

# **Statute of Qatar Swimming Association**

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## First Section

### Foundation, Objectives, and responsibilities:

#### Chapter one: Definitions

##### Article (1):

To implement the provisions of this statute, the following expressions and words will have the meanings set forth against each one, unless the context otherwise requires:

**Decree:** The decision of the Authority President No. (11) of 1993 to create the Qatar Swimming Association

**Committee:** Qatar Olympic Committee

**International Federation:** Federation International de Natation Amateur (FINA)

**Federation:** Qatar Swimming Association.

**Continental Federation:** Asian Swimming Federation (AASF).

**Regional Federation:** Arab Swimming Federation (ASC).

**Organizing Committee:** GCC Swimming Organizing Committee.

**Lifesaving Federation:** International Lifesaving Federation (ILS).

**General Assembly:** Federation's General Assembly.

**Board members:** Qatar Swimming Association board members

**Executive Office:** To be formed upon decision from the Board of Directors. This Office is responsible for taking decisions in periods between meetings of the Board of Directors. The Decision of forming this executive office will set the number of members, work nature, duration, responsibilities.

**Election commission:** Election commission will be formed upon a decision from the General Assembly to manage the election process, vote counting, and declaration of results. The Decision of forming this executive office Such decision will set a number of members, work nature, duration, responsibilities the members of this committee will be from the members who are not entitled to vote in the General Assembly.

**General Assembly Member:** He is an individual member who has the right to vote, or club or authority entitled to attend and vote.

**Club:** Any entity established by a group of natural persons with purpose other than getting profit and aims at performing sport activity.

**Sport body:** It means any independent legal entity performing sport – related activity.

**Individual member:** Any person is approved and accepted by the Federation's general assembly to be a member of an entity and has the right to vote.

**Aquatic sports:** Swimming, Open Water, Water-Polo, Diving, Artistic swimming

## **Chapter Two**

### **Foundation and objectives**

The federation aims to organize and manage the Sport affairs amid its members, also promote and develop the technical level at the limits of law, systems and regulations prescribed by FINA.

#### **Article (2):**

The Federation was founded on 6 February 1993 under the name Qatar Swimming Association, located in Qatar, Doha, its organizational chart re-arranged according to the rules of integrated statute of sport federations. It is an independent legal personality sport federation, non-profitable, and performs its legal powers according to the statute. It consists of clubs and sports bodies that are active in aquatic sports (swimming, open water, diving, water polo, diving, artistic swimming).

The federation aims to organize and manage the aquatic sports and lifesaving activities among its members – Supervise, promote, and develop its technical level while complying with the laws, regulations and rules implemented by FINA, AASF, ASC, GCC Swimming Organizing Committee and ILS. It is also responsible for managing the aquatic sports and lifesaving activities in the country.

#### **Article (3):**

The federation execute the following responsibilities:

1. Setting up the policies and programs that help promote Aquatic Sports in the country and develop the technical level in the frame of general policy and regulations prescribed by FINA.
2. Setting up the policies and programs that help assure the safety and security in the country and develop the technical level in the frame of general policy and regulations prescribed by the International Lifesaving Federation (ILS). Managing the Sport Aquatic affairs in all technical, administrative, and financial levels.
3. Managing the Lifesaving affairs in all technical, administrative, and financial levels.
4. Setting up and executing the programs, organizing the competitions for clubs and member bodies, and granting titles and trophies.
5. Preparing the national teams that will represent the country in Olympic, international, continental, and regional tournaments.
6. Arranging research, studies, training courses and hosting necessary conferences that will promote the Aquatic Sport level.
7. Approvals for clubs and member sport authorities to participate in sport activities and championships against foreign teams at local and international levels.
8. To give consultations to clubs, member sport bodies and settling any dispute may flare up in relation to the Sport aquatic or lifesaving affairs.

9. To represent The State of Qatar in the international conferences and meetings related to
10. The Sport and to host the same meeting when hosted in Qatar.
11. To approve registration, transfer of players internally or internationally, as well as to organize professional affairs according to the regulations and systems of international federation.
12. Overseeing commitment with the Aquatic Sport's international regulations and principles as per the international federation (FINA).
13. Overseeing commitment with Lifesaving's international regulations and principles as per the international federation (ILS).
14. To organize training affairs, refereeing, supporting tasks and set up the suitable terms and qualifications to appoint the cadres.
15. To impose anti-doping measures, punishment set forth in regulations and rules issued from competent international authorities shall be implemented.
16. Working to develop Federation's financial resources on the frame of committee policy and regulation of the country.
17. To abide by regulations, instructions and other organizing decisions of the Aquatic Sports issued by FINA.
18. To abide by regulations, instructions and other organizing decisions of the Lifesaving activities issued by ILS.
19. To organize and supervise all competitions and sport activities as per the regulations and laws of FINA.
20. To organize and supervise all competitions and sport activities as per the regulations and laws of ILS.
21. To encourage the use and recognition of the decisions issued by Qatar Sports Arbitration Tribunal which operates under the Qatar Sports Arbitration Foundation and to ensure that all decisions and arbitral awards rendered will be legally binding for all federation members.

