



## **STATUTES**

**EUROPEAN VOVINAM VIET VO DAO FEDERATION**

**(EVVF)**

Headquarters: 39 rue Barbès, 92120 Montrouge, Paris, France

Registration number: W921002086

# EUROPEAN VOVINAM VIET VO DAO FEDERATION (EVVF)

## STATUTES

### ARTICLE 1. **Name**

On October 16<sup>th</sup> 2010, a Federation was founded by the members of the hitherto statutes in accordance with the French law of July 1<sup>st</sup> 1901 and the decree of August 16<sup>th</sup> 1901. This Federation shall be called “EUROPEAN VOVINAM VIET VO DAO FEDERATION” (abbreviated to EVVF).

### ARTICLE 2. **Objectives**

The EVVF objectives are to promote, organize, regulate and develop the Vietnamese Martial Art VOVINAM VIET VO DAO in Europe.

The EVVF is a non-profit organization.

The EVVF is member of the WORLD VOVINAM FEDERATION (WVVF), of which it is acknowledged as sole representative in Europe.

The study and practice of VOVINAM VIET VO DAO are carried out with respect to the laws governing the practice of sport and cultural activities, thus offering equal opportunities for all regardless of any racial, religious, or political affiliation.

EVVF forbids any kind of discrimination (sex, ethnicity, language, religion, political orientation, etc.) in fulfilling its objectives.

In fulfilling its objectives, the EVVF promotes an anti-doping policy and encourages fair-play and sportsmanship.

The official languages of EVVF are English and French. All EVVF official documents shall be published in at least one of these two languages. The documents needed for the French authorities and institutions will be published in French. Congresses, meetings and sessions must at least be conducted in English. In case of contention, a decision shall be reached based on the English documents.

### ARTICLE 3.    ***Means of implementation***

Prominently, the EVVF's means of implementation are:

- . Congresses.
- . Organization of official European competitions.
- . Organization of seminars.
- . All events beneficial to the EVVF's goals.

### ARTICLE 4.    ***Head Office and Logo***

The EVVF's Office is located at: 39 rue Barbès, 92120 MONTROUGE, FRANCE.

The head office can only change by decision of the Executive Committee, with the approval of the General Assembly.

The EVVF is the sole owner of the EVVF logo and its use. All rights for the use of the EVVF logo and name for purposes of realizing or sale of items with the EVVF logo or name (such as flags, medals, diplomas, badges, shields, ties, gadgets, or other similar items) is exclusively the right of the EVVF.

### ARTICLE 5.    ***Duration***

The EVVF is a permanent organization.

### ARTICLE 6.    ***Structure***

The EVVF consists of individuals and legal entities, which belong to one or more of the following four categories:

- . Charter members: National Federations responsible for signing the statutes and primary founders of the EVVF.
- . Active members: National Federations who regularly take part in activities organized by the EVVF and who contribute to the fulfillment of its goals.
- . Honorary members: individuals or legal entities, who distinguished themselves by past or present services rendered to the EVVF. They are suggested by the Executive Committee to the

Congress, which will rule by a simple majority vote. Honorary members are exempt from paying the membership fees.

. Benefactors: they are individuals or legal entities who give their financial support to the EVVF and to whom the Executive Committee can decide, on a regular basis, to give this title.

## ARTICLE 7. ***Affiliations' requirements***

Only the European National Federations (i.e. national organizations, associations or federations, which govern the practice of Vovinam Viet Vo Dao on their national territory) whose Olympic Committee is approved by the International Olympic Committee (IOC) and practicing Vovinam Viet Vo Dao are allowed to be affiliated to the EVVF as Charter Members or Active Members.

One National Federation is allowed for each country. It must be approved by its own National Olympic Committee or by the highest relevant Sportive Authority, and it must be recognized by the World Vovinam Federation (WVVF).

National Federations wishing to be affiliated to the EVVF must be autonomous organizations in their own country. The president and other members of the Executive Committee must be democratically selected.

National Federations wishing to be affiliated to the EVVF must submit a written request to the General Secretary, who will then send them a form which must be filled in and returned along with the necessary documents and a cheque for the yearly affiliation.

Once the Executive Committee approves the affiliation, it will be on a temporary basis. National Federations with a temporary affiliation will have all the privileges associated with their new status, apart from the right to vote.

The affiliation will be considered final once ratified by the Congress.

