



Chapter 2.4.12: Americas Paralympic Committee bylaws



These bylaws for the Americas Paralympic Committee (and any amendments thereto) will be submitted for approval to the IPC Governing Board.

PREAMBLE

In accordance with the IPC Constitution, and until such time as the Americas Paralympic Committee (**APC**) is established as an independent Regional/Continental Organisation having obtained full membership of the IPC, the APC is a committee under the governance of the IPC and will as such abide by all the decisions of the IPC.

The APC is recognised as the sole regional representative of the IPC members within the Americas Region and is entitled to vote and be heard at any meeting of IPC members, including the General Assembly, they however do not have the remaining rights of the members.

1 Authority

1.1 The APC is appointed by and is accountable to the IPC Governing Board. The IPC Governing Board has the sole power to grant authority to the APC, and the APC has no authority that does not come from the IPC Governing Board. The APC may, however, carry out such tasks as delegated to it by the IPC Governing Board.

2 Role

2.1 In general, the role of the APC will be to coordinate activities, facilitate communication and liaise between the IPC and its members in the Americas Region. The APC will represent the interest of the IPC members in the Americas Region in all IPC matters, including but not limited to:

- (a) Supporting the IPC Governing Board in its duty of being the guardian of the Paralympic Vision.
- (b) Supporting the IPC Governing Board in the delivery of the Paralympic Mission, ensuring equality in sport and acting in concert with the IPC Constitution.
- (c) Promoting and contributing to the development of sporting opportunities and competitions in the Americas Region, from initiation to elite level, for Paralympic athletes.



- (d) Assisting and supporting the IPC in particular in relation to the IPC sports regional championships organised and supervised by the IPC.
- (e) Contributing to the growth and strength of the Paralympic Movement through assisting in the development of the National Paralympic Committees in the Americas Region, and supporting the activities of the IPC and its member organisations in the Americas Region.
- (f) Assisting and supporting the IPC in relation to the regional sponsorship / fundraising / licensing programmes developed and implemented by the IPC; however, the APC will not initiate a regional marketing programme without explicit authorisation of IPC.
- (g) Providing a forum for the exchange of information on matters of common interest and the sharing of best practice and expertise within and between members of the IPC in the Americas Region.
- (h) Collaborating and sharing information with other Regional/Continental Organisations and representing the interests of the APC members in the IPC Regional Councils meetings.
- (i) Consulting with the APC members and providing advice to the IPC Governing Board on matters relating to the Americas Region and representing the interests of the APC members at the IPC General Assembly.

3 Membership

- 3.1 The APC is composed of full members and membership is open to:
 - 3.1.1 Any National Paralympic Committee in membership of, and in good standing with the IPC, belonging to the Americas Region.
 - 3.1.2 International Organisations of Sport for the Disabled in membership and good standing with the IPC through a properly constituted Americas regional organisation.
 - 3.1.3 International Federations in membership and good standing with the IPC through a properly constituted Americas regional organisation.
- 3.2 Termination of membership in the IPC automatically leads to a termination of membership in the APC. A member of the IPC in the Americas Region, which is in good standing with the IPC cannot be expelled by the APC.



- 3.3 The APC Executive Committee is elected by the APC members during the APC General Assembly as described in articles 3.4 to 3.8 of these bylaws.
- 3.4 The composition of the APC Executive Committee is as follows:
- A president, elected by the APC General Assembly
 - A vice-president, elected by the APC General Assembly
 - Three members-at-large, elected by the APC General Assembly
 - An athlete representative who has competed in the Paralympic Games in the eight years preceding his/her appointment, elected by the athletes at the Parapan American Games
- 3.5 Standards similar as those for the IPC Governing Board nominations and elections will be applied for the nomination and election process of the APC Executive Committee. The IPC Standing Order outlining the administrative procedures for a General Assembly will be observed.
- 3.6 Requests for nominations will be sent to all members of the APC six months prior to the elections. The closing date of the nomination process will normally be three months prior to the opening session of the APC General Assembly. All nominations must be submitted to the IPC.
- 3.7 Nominations and any supporting material will be circulated to the APC membership preferably with the meeting documents six weeks prior to the General Assembly, but with a minimum of 30 days prior to the APC General Assembly at which the elections are held.
- 3.8 The IPC CEO or his designee will oversee the election procedures.
- 3.9 The APC Executive Committee will manage the affairs of the APC on behalf of the APC members, between APC General Assemblies and will be responsible for preparing the meetings of the APC, including its agenda and the matters arising from the minutes.
- 3.10 The APC, in consultation with the IPC CEO, may appoint working groups to address specific matters, and/or where necessary to do so.
- 3.11 The following rights of APC members cannot be subject to payment of any membership fee to the APC:
- 3.11.1 Vote and be heard at any meeting of the members of the APC, including the APC General Assembly, subject to delegates being duly mandated in writing and in compliance with the published timelines.



