



EPSF

European Pencak Silat Federation
Persekutuan Pencak Silat Eropa

STANDING ORDER

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Standing Order of the European Pencak Silat Federation

Preamble

Recognising that Pencak Silat is a force for good within society and the communities in which it is practised, and that the wider propagation of the genuine art by qualified masters contributes towards a greater understanding of the culture and values of the Indonesian-Malay Archipelago by peoples of other countries;

Recognising that other martial arts are represented in some way or form by an association or federation charged with a coordinating and facilitatory role in the development of that martial art;

Recognising that the various National Pencak Silat Federations in Europe need to work together more closely in order to further promote this martial art in Europe;

Understanding that the International Pencak Silat Federation PERSILAT (Persekutuan Pencak Silat Antarabangsa) has been requested by the Olympic Committee to establish regional federations in order to bring Pencak Silat into the Olympic Games;

Referring to Article 9 of the PERSILAT Constitution and following discussions held with PERSILAT at a meeting in Schoten, Belgium on 15 April 2000, a European Pencak Silat Federation was to be formed;

Referring to Article 9.4.6. of the PERSILAT Constitution, the Standing Order of the European Pencak Silat Federation is to be regarded as internal rules and regulation in line with the PERSILAT Constitution;

After numerous discussions between the pro-tem committee members appointed at the first meeting and PERSILAT, the following was agreed:

Article 1 Establishment

- 1.1. At the request of Persekutuan Pencak Silat Antarabangsa (PERSILAT), translated as International Pencak Silat Federation, the contracting parties hereby agree to establish a European Pencak Silat Federation.
- 1.2. A unanimous vote to establish a European Federation was taken at a meeting held on 15 April 2000 in Schoten, Belgium, by representatives from PERSILAT and from the following European countries: Austria, Belgium, France, Germany, Netherlands, Portugal, Switzerland and United Kingdom.
- 1.3. The European Federation was officially inaugurated by H.E. Bapak Abdul Irsan SH, Ambassador of the Embassy of the Republic of Indonesia in Den Haag, The Netherlands at the First Plenary Meeting of all European member countries held at the Indonesian School in Wassenaar on 22 September 2001.

Article 2 Name and Definition

- 2.1. The federation shall bear the name of **“The European Pencak Silat Federation”**, abbreviated as **“EPSF”**, (hereinafter referred to as the “Federation” or the “EPSF”).
- 2.2. The status of the Federation shall be a representative of PERSILAT for Europe; the ultimate authority shall lie with PERSILAT.
- 2.3. Europe includes all countries within the geographical area of Europe where Pencak Silat is practised and/or where a national Pencak Silat Federation has been established.
- 2.4. The Federation shall include all European Pencak Silat Federations/Associations/Organisations who hold a valid PERSILAT certificate of membership. Any new members to PERSILAT will automatically be invited to join the EPSF.
- 2.5. Pencak Silat is defined as those martial arts styles or systems originating from the Malay-Indonesian Archipelago which, while perhaps incorporating minor elements of other styles from other countries or cultures, retain the recognisable characteristics of indigenous martial arts derived in whole or in majority from traditional methods and practices as certified or attested to by acknowledged masters of Pencak Silat.
- 2.6. The function of the European Pencak Silat Federation shall be as coordinator, organiser and supervisor of Pencak Silat activities in Europe.
- 2.7. The PERSILAT Constitution, regulations and resolutions shall be binding for the European Federation and all its members.
- 2.8. The Federation shall have as its symbol the PERSILAT crest adapted to include the name of the European Pencak Silat Federation in English and Indonesian.

Article 3

Principles and Characteristics of the Federation

- 3.1. The Federation shall be based on the principles of cooperation, brotherhood, loyalty and trust.
- 3.2. The Federation shall treat all members equally under the guidance of this Standing Order, in the pursuit of its aims and objectives as laid down therein.
- 3.3. The Federation shall not discriminate against any of its member countries, national Pencak Silat Federations/Associations/Organisations, schools or individuals, neither shall it discriminate on the grounds of colour, nationality, race or religion.
- 3.4. The EPSF is a neutral, non-political and non-profit making organisation.
- 3.5. The Federation shall respect the autonomy of its affiliated national federations within their respective countries, but will be the overall authority in Europe under the guidance of PERSILAT.

Article 4

Aims and Objectives

- 4.1. To promote, preserve, maintain and monitor the development of Pencak Silat and its values in Europe, and wherever possible, to assist in the promotion of other aspects of the cultural heritage of the Indonesian-Malay Archipelago in cooperation with PERSILAT and the appropriate Embassies.
- 4.2. To establish and maintain close and friendly links between the different member countries in Europe and to support, within its possibilities and within fair reason, the objectives of its member countries.
- 4.3. To build, develop, unite and harmonise the various activities among the Pencak Silat organisations in Europe.
- 4.4. To act as an authoritative source of information for all those seeking details concerning Pencak Silat and the teaching of Pencak Silat in Europe.
- 4.5. To encourage and advise members concerning the proper promotion of Pencak Silat or other aspects of its culture in Europe.
- 4.6. To assist in the establishment of close links between Pencak Silat practitioners in Europe and PERSILAT and its members and associated bodies in the Indonesian-Malay Archipelago.
- 4.7. To coordinate European Championships, European Cups and any other competitions as may have been approved by the Plenary Meeting and PERSILAT.
- 4.8. To recognise only those European competitions that comply with the PERSILAT Constitution and ensure that all competitions are fought according to the Rules and Regulations set up by PERSILAT.

