

**BYLAWS**  
**PAN-AMERICAN TEAM HANDBALL**  
**FEDERATION**

**INCORPORATION**

**Section One:**

The Pan American Team Handball Federation is the body that groups all Federations of the Americas, which must belong to and be acknowledged by their corresponding National Olympic Committees. Federations not having the acknowledgement of their Olympic Committee may exceptionally belong to the Pan American Federation. The above applies to Federations that not having the acknowledgement of their Olympic Committee are members of the Pan American Federation as at August 30, 2012.

The Pan-American Team Handball Federation is the sole and highest authority of the sports of Handball of the Americas and is acknowledged as such by the International Handball Federation.

**Section Two:**

The Federation Headquarters may change countries depending on the domicile of the person holding the office of President.

**Section Three:**

For organizational purposes, the Federation performs its activities through the following bodies:

- I. General Congress Meeting
- II. Board of Directors.
- III Executive Committee

The Rules of the Competition and the Regulations of the Disciplinary and Ethics Commission are part of these Bylaws, which must be approved by the General Meeting.

#### **Section Four:**

The General Congress Meeting is the supreme body of the Federation and its composed for the Presidents of each member country or their Delegates officially appointed by each country's Federation.

The Congresses where PATHF authorities must be elected, as established in Section Eight, shall be held as early as 120 days before the IHF Congress takes place.

#### **Section Five:**

The General Congress Meeting shall take place every two years in the venue and on the date agreed upon by the previous Meeting, and it shall be called 60 days in advance. If no proposal on the venue is made during the General Congress Meeting, the Board of Directors shall have the power to choose a venue according to the existing candidates.

It shall be considered that the General Congress Meeting has quorum and is valid if a minimum attendance of 50% plus one country among the Federation's active members has been reached; this shall be certified by the Secretary General in accordance with Federation records, provided the meeting has been called and organized under these Bylaws. Each member shall have one vote only.

#### **Section Six:**

Congress Delegates must be members acknowledged by the Federation they represent; they shall be duly authorized by a power of attorney certified by their National Olympic Committee. Furthermore, they shall be residents in the country where their Association or Federation is established.

#### **Section Seven:**

The General Congress Meeting may be called to hold a Special Meeting, as requested by the Executive Committee, by 50% of Board members or by 50% plus one of member countries. The request shall be sent to the Secretary General, who shall communicate the call to member countries

within five days. When the call is made by the Executive Committee, the Board or the member countries, the country that will host the Meeting shall be established in the notice to the Secretary General.

Only issues originating the request for a Special General Meeting shall be discussed at it.

The Special Meeting shall be held within 60 days after the request has been received and the call shall be sent 30 days before the date the Special Meeting is to be held.

### **Section Eight:**

The General Meeting shall have the following powers:

1. Elect the Executive Committee, whose term of office shall be four years and shall be composed of:

- President
- First Vice President
- Second Vice President
- Secretary General
- Treasurer

1.1 Elect the representatives of the different Commissions as established by the International Federation, and the Federation's representative before the IHF Board.

2.- Approve or reject, as the case may be, the report rendered by the Executive Committee through the President.

3.- Approve or reject, as the case may be, the report rendered by the Secretary General.

4.- Approve or reject, as the case may be, the report rendered by the Treasurer.

5.- Approve or reject, as the case may be, the report rendered by the representative before the IHF and the representatives of the IHF commissions.

6.- Approve or reject, as the case may be, the reports rendered by the Regional Vice Presidents of South, Central and North America and the Caribbean, who are members of the Board of Directors and are elected by the countries making up each region.

7.- Designate the countries that will be the venue for the Continental Championships.

8.- Study and analyze, as the case may be, presentations made by their members, which do not violate the Bylaws.

9. Approve membership requests temporarily suggested by the Executive Committee.

10. Act as the Supreme Court in the event of Expulsion Appeals decided by the Disciplinary and Ethics Commission.

11. Appoint Honorary Members.

12. Review and modify the Bylaws.

13. The Representative to the IHF Council, as well as the elected members of the Commissions, shall have the obligation to submit a report on the activity that has been developed in their area to the different member countries every two months.

