

## Code of Conduct for Integrity in TAFISA's Work

This code of conduct addresses voluntary office-bearers and professional staff of TAFISA alike, with a distinction between the two only when specifically necessary, and therein described.

### **1. How we interact with each other**

#### *1.1 Culture of appreciation and respect*

The culture, enjoyment, image and reputation of TAFISA are shaped significantly by how its professional and volunteer staff and representatives interact, behave and appear in public. Hence, all TAFISA representatives shall conduct themselves in a respectful, fair and professional manner, with each other and towards third parties.

As the leader of the global Sport for All movement, TAFISA operates predominantly within the sports and social wellbeing sectors. Inherent to this is a culture of knowledge and experience sharing, relationship building, physical activity and fun. A sense of community is critical, and it creates close ties; an easy-going, laid back tone is the general rule, and also appreciated. However, this must not lead to personal boundaries being crossed. People are different, with varying desires and expectations for interactions with others. This too is appreciated, and as such, TAFISA representatives shall respect individual preferences without judgment, and remain open minded and willing to communicate with all, whilst maintaining appropriate personal space of others.

Where hierarchical issues come into play, and to avoid misunderstandings, professional distance and clear communication of intention is of particular importance, both up and down the chain. What some may consider sporting camaraderie may be perceived by others as too much (forced) intimacy, resulting in discomfort and/or conflict. TAFISA representatives shall maintain a positive, constructive, friendly and inclusive attitude, whilst respecting personal and professional boundaries.

#### *1.2. Foundation of our actions*

The employees in leadership positions have a special responsibility. Their actions shall be marked by a friendly and committed manner. They shall trust their staff and allow them – as far as practicably possible – to assume responsibility in their work and make their own decisions. This does not exclude appropriate professional supervision.

Voluntary office-bearers and professional staff shall adhere to the applicable laws and observe the guidelines and rules of TAFISA, be they written or unwritten.

## 2. Conduct in business dealings

### 2.1. *Conflicts of interest*

Voluntary office-bearers and professional staff shall make their decisions for TAFISA independently of considerations not linked to the work, i.e. of personal interests or advantages. Even the mere semblance of considerations not related to the work playing a role must be avoided.

This means:

- a) If personal interests may be affected by a specific task/decision, this must be reported and it must be clarified whether it is possible to be involved in the discussion and decision or if the tasks should be transferred to someone else.
- b) Personal relationships going beyond normal professional solidarity and personal interests relating to member organisations, other sports federations, customers, suppliers, service providers or other business partners of TAFISA and that may lead to a conflict of interests in individual cases must also be reported.
- c) The members of the Board of Directors or others in a leadership position shall disclose all material and non-material interests that may lead to a conflict of interests or could be perceived as such by the Board of Directors.
- d) Voluntary office-bearers and professional staff shall refrain from any actions, in particular private or professional dealings of their own, which run counter to the interests of TAFISA or which may influence decisions or their work for TAFISA.
- e) The voluntary involvement of staff in the decision-making bodies of sports related organisations shall be welcomed in light of the contact it provides to the grass roots. Involvement in the bodies of the member organisations shall be decided on a case-by-case basis.

### 2.2. *Gifts and other benefits*

Voluntary office-bearers and professional employees must avoid creating any impression of them being open to receiving personal advantages in the scope of their work for TAFISA. Gifts and benefits related to or which may relate to their respective role in TAFISA may therefore only be accepted or provided in the scope stipulated and in a transparent fashion.

This means:

- a) Voluntary office-bearers and professional employees may only accept gifts from member organisations, other sports federations, customers, suppliers, service-providers or other business partners of TAFISA in the scope of what is socially acceptable.
- b) If the gift is accepted/received as a representative of TAFISA, it must be passed on to TAFISA upon receipt.
- c) When judging whether a personal gift is socially acceptable, a monetary value of 44 Euro can be applied (Section 8 (2) of the German Income Tax Act - EStG Non-cash benefits allowance for benefits exempt from income tax). For several benefits or perks in the same year the limit applies as a total.
- d) Personal gifts made at international level which would be impolite to reject given the situation can be accepted in exceptional cases and must be passed on to TAFISA upon receipt.
- e) The provision of discounts or other concessions shall also count as a perk or benefit.
- f) The acceptance of benefits in the form of (cash) monetary gifts shall be prohibited without exception, as shall be requesting a gift or other advantages.
- g) If voluntary office-bearers and professional staff of TAFISA order goods or services from member organisations, other sports organisations, customers, suppliers, service providers or other business

partners of TAFISA for private use, this must be done purely privately in line with the usual business framework and for the usual market price.

- h) The employees of TAFISA shall be prohibited from accepting commissions or the promise of commissions for brokering deals of any kind in connection with the exercise of their office for themselves or people close to them without the explicit consent of the Executive Board.

### 2.3. *Invitations*

Invitations from third parties may only be accepted in the scope permitted and in a transparent manner.

For invitations to sporting events, there must be a distinction between official or representative events and invitations of a (largely) recreational value. The latter must be rejected if there is any doubt.