Article 5

Code of Practice for Members

- 5.1. All members of the Federation shall, at all times, display respect towards the art of Pencak Silat and each other.
- 5.2. All members of the Federation shall assist the Federation in the execution of its duties in whatever way possible.
- 5.3. All members of the Federation shall, without exception, respect and follow the rules and regulations of the Federation as set out in the Standing Order and its amendments and in the Constitution and the Rules and Regulations of PERSILAT.
- 5.4. All members of the Federation shall accept PERSILAT as the highest authority.

Article 6

Rights and duties of the Federation

- 6.1. The **rights** of the federation shall be to elect a regional Executive Board, to determine a programme of activities for the region, to issue recommendations and proposals to PERSILAT.
- 6.2. The **duties** of the federation shall be to coordinate PERSILAT and European programmes, to maintain unity within the European Silat community, to improve the development of Pencak Silat in the region and to regard PERSILAT as the highest authority.

Article 7

Domicile

- 7.1. The domicile of the Federation shall be fixed; the country of domicile to be decided by the vote of all European member countries at a Plenary Meeting (end term).
- 7.2. The tenure of the domicile shall be open to reselection every four (4) years. The tenure may be reduced if so agreed by the majority at a Plenary Meeting (end term).
- 7.3. The Secretary General, Secretariat and Treasury shall be based in the country that holds the domicile.
- 7.4. The domicile may move to a different country if so agreed at a Plenary Meeting (end term).
- 7.5. Member countries who wish to hold the domicile of the federation in their country and who have the necessary facilities and manpower in their national federation and/or their Pencak Silat schools may register their wish in writing to the Secretariat.
- 7.6. The Secretary General shall announce any members' desire to hold the domicile at a Plenary Meeting (end term).

Article 8 Membership

8.1. Members

- 8.1.1. Every European member country of PERSILAT, which holds a valid certificate of membership, shall have the right to become a member of the European Pencak Silat Federation.
- 8.1.2. All applications for membership of PERSILAT and of the EPSF from European countries shall be processed by the EPSF as the Regional Federation and the representative of PERSILAT.
- 8.1.3. Only National Pencak Silat Federations (not individual schools/clubs) can apply for membership of PERSILAT and of the EPSF. If no National Federation exists, one must first be established including all bona fide schools in the country, and registered with their National Sports Council or equivalent. The National Federation should then apply in writing for EPSF membership, requesting the EPSF's support and recommendation for membership of PERSILAT
- 8.1.4. Membership applications must be made on the National Pencak Silat Federation letterhead and include the Federation logo, office address, contact details and names of committee members, (at least, the President, Secretary General and Treasurer). The application must be sent to the EPSF President, copied to the EPSF Secretariat, and should also include a letter of application for membership of PERSILAT, addressed to the President of PERSILAT.
- 8.1.5. The EPSF Secretariat shall process the application with PERSILAT and once the country has been accepted as a member of PERSILAT, it shall automatically be accepted as a member of the EPSF.
- 8.1.6. Membership of the European Federation shall reflect the status of membership of each member country within PERSILAT including their respective rights and obligations within PERSILAT (e.g. junior members cannot be voted into office).
- 8.1.7. Only one (1) national Pencak Silat Federation per country can become a member of the EPSF.
- 8.1.8. In countries where, for one reason or another, there is no National Pencak Silat Federation, membership of the EPSF shall only be granted to the organisation of that country that has been granted membership of PERSILAT.
- 8.1.9. All members of the Federation must, within one (1) calendar month of admission, supply a copy of their Constitution as well as a report giving details of the number of their affiliated or associated clubs of the national Pencak Silat Federation.
- 8.1.10. Any new members must be announced at the next Plenary Meeting.
- 8.1.11. Any change in membership of a national Pencak Silat federation must be communicated to the Secretariat at the earliest possible time.
- 8.1.12. Member countries must pay their annual membership fees as determined at the Plenary Meeting.
- 8.1.13. Members must adhere to the Articles contained in the Standing Order of the EPSF as well as the Constitution and Rules and Regulations of PERSILAT.

8.1.14. 'One member, one vote' rule applies.

8.2. Rights of the members of the Federation

8.2.1. Member countries shall have the right to hold the domicile of the Federation as agreed at the Plenary Meeting.

8.2.2. Member countries shall have the right to abstain from holding the domicile of the Federation.

8.2.3. To participate in the various events organised or approved by the EPSF in accordance with the provisions enforced for each event.

8.2.4. To attend the Plenary Meetings and any meeting called by the Federation, as may be appropriate.

8.2.5. To submit proposals, ideas and recommendations regarding the building, promotion and development of Pencak Silat in Europe to the Secretariat.

8.2.6. To submit a request to be a promoter or organiser of a Pencak Silat event in Europe.

8.2.7. To nominate members of its national Federation/Association and/or recognised schools to sit on the Secretariat, if the domicile is in their country.

8.3. Obligations of the members of the Federation

8.3.1. To adhere to the Standing Order of the European Pencak Silat Federation as well as the rules and regulations determined by the various meetings and approved by the Plenary Meeting.

8.3.2. To build, promote and develop all aspects of Pencak Silat and the values contained therein through various events for the improvement in quality and achievement of Pencak Silat.

8.3.3. To maintain and improve the union and unity among Pencak Silat organisations, schools and individuals within Europe and with PERSILAT.

