

By Laws of the International Federation of Adapted Physical Activity, Inc.

Original by-laws for the International Federation of Adapted Physical Activity (IFAPA) were adopted in May 1997 in Quebec City, (Canada). This current, revised version was adopted by the Board of Directors in October, 2016 in Edmonton, Alberta and came into effect at that time. Minor revisions were adopted by the Board of Directors in July 2001 in Vienna (Austria), August 2004 in Thessaloniki (Greece), and June 2005 in Verona (Italy). Language was modified in 2006 in Ann Arbor, MI (USA) to be consistent with the World Health Organization guidelines (2001; see <http://www3.who.int/icf/icftemplate.cfm>). Subsequent edits have been made each year by the Past President in accordance with Article 12.2.2.

Article 1. Scope of Activities

1.1 The International Federation of Adapted Physical Activity, Inc. (IFAPA) is an organization concerned with **professional preparation, research, advocacy, and service delivery** in the fields of adapted physical activity, physical education, and sport science, and their practical application to the benefit of individuals across the life span.

1.2 IFAPA has a coordinating function with national, regional, and international organizations, both governmental and nongovernmental, which are concerned with the scientific aspects of adaptation, rehabilitation, physical education, recreation, sport, dance, and leisure on one hand, and individuals with disabilities on the other hand.

1.3 While IFAPA supports physical activity opportunities for all individuals with special or unique needs, the particular focus of IFAPA professional education, research, advocacy, and service delivery programs and activities is individuals with disabilities. Furthermore, IFAPA promotes **inclusion**, equal access to physical activity, **and related** opportunities that reflect freedom of choice in selection of activities, training, settings, and inclusiveness in accordance with the UN Convention on Rights of Persons with Disabilities (2008).

Article 2. Purposes

Fundamental purposes of IFAPA are:

2.1 Encourage international cooperation in the field of physical activity science to the benefit of individuals of all abilities;

2.2 Promote, stimulate, and coordinate scientific research in the field of adapted physical activity throughout the world and support the application of research results in such areas of professional practice as education, adaptation, inclusion, coaching, leisure, recreation, and rehabilitation;

2.3 Make scientific knowledge of adapted physical activity theory, research, and practice available to all interested national and international organizations and institutions of sport science.

Article 3. Fundamental Activities

To achieve its purposes, IFAPA:

3.1 Promotes the coordination of studies in adapted physical activity sciences on an international scale as well as collection, analysis, and dissemination of knowledge in this crossdisciplinary and interdisciplinary field;

3.2 Initiates and organizes international conferences, symposia, meetings, seminars, workshops, and clinics;

3.3 Supports and initiates projects for professional preparation and advanced training of staff in the field of adapted physical activity;

3.4 Encourages and promotes exchange of experts, as well as cooperation among institutions for higher education and research in adapted physical activity;

3.5 Promotes processing of information and documentation in adapted physical activity science and their exchange among institutions;

3.6 Stimulates and provides for publication of information and knowledge in sport sciences and encourages mass media to spread ideas and results;

3.7 Cooperates with national and other international organizations.

3.8 Advocates for the inclusion of perspectives and voices of individuals with disabilities through research and practice of APA throughout the world.

Article 4. Nondiscrimination

In pursuance of these purposes, the Federation abides by principles of mutual respect and recognition, sovereignty, and noninterference into the rights of its members. It recognizes the rights of all adapted physical activity professionals throughout the world to participate in international activities. It will strictly oppose every form of discrimination for reasons of race, religion, political views, language, sexual orientation, socioeconomic status, gender, or ability/ disability.

Article 5. Definition of Adapted Physical Activity

Adapted physical activity is defined as a cross-disciplinary body of practical and theoretical knowledge directed toward impairments, activity limitations, and participation restrictions in physical activity. It is a service delivery profession and an academic field of study that supports an attitude of acceptance of individual differences, advocates access to active lifestyles and sport, and promotes innovative and cooperative service delivery, supports, and empowerment. Adapted physical activity includes, but is not limited to, physical education, sport, recreation, dance, creative arts, nutrition, medicine, and rehabilitation.

Article 6. Benefits of membership

6.1 Members of IFAPA receive the latest information on adapted physical activity theory, research applications, scientific projects, evidence-based practices, policy, law, conference proceedings, and international news through such sources as website, newsletters, news flashes, and **personal interactions** with leaders. Additionally, discounted books and other materials may be purchased through Human Kinetics, **Inc. (IFAPA's business partner)**.