## Section Two

### Membership

#### Chapter one: Membership application

##### Article (4):

##### Federation Members:

1. Sport Clubs
2. Sport bodies
3. Individuals

##### Article (5):

Membership application procedures:

A - Membership applications are processed by the clubs, or sport bodies to the federation's secretary general in registered letter attached with three copies from the following documents:

1. Name of the club's, or body's board of director's capacity and posts.
2. A copy from statute of the club, or body and its decision of approval.
3. Statement about clubs, or body's headquarters, facilities, venues, arrangements, and current sport activities.
4. Payment receipt of prescribed fees to get membership of the federation.
5. To get the membership of any club, or body (member with right to vote), the club, or the body should have participated in the aquatic Sports activities the previous season.

B - Individual member (natural member) will process application for membership to the Federation's Secretary General in a form available at federation, which contains details of member and his sport career according to the following terms.

1. A member must be a Qatari national.
2. A member should not be less than 21 years old.
3. A member shall not be an employee in the federation receiving ordinary salary.
4. A member must have paid the prescribed fees decided by the General Assembly.
5. A member shall not be a referee, or player, or coach registered in the federation, or any other federation.
6. A member must not have been sentenced with a final judicial order in a crime of honor or dishonesty.
7. A member should have provided outstanding services to the federation and related activities

### **Article (6):**

The board of directors shall decide on applications at the first session following submission of such applications in no more than two months from the application date, otherwise the application is considered approved and meets the membership terms set forth in the statute. The membership approval decision will be issued from the Board of Directors and accredited in the first session held by the General Assembly.

### **Article (7):**

If the Board of Directors approved the membership application, the federation must notify the applicant on approval of his membership by a registered letter at least 30 days from date of approval.

If any application is refused for not satisfying the conditions set forth in Article (5), the applicant will be notified by a registered letter within 30 days from issuance of decision date containing reasons of refusal.

The applicant is entitled to re-submit his application once reasons of refusal in first application were vanished, the board of directors within 15 days shall reject the application if not satisfied the conditions, otherwise the application is deemed acceptable if met the conditions.

## **Chapter Two:** **Responsibilities and rights of Members**

### **Article (8):**

#### **A-The members shall do the below responsibilities:**

1. To work diligently for achieving all goals of federation and abstain from anything that may harm its entity or reputation.
2. To abide by the statute and internal regulations of the federation and execute the decisions of both the General Assembly and Board of Directors.
3. To pay annual subscription fees or any other financial dues decided by Federation on the due date.
4. To initiate and encourage participation in the activities of the federation.

#### **B- The members' rights shall be as follow:**

1. To attend the General Assembly meetings and cast votes for decisions.
2. To participate in Federation activities.
3. To be a candidate for elections for the membership of Federation board and its committees.
4. To get Federation's publications related to the activity and
5. To initiate remarks and proposals on Federation's statute, its regulations and affairs.

### **Section Three**

#### **General Assembly**

#### **Article (9):**

##### **General Assembly**

The General Assembly is a supreme authority in the federation and comprises all members who have the right to attend and vote, its decisions are binding for all members.

#### **Article (10):**

##### **Members who have right to vote:**

##### **A – Individual member (natural member) is entitled to cast vote:**

He is a person officially admitted by the General Assembly of Qatar Swimming Association as a member who has the right to cast vote from those persons who delivered outstanding service to Qatar sport movement, the number of this type of members will not be more than 7 members.

##### **B – A member of (Sport body, or club) has right to vote:**

He is a member of a sports body, or a club approved as a member by the General Assembly and has a right to vote. The club that exercises one sport can join the federation as a member which has the right to vote if it organizes the activities of the aquatic sports.

##### **Members not eligible to cast vote:**

The below mentioned members are part of the federation, eligible to attend the General Assembly, but don't have the right to cast a vote.

##### **A – Persons (individuals):**

Members are persons who are affiliated to the federation, or its clubs or sport bodies, such as administrative cadres, officials, coaches, athletes, sport pioneers from different age groups, males, and females.

##### **B – Honorary Members:**

Are individuals (persons) who previously granted services and gestures to the federation or those who may grant services and gestures to the federation in the future.

##### **C - Others:**

They are organizations, bodies, donors, and work partners who are approved as members by the Board of Directors without having the right to vote.

#### **Article (11):**

##### **The General Assembly meeting shall be attended by:**

1. Federation board.
2. Representatives of clubs and sport bodies who have the right to attend the meeting, provided that the club, or the sport body had already participated in the official activity of the federation in the last season and paid the subscription fees on due date. Both are entitled for presentation in the federation with maximum two persons, only one of them is eligible to vote on decisions upon an official letter from his institution authorized



3. him to vote.
4. Individual members who have the right to vote personally or through their respective agents upon certified official proxy handed over to the Secretary General of the federation.

Any member is entitled to use one proxy vote on behalf of a member who has the right to vote. This proxy shall be approved and in writing and delivered to the Secretary General of the federation.

Also, the committee will have a representative to perform general supervision during General Assembly meetings of the federation. The meetings shall be attended by the Secretary General and executive director of the federation (if any) and both have the right to participate in all discussions without the right to vote.

The board of directors may invite whom it sees necessary to attend and share discussions of the meeting without right to vote.

