

# BYLAWS OF THE EUROPEAN PICKLEBALL FEDERATION

In Force: 31<sup>st</sup> May 2023



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**Article 1: NAME AND REGISTERED OFFICE**

- 1.1 European Pickleball Federation (hereinafter called “EPF” or “federation”) is a non-profit organization governed by the present by-laws, it is founded in order to group the national pickleball associations of the European countries.
- 1.2 The registered office of EPF shall be located at 3 rue Charlemagne, L-1328 Luxembourg
- 1.3 EPF shall consist of the affiliated pickleball organisations, referred to elsewhere as ‘Members’, governing the sport in accordance with the principles of EPF in any country in Europe.
- 1.4 EPF is the Continental Pickleball Federation for Europe, to be recognised as such by the Eventual International Federation (“EIF”) when formed and having the sole and whole authority in Europe in general, and in the territories of the Members in particular, for all matters related to pickleball on the European level.
- 1.5 Pursuant to the authority to be recognised to it for Europe by EIF, EPF has the sole and whole jurisdiction over organising a pickleball event using the denomination or title 'European', 'Europe', 'Euro' or similar, or authorising the organisation of such an event.

**Article 2: OBJECTIVES / MISSION**

- 2.1 The objectives of EPF shall be to promote, develop and govern the sport of pickleball in Europe.
- 2.2 To achieve these objectives, EPF shall undertake the following activities in Europe:
  - (a) Facilitate the growth of pickleball as a globally recognized sport, and promote the sport by demonstrating its physical, mental and social benefits for all people of all ages and abilities.
  - (b) Represent the best interests of EPF at the international level and of pickleball players in Europe
  - (c) Expanding the infrastructure of pickleball through improved coaching, rules, equipment standardisation, promoting quality refereeing, and enhancing event organization and management.
  - (d) EPF shall observe the general and fundamental principles of Good Governance, the Sport Code of Ethics of the Council of Europe, the Olympic Movement Code on the Prevention of the Manipulation of Competitions, the Olympic Movement Medical Code, the EIF Anti-Doping Rules, the International Paralympic Committee (IPC) Handbook; and no provision of these by-laws shall be deemed to conflict with or derogate from those principles.

- (e) EPF shall co-operate with EIF, the European Olympic Committees (EOC), the European Paralympic Committee (EPC), and other organisations that recognise it as the controlling and governing authority for pickleball throughout Europe.
- (f) EPF shall have the right to apply for funding and subsidies from any European authority.

### **Article 3: MEMBERSHIP**

#### **3.1 Membership Categories and Eligibility**

The EPF shall be made up of FULL Members and ASSOCIATE Members.

#### **3.2 Membership is open to any National Pickleball Association (NPA) that:**

- (a) is recognised and responsible in its country or territory for the organisation and implementation of all matters related to pickleball;
- (b) has its home country or territory capital located within the geographical area of Europe;

#### **3.3 Full Membership**

Members and all applicants for FULL membership of the EPF shall fulfil the following criteria:

- (a) be formally recognised by the Executive Board as the only overall governing body for pickleball in the country;  
In making the recognition determination, the Executive Board shall, inter alia take the following into consideration:
  - i. Type of legal incorporation and registration
  - ii. Number of registered members
  - iii. Hosting of national / international pickleball events;
  - iv. Certified coaching program
  - v. Number of dedicated pickleball courts
  - vi. Length of time since registration
  - vii. Process for election of officers by members
  - viii. Previous AGM minutes and Financial Reports
  - ix. Existing Full Membership of the WPF or IFP;
  - x. Dynamic Website / official social pages with regular updates
- (b) shall be an organisation not for the profit of any individual(s) in accordance with the regulations in force in the country it represents within the EPF ;
- (c) cover the territory of a country that is recognised as such and recognised as independent and sovereign state in the continent of Europe;

- (d) shall have a constitution/by-laws that is consistent with that of the EPF and its Principles, Purposes and Objectives as per the guidelines approved by Executive Board, and provide a copy to the EPF for its records;
- (e) provide details of any subsequent amendments to the constitution/bylaws not later than one calendar month after the general meeting at which such amendments were approved;
- (f) be a legally registered body and/or can satisfy the EPF that it has the legal and administrative ability to administer the sport to an acceptable standard;
- (g) give a formal undertaking to observe the bylaws of the EPF;
- (h) give a formal undertaking to notify the EPF of any changes in its circumstances which might affect its membership status.

