Europe Executive Council or fails to do his work appropriately in the opinion of the majority of the other members of the Executive Council can be removed from that Council and can be replaced by a person appointed by the President of IWBF Europe, after consultation with the Executive Council, to serve until the next election.

#### **ARTICLE 24 QUORUM**

- 24.1. A quorum will be constituted at IWBF Europe Executive Council meetings, when a majority of its members, one of whom must be either the President or the Vice-President, are present.

#### **ARTICLE 25 RESPONSIBILITIES**

- 25.1. The IWBF Europe Executive Council will apply and demand the strict observance of these General Regulations and the Constitution and the Internal Regulations of IWBF.
- 25.2. The IWBF Europe Executive Council will impose penalties according to its own regulations against European NOWB's, clubs, players and other entities within the limits of its jurisdiction and relating to its activities.
- 25.3. The IWBF Europe Executive Council will keep the Secretary General of IWBF informed of any event or competition organised by it, and if necessary, obtains such authorisations as may be required by the relevant regulations.
- 25.4. The Secretary General will send to the IWBF Secretariat results of all official international or Zonal competitions held under its jurisdiction.
- 25.5. The IWBF Europe Executive Council will present relevant activity reports to the IWBF Executive Council and to the European Congress.
- 25.6. The IWBF Europe Executive Council may appoint Members of Honour, which is given in recognition of exceptional service of an individual to IWBF Europe.

## **ARTICLE 26 FUNCTIONS OF THE EXECUTIVE COUNCIL**

- 26.1. The IWBF Europe Executive Council, subject where necessary to the eventual ratification of the membership, will:
- 26.1.1. transact the business and administer the affairs of IWBF Europe in accordance with the regulations of IWBF Europe;
  - 26.1.2. require all income raised by it or on its behalf from whatever source to be deposited in the accounts of IWBF Europe;
  - 26.1.3. report its proceedings to the meetings of the European Congress;
  - 26.1.4. endorse or amend the decision(s) of the President, which he made between IWBF Europe Executive Council meetings;
  - 26.1.5. determine whom it will nominate to be representative (s) of IWBF Europe and the sport of wheelchair basketball to any other organisation in Europe.
  - 26.1.6. The IWBF Europe Executive Council may impose a penalty at any time on any NOWB, club or person within its jurisdiction in case of an infraction of the Constitution or Internal Regulations of the IWBF, of the General and Specific Regulations of IWBF Europe, including the Manual of Regulations for the Conduct of Wheelchair Basketball Championships in Europe and/or of the Official Wheelchair Basketball Rules. The sanctioned NOWB, club or person is entitled to appeal the decision with the IWBF Commission on Legal Matters and Eligibility through the office of the IWBF Secretary General.

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## **GENERAL PROVISIONS**

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### **ARTICLE 27 FINANCE**

- 27.1. IWBF Europe will receive an annual fee per member nation (NOWB) determined by the World Congress of IWBF. The annual fee is determined for a four-year period.
- 27.2. The IWBF Europe Executive Council can levy fees on any competitions requiring their sanction and support; such fees to be determined by the IWBF Europe Executive Council.
- 27.3. The other incomes of IWBF Europe shall consist of donations, subsidies, sponsorships and miscellaneous income.
- 27.4. The IWBF Europe Executive Council will determine the use of the funds it accumulates in keeping within its responsibilities.
- 27.5. The fiscal year of IWBF Europe shall be the calendar year and shall run from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

### **ARTICLE 28 OFFICIAL LANGUAGE**

- 28.1. English will be the only official language of IWBF Europe.

## **ARTICLE 29 GENDER**

29.1.1. In these General Regulations and in all other regulations of IWBF Europe, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

## **ARTICLE 30 AMENDMENTS TO THE GENERAL REGULATIONS**

30.1. No amendment to these General Regulations may be made, altered or repealed unless it has been proposed to the European Congress by notice in writing and has been adopted in accordance with these Regulations.

## **ARTICLE 31 RULES AND REGULATIONS**

31.1. In the event of any question or matter arising, which is not provided for in these General Regulations, such questions or matters shall be dealt with by the IWBF Europe Executive Council; its decision will be binding on all parties concerned until the next Congress when the matter will be resolved.

31.2. The IWBF Europe Executive Council may determine any other rules and regulations consistent with these General Regulations relating to the management and operation of IWBF Europe, which it deems appropriate. These other rules and regulations shall have force and effect only until the next IWBF Europe Congress when they must be confirmed, or failing such confirmation at such IWBF Europe Congress, shall cease to have any force and effect.

## **ARTICLE 32 DISSOLUTION**

32.1. In the event of IWBF Europe ceasing to exist, the funds remaining will pass to IWBF to be used in the re-establishment of a similar organisation, or for whatever reason IWBF considers appropriate to the further development of wheelchair basketball in Europe.

32.2. IWBF Europe can only be dissolved by a resolution passed by two-third of all NOWBs in-good-standing at a meeting of the European Congress called specifically for that purpose.