14. Set the date when the resolutions adopted by the General Congress Meeting become effective.

15. Appoint Account Inspectors (2) who shall give their opinion on the Federation's economic account. Account Inspectors shall have 30 days to give their opinion. If observations are made, they shall be reported to the responsible Treasurer, who shall have 30 days to make the corresponding clarifications. After the reports issued by the Account Inspectors have been submitted, they shall be informed in the coming Regular Meeting.

16. Dissolve the Federation.

### **Section Nine:**

The General Congress Meeting shall only discuss items that are contained in the agenda. Any member Association or Federation wishing to include an item on the agenda shall submit its proposal to the Secretary General at least 30 days before the date of the Meeting.

Any items proposed after this term or during the Congress shall only be discussed if a majority of two thirds of Congress attendants approves them for discussion. The General Meeting may approve amendments to Bylaws provided they are approved by 75% of member countries present at the Meeting.

### **Section Ten:**

The call for the Regular General Congress Meeting, together with the agenda, shall be sent to member Associations or Federations 60 days before the Meeting is to be held.

### **Section Eleven:**

All the Meetings shall be chaired by the President, or by the First Vice President if the President is absent, or by the Second Vice President if both the President and the First Vice President are absent.

### **Section Twelve:**

Votes on any issue shall be open and if it is decided that they should be secret, vote counting shall be public and the meeting shall by the vote of the majority of members appoint three members to direct the public vote count.

The nominations for the positions of: President, Vice Presidents, Secretary General, Treasurer and Representative before the IHF shall be made from a list of candidates, and shall have the approval of 8 member countries; the managerial experience of each candidate and a brief work program shall be attached to the list; nominations shall be for a period of four years.

A candidate shall not be proposed in any other list, nor shall the candidate be proposed for more than one position.

The election shall be carried out by list.

The proposals shall be sent to the Secretary General's office 30 days in advance, and to the General Board of Elections, which shall communicate the proposals to member countries within 48 hours.

Exceptionally, for the 2012 election, this presentation shall be made in Congress, where members shall introduce one representative from each list describing orally the candidate's attributes for 10 minutes.

The list obtaining the largest number of votes from member countries entitled to vote shall be elected as Executive Committee for the coming four years.

In case of a tie, as many voting rounds as necessary shall be carried out until a winning list is reached. When there is only one list, for the list to be elected it shall obtain a minimum of 50% plus one votes from countries entitled to vote at the Meeting.

The election of representatives to the IHF Commissions shall be made individually for each position and the representative with the larger number of votes shall be declared elected. In case of a tie, the voting shall be repeated. If the tie cannot be broken, the acting President shall decide. Candidates shall be proposed in a loud voice by Meeting delegates, and they can be Federation members not present at the Meeting, which is why they shall have to carry the personal authorization of their acceptance to the nomination.

If there are more than two (2) candidates and none obtains an absolute majority, the election shall be repeated only for the two candidates getting the largest number of votes. If the tie cannot be broken, the President's vote shall decide who has been elected.

Regional Vice Presidents shall be elected among member countries of each region that -as active members- are entitled to vote in the Meeting; the election shall be conducted in accordance with the foregoing subsection. In case of a tie the Regional President shall decide.

The President of the Pan American Federation is the official representative before to the International Federation and shall hold the office of Vice President for the Americas before the IHF. In case of absence or inability of the President, he shall be replaced by a member as determined by the Executive Committee, who shall be elected by simple vote.

### **Section Thirteen:**

#### **Attendance to Meeting.**

Each country may participate in the General Congress Meeting with one or two delegates; however, just one delegate is required for the country to have the right to vote.

The delegate(s) shall be certified by their National Federation through a written authorization that will be signed and sealed by the President and the Secretary General.

It is an unavoidable requirement to be current with all payments in order to have the right to vote at the Regular and/or Special Meetings. This obligation refers to the calendar year in which the Meeting is being held as well as to the previous years and shall be met before it is held. Before the Meeting starts, the Treasurer shall certify which are the countries in a position to participate actively and have the right to vote.

### **Section Fourteen:**

#### **EXECUTIVE COMMITTEE**

The Executive Committee is the Federation's managerial body and shall be composed of:

- a) President.
- b) First Vice President.
- c) Second Vice President.
- d) Secretary General.
- e) Treasurer.

Every candidate to the Executive Committee must meet the following eligibility requirements:

- a) Be an active bonafide member of his National Federation.
- b) Have the written authorization of his National Federation to hold the office he expects to hold.
- c) Be knowledgeable in one of the official languages of PATHF.
- d) Subsection b) shall not apply to the Federation Treasurer; to opt for the position it is mandatory to be a professional accounting administrative; any bonafide member of any of the Federations making up the Pan-American Team Handball Federation may be proposed as such.

