



Chapter 2.4 – Bylaws standing committees

2.4.12 Americas Paralympic Committee bylaws

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International Paralympic Committee

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PREAMBLE

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

The APC is recognized as the sole regional representative of the IPC members within the American 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. Functions

1.1 Authority

1.1.1 The APC is accountable to the IPC Governing Board.

1.1.2 The APC shall have no authority that does not come from the IPC Governing Board; the IPC Governing Board has the sole power to grant authority to the APC. The APC may, however, carry out such governance task or monitor performance provided that the Governing Board has specifically delegated this power to the APC.

1.2 Role

In general, the role of the APC will be to co-ordinate activities, facilitate communication and liaise between the IPC and its members in the American Region. The APC shall represent the interest of the IPC Members in the American Region in all IPC matters, including but not limited to:

1.2.1 Supporting the IPC Governing Board in its duty of being the guardian of the Paralympic Vision;

1.2.2 Supporting the IPC Governing Board in the delivery of the Paralympic Mission, ensuring equality in sport and acting in concert with the IPC Constitution;



- 1.2.3 Promoting and contributing to the development of sporting opportunities and competitions in the American region, from initiation to elite level, for Paralympic athletes;
- 1.2.4 Assisting and supporting the IPC in particular in relation to the IPC Sports Regional Championships organised and supervised by the IPC;
- 1.2.5 Contributing to the growth and strength of the Paralympic Movement through assisting in the development of the National Paralympic Committees in the American region and support the activities of the IPC and its member organizations in the American region.
- 1.2.6 Assisting and supporting the IPC in relation to the Regional Sponsorship / Fundraising / Licensing Programmes developed and implemented by the IPC; however APC shall not initiate a regional marketing program without explicit authorization of IPC.
- 1.2.7 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 American region.
- 1.2.8 Collaborating and sharing information with other Regional/Continental Organizations and representing the interests of the APC members in the IPC Regional Councils meetings.
- 1.2.9 Consulting with the APC members and providing advice to the IPC Governing Board on matters relating to the American region and representing the interests of the APC members at the IPC General Assembly.

2. Structure

2.1 Composition

- 2.1.1 The APC is composed of full members as described in article 3.1 of these Bylaws.



2.1.2 The APC Executive Committee is elected by the APC members during the APC General Assembly as described in articles 3.3 and 3.4 of these bylaws.

2.1.3 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.

2.1.4 The APC, in consultation with the CEO, may appoint working groups to address specific matters, and/or where necessary to do so.

2.2 Staffing

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 shall be mutually agreed between the Chairperson of the APC Executive Committee and the IPC CEO.

2.3 Reporting

2.3.1 A secretary appointed by the APC shall be responsible together with the Chairperson, for producing minutes of the APC General Assembly and Executive Committee meetings. Copies of minutes are submitted to the IPC for information, distribution as appropriate, and archiving.

2.3.2 The minutes will be distributed according to the IPC policy and procedures as outlined in Article 1.4 of the IPC Policy on Confidentiality.

2.3.3 In compliance with the bylaws of the IPC Governing Board, it is the IPC CEO's responsibility to ensure that recommendations to the IPC Governing Board resulting from meetings of the APC are included on the agenda of the IPC Governing Board and that any relevant decisions of the IPC Governing Board are communicated back to the APC Executive Committee.

2.3.4 It is the responsibility of the APC Chairperson to liaise with the IPC CEO in the appropriate and agreed manner.



- 2.3.5 The APC Executive Committee is required to report on the activities of the APC and this report will be included in the overall biennial report to the IPC General Assembly.

