

## Malta Paralympic Committee

### The Statute

#### 1. Name

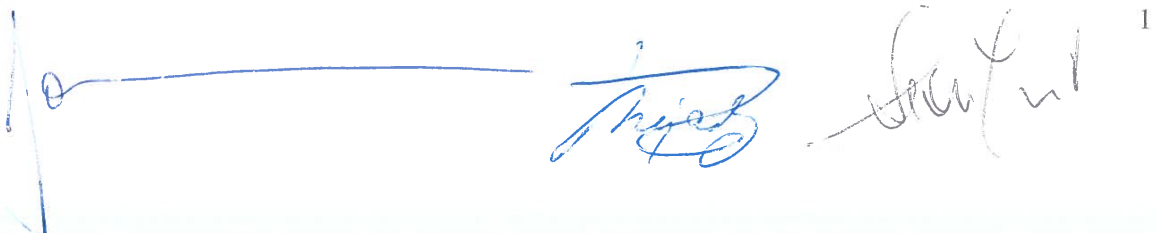
- 1.1 The Organisation shall be known as the Malta Paralympic Committee (MPC). In the interpretation of this Statute, the acronym MPC shall refer to this Organisation.
- 1.2 The Maltese Paralympic Emblem shall be the emblem as approved by the MPC in accordance with the guidelines of the International Paralympic Committee (IPC) and as approved by the IPC, and this shall be the exclusive property of the MPC.
- 1.3 The MPC is a non-profit Organisation and individual members of the MPC, with the exception of those who devote themselves to the administration of the Organisation, shall accept no salary or bonus of any kind in consideration for the performance of their functions.
- 1.4 The registered address of the MPC is c/o Malta Paralympic Committee, Volunteer Centre, 181, Melita Street, Valletta, VLT 1129, Malta, or as may be designated by the Executive Committee from time to time.

#### 2. Mission Statement

- 2.1 The mission of the MPC is to enable Para athletes in Malta and Gozo to achieve sporting excellence and to inspire and excite their communities.
- 2.2 The MPC shall act as the national governing body for sports governed by the IPC and shall support the vision and aspiration of the Paralympic Movement in contributing towards a more inclusive society for persons with physical impairments in Malta and Gozo through Para sport.

#### 3. Objectives

3. The Organisation shall have the following objectives:
  - 3.1 To promote opportunities in sport for persons with physical impairments;
  - 3.2 To provide comprehensive information to the potential participants and their families about various sporting opportunities that exist for persons with physical impairments;
  - 3.3 To establish a point of social contact and support to affiliated members, associates and the general public;



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- a. Properly constituted, active National Associations/Federations or organisations that are not eligible (i.e. not in the Paralympic Programme) for full membership but who contribute to the overall development of Para sport activities in Malta and Gozo.
- b. National Federations governing Para sports governed by the IPC.
- c. Honorary Members: individuals with meritorious and outstanding service to the Paralympic Movement in Malta and Gozo.

For a full list of sports on the Paralympic Programme and recognised International sport organisations refer to the Paralympic Sport Structure of the MPC at the time of application for membership.

## **7. Membership Rights and Obligations of Full Members**

### **7.1 Membership Rights**

Members shall have the right to:

- a. Be represented by one member who will be entitled to vote at all general meetings of the MPC provided that their membership is up to date.
- b. Nominate candidates for the Executive Committee elections;
- c. Submit motions and be heard;
- d. Participate in all MPC activities, subject to meeting eligibility criteria of the respective activity.

### **7.2 Membership Obligations**

Members shall have the obligation to:

- a. Develop, promote and protect the MPC's vision and mission in accordance with any MPC bylaws, codes, rules and regulations and abide by all MPC decisions;
- b. Respect the authority of the MPC to select and enter Para athletes and officials into the Paralympic Games and other IPC recognised competitions;
- c. Pay the annual membership fee according to the amount and policy established at the MPC General Meeting.

## **8. Membership Rights and Obligations of Associate Members without voting rights**


### **8.1 Membership Rights**

Members shall have the right to:

- a. Be represented by one member who will be entitled to speak at all general meetings of the MPC provided that their membership is up to date;
- b. Participate in all MPC activities, subject to meeting eligibility criteria of the respective activity.

### **8.2 Membership Obligations**

Members shall have the obligation to:



- a. Develop, promote and protect the MPC's vision and mission in accordance with any MPC bylaws, codes, rules and regulations and abide by all MPC decisions;
- b. Respect the authority of the MPC to select and enter Para athletes and officials into the Paralympic Games and other IPC recognised competitions;
- c. Pay the annual membership fee according to the amount and policy established at the MPC General Meeting.