This means:

- a) Voluntary office-bearers and professional employees may only accept invitations to meals or to events from member organisations, sports federations, customers, suppliers, service providers or other business partners of TAFISA if this serves a legitimate business/official purpose and the invitation is made voluntarily.
- b) Invitations to cultural, sporting or other events must be reported. A representative of the host must be present to ensure the event serves an official business purpose.
- c) Invitations of any kind must be appropriate and take place in the scope of usual cooperation (for instance food and beverages during a meeting or a seminar, a reception following an event). In each case, the decisive factor is that the invitation serves the purpose of official business or representation and that unpermitted exertion of influence can be ruled out.
- d) If so agreed, the attendance of recurring events, participation at standard meetings and comparable official appointments and the hospitality accorded in this context may be reported in a general way rather than each time separately or the respective travel approval/travel expense claim may suffice as reporting.
- e) If such events and meetings are obviously higher-end hospitality or invitations permission must always be sought ahead of time.
- f) In general, frequent invitations by the same customer, supplier, service provider or other business partners should be viewed with caution, and only be permitted as an exception and after being duly approved.

### 2.4. *Representation of interests*

Voluntary office-bearers and professional employees shall represent the interests of TAFISA in a transparent and responsible way and shall refrain from providing any unpermitted advantages to third parties.

This means:

- a) The aforementioned rules on "Gifts and other benefits" and "invitations" shall apply duly for gifts, other benefits and invitations TAFISA or its voluntary office-bearers and employees provide to representatives of politics and administrations, member organisations, other sports federations, customers, suppliers/service providers or other business partners.
- b) In particular, elected officials, office-bearers, those with special public service obligations, as well as the employees of members of parliament and parliamentary groups as well as persons from other nations in comparable roles may only be invited to information events or for representative purposes, for instance to sporting events with appropriate and socially acceptable hospitality. Additional attendance by a companion and invitations to entertainment or recreational programmes shall not be permitted unless they are an integral and socially acceptable part of the information event. Any impression whatsoever of unpermitted exertion of influence must be ruled out.

- c) The group of people under 4. b) must only be incorporated into the events of TAFISA (for instance in the form of a presentation or participation on a panel) in the scope of their respective official capacity and without remuneration. Travel expenses shall only be paid in line with the travel expenses arrangement and if attendance or participation was specifically requested by TAFISA, if official representation under 4b) does not apply.
- d) TAFISA may invite its own voluntary office-bearers and employees to its own events and similar. This must be based on plausible criteria communicated ahead of time.
- e) Invitations to cultural, sporting or other events shall be made in writing as a general rule. Even if not expressly stated in the invitation, the compliance rules and tax stipulations in force for the company or authority, the sports federation or the relevant institution of the person invited must be complied with.
- f) All invitations by TAFISA must be documented as part of normal recordkeeping, for instance in the form of lists of participants.

#### 2.5. Donations

Definition: Donations are monetary and non-monetary benefits provided voluntarily and free of charge to promote officially recognised donation purposes without any services or benefits being provided in return.

- a) Donations and other non-reciprocal benefits provided by TAFISA to third parties must be documented.

Donations must be transparent and plausible. The recipient of the donations must be known to TAFISA. Possible donation recipients are in particular institutions officially recognized as charitable organisations or authorised to accept donations on the basis of special legal provisions.

(Monetary) donations should be tax-deductible and be made in such a way that ensures their ability to be deducted from taxes (for instance by means of a certificate of donation). Donation payments to private bank accounts shall not be possible as a general principle.

- b) Incoming (monetary) donations must always be issued with a receipt and documented regardless of the sum. Donated funds shall be used in such a way that the purposes of TAFISA stated in the statutes are promoted with the greatest effectiveness and cost-efficiency whilst observing economic criteria. The Executive Board shall decide how to use donations. If the donor stipulates a specific purpose for the donation this must be complied with. The general legal provisions governing charity and non-profit activities must be observed as must TAFISA's reimbursement rules.

#### 2.6. Sponsoring

In contrast to donations, sponsoring is always based on the principle of reciprocity.

Definition: Sponsoring is the contribution of money or services in kind by a legal or natural person with economic interests who in addition to wishing to promote TAFISA is also pursuing other interests.

- a) To ensure greater transparency and oversight of TAFISA's sponsoring decisions, every agreement on a sponsoring arrangement must be set forth in a written agreement which in particular states the type and scope of the benefits provided by the sponsor and by TAFISA.
- b) TAFISA shall not be permitted to enter into any sponsoring agreement running counter to its basic sporting ethics principles. Special care must be taken when working with companies producing or selling the following products:
  - Pharmaceutical products listed on the respective current WADA list of prohibited products,
  - Tabaco products,
  - High-proof alcohols,
  - Offers and products whose sale to persons under 18 years of age is restricted by the JuSchG (Youth Protection Act), the GjSM (Act on the dissemination of printed and media content harmful to young persons) or any other legal stipulation designed to protect young people, as amended,

- Weapons of war
  - Betting agencies
- c) Sponsorship shall always be prohibited if the decision-making freedom of the sponsored party is endangered as a result of the contribution. The provision of sponsorship must not have any influence over the decisions of TAFISA, in particular decisions relating to the award of contracts or tenders.
- d) Existing sponsoring agreements shall be reviewed regularly to minimize the risk of relationships of dependency.

