



Confédération Européenne d'Esgrime
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**European Fencing Confederation
Confédération Européenne d'Esgrime**

INTERNAL RULES



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Terms not otherwise defined in the Internal Rules have the same meaning as in the Statutes

CHAPTER I – CONGRESS

Article 1 Notifications

- 1.1 Notifications of the Ordinary Congress and the Elective Congress must be sent to Member Federations by the General Secretary at least 4 months before the date determined for the Congress.
- 1.2 All proposals, items and topics that Member Federations wish to submit to the Congress as well as the names of the candidates for the positions of President, member of the Executive Committee and Auditor must reach the General Secretary at least 2 months before the date determine for the Congress.
- 1.3 A detailed agenda supplemented in case of an election by a final list of candidates in compliance with the Article 4.5.2 of the Statutes must be sent by the General Secretary to Member Federations at least 1 month before the date determined for the Congress.
- 1.4 In case of an Extraordinary Congress, the timeframes and time limits set in the Articles 1.1, 1.2 and 1.3 of these Internal Rules shall be in principle shorter by half. In case of urgency or in case of matters requiring immediate action, the timeframes and time limits mentioned in Articles 1.1, 1.2 and 1.3 of these Internal Rules may be reduced even more at the sole discretion of the President or the Executive Committee, except that in case of an election during an Extraordinary Congress, the timeframes and time limits mentioned in Articles 1.1, 1.2 and 1.3 of these Internal Rules shortened by half shall remain applicable.
- 1.5 Members of the Executive Committee, and Auditors shall be convened to the Congress.

Article 2 Participation

- 2.1 The President or in case of the President's absence, withdrawal, removal, resignation or death, the Secretary General shall chair the Congress.
- 2.2 In compliance with the conditions concerning principal delegates set in the Article 3.2.2 of the Statutes, Member Federations have the right to designate an assistant voting delegate who will have the authority to vote in case of the principal delegate being unable to do so.
- 2.3 The members of the Executive Committee, the Auditors, delegates with the right to vote and assistant voting delegates may speak to the Congress. The President may invite any other person to assist and speak to the Congress.
- 2.4 Any mandate delegating the right of vote to the Congress must be in writing and submitted either on the Member Federation's official business paper or sealed with the Member Federation's stamp. The mandate must be signed by the president of the Member Federation.
- 2.5 Member Federations can submit their mandates at the latest at the opening of the Congress.
- 2.6 After verification and registration of the mandates, no further modification can take place.
- 2.7 Member Federations whose subscriptions are not up-to-date may attend, without, however, having a right of vote or speech.
- 2.8 The General Secretary shall verify all mandates submitted and shall inform the Congress of the list of delegates and assistant voting delegates. In the case of any doubt, the General Secretary shall submit a special report to the Congress which shall decide on the validity of the mandate in doubt.



Article 3 Ballot and Elections

- 3.1 In preparation for the ballot and elections, an election commission (the “**Election Commission**”) is composed of 3 members designated by the Congress.
- 3.2 Delegates with a mandate and candidates in the elections may not be part of the Election Commission.
- 3.3 The vote at the Congress takes place by roll call of the delegates.
- 3.4 The President is elected by absolute majority of the votes recorded.
- 3.5 The vote is by secret ballot at any time it concerns an individual person and at the request of at least 10% of the delegates present.
- 3.6 When the result of the ballot is proclaimed, the Election Commission shall mention in advance the number of votes cast and the absolute majority of the members present.
- 3.7 A simple majority means obtaining more votes for than against the proposal; votes abstaining are not taken into account

An absolute majority means obtaining more than half of the votes for the proposal, i.e. the number of votes in favour exceeds the number of votes against and the number of votes abstaining.
- 3.8 In order to calculate the *quorum*, blank and void votes are counted.

Article 4 Administration

The reports of the President, General Secretary and Auditor(s) shall be presented to the Congress in writing.