## 9. Applications for Membership

All properly constituted, active National Associations/Federations/Sport Unions that intend to affiliate themselves with the MPC shall submit their intention in writing to the MPC, together with the applicable registration form. The MPC Executive Committee shall decide whether the application is accepted or otherwise and the type of membership allocated to the applicant.

## 10. Suspension/Termination of Membership

### 10.1 Suspension of Membership

The Executive Committee of the MPC will have the right to suspend a member for any of the following reasons:

- a. Failure to pay the annual membership fee as determined at the General Meeting
- b. Not fulfilling the criteria for Membership stated in the Statute
- c. Not complying with the obligations of Members, as defined in the Statute

10.2 Before a Member is suspended, the Member shall have the right to be heard either in person or in writing by the Executive Committee.

10.3 The Executive Committee shall inform the General Meeting of all suspensions in progress.

10.4 A Member under suspension loses all rights and privileges of membership. In particular, a Member shall not be entitled to be heard, except with respect to their suspension, or vote at meetings of Members, and/or enter athletes in competitions, and/or participate in MPC activities.

### 10.5 Termination of Membership

A Member may be terminated when:

- a. A suspension exceeds two (2) consecutive years. In this case the Executive Committee shall bring forth a recommendation to the appropriate General Meeting for either continued suspension or termination of membership.
- b. A Member withdraws its membership by delivering to the Executive Committee its written notice of withdrawal of membership. The resignation shall take effect at the time of such delivery unless a later date is specified in the resignation.
- c. Automatically upon dissolution of a Member's organisation.



## 11. General Meetings

- 11.1 The MPC shall have one General Meeting every year, which shall be known as the Annual General Meeting (AGM). Other General Meetings of the MPC shall be known as Extraordinary General Meetings. The AGM of the MPC shall be held prior to the end of the calendar year:

PROVIDED that the AGM and in any case by not later than the applicable statutory deadline applicable under Subsidiary Legislation 492.01 (Voluntary Organisations Act, Chapter 492 of the laws of Malta), as set out below:

### Category 1:

If the gross income of the MPC is less than 50,000 Euro, the AGM must be held by not later than **15<sup>th</sup> March** of each year.

### Category 2:

If the gross income of the MPC is more than 50,000 Euro but less than 250,000 Euro, the AGM must be held by not later than **30<sup>th</sup> April** of each year.

### Category 3:

If the gross income of the MPC is above 250,000 Euro, the AGM must be held by not later than **31<sup>st</sup> August** of each year.

PROVIDED FURTHER that if the statutory deadline established under the applicable legislation is amended, the AGM of the MPC shall be held in accordance with such statutory deadline as amended.

- 11.2 Extraordinary General Meetings may be convened by the Committee at any time upon a request signed by not less than fifty per cent (50%) plus one (1) of the registered, paid-up Members indicating the agenda of the meeting.
- 11.3 At least one (1) month's notice in writing of all such general meetings shall be sent to the Members of the MPC. A notice is considered to be sent either through the normal course of post or by email. The non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting. The notice shall include the date, time and place of the meeting, agenda and any such information as decided by the Committee including nominations to fill the official posts and an invitation of alterations/amendments to the Statute.



- 11.4 Nominations for the election of members of the Executive Committee shall be communicated in writing to the Secretary General of the MPC at least thirty (30) days before the AGM. Each nomination is to be recommended by the President or Secretary General of any MPC Member and seconded by at least one other MPC Member.
- 11.5 The President and Secretary General of the MPC shall relinquish their post as President, Secretary General or Treasurer of any affiliated Association/Federation/Sports Union, if they hold such posts on being elected as officers of the MPC.
- 11.6 All nominations received shall be circulated at least ten (10) days prior to the AGM.
- 11.7 Amendments to the statute may be proposed by the Executive Committee or by Members with voting rights. Submissions for motions to alter the Statute shall be communicated in writing to the Secretary General of the MPC at least thirty (30) days before the AGM. All motions will be circulated at least one week prior to the AGM. Amendments to the MPC statute shall require a vote of two-thirds (2/3) of the Members present. Such amendments must be submitted to the IPC for approval and the most recent version of the statute (in English language) shall always be provided to the IPC.
- 11.8 The Agenda of the AGM should include:
- a. Registration of members present.
  - b. Roll Call
  - c. Introduction by President, MPC
  - d. Approval of Minutes of the previous AGM
  - e. Approval of Administrative Report
  - f. Approval of Audited Financial Statements
  - g. Election of the Executive Committee members
  - h. Appointment of Auditor
  - i. Amendments to the Statute
  - j. Motions
  - k. Other Matters
- 11.9 The AGM should commence at the advised time but if there is no quorum i.e. fifty per cent (50%) plus one (1) of the registered, paid-up Members, then the AGM should be postponed until a quorum is reached but if no such quorum is reached within fifteen (15) minutes from the original notified time then the meeting will commence with the Members present.
- 11.10 In the first AGM of the MPC, which will be referred to as the first Elective General Meeting, the Members with voting rights of the MPC will elect the Executive Committee, as stipulated in Article 13.2. Every other Elective General Meeting will be held in the calendar year immediately following the Summer Paralympic Games (every 4 years).