### **Section Fifteen:**

The Executive Committee shall have the following functions:

- a) Manage the Federation, and meet and have others meet the Board's and General Meeting's decisions.
- b) Appoint the Federation's Technical Administrative Director, a paid position whose headquarter shall be that of the President. This Director shall be the Executive Committee's and Board's Secretary, and shall in addition set their duties, obligations and powers.
- c) Appoint the Director of Tournaments and Competitions
- d) Establish the duties and obligations of the Director of Competitions and his sphere of action.
- e) Organize the Federation's internal tasks.
- f) Study and approve, as the case may be, the annual budget and development programs for each Olympic Cycle.
- g) Examine the reports and suggestions made by the Board and member Federations, eventually putting them to the Meeting's consideration and approval.

- h) Deal with general issues of member Federations that these or other Federation bodies must not solve because they are alien to internal operations or functions.
- i) The Executive Committee shall meet at least twice a year, and the Executive Committee shall decide where and how frequently it needs to meet.
- j) Agreements shall be made by simple majority and in case of a tie, the President's vote shall decide.
- k) Executive Committee members shall only hold one position in the Executive Committee.
- l) If one of the elected Executive Committee members resigns or is unable to perform his duties, he shall be replaced by one of the Board members elected by the Executive Committee; if there is more than one proposed candidate, the election shall be made in accordance with subsection j) herein.
- m) Members shall receive no compensation for their office.
- n) The Executive Committee shall be in charge of all PATHF activities, and shall manage the administration office, the commissions and the working groups.
- o) It shall decide on urgent matters between Board's meetings.
- p) Through its Administrative Director, it shall report to the Board and member Federations on its activities on a regular basis.

#### **Section Fifteen Bis:**

##### **Duties of the Executive Committee Members**

**1. President.** The President shall chair the Federation and represent the Pan American Team Handball Federation before in the the international sports organizations.

The President shall ensure that General Meeting and Board agreements are observed and shall inform periodically to each country what are the

activities related to the sports of Handball by means of information mechanisms that shall be created through the Administrative Director and the Secretary General.

**2. First Vice President.** The First Vice President shall substitute the President in his absence, shall comply with the President's instructions and requests, and shall coordinate activities with the different regions, acting as a link between this area and the President.

**3. Second Vice President.** The Second Vice President shall be the second choice in the event of a substitution or absence of the President or the First Vice President, and shall be expressly in charge of Development Programs: Mini-handball, Arbitration, Coaches and Managers in accordance with President's instructions. The Board and the Meeting.

**4. Secretary General** The Secretary General is the certifying officer of the Minutes that are drafted by the Executive Committee, the Board and the Regular and Special Meetings. He shall be responsible for the historical organization of the Federation and its agreements, as well as for keeping updated records of incoming and outgoing mail.

He shall coordinate his activities with the Administrative Director hired by the Federation in a way that enables swift communication of every piece of information that is received from and delivered to the different countries on every subject related to communications of the Regional Organizations, the International Federation or an upper sports organization. (ODESUR, ODECABE, COI).

**5. Treasurer.** The Treasurer shall be in charge of and responsible for managing the funds that are received and delivered and that belong to the Federation.

He shall ensure that each country's obligations are met in accordance with Executive Committee, Board and General Meeting decisions.

He shall keep an orderly and updated record of funds and shall inform the President of the Status of Funds on a regular basis.

He shall make sure that he knows well the country where funds are to be managed so that he and the President can handle joint accounts on behalf of the Federation, and the country has no law or regulation restrictions.

## **Section Sixteen:**

### **Board organization, duties and powers.**

**16.** The Pan American Federation Board shall be composed of:

- President
- First Vice President
- Second Vice President
- Secretary General
- Treasurer
- Representative before the IHF
- Vice President of the Southern Region
- Vice President of Central America and the Caribbean Region
- Vice President of the Northern Region.

16.1 Members elected by the General Meeting shall take office immediately after the Election Congress. Their term of office shall be four years.

16.1.1 Board members shall perform their duties ad-honorem.

16.2. Thirty days in advance, Board Members shall receive background information with the items on the agenda, as well as the dates when the meeting shall take place and the city that shall host the meeting. This information shall be delivered to member countries within the same period of time.

