



## Middle East Federation of Adapted Physical Activity (MEFAPA) By-Laws

### ARTICLE 1: Name & Address:

Name: Middle East Federation of Adapted Physical Activity (MEFAPA).

Address: Queen Rania Street

Khalifa Business Center #18, 5th. Fl. Office # 501-503

AMMAN, JORDAN

### ARTICLE 2: Definition of MEFAPA:

Middle East Federation of Adapted Physical Activity (MEFAPA) is a regional organization concerned with the promotion and dissemination of experiences, results, and findings in the fields of adapted physical activity and sport sciences, and their practical application to benefit of individuals across the life span.

### ARTICLE 3: Mission & Vision:

#### 3.1. Mission:

The mission of MEFAPA is to assume sustainability of complete reliable inclusion of Persons with Disability (PWD) in our communities by empowering Adapted physical Activity (APA) productivity.

#### 3.2. Vision:

Research and considerable competency measures shall govern the reconstruction of responsible perspectives to ensure full connectivity of Persons with Disabilities (PWD) with current life determinants and equality aspired through APA.

### ARTICLE 4: Main Objectives:

4.1. Initiate, coordinate, and organize international conferences, symposia, meetings, seminars, workshops, research, and clinics.

4.2. Support and initiate projects for training and advanced training of staff in the field of APA.

4.3. Encourage and promote programs of study APA.

4.4. Promote processing of information and documentation in APA and their exchange among institutions.

4.5 Cooperate with national, regional, and international organizations.

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## **ARTICLE 5: Fundamental Activities:**

- 5.1. Initiates, coordinates, and organizes international conferences, symposia, meetings, seminars, workshops and clinics.
- 5.2. Supports and initiates projects for training and advanced training of staff in the field of APA.
- 5.3. Encourages and promotes programs of study APA.
- 5.4. Promotes processing of information and documentation in APA and their exchange among institutions.
- 5.5. Advocates for the **inclusion** of perspectives and voices of individuals with disabilities through research and practice of APA throughout the world.
- 5.6. Cooperates with national and other international organizations.

## **ARTICLE 6: 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 7: MEFAPA Board:**

MEFAPA board is the highest representative of MEFAPA.

MEFAPA board lasts for four years.

MEFAPA board is selected by all MEFAPA members.

None of the board members has right to be reelected for the same position more than twice.

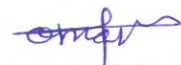
Decide about by-laws changes.

Approve activities, annual reports, annual budget and financial reports.

Approve memberships.

Every board member has one vote.

For all board meeting the quorum of 50% must be achieved, otherwise the meeting should be rescheduled within two weeks.





**ARTICLE 8: MEFAPA Representatives:**

- 8.1. MEFAPA representative at IFAPA.
- 8.2. MEFAPA President.
- 8.3. MEFAPA Elect.
- 8.4. MEFAPA Vice President.
- 8.5. MEFAPA General Secretary.
- 8.6 MEFAPA board members after obtaining the board approval.

**ARTICLE 9: Membership:**

- 9.1. Persons over 18 years and legal subjects agreeing with by-laws.
- 9.2. MEFAPA board must approve acceptance of the potential member.
- 9.3. Membership begins after this approval
- 9.4. Annual students' fees are \$10 and \$20 for non-students.
- 9.5. All members have discount for participating in any of MEFAPA activities including journal publication.
- 9.6. Members from the region have right to participate in electing the MEFAPA board.
- 9.7. Members from the region have the right to be elected as the board members after two years of the continuous membership.

**ARTICLE 10: President:**

The President signs all agreements and official contracts.

The president presides over the Board Meetings and prepares all materials for the meetings.

The President distributes tasks to all board members.

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## **ARTICLE 11: Past President:**

Past President has a right to involve in the elections.

Past President will be a consultant of the following board.

## **ARTICLE 12: President Elect:**

The President elect works closely with the President on all matters. In case of death, the President elect shall perform the duties of the President.

Responsible for managing research database.

Responsible for conferences, meetings, workshops, and journal.

## **ARTICLE 13: Vice President:**

Responsible for cooperation with national, regional, and international organizations.

Presents annual report to the board members about the development of MEFAPA.

Prepares recommendations for the areas of APA service.

## **ARTICLE 14: General Secretary:**

Gives notices of all MEFAPA meetings and keeps their records.

Manages official regulations and policy of the countries in the region.

Conducts correspondences and carry into execution orders, votes, and resolutions.

Carries out official communications with the members.

## **ARTICLE 15: Treasurer:**

15.1 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 MEFAPA. Separate accounts shall be maintained for the separate purposes such as conferences or Symposiums.





15.2 He / She deposits all sums received in an approved bank(s) or trust company(ies). Funds may be drawn only upon signature of the **President who may be authorized** or may authorize the secretary general or both of them together to open the bank account. The president may sign on the account himself or with the secretary general if he decides so on all bank account issues such as deposits, withdrawals, transfers, and checks procedures. Quarterly, the Treasurer provides the President with the list of all sums received and expended.

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

15.4 The MEFAPA Board 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.

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

15.6 The Treasurer is elected in the same year as the Board of Directors.

**ARTICLE 16: Financial Regulations:**

MEFAPA may be supported by:

Gifts and donations from physical and legal subjects.

Contributions by individuals and by member organizations

Gains from assets.

Membership fees.

Various activities

Any member who brings financial support may use up to 30% for the personal research purposes.

Bank account is managed by a treasurer elected by the board members.

**ARTICLE 16: Amendment of By Laws:**

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

Approved by MEFAPA Board in March 14, 2022

**Signature of the President**

Date \_\_\_\_\_