#### 2.7. *Policy towards public allocations*

The allocations provided to TAFISA by public authorities (municipal, regional, federal) shall be managed in line with the stipulations of the respective official allocation decision, the general and specific ancillary provisions contained therein and in compliance with all other statutory rules governing such allocations.

#### 2.8. *Stakeholder involvement*

TAFISA hereby states its commitment to sustainable, responsible and transparent action. The internal and external stakeholders of TAFISA are organisations, groups, and individuals who influence the actions of TAFISA or who are affected by the implementation of TAFISA's aims and objectives.

- a) The aim is to intensify the open dialogue with stakeholders so as to maintain a better understanding of the concerns and expectations addressed towards TAFISA but also to better communicate TAFISA's objectives, motivations and required actions.
- b) To ensure a fair dialogue with the stakeholders, the following conditions must be met:
- Fairness and reliability: Promises and agreements must be honoured. Should fundamental changes to the underlying conditions or new circumstances arise, this must be communicated.
  - Transparency: Both sides must convey complete and up-to-date information.
  - Early and regular action: Information on emerging changes or news shall be made available to the affected stakeholders as soon as possible.
- c) At the beginning of the stakeholder involvement, the planned nature (pure information, dialogue, discussion or further-reaching participation), the framework conditions of the exchange and the aims pursued by both sides must be defined clearly.
- d) Relevant findings and results from the stakeholder dialogue shall be incorporated into the strategic decisions of TAFISA. The fundamental responsibility for decisions shall remain with TAFISA's decision-making bodies.
- e) The limits to the dialogue shall be set by the legitimate business interests, the rights of third parties, or if the dialogue impeding is an internal discussion, decision-making processes inside TAFISA. TAFISA shall also take steps to ensure that no information is given to stakeholders which must first be presented to other parts or bodies of TAFISA due to statutory regulations or TAFISA's own internal regulations.

#### 2.9. *Fees*

The following policy shall apply to income from fees for voluntary office-bearers and employees, for instance for drafting expertise, giving speeches or presentations, participating in discussion events or forums etc.:

- a) If the activity takes place to serve TAFISA i.e. the person is acting clearly and unequivocally in the scope of their voluntary or professional capacity for TAFISA then he or she (as the performer of the work) shall invoice the organisation for whom the work is being performed for the services rendered through the accounting department, unless otherwise agreed on a case-by-case basis. The organisation for whom the service is being rendered or the work is being performed shall have no entitlement to the

issuance of a donation certificate as a result of the exchange of services between TAFISA and said organisation.

The following features are indicative of an activity in the service of TAFISA in particular:

- Initiation by an authority or agency empowered to issue directives
  - Initiation by resolution of a decision-making body
  - Submission of an application for approval of an official trip
  - Submission of an application for the reimbursement of travel expenses
  - Time spent on (preparatory) activities counting as working time
  - Work done by virtue of holding an office
  - Acquisition or invitation takes place in the scope of work for TAFISA
- b) If the activity comes under the scope of the private sphere of the person in question, i.e. the person performing the work is clearly and unequivocally acting outside of his or her voluntary or professional work for TAFISA, then the private individual (as the performer of the work) shall submit a fee note for the work performed on his or her own behalf and account to the organisation which commissioned the work, and shall receive the according payment as personal income. Proper tax declaration of this income shall be the responsibility of the individual performing the work in this case.

The following features are indicative of a private activity for professional employees:

- The activity is reported as a secondary activity to TAFISA (in accordance with the employment contract)
- The work is performed and prepared outside working hours
- An application for leave or flexitime is submitted in relation to this, if applicable
- Acquisition or invitations happened privately

#### 2.10. *Dealing with resources*

a) Dealing with TAFISA property and materials

Voluntary office-bearers and employees shall handle TAFISA's property and resources carefully and prudently.

The resources owned by TAFISA include tangible property (for instance office equipment, computer systems and equipment, inventory, sports equipment where applicable, tools) as well as intellectual property (for instance recorded data, commercial or business secrets, specialist expertise of TAFISA if applicable).

Damage to TAFISA's property must be reported immediately and the procurement of a replacement must be clarified.

TAFISA's resources may only be used for purposes related to the person's official work and not be passed on to third parties.

Software may only be used in line with the license provisions. All data required to access an official account on a social network and registration codes are the property of TAFISA.

