



**2018 CONSTITUTION OF THE
EUROPEAN TENNIS FEDERATION**

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I) GENERAL PROVISIONS

1. NAME AND LEGAL FORM

With the name “European Tennis Federation” (hereinafter called the Federation or Tennis Europe) there exists an association within the meaning of Article 60ff. of the Swiss Civil Code.

The Federation is a Regional Association affiliated to the International Tennis Federation, hereinafter called the ITF (ITF; Article 7 of the Constitution of the ITF).

2. HEADQUARTERS

The Federation’s headquarters are located in Basel, Switzerland.

3. OBJECTIVES

The objectives of the Federation shall be to:

- a) promote and develop the game of Tennis in all its forms in Europe at all levels as may appear expedient to the Members without unfair discrimination on grounds of colour, race, nationality, ethnic or national origin, age, sex or religion.
- b) strengthen and develop the bonds of friendship and co-operation with the Members and all other related tennis bodies and to improve links between Affiliated Members.
- c) contribute to a better understanding of the state of tennis in Europe, with emphasis on its values, fundamentals and beliefs.
- d) safeguard the interests of Members and of the Federation as a regional body.
- e) uphold the Constitution of the ITF.
- f) execute all functions which the ITF may delegate.
- g) employ the funds of the Federation in such a manner as shall be deemed to be in the best interests of the game.
- h) establish, promote and co-ordinate development and educational programmes within the region.
- i) promote and encourage the training of coaches, referees and court officials.
- j) promote and control the holding of European Championships, Cup Competitions and Tournaments, at Senior, Professional and Junior level and to regulate and manage such events.

II) MEMBERSHIP

4. MEMBERSHIP

A. General Provisions

The Federation has Members, Associate Members and Affiliated Members to be accepted by the Annual General Meeting and as described hereinafter.

Any decision of the Annual General Meeting concerning Membership requires at least a two thirds majority of the votes cast.

Membership rights and obligations start as from 1st January of the year following the positive decision of the Annual General Meeting.

B. Full Membership

- a) The Federation shall be open to any European National Tennis Federation/ Association responsible for the game of tennis in its country or territory which is
 - an independent country or territory that is a Member state of the United Nations, or
 - a Member of its National Olympic Committee (provided that such National Olympic Committee is recognised by the International Olympic Committee),and which, in the opinion of the Annual General Meeting, is sufficiently mature in tennis matters to be a Full Member.
- b) Under special circumstances, a Tennis Federation / Association of a country not situated in Europe and not affiliated to another Regional Association may be accepted as a Full Member.
- c) Full Members are split into three categories as specified in Appendix 1. Any amendment of Appendix 1 is subject to the approval of the Annual General Meeting.
- d) On admission a Full Member shall have one vote.
- e) In the event that either a country for which a Full Member is responsible for tennis has been divided into two or more countries or two or more countries for which two or more Full Members are responsible for tennis are merged into one country, the membership of the respective Full Members shall be re-evaluated and Appendix 1 shall be amended accordingly.
- f) A Full Member can apply for an increase or a decrease in votes from the next higher or lower group respectively, effective from January 1 following the approval of the Annual General Meeting, by giving notice of such a motion according to Article 10 e) hereinafter. No such application shall be accepted within three years since the last increase or decrease.

C. Associate Members

- a) Under special circumstances, the National Tennis Federation / Association of a country not situated in Europe and not affiliated to another Regional Association may be accepted as an Associate Member.
- b) Associate Members shall have no voting rights. Their membership fee shall correspond to the lowest group fee in operation.

D. Affiliated Members

- a) A European non-profit Organisation concerned with the benefit, development, interest and promotion of tennis, but not being responsible for tennis in a specific territory, may be accepted as an Affiliated Member.

- b) Affiliated Members have no voting rights. Their annual membership fee shall be determined by the Annual General Meeting.

5. ADMISSION AND MEMBERSHIP PROCEDURE

- a) An applicant wishing to become a Member of the Federation or to increase or decrease under Article 4 B. lit. f) shall submit a written application to the Chief Executive Officer.
- b) The application must include the following:
 - i. the Constitution of the applicant
 - ii. a declaration whereby the applicant undertakes to observe the Federations' Constitution, regulations and decisions at all times
 - iii. documents giving information about the internal organization of the applicant, as well as any competition staged by the applicant
 - iv. names of the members of the board of the applicant.
- c) The Board of Management may refuse to submit to the Annual General Meeting a membership application, which does not comply with the requirements of Article 4 or 5 of this Constitution.