#### **Article (12):**

The club, or sport body representative in the General Assembly should meet the following conditions:

1. Club member, or sport body member must not be less than 21 years old.
2. Club member, or sport body member must not be registered in the federation records, or any other federation as player or referee.
3. The club, or the sport body must nominate their representative by official letter delivered to the Secretary General and Federation Secretariat, at least ten days before the General Assembly meeting is convened.

The board of directors shall ensure that the representative of the club, or sport body has met the required conditions. In case such representative did not meet the said conditions, the federation will demand the club, or sport body to replace him by another representative to meet the said conditions at least in one week before the General Assembly is convened.

#### **Article (13):**

The General Assembly will hold an ordinary meeting annually on the date decided by the Board of Directors in accordance with Assembly regulations, taking into consideration the regulations issued by the committee relevant to General Assemblies.

The board of directors shall send invitation to all General Assembly members who have right to attend the meeting at least 45 days before the Assembly is convened. In case the work agenda includes election of board of directors, the invitation should contain opening of nomination for those who met the conditions within 10 days from the date of invitation and supporting documents shall be attached.

In all cases, the invitation is served throughout the following means:

- Registered letters and email messages served to all members who have the right to attend the meeting.
- Invitation will be published in one of the daily newspapers from one day to three days as decided by the General Assembly.
- Announcement of the meeting will be posted at the apparent place at Federation headquarters.

All documents related to meeting's Agenda shall be served via registered post and emails, at least 15 days before the meeting is convened.

#### **Article (14):**

Call (invitation) to General Assembly meeting is served to Federation's members who are entitled to attend the General Assembly meeting, such invitation will contain, meeting date, location and a copy sent to the committee included the following attachments:

1. Minutes of the previous General Assembly meeting.
2. Report of Board of Directors on the end of the year.
3. Federation's activity plan for the next year.
4. Financial Accounts for the ended fiscal year approved by the account's controller.
5. Estimated budget project for the next year.
6. Any proposals filed by the members shall be forwarded to the Secretary General at least 21 days before the General Assembly meeting is convened, to be listed in the Agenda.
7. list of individuals who have the right to attend the meeting.
8. Nomination form for membership of Board of Directors (if any).
9. Authorization form for representatives of members to attend the meeting.

#### **Article (15):**

The board of directors shall post at Headquarters a list of members who are entitled to attend the meeting at least one week before the Assembly convenes. Also, statements with names of their representatives in the Assembly and nominees for board of directors (if any).

#### **Article (16):**

Upon a decision of board of directors, the Secretary General shall call for a General Assembly meeting. If he is absent, the board of directors will authorize any other member to do this mission.

### **Article (17):**

After quorum is reached and in order to legalize the meeting (50% +1) from members entitled to vote), the General Assembly will review the following issues:

1. Ratification of Minutes of previous General Assembly meeting.
2. Review the report of Board of Directors works for the end year and shed light on activities and action plan of next season.
3. To review the attached proposals on the due date.
4. To discuss the report of accounts controller, to approve the budget at the end of the fiscal year and to acquit the board of directors from any responsibility in the end year.
5. To approve the estimated budget for the next year.
6. To elect the board of directors and to fill the vacant posts.
7. To approve the appointment of accounts controller.
8. To fix and alter subscription fees of members.
9. To form the Election Committee and define the number of its members, nature of work, duration, and tasks.
10. To discuss the significant issues which were not previously listed in the agenda during the legal period as per the article (14) – term 6, unanimously approved by members of the General Assembly who have the right to vote to list these topics.

### **Article (18):**

In case, a Force majeure prevents convening of a GA meeting on the due date, such a meeting will be postponed to another date within 60 days from the first meeting date. Through an official letter, the Board of Directors shall notify members and the committee about the new date of the meeting and show the reasons for postponement.

In case of postponement, no amendments or additions are made in the agenda, or nominees, or members who are eligible to cast vote.

### **Article (19):**

The ordinary meeting of the General Assembly shall be legal and official if convened according to quorum with attendance of the majority of (50% +1) members who have right to vote. If a quorum is not reached on the due date, the meeting shall be postponed for one hour. In case quorum is not reached, the meeting shall be postponed for two weeks from the date of first meeting. The second meeting will be official if attended by a quarter of members eligible to vote.

If a quorum is not reached, the Board of Directors shall issue decisions on topics listed in Agenda, except the term of clearance of the Board of Directors from any liability over the ended fiscal year, which is a competent of the committee. If the election of board of directors was a top topic in the meeting agenda, the current board will continue performing its tasks temporarily for one year. Also, the board will take necessary procedures and convene the General Assembly

meeting to elect board of directors on 90 days before its expiry, and the duration of the elected board shall be supplementary to the current Olympic electoral tenure.

**Article (20):**

If the General Assembly met and the agenda was not completed for some reasons, the meeting will be legal and the session will go ahead to another date to be decided by the General Assembly, or board of directors in order to finalize discussions on the remaining topics and the board of directors shall notify members within three days. The decisions taken before that will be legal and binding. In case, supplementary meeting is not held, the Board of Directors may take decisions on topics listed in the agenda except the term of clearance of Board of Directors from any liability over the ended fiscal year, such decisions shall be approved in the next General Assembly meeting.