If a National Federation has yet to be approved by the National Olympic Committee or by the highest relevant Sportive Authority of its country, it can still apply for an affiliation request. Ultimately, the affiliations decisions are made by the Congress.

In the event of a favorable decision, the affiliation will be temporary and only become final once ratified by the Congress the following year.

The affiliated National Federations will receive proof of their affiliation.

Any change in the legal situation of a National Federation must be notified to the EVVF, no later than 30 days after the change being official. The EVVF's Executive Committee reserves the right to propose the exclusion of members violating the above rule and/or the associated deadline.

## ARTICLE 8.    ***Resignation-Removal***

. Resignation: resigning members should submit their resignation by written notice via certified mail addressed to the President.

. Dismissal: the Executive Committee can decide to dismiss a member and propose this decision to the EVVF Congress which is solely entitled to exclude a member from the EVVF with at least 2/3 majority of the present and represented members with voting rights. Reasons for dismissal include:

+ a breach of the statutes.

+ a serious offense causing moral or physical damages to the EVVF.

+ taking part in activities which create a conflict of interest with the missions of the EVVF.

+ the objectives of the member are no longer compatible with the main objective of developing and promoting Vovinam Viet Vo Dao or are becoming illicit.

+ if the member doesn't pay its membership fees to the EVVF for 2 consecutive years

. Removal: In case of a felony conviction, removal is automatic.

## ARTICLE 9.    ***Rights and duties of the active members***

The active members are entitled to:

. Participate in congresses and meetings.

. Take part in official competitions and seminars.

. Benefit from the privileges and advantages offered by the EVVF.

The active members should allow the EVVF representatives to check its activity and legal situation.

Active members shall be refused to participate in European and International activities, if they fail to:

- a) Respect the rules established by the Executive Committee and by the Congress.
- b) Renew each year their member's status by abiding to the terms and conditions set by the Executive Committee.
- c) Abstain from any sportive contacts with organizations or individuals non-acknowledged by the EVVF or by the WVVF.
- d) Abstain from any sportive contacts with National Federations or individuals who have been suspended by the EVVF.

*In such cases, disciplinary actions can be brought against the affiliated National Federations by the Executive Commission, including the exclusion of that National Federation.*

*National Federations can be excluded from the EVVF solely by decision taken during the Congress. Bans must be approved by at least 2/3 of the voting power expressed by the present and represented members with voting rights in the Congress.*

#### **ARTICLE 10.    *Rights and duties of countries and individuals***

Individuals are entitled to:

- . Take part in any EVVF activity via their respective National Federation.
- . Wear the official EVVF uniform.
- . Be recommended for elective offices.

Individuals can be suspended if they fail to:

- a) Take part in the EVVF's activities with loyalty and in concordance with the EVVF rules.
- b) Abstain from any sportive contacts with organizations or individuals non-acknowledged by the EVVF or by the WVVF.
- c) Abstain from any sportive contacts with National Federations or individuals who have been suspended by the EVVF.

Any individual in breach of conditions a), b) or c) above shall be liable to disciplinary actions as set forth herein.

Penalty for not sending referee to the European Championships.

## ARTICLE 11.    ***Financial resources***

The financial resources of the EVVF shall comprise (among others):

- . Membership fees from the affiliated European countries. The amount of these fees shall be determined later by the Congress.
- . Fees paid to take part in competitions, seminars, examinations and other activities. The amount of these fees shall be determined later by the Executive Committee.
- . Donations made by generous members.
- . Subsidies remitted by involved Countries and local Communities.
- . Monies received in return for services rendered by the EVVF.
- . Other legal financial resources.

The EVVF accounting period coincides with the sportive season, which starts on September 1<sup>st</sup> and ends on August 31<sup>st</sup> of each year.

All television, radio, films and pictures rights associated to events organized by the EVVF shall be the exclusive property of the EVVF.

These rights may not be sold or negotiated without the written consent of the Executive Committee, but the latter can delegate its authority in order to negotiate the sale or use of the aforementioned rights. The final decision and the use of the monies obtained from the sale of the rights are the responsibility of the Executive Committee.

## ARTICLE 12.    ***Ordinary Congress (OC)***

The Congress is the supreme and legislative body of the EVVF.

The Congress shall be called up by the President.

The President shall give the General Secretary the following responsibilities:

- . Formal convocation to the Congress, which shall be sent in writing to the participants. The official letter shall include the agenda, time and location of the Congress.
- . Drawing up the list of Affiliated National Federations entitled to vote at the Congress, along with their voting power.