6. RESIGNATION, SUSPENSION, TERMINATION AND EXPULSION

- a) A Member may resign with effect from the end of the financial year by giving at least three months' written notice to the Chief Executive Officer sent by registered letter. A resigning Member must settle all its outstanding financial obligations towards the Federation prior to the termination of its membership. Membership fees may not be refunded to a resigning Member.
- b) A Member, whose continued membership seriously damages the international standing of tennis, may be suspended as a Member of the Federation by a resolution of a General Meeting passed by a majority of at least two thirds of the votes cast. Any such suspension shall be effective at the conclusion of the respective General Meeting.

A suspended Member is not entitled to submit motions, to attend or exercise voting rights at any General Meeting and shall not participate in the official events of the Federation.

- c) A Member who does not adequately represent the game of tennis in its country or territory, or who has seriously violated this Constitution may be expelled from the Federation by a resolution of a General Meeting passed by a majority of at least four-fifths of the votes cast.
- d) A Member, who fails for two successive years to pay the membership fee, may, on motion of the Board of Management, either
 - i. be suspended according to subparagraph b) hereinabove, or
 - ii. be expelled according to sub-paragraph c) hereinabove.

7. RE-ADMISSION

A. General Provisions

- a) Any former Member may, after meeting the requirements set out below, be re-admitted as a Member by a resolution of the Annual General Meeting passed by a majority of at least two thirds of the votes cast.

- b) Article 5 shall apply accordingly to any application for re-admission.
- c) Subject to sub-paragraph d) below, the following payments by the applicant shall be a condition precedent to such re-admission:
 - i. any membership fee arrears of the applicant;
 - ii. the membership fee for the year of re-admission; and
 - iii. only in the case of expulsion pursuant to Article 6 c): a penalty of the amount equal to one year's membership fee.
- d) The Annual General Meeting may, in exceptional circumstances, waive the payment of any sums mentioned in sub-paragraph c) hereinabove.

B. Suspended Members

- a) For the lifting of the suspension of suspended Members the General Provisions(sub-paragraph A. hereinabove) apply accordingly.
- b) After the resolution lifting the suspension has been passed by the General Meeting, the re-admitted Member is permitted to participate in the Federation's official events and exercise any right as a Member.
- c) Any Member who is suspended pursuant to Article 6 d) may, when it has paid in full any outstanding membership fee, apply for a lifting of that suspension and have its suspension lifted at the discretion of the Board of Management with readmission effective from 1st January the following year.

III) ORGANISATION

8. GOVERNING BODIES OF THE FEDERATION

The governing bodies of the Federation are:

- A. the General Meeting of Members
- B. the Board of Management
- C. the Auditors

A. GENERAL MEETING OF MEMBERS

9. POWERS

The General Meeting of Members is the supreme authority of the Federation and deals with all business attributed to it by this Constitution. Its powers shall be to:

- a) approve the annual report of the Board of Management and the annual financial statements and discharge the Board of Management from responsibility in respect of the past financial year
- b) elect the members of the Board of Management and the President
- c) appoint the Auditors
- d) amend the Constitution
- e) resolve membership issues (admission, membership status changes, suspension, expulsion, re-admission and, subject to Article 7 B. lit. c), lifting of the suspension)
- f) elect Honorary Positions
- g) elect the recipients of the Tennis Europe Award
- h) resolve other Motions and Nominations
- i) determine the membership fees
- j) dissolve the Federation.

10. NOTICE AND AGENDA

- a) The Annual General Meeting shall be held not later than May 31st in each year.
- b) An Extraordinary General Meeting may be called at any time either by decision of the Board of Management or upon request in writing from at least one-fifth of the Members' aggregate votes capable of being cast.
- c) Written notice of every General Meeting stating the date, time and place thereof shall be given to each Member:
 - i. in the case of an Annual General Meeting, of not less than three months; and
 - ii. in the case of an Extraordinary General Meeting, of not less than one month, stating the reason and the agenda as well as the motions for the Extraordinary General Meeting.
- d) At least one month before the date of the Annual General Meeting the Chief Executive Officer shall send to each Member a notice of the Agenda for the Meeting together with the motions of the Board of Management and with all reports and the annual financial statements as well as any written explanations on agenda items.
- e) If a Member wishes to have an item added to the agenda of the Annual General Meeting, the request, together with the specific motion, must be provided to the Chief Executive Officer at least two months prior to the meeting. A Member whose membership fees and dues are in arrears is not entitled to bring forward any item to be on the agenda other than the item of its reduction in membership status.
- f) The General Meeting may validly pass resolutions only on agenda items of which notice has been given according to this Constitution. However, the Full Members may bring forward motions on any item of the agenda without giving notice of such motion in advance.