8.3.4. To submit a report on the development of the national federation/association including any constitutional amendments to the Board, events and activities; the report shall be submitted to the Plenary Meeting.

8.3.5. To cooperate with any legitimate sports body or agency (such as the European Olympic Committee) that may support the Federation in its efforts to build, promote and develop Pencak Silat in Europe.

8.3.6. To pay their membership and any other fees, as determined at the Plenary Meeting within the period stipulated.

8.3.7. To ensure that any sanctions imposed by the EPSF against defaulting members are carried out and adhered to.

8.4. Refusal, Suspension and/or termination of membership

- 8.4.1. Membership to the Federation may be refused on one or more of the following grounds:
- a) if the admission of the applicant would be seriously detrimental to the interests of the European Pencak Silat Federation or any part thereof;
 - b) if the admission of the applicant would hinder the European Pencak Silat Federation or any part thereof from acting in pursuance of the said aims and policy of the Federation.
- 8.4.2. A member can apply at any time to withdraw from the Federation. The application must be made in writing and must be accompanied by supporting reasons why the member wishes to withdraw; in such a case the membership shall cease within one calendar month on acceptance of the withdrawal application.
- 8.4.3. A member may be suspended from active participation at meetings and events/ competitions, cannot vote and may not be nominated or voted into office if the relevant membership fees have not been paid despite having received due written notice.
- 8.4.4. The Plenary Meeting has, after due consideration and consultation of the facts laid before them, voted by a two-third majority that a member has failed to adhere to, or has infringed the Standing Order of the European Pencak Silat Federation and/or the Constitution and the Rules and Regulations of PERSILAT; notice of refusal/ suspension/termination/ must be given by the Secretariat in writing to the member.
- 8.4.5. Notice of the suspension must be circulated to the Executive Board, the Secretariat and Technical Council as well as to PERSILAT.
- 8.4.6. Re-entry into the European Federation may only be possible if the member has fulfilled its financial and/or any other obligations towards the European Pencak Silat Federation and is still a member of PERSILAT.
- 8.4.7. A member who has been suspended or whose membership has been terminated has no claim against the funds of the European Pencak Silat Federation.
- 8.4.8. Following the suspension or withdrawal of membership every case must be reported to PERSILAT within one (1) calendar month.

Article 9 Organisational Structure

- 9.1. The ultimate authority shall lie with PERSILAT.
- 9.2. The Federation shall consist of:
- 9.2.1. Executive Board**
- 9.2.1.1 President
 - 9.2.1.2. Vice President
 - 9.2.1.3. Secretary General
 - 9.2.1.4. Treasurer

9.2.2. Secretariat

Headed by the Secretary General and may include the following working committees:

- 9.2.2.1. Administration
- 9.2.2.2. Events
- 9.2.2.3. Public Relations
- 9.2.2.4. Membership

9.2.3. Treasury

- 9.2.3.1. Treasurer

9.2.4. Auditor

9.2.5. Technical Council

Lead by the elected Head of the Technical Council and may include the following working committees:

- 9.2.5.1. Quality Control
- 9.2.5.2. Research & Development
- 9.2.5.3. Competitions
- 9.2.5.4. Wasit Juri

Article 10 Function and Tasks of Organisation

10.1. PERSILAT

- 10.1.1. PERSILAT shall be the highest authority and shall be kept informed on the activities of the EPSF
- 10.1.2. The PERSILAT Constitution and the PERSILAT Rules and Regulations shall govern the European Pencak Silat Federation

10.2. The Executive Board

10.2.1 The President

- 10.2.1.1. Shall be nominated and elected at the Plenary meeting (end term) and will be a person with excellent knowledge of Pencak Silat.
- 10.2.1.2. Shall be accountable to PERSILAT.
- 10.2.1.3. While in office, the President may either:
 - a) be obliged to revoke his/her position in a National Federation and/or national school, because of a conflict of interest.
 - b) be allowed to also hold office in a National Federation and/or national school, or be any other person of good standing
- 10.2.1.4. Shall be elected for four (4) years office tenure and may be nominated for re-election at the Plenary Meeting (end term) where the election results will be announced.
- 10.2.1.5. The term of office may be reduced if so agreed by the majority at a Plenary Meeting.

- 10.2.1.6. Shall be responsible for the supervision of all Federation activities.
- 10.2.1.7. The President is the executive leader in the implementation of results and decisions and shall be assisted by the Vice President as well as by the Secretary General and the Secretariat in the day-to-day running of the Federation.
- 10.2.1.8. The President shall report on the activities of the Federation and its members to the Plenary Meeting.
- 10.2.1.9. May assign, if necessary, one or more persons from the member countries to hold special function and/or perform special tasks as set out at a Plenary Meeting.
- 10.2.1.10. May, if unable to attend to his/her duties, delegate those duties to the Vice President.

10.2.2. The Vice President

- 10.2.2.1. Shall be nominated and elected at the Plenary Meeting (end term).
- 10.2.2.2. Shall be directly accountable to the President and to PERSILAT in the highest instance.
- 10.2.2.3. While in office, the Vice President may either:
 - a) be obliged to revoke his/her position in a National Federation and/or national school, because of a conflict of interest.
 - b) be allowed to also hold office in a National Federation and/or national school or be any other person of good standing
- 10.2.2.4. Shall be elected for four (4) years office tenure and may be nominated for re-election at the Plenary Meeting (end term) where the election results will be announced.
- 10.2.2.5. The term of office may be reduced if so agreed by the majority at a Plenary Meeting.
- 10.2.2.6. Shall assist the President in the supervision and the executive duties of running the Federation.
- 10.2.2.7. Shall be assisted in his/her duties by the Secretary General and the Secretariat.
- 10.2.2.8. Shall be allowed to act on behalf of the President, but only if the President is unable to attend to his/her duties and has given explicit instruction to this effect.
- 10.2.2.9. May, if unable to attend to his/her duties, delegate those duties to another person, subject to the approval by the President and/or PERSILAT.