11.11 A copy of the minutes (written in the English language), containing information relating to changes to the composition of the Executive Committee and the official contact details, must be sent to the IPC as soon as they occur, and shall be made available upon request by the IPC.

11.12 The statute shall be signed by at least three (3) members of the executive committee of the MPC, including, as a minimum, the President and Secretary General of the MPC.

## 12. Voting Powers at General Meetings

At General Meetings, all affiliated and paid-up members with voting rights shall be entitled to vote. Each Member may be represented by not more than two delegates at General Meetings. Each member is allowed only one vote.

## 13. The Executive Committee

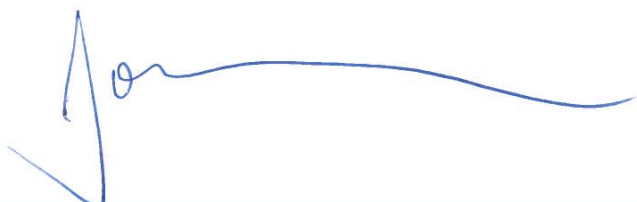
13.1 The Executive Committee is the representative of the MPC membership and, as a minimum, includes the following elected positions:

- a. One (1) President
- b. One (1) Secretary General
- c. One (1) Treasurer
- d. Four (4) Members at large
- e. One (1) Athlete Representative (elected by the athletes)

13.2 The Executive Committee shall consist of a minimum of eight (8) members (i.e. those listed in 13.1 above) and a maximum of ten (10) members (subject to the proviso below), of which one-fifth (1/5) must be of different gender.

For the avoidance of doubt, the one-fifth (1/5) requirement may be satisfied by means of a co-option of gender representative candidates, which co-option may be exercised by the Executive Committee, and which shall be subject to the approval of the AGM and provided further that the maximum of ten (10) members shall be increased pro-rata to cater for the number of gender representative candidates so co-opted. The co-opted Executive Member shall remain in office until the next AGM and will be eligible for subsequent co-option(s). At the Elective General Meetings referred to in Article 11.9, the Executive Committee members shall be elected for a period of four (4) years starting from the day of the AGM, except for the members elected at the first Elective General Meeting, who shall hold office until the calendar year immediately following the upcoming Summer Paralympic Games.

The Executive Committee members shall have the possibility of being re-elected for the next term of office for a maximum of two (2) times, whether consecutively or otherwise. If an



individual is elected to the Executive Committee in a different capacity, that individual shall be entitled to remain in office, if re-elected, for three (3) terms.

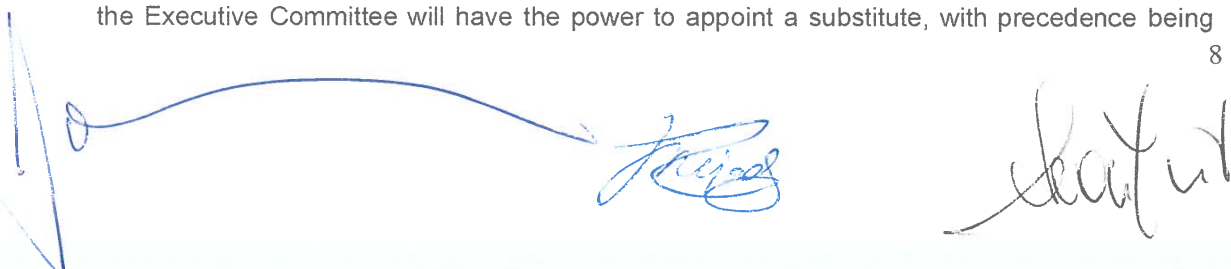
- 13.3 Nominees for the posts of the Executive Committee have to be nominated and seconded as prescribed in Article 11.
- 13.4 The nominated candidates must signify their acceptance in writing, together with a declaration that they intend to attend at least seventy five per cent (75%) of the Executive Meetings. All nominations are to be acknowledged in writing.
- 13.5 The legal and judicial representation of the MPC shall be vested jointly with the President and the Secretary General. The President and the Secretary General shall each be entitled to delegate the representation of the MPC to other members of the Executive Committee, provided that such delegation shall be made in writing, is notified to the Executive Committee in writing, and limited to the matters, and/or for the duration, specified in such written notice. The Bank signatories shall be the Treasurer, jointly with either the President or the Secretary General .
- 13.6 The Executive Committee shall include an Athletes' Representative as an ex-officio position with voting and speaking rights. Such position shall be granted to the Chairperson of the Paralympic Athletes' Council. In the event that the MPC does not have a formed Paralympic Athletes' Council, the existing Para athletes affiliated with any MPC Member must nominate a Para athlete and vote for the Athlete Representative.