If election of board of directors is scheduled in the meeting agenda, the current board will temporarily continue performing its tasks for one year. The board will take necessary procedures to convene the General Assembly meeting and elect the board of directors on 90 days before its expiry, and the duration of the elected board shall be supplementary to the current Olympic electoral tenure.

**Article (21):**

If the General Assembly meeting began in an official and proper way, the withdrawal of some present members shall not affect the validity of any decisions being taken, provided that the remaining meeting. members are not less than one third of members who started the

**Article (22):**

Except for the election of the Board of Directors, the voting process at the General Assembly requires it to be in public, and any decision taken by the majority of voting members present will be binding. In case of equal votes, a re-vote process will be done. If votes are equal for the second time, members shall process ballots, so each member will cast one vote, as well as a member not allowed to represent more than one club, or body.

All decisions related to election of board of directors are taken through a secret ballot, the nominee with the highest number of votes shall win membership of the board of directors. All members or their respective representatives have a right to elect the number required for the presidency and membership of the board of directors from nominees in the list. In event, two, or more get equal votes, re- voting process shall be done between them. If nominees are equal in votes again a draw will be conducted between them. But if the number of nominees equals the number needed for the presidency and membership of the board of directors, they shall be considered winners unanimously. The election commission will manage surveillance and supervision over the voting process, counting, and declaring results.

Election of president post will be first, followed by Secretary General post and finally board of Directors.

### **Article (23):**

The General Assembly member is not allowed to be involved in the voting process, if the decision to be taken will impose punishment over the body he represents. Additionally, an individual member is not allowed to be involved in the voting process for decisions that will need a punishment order against him or touch his personal interest.

### **Article (24)**

The General Assembly may call for an extraordinary meeting upon a request from Federation board, such a call must be Justifiable, reasonable, and forward to the board by less than one third of voting members who paid subscriptions fees during application time. The Extraordinary General Assembly meeting shall be legal and valid if a quorum is reached, two-third of members who have right to attend and vote.

### **Article (25):**

The Extraordinary General Assembly meeting fixes the following issues:

1. To amend the (Statute).
2. To drop down membership from all, or some board members, fills vacant posts, or elects new board of directors to replace the current board only.
3. To cancel decisions, or decisions taken by the Board of Directors.
4. To decide on resignations submitted by members of the board of directors and elects new members to fill vacant posts in the board of directors.
5. To decide in approval, suspension, or termination, or drop down of membership of members of Federation and board of directors.
6. To handle and tackle any urgent issues upon recommendation from board of directors, or members of GA.
7. Dissolution of Federation.

The procedures adopted in extraordinary General Assembly meetings are applicable in ordinary meeting, without prejudice to the system of provisions.

### **Article (26):**

Ordinary an ordinary and extraordinary General Assembly meeting shall be legal and official if convened according to the quorum shown in articles (19) and (24) of the statute, and decision-making will be according to rates of majority, as follows:

1. Ordinary decisions shall be taken upon (50%+1) of members present.
2. Decision on suspension, termination or dropping of membership from voting members, or formal, or some board members, or conduct confidence vote for board of directors, or tackling grievances of members or punishment imposed against them shall be taken upon 2/3

of members present.

3. Decisions on any amendments in statute, or in goals of federation shall be taken upon 2/3 of members present.

4. Dissolution of federation and distribution of its property, the decision shall be taken upon 4/5 of members present.

#### **Article (27):**

The ordinary, or extraordinary General Assembly meeting is not allowed to deal with any other topics not scheduled in the agenda. It is not allowed to hold extraordinary general assembly meetings to trickle a topic that a decision was taken on it from the Assembly, except after six months passed at least from the date of decision, unless new reasons were shown and accredited by the board of directors, needs to re-consider the issue.

#### **Article (28):**

Head of the Board of Directors will manage the General Assembly meetings, if he is absent, the older among board members, or Assembly members will act on behalf of him. Secretary General of federation or executive director shall perform secretarial works, if they are absent, the Assembly shall select one of its members to perform the task, but priority is given to federation board members.

#### **Article (29):**

The Board of Directors shall send the minutes of the General Assembly meeting to all members within 30 days from the date of meeting.

#### **Article (30):**

All entitled members must attend the General Assembly meeting on the scheduled dates, they cannot miss a meeting without reasonable excuse.

If a member violates this article, he will be charged a fine equal (50%) of subscription fee set forth in the financial regulation and payable to Federation Treasury.

**Section Four**  
**Board of Directors**  
**Chapter One**  
**Definition and Formation**

**Article (31):**

Board of directors is the executive authority of the federation aims to execute the policy and resolutions issued by the General Assembly, also supervises all federation's affairs and guaranteeing that all federation goals are achieved, also managing all works at the limits of law and statute and its organizational regulations.

**Article (32):**

Federation affairs are managed by a Board of Directors that consists of five members at least and nine members maximum elected by the General Assembly according to the procedures set forth in the statute. Those persons are jointly responsible for all works. The President, Secretary General and members are jointly founders of board members.

**The council consists of:**

(A): President, Secretary General, and 3 members.

(B): The board of Directors may accept any member from the Board of Directors of international or continental and regional federation of the Sport (If any).