- 4.1 The time limit for interventions at the Congress is 5 minutes per person for speakers who introduce a position or bring up a new point and 3 minutes for any other intervention.
- 4.2 No delegate has the permission to speak on the same subject more than once except in the following cases:
 - 4.2.1 A speaker, who introduces a proposal, has the right to give a summary at the end of the discussion before the vote takes place.
 - 4.2.2 A speaker who raises a point of order or presents a request for information.
 - 4.2.3 A speaker to whom a special permission is granted by the President or by the vote of the Congress.
- 4.3 Minutes shall be taken of the Congress' resolutions and kept by the General Secretary. The minutes shall be communicated to all Member Federations at the latest 3 months after the Congress.
- 4.4 A recording of the debates shall be provided by the organizer of the Congress. This recording is used as base to establish the official record. The recording shall be available online until after the official approval of the report.



CHAPTER II – ADMISSION

Article 5 Member Federations

All Member Federations must provide the General Secretary and the President with:

- 5.1 The official name of the Member Federation,
- 5.2 The registered office and address of the Member Federation,
- 5.3 The names of the president and the chief of operations of the Federation.

CHAPTER III – EXECUTIVE COMMITTEE

Article 6 General Rules

The Executive Committee administers the EFC and fulfils tasks specified in Article 6.3 of the Statutes.

Article 7 Meetings

- 7.1 The first meeting of the Executive Committee, during which the Vice President, the General Secretary and the Treasurer are appointed, takes place immediately after an elective Congress.
- 7.2 The Executive Committee is convened by the President or by at least half of its members.
- 7.3 Meetings of the Executive Committee shall be convened as provided for in Article 6.2 of the Statutes, on reasonable notice, which shall depend on the urgency of the matters to be discussed. If all members of the Executive Committee that are present during the meeting agree, they may decide to waive any convening requirement before the meeting is held. The meetings of the Executive Committee may take place either by physical presence in person or through any virtual/online/electronic or telecommunication means allowing the members of the Executive Committee to communicate with each other and to express their decision or vote.
- 7.4 Resolutions are passed by simple majority. In case of a tie, the vote of the President is decisive.
- 7.5 At the latest two months after each meeting, minutes established by the General Secretary are sent to the members of the Executive Committee. The original meeting minutes are signed by the President and the Secretary General. They are submitted to the other members for approval at the next meeting.
- 7.6 The minutes of the resolutions of the meeting of the Executive Committee are then sent to Member Federations.
- 7.8 If a member of the Executive Committee is absent from three consecutive meetings, except in case of force majeure as defined solely by the Executive Committee, the member concerned shall be considered resigned.



Article 8 President

In accordance with the missions set in the article 6.4 of the Statutes, the President:

- 8.1 Is responsible for the appropriate running of the EFC,
- 8.2 Convenes and chairs the Congress and chairs the Executive Committee,
- 8.3 Must maintain contact between the members of the Executive Committee,
- 8.4 Must present to the Executive Committee the report of activities intended for the Congress.

Article 9 General Secretary

The General Secretary is responsible for the administrative work of the EFC and the appropriate running of the secretariat. The General Secretary must in particular:

- 9.1 Keep the meeting minutes and draw up any useful reports,
- 9.2 Maintain contact between Member Federations,
- 9.3 Insure the co-ordination of the tasks within the EFC,
- 9.4 Insure the co-ordination of the organisation committees of the championships and of the events the organisation of which falls under the responsibility of the EFC.
- 9.5 Present to the Executive Committee the administrative report intended for the Congress.

Article 10 Treasurer

The Treasurer is responsible for the financial administration of the EFC. The Treasurer must in particular:

- 10.1 Keep the accounts including the official account books of the EFC and all the supporting documents,
- 10.2 Receive the membership fees and other receipts,
- 10.3 Pay the expenses in compliance with the rules set in the Section 8 of the Statutes,
- 10.4 Establish the accounts of the last fiscal year and the balance sheet which the Treasurer shall submit to the Executive Committee, the Auditors and the Congress.
- 10.5 Present a written report at the meetings of the Executive Committee,
- 10.6 Establish a plan of the annual budget which the Treasurer shall submit to the Executive Committee.
- 10.7 The Treasurer is responsible for the funds and the securities that are confided to him/her within the framework of the mandate.
- 10.8 When the Treasurer's mandate is over, at the latest during the second meeting of the newly elected Executive Committee, the Treasurer must turn over to his/her successor the account books and all the documents dealing with financial management.