3. Membership

3.1 Membership to the APC is open to:

- 3.1.1 Any National Paralympic Committee (NPC) in membership of, and in good standing with the IPC, belonging to the American region.
- 3.1.2 International Organisations of Sport for the Disabled (IOSD) in membership and good standing with the IPC through a properly constituted American regional organisation
- 3.1.3 International Federations in membership and good standing with the IPC through a properly constituted American regional organisation

3.2 Rights of APC Members

The following APC members' rights cannot be subject to payment of any membership fee to the APC:

- 3.2.1 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;
- 3.2.2 Nominate candidates for the APC Executive Committee, subject to candidates being duly nominated in compliance with the published nomination procedures;
- 3.2.3 Submit motions to the APC General Assembly, subject to compliance with the relevant published administrative procedures.



3.2.4 Participate in all APC and IPC activities in the American region, including competitions, congresses/conferences and any other scientific, educational or promotional activities organized 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.

3.3 Membership to the APC Executive Committee

3.3.1 Composition of the APC Executive Committee:

- A Chairperson, elected by the APC General Assembly;
- A Vice-chairperson, elected by the APC General Assembly;
- Three (3) members-at-large, elected by the APC General Assembly;
- An athlete representative, elected by the athletes at the Parapan American Games;

3.3.2 The term of office for the APC Executive Committee will normally be a period of four (4) years.

3.3.3 A member of the APC Executive Committee may serve for no more than 3 consecutive terms.

3.4 Nomination and election of the APC Executive Committee

3.4.1 Standards similar as those for the IPC Governing Board nominations and elections shall 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 shall be observed.

3.4.2 Requests for nominations shall be sent to all members of the APC six (6) months prior to the elections. The closing date of the nomination process shall normally be three (3) months prior to the opening session of the APC General Assembly. All nominations must be submitted to the IPC.

3.4.3 Nominations and any supporting material shall be circulated to the APC Membership preferably with the meeting documents 6 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.

3.4.4 The IPC CEO or his designee shall oversee the election procedures.

4. Meetings

4.1 APC General Assembly

4.1.1 The APC General Assembly is the official gathering of the APC Members. It shall be competent to pass a resolution if at least one-third (1/3) of the members with voting rights are present. A General Assembly shall 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 shall occur at the first APC General Assembly held following the Paralympic Games taking place in Summer; normally the same election cycle shall be followed as for the IPC Governing Board;
- Considering motions submitted to the APC General Assembly;
- Providing directions and advice to the APC Executive Committee and approving any transaction properly brought before the meeting;

4.1.2 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.

4.1.3 The IPC Standing Order: “administrative procedures for General Assemblies” shall be observed. Notice of the General Assembly shall be given at least six (6) months prior to the meeting. The agenda and meeting documents shall be distributed at least six (6) weeks prior to the meeting. Motions shall be submitted to the APC Executive Committee in writing at least three months before the General Assembly.



4.1.4 Members shall 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 IPC. 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.

4.1.5 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.

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

4.2 **APC Executive Committee meetings**

4.2.1 There is to be at least one (1) meeting of the APC Executive Committee per year. The APC Executive Committee may hold additional meetings by teleconference or other means, as required.

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

5. **Motions**

5.1 The APC General Assembly will consider motions from its members, subject to compliance with the respective IPC Standing Order.

5.2 The APC has the right to submit motions to the IPC Governing Board, subject to compliance with the timelines established for the IPC Governing Board meetings.



- 5.3 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 respective IPC Standing Order.

6. Termination Of Membership

Termination of membership in the IPC automatically leads to a termination of membership in the APC. A member of the IPC in the American region, which is in good standing with the IPC cannot be expelled by the APC.

7. Finances

7.1 Annual budget

The Chairperson of the APC or his/her representative, in co-operation with the IPC CEO, produces an annual budget for the APC. The APC budget is included in the overall IPC budget and submitted for approval to the IPC Governing Board and the IPC General Assembly.

7.2 Other financial regulations

Any other financial regulation must be in compliance with the financial procedures issued by IPC Headquarters from time to time.

8. Dissolution

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



9. **Amendments To Bylaws**

The APC may consider and recommend amendments to the bylaws of the APC as necessary. Any amendment to these bylaws is subject to approval by the IPC Governing Board.