10.2.3. The Secretary General

- 10.2.3.1. Shall be nominated and agreed to at the Plenary Meeting (end term).
- 10.2.3.2. Shall be directly accountable to the President/Vice President and PERSILAT in the highest instance.
- 10.2.3.3. While in office, the Secretary General may either:
 - a) be obliged to revoke his/her position in a National Federation and/or national school, because of a conflict of interest.

- b) be allowed to also hold office in a National Federation and/or national school or be any other person of good standing

- 10.2.3.4. Shall be a resident of the country of the current domicile of the Federation.
- 10.2.3.5. Shall be elected for four (4) years office tenure and, if the domicile remains in his/her country, may be nominated for re-election at the Plenary Meeting (end term) where the election results will be announced.
- 10.2.3.6. The term of office may be reduced if so agreed at a Plenary Meeting.
- 10.2.3.7. Shall carry out the duties assigned by the President and/or the Vice President as well as those duties that are necessary for the smooth day to day running of the Federation
- 10.2.3.8. Is the principal organiser of all administrative matters and the coordinator of the technical activities of the Federation.
- 10.2.3.9. Shall be assisted in his/her duties by the Secretariat and shall approve and dissolve any working committees that may be required to help the running of the Federation.
- 10.2.3.10. The Secretary General shall report on the activities undertaken by the Secretariat to the President and/or Vice President.
- 10.2.3.11. Should the Secretary General become permanently unable to carry out his/her duties, a substitute (who must be a resident of the country of domicile) may be designated to manage the duties of the Secretary General until the termination of his/her office tenure, subject to the approval by the member countries at the next Plenary Meeting. The member countries must be informed in writing of the name of the replacement at the earliest opportunity.

10.2.4. **Treasurer**

See 10.5.

10.3. **Secretariat**

- 10.3.1. Shall be headed by the Secretary General.
- 10.3.1.2. Members of the Secretariat shall be appointed by the Secretary General; their term of office shall be for the length of time the domicile is held in a particular country or shorter if deemed necessary by the Secretary General and/or if the domicile has been voted to change to a different country.
- 10.3.1.3. Shall put forward to the Secretary General any request for Working Committees as required.
- 10.3.1.4. Shall deal with the administration, events, public relation and membership of the Federation in cooperation with the relevant working committees.
- 10.3.1.5. Members of the Secretariat shall be resident in and/or members of the national federation of that European country where the domicile is held.

- 10.3.1.6. Members of the Secretariat shall carry out the duties assigned by the Secretary General, the President and/or the Vice President and are directly accountable to the Secretary General.
- 10.3.1.7. Members of the Secretariat shall execute the day-to-day running and the administration of the Federation.
- 10.3.1.8. Members of the Secretariat shall report to all meetings called by the Secretary General.
- 10.3.1.9. Shall each year compile a draft Annual Monitoring Report relating to the activities of the Federation and its members in Europe during the preceding 12 months. These reports shall be submitted to the Plenary Meeting for approval and, once approved, must be forwarded to PERSILAT.
- 10.3.1.10. Shall, in cooperation with the Administration and Events Working Committees, be responsible for the organisation of the Plenary Meetings.
- 10.3.1.11. All official pronouncements or communiqués published or issued by the Secretariat in the name of the Federation shall bear the signature of the Secretary General and/or the President, whereas the daily correspondence can be signed by the relevant person in the working committee.
- 10.3.2. **With the help of an Administration Working Committee, the Secretariat**
- 10.3.2.1. Shall be responsible for all matters relating to the administration of the Federation including minutes of meetings, communiqués, organisation of meetings, correspondence, etc.
- 10.3.2.2. Shall be responsible in enforcing disciplinary procedures and sanctions as instructed by the President, the Secretary General or PERSILAT.
- 10.3.2.3. Shall ensure that all members of the Federation observe and adhere to the PERSILAT Constitution and the International Pencak Silat Competition Rules.
- 10.3.2.4. Shall ensure that all members of the Federation observe and follow the decisions agreed to at the Plenary Meeting.
- 10.3.2.5. Shall be responsible for the organisation of the Plenary Meeting in cooperation with the Events Working Committee.
- 10.3.2.6. Shall be responsible for the drafting of a report on the activities of the EPSF and any proposals to be presented at the Plenary Meeting or at the World Congress.
- 10.3.2.7. Shall cooperate with the Membership, Events and Public Relations Working Committees and coordinate the work with them.
- 10.3.3. **With the help of an Events Working Committee, the Secretariat**
- 10.3.3.1. Shall be responsible for the coordination of events, exhibitions, Pencak Silat demonstrations, festivals and any such activities occurring within the European member countries.
- 10.3.3.2. Shall be responsible in organising or co-ordinating European Championships, European Cups during the term in office and, shall be assisted in this duty by the Competition Working Committee of the Technical Council.