The General Secretary shall send convocations at least one month before the date of the Congress, either by e-mail or post.

The EVVF's Ordinary Congress is composed of charter members, honorary members, benefactors, active members up-to-date with

their dues, national federations with provisional affiliation, the members of the Executive Committee, the Chiefs of the EVVF Commissions. The right to vote is allowed only to the representatives of the active members which have the voting right according to the statute. The President may invite to take part in the Congress different guests or observers, who are allowed to speak only upon the authorization of the President.

The Ordinary Congress must meet once a year.

The Congress only discusses the items on the Agenda. The Agenda can only be changed with the vote of 2/3 of the present and represented members with voting rights.

National Federations which have been banned from the EVVF shall not be allowed to take part in the Congress.

Unavailable members can be represented by another EVVF member via a power of attorney; a member can represent two other members at most. An attendance sheet shall be signed and certified by the present members.

The Agenda is determined by the EVVF Executive Committee.

The Ordinary Congress shall hear reports on the EVVF management and financial situation as well as the EVVF state of affairs.

The Ordinary Congress approves the previous year financial statements, votes on the current year's budget, and determines the amount of membership fees.

### **ARTICLE 13.    *Extraordinary Congress (EC)***

The Extraordinary Congress can be convened:

- Upon the initiative of the President, when deemed necessary.
- Upon written and justified convocation by the simple majority of the Executive Committee (50% plus one).
- Upon written and justified request from at least 50% of the Affiliated National Federations entitled to vote.
- At the same time as the Ordinary Congress as long as the terms and procedures related to both congresses are respected.

The Extraordinary Congress must take place within three months of receipt of the request.

The Extraordinary Congress's resolutions and decisions shall be considered as valid as the ones stemming from Ordinary Congresses.

#### **ARTICLE 14. *Right to vote, voting by proxy***

An EVVF affiliated National Federation can send one or two members to represent it at the Congress. If the President of the National Federation cannot be present at the Congress, the delegates must be members of that National Federation and have a proxy signed by the President of that National Federation. Each delegation may also have its own interpreter.

Each active member is given a vote.

The members of the Executive Committee shall not have the right to vote in the Congress, except if they represent a National Federation.

An EVVF affiliated National Federation can allow another member to represent it and thus gives the member the right to vote by proxy. This right can only be given to one member. A member can receive a proxy to represent it in the Congress maximum from only two other members.

The Congress's decisions will be approved with simple majority of the present or represented active members with voting rights, with the exception of changes to the statute, changes to the Agenda, exclusions of members or the dissolution of the EVVF, in which case a majority of 2/3 of the active members, present or represented, with voting rights is required.

In the event of a tie, the President, or the Chairman of the Congress if the President is missing, shall have the right to cast the deciding vote or may also decide to repeat the voting.

The Congress's decisions will only be approved if at least two-third (2/3) of the EVVF affiliated National Federations members, with the right to vote, are present or represented. In case the quorum is not fulfilled, the Congress will be called again by the President, with the same agenda, no later than 30 days after the original Congress date. This subsequent replacement Congress shall take place no matter how many National Federations with voting rights are present or represented.

The National Federations which are not up-to-date with their membership fees to the EVVF lose their voting right until they have

paid the fees. The Executive Committee may exclude these countries from participation in the events organized by the EVVF.

The National Federations which have not participated in the last European Championship for seniors prior to the Congress lose their right to vote in the present Congress.

In accordance with the decision of the President, voting will take place by a show of hand and the counting of the votes shall be done by naming each member, unless a quarter of the attending National Federations ask for a secret ballot count.

Elections concerning individuals shall always be conducted by secret ballot.

#### ARTICLE 15.    ***Administration-Executive Committee***

The EVVF is managed by a President and an Executive Committee whose members shall not receive compensation for their services.

However, the expenses relating to their function can be reimbursed upon the Decision of the President, on the condition that appropriate receipts are provided.

The President is elected by the Congress to serve a four-year mandate. The President can be reelected. Eligibility conditions: any of age member, up-to-date with his/her dues and who has been an EVVF member for at least twelve months can present his/her candidature; also, candidate can be an outstanding person, even from outside the EVVF, recommended by a member of the EVVF or the WVVf.