16.3 The Board shall meet at least once a year, and exceptionally when requested by the Executive Committee.

Without prejudice to the foregoing, online board meetings may be held or consultation may be made electronically, and these shall be valid for agreements requiring immediate resolution.

16.4 The Executive Committee shall determine the venue for the meetings, which shall be called 30 days in advance and at which time the items to be discussed shall be sent.

16.5 The Board shall have the following powers:

- a) Establish annual fees for Federation Members, which shall be informed every year in October and shall be valid for the following year;
- b) Establish annual participation fees for Pan American Tournaments, which shall be informed every year in October and shall be valid for the following year;
- c) Determine the venue for the Pan American Tournaments when no candidates have been proposed at the General Meeting. This decision shall be made through a previous call from the Executive Committee to member countries offering the venue for the tournaments.
- d) Determine the venue for the General Meetings when the Meeting has not made a decision for lack of candidates as at the date it is held, or when -although there is a designated country- the designated country decides not to hold it, notwithstanding the sanctions that may be applied to it as determined by the Disciplinary and Ethics Commission.
- e) Establish Competition Regulations and the qualifying system for Pan American and World Championships. The Qualifying system for the Pan American Games and the Olympic Games shall be a decision exclusively adopted by the General Meeting.
- f) Approve PATHF annual operating budget as well as the Development budgets by Olympic cycles (4 years).
- g) Monitor compliance with agreements reached by the General Meeting.
- h) Decide urgent matters that arise between Congresses.
- i) Appoint Pan American Federation Commission members after requesting countries to send their proposal for candidates, together with their corresponding resumes, within a period to be established by the Executive Committee.
- j) Commissions shall be the technical bodies that will support PATHF's development, competition and public policy management.

k) Commissions shall have a president elected by the Board of Directors among members proposed for this position.

l) The maximum number of members in each Commission shall be:

Competition Commission.

It shall be chaired by the Director as stated in Section Five c).

1- North

1- Center

1- South

Methodology Commission – 3 members

Development Commission – 3 members

Rules Commission – 5 members (there shall be at least one for each Region – North, Center and South).

Law Commission – 3 members

Marketing Commission – 3 members

If a Commission Director leaves before ending his term, the Executive Committee shall elect a new Director until the next Congress.

**16.5. Competition Organization Commission** – it shall perform the following tasks:

- Schedule, evaluate and manage the Qualifying Pan American Championships for the World Championships.
- Prepare, classify and appoint Technical Officers for each tournament.
- Organize and supervise qualifying Championships for the Olympic and Pan American Games.
- Organize and supervise qualifying Pan American Championships of Clubs for IHF Championships or World Cups.

- Organize and supervise international games.
- Prepare the continental competition calendar.
- When appointing officials, the geographical economy shall be considered regarding travels to the venue of the tournament.

**16.6 Rules and Refereeing Commission** – it shall perform the following tasks:

- Translate the Rules of the Game, as well as their explanatory notes.
- Organize and coordinate continental seminars in the field of rules and arbitration.
- Select, train and supervise international and continental referees, who shall have the support from their corresponding National Federations.
- Acknowledge and train teachers in their field of expertise.
- Publish a list of referees from the Pan American Team Handball Federation.

**16.7 Methodology Commission** – it shall perform the following tasks:

- Organize and coordinate continental seminars in its field of expertise.
- Prepare teaching materials and offer advance training courses for continental coaches.
- Acknowledge and train its teachers.

**16.8 Development Commission** – it shall perform the following tasks:

- Help design PATHF's Public Relations and Media Plan.

- Prepare a catalog of PATHF literature, pictures and videos, creating a library if necessary.
- Promote Beach Handball.
- Promote Mini Handball.
- Promote Adapted Handball.
- Organize training courses for Administrators of Affiliated Federations.
- Acknowledge and train teachers to give courses in their field of expertise.

The Development Commission shall be chaired by the Second Vice President

**16.9. Law Commission** – it shall perform the following tasks:

- Undertake periodical studies of PATHF valid Bylaws and Regulations and make recommendations on possible amendments to the Executive Committee.
- Act as the Disciplinary and Ethics Commission consulting body as required.