- 10.3.3.3. Shall be responsible for the organisation of the Plenary Meeting in cooperation with the Administration Working Committee.
- 10.3.3.4. Shall ensure that any communication regarding forthcoming events is communicated to all member countries at least three (3) calendar months prior to the event.
- 10.3.3.5. Shall coordinate its duties and work with the Administration, Membership and Public Relations Working Committees.

10.3.4. **With the help of a Public Relations Working Committee, the Secretariat**

- 10.3.4.1. Shall be responsible for the dissemination of information regarding Pencak Silat including promotion, publication and documentation of Pencak Silat activities in Europe.
- 10.3.4.2. Shall be the first point of contact for official enquiries regarding Pencak Silat in Europe.
- 10.3.4.3. Shall cooperate and coordinate with the Administration and Events Working Committees.

10.3.5. **With the help of a Membership Working Committee, the Secretariat**

- 10.3.5.1. Shall be responsible for all matters and correspondence relating to membership and keep up-to-date records on all members countries.
- 10.3.5.2. Shall collect membership fees from all members when they fall due and pass them on to the Treasurer upon receipt.
- 10.3.5.3. Shall inform the Secretary General if any member has fallen into arrears with their membership payments and has not responded to written requests to settle their fees.
- 10.3.5.4. Shall raise funds for the Federation with the assistance of the Treasurer, if required. All monies raised for the EPSF must be handed to the Treasurer upon receipt.
- 10.3.5.5. Shall cooperate with the Administration and Events Working Committees and inform them of any defaulting members.

10.4. Technical Council

- 10.4.1.1. Shall be led by the elected Head of the Technical Council.
- 10.4.1.2. The Head shall be accountable to the Secretary General and the President/Vice President and to PERSILAT in the highest instance.
- 10.4.1.3. The Head is nominated and elected at the Plenary Meeting, the term of office shall be four (4) years.
- 10.4.1.4. Should the Head become permanently unable to carry out his/her duties, the President may designate a substitute until the termination of his/her office tenure, subject to the approval of the Plenary Meeting.
- 10.4.1.5. Shall deal with matters relating to quality control, research and development and competitions.

- 10.4.1.6. Shall put forward to the Secretary General any request for working committees as required.
- 10.4.1.7. Shall report to the Secretary General on any matters affecting the Secretariats' duties and shall present an annual report to the Secretary General for presentation at the Plenary Meeting.
- 10.4.1.8. Shall ensure that the PERSILAT Competition Rules and Regulations and any amendments are implemented by all members.
- 10.4.1.9. Shall cooperate with the Secretariat and its working committees.

10.4.2 **With the assistance of a Quality Control Working Committee, the Technical Council**

- 10.4.2.1. Shall be responsible for monitoring the quality of Pencak Silat training in all member countries, in cooperation with PERSILAT.
- 10.4.2.2. Shall advise on ways to improve the quality of teaching in the various Pencak Silat schools, in cooperation with PERSILAT.
- 10.4.2.3. Shall work together with all other working committees of the Federation, members and any such parties as may be required.

10.4.3. **With the assistance of a Research & Development Working Committee, the Technical Council**

- 10.4.3.1. Shall carry out research and development of all aspects of Pencak Silat and search for ways to promote and preserve Pencak Silat in the European member countries.
- 10.4.3.2. Shall advise the Secretary General of any findings regarding the promotion of Pencak Silat in Europe.
- 10.4.3.3. Shall conduct their duties under the guidance of the President and/or Vice President and within the Rules and Regulations of PERSILAT.
- 10.4.3.4. Shall coordinate with the Quality Control Working Committee and shall work together with all other working committees of the Federation, members and any such parties as may be required.

10.4.4. **With the assistance of the Competitions Working Committee, the Technical Council**

- 10.4.4.1. Shall assist the Events Working Committee of the Secretariat in the organisation of European Championships and European Cups.
- 10.4.4.2. Shall assist the Quality Control and Wasit Juri Working Committees in ensuring that the PERSILAT Competition Rules and Regulations are implemented in all competitions held on a regional or national level.
- 10.4.4.3. Shall work together with all other working committees of the Federation, members and any such parties as may be required.

10.4.5. **With the assistance of the Wasit Juri Working Committee, the Technical**

Council

- 10.4.5.1. Shall be responsible for the implementation of the rules and regulations as determined by PERSILAT in all competitions held on a national or regional level and shall seek the cooperation of PERSILAT.
- 10.4.5.2. Shall promote and organise the training of new Wasit Juri members in cooperation with the Administration Working Committee and PERSILAT.
- 10.4.5.3. Shall work together with all other working committees of the Federation, members and any such parties as may be required.

10.5. Treasury

- 10.5.1. Treasurer
 - 10.5.1.1. Shall be nominated and elected at the Plenary Meeting.
 - 10.5.1.2. Shall be a resident of the country where the domicile is held.
 - 10.5.1.3. Shall be elected for four (4) years office tenure and, if the domicile remains in his/her country, may be nominated for re-election at the Plenary Meeting (end term) where the election results will be announced.
 - 10.5.1.4. Shall report to the Secretary General and the Auditor (if appointed) and will be directly accountable to the President and/or the Vice-President.
 - 10.5.1.5. Shall deal with all financial matters relating to the federation.
 - 10.5.1.6. Shall keep a written record of all financial transactions made for or on behalf of the European Pencak Silat Federation.
 - 10.5.1.7. Shall assist the Secretariat in raising funds for the federation and, in cooperation with the Auditor, shall be responsible for the internal audit of the federation, if required.
 - 10.5.1.8. May appoint one or more assistants or request help from the Secretariat with the approval of the Secretary General or the President.