### **3.4 Associate Membership**

- 3.4.1** Associate Membership of the EPF is open to Clubs or organisations in the process of forming a national pickleball organisation in a territory where there is no national pickleball organisation recognised by the EPF and which agree to adhere to the bylaws of the EPF.
- 3.4.2** An Associate Member shall give all practical support to the formation of a National Association (or corresponding organisation) for the country in which it is situated.
- 3.4.3** An Associate Membership shall lapse automatically when a properly constituted national association is admitted to FULL membership.
- 3.4.4** The term of an Associate Membership shall not extend more than three years beyond the original affiliation unless a longer term is approved by Executive Board upon written request.
- 3.4.5** Executive Board may at any time stop recognising a particular body as an Associate Member if such an Associated Member acts against the Federation, its bylaws or its Principles, Purposes or Objectives.

### **3.5 Application for Membership**

- 3.5.1** Applications for membership shall be made on a form approved by the Executive Board and is subject to a preliminary and general investigation's activity including a territorial inspection by the EPF board delegates.
- 3.5.2** After verification by the Executive Board and the President or the person appointed by the Executive Board for this purpose, the application with any recommendation shall be notified by the Secretary General to all Members no later than three (3) calendar months after receipt of a completed application.

**3.5.3** In the absence of the receipt of an objection from three (3) or more Members within a period of one (1) month after such notification, Executive Board shall have power to elect the applicant as a Member. Such election shall be reported to all other Members.

### **3.6 Protest**

**3.6.1** Should a protest be received from three (3) or more Members, the application shall not be dealt with by the Executive Board but, together with the reasons for objection and their sources, shall be placed on the agenda for consideration by the next Assembly. A simple majority shall suffice to elect the applicant, such election will be effective as of the close of the Assembly and is conclusive.

### **3.7 Suspension and Termination**

**3.7.1** A Member wishing to resign from EPF shall give notice in writing to the EPF Secretary General. The written notice of resignation shall detail the reason for resignation, the proposed timing and all efforts made toward retaining affiliation.

**3.7.2** A Member which seriously and persistently fails to maintain the principles or to respect the by-laws and decisions of EPF may be warned, fined, suspended or expelled by an Assembly.

**3.7.3** A Member that is suspended from membership shall, including but not limited to, not be entitled to nominate or enter players for any event held under the jurisdiction of EPF nor to attend or be represented at an Ordinary or Extraordinary Assembly nor to nominate any person for election to the Executive Board, any Committee, Commission or working group nor shall any individual nominated by the Member be entitled to participate in the activities of the Executive Board, any Committee, Commission or working group;

## **Article 4: EXECUTIVE BOARD**

**4.1** The Executive Board shall be the governing body of EPF and shall be responsible for the management and administration of the federation.

### **4.2 Composition**

The Executive Board shall consist of at least 5 and a maximum of 7 members, all from different Full Members, who shall be elected by the General Assembly.

### **4.3 Term**

The term of office for members of the Executive Board shall be four (4) years, with the possibility of re-election for one (1) additional term. Where possible no more than one half (1/2) of the Executive Board should be replaced in any election cycle.

**4.4** The Executive Board shall meet at least four (4) times a year and otherwise when convened by the President or at the request of three (3) Executive Board members shall be convened within thirty (30) days. Meetings may be in person or via video-conference.

**4.5.1 Quorum**

A minimum attendance by two-thirds (2/3) of the Executive Board members shall constitute a quorum.

**4.5.2** All votes taken by the Executive Board shall be on a simple majority of the members present at a meeting and in the event of a tie, the Chair shall have the casting vote.

**4.5** The Executive Board shall have the authority to establish committees and task forces to assist in the work of the federation.

**4.6 Responsibilities**

The Executive Board shall:

- (a) determine the internal operations and procedures;
- (b) elect the President, Vice-President, Secretary General and the Treasurer of EPF;
- (c) establish an EPF strategic plan to be submitted to the Assembly;
- (d) establish the criteria and procedures for membership (i.e. entry fee, annual fee, number of affiliates, members, facilities.);review all applications for new membership;
- (e) represent EPF in all juridical matters;
- (f) deal with all other current or urgent business and shall assume all responsibilities which are not expressly attributed to another body within EPF.
- (g) nominate one of its members to be the Continental Director of the EIF.