6.2 Benefits of membership include (for those who chose this option) a subscription to *Adapted Physical Activity Quarterly (APAQ)* and electronic access to all past copies since the journal began in 1984.

6.3 All members have **a vote in affairs of** the General Assembly (**either electronically or by ballot at time of meeting**); are eligible to hold office and serve on committees; and to receive awards and other recognitions.

6.4 Members receive a reduction in registration fees for the biennial symposium of IFAPA, also known as International Symposium for Adapted Physical Activity (ISAPA).

6.5 Members and only members (other than invited speakers) are provided opportunities to present at the biennial symposium of IFAPA, also known as International Symposium for Adapted Physical Activity ISAPA.

Article 7. Administrative Structures of IFAPA

Structures of the Federation are:

7.1 General Assembly (GA). The GA is the business meeting held at least once in every 2-yr period (at the ISAPA) with the President, or President-elect, serving as chair. All IFAPA members have one vote.

7.2 Board of Directors. This board consists of the President, President-elect, Past President, Vice President, Secretary, Treasurer, Elected Regional Representatives and the Student Representative.

7.3 Executive Committee (EC). The EC includes the President, Past President, President-elect, Vice President, Secretary, and Treasurer. No more than three members of the EC can be from any one country.

Article 8. Committees and Areas of Work

8.1 The President, with the approval of the Board of Directors, sets up ad hoc committees or working groups that are needed for work of the Federation and defines terms of reference for their activities. The IFAPA membership shall be made aware of these committees or working groups.

8.2 Chairpersons of all committees or working groups have the right to take part ex-officio in meetings of the Board of Directors without right to vote. Directors have the

right to attend any meeting of any committee or working group, without right to vote at such meetings.

8.3 Chairpersons of all committees or working groups shall submit an annual report to the IFAPA secretary, who in turn, shall make the reports available to IFAPA members.

Article 9. IFAPA Regional Affiliated Organizations (RAOs)

9.1 Regional Affiliated Organizations (RAO) shall be authorized by the Board of Directors in the following geographical regions: Africa, Asia, Europe, Middle East, North America, Oceania, and South/Central America. Each region may have only one affiliated organization.

9.2 To be recognized as an IFAPA Regional Affiliated Organization, the association shall:

9.2.1 submit to the IFAPA secretary a request for IFAPA RAO status. This application must include information about the countries comprising the existing organization and a copy of its constitution and by laws;

9.2.2 show evidence of being an international nonprofit organization with scientific and educational objectives similar to those of IFAPA;

9.2.3 be constituted to promote original research, both theoretical and applied, and to encourage study and application of adapted physical activity science and practice;

9.2.4 adopt constitution or working orders for their activities that are in line with the principles laid down in the Constitution and By Laws of IFAPA.

9.3 Regional Affiliated IFAPA organizations shall fulfill the following responsibilities:

9.3.1 Appoint or elect a regional representative of the organization (RRO) to serve on the IFAPA Board of Directors as a full voting member with the same responsibilities as other Board Members. This RRO will serve on the IFAPA board, attend all IFAPA Board Meetings and biennial symposia and serve as a liaison between the Regional Affiliated Organization and IFAPA. The RRO should understand that she/he must provide for personal/professional travel and housing expenses associated with such meetings.

9.3.2 disseminate information about IFAPA in their regions and use all ways possible to stimulate the development of adapted physical activity sciences and cooperation among institutions, members, and potential members;

9.3.3 indicate in their constitution, by laws, and other official and working documents their affiliation with IFAPA;

9.3.4 Provide information about completed, ongoing, and scheduled activities including events, congresses, seminars, courses, and developments in the field of adapted physical activity of the Regional Affiliated Organizations to the IFAPA

website, newsletter, and relevant. This information shall be provided at least biannually to the Website Manager and Newsletter Editor.

9.4 The General Assembly may decide to withdraw IFAPA Regional Affiliated Organization status. Notice of withdrawal of status must be given to the organization.

Article 10. Elections

10.1 The Past President and the Secretary shall be responsible for all aspects of the election process. This process shall be mainly by mail or electronically, although voting can occur at the IFAPA General Assembly at ISAPA. Final counting of the votes occurs at the General Assembly, in accordance with the following procedures.