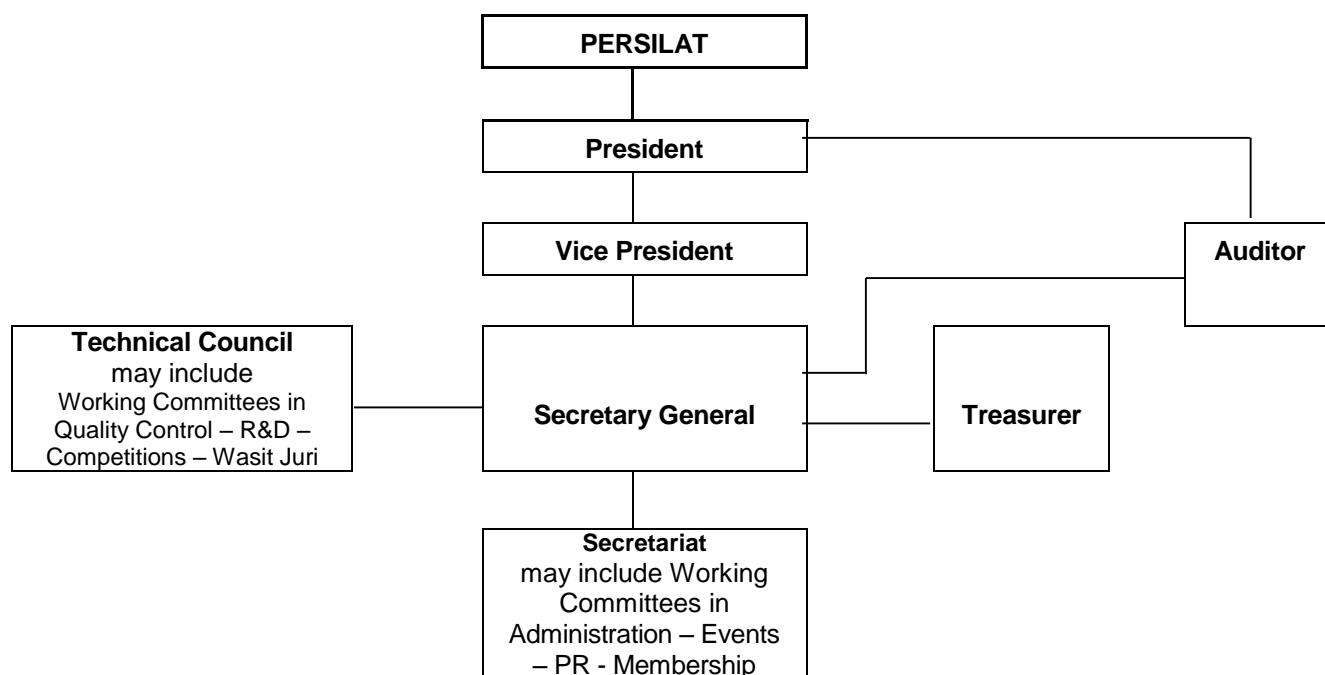
10.6. Auditor

- 10.6.1. Shall, if required, be appointed by the Secretary General with the approval of the President. The Plenary Meeting shall be informed of the appointment.
- 10.6.2. Shall be a fully qualified accountant and/or auditor.
- 10.6.3. Shall report to the President/Vice President and to the Secretary General, if necessary.
- 10.6.4. May be reappointed if so decided by the Secretary General and approved at the President. The Plenary Meeting shall be informed of any re-appointment.
- 10.6.5. Shall assist the Treasurer with the internal audit of the federation, if required.

10.7. Working Committees

The Secretary General and Head of Technical Council may appoint working committees if and when deemed necessary. Working committees shall be assigned to specific tasks or projects and shall be composed of selected members or officers nominated by the Secretariat or Technical Council.

10.8. Organogram



Article 11 Meetings

11.1. Plenary Meeting (end term)

11.1.1. Shall be held once every four (4) years.

11.1.2. Shall be attended by the President, Vice President, Secretary General, Head of the Technical Council, Treasurer and delegates from the national federations of all European member countries as well as by representative(s) from PERSILAT.

11.1.3. Shall be valid only if attended by the President or Vice President, by the Secretary General and by no less than two-third of the European member countries, unless determined differently by PERSILAT.

11.1.4. The President, Vice President or Secretary General shall chair the Plenary Meeting.

11.1.5. All materials and the agenda of the Plenary Meeting shall be prepared by the Secretariat and submitted to all members of the European Federation at least one (1) week prior to the Meeting.

11.1.6. No more than three (3) delegates per European member country may attend the Meeting.

- 11.1.7. Is the platform where European internal policies are decided.
- 11.1.8. Is the platform where the various office holders (i.e. President, Vice President, Secretary General, Treasurer, Head of Technical Council) and the country of domicile are nominated and elected.
- 11.1.9. The right to vote shall only be granted to full members of the federation; all motions to be proposed at the meeting must be submitted to the Secretariat three (3) weeks prior to the Plenary Meeting.
- 11.1.10. If an agreement regarding the adoption of a resolution cannot be reached the final decision shall be referred to PERSILAT.
- 11.1.11. Written minutes of the meeting are to be circulated to all members of the European Federation, the Executive Board, PERSILAT and, those parties as may be deemed necessary no later than three (3) months after the Meeting.