The Executive Committee is composed of a minimum of TEN members and a maximum of TWELVE, including the President, and is elected for a four-year mandate. Eligibility's conditions for the members of the Executive Committee: any of age member, up-to-date with his/her dues and who has been an EVVF member for at least twelve months can present her candidature. The Executive Committee is elected by the Congress to serve a four-year mandate at the same time as the election of the President. Members can be reelected.

The terms of the President and of the Executive Committee will be automatically extended up to the time of the Congress if the term expires before the Congress's date. Any time there are elections for the President, there will be elections for a new Executive Committee too.

No National Federation can have more than 2 members inside the Executive Committee. Exception is made for the President position, which does not count towards this limit.

The Ordinary Congress is solely responsible for the renewal of the four-year mandate.

Once elected by the Ordinary Congress, the Executive Committee, in its first meeting organized immediately after the Congress in which it was elected, upon proposal of the President, chooses from within its members, the positions inside the Executive Committee.

At least should be elected:

- . A 1<sup>st</sup> Vice President
- . A 2<sup>nd</sup> Vice President
- . A 3<sup>rd</sup> Vice President
- . A General Secretary
- . A Treasurer

The Executive Committee can add more positions to the members of the Executive Committee, such as Assistant General Secretary, Assistant General Treasurer or any other position as deemed necessary.

The Executive Committee, upon proposal of the President, may revoke and subsequently reappoint any of these positions.

Following the resignation or death of one of its member, the Executive Committee will appoint on a temporary basis a new member until the following Congress during which the available vacant place will be filled by approval of the Congress.

The Executive Committee shall guide and manage the EVVF's activities and make decisions on programs in agreement with the directives approved by the Congress and in order to achieve the EVVF's goals.

The Executive Committee shall:

- . Convene the Executive Committee members in order to set the date and Agenda of the Congress.
- . Convene Congresses
- . Recommend the approval of the past year's minutes of meetings.
- . Draft the technical and financial report of the current year.
- . Recommend the approval of the technical report.
- . Recommend the approval of the financial statement.
- . Make a decision on the provisional affiliation's status of National Federations.
- . Approve and amend Rules and Regulations, with the exception of the general guidelines regarding the Competition Rules, Technical Rules and Anti-Doping Rules which should be the same as the ones approved by the WVVF.

. Approve the creation of different specialized Commissions needed for the good working of the EVVF, create the necessary positions within those, and appoint their members. The specialized Commissions can be at least the following: the Technical Commission, the Referee Commission, the Competition Commission, the Disciplinary Commission, and the Anti-Doping Commission.

. Approve the Organizational Chart of the EVVF, according to the statute.

. Monitor the achievements regarding the Statutes and Regulations.

. Award medals, diplomas and other distinctions to honour individuals or entities which distinguished themselves by their contribution to the development of Vovinam.

The Executive Committee shall be held at the request of the President at least twice a year for a regular meeting. To hold a special meeting, a valid written request of the majority of the members must be submitted.

The meetings of the Executive Committee can be held also via electronic means (emails, video-conferences, etc.) and the decisions during these e-meetings are taken by votes expressed through emails which are officially centralized by the General Secretary.

During an Executive Committee's meeting, decisions will only be validated if the majority of the members are attending.

Decisions shall be made by simple majority vote.

In the event of a hung vote, the President, or in his/her absence the Acting Chair Member, will have the casting vote.

Any vacancy occurring in the Executive Committee shall be filled by a member appointed by the Executive Committee. The appointed member shall remain in position until the next Congress during which the vacant place will be filled by approval of the Congress. The mandate of the member elected for the vacant place will be the remaining time of the current Executive Committee.

## ARTICLE 16. ***Role of the President***

The President:

. Presides over meetings.

. Oversees the EVVF's debates and undertakings.

- . Has the casting vote in the event of deadlocks.
- . Convenes annual Congresses.
- . Convenes the Executive Committee's meetings.
- . Is the EVVF's spokesperson concerning all actions of civil matters.
- . Has all the authority and can exercise the powers inherent to his position.
- . Can delegate some of his assignments.
- . Controls all expenses.

In emergency situations, the President may take decisions normally attributed to the Executive Committee or to the Congress. These decisions shall however be submitted to the ratification of the Executive Committee or of the Congress, in its next meeting.