10.2 New members of the Board of Directors shall be announced at the General Assembly, which is held during odd years at the International Symposium of Adapted Physical Activity (ISAPA).

10.3 All Members shall have the right to one vote by mailed secure ballot or at IFAPA General Assembly at ISAPA. New officers shall be announced at General Assembly. Election shall be decided by a simple majority of votes.

10.4 All members of the Federation, in good standing, are eligible to be nominated for office.

10.5 Each board vacancy shall be announced in the IFAPA Newsletter and/or posted on the IFAPA website six months prior to the General Assembly.

10.6 One individual may not hold the same elected position for more than two terms. Some terms are for 2 years, and some are for 4 years.

10.7 President-elect and Vice Presidents are elected one biennium (2 years) prior to the installation of the new President. The Secretary, Treasurer and Student Representative are elected in the year that the new President assumes office.

10.8 All Members have the right to propose candidates including themselves for office. Nominations shall include a statement of support, a short biography, a summary of scientific work, and documentation that, if selected, the nominee is willing to serve. Nominations must be submitted in writing to the Past President.

10.9 The Past President, with the help of the Secretary and others as deemed necessary, shall ascertain that nominees are current IFAPA members with qualifications appropriate to meet the demands of specific offices. Information about each nominee shall be submitted, for additional evaluation, to the Board of Directors at least 1 month prior to the close of nominations. One purpose of this screening to assure that the slate of nominees is diverse, especially with regard to including qualified individuals with impairments, activity limitations, and participation restrictions in physical activity.

10.10 The close of nominations will occur at least three months prior to the General Assembly. Ballots will then be mailed to all members in good standing at least two months prior to the General Assembly.

10.11 The Secretary shall help the Past President with the practical organization of the elections. She/He shall check the eligibility of voters, mail ballots, and maintain a list of persons who have returned ballots. The secretary conducts on-site elections for members in attendance at the GA who have not returned mailed ballots.

10.12 To implement the elections, the Past President and Secretary shall:

10.12.1 mail ballots to all IFAPA members at least two months prior to the General Assembly

10.12.2 provide ballots at the time of the General Assembly to any member who, for good reason, did not vote by mail (e.g., persons who joined IFAPA after the mailing of the ballots).

10.12.3 accept ballots returned by mail up to one week prior to the General Assembly or in person prior to the Opening of the General Assembly;

10.12.4. specify the quorum of the General Assembly;

10.12.4. count the votes for each ballot and communicate the results.

10.12.5 call for nominations from the floor at the General Assembly only if an office cannot be filled using the procedures in the by-laws. If this situation should occur, the Past President shall conduct an election by secret ballot.

Article 11. Board of Directors and Board Liasons

Board of Directors may:

11.1 hold meetings a minimum of one time each year at such times and places as appropriate;

11.2 appoint committees to conduct the work of the Federation from the IFAPA membership;

11.3 audit bills and disburse the funds of the Federation;

11.4 print and circulate documents and publish articles;

11.5 carry on correspondence and communicate with other individuals or associations in relation to the purposes for which IFAPA was created;

11.6 employ staff and consultants;

11.7 devise and carry out such other measures as it deems proper and expedient to promote the purposes of IFAPA and protect the interests and welfare of its members.

Article 12. Duties of Directors

Duties and powers of Directors are as follows:

12.1 President

12.1.1 The President represents the Federation on all occasions. The President signs all agreements and official contracts as well as any documents committing funds of the Federation which involves a process an auditing process.

12.1.2 The President presides over the General Assembly, Executive Committee, Board of Directors, and serves as an ex-officio member, with the right to vote, on all committees.

12.1.3 The President will, at annual meetings of the Federation and such other times as he/she deems proper, communicate to the Federation or the Board of Directors on such matters and make such suggestions as may in his/her opinion tend to promote the purposes of the office of President, including submitting an annual report to the membership.

12.1.4 With the approval of the Board, the President shall appoint a replacement of any board member whose position becomes vacant during the term of his/her office and any board member who declares he/she is unable to fulfill his/her duties.

12.1.5 In case of unavailability, the President may appoint as his/her representative any member of the Executive Committee.

12.1.6 The office is held for a two biennia (four year) term.

12.2 Past President

12.2.1 The Past President is responsible for advice, constitution, by laws, elections, and awards on behalf of the Federation.

12.2.2 This includes maintaining, updating, and following the Constitution and By Laws with special attention to parliamentary procedure during meetings and electronic decision making.