Voluntary office-bearers and professional employees shall comply with any internal TAFISA rules or guidelines such as on the (private) use of the Internet, e-mail, (mobile) telephones, laptops/tablets and pool or leased vehicles.

b) Origin and use of financial resources

The following must be observed for the origin and use of financial resources by both voluntary and professional staff:

- Should there be cause for suspicion that the monies are of illegal origin or that the integrity of the organisation or person providing the financial resources is compromised, this must be reported immediately.
- All financial transactions of TAFISA shall be scrutinised to make sure they are correct and proper and shall be subject to approval of at least two persons with power of signature (compliance with the crosschecking principle).
- TAFISA Statutes and Financial Rules and Regulations, and any other applicable bylaw.

c) Intellectual property / expertise / confidentiality

In line with the obligations regarding confidentiality and secrecy set forth in the employment contract for employees, the following shall also apply to voluntary office-bearers:

- For the duration of the term of office, all operational and commercial or business secrets and issues stated to be confidential by TAFISA must be kept secret until they have been recognisably made public. This obligation of secrecy shall also extend to the affairs of other organisations TAFISA has economic or organisational ties to.
- After the end of the term of office, the obligation of secrecy shall continue to exist if applicable with regard to certain operational and commercial or business secrets.
- All the letters, faxes and printed e-mails concerning TAFISA and its interests must be returned without delay and unbidden regardless of the addressee as must all other items of business correspondence or documents, drawings, notes, books, templates, materials etc. when asked or at the end of the working relationship. There shall be no rights of retention.
- The texts, drawings etc. stated as confidential and secret must be kept in safekeeping as stipulated.

### **3. Framework**

#### *3.1. Procedure*

Should disclosure, the provision of information, approval, reporting or clarification be necessary under this code the following shall apply:

- For professional employees, the superior (or the Secretary-General) shall be the person with this responsibility.
- For the Secretary-General, the President shall be the person with this responsibility.
- For members of the bodies or volunteers the President shall be the person with this responsibility.
- For the President, the Good Governance Officer shall be the person with this responsibility.
- Disclosures and decisions must be documented in each case.

#### *3.2. Special Officer (Ethics Officer, Good Governance Officer)*

TAFISA shall deploy a voluntary Special Officer (Ethics Officer, Good Governance Officer). He or she shall be elected by the General Assembly. The Special Officer may not hold any other position in TAFISA and must be independent. In addition to a preventive, advisory role for all employees and office-bearers (for instance in the event of potential conflicts of interest) if requested, the Special Officer shall also have additional tasks and powers:

- Examining possible breaches

- Assessing the relevance and
- Issuing of recommendations to the relevant decision-making body on how to proceed

He/she shall also have a right of initiative if he/she is not requested to become active directly but gains knowledge of possible incidents from external sources.

The Good Governance Officer shall always be in charge in the case of breaches of the rules by members of the Board of Directors or Executive Board (investigation, dealing with the events/action to be taken in response).

### 3.3. *Ombudsperson's Office*

The Board of Directors shall be responsible for the decision on whether to set up an ombudsperson's office.

### 3.4. *Data protection*

In addition to respecting the German Federal Data Protection Act (BDSG) the following guidelines shall apply for voluntary office-bearers and professional employees alike:

- a) No data shall be included in documents that is not required for organising work and the respective area of competence.
- b) Inside TAFISA verbal or written information shall only be provided to those who are clearly authorised to receive it.
- c) No verbal information shall be issued to persons or bodies outside of TAFISA or individuals, unless there are particular instructions to do so. Such a special instruction may exist for instance for the dealings and transactions with insurance providers and the tax office.
- d) Written notifications or messages including the data of individuals to persons or bodies outside of TAFISA must always be signed as an official letter. If this concerns the data of employees, the Head of Office shall process this message or notification.
- e) For all requests for information by affected parties going beyond the standard routine requests at the workplace or for which it is clear that it is a request for information pursuant to the BDSG, the respective superior or data protection officer must be involved. He or she will then take action to ensure that the information is provided in accordance with the law.
- f) Documents must be kept so that they are not accessible to unauthorised persons both during and outside working hours. It must be ensured that documents of a confidential nature that are no longer needed are destroyed in a verifiable way, i.e. they are shredded or made illegible so that they cannot be reconstructed by unauthorised parties; they must not then be added to the general refuse. Address labels and comparable index cards – if they occur in larger quantities – must be placed in the special refuse.
- g) In any cases of doubt, the respective superior, the data protection officer – or if employee data is concerned – the Head of Office shall be the relevant contact.

## 4. Entry into Force

This Code of Conduct entered into force with the passing of a resolution by the Board of Directors on November 15th, 2017 and were approved by the TAFISA General Assembly on November 16th, 2017 in Seoul, Korea.



# TAFISA Code of Ethics

## Preamble

In a fast changing and globalized world, Sport for All and Physical Activity (SAPA) and its bodies and institutions can give an essential contribution to democracy and sustainable development. This requires responsible action based on transparency, integrity and participation as principles of good governance. The values and principles defined in the following TAFISA Code of Ethics assign the characteristics and the intercourse within TAFISA as an organization, and in the face of third parties.

This Code of Ethics is mandatory for the TAFISA Board of Directors and TAFISA employees. Consequently, at all times, TAFISA undertakes to respect, and ensure respect of, the present Code. TAFISA shall assist its members to develop their own Code of Ethics or adopt the TAFISA Code of Ethics in a written declaration.

## 1. Tolerance, Dignity and Respect

Tolerance and mutual respect help to create a culture of trust and integrity. TAFISA undertakes to protect the dignity and personal privacy of every person.