11. CONDUCT OF GENERAL MEETING

- a) The quorum for any General Meeting to be held shall be one half of the Full Members' votes according to Appendix 1 of this Constitution. A vote may be taken even if at any time after the constitution of the General Meeting some of the Full Members delegates have left the conference hall.
- b) The General Meeting is chaired by the President or in his absence, by a Vice-President or another member of the Board of Management designated by the Board of Management. At the beginning of each General Meeting, the Chairman designates three scrutineers and a recorder and ensures that the meeting may be held efficiently and according to this Constitution and the law.
- c) The Chairman decides the procedure of passing resolutions and elections (open, secret by way of ballots or electronically), if this Constitution does not prescribe otherwise. If Full Members representing at least two thirds of votes present request it, the resolution and election shall be passed secretly.
- d) Each Member may be represented by not more than two delegates who must be nationals of the country of the federation or association they represent. Members whose membership fees and dues are in arrears may not be represented at a General Meeting.

12. VOTING RIGHTS

- a) The Full Members have the voting rights as specified in Appendix 1 to this Constitution

and shall exercise them through one of its delegates to be named prior to the opening of the General Meeting. Voting by way of proxy or by letter is excluded.

- b) Decisions (resolutions and elections) of the Members at a General Meeting shall be taken by a simple majority of the votes cast, except for decisions subject to a qualified majority according to this Constitution or to the law.

13. ELECTIONS

The President and the members of the Board of Management, with the exception of the Chief Executive, shall be elected by the Annual General Meeting complying with the subsequent requirements.

A. Nomination of Candidates

- a) Nominations may be made only by Full Members and duly authorized by the President, General Secretary or other legally appointed representative of such Member. Article 10 e) applies accordingly.
- b) The nominated candidates shall be citizens of the respective country.
- c) Representatives of a Member whose membership fees and dues are in arrears may not be nominated.
- d) No Member may have more than one representative on the Board of Management.

B. Election of President

- a) The President shall be elected before the other Board members pursuant to the following procedure:
 - i. If there is only one candidate, the candidate shall be declared elected.
 - ii. If there are two candidates, election shall be by secret ballot in which the candidate supported by a simple majority shall be elected.
 - iii. If there are more than two candidates there shall be a series of secret ballots of which each eliminates the candidate having the fewest votes.
- b) In case of a tie there shall be a run-off between the tied candidates. If there is a tie again then the winner shall be determined by drawing lots.
- c) In the event of death, retirement or disability of the President, the Senior Vice-President shall take his office until the next Annual General Meeting or until the disability of the President is removed. The Senior Vice-President shall be the longest serving Vice-President or, if of equal service, the most senior in age.

C. Election of Board of Management

The following procedure shall apply to the election of the Board of Management:

- i. The nominations shall be listed on a ballot paper in alphabetical order and the names of retiring members nominated for re-election shall be marked thereon with an asterisk.
- ii. Voting delegates shall delete the names of those candidates whom they do not wish to elect, leaving the names of those eight candidates they wish to elect. Any ballot paper submitted with more or less than eight undeleted names shall be null and void.

- iii. The eight candidates with the highest number of properly recorded votes shall be declared elected.
- iv. If several candidates poll equal votes and if the number of those candidates exceeds the number of remaining seats, there shall be further elections between those candidates only, to determine the winner of the remaining seat or the winners of the remaining seats. If the result is equal in three consecutive elections, then the winner or the winners shall be determined by drawing lots.

B. BOARD OF MANAGEMENT

14. BOARD OF MANAGEMENT

A. Composition

The Federation shall be managed by a Board of Management consisting of:

- the elected President
- eight elected members one of whom shall be Honorary Treasurer and with a maximum of three Vice-Presidents
- the Chief Executive Officer who is not elected and has no voting rights.

The President and the elected members shall be elected by the Annual General Meeting for a term of three years. The period between two Annual General Meetings is to be considered as one year. Re-election is permitted.

B. Powers of the Board of Management

The Board of Management shall:

- a) be responsible for the Management and Administration of the Federation, including the appointment of the Chief Executive Officer, establishing accounting, financial planning and financial control;
- b) prepare and convene the Annual General Meeting (including preparation of the Annual Report and the Annual Financial Statements);
- c) carry out all directives and decisions taken by the General Meeting;
- d) appoint Committees as required and appoint their Chairpersons;
- e) supervise the persons entrusted with the management of the Federation;
- f) be responsible for any business not reserved for the General Meeting.