12.2.3 The office is held for a two biennia (four year) term immediately following completion of the term as President.

12.2.4 If the office of Past President is vacant, the duties of the office are assumed by the President-Elect.

12.3 President-elect

12.3.1 The President-elect works closely with the President on all matters. In case of death or absence of the President, or of inability from any cause to act, the President-elect shall perform the duties of the office.

12.3.2 The President-elect works in conjunction with the Vice President to drive and support initiatives through the IFAPA regions to increase membership, promote adapted physical activity projects and develop new, IFAPA-related organizations in countries, states, and regions.

12.3.3 The President-elect serves a one biennium (two year) term immediately prior to assuming the office of President.

12.3.4 If the President-elect office is vacant, the duties of the office are assumed by the Past President.

12.3.5 The President-elect is elected two year prior to beginning the term of President. President-elect and Vice Presidents are elected in the same year.

12.4 Vice President

12.4.1 The Vice President is responsible for the following:

12.4.1.1 the Vice President works in conjunction with the President-elect to drive and support initiatives through the IFAPA regions to increase membership, promote adapted physical activity projects and develop new, IFAPA-related organizations in countries, states, and regions.

12.4.1.2 communicate regularly (at least biannually) with Regional Representatives and Student Membership Chair to encourage member participation and recruitment of new members.

12.4.1.3 promotion of regional projects in the areas of research, professional education, empowerment, advocacy, service delivery, activities, supports, programs, and communication; and information exchange in all regions of the world;

12.4.1.4. encourage the coordination of work programs of committees and working groups of IFAPA as well as of that of associated or partner member organizations;

12.4.1.5 encourage the publication of articles in *APAQ*, the official journal of the Federation, and in other high quality journals; serve as the primary contact with Human Kinetics regarding membership;

12.4.1.6 promote communication and cooperation with nonaffiliated organizations working in related fields.

12.4.2 The term of office is for two biennia (four year). Vice Presidents are eligible for re-election for a second four year term of office.

12.5 Secretary

12.5.1 The main duties of the Secretary are:

12.5.1.1 give notice of all meetings of the Federation, its regional organizations, and its committees. Solicit and maintain written records of their activities;

12.5.1.2 conduct correspondence, maintain records and communicate on behalf of IFAPA

12.5.1.3 keep an up-dated list of members of the Federation;

12.5.1.4 notify officers and members of their election; notify organizers selected to hold ISAPAs

12.5.1.5 prepare, under direction of the Board of Directors, reports on transactions and conditions of the Federation, and

12.5.2 The Secretary is elected in the same year as the Treasurer.

12.5.3 The office is held for a two biennia (four year) term. The Secretary is eligible for re-election to a second term of four years.

12.6 Treasurer

12.6.1 The Treasurer keeps accounts of the money received and expended for use of the Federation, and makes disbursements only upon vouchers approved in writing by the President and another member of the EC. Separate accounts shall be maintained for the separate purposes of (a) general IFAPA functioning and (b) use of the Elly D. Friedmann Award and the Young Professional Awards monies. Donors specified a separate account as a condition of each category of awards.

12.6.2 He/She deposits all sums received in an approved bank(s) or trust company(ies). Funds may be drawn only upon signature of the Treasurer. Quarterly, the Treasurer provides the President with the list of all sums received and expended.

12.6.3 The Treasurer makes a report at the General Assembly, meetings of the Board, or when called upon by the President.

12.6.4 The Board of Directors shall supervise funds, books, and vouchers in the Treasurer's hands at all times. At expiration of his/her term of office, the Treasurer shall deliver over to the successor all books, money, and other property, or in absence of a Treasurer-elect, to the President.

12.6.5 The Treasurer shall, if required by the Board of Directors give to the Federation such security for faithful discharge to his/her duties as the Board may direct.

12.6.6 The Treasurer is elected in the same year as the Secretary.

12.6.7 The office is held for a two biennia (four year) term. The Treasurer is eligible for re-election to a second term of four years.

12.7 Regional Representatives

12.7.1 Regional Representatives are seven board members, with full Board responsibilities and benefits, who are elected at regional meetings, or during the IFAPA General Assembly. Elections are also permissible via electronic voting in cases

where a region does not conduct regional meetings and cannot send a significant portion of its membership to ISAPA. Their main purpose is to serve as liaisons in the promotion of APA growth and development between IFAPA and their geographical region (usually a continent).