#### **14. Responsibilities of the Executive Committee**

- 14.1 The Executive Committee shall have the full power of authority to represent the MPC. In exercising this authority, responsibilities of the Executive Committee shall include:
- a. To ensure effective governance of the Organisation;
  - b. To interpret the vision set by the Members at the AGM;
  - c. To approve the MPC policies;
  - d. To ensure that the directions set by the Members at the AGM are implemented;
  - e. To decide the MPC's budget, subject to the approval during the AGM;
  - f. To appoint a certified auditor;
  - g. To determine, implement, and interpret the bylaws, codes, rules, and regulations of the MPC.

14.2 Specific duties of the President:

The President shall be the Head of the MPC and will assume the general representation of the Organisation in local and international spheres. The President will be responsible to call and chair all meetings of the MPC. In the absence of the President, provided a quorum is available, the Executive Committee will have the power to appoint a substitute, with precedence being

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given to the Secretary General, followed by the Treasurer, to conduct the meetings. The President will also be responsible along with the Secretary General for the raising of the agenda for all meetings.

**14.3 Specific duties of the Secretary General:**

The Secretary General is responsible for the keeping of minutes of all meetings, dealing with correspondences and keeping data records of Members and activities organised by the said Members. He/she is also responsible for the preparation of the Minutes and Administration report to be presented during the AGM.

**14.4 Specific duties of the Treasurer:**

The Treasurer will be responsible for all monies and goods belonging to the MPC. He/she will be responsible to collect monies due to be receivable by the MPC. The Treasurer is responsible for the preparation of the financial statements that have to be audited by a certified auditor appointed in the previous AGM.

**15. Filling of Vacancies**

In the event that one or more of the elected positions of the Executive Committee become vacant, or in exceptional circumstances (including that the minimum gender representation is not satisfied), the Executive Committee shall have the right to appoint a full voting member to the Executive Committee. Such appointment must be ratified by the Members at the next AGM.

**16. External Advisors**

The Executive Committee is authorised to appoint independent individuals to serve as External Advisors, consisting of non-Members, with the aim of supporting it in its role and improving the welfare or conditions of both its Members and the Organisation itself. The External Advisors may attend meetings of the Executive Committee and contribute to the work carried out by the Executive Committee, however do not have voting rights at such meetings.

**17. Executive Committee Meetings**

17.1 The Executive Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The Executive Committee shall meet at least once every two months.

17.2 The quorum necessary for the transaction of the business of the Executive Committee shall be fifty per cent (50%) plus one (1) of the number of members of the Executive Committee provided that if no quorum is present within fifteen (15) minutes from the time appointed for the meeting, provided three (3) members are present, the meeting shall proceed accordingly.

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- 17.3 A member of the Executive Committee shall be deemed to be present at a meeting of the Executive Committee if he participates by telephone or other electronic means and all members of the Executive Committee participating in the meeting are able to hear each other. If any member of the Executive Committee participates by telephone or other electronic means, the minutes of the meeting shall be signed by the Secretary General as well as the member of the Executive Committee who was participating remotely.
- 17.4 Matters decided at any meeting of the Executive Committee shall be decided by a simple majority of votes. In case of an equality of votes, the President shall have a casting vote.
- 17.5 A resolution in writing, signed by all the Members of the Executive Committee shall be deemed as valid and effective as if it had been passed at a meeting of the Executive Committee duly convened and held. Provided that a resolution in writing shall only be valid and effective if it is signed by all the members of the Executive Committee and if it states clearly the date when each of the members of the Executive Committee enter their signature on the resolution in writing.