(C): In addition to the individual members, the Board of Directors consists of clubs, different sport bodies, provided that the number of representatives of each club or sport body in the board will be two members maximum.

## Chapter Two

### Duties- nomination-terms-duration- meetings-filling the vacant posts

#### Articles (33):

#### **The federation's board is responsible for following duties:**

1. Managing the federation's technical, administrative, and financial affairs.
2. Organizing the federation's competitions and matches in accordance with the rules and programs prepared for this purpose.
3. Supervising the competitions being held by the affiliated clubs and bodies or any competitions run by the federation's official referees.
4. Approving participation of the affiliated sports clubs and bodies in the matches with foreign teams inside or outside the state.
5. Considering applications for the federation's membership in accordance with the provisions of this statute.
6. Suggesting dropping the membership of General Assembly members in accordance with the provisions of this statute.
7. Coordinate efforts among the members related to the Sport and determine the basis of cooperation between them to perform the federation's mission, achieve its objectives and promote the Sport.
8. Settlement of complaints and protests submitted by members in accordance with the provisions of the regulations set for this purpose.
9. Offering advice for members and settlement of any dispute that may arise between them.
10. Approving contracts and agreements signed in the name of the federation.
11. Issuing any internal regulations to regulate the federation's technical, administrative, and financial duties without prejudice to the provisions of this statute.
12. Preparing the federation's final account and draft annual budget and implementing the activity accordingly, after being approved by the competent authorities.
13. Calling for the ordinary or extraordinary general assembly and the implementation of its resolutions.
14. Founding permanent or temporary committees from the members of the board to do assigned jobs.
15. Approving decisions taken by the executive office.
16. Appoint and terminate administrative and technical staff.
17. Cooperate with the sport clubs and sport entities regarding appointing or terminating coaches according to the rules set by the federation and without contradicting with the general rules of appointment and termination.



### **Article (34):**

For nomination to be valid, nominations must be received during the nomination time frame for the General Assembly.

The secretary general shall send the list of nominees to the members with the relevant documents

Withdraw their nomination before the General Assembly, and those who withdrew their nomination, whether by themselves, through the club or the body to which they belong, are not entitled to return after the nomination period is over.

### **Article (35):**

The nominees for board membership must meet the following conditions:

1. To be a Qatari national and at least 21 years of age.
2. To hold a minimum of High School or equivalent degree for either President position or Board membership.
3. To have 4 years of experience in the sports field.
4. Not have been convicted of any crime against honor or trust unless he has been rehabilitated.
5. Not to be an active referee, coach, assistant coach or player in the federation and other sports bodies.
6. The individuals have to submit their nominations one years after approving their membership by the general assembly and one season for clubs and other bodies.

### **Article (36):**

The federation's board members are not allowed to:

1. Receive rewards from the federation's funds for their membership.
2. To combine the membership of the Federation's Board of Directors with another sport federation, except with the approval of the General Assembly, as required by the public interest and they do not engage in any other activity in the Federation.
3. The federation's board members and its paid or unpaid staff are not allowed to join the board of any club which performs a competitive sport activity under the umbrella of the federation or to be a paid or unpaid employee in these clubs.

This prohibition does not apply to a club that performs one sport and there are no other clubs engaged in the same activity.

### **Article (37):**

The Board of Directors shall be elected for a term of four years and may be elected for a term or other similar terms after each Olympic Sports, whether held or not and whether featured the participation of the state of Qatar or not.

### **Article (38):**

Rules for submitting nominations to the Board of Directors:

#### A) Registration Conditions.

The registration conditions shall be in accordance with the terms of the nomination stipulated in this statute.

#### B) Registration procedures.

The application for the board's election shall be through a form to be submitted to the secretary General personally or upon official power of attorney. Nominations of clubs and bodies shall be submitted through a form to be drawn from the federation's secretariat to be stamped and approved by the nominated body.

The federation shall register the nomination application in a special record prepared for this purpose, in which all applications shall be registered according to the date of receipt. The names of nominated individuals, clubs and bodies must be presented on the federation's advertisement board to provide the members with the opportunity to voice any remarks, if any.

If no one has applied for the Board elections and the period for receipt of the nominations referred to has come to an end, the nomination shall be reopened for a further period or periods after coordination with the QOC. If no one applied for elections the current board shall continue its works temporarily for one years and shall take the necessary actions to hold a General Assembly meeting to elect a new board, 90 days before the end of its term. The newly elected board shall complete the current Olympic term.

#### C) Closure of the election re

It is not allowed to receive a new nomination application after the closing date. The name of nominees including individuals, clubs and bodies shall be presented on the federation's advertisement board to provide the members with the opportunity to voice any remarks, if any. The federation shall notify nominated individuals, clubs, and bodies in writing with any remarks during this period and grant them a period of three days from the date of notification to ordinariness their status.

The Federation may, after the end of the last period, reject the applications of individual, clubs and bodies who have not met the conditions and must notify them in writing with the reasons for rejection. If the number of nominees required for the board membership is not completed after the rejection, the nomination shall be reopened in accordance with the abovementioned regulations, considering any implications.

It shall, after having met the number of requested nominees, notify the QOC with their names on the following day and announce the final lists of nominees on the federation's advertisement board.