12.7.2 Regional Representatives are elected by members who live within their region: Africa, Middle East, Asia, Oceania, Europe, Central/South America (and the Spanish-speaking Caribbean), and North America (Puerto Rico and the English-speaking Caribbean). If no members from a particular region are present at the General Assembly, the President may appoint the representative

12.7.3 The duties of the Regional Representatives are:

12.7.3.1 promote implementation the Federation's purposes in their region;

12.7.3.2 submit proposals for working programs of IFAPA taking into consideration specific conditions and requirements in the respective regions;

12.7.3.3 popularize services of IFAPA and make them available to interested parties;

12.7.3.4 seek to enroll new members and encourage their active participation in the work of IFAPA and their regional organizations.

12.7.3.5 submit regular reports on the activities in their region for publication on the website, in the IFAPA newsletters, and in other media.

12.7.4. The office of regional representative is held for a term of two years and are eligible for reelection twice.

12.8 **Student Representative**

12.8.1 The Student Representative is elected by IFAPA members at the ISAPA Business meeting (or electronically at some time around ISAPA) for a two year term and is eligible for reappointment.

12.8.2 The Student Representative is the primary contact for services provided to student members and for submitting news about these students, including recognition of their various achievements to IFAPA media.

12.8.3 Primary responsibilities are to encourage IFAPA membership among students in adapted physical activity and related fields in universities throughout the world and to represent the views and concerns of student members to the Board.

12.8.4 Specific responsibilities include

12.8.4.1. with support of regional representatives, contact chairpersons of universities that offer APA preparation in every region of the world and request their assistance in dissemination of information about student memberships and in encouragement of individual and group student memberships and participation, including participation in conferences.

12.8.4.2. provide information, 1-2x per year on student members and demographics to the Vice Presidents for inclusion in the IFAPA professional and research database.

12.8.4.3. develop a student directory and update it at least annually. Assure that this directory is electronically accessible and is disseminated periodically to members. Use this directory to keep student members aware of benefits and opportunities offered by IFAPA.

12.8.4.4. appoint or otherwise involve student IFAPA members in activities and projects developed specifically for students.

12.9 Newsletter Editor

12.9.1 The Newsletter Editor is a non-voting, board liaison appointed by the President with the approval of the Board of Directors for a four year term and is eligible for reappointment.

12.9.2 Responsibilities of the Newsletter Editor include:

12.9.2.1. soliciting and creating articles;

12.9.2.2. obtaining reports from the President and Regional Representatives;

12.9.2.3. providing and disseminating newsletter content of interest and value to international readers.

12.9.2.4. Coordinating with IFAPA's website manager in obtaining and sharing news

12.10 Editor of APAQ

12.10.1 The Editor of *APAQ (Adapted Physical Activity Quarterly)* is a non-voting board liaison.

12.10.2 He/She is responsible for communication among the IFAPA Board of Directors, the APAQ Board, and Human Kinetics.

12.11 International Symposium of Adapted Physical Activity (ISAPA) Organizers

A member of the ISAPA organizing committee may be appointed as a non-voting board liaison member of the Board of Directors for the period from acceptance of the bid to host the ISAPA until the end of the biennia following their symposium (4 years).

12.12 Disability Community Liaison

12.12.1. The Disability Community Liaison is non-voting board liaison appointed for a 2 yr-term by the President with the approval of the Board of Directors. The Disability Community Liaison is a voting member of the board.

12.12.2. The term of office may be renewed twice.

12.12.3. The Disability Community Liaison is the primary contact for services provided to constituencies with impairments, activity limitations, and participation restrictions in physical activity.

12.12.4. The primary responsibilities are to encourage IFAPA membership among individuals with impairments, activity limitations, and participation restrictions in related fields and to represent their views to the Board.

12.12.5. A secondary responsibility is to liaise with associations concerned with impairments, activity limitations, and participation restrictions to promote collaborations and partnerships.

12.13 **Vacancies in Office**

All vacancies in any office, temporary or permanent, shall be filled by the President, with approval of the Board, without delay.

Article 13. Meeting of General Assembly or Board of Directors

13.1 Proposals for agenda of the General Assembly and meetings of the Board may be submitted by members of the Federation or Board to the Secretary no later than 3 months prior to the meeting date.