- 10.9 The meeting minutes concerning the handing over of the documents are signed by the President, the General Secretary and the Auditor, both the ones who are ending their mandates and the ones who have newly been elected.
- 10.10 The previous Treasurer must transfer to his/her successor, to the address and account designated by the latter, all the funds and securities, in accordance with the balance sheet, in "Euros", during the month following the date of the signing of the meeting minutes concerning the handing over of the account books.

CHAPTER IV – FINANCES

Article 11 General Rules

- 11.1 The detailed accounts and the detailed balance sheet are verified by the Auditor who reports in writing to the Congress.
- 11.2 The Executive Committee presents a budget plan to the Congress.
- 11.3 The expenses due to the participation in the meetings of the permanent commissions are covered by the Member Federations the nationals of which their members are.
- 11.4 As for the meetings of the Commissions, the Executive Committee shall decide case-by-case on the possible covering of the expenses.
- 11.5 The Executive Committee shall decide likewise on special missions accomplished for the benefit of the EFC.
- 11.6 An amount must be provided in the budget for the expenses of representation of the EFC.
- 11.7 Compensations for missions accepted by the Executive Committee shall be decided on, case-by-case, by the President or by the Executive Committee.
- 11.8 The requests for reimbursement must be sent to the Treasurer within 15 days after the expenses have been incurred.
- 11.9 The Executive Committee decides on changes in the affectation of funds planned in the budget. It does likewise in the case of extraordinary expenses.
- 11.10 The Executive Committee fixes the competition entry fees.

CHAPTER V – COMMISSIONS

Article 12

Prerequisites:

In order to assure Commissions of high standard some Commissions have prerequisites for the candidates according to the competences required for a particular Commission.

In accordance of the principles of good governance, no candidate of a Commission can be professionally involved, directly or indirectly with any business providing services or goods related to fencing).



Formation

- 12.1 After a Congress has taken place, the General Secretary asks the Member Federations to present their possible candidates for the different Commissions and transmits the list to the Executive Committee.
- 12.2 With the exception of the Athletes' Commission at the latest during its second meeting, the Executive Committee selects the presidents of the Commissions from among its members, and in consultation with the appropriate presidents selects the Commission members.
- 12.3 The presidents of the Commissions must:
 - 12.3.1 Head the work of the Commission,
 - 12.3.2 Draw up meeting minutes,
 - 12.3.3 report and be responsible to the Executive Committee.
- 12.4 A Commission is convened normally once a year at the request of the president of the Commission or, if needed, at the request of the majority of the Commission's members. Physical meetings of the Commissions are convened by the General Secretary. A copy of the notification shall be addressed to the members of the Executive Committee. The notifications must be sent by the General Secretary at least 20 days before the meeting, including copies to the members and to the Member Federations, which the Commission's members represent. Online or virtual Commission meetings are convened by the president of the Commission as often as is required.
- 12.5 A proposal of a Commission supported by the majority of its members is passed on to Executive Committee for approval and enforcement.
- 12.6 The members of the Executive Committee have the right to attend the meetings of the Commissions.

Financial Mechanism

- 12.7 The president of the Commission presents an annual budget plan to the President and to the Executive Committee at least 2 months before the Congress is convened. The payment of costs takes place in accordance with section 7 of the Statutes of the EFC.
- 12.8 To obtain the requested amount, the President of the Commission draws up an expenses claim addressed to a person authorised to sign it (section 7 of the Statutes). The claim must be accompanied by the relevant documents (contract, bill, etc.).
- 12.9 The expenses due to the proposals of the Commissions approved by the Executive Committee are paid in accordance with Section 8 of the Statutes.

Article 13 - The Commissions

- 13.1 Training/Fencing Masters Commission

The Commission must:

- 13.1.1 Study, bring into general use and propagate the experience of the most accomplished European coaches,
- 13.1.2 Improve and develop new forms of training for the coaches of the EFC.



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- 13.1.3 Candidates for this Commission must possess a recognized diploma as coach and have practiced for at least 3 years as a coach.

13.1 Promotion and Marketing Commission

- 13.2.1 The Commission is responsible for the planning and putting into effect of a set of measures aimed to popularize and promote fencing in Europe and to aid the development of fencing in emerging countries

- 13.2.2 Members of this Commission should have a background in marketing/promotion. Knowledge in social media and public relations is considered an asset.