### **Article (39):**

The ballot paper should include all the names of nominees for presidency, secretariat General, and for the membership of board of directors

Each member shall mark the exact number of nominees for the board presidency and membership and each ballot paper which is not completed or including scratch, a change in the data, or bearing any sign or an indication to the member's character shall be deemed invalid, and the electoral commission shall take the necessary action to ensure the secrecy of the election.

### **Article (40):**

Upon the invitation of its president, the board of directors shall meet at least four times a year. It may also hold an extraordinary meeting at the request of the president or most of its members. The board members are invited by the Secretary General to meet at least one week in advance, and the board meetings shall be valid in the presence of the majority of the members. If the required quorum is not completed, the meeting shall be postponed for two weeks from the date of the first meeting where members shall be notified with the date of the new meeting. For the second meeting to be deemed valid, it has to be attended by half of the members where the decisions have to be taken by absolute majority. If votes are equal, the president has the casting vote. The meeting shall be chaired by the president and in case of his absence, the meeting shall be chaired by any of the members of the board of directors on an official mandate from the president. In urgent cases, the board of directors may also pass any of its decisions or depend on any form of modern communications, provided that the decision is approved at the nearest meeting for board of directors.

### **Article (41):**

If any position or more at the federation's board was deemed empty for any reason except the president's position, the board may nominate any other member who meets the requirement set in Article (35) to assume the empty position until the date of the following ordinary general assembly and notify the QOC immediately. The number of empty positions shall not exceed the required quorum for holding the meeting; if the number exceeds that quorum, it shall call upon an extraordinary General Assembly meeting and invite nominations for the empty positions from the board of directors.

### **Article (42):**

If the president's position was deemed empty for any reason, the oldest member shall undertake his duties and the board shall call upon an extra-ordinary general assembly meeting no more than 90 days to consider the following.

1. Approval of any board member nomination to fill the president's position for the board's remaining term and complete the empty position.
2. Considering the board is resigned once the position of the president of the federation is vacant for any reason, and to elect a new board to continue the period of the resigned board.

In all cases, any extra-ordinary general assembly meeting shall include opening the nomination for election of a board of directors in accordance with the procedure set out in article 14 of this statute and other relevant articles.

### **Chapter Three** **Executive Office: Formation and Duties**

#### **Article (43):**

The federation's board may form an executive office from its members to be chaired by president of the federation and to include two of members to be elected from the federation's board if it includes 5 members. Another member to be added if it includes more than 5 members.

#### **Article (44):**

The executive office is responsible for the following duties

1. To decide on urgent matters requiring urgent decisions.
2. The duties assigned by the board of directors.

#### **Article (45):**

The executive office shall meet upon the invitation of its chairman, and its meetings are considered valid in the presence of the majority of the members, including the president. In case of his absence, the meeting shall be chaired by any of the board members on an official mandate from the president. The decisions of the executive office shall be submitted to the board of directors at its first meeting for approval.

**Chapter Four**  
**Duties of board of Directors**  
**President – Secretariat General**

**Article (46):**

The federation's president is responsible for the following duties:

1. Presiding over the General Assembly meetings.
2. Presiding over meetings of the board of directors, executive office and any committee he attends. He also may assign any of the board or executive office's members to act on his behalf.
3. Call in the first meeting for the Board of Directors for selecting the Secretary General for the federation from between the elected members of the board of directors. (this responsibility should only be mentioned in the statutes of these sports federations that will choose the Second choice stipulated in article (22) of this Statute).
4. Signing contracts and agreements concluded with the Federation after being approved by the Board of Directors.
5. Representing the federation before the judiciary.
6. Signing the special correspondences approved by the board of directors.
7. Signing of checks and approval of payment orders.

**Article (47):**

The federation's Secretary General is responsible for the day-to-day affairs of the federation. He is also responsible for all the federation's executive operations and procedures and shall be held accountable before the Board of Directors for all his activities and actions. He may attend the meetings of the Board of Directors, the Executive Office and the supporting committees and have the right to vote. In the performance of his duties the Executive Director of the Union. He also entitled to have authority to perform his duties with assistance of the federation's executive director.

1. Calling for and arrange meetings of the general assembly, board of directors and executive office and supervising the preparation of the special minutes and signing them with the president of the meeting in accordance with the provisions of this statute.
2. Submitting the minutes of the meeting to the general assembly.
3. Supervising all the federation's administrative, technical and employees' affairs.
4. Reporting to the board of directors on the status of the Sport and the federation's affairs.
5. Supervising the preparation of the draft budget and submitting it to the Board of Directors.
6. Submitting the issues presented by the sports clubs and bodies to the Executive office and the Board of Directors after discussing them with the competent committees, if necessary.
7. Submitting all the membership applications that meet all the conditions.
8. Following-up to the implementation of all decisions of the board of directors and executive office.
9. Coordinating the operations of subcommittees formed by the federation.

10. Supervising the process of keeping records, files, contracts, and documents.
11. Signing all the federation's correspondences except those which the board of directors deems necessary to be signed by the president.
12. Supervising the process of collecting the federation's revenues.
13. Implementing the financial decisions of the board of directors and executing office after verifying their conformity with budget items.
14. Supervising the federation's funds and keeping the federation's financial records and assets. He is also responsible for all data registered in the financial records.
15. Supervising the process of depositing the federation's funds in one of the national banks to be selected by the board of directors.
16. Supervising the preparation of the final account and draft budget and submitting them to the board of directors.