The Board of Management shall meet at least twice in each year. The quorum for meetings shall be the President or a Vice-President, who shall prepare and chair the meetings, and four voting members. Decisions are taken by simple majority of votes cast. In the event of a tie the Chairman shall have the right of the casting vote. Circular resolutions are permitted unless a member of the Board of Management requests a meeting.

15. COMMITTEES

A. Tasks and Duties

The Board of Management may decide to establish, and dissolve, Committees who shall advise and assist the Board in fulfilling its duties. Each Committee shall have a specific task and have the number of members as the Board thinks fit.

B. Composition

- a) Based on proposals submitted by the President, the Board of Management appoints the Chairman and the members of each Committee for a term of three years. Reappointments are permitted.
- b) As a general rule whenever possible the Committees shall be chaired by a member of the Board of Management.
- c) In special circumstances, a Committee may include more than one representative from a Member, as well as external specialists as considered necessary.
- d) Only Representatives of Members whose membership fees and dues are not in arrears may be appointed to serve on Committees.

C. Obligations

The Chairperson shall manage and represent their Committee. In consultation with the Chief Executive Officer, the Chairman shall set the dates of meetings of the Committee. The Chairman is responsible for the proper conduct of business and for regularly reporting to the Board of Management.

16. EXPENSES

- a) The traveling and subsistence expenses of delegates to General Meetings or any other meetings and representative visits of members of the Board of Management and of members of Committees shall be paid by their respective Federation/Association in general.
- b) The reasonable expense of the President shall be paid from the funds of the Federation up to a maximum of CHF 20'000. Any remuneration of the President is not permitted.
- c) The reasonable expenses and the remuneration of the Chief Executive Officer and the staff of the Federation shall be paid from the funds of the Federation.

17. OFFICERS

a) The President

The President shall chair the Board of Management and the General Meetings as specified in this Constitution.

b) Vice-Presidents

A maximum of three Vice-Presidents shall be appointed by the President from within the Board of Management at the first Board of Management meeting following the Annual General Meeting for a term equivalent to their term as a member of the Board.

c) Honorary Treasurer

An Honorary Treasurer shall be appointed by the President from within the Board of Management at the first meeting following the Annual General Meeting for a term equivalent to the Honorary Treasurer's term as a member of the Board.

18. HONORARY OFFICERS

A. Honorary Positions:

a) Honorary Life President

Persons who have rendered long and distinguished service as a President of the Federation may be nominated by the Board of Management as an Honorary Life President of the Federation.

b) Honorary Life Vice-President

Persons who have rendered long and distinguished service as a Vice-President of the Federation may be nominated by the Board of Management as an Honorary Life Vice-President of the Federation.

c) Honorary Life Counsellor

Persons who have rendered long and distinguished service for or with the Federation may be nominated by the Board of Management as an Honorary Life Counsellor of the Federation.

B. Election to Honorary Positions

Honorary Positions are subject to election by the Annual General Meetings by a show of hands and a two-thirds majority of the votes cast is required.

C. Rights of holders of Honorary Positions

Holders of Honorary Positions may attend and speak at all General Meetings. However, Honorary Officers elected before 31 March 2011 shall retain their entitlement to attend and speak at Board of Management meetings as well.

C. AUDITORS

19. APPOINTMENT AND FUNCTION

The Annual General Meeting shall appoint a registered, independent auditing company or a registered, independent auditor to audit the accounts and the annual financial statements for the next financial year.

The Auditors shall submit to the Annual General Meeting a written report including an opinion and a recommendation on the audited financial statements.

IV) FINANCES

20. FINANCIAL YEAR

The financial year of the Federation shall be from 1st January to the 31st December. The Annual Financial Statements based on Swiss accounting standards to be determined by the Board of Management shall be prepared and audited as soon as practicable thereafter.

21. MEMBERSHIP FEES

- a) The membership fee shall be adjusted automatically annually on a percentage basis indicated by the Europe index published by the Organisation of Economic Co-operation and Development (OECD) for the previous calendar year.
- b) Independent from the automatic annual adjustment in accordance with paragraph a) above, the Board of Management can propose an extraordinary increase of the membership fee to the Annual General Meeting considering the budget to be prepared and presented by the Board of Management. Unless explicitly resolved otherwise, the extraordinary increase of the membership fee does not apply for subsequent years and the automatic adjustment under paragraph a) above shall apply on the basis of the previous membership fee.
- c) The fees shall be based on the membership status (Appendix 1).
- d) Membership fees shall be paid before the expiry of one month commencing on the date of the Annual General Meeting.