**4.7** The Executive Board may delegate, fully or partly, one or more of its duties and responsibilities to the Secretary General.

**4.8** A vacancy arising in the posts of the Executive Board during the first three (3) years of the running term of office shall be filled by a majority of the votes cast at the next Assembly for the remaining years of the running term Vacancy.

**4.9 Eligibility for Office**

**4.9.1** Nominations for the Executive Board may be made only by the Member of which the nominee is a Full member.

**4.9.2** No more than one (1) person from a Member shall be nominated for the Executive Board.

**4.9.3** A Member that is in arrears shall not be eligible for election.

- 4.9.4** A person connected in any way with the manufacture, sale or endorsement of pickleball equipment or with consultation on such equipment shall not be eligible as a member of the Executive Board
- 4.10** Members of an EPF decision-making body shall avoid any situation that could lead to conflict of interest or perceived conflict of interest. Any actual, perceived or potential conflict of interest shall be declared and action taken by the individual to remove himself/herself from the situation where a conflict may arise. It is the personal responsibility of each person to avoid any case of conflict of interest.
- 4.11 Proper Conduct**
- 4.11.1** All members of EPF bodies shall carry out the duties in a proper and independent way, for the best interests of pickleball in Europe, without regard to the particular interests of his/her nominating Member.
- 4.11.2** Where the Executive Board considers a member of a constitutional body to have committed a gross or serious dereliction of duty or an act of improper conduct, it may, with a two-thirds (2/3) majority of the votes cast:
- suspend an elected member of a constitutional body until the next Assembly meeting, where the Assembly shall take a definitive decision upon the continuation of the suspension;
  - remove from office an appointed member of a constitutional body and appoint a replacement member for the remaining period of the running term.

## **Article 5: ASSEMBLY**

- 5.1** The Assembly shall be the highest authority of EPF and bears the overall responsibility for the sustainable and continuing development and proper regulating, legislating and governing of pickleball in Europe.
- 5.2** The Assembly shall consist of representatives of Full and Associate members
- 5.3** The Assembly shall meet at least once every one (1) year in person or via video-conference no later than six (6) calendar months after the end of the fiscal year.
- 5.4 Quorum**  
The Assembly requires a quorum of more than one-quarter (1/4) of the Members to be present or represented.
- 5.4.1** Any Assemblies requiring quorums, in the event that such Assembly does not have the required quorum, a new Assembly will be called at which the required quorum is one-fifth (1/5) of the Members.  
The above two Assemblies may be called for the same day with a simultaneous notice in case the first Assembly does not have a quorum.

**5.5. Voting**

**5.5.1** Each Full Member and Associate Member shall be entitled to one (1) delegates at the Assembly. Associate Members are entitled to speak at the Assembly but not to vote.

**5.5.2** Each Full Member not in arrears shall have one (1) vote.

**5.5.3** Decisions shall be made by a simple majority of the votes cast except that:  
(a) changes to the By-laws require a majority of two-thirds (2/3) of the votes cast;  
(b) dissolution of EPF requires more than two-thirds (2/3) of the Members to be present or represented at the Assembly and requires a two-thirds (2/3) majority of the votes cast.

**5.5.4** Votes cast are votes in favour and votes against. Abstentions and invalid votes are not counted as votes cast.

**5.5.5** If there is an equality of votes in any matter except in elections the Chair of the meeting shall have a casting vote to resolve the matter.

**5.5.6** Voting other than in elections shall be either by a show of hands, by electronic device, by roll call or by secret ballot, as decided by the Assembly on a proposition by the Chair.

**5.5.7 Elections**

**5.5.7.1** Voting in elections shall be by secret ballot. If there is only one candidate for a post, the Assembly may decide by acclamation, unless a delegate asks for a secret ballot.

**5.5.7.2** Where there are more candidates or options for a post or posts than the number of vacancies, provided that the majority (more than 50%) is not reached, additional ballots will be required. In this case, at each successive ballot, the candidate or option obtaining the smallest number of votes shall be eliminated.