TAFISA will engage against discrimination, be it for race, ethnicity, nationality, religion, age, gender, sexual orientation, disability or political (and philosophical) opinion.

Any kind of intimidation, harassment or threat will not be tolerated.

## 2. Sustainability and Responsibility for the Future

TAFISA takes responsibility for future generations by fulfilling its tasks in a sustainable way, aiming at an adequate balance of economic, environmental and social aspects. We involve all our stakeholders in this process.

## 3. Zero Tolerance

TAFISA undertakes to comply with all applicable laws, legal orders and sport rules as well as all other internal and external standards or regulations. Towards any wrongdoing, in particular conflict of interest and any kind of corrupt behavior, we have a zero-tolerance approach.

## 4. Transparency

All decision-making processes and the relevant underlying facts will be treated in greatest transparency and diligence by TAFISA to ensure democratic and transparent procedures. This applies in particular to all decisions on financial and human resources (volunteers as well as paid staff).

Confidentiality requirements will be respected, as well as data protection laws.

## 5. Integrity

Integrity requires objective and independent decision-making processes. To avoid any undue influence, as well as any impression of undue influence, on decisions taken on behalf of TAFISA, its representatives shall not:

- mix their personal – ideal or financial – interests with the organization’s interests (conflict of interest)
- accept or offer invitations, gifts or any other advantages.

Lobbying for TAFISA will be organized in a transparent and responsible manner.

## 6. Participation

Democratic member rights and practiced member participation in all areas/groups as well as the involvement of stakeholders will ensure forward-looking/trendsetting decisions for a pluralistic structure.

## 7. Physical Activity and its Participants in the Focus

Physically active persons of all ages and their organizations are in the focus of the world Sport for All movement and TAFISA. In order to serve them, it requires a tenor affected by ethics as well as pedagogical direction.

Adopted in Budapest by the TAFISA General Assembly, on the 16<sup>th</sup> of October 2015

Approved by the TAFISA General Assembly, 3<sup>rd</sup> November 2023, Düsseldorf, Germany

### PREAMBLE

TAFISA (The Association For International Sport for All) is the leading international Sport for All association. TAFISA's vision is "for a better world through Sport for All", and its mission is "to lead the global Sport for All movement".

TAFISA is committed to respecting all internationally recognised human rights and shall strive to promote the protection of these rights in accordance with the UN Guiding Principles on Business and Human Rights.

TAFISA recognises Sport for All as "an important enabler of sustainable development" as laid down in the United Nations' Sustainable Development Goals – this must include physical activity, grassroots sport, leisure activity, traditional sports and games, new sports, exercise, sport and physical play for all people, regardless of ability, age, ethnicity, gender identity and expression, sexual orientation, culture, language, political, religious or other beliefs, geographical location, national or social origin or property in particular, without limitation, by operating in conformity with and promoting the principles of non-discrimination, diversity, inclusion and gender equality.

TAFISA operates according to its Code of Ethics adopted in 2015, and generally accepted international standards for integrity. TAFISA also operates according to the:

- i. TAFISA General Rules of Procedure
- ii. TAFISA Rules of Procedure for Membership
- iii. TAFISA Rules of Procedure for Board of Directors and Executive Office
- iv. TAFISA Financial Rules and Regulations
- v. TAFISA Code of Conduct for Good Governance

### CHAPTER I

#### NAME AND HEADQUARTERS

**Article 1:**

The association bears the name "The Association For International Sport for All" (hereinafter TAFISA).

**Article 2:**

It has its legal seat in Frankfurt am Main (Federal Republic of Germany).

**Article 3:**

The association is registered in the register of associations at the Frankfurt am Main Regional Court.

**Article 4:**

The location of the Executive Office of TAFISA is determined by the Board of Directors.

### CHAPTER II

#### OBJECTIVE

**Article 1:**

TAFISA's objective is the promotion of Sport for All and physical activity.

**Article 2:**

TAFISA's objective, in cooperation with the Member organisations, is fulfilled by means of the following:

- a. the promotion of the individual and collective sport practice in reference to health and social quality of life;
- b. the promotion of an active lifestyle as well as the ethical values which go together with sports activity;
- c. the promotion of traditional games and sport cultures by appropriate means, models etc;
- d. the development of comprehensive sport concepts, programs, models and activities in Sport for All, in cooperation with Member organisations, including for specific target groups as necessary and relevant;
- e. the strengthening of the integrative function of Sport for All in all social fields;

- f. the education and training of Member organisations in the development of Sport for All and physical activity;
- g. the establishment of an effective partnership with scientific and knowledge organisations, for example universities and institutes;
- h. the cooperation with internationally operating institutions with an interest in Sport for All, for example governments, IOC, WHO, UNESCO, private sector and other social groups; and
- i. the facilitation of international exchange of experiences, best practices, etc.;
- j. the empowerment of individuals and member organisations through Sport for All;
- k. the preservation, promotion and acceptance of diverse as well as new sporting cultures;
- l. the promotion of sustainable sporting practices and the preservation of the natural environment.