11.2. **Executive Board Meeting**

- 11.2.1. Shall be held when deemed necessary.
- 11.2.2. Shall be attended by all members of the Executive Board.
- 11.2.3. Shall be presided over by the President or any person designated by him/her with materials made available by the Secretary General.
- 11.2.4. Any major proposals discussed which affect the EPSF must be put to the Plenary Meeting for their approval.
- 11.2.5. Written minutes of the meeting are to be circulated to all members of the Executive Board and, if necessary, to the Secretariat no later than three (3) months after the meeting.

11.3. **Plenary Meeting (half term)**

- 11.3.1. Shall be held once every two (2) years in accordance with PERSILAT'S Constitution to allow the presentation (by the Treasurer) and acceptance of the financial report and the presentation of the annual development report (by the President/Secretary General).
- 11.3.2. Shall be attended by the President, Vice President, Secretary General, Head of the Technical Council, Treasurer and delegates from the national federations of the European member countries.
- 11.3.3. Shall be valid only if attended by the President or Vice President, by the Secretary General and by no less than two-third of the European member countries, unless determined differently by PERSILAT.
- 11.3.4. The President, Vice President or Secretary General shall chair the Plenary Meeting.
- 11.3.5. All materials and the agenda of the half term Plenary Meeting shall be prepared by the Secretariat and submitted to all members of the European Federation at least one (1) weeks prior to the Meeting.

- 11.3.6. No more than three (3) delegates per European member country may attend the Meeting.
- 11.3.7. Is the platform where the financial report and the mid-term development and activity reports shall be presented for acceptance.
- 11.3.8. Written minutes of the meeting are to be circulated to all members of the European Federation, the Executive Board, PERSILAT and, those parties as may be deemed necessary no later than three (3) months after the Meeting.

11.4. Attendance

- 11.4.1. Attendance at any meeting of the Federation is defined by the attendance of the nominated member(s) of a country. Should the nominated member(s) be unable for any reason to attend, the relevant country must give notice to the Chair of a suitable replacement(s) attending the Meeting on behalf of the member concerned.
- 11.4.2. Voting by proxy shall be allowed provided the country that is unable to attend has delegated their vote in writing to the Secretariat prior to the meeting.

11.5. Failure to Achieve a Quorum

- 11.5.1. Should any meeting of the Federation fail to achieve the required two-third quorum, the Chairman must adjourn the meeting for one (1) hour and impress on the members that a decision must be reached when the meeting reconvenes.
- 11.5.2. The Chairman of the meeting shall have the deciding vote.

Article 12 Financial Matters

12.1. Membership Fees & Fundraising

- 12.1.1. Membership fees shall be approved at a Plenary Meeting (so as to support the financial obligations of the Federation).
- 12.1.2. Membership fees must be paid annually, within the financial year. (The fee deadline within the financial year will be determined by the Treasurer with the approval of the President).
- 12.1.3. A calendar fee can be charged for events listed in the Federation calendar, the amount shall be determined at the Plenary Meeting.
- 12.1.4. Fundraising shall fall within the scope of work of the Secretariat, but the overall authority lies with the Treasurer.
- 12.1.5. Sponsorship may be sought for European Championships and/or other activities if deemed appropriate; any donation must be made payable to the EPSF and paid into their account
- 12.1.6. Funds may be generated by organising activities relevant to the European Federation; the level of funds shall be determined by the Secretariat and approved by the Treasurer and Executive Board in accordance with the form and nature of the

activity.

- 12.1.7. Organisations/individuals may be approached officially by the Treasurer or the Secretariat for voluntary donations.
- 12.1.8. Funds from outside sources may be accepted by the Treasurer on behalf of the Federation. Such funds may include funds from government sources, funds from non-governmental organisations and funds from business or commercial interests. Such funds as are made over to the Federation may not be used to further the interests of outside parties or to influence the activities of the Federation or its members.
- 12.1.9. Those organisations or individuals passing funds to the Federation may, at the discretion of the Executive Board, be invited to join the Plenary Meeting as observers.
- 12.1.10. Funds may be raised by any other means lawful in the country of domicile.

12.2. Non-payment of membership fees

- 12.2.1. Member countries that have not paid their membership fee must be reminded in writing to pay their fee. A maximum of three (3) reminders will be sent to that member country. Failure to comply within a period of maximum six (6) months from the date when payment was due will result in a penalty fee, debarment from the Plenary Meetings and from EPSF activities.
- 12.2.2. Penalty fees shall be determined by the Secretariat and the Treasurer and shall be approved at the Plenary Meeting.
- 12.2.3. PERSILAT must be informed of any case where a member country defaults on payment within one (1) calendar month.

12.3. General Financial Matters

- 12.3.1. The financial year runs from 1 Jan to 31 December.
- 12.3.2. The country where the current domicile resides shall open and operate such bank or other accounts as are required for the efficient execution of its duties and responsibilities. The Secretariat may also institute a petty cash account with the prior agreement of the Treasurer and Executive Board; whenever possible the account shall be held in an interest-bearing account in the country of domicile.
- 12.3.3. The bank account shall be in the currency of the country of domicile.
- 12.3.4. Should the country of domicile change, funds held in the account must be transferred to the country that will hold the domicile for the forthcoming period.
- 12.3.5. Should the country of domicile change the current domicile country may retain some funds to keep the account and/or to pay invoices that may not be due at the time of transfer.
- 12.3.6. The maximum funds that can be retained can be no more than EUR 150 or the equivalent in the currency of the country of domicile; any additional funds must be approved at the Plenary Meeting.

