



INTERNATIONAL PENCAK SILAT ASSOCIATION (IPSF)

INTERNAL REGULATIONS

(BY-LAWS)

PREAMBLE

These Bylaws is set up the basis on the IPSF Constitution which was approved prior to the submission for establishing the IPSF. Theese Bylaws is a description and an inseparable part of the IPSF Constitution.

Definitions

CB	Central Board of IPSF as per the definition given in article 9.1 of the IPSF Constitution
RB	Regional Board of IPSF as per the definition given in article 9.2 of the IPSF Constitution
Regulations	The whole set of IPSF internal rules such as these By-Laws, the Code of Ethics, the Pencak Silat Competition Rule & Regulation as adopted from time to time by the governing bodies of IPSF, including any resolutions taken by the CB.

CHAPTER I

MEMBERSHIP

1. Members

- 1.1 The members of IPSF shall be the national associations or organisations of any kind, accepted by the Ordinary Congress, as being representative organisations for the Pencak Silat sport disciplines in the country of that national association or organisation.
- 1.2 Only one national association shall be admitted to membership for each country. However, the CB may exceptionally grant provisional exemptions from this rule for a period not exceeding two years.
- 1.3 Without prejudice of paragraph 1.1 above, to the end of promoting IPSF, the CB may recognise entities (irrespective of the way they are known) carrying on activities in Pencak Silat in the relevant country of establishment, provided that the requirements for affiliation of national associations are complied with by such entities.

2. Plurality of Members

- 2.1 In those countries where more than one association or otherwise named entities are recognised by or affiliated to IPSF, these associations/entities shall organise a Steering Committee, with the scope of having a unified representation within IPSF.
- 2.2 The Steering Committee provided for in paragraph 2.1 shall be led and chaired by the president of the national association/entity having either the

oldest membership with IPSF or the largest number of active members carrying out activities in Pencak Silat, upon appointment of the IPSF Central Board. The chairperson of the Steering Committee shall participate in the Ordinary Congresses of IPSF with the right and duty to intervene with voting right in representation of all national associations/entities in that country. Such a provision is without prejudice of the right of each association to elect the president of the committees in which they exercise activities and are affiliated with IPSF accordingly.

- 2.3 IPSF shall promote and facilitate the formation of the steering committees provided for in paragraph 2.1 above with the aim of facilitating the merger of such multiple associations into one national member association per country within a reasonable time frame to be set by the CB.
- 2.4 If no Steering Committees are formed for the purposes of paragraphs 2.1 and 2.2 above, the nomination of the Members' representative entitled to vote at each Ordinary Congress shall be notified to IPSF during the registration process at the latest.
Should a dispute on such nomination arise, the scrutineers shall report it to IPSF Director General who shall refer the dispute to the Ordinary Congress soon after the opening of the corresponding meeting and before voting on any item on the agenda.
- 2.5 National associations may be also formed as a conglomerate of entities, provided that:
 - a. Each entity carries out actual activities in at least one of the sport disciplines of Pencak Silat recognised by IPSF accordingly.
 - b. Each entity has the basic requirements to be recognised by IPSF and undertakes to comply with the rules governing IPSF.
 - c. The conglomerate resulting from the merger or gathering of multiple entities appoints only one representative with voting rights in the name and behalf of each entity at the Ordinary Congresses of IPSF, without prejudice of the right of each entity to elect the president of the committees in which they eventually exercise activities and are affiliated with IPSF accordingly.

3. Application for membership

- 3.1 The application for membership, to be drawn up in English, shall be signed by the authorised representatives of the applicant association and sent to the IPSF Head Office.
- 3.2 The application must be accompanied by a file containing the following elements:

- a. a formal statement that the applicant association, on the condition of its admission, shall accept, apply and comply with the IPSF Constitution and Regulations.
- b. the text of the statutes and regulations of the applicant association.
- c. a report on the structures and of the sport activities carried out by the applicant association.
- d. a list of unions or associations to which the applicant association is already affiliated.
- e. if applicable, written evidence of the recognition of the applicant by the sport agencies or authorities of the country of establishment (i.e.: National Olympic Committee or Sport Ministry or equivalent entity).
- f. the composition of the management committee or equivalent body;
- g. the official address for correspondence;
- h. the identity of persons empowered to sign correspondence;

3.3 The associations shall inform IPSF of every amendment in the data referred to in points b, d, e, f, g and h of paragraph 3.2 above as soon as possible.

3.4 The RB shall periodically review the actual permanence of the requirements for the maintenance of the affiliation to or recognition by IPSF in respect of all national associations or entities already affiliated to or recognised by IPSF and shall resolve accordingly also pursuant to the Constitution of IPSF.

3.5 The RB shall review the actual permanence of the requirements for a national association/entity to keep on presiding the Steering Committee provided for in article 2 to the end of guaranteeing the widest and most actual representation within the governance bodies of IPSF.