**5.5.7.3** If there is a tie for the lowest number of votes, a further vote shall be held amongst them to determine who is eliminated, and if there is still a tie, the decision will be taken by a draw by lot.

**5.5.7.4** Consecutive ballots will be organised until the election is decided.

**5.6** The Assembly shall have the authority to elect the members of the Executive Board, get and approve financial statements, adopt the budget, and approve the activities, plans and policies of EPF.

**5.7** The Assembly has the following functions and powers:

(a) to establish and to amend the By-laws and policies of EPF;

(b) to get and approve financial statements, adopt the budget, and approve the activities of the EPF



(c) to elect at least 5 and a maximum of 7 members of the Executive Board; all members elected shall serve for a four (4) years term and shall be eligible for re-election not more than once;

(d) to ratify the work done by the Executive Board since the last Assembly.

## **5.8 Proxy**

**5.8.1** A Member eligible to vote at an Assembly may be represented by another Member eligible to vote. No Member may hold more than one (1) proxy. Such proxy shall be in writing and sent by email to the Secretary General at least 2 days prior to the date of the Assembly.

## **5.9 Notice of Meeting**

**5.9.1** Notice of the meeting, giving details of the place, date and time and the business to be transacted, shall be sent by post or e-mail to:

(a) each Member;

(b) the Executive Board members;

**5.9.2** The notice shall be sent not later than one (1) calendar months before the date of the meeting.

**5.9.3** Details in writing of propositions and resolutions to be dealt with at an Assembly shall reach the Secretary General not later than one (1) calendar month before the date of the meeting.

**5.9.4** The deadline for nominations for election shall be not later than two (2) weeks before the date of the relating election in an Assembly.

## **5.9.5 Agenda**

**5.9.5.1** The agenda for an Assembly shall include:

(a) the confirmation of a Chair (usually the President);

(b) call of the Members present;

(c) minutes of the previous Assembly;

(d) the consideration of applications for membership;

(e) the Annual General Report, including reports from the Executive Board members;

(f) copy of the audited financial statement of accounts for the previous year and a financial budget for the following year;

(g) the consideration of propositions and resolutions;

(h) nominations for elections of Executive Board Members

**5.10** An Extraordinary Assembly shall be convened by the Executive Board or shall be convened within ten (10) weeks of receipt by the Secretary General of a requisition in writing submitted by not less than one-fifth (1/5) of the Members not in arrears.

**5.10.1** The notice shall be sent to all Members not later than a calendar month before the date of the meeting.

**5.10.2** The request for an Extraordinary Assembly shall specify the business for which the meeting is to be convened.

## **Article 6: MANAGEMENT STAFF AND SECRETARY GENERAL**

**6.1** The Executive Board may appoint management staff on agreed terms and conditions, among which a Secretary General who shall be responsible for the direction and supervision of EPF's professional structure and programs.

**6.2** The Secretary General shall employ such other staff as are deemed necessary following Executive Board approval, taking into consideration the EPF annual budget and according to the EPF open recruitment policy.

## **Article 7: FINANCES**

**7.1** The financial resources of EPF shall consist of membership fees, donations, grants, sponsorships and other income.

**7.2** The financial year shall be from January 1 to December 31.

**7.3** The Treasurer shall be responsible for the financial management of the federation.

**7.4** An external auditor shall be appointed by the General Assembly to audit the accounts of EPF.

**7.5** All financial transaction shall be authorised (physically or electronically) by any two directors designated by the Board to do so.

**Article 8: SUBSCRIPTIONS**

- 8.1** Each Member shall pay an annual subscription as determined by the Assembly. It is recorded that at the formation the subscription will be limited to Euro 250.00 per annum.
- 8.2** The first subscription will be due within 14 days of receipt of confirmation of acceptance as a Member and subsequent subscriptions shall be due on 1st January of each year. Applications accepted after 1<sup>st</sup> October will liable to a subscription from the following 1<sup>st</sup> January
- 8.3** A Member shall be in arrears if its subscription has not been paid by 31st March of the year in which it is due.

**Article 9: BYLAWS AND DISSOLUTION**

- 9.1** These Bylaws were approved effective 6<sup>th</sup> April 2023 by the EPF Assembly on 5<sup>th</sup> April 2023.
- 9.2** In the event of dissolution, the assets of EPF shall be transferred to a European organization that has objectives similar to those of EPF.