## CHAPTER III

### FINANCIAL YEAR

#### *Article 1:*

The financial year is the calendar year.

## CHAPTER IV

### PUBLIC-BENEFIT STATUS

#### *Article 1:*

TAFISA pursues exclusively and directly public-benefit objectives within the meaning of the German fiscal code. The association operates disinterestedly and does not primarily pursue purposes of economic viability. TAFISA's funds may only be used for purposes in conformity with the statutes.

#### *Article 2:*

TAFISA's bodies and committees work voluntarily unless the present statutes make explicit statements to the contrary. The members do not receive any grants from TAFISA. Travel expenses and official expenditures may be reimbursed. The General Assembly may agree to grant an allowance for special expenditures for any particularly time-consuming discharge of duties and may arrange the details.

#### *Article 3:*

No-one may benefit from expenditures that are not in keeping with TAFISA's purpose or from unreasonably high salaries.

## CHAPTER V

### WORKING LANGUAGE

#### *Article 1:*

The TAFISA working language is English.

## CHAPTER VI

### MEMBERS

#### *Article 1:*

##### **National Members**

National Members are state or non-state institutions not specific to a particular sport operating at the national level that actively promote general Sport for All and/or physical activity and have the promotion of Sport for All and/or physical activity included in their legally binding statutes or equivalent documents.

#### *Article 2:*

##### **International Members**

International Members are institutions that actively promote Sport for All and/or physical activity internationally, and have the promotion of Sport for All and/or physical activity included in their legal binding statutes or equivalent document. Such institutions must represent a minimum of 20 national member organisations, from 20 different countries and a minimum of three different continents.

#### *Article 3:*

##### **Supporter Members**

Supporter Members may be either individuals or organisations offering or actively promoting Sport for All and/or physical activity. This can include:

- city or community administrations,
- national organisations for a specific sport,
- provincial or community organisations,
- academic institutions,
- public or private institutions.

## CHAPTER VII

### ACCEPTANCE OF MEMBERS

**Article 1:**

Applications for membership shall be forwarded in writing to the Secretary General.

**Article 2:**

The Board of Directors shall decide on the provisional acceptance of the applicant. A final decision shall be taken by a simple majority of votes at the following General Assembly.

**Article 3:**

Membership shall expire as a result of resignation, exclusion or death. Resignation is possible at any time and is to be communicated to the Secretariat General in writing. The obligation to pay any outstanding membership contributions shall continue to exist.

**Article 4:**

Membership terminates in the case of exclusion for good cause, which requires a majority of three quarters of the votes cast by the General Assembly.

**Article 5:**

In case of occurrence of events or circumstances of an exceptional nature which are outside of TAFISA's control (such as terrorism, riot, civil unrest, war – with reference to UN Charter principles, strike, nuclear or chemical contamination, epidemic, pandemic, natural disasters or other force majeure events) (hereinafter "Extraordinary Event") compromising the safe and/or regular conduct of TAFISA's and its bodies activities (e.g. regarding the organization of and/or the participation in events or programs hosted and/or sanctioned by TAFISA) being made impossible, objectively endangered, or, in the reasonable judgment of the Board of Directors, not reasonably possible or appropriate under adequate conditions given the circumstances, the Board of Directors may decide to impose exceptional protective measures aimed at preserving the safe, peaceful and regular conduct of TAFISA's activities defined in this Article in accordance with TAFISA's objective.

Protective measures may include the temporary suspension of (i) the exercise of rights of TAFISA member organizations representing countries that caused or contributed to or are otherwise relevantly involved in the Extraordinary Event and/or (ii) persons who are affiliated to the TAFISA member organizations referred to in subparagraph a) above and/or citizens of the concerned countries, to the extent they are participating in TAFISA's activities defined in this Article (including, without limitation, persons who are elected or appointed as members (the same applies to candidates) of TAFISA's Board of Directors or Commissions/Commissioners/Special Advisors deployed by the Board of Directors, athletes, Officials, support personnel). Moreover, protective measures may include any other measure that TAFISA deems appropriate in light of the nature and circumstances of the Extraordinary Event, which are outside of TAFISA's control.

The protective measures are issued irrespective of any violations by the concerned parties mentioned above of their respective specific obligations under TAFISA Statutes or other regulations. Protective measures may be maintained by the Board of Directors (as issued or as amended from time to time) as long as reasonably required by the circumstances of the Extraordinary Event and therefore be lifted, either partially or totally, as soon as reasonably practicable in light of the evolution of the relevant circumstances. In case an issued protective measure is still in place at the time of the next General Assembly, such General Assembly shall discuss and decide whether the protective measures shall be maintained, or definitive measures should be resolved (e.g., final termination of the exercise of rights or membership for good cause as described in Article 4).

The Board of Directors shall also be entitled to decide on the temporary suspension of a member organization in case of a serious or repeated breach of TAFISA Statutes or bylaws and a misuse of TAFISA or TAFISA partners' properties.

## CHAPTER VIII

### BODIES

**Article 1:**

TAFISA's bodies are as follows: - the General Assembly and - the Board of Directors.