3.6 Every application will be reviewed by the CB, and once verified that all conditions are met, the applicant is provisionally affiliated to IPSF until the next Ordinary Congress, provided that the first-year membership fee is paid in full. During this period, the member is eligible to participate in all IPSF official events, while the right to vote at Ordinary Congresses of IPSF shall be fully exercised immediately after ratification of membership by the Ordinary Congress.

CHAPTER II

GOVERNANCE

4. Congresses of IPSF

Generalities

- 4.1 The Congress is the meeting of members and the highest authority of the IPSF. Each member may only have two delegates at the Congress, only one of whom shall have the voting power and the right to speak.
- 4.2 At least 75 days ahead of the Congress, the IPSF Administration will notify all affiliated National Associations of the date and location of the Congress, the logistical details, and a call for candidates when elections are to be held.

Committee of Scrutineers

- 4.3 At least one day before the opening of the Congress, the CB appoints the Committee of three Scrutineers which shall have the task:
 - (a) of examining and counting the votes at the Congress.
- 4.4 The committee of scrutineers will be approved by the Congress at the start of proceedings.
- 4.5 The scrutineers may not be a member of the CB or Council or standing for any position during an Electing Congress.
- 4.6 Without prejudice of paragraph 2.4 above, any dispute regarding the powers to represent a Member Association at the Congresses or in respect of candidacies submitted to the IPSF Head Office shall be referred to the CB and Disciplinary Committee, if necessary, which shall resolve upon the matter in accordance with the procedures contemplated in the IPSF Disciplinary Code.

Delegates

- 4.7 Members of delegation representative may not be replaced during the Congress.
- 4.8 No proxies are allowed and the members' delegates to IPSF Congresses shall be members of the national association concerned.

Conduction of Congresses

- 4.9 The Congress is chaired by the IPSF President, or if absent, by the first VicePresident or by the Director General.
- 4.10 Only the items on the agenda shall be discussed by the Congress. However, in exceptional cases, the Congress may discuss a topic not on the agenda,

provided this is decided by a vote by 2/3 of the attending members holding the right to vote.

- 4.11 Each affiliated National Association must be up to date with all its financial obligations with IPSF and shall not be subject to any disciplinary suspension. In these conditions, it will have the right to one vote at Congress.
- 4.12 Debates are held successively, according to the agenda. The Congress President reports in this order or he/she requests the reporter of the matter in question to speak.
- 4.13 Each report on the topics placed on the agenda shall not last more than ten minutes. On each topic, following the order of the requests previously submitted, the Congress President allows Congress members to give their opinion. Each intervention shall not last more than five minutes.
- 4.14 Only one delegate per member may speak concerning each topic placed on the agenda, and he/she may do so only once.
- 4.15 After all interventions have been concluded, the reporter of each topic has a right to respond for a maximum of 10 minutes.
- 4.16 The Congress President concludes the debate on each topic. The concluded debate shall not be resumed.
- 4.17 If information is needed concerning a topic placed on the agenda, the Congress may allow individuals, who are not members of IPSF to speak.

Voting procedures

- 4.18 Voting at Congresses shall be by show of hands, unless a secret ballot is required in accordance with the Constitution, or when requested by the absolute majority of the members having the right to vote.
- 4.19 If the vote is secret, voting booths or electronic voting will be used.
- 4.20 In case of personal matters, and for elections, the vote shall always be secret.
- 4.21 The President does not take part in open votes, but has the casting vote in case of a tie.
- 4.22 Except for the elections of the CB and Council members, if a secret vote ends in a tie, the matter in question is considered as rejected. Any ballot paper which is incomplete or spoiled, or which bears more names than the number of positions to fill shall be considered as void.

5. Elections

- 5.1 Candidatures for vacancies in IPSF governance bodies shall be submitted in writing by a member national association no later than 45 days before the date of the elective Congress and accompanied by a short profile of the supported candidate.
- 5.2 Candidates for presidency shall be granted ten (10) minutes to present their programme, while the other candidates shall be granted no more than three (3) minutes. No replies are allowed.
- 5.3 Presentations shall follow the very same order of elections and will be made in alphabetical order by candidate surname, hence presidential candidates shall speak first and then votes shall follow and results announced as soon as available. The elected president shall be announced by the Electoral Committee and immediately entered in his/her office, thus assuming also the chair of the Congress.
- 5.4 Once the President is elected, elections for Vice-Presidents, members of the CB and of the Council, preceded by their respective speeches, shall follow.
- 5.5 At elections, each voter shall vote for as many candidates as there are vacancies. All other votes shall be null and void. The candidates who obtain the largest number of votes shall be elected. In case of an equality of votes for the last position available, a runoff election of the tied candidates will be carried out and the candidate who obtains the largest number of votes shall be elected. In such a case, votes shall be cast for one candidate only, under penalty of the vote being declared void.
- 5.6 If the election is for only one vacancy, the candidate who receives the highest number of votes shall be elected.
- 5.7 If there is only one candidate for a position or if there are as many candidates as there are positions, the candidates shall be automatically elected without voting.