13.2 Final agenda shall be approved at the beginning of the General Assembly or Board meeting.

13.3 Approval of the majority of the members present eligible to vote shall constitute the declaration of a quorum for the purpose of transacting IFAPA business at the General Assembly or Board meeting.

13.3 Each General Assembly shall deal with the following regular items on the agenda:

13.3.1 approval of agenda,

13.3.2 approval of minutes of the previous General Assembly

13.3.3 report of President and EC

13.3.4 financial report of Treasurer,

13.3.5 reports of committees and Regional Representatives,

13.3.6 discussion and decisions on working programs and budget,

13.3.7 elections

13.4 Each Board of Directors meeting shall deal with the following regular items on the agenda:

13.4.1 approval of agenda,

13.4.2 approval of minutes of the previous Board meeting,

13.4.3 report of President and Secretary,

13.4.4 financial report of Treasurer,

13.4.5 reports of committees and Regional Representatives,

13.4.6 discussion and decisions on particular working projects and applications for financial support.

13.5 Minutes comprising decisions of each General Assembly and Board meeting shall be prepared immediately after such meetings. Minutes comprising procedure of meeting and essential contents shall be completed no later than three months after the meeting.

13.6 All Minutes shall be sent to all Board members and shall be available to all members of the Federation. A summary of all Board meetings and initiatives will be published through the IFAPA website, newsletter, and other channels as appropriate.

13.7 Minutes shall be written by the Secretary.

13.8 Until their ratification by the following General Assembly or Board meeting, the Minutes shall be an unofficial working document.

Article 14. Financial Regulations

14.1 Upon the Treasurer's proposal, the Board of Directors shall decide upon the currency of the Federation for the respective election period.

14.2 Board members shall be responsible for payment of their IFAPA dues and all expenses associated with meetings of the Board of Directors and IFAPA seminars and conferences. No allocation for Board membership is foreseen. Special requests for financial assistance for special responsibilities shall be submitted to the Treasurer and approved by the Executive Committee.

14.3 Financial resources of the Federation may be derived from:

14.3.1 membership fees;

14.3.2 contributions by individuals and by member organizations;

14.3.3 grants from intergovernmental organizations, governments, or public bodies;

14.3.4 subventions from private bodies or persons;

14.3.5 various activities.

14.4 Financial planning:

14.4.1 The Treasurer shall keep accounts up-to-date; make financial information available to the President, upon request; and prepare the budget including estimates of IFAPA's specific incomes and expenditures for each year and each biennium (2 yr). The financial year for each budget will end on 31 December. The annual budget will be approved by the Executive Committee. The biennial budget will be approved by the General Assembly on the proposal of the Board of Directors.

14.4.2 The adoption of the budget by the General Assembly shall give the Treasurer the authority to settle expenses during the period to which the budget refers. The funds may be used for the purposes defined in the budget and up to the amount approved.

14.5 The funds of IFAPA shall be employed to cover:

14.5.1 organization expenses to prepare and hold IFAPA Scientific Symposia, congresses, etc. when these cannot be borne by the organizer;

14.5.2 official publications of the Federation including necessary translations and adaptations for accessibility to all;

14.5.3. support of the scientific and administrative work of Regional Organizations on the basis of applications;

14.5.4 Secretariat and administration expenditure for the work of the Board Members, if required.

14.6 Financial control and balancing of the account:

14.6.1. The Treasurer shall prepare a balance-sheet of the actual expenses within the 2-yr period between General Assemblies and shall send the statement of account of the Federation's income and expenditure according to the budget to all Directors together with invitations to the Board of Directors meeting and/or the General Assembly, as appropriate.

14.6.2. The President shall appoint two auditors during the General Assembly who receive the financial documents for examination prior to the next one.

14.6.3. At Board of Directors meetings and General Assemblies, the Treasurer shall submit a report on activities and results.

14.7 Financial Committee:

14.7.1. The Financial Committee shall consist of:

14.7.1.1 The President,

14.7.1.2 The President-elect or Past President,

14.7.1.3 The Treasurer.

14.7.2. Within the limits of the adopted budget by the General Assembly, the Committee shall settle any expenses connected with the purposes of the Federation. The Committee may also direct the Treasurer to settle other expenses authorized by the President and the President-elect or Past President.

Article 15. Organization of, and Patronage to, Scientific Events

15.1 IFAPA shall support the organization of scientific congresses, symposia, and seminars (designated as scientific events) and offer its help in long-term preparation of these events, thereby guaranteeing both a high scientific level and practical effect.