**Section Seventeen:**

The Federation shall –through its Executive Committee, the Director of Competitions, and in agreement with Regional Federations (South, North, Central America and the Caribbean) and IHF demands- cooperate in the Pan American competition program, whose venues may be requested by member countries for which all regulatory requirements shall be met by them. The General Meeting shall decide when there is an interest in being a host in more than one country. In case of a tie in the appointment of a venue, this shall be designated by drawing lots.

### **Section Eighteen:**

All Pan American competitions shall be supervised by the PATHF, as well as the qualifying competitions for World Championships and Olympic Games, in addition to the IHF.

### **Section Nineteen:**

The official languages acknowledged by the Federation shall be Spanish and English. In case of doubt, the written Spanish version shall prevail.

### **Section Twenty:**

The Executive Committee shall ensure that IHF Regulations are strictly observed in the organization and development of events.

### **Section Twenty-One:**

To develop its activities the Federation shall have the following income:

- a) Members' annual fees;
- b) Competition participation fees;
- c) Voluntary contributions from its affiliated federations;
- d) Donations from governmental institutions of the countries to which the associations or affiliated federations belong.
- e) Television and/or any other media broadcasting rights of the Pan American Team Handball Federation events.
- f) Fees contributed by sponsors of sports items, communications, food and beverages, etc., which are negotiated by the PATHF.
- g) Contributions from the IHF.
- h) Player transfers.

### **Section Twenty-Two:**

Ordinary Fees are those established by the General Meeting on an annual basis. Extraordinary fees are those agreed upon by the General Meeting for a specific purpose.

### **Section Twenty-Three:**

The permanent affiliation of attending Associations or Federations that sign the Federation's incorporation agreement through its duly authorized delegates shall be established by this mere fact.

### **Section Twenty-Four:**

The permanent affiliation of Associations or Federations requesting their admission after the Federation has been organized should meet the following requirements:

- a) Submission of a request with complete information on establishment and internal organization.
- b) Submission of a copy of the bylaws governing their operations.
- c) Proof that the Federation has been acknowledged by the National Olympic Committee and the highest sports authority.
- d) Evidence of acceptance and compliance with the Bylaws of the Federation.
- e) Express statement of a commitment of non-affiliation to any other handball federation in the Americas.

### **Section Twenty-Five:**

Every Association or Federation meeting the requirements set forth in the foregoing Section, or a Federation that is a member of the International Handball Federation, shall be accepted as a member of this Federation.

In the future, federations of the Americas wishing to affiliate to the IHF shall only be accepted after they have affiliated or become members of the Pan-American Team Handball Federation.

#### **Section Twenty-Six:**

The suspension of a Federation member shall be proposed by the Executive Committee or the Board of Directors after the Disciplinary and Ethics Commission has submitted a report stating this, and shall require the approval of at least 66% of all the delegates attending the General Meeting.

Causes for suspension:

- a) Disobeying Federation Bylaws or General Meeting obligatory agreements.
- b) Failing to honor ordinary or extraordinary fees approved by the General Meeting.
- c) Performing activities that are against the purpose of this Federation.

#### **Section Twenty-Seven:**

The PATHF Executive Committee may request the Disciplinary and Ethics Commission to sanction its members for violations to PATHF Bylaws or for non-compliance with them. The request shall be submitted to the Secretary of the Disciplinary and Ethics Commission who shall have 30 days to issue his opinion on the request.

#### **Section Twenty-Eight:**

Any member Association or Federation may submit proposals containing amendments or additions to these Bylaws to the Regular Meeting, but these proposals shall be sent to the General Meeting through the

Secretary General's office and their approval shall require the positive vote of 66% of delegates present at the meeting.

**Section Twenty-Nine:**

For the Federation to be dissolved, at least 50% of its members shall request its dissolution, which shall be approved at the General Meeting with the votes of three fourths of attending delegates; such request shall be submitted to the Executive Committee six months before the date on which the General Meeting will be held.

**Section Thirty:**

In the event of dissolution, the existing funds or debts shall be prorated among member Associations or Federations.

**Section Thirty-One:**

Exception clause

Failure to comply in any manner with the provisions of PATHF Articles of Incorporation relative to dates and terms of notification or reception thereof, or errors in the drafting of proposal notices which in the opinion of members of meetings held cause no substantial damage to members' rights shall not validate members' actions or performance in a meeting.

This section should not be normally imposed to violate the adequate notification required for the meetings.

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