6. Continental Conassociations

- 6.1 Upon resolution of the CB, associations from the same geographical region, as per the definition of geographical region provided for by the IOC (hereinafter "**Continent**") may be grouped together in a continental conassociation.
- 6.2 There shall be no more than 5 continental conassociations: Africa – America – Asia– Europe – Oceania. Within each Continent, associations may further be grouped in geographical zones, but solely for sport-related purposes.
- 6.3 All continental conassociations shall promote the development of Pencak Silat in their respective continents in accordance with the guidelines and

resolutions of IPSF, with which they shall cooperate and keep informed periodically.

- 6.4 The continental conassociations shall be governed by a Board formed of no less than four members and of the President, all to be elected by the associations belonging to

the conassociation every four years, following the very same procedures provided for the election of the CB of IPSF.

- 6.5 The election of the members of the Board shall follow that of the Elective Congress of IPSF and must be held within the same year in which the IPSF CB and Council are elected.

- 6.6 Regulations and decisions of the continental conassociations may be cancelled by the CB of IPSF, either ex officio or at the request of a association, in case of nonconformity with the Statutes and Regulations of IPSF.

- 6.7 The continental conassociations are not constitutive members of IPSF. They are auxiliary bodies and they are not indebted to it for any financial contribution. In addition, the Continental Conassociations cannot claim to receive any resources (rebate on fees and contributions, television rights etc.) from IPSF as these resources remain the integral property of IPSF.

- 6.8 IPSF may finance programmes suggested by the continental conassociations based on a budget approved by IPSF CB.

- 6.9 The continental conassociations have autonomous financial means based on the budget adopted by IPSF.

CHAPTER III

FINANCES

7. Resources of IPSF

- 7.1 The resources of IPSF comprise subscriptions and fees of all kinds payable by the Members, revenues from its own activity, and resources created under exceptional circumstances by a decision of the IPSF CB.

- 7.2 The costs which must be borne by IPSF result from the administration and operating expenses, the expenses incurred in implementing its programme of activity, from the expenses referred to in the Constitution, as well as from the expenditure commitments and obligations of an exceptional nature relating to its activity and decided upon by the CB.

7.3 The payment of the various subscriptions, fees, administration fees or fines established in these Regulations must be made in favour of IPSF in the head office currency or in another freely transferable currency.

7.4 The financial resources of IPSF may comprise in particular:

- a. annual subscriptions from the affiliated National Associations
- b. sanctioning fees for international tournaments
- c. hosting fees for World and Continental Championships
- d. participation fees for athletes and officials participating in IPSF Events
- e. television, digital and marketing rights
- f. revenue from advertising, sponsoring and marketing at World and Continental Championships and at all other events within its competence, as per valid agreement with IPSF
- g. fines for infringements of the Disciplinary Regulations in force
- h. proceeds from the sale of all articles relating to IPSF
- i. proceeds from the investment of funds
- j. legacies and gifts

8. Charges and Costs

8.1 The funds of IPSF shall be used for the following purposes:

- a. organisation of IPSF Events and Championships ;
- b. education and training courses organised with a view to developing and advancing Pencak Silat and any action included in the sport development programme of IPSF;
- c. administration;
- d. promotion and marketing of IPSF;
- e. Publications, films, badges, medals, etc.;
- f. official journeys;
- g. meetings and representation at events;
- h. sundry operating expenses and travel expenses of any commissioned official ;
- i. technical assistance expenses ;
- j. expenses for working groups, IPSF CB and Council meetings, technical delegates or other assigned persons;
- k. representation allowances for the President, and any commissioned person.

8.2 The President is solely competent to order all expense commitments. He/she may delegate this power to the Director General.

8.3 The Director General or the appointed financial controller or accounting company is entrusted with the control of expenditure and receipts. A report on the financial management of IPSF, drawn up by

the appointed company, must be approved by the CB and annually submitted to each Congress by the President.

- 8.4 The accounts are checked by a statutory auditor's company, approved by the country of establishment of IPSF, before being submitted to the CB and the Congress.

9. Membership fees

- 9.1 The annual membership Fee for each affiliated National Association is proposed to the Congress by the Council.
- 9.2 The annual membership fee shall be paid to IPSF at the latest 30 days after receipt of the invoice, by bank transfer, to the IPSF bank account mentioned on the invoice.
- 9.3 A Association which fails to pay its annual membership fee by more than three months after the due date, shall lose its rights, and in particular the right to vote at Congresses.
- 9.4 For any Association which has not paid its membership fees or other due money for more than one year, the CB may suspend it from any activity within IPSF and put forward to Congress a motion proposing its exclusion. Such proposal is to be voted by secret ballot. An excluded Association may not be re-affiliated until the subscriptions due are paid.
- 9.5 All other fees, taxes, levies and duties related to IPSF shall be determined and reviewed annually by the CB.

10. Television and digital rights

- 10.1 The television and digital rights belong to IPSF, which is the only body that may negotiate and sign contracts. The IPSF President or his/her representative nominated by them is the only person who may sign for television and digital deals.
- 10.2 The guarantee of television coverage, production and the provision of the international feed shall be provided by the host National Association and by the host broadcaster. The guarantee for television coverage, production and the provision of the international feed is obligatory for World and Continental Championships.