## CHAPTER IX

### GENERAL ASSEMBLY

#### *Article 1:*

The General Assembly is TAFISA's supreme decision-making body.

#### *Article 2:*

The General Assembly shall take place every two years, if possible in connection with the TAFISA World Congresses. An extraordinary General Assembly shall be called if the Board of Directors decides to do so or if one-third of the members call for such a meeting. The Secretary General issues invitations to the General Assembly at least three months before it is due to take place, stating the date, venue and agenda. In the case of an extraordinary General Assembly, this period is reduced to four weeks. Motions by the members have to be sent in written form to the Secretary General one month before the General Assembly and two weeks before an extraordinary General Assembly.

By a resolution adopted by the Board of Directors, the General Assembly shall be held in physical form or in a virtual room to be determined by the Board of Directors. Delegates will have to prove their identity and authority to act as delegates, and in the event of a virtual meeting, shall have to overcome an access barrier that must be kept confidential as communicated by TAFISA, to attend the meeting and exercise their rights as delegates. Urgency motions may only be dealt with if they have been submitted in writing and if the General Assembly agrees to this with a two-thirds majority of the votes cast. Urgency motions regarding amendments to the Statutes are inadmissible.

#### *Article 3:*

Every General Assembly that is called in accordance with the rules has a quorum. Decisions shall be taken by a simple majority of votes insofar as the present statutes do not make provisions to the contrary.

#### *Article 4:*

The tasks of the General Assembly include in particular the following:

- a) Deciding on the general principles for achieving the association's objectives as well as agreeing on the working programme for the next two years.
- b) Deciding on membership applications and exclusions.
- c) Deciding on the venue(s) for the next TAFISA World Congress(es) and other major TAFISA events.
- d) Recognising and paying tribute to outstanding Sport for All projects, particularly in developing countries.
- e) Deciding on the budget for the next two years.
- f) Approving the report of the Board of Directors (activity reports and financial report confirmed by a notary public).
- g) Electing the Board of Directors and the nomination committee. The nomination committee is formed by three active members, who are not members of the board.
- h) Electing Honorary Presidents and Honorary Members.
- i) Deciding on two voluntary, general auditors and one substitute voluntary, general auditor for two years.
- j) Deciding on the amount of the membership contributions.
- k) Taking a decision on motions to amend the statutes and other motions.
- l) Deciding on dissolution.

## CHAPTER X

### BOARD OF DIRECTORS

#### *Article 1:*

The Board of Directors consists of the following:

- 1) eleven representatives from TAFISA National Members, including:
  - a) The President,
  - b) Five Vice-Presidents,
  - c) The Treasurer,
  - d) Four other members
- 2) one member representing a TAFISA International Member
- 3) one member representing a TAFISA Supporter Member

At least four members of the Board of Directors are to be female, and four are to be male. The five Vice-Presidents are to come from different continents (Americas – Asia – Oceania – Africa – Europe). Honorary Presidents and Honorary Members may be invited to the Board of Directors but do not have the right to vote.

#### *Article 2:*

The members of the Board of Directors shall be elected for a period of four years. They remain in office until a new election. Re-election is possible. In such case as a member of the Board of Directors under items 1 a) – f) above should leave during his term of office, a member of the board shall be co-opted whose confirmation must take place at the next General Assembly.

The Secretary General has a seat as ex-officio on the Board of Directors without voting right.

**Article 3:**

The Board of Directors within the meaning of Section 26 of the German Civil Code is the President in combination with the Treasurer or the Secretary General. If the President is unable to attend the Treasurer and the Secretary General shall represent the organization. The reason for him or her being unable to attend does not need to be proven in any individual case.

At the same time, the President, the Treasurer and the Secretary General comprise the Executive Board. Certain tasks may be allocated to them by the General Assembly or by the entire Board of Directors.

**Article 4:**

Meetings of the Board of Directors shall be called by the President, or if he or she is unable to do so, by the longest serving Vice-President.

**Article 5:**

The Board of Directors has a quorum if more than half of its members are present.

**Article 6:**

The President shall decide on the participation of guests.

**Article 7:**

The Board of Directors may deploy commissions, commissioners and special advisors to perform subtasks.

## CHAPTER XI

### ELECTIONS / VOTING RIGHTS

**Article 1:**

Eligible members are granted voting rights in elections and votes according to their category, as follows:

National Members:	5 votes
International Members:	1 vote
Supporter Members:	1 vote

**Article 2:**

The transfer of voting rights to other members is excluded.

**Article 3:**

The right to vote shall be suspended if the membership contributions for the years between the General Assemblies have not been credited to TAFISA's account by the beginning of the General Assembly.

**Article 4:**

In the case of elections to the Board of Directors, only persons may stand whose candidature is backed by a TAFISA Member in good standing.

Candidates require the support of a TAFISA National Member when standing for the position of

- a) President
- b) Member representing TAFISA National Members

Candidates require the support of a TAFISA International Member when standing for the position of

- c) Member representing TAFISA International Members

Candidates require the support of a TAFISA Supporter Member when standing for the position of

- d) Member representing TAFISA Supporter Members

The backing by a TAFISA Member of good standing shall be made via an official letter received by the TAFISA Executive office three months before the respective election.