13.3 Referees Commission

The Commission's mission is to:

- 13.3.1 Develop the training of international referees in different European countries,
- 13.3.2 Supervise the refereeing in the EFC's competitions.
- 13.3.3 Members of this Commission must have at least an FIE "B" referee and actively have refereed during the season preceding the elections unless they have been a member of FIE or EFC refereeing commission in that season.
- 13.3.4 Members of this Commission are not allowed to referee in EFC competitions during the time of their mandate.

13.4 Competitions Commission

The Commission must:

- 13.4.1 Study, prepare and submit to the Executive Committee the rules of the events of the EFC,
- 13.4.2 Express its opinion on any general technical problem to the Executive Committee.
- 13.4.3 Supervise the EFC's competitions,
- 13.4.4 Prepare proposals for the improvement of the technical rules of the EFC.

13.5 Legal Commission

- 13.5.1 This Commission prepares the texts of all proposals concerning the Statutes and the Internal Rules for the approval of the Executive Committee before submission to the Congress.
- 13.5.2 The Commission can also propose to the Executive Committee any changes to the Statutes and Internal Rules that it considers appropriate.
- 13.5.3 It ensures that any such texts are not in contradiction with the Statutes of the FIE and their annexes.



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The Commission is also at the disposal of the Executive Committee for the examination of any legal text.

- 13.5.4 It is desirable that the candidates for the Legal Commission have the educational requirements or be practising as a lawyer, judge or notary.

13.6 Athletes Commission

The Commission is responsible for the study of all questions concerning athletes and for presenting suggestions and recommendations to the Executive Committee.

13.7 Technical Commission (SEMI)

The Technical Commission is responsible for:

- 13.7.1 Continuously studying the safety of equipment,
- 13.7.2 Examining all suggestions and proposals concerning equipment and presenting reports on these proposals to the Executive Committee,
- 13.7.3 Maintaining contact with the corresponding commission of the FIE.
- 13.7.4 Supervising weapon control activities (including conformance to the FIE publicity code) at European Championships.

13.8 Medical Commission

The Medical Commission must study all the medical questions concerning the sport of fencing. The Commission puts forward any useful means of fighting doping.

It presents its suggestions and recommendations on all these issues by reporting to the Executive Committee.

13.9 Veterans Council

The Council is responsible for the development of veteran activities in the whole of Europe and for the co-operation with FIE and all the veteran associations.

13.10 Women and Sport Council

The Council has as objectives:

- 13.10.1 To increase the number of initiatives to encourage more women to participate in fencing, both as fencers and in the management of the sport.
- 13.10.2 To encourage the organisation of training courses for women in the different areas of sport (leadership, management, supervisory staff, training, refereeing, etc.).
- 13.10.3 To ensure equal opportunities in the management and participation of women and their representation in our sport.
- 13.10.4 To encourage women to work and contribute to the development of fencing throughout Europe at all levels.



13.10.5 The Council can also propose to the Executive Committee all measures that could support the above.

CHAPTER VI – AUDITORS

Article 14

- 14.1 The Auditor(s) is (are) appointed in accordance with the article 8.6 of the Statutes
- 14.2 The Treasurer and the General Secretary must be present during the verification of the accounts and the balance sheet performed by the Auditor or Auditors, before the Congress. The Treasurer must present a report on the financial management and all the supporting documents to the Auditors.
- 14.3 The expenses of the Auditors are covered by the EFC.
- 14.4 In case of force majeure, the Executive Committee reserves the right to call upon replacements.

CHAPTER VIII – FINAL DISPOSITIONS

Article 15

- 15.1 The present Internal Rules shall come into force immediately after approval by the Congress.
- 15.2 The present Internal Rules may be modified by the Congress or by the Executive Committee with a ratification by the Congress.
- 15.3 Proposals for the modification of the present Internal Rules must appear in the agenda of the Congress in their final form.
- 15.4 Any matters not covered by the present Internal Rules shall be decided upon by the Executive Committee.
- 15.5 The Competition Rules for the European Championships are appended to the present Rules.

Place and date: Antalya, 16.06.2022

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Jacek Slupski
General Secretary