- 3.11.2 Nominate candidates for the APC Executive Committee, subject to candidates being duly nominated in compliance with the published nomination procedures.
- 3.11.3 Submit motions to the APC General Assembly, subject to compliance with the relevant published administrative procedures.
- 3.11.4 Participate in all APC and IPC activities in the Americas Region, including competitions, congresses/conferences and any other scientific, educational or promotional activities organised by the APC and/or IPC, subject to compliance with the IPC rules and regulations and payment of corresponding participation fees and subject to any other relevant decisions made by the IPC Governing Board.

4 Term of office

- 4.1 The term of office for the APC Executive Committee will normally be a period of four years.
- 4.2 A member of the APC Executive Committee may serve for no more than three consecutive terms.

5 Organisation

- 5.1 As an integral part of the IPC, the APC has no authority to appoint its own paid staff. The IPC management team will provide support to the APC. The level of support will be mutually agreed between the president of the APC Executive Committee and the IPC CEO.
- 5.2 A secretary appointed by the APC will be responsible, together with the president, for producing minutes of the APC General Assembly and Executive Committee meetings. Minutes will be submitted to the IPC for information and appropriate distribution and archiving. The minutes will be distributed according to the IPC policy and procedures as outlined in Article 1.4 of the IPC Policy on Confidentiality.
- 5.3 It is the responsibility of the APC president to liaise with the IPC CEO in the appropriate and agreed manner.
- 5.4 The president of the APC (or his/her designee) may be invited to attend meetings of the IPC Governing Board and/or may be invited to provide a verbal report at a meeting of the IPC Governing Board on a specific topic.



5.5 The APC has the right to submit motions to the IPC General Assembly, through the IPC Governing Board, and subject to compliance with the relevant IPC standing order (this does not further limit the right of any member of the APC, in good standing with the IPC, to individually submit motions to the IPC General Assembly, subject to compliance with the relevant IPC Standing Order). The IPC Governing Board will make recommendations to the IPC General Assembly on all motions submitted by the APC.

APC General Assembly

5.6 The APC General Assembly is the official gathering of the APC members. It will be competent to pass a resolution if at least one-third (1/3) of the members with voting rights are present. A General Assembly will be held at least every two years, at a time, place and date determined by the APC Executive Committee, for the purpose of:

- Hearing and receiving the reports of the APC Executive Committee and where relevant the IPC CEO
- Receiving and approving the minutes of the previous General Assembly
- Electing the Executive Committee members; elections will occur at the first APC General Assembly held following the Paralympic Games taking place in Summer; normally the same election cycle will be followed as for the IPC Governing Board
- Considering motions submitted to the APC General Assembly, subject to compliance with the respective IPC Standing Order
- Providing directions and advice to the APC Executive Committee and approving any transaction properly brought before the meeting

5.7 An Extraordinary General Assembly may be called by the APC President, on request of the IPC Governing Board or on demand by at least one-third (1/3) of the total number of APC members.

5.8 The IPC Standing Order: “administrative procedures for General Assemblies” will be observed. Notice of the General Assembly will be given at least six months prior to the meeting. The agenda and meeting documents will be distributed at least six weeks prior to the meeting. Motions will be submitted to the APC Executive Committee in writing at least three months before the General Assembly.

5.9 Members will be entitled to one vote at any meeting of members of the APC, including the General Assembly. A member cannot transfer its vote to another member if not represented in person at a meeting of the members of the APC. An individual cannot concurrently



represent more than one member, and as such is restricted to one vote at any meeting of the members of the APC.

5.10 In addition to the APC members, the following bodies are entitled to be heard at any meeting of APC members, including the General Assembly (they however do not have the remaining rights of the members):

- Sports Technical Committees under the governance of the IPC
- Sports Committees under the governance of an IOSD which have been granted the status as a Paralympic sport by the IPC

All the above bodies must have a proven and continuous programme of activities in the Americas Region.

5.11 The conduct of meetings of the APC, including any procedures, will follow the IPC Standing Order 'Procedures to be followed at IPC General Assemblies'.

APC Executive Committee meetings

5.12 Ordinarily, the APC Executive Committee will meet at least once per year. The APC Executive Committee may hold additional meetings as required. Telephone, teleconference and similar facilities may be used for a meeting.

5.13 The convening of these meetings and the agenda will be discussed by the president with the IPC CEO.

6 Finances

6.1 The IPC will produce a budget for the APC. The APC budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.

6.2 Any financial regulation for the APC will be in compliance with the financial policies issued by the IPC from time to time.

7 Evaluation process

7.1 During the last year of the four-year term of office, the president of the APC will ordinarily submit to the IPC Governing Board a summary report on the work conducted by the committee during the four year period, along with any recommendations for the next term of office.



7.2 At the end of the IPC Governing Board's term of office, the outgoing IPC Governing Board may (during an in-camera meeting) evaluate the overall work of the APC and may make recommendations to the incoming IPC Governing Board, including on the mandate, structure and/or membership of the APC.

8 Dissolution

8.1 The APC can only be dissolved by the IPC Governing Board upon recommendation of the APC General Assembly, and subject to an independent American organisation having obtained full membership of the IPC as the sole representative of the IPC members in the Americas Region.