## 18. Council

- 18.1 The Council shall have the power to administer the affairs of the MPC, to set strategy on achieving the objectives of the MPC and to facilitate the discussion and decision-making process between MPC and its Members.
- 18.2 The Council shall consist of the Executive Committee of the MPC and up to two (2) representatives from each registered and paid-up Member.
- 18.3 MPC Members shall each year, forward to the Secretary, the names and addresses of their delegates and substitute delegates to represent them in the General Meetings and Council Meetings. Notice of Council Meetings shall be given at least one (1) week in advance.
- 18.4 The Council shall meet at least once a year and such meeting shall not be held in the same half of the year as the Annual General Meeting. Documents to be discussed and approved by Council shall be submitted to all council members at least thirty (30) days prior to the meeting.
- 18.5 Twenty-five per cent (25%) of all the Members of the MPC having the right to vote shall form a quorum at all meetings. If the said quorum is not attained within fifteen (15) minutes from the time appointed for the meeting, the meeting shall proceed with the Members present. The Executive Committee shall have one vote.

## 19. Finance

- 19.1 Membership fees are those proposed and approved at the General Meeting. The Secretary General shall keep proper records of membership of the MPC. Monies received are to be

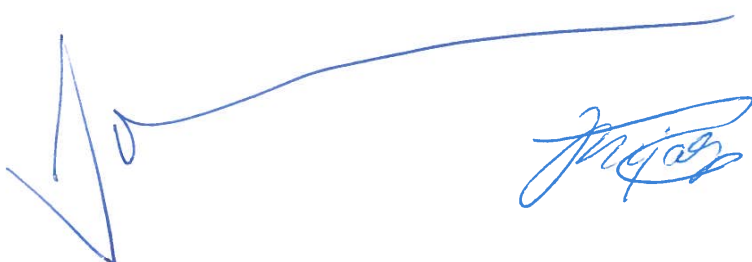
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duly receipted. All accounts are to be kept in accordance with standard accounting practices by the Treasurer.

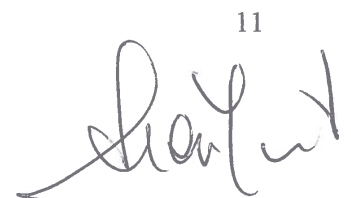
- 19.2 Claims for payment shall be approved by the Executive Committee; if it is necessary to make a payment before it is authorised, such payment shall be certified as to its correctness and urgency by the President.
- 19.3 All sums collected shall be paid into a Bank Account in the name of the MPC but the Executive Committee may decide to keep a cash float of a specified amount for petty expenses. Cheques shall be signed as indicated in Article 13.5 of the Statute.
- 19.4 The Financial year of the MPC shall be the end of the calendar year. The Treasurer shall finalise the accounts of the MPC within three (3) months after the close of the financial year and these are to be presented to the AGM.

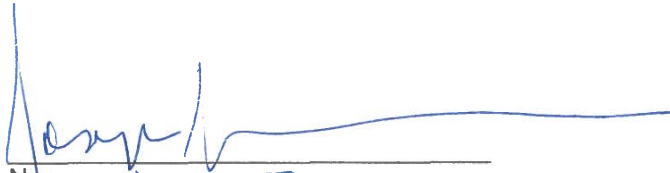
## 20. Dissolution

- 20.1 Dissolution may occur by decision of an Extraordinary General Meeting, called specifically for this purpose or automatically upon termination by the IPC by recommendation of the IPC General Assembly.
- 20.2 If at any time the MPC shall pass in General Meeting by a majority comprising two-thirds (2/3) of all the registered Members present and entitled to vote, a resolution of its intention to dissolve, the Executive Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the General Meeting; and thereupon the MPC shall for all purposes be dissolved.
- 20.3 In the event of dissolution of the MPC, any remaining funds and/or property shall be donated to a voluntary non-profit making organisation or a charitable institution selected and approved at the General Meeting.



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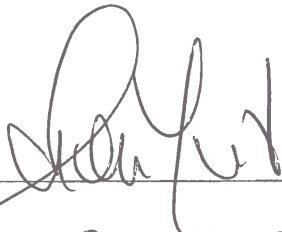




Name: PROF JOSEPH W SLEMA  
President



Name: Dr. Julian Bqicda  
Secretary General



Name: SIMON ZAMMIT  
Treasurer

The Malta Paralympic Committee was established on 6<sup>th</sup> July 2018.