15.2 Organization of major scientific events shall be approved by the Board of Directors after respective application has been submitted. At the same time, specific measures of support shall be determined, especially with respect to main topics, keynote speakers, accessibility, translation, and publication of results.

15.3 Application to IFAPA to give patronage to a scientific event must be submitted at least 1 yr before the date fixed for the event.

15.4 Applications for patronage shall be discussed and, if thought fit, adopted by the Board. In the case of smaller scientific events and an inordinate long time before the next Board meeting, the President, after consulting selected members, may take this decision and subsequently inform the Board.

15.5 All scientific events held under IFAPA auspices shall be included in the IFAPA Calendar of Events.

15.6 As far as it is able, IFAPA shall support the organization of scientific events by financial means, where need is proved. The organizer should submit a full and relevant application to the Secretary of IFAPA no later than 1 yr before the date of the event.

Article 16. Hosting the IFAPA Symposium

16.1 Organizations interested in hosting the International Symposium on Adapted Physical Activity (ISAPA) must submit a proposal to the IFAPA President for consideration by the Board of Directors. Applications must be submitted in accordance with IFAPA Symposium Guidelines, including those pertaining to full accessibility.

16.2 A call for proposals to host the ISAPA will be published on the IFAPA website, its newsletter, and other media by the Board of Directors a minimum of 2 yr prior to the date of the symposium. Proposals by prospective ISAPA organizers must be submitted no later than 3 months prior to the IFAPA Board's meeting during the even-numbered year.

16.3 All proposals will be reviewed by the Board of Directors, and one proposal will be selected no later than two years before the planned ISAPA. This selection is generally made at the time of the IFAPA Board Meeting during the even-numbered year.

Article 17. Endorsement of Events Hosted by Other

17.1 The IFAPA Board seeks to promote opportunities for communication and collaboration between specific disciplines within the physical activity profession through professional education and training programs.

17.2 Requests for IFAPA endorsement of specific conferences, workshops, symposia, or professional development opportunities must be approved by the IFAPA Board of Directors. Organizations seeking such endorsement should follow the procedures outlined in the IFAPA policy.

17.3 Requests for endorsement must be submitted in writing and must be received by the Secretary a minimum of 3 months prior to the next scheduled Board meeting. It may not be possible to include in the meeting agenda requests that are received less than 3 months prior to the meeting date.

Article 18. Honours and awards

Any time it is deemed desirable by the Board of Directors, award prizes, trophies, honours, or distinctions may be awarded to institutions or personalities who have worked in a notable manner within the fields of the Federation.

18.1 Elly D. Friedmann Award for Outstanding Adapted Physical Activity Contributions

18.1.1 The Elly D. Friedmann Award for Outstanding Adapted Physical Activity Contributions recognizes longstanding international leadership to the field of adapted physical activity. It was established in 1989 by Prof. Dr. Gudrun Doll-Tepper in recognition of Dr. Friedmann's contribution to movement education and the integrated relationship of body, mind, and soul.

18.1.2 The Elly D. Friedmann Award is given biennially, in conjunction with the International Symposium on Adapted Physical Activity. Recipients must be present at the Symposium and be members of IFAPA.

18.1.3 The Award recipient receives a certificate honouring their contribution(s) to adapted physical activity along with a cash award of \$500.00 (U.S.).

18.1.4 Funds for the Award

18.1.4.1 Funds for the Elly D. Friedmann Award were generously established by Dr. Gudrun Doll-Tepper and Dr. Friedmann's family. The funds are maintained in a separate bank account dedicated for that purpose. Contributions to the Award fund are encouraged from all adapted physical activity professionals.

18.1.4.2 Interest from the IFAPA general account is allocated to the Elly D. Friedmann Award.

18.2 **Young Professional Award in Adapted Physical Activity**

18.2.1 The Young Professional Award in Adapted Physical Activity recognizes the development of passionate enthusiasm and inspiration in young adapted physical activity professionals. The award was established in 1992 through a donation from Dr. Claudine Sherrill. The funds for this account shall be kept by the Treasurer in a separate account, along with the Elly D. Friedmann account, dedicated for the purpose of these awards only. The goal of the award is to encourage, recognize, and support young professionals interested in adapted physical activity.