**Article (48):**

The all the federation files and documents shall be kept at the federation's headquarters under the supervision of its secretary general.

**Section Five:**

**Suspension, Expiry and Dropping the membership**  
**Chapter One: Suspension, Expiry and Dropping**  
**the federation's board of directors.**

**Article (49):**

**Suspension of Membership:**

The federation's board of directors may suspend the membership of any of its members in the following cases:

1. The withdrawal of the club or the body from all the federation's activities provided that such withdrawal shall be by decision of the competent authority of the club or body.
2. Non-payment of the federation's annual membership fees after being officially notified 60 days before the due date.
3. Violating the provisions of this statute or the federation's regulations.

### **Article (50):**

Membership may only be suspended in accordance with article 49, paragraph 3, after an investigation into any ordinaries attributed to the member and hearing him or his representative's statement. The decision to propose the suspension shall be made by a two-thirds majority of the members of the board of directors, and the suspension or revocation of the suspension shall be approved by the general assembly. The request for cancel the suspension of members whose membership suspension had already been decided on should be considered only after the reasons for doing so had been eliminated. Instead of suspending the membership, the board of directors may impose other sanctions as it deems necessary in accordance with the federation's regulations.

### **Article (51):**

#### **Expiry of Membership**

The membership of the federation may be expired in the following cases:

1. Death.
2. Resignation.
3. If the member lost his eligibility or lost any of the conditions of membership stipulated in article 5 of this statute.

The board of Directors shall issue its decision to deem the membership expired after making sure that any of the above cases apply to the individual member and decision shall be submitted to the general assembly for approval.

### **Article (52):**

#### **Dropping the membership**

Membership shall be dropped down if the member committed acts that affect the dignity or reputation of the federations or other bodies.

The board of directors should hold an investigation with the member and suspend his activity if what was attributed to him was proved until issue is submitted to the extraordinary general assembly meeting within one month from the date of the board's decision to suspend the membership, and the general assembly issues its decision after verifying the violation.

### **Article (53):**

#### **Disciplinary measures and penalties:**

A-The member may be punished in the following cases:

- If he didn't fulfill his duties toward the federation
- If he violated the statute and regulations of the federation or the decisions of the general assembly of board of directors.

B- The penalties which may be imposed include the following:

- Warning
- Fine
- Suspension
- Dropping down the membership

C- A committee formed the board of directors shall consider the violations of the members.

D- Before punishing the members

He shall be granted the right to appear before the committee in person or through written communication, and the secretary shall inform the member concerned of this right in writing, giving him sufficient time to exercise this right and the penalties imposed shall be immediately effective if the committee so considers.

### **Article (54):**

#### **Appeal:**

The member who is subject to the penalty of warning or fine is entitled to appeal to the board of directors within a period not exceeding one month from the date of receipt of the disciplinary decision. The case shall be submitted to the general assembly at its first meeting where its decision shall be final.

The member who is subject to the penalty of suspension is entitled to appeal to the board of directors within a period not exceeding one month from the date of receipt of the disciplinary decision. The case shall be submitted to the general assembly at its first meeting where its decision shall be final.

As for dropping the membership, the decision of the General assembly in this matter shall be final after making sure that the violation has been made, according to the provision of article 27 of the present statute.



**Article (55):**

The member whose membership was terminated in accordance with the provisions of article 51, paragraph (3), shall not be eligible for membership of the board of directors of any other sports federations or any of its committees before regaining his eligibility or before reasons of terminating his membership ceased to exist.

## **Chapter Two**

### **Suspension, Expiry and Dropping the board membership and appointing the interim board.**

#### **Article (56):**

#### **A. Suspension of Board Membership**

The federation's board of directors is entitled to suspend the membership of any board member in case of violating the provision of this statute or the federation's regulation.

Membership only may be suspended after an investigation into any ordinariates attributed to the member and hearing him or his representative's statements. The decision to propose the suspension shall be made by a two-thirds majority of the members of the board of directors, and the suspension or revocation of the suspension shall be approved by the general assembly. The request to cancel the suspension of members whose membership suspension had already been decided on should be considered only after the reasons for doing so had been eliminated. Instead of suspending membership, the board of directors may impose other sanctions as it deems necessary in accordance with the federation's regulations.

#### **B. Expiry of Board Membership**

The federation's board members may be expired in the following cases:

1. Death
2. Resignation of being accepted. He is not entitled to nominate himself in the federation's elections four years from the date of his resignation.
3. If he failed to attend three board meetings with an acceptable excuse.
4. If the member lost his eligibility or lost any of the conditions of membership stipulated in article 5 of this statute.

#### **C. Dropping the board membership**

The board membership shall be dropped if the member committed acts that affect the dignity or reputation of the federations or other bodies.

The chairman of board of directors should hold an investigation with the member and suspend his activity if what was attributed to him was proved until issue is submitted to the extraordinary general assembly meeting within one month from the date of the board's decision to suspend the membership, and the general assembly shall its decision after verifying the violation where the empty position shall be filled in accordance with this statute.