In the event of resignation, indifference or recurring absence from the President, his governing powers and assignments will be held by the 1<sup>st</sup> Vice-President until the next Congress's meeting where presidential elections will then take place. This Congress shall be carried out in compliance with the terms and procedures of the previously described *modus operandi* of Congresses. A new Executive Committee will also be elected at this occasion.

If the 1<sup>st</sup> Vice-President is not able to fulfill the above requirement, he is replaced by the 2<sup>nd</sup> Vice-President; if neither the 2<sup>nd</sup> Vice-President is not able to, he is replaced by the 3<sup>rd</sup> Vice-President; if neither the 3<sup>rd</sup> Vice-President is not able to, he is replaced by the General Secretary; if neither the General Secretary is not able to, then, in the first meeting of the Executive Committee or of the Congress, by case, a vote by simple majority will determine the member which should play this role.

The former EVVF Presidents are allowed to participate in the meetings of the Executive Committee and of the Congress, but do not have any voting right.

## **ARTICLE 17.    *Role of the Vice-President***

- . Vice-presidents must help the President with his duties and can replace him if necessary.
- . The Executive Committee can order Vice-Presidents to take on special assignments.

## ARTICLE 18.    ***Role of the General Secretary***

The General Secretary shall be responsible for:

- . Recording the minutes.
- . The EVVF's correspondence.
- . Sending out convocations ordered by the EVVF's President.
- . Recording debates' minutes.
- . Making sure that a written record of the minutes is kept.
- . Keeping a register designed for this purpose as prescribed by law.
- . Implementing the decisions stipulated by the EVVF.

## ARTICLE 19.    ***Role of the Treasurer***

The Treasurer shall be responsible for:

- . Collecting memberships fees.
- . Collecting monies from outside sources connected to the EVVF's activities.
- . Paying out any incurred expenses with the President's approval.
- . Drawing up annual financial statements with the help of a professional accountant if needed.
- . Being in charge of managing the EVVF's holdings and accounting.
- . Keeping consistent day to day accounts of all transactions.

## ARTICLE 20.    ***Minutes***

Minutes of debates of the Ordinary and Extraordinary Congresses, as well as of debates of the Executive Committee are recorded and kept in a register by the General Secretary and signed by the President and General Secretary.

The General Secretary can issue certified copies to third parties.

## ARTICLE 21.    ***Internal Regulation***

Subsequently, the Executive Committee will undertake the writing up of an internal regulation concerning items not specified in the

current statutes, particularly those directly related to the EVVF's internal management and to the creation of a Scientific Board. This regulation shall be submitted for approval to the Ordinary General Assembly. This regulation will immediately take effect on a temporary basis until submitted to the Assembly. Once approved, this regulation will be final.

For anything that is not covered by the present Statute, the Executive Committee may take action the necessary decisions in the spirit of this Statute. Decisions that are under the authority of the Congress will be submitted for ratification at the next Congress.

## ARTICLE 22. ***Amendments to the Statutes***

The current statutes may be edited, modified or completed by the Congress at the request of the Executive Committee using the proper request procedures already mentioned.

Direct proposals of changes to the statute can only be presented directly to the Congress if demanded by at least 50% + 1 (half plus one) of all affiliated National Federations having voting rights.

The change to the statute is undertaken by the Extraordinary Congress.

The proposals to amend the Statute must be approved by at least 2/3 (two thirds) of the affiliated National Federations having voting rights that are present or represented at the Congress.

## ARTICLE 23. ***Dissolution***

The dissolution of the EVVF can only be decreed by the Extraordinary General Assembly, especially convened for this purpose, and ruled with the vote of 2/3 of the present and represented members with voting rights.

This Extraordinary General Assembly shall designate one or more commissioners to liquidate the EVVF's assets.

The Assembly shall grant the net asset value to any legal public or private organization sharing its goals.

**ARTICLE 24. Formalities**

The President or other member of the Executive Committee appointed by the President, on behalf of the General Assembly, is in charge of filling out all the paperwork needed for the legal registration of the EVVF. Furthermore, he has full authority to open a bank or postal account needed to manage the EVVF.

Full authority is hereby granted to the carrier of these documents in order to file for registration.

Any copy or extract of the present statutes must be signed by the President and the General Secretary. In their absence, two active members of the Executive Bureau must sign.

These statutes shall be produced in as many copies as there are members, plus two for the EVVF's records and two for the legal registration.

Statutes adopted at the Extraordinary Congress of November 28, 2014 in Poland.

The President

The General Secretary  
Thanh Nha Berrier