V) TENNIS EUROPE AWARD

22. TENNIS EUROPE AWARD

Persons who have rendered long and distinguished services to the game of tennis through the Federation or their National Associations may be nominated by their National Association or by the Board of Management for the Tennis Europe Award.

The following categories are eligible for nomination:

A. Administrators

Presidents, Chief Executives, General Secretaries or Board of Management members for at least two terms (6 years); Delegates to the Annual General meetings (attendance at 10 Annual General Meetings); Committee members of at least two terms (6 years).

B. Players

Those who have given outstanding services to the game at Davis Cup, Fed Cup, Professional, Senior, Wheelchair Tennis or at Tennis Europe Championships.

C. Officials

Tournament Directors of Official Tennis Europe Championships (at least 10 years); Referees of the Davis Cup Final or Fed Cup Competition (at least 3 times); Referees of Davis Cup Ties (at least 25 ties) and Tennis Europe Official Events (at least 10 years).

D. Coaches

For long and outstanding contribution to tennis teaching, both nationally and internationally.

E. Media

For long and outstanding contribution.

F. National Associations

May also nominate one person per year for long and outstanding contribution to the game of tennis in Europe.

G. Other Constituents

Who have given outstanding services to European Tennis.

The Board of Management may also nominate National Associations or individuals for distinguished services to tennis.

A nomination must be sent to the Chief Executive Officer not later than two months before the intended Annual General Meeting. They will be considered by the Board of Management for approval at the forthcoming Annual General Meeting by a two thirds majority of the votes cast.

For the avoidance of doubt, all awards previously made by the Federation for services to the game of tennis will continue to be recognised and acknowledged.

VI) OFFICIAL EVENTS

23. FEDERATION'S OFFICIAL EVENTS

Only a Member whose subscriptions and dues are not in arrears shall be entitled to participate in the Federation's official Events. Other nations may participate on the written conditions laid down by the Board of Management before any such event.

VII) DOPING

24. DOPING

For the purposes of the ITF Tennis Anti-Doping Programme ("the Programme"), the Federation's Competitions are Covered Events (as that term is defined under the Programme), and so those players who compete in them agree, as a condition of entry, to be bound by, and comply with, all the provisions of the Programme.

The Programme is set out in full on the ITF website (www.itftennis.com/anti-doping) and in a separate rule book that is published and distributed by the ITF to National Associations, and is available upon application to the ITF.

VIII) LEGAL

25. LIABILITY

For obligations and liabilities of the Federation exclusively the assets of the Federation are liable. No Member is liable for any obligations or liabilities of the Federation.

26. ARBITRATION

Any dispute or controversy in relation to the Federation be it between Members or between Members and the Association, shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers of Commerce in force on the date when the notice of arbitration is submitted in accordance with these rules. The number of arbitrators shall be three. The seat of the arbitration shall be Basel. The arbitral proceedings shall be conducted in English. Each party shall bear its own costs. Swiss Law shall apply.

If all parties agree, they may submit such dispute or controversy to the Court of Arbitration for Sport, Lausanne (Switzerland). Apart from that, the provisions of the preceding paragraph shall apply accordingly.

27. ALTERATIONS TO RULES

This Constitution may be amended by a resolution of a General Meeting with a two-thirds majority of the votes cast.

Basel, 25 March 2017

Appendix 1: List of the Tennis Europe Member Nations 2018

APPENDIX 1: LIST OF THE TENNIS EUROPE MEMBER NATIONS 2018

GROUP A – 10 MEMBERS REPRESENTING 30 VOTES

Czech Republic	Netherlands
France	Russia
Germany	Spain
Great Britain	Sweden
Italy	Switzerland

3 Votes for each Member

GROUP B – 18 MEMBERS REPRESENTING 36 VOTES

Austria	Norway
Belarus	Poland
Belgium	Portugal
Bulgaria	Romania
Croatia	Serbia
Denmark	Slovak Republic
Finland	Slovenia
Hungary	Turkey
Israel	Ukraine

2 Votes for each Member

GROUP C - 22 MEMBERS REPRESENTING 22 VOTES

Albania	Kosovo
Andorra	Latvia
Armenia	Liechtenstein
Azerbaijan	Lithuania
Bosnia & Herzegovina	Luxembourg
Cyprus	Former Yugoslav Republic of Macedonia
Estonia	Malta
Georgia	Moldova
Greece	Monaco
Iceland	Montenegro
Ireland	San Marino

1 Vote for each Member

Total of 50 Member Nations
Total of 88 Votes