**Article (57):**

The disciplinary measures, penalties and appeal stipulated in article (53) and (54) of this statute are applied to the board members.

**Article (58):**

The General Assembly may be invited to an extraordinary meeting in accordance with the provisions of article 25 of the present statute to consider the withdrawal of confidence and the dissolution of board of directors, in the following cases:

1. Violating the federation's statute or any of its regulations.
2. If the board of directors failed to implement the general assembly's resolutions within six months unless the reason is beyond its control.

**Article (59):**

In case of confidence withdrawal, dropping the membership of all the board members or considering whether the Chairman's position is vacant on the basis of a decision by the extraordinary general assembly, the extraordinary general assembly shall appoint an Interim board of directors at the same session for a period not exceeding one calendar year, which may be extended for similar period/s if the public interest so requires, but no more than the duration of board of directors .

**Article (60):**

Taking the provisions of article 59 of this statute into consideration, the federation's board of directors and employees must hand over all the federation's funds, records, and documents to the appointed board of directors, without prejudice to their liability in accordance with the provisions of the law.

**Article (61):**

The interim board shall manage the federation's affairs in all respects and shall convene the general assembly (ordinary/extraordinary) in accordance with the circumstances, whichever is earlier at least sixty days before the end of its term for electing a new board of directors to complete the predecessor's term.

**Article (62):**

In accordance with the regulations issued by the QOC, the federation's board of directors issue any regulations it deems necessary for the organization of its administrative, technical, and

financial activities. Until using the federation's financial regulations, it has to comply with standard financial regulations of the national sports federations in a manner consistent with this statute.

## **Section Six** **The federation's committees**

### **Article (63):**

The federation must form the following committees:

1. Public Relations Committee.
2. Competitions Committee.
3. National Teams Committee.
4. Financial Committee.
5. Referees Committee.
6. Players Committee.

Each of these committees must be chaired by board members except referees' committees which preferred to be chaired by a referee.

The federation may add any committee it deems necessary to ensure the proper management of its affairs.

## **Section Seven** **Federation's finance**

### **Article (64):**

The federation's fiscal year begins on the first of January and ends at the end of December of each year.

### **Article (65):**

The financial resources of the federation include the following

1. Subsidies provided by the Committee.
2. Donations and contributions.
3. Revenues of local and international sport events.
4. Membership fees approved by the General Assembly.
5. Any other resources.

### **Article (66):**

The members of the Federation shall pay the annual membership fees from the beginning of the fiscal year until the end of December of each year. The membership fees for individual members shall be twice the value of the fees for clubs and bodies, as approved by the General Assembly.

**Article (67):**

The federation shall be subject to the financial and administrative supervision of the QOC and shall not spend its funds other than for the purposes for which it was established, nor shall it engage in any bets, financial or commercial speculation. The federation may invest part of the surplus income to ensure a stable supply to the federation, but this will not affect its activity after prior coordination with the QOC.

**Article (68):**

Each board of directors shall settle all advances before the expiry of its term of office, indicating all financial benefits and obligations incurred by the federation, and the settlement of such advances shall be considered a condition for the discharge of the board.

**Article (69):**

The QOC may appoint an auditor who is not members of the board of directors to audit the federation's accounts and in this regard shall be responsible for the following functions:

1. Auditing the federation's accounts
2. Auditing the implementation of the budget items and submitting any recommendation he deems necessary to the board of directors
3. Auditing the closing account before submitting to the board of directors.
4. Submitting a detailed report on the financial situation of the federation, the board of directors and sending a copy to the QOC.

**Article (70):**

QSA shall pay the annual membership fee set pursuant to FINA and comply with all other financial obligations to FINA (FINA Rule C 8.2.11).

## Section Eight

### General Terms

#### Article (71):

The logo of the federation is the provisions of trademarks were taken into consideration.

#### Article (72):

The federation name:

- (A) In Arabic الاتحاد القطري للسباحة
- (B) In English **Qatar Swimming Association**

#### Article (73):

The federation shall strive to achieve its objectives and shall assume the responsibilities set out in this statute in addition to the policies and decisions approved by the general assembly.

#### Article (74):

The Qatar Sports Arbitration Tribunal which operates under the Qatar Sports Arbitration Foundation shall be the only body that to resolve all local sports disputes for which the is responsible sport Federation is a party, including its affiliated clubs, athletes, administrators, coaches, athletes' agents, accredited media personnel and all relevant parties. It is prohibited for all these to resort to the ordinary courts in the state to resolve the sports disputes.

Any decision issued by the disciplinary or judicial committees in the federation can be appealed in front of the Qatar Sports Tribunal and shall be finally settled in accordance with the Arbitration rules adopted by the Tribunal.

#### Article (75):

The federation may join any other body or body.

#### Article (76):

The QOC is responsible, in the event of the federation's dissolution, for taking the appropriate decision regarding its assets and property.

#### Article (77):

This statute is drafted in two languages Arabic and English, the Arabic language will prevail in case of any discrepancy.

**Article (78):**

QSA must seek approval of the FINA Bureau for any change of name and/or constitution before such changes are valid.

**Article (79):**

QSA board members and employees are prohibited from taking official action in a particular matter involving any entity in which they, or someone whose interests are imputed to them, have a financial interest.