18.2.2 Two Young Professional Awards are given biennially, in conjunction with each ISAPA. Recipients must be present at the Symposium and be members of IFAPA. One award specifically recognizes the contribution of a young professional from the country/region hosting the ISAPA. The second award is open to all eligible professionals.

18.2.3. Eligibility for the Young Professional Award is restricted to professionals less than 40 years of age.

18.2.4 Award recipients receive a certificate honoring their contribution(s) to adapted physical activity along with a cash award of \$300.00 (U.S.).

Recipients of the **Elly D. Friedmann Award for Outstanding Adapted Physical Activity Contributions** and the **Young Professional Award in Adapted Physical Activity** will be selected by a committee of at least four members from the IFAPA Board of Directors, chaired by the Past President. Membership on this committee will be determined by the Past President at the Board meeting one year in advance of the next ISAPA.

18.3 **G. Lawrence Rarick Memorial Lecture**

18.3.1 The G. Lawrence Rarick Memorial Lecture was created in 1997 to honour the scholarship and leadership of G. Lawrence Rarick to the field of adapted physical activity.

18.3.2 The Lecture recognizes outstanding scholarship with international significance. The work of the Rarick scholar has significant implications for adapted physical activity research, but need not be primarily associated with the adapted physical activity field.

18.3.3 The Lecture is presented biennially in conjunction with the ISAPA. Following the presentation, the Lecture is published in APAQ or other appropriate journal.

18.3.4 Selection of the scholar is in accordance with the Guidelines for the G. Lawrence Rarick Memorial Lecture. The selection committee includes two IFAPA Board members, the APAQ Editor, and two members of the ISAPA organizing committee.

18.3.5 IFAPA will absorb costs related to travel for the Lecture. Accommodation for the scholar is the responsibility of the ISAPA.

18.4 IFAPA Fellow

18.4.1 The purpose of the IFAPA Fellows program is to recognize and promote outstanding accomplishments in scholarship and service by IFAPA members. Fellow status is presented to IFAPA members who have made significant and sustained contributions to scholarship (research and creative activity) and related service in the field of adapted physical activity.

18.4.2 IFAPA Fellow Selection Criteria. Nominees for Fellow status must be current IFAPA members who have demonstrated outstanding accomplishments in adapted physical activity through professional involvement over a period of at least five years and meet at least three of the following criteria.

- Service in the public or private sector within a community or educational setting.
- Significant contributions to the professional literature and/or creative works.
- Sustained involvement in leadership activities.
- Other evidence of leadership including service to the community at large.

18.4.3 IFAPA Fellow Nomination Process. A call for nominations will be published in the IFAPA Newsletter and on the IFAPA website by September 1 annually. Nominations packets will be submitted by December 1 annually. Prospective IFAPA Fellows must be nominated by a current IFAPA member.

18.4.4 IFAPA Fellow Selection Process. An 8-member Nominations Committee will be appointed by the IFAPA President, consisting of a chair (at-large appointee) and 7 members representing each of the IFAPA regions. All committee members will be current IFAPA members who have achieved Fellow status. The Committee will review and evaluate nominations and make a recommendation for Fellow selection to the IFAPA President by January 1 annually. There will be no limit to the number of Fellows that may be recognized, allowing the committee to recommend Fellow status without restrictions.

18.4.5 IFAPA Fellow Recognition. The IFAPA President will notify and congratulate new Fellows by email by February 1. Each Fellow will receive a certificate acknowledging induction into the IFAPA Fellows program. The Nominations Committee Chair will submit a list of new fellows for publication in the IFAPA Newsletter and on the IFAPA website. The list will be accompanied by a 100-word summary of the fellow's accomplishments. Every two years there will be a recognition ceremony at the ISAPA Conference for all Fellows inducted during the preceding two years.

18.4.6 Nominees Not Selected. The IFAPA President will notify those nominees that are not recommended for Fellow status by the committee. Those names will be carried over to the next year's selection process for a maximum period of two years.

Article 19. Official Journal

19.1 The official journal of the IFAPA is the *Adapted Physical Activity Quarterly* (APAQ). APAQ is published by Human Kinetics. The Editor of APAQ is can serve as a non-voting member of the IFAPA board.

19.2 A subscription to APAQ is included with IFAPA membership for those who chose the option to receive APAQ.

Article 20. Amendment of By Laws

The By Laws of the Federation may be amended by a majority vote of the Board of Directors.

Approved by IFAPA Board in October 2016

Signature of the President

Date _____