- 12.3.7. The country holding the domicile is to coordinate and liaise with the country holding the next domicile so that the transfer is done without interruption and Federation business will not be affected.
- 12.3.8. It shall be the duty of the Secretariat to collect all annual membership fees payable to the Federation by the Members and to pass them to the Treasurer upon receipt.
- 12.3.9. The Secretariat shall honour any liability entered into on behalf of the Federation PROVIDED THAT such liabilities were correctly authorised beforehand.
- 12.3.10. A financial statement must be prepared every six (6) months and circulated to all members of the Executive Board.
- 12.3.11. The assets of the EPSF shall be used only to settle liabilities and obligations entered into and authorised by the Federation; the liabilities of any member country shall be excluded.
- 12.3.12. All moneys raised by or on behalf of the Federation shall be applied to further the aims and ideals of the Federation and for no other purpose.

12.4. Signatories to Bank Accounts

- 12.4.1. There shall be two signatories to any National bank account of the Federation, these shall be the Secretary General or such other person as the Executive Board may determine and the Treasurer.
- 12.4.2. If possible, the bank mandate shall provide that the signature of one signatory may authorise any payment under EUR 150 or the equivalent in any national currency of the current country of domicile of the Federation, and that two signatories shall be required to authorise any payment over EUR 150.
- 12.4.3. It shall be the duty of the Treasurer for the time being to ensure that any such bank mandate is amended from time to time as may be necessary. Any amendment to the bank mandate must be approved by the Executive Board.

12.5. Financial Records

- 12.5.1. The financial records must show a true and fair view of the affairs of the Federation and must be kept and maintained by the Treasurer and/or the Secretariat.
- 12.5.2. The Treasurer shall prepare a financial report for the relevant financial year of the Federation and submit them to the auditor for approval if deemed necessary.
- 12.5.3. The Treasurer shall present a financial report to the Plenary Meeting for acceptance.
- 12.5.4. The Federation shall comply with all relevant tax and excise regulations of the country of domicile.

12.6. Audit of Accounts

- 12.6.1. The financial books of the Federation shall be closed on 31 December in each year and, if deemed necessary, submitted to the Auditor for approval no later than two (2) months after the end of the financial year, or in accordance with the legal

requirements of the country of domicile.

- 12.6.2. The auditor shall be proposed by the Secretariat or the Treasurer and approved at the Plenary Meeting and must be a firm of accountants or other competent person(s) and not be a member of the Federation.
- 12.6.3. The auditor shall be eligible for re-appointment in consecutive years.

Article 13 Elections and voting

- 13.1. At a Plenary Meeting members of the federation may nominate someone from amongst themselves or any other person of good standing to be President, Vice President or Head of Technical Council of the EPSF.
- 13.2. The Plenary Meeting will nominate and confirm the domicile of the federation; the Secretary General and Treasurer shall be nominated by the elected country of domicile and accepted by the members at the Plenary Meeting.
- 13.3. The Plenary Meeting will nominate and elect the President, Vice President and Head of Technical Council.
- 13.4. When nominating members to the Secretariat the following should be considered:
 - 13.4.1. National option:
All office holders shall be from the country of domicile for the tenure of the domicile.
 - 13.4.2. International option:
The Secretary General, Secretariat and Treasurer are from the country of domicile; the President and Vice President can be from a different country.
- 13.5. The President and/or PERSILAT shall hold the deciding vote in a tie.
- 13.6. Appeals against decisions shall be lodged with the Secretariat in the first instance and must also be submitted to the Executive Board and PERSILAT.
- 13.7. Appeals will not delay the implementation of such decisions.

Article 14 Disciplinary Procedures

- 14.1. Those Members of the Federation whose behaviour falls short of the high standards expected shall be warned in writing by the Secretariat. Should their behaviour continue to be unacceptable then the Executive Board may terminate their membership.
- 14.2. The rules as stated in Article 8.4. of this Standing Order (Termination/suspension of membership) shall apply.

Article 15

Language of the Federation

- 15.1. English is the language used for international communications by PERSILAT and shall therefore be the official language of the EPSF.
- 15.2. The need for one single language is reinforced by the fact that records need to travel from one country to another whenever the domicile moves. All correspondence, memos and notes of the EPSF shall be in English.
- 15.3. Any documents that are in another language shall be translated into English and attached to the relevant document. Translations, whenever necessary, must not incur any costs for the EPSF.

Article 16

Amendment of the Standing Order

- 16.1 Amendments, alterations or additions to this Standing Order may only be made at a Plenary Meeting and if agreed by a two-thirds majority of members – this majority being of all member countries, not only those present at a particular meeting.
- 16.2 Proposals on amendments to the Standing Order must be submitted to the Executive Board at least three (3) weeks before the Plenary Meeting.
- 16.3. The European Federation can only be liquidated as a result of an unanimous decision taken by **all** member countries, or at the request of PERSILAT, in a special meeting called for this purpose (this meeting is to include the Treasurer, to ensure that any funds in the Treasury are protected.)

Article 17

Conclusion

- 17.1. Matters that are not included or regulated in this Standing Order and/or the PERSILAT Constitution shall be put to the Executive Board and the Plenary Meeting.
- 17.2. This Standing Order shall be amended if and when necessary, but in any case when a decision has been reached with regard to matters not included.
- 17.3. This Standing Order is valid from the date determined by the first Plenary Meeting, i.e. the 22 September 2001.

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