**Article 5:**

The nomination committee shall propose to the General Assembly persons for election;

**Article 6:**

All decisions on motions shall be taken by simple majority; motions to amend the statutes shall require a majority of two-thirds of the votes cast, however. Invalid votes and abstentions shall not be taken into account. A tie shall mean rejection.

**Article 7:**

Decisions by the Board of Directors and the commissions may also be taken electronically, particularly by telefax or email, if no member of the Board of Directors rejects this procedure; in the case of such decisions, too, the simple majority of votes suffices.

**Article 8:**

Elections shall be held in writing and secretly in principle. If only one person is proposed for an office and if that person is willing to take up the office, the ballot may take place by an open vote with a show of hands if there is no application for a secret ballot.

**Article 9:**

Persons may be elected in absentia if they have declared in writing their willingness to accept the office.

**Article 10:**

If only one person stands for an elected post, that person is elected if he or she receives a majority of the votes cast. If a number of persons are standing for election, the person who receives more than half of the votes cast is the person elected. If this number of votes is not reached by any person, a run-off ballot shall take place between the two persons who received the most votes in the first ballot, to be decided by simple majority. In such case as both candidates receive the same number of votes, the ballot shall be repeated after a break. If the two candidates once again have the same number of votes, the decision shall be taken by lot.

**Article 11:**

By-elections and reappointments shall apply to all bodies and commissions for the respective current electoral term.

## CHAPTER XII

### FINANCING

**Article 1:**

TAFISA shall finance itself from the following sources:

- a) membership contributions,
- b) contributions from other national and international institutions and persons,
- c) foundations and payments by sponsors,
- d) grants and donations,
- e) income from licensing agreements,
- f) real estate and movables purchased as well as
- g) income from real estate and movables obtained through purchase or endowment.

**Article 2:**

The membership contribution shall be paid annually by April 30, or in years with a General Assembly, by the date of the General Assembly, whichever comes first.

**Article 3:**

The President, the Treasurer and the Secretary General shall draw up a plan of measures and a draft budget for the plan of measures before the beginning of each financial year and shall submit them to the Board of Directors for a decision to be taken.

**Article 4:**

The President, the Treasurer and the Secretary General shall write an activity and year-end financial report following the end of the financial year that requires the approval of the Board of Directors and every two years by the General Assembly.

**Article 5:**

The accounts should be audited every year by a certified external financial auditor.

## CHAPTER XIII

### OFFICE

**Article 1:**

TAFISA shall have an Executive office to carry out ongoing tasks. The Executive office is led by the Secretary General.

**Article 2:**

The Secretary General is a professional position and is appointed by the elected Board of Directors. The Secretary General shall manage the ongoing business and shall report regularly on it to the Executive Board and Board of Directors.

## CHAPTER XIV

### MINUTES

#### *Article 1:*

Minutes shall be kept of the General Assembly and of the meetings of the Board of Directors and the Executive Board.

## CHAPTER XV

### REGIONAL BODIES

TAFISA may choose to recognize regional bodies as its regional representatives in each of Asia, Oceania, Africa, Europe and the Americas. If recognised, it is understood that these regional bodies consider TAFISA as its umbrella organization, and this will be reflected in the statutes of those regional bodies, including the pursuit of TAFISA activities and programs.

## CHAPTER XVI

### DISSOLUTION

#### *Article 1:*

The members' meeting shall decide on TAFISA's dissolution with a majority of threequarters of the votes cast. A vote may only take place if the motion to dissolve TAFISA was substantiated in the invitation. In the case of the dissolution of the association or cessation of tax-privileged purposes, its remaining assets shall be transferred to a public-benefit organisation or a foundation for use for public-benefit purposes in the field of sport.

## APPENDIX

International Members of TAFISA accepted prior to the adoption of the revision of Statutes as proposed at the 2017 General Assembly and in good standing with regard to payment of membership fees shall retain their status as International Members regardless of subsequent changes to requirements for International Membership.

### DEFINITIONS

TAFISA agrees the following definitions:

#### **Local**

Area restricted to immediately surrounding area, for example surrounding community, municipality, city or group of communities or cities in close proximity.

#### **Province**

Area comprising part of a nation, often defined as such by the national government.

#### **Territory**

A geographical territory which, though not recognized as a nation, has certain aspects of self-government at least to the extent in being autonomous in the control of its sports. TAFISA recognises that some territories have separate sport policies from the bulk of the nation, and therefore recognises such a territory as a separate nation.

#### **Nation**

Typically the area including but restricted to the entirety of one country, governed by one sport policy.

#### **Region**

Area comprising multiple nations in close proximity. Continents, as defined by TAFISA to be the Americas, Asia, Oceania, Europe and Africa, are also considered regions.

#### **International**

Operation including multiple nations, often at least regional or global.

**Promotion of Sport for All and/or physical activity**

Contributing to the progress or growth of Sport for All and/or physical activity through the organisation and provision of programs and events, marketing, lobbying, research and publication in the field of Sport for All and/or physical activity.