

International Federation of Parks & Recreation Administration

Formed 1957

Constitution – Amended January 2012

1. GENERAL

- a) The name of the Organisation shall be ‘The International Federation of Parks and Recreation Administration (abbreviated form, IFPRA).
- b) Ifpra is a non-governmental, no-profit distributing Organisation.
- c) The language of Ifpra shall be English.
- d) Financial transactions of Ifpra shall be recorded in Sterling.

2. OBJECTIVES

The objectives for which Ifpra has been established are:

- a) To provide an international forum for Persons, Organisations and Cities associated with the provision and management of parks, recreation, conservation, ecology and allied fields and to promote international and national cooperation in the advancement of parks, recreation, culture and leisure provision for the enjoyment and benefit of the community.
- b) To liaise with, appoint representatives to and make representations to the United Nations and other international Organisations, national and regional governments on all matters relating to areas of concern of Ifpra.

3. GOVERNANCE

- a) A General Assembly to which all members shall be admitted will be held in association with each of the World and Regional Congresses.
- b) A World Commission to which duly elected World Commissioners shall be admitted will be held in association with each of the World and Regional Congresses.
- c) Meetings of Regional Commissions shall be held in association with the related Regional Congresses and World Congresses. Alternatively, an

Ifpra Region may hold an additional meeting and the Annual Meeting in the year where there is not a related Regional Congress or World Congress in a location that is convenient for the Region.

- d) Each Region shall approve a Regional Constitution, which should reflect the provisions within the World Constitution. Should any ambiguity arise between a Regional and a World Constitution the World Constitution shall prevail.
- e) Voting at all meetings within the governance of Ifpra shall be determined by a show of hands unless otherwise determined by the Chair of the meeting. All members who have paid the current year's membership fee will be entitled to one vote, with the President/Chair being entitled to an additional casting vote in the event of a tie.

4. MEMBERS

The members of the Federation shall be Persons, Organisations and Cities concerned with the provision and management of public and national parks, recreation and leisure, and with issues relating to administration, planning, education, research or private enterprise relating to the above.

Categories

- a) Professional
- b) Honorary
- c) Corporate
- d) Supporting
- e) Student
- f) Retired

Responsibility of Members:

- g) To promptly pay the Annual Membership Fee duly approved by the World Commission.
- h) To take on tasks as allocated by the General Assembly, World Commission or Executive Committee.
- i) To further the objectives of Ifpra at all times.

Members' Rights – subject to payment of the current Membership Fee

- j) To receive all Membership Services as approved by the World Commission.

- k) To receive Notices of Meetings as prescribed within this Constitution.
- l) To have access to the Ifpra network of Members for personal development.

5. GENERAL ASSEMBLY

- a) Notice of meetings of the General Assembly, of Agenda Items and related Papers, shall be published in Ifpra World, be posted, or sent electronically, no less than 21 days prior to the date of a meeting to all qualifying Members.
- b) Members wishing to add items to the Agenda of a meeting of the General Assembly must provide the Chief Executive with details and a Report for circulation to Members at least 30 days before the date of the meeting.
- c) A quorum for a General Assembly to conduct business shall be fifteen Members that have paid the current Membership Fee.
- d) Members of the World Commission may register a postal vote on any Agenda Item with the Chief Executive up to 14 days prior to the meeting.

Functions of the General Assembly:

The General Assembly shall

- e) Be Chaired by the President, if he/she is not present, then the President Elect, if he/she is not present then the Members present shall elect a Chairperson.
- f) Elect the president Elect, who shall be a serving World Commissioner or a co-opted commissioner.
- g) Approve the creation or dissolution of Ifpra Regions.
- h) Approve the work programme and budgets for the three years following a meeting of the General Assembly.
- i) Receive and approve the Annual Final Accounts of the World Body and all Regions.
- j) The General Assembly shall approve the creation of all new country World Commission Posts and, where deemed appropriate by a majority of those attending the meeting of the World Assembly, shall delete any World Commission Post.
- k) Approve the criteria for the election of a maximum of three World Commissioners per country

- l) The Commissioner acting as Host to the World Congress shall be Vice President (World Congress) for the three-year period prior to the relevant World Congress.
- m) The General Assembly shall approve amendments to the World Constitution, each amendment requiring 75% of the Members present to vote in favour of the amendment.
- n) Members to be advised of changes to the Constitution by post, fax, or electronically, within four months of the date of change.

6. THE WORLD COMMISSION

The World Commission shall meet in conjunction with every World or Regional Congress.

- a) A quorum necessary to enable the World Commission to conduct business shall be seven World Commissioners.
- b) Membership of the World Commission shall consist of:
 - i) Members of the World Executive, Immediate Past President, Immediate past Regional Chairs and World Commissioners, who shall have paid the current Membership Fee.
 - ii) Individuals, who shall have paid the current Membership Fee, co-opted by a majority of World Commissioners.
 - iii) On the appointment of a World Commissioner as President Elect, the country that is represented by the new President Elect shall be entitled to elect another Commissioner for the period that the new President Elect is in Office and for the period that he/she is President and Immediate Past President.
- c) Co-opted Members shall not be entitled to vote on Agenda Items at meetings of the World Commission.
- d) The full Term of Office of Commissioners shall be three years, commencing the day before the meeting of the World Commission following their election, and shall end the day before the meeting of the World Commission in the third year after their election. Commissioners elected to fill a vacant Commissioner Post shall commence as a Commissioner upon the announcement of their election and shall serve for the remainder of the vacant Term.
- e) Co-opted Members shall be deemed as active Co-opted Commissioners from the point of their co-option within a meeting of the World

Commission. The Term of Office of a co-opted Commissioner shall end on the day that the Term of Office of Commissioners elected by the members ends.

- f) Commissioners shall be elected by popular vote of Members, who have paid the current Membership Fee, within the country to be represented by the World Commissioner.
- g) Notice of a meeting of the World Commission, together with related Agenda Papers, shall be posted, or sent electronically, to World Commissioners not less than 21 days before the meeting of the World Commission.
- h) Any Members wishing to add an item to the Agenda of the World Commission Meeting must supply the Chief Executive with full details and a Report for circulation no less than 30 days prior to the meeting.
- i) The World Commission shall be chaired by the President; if he/she is not present, then the President Elect, if he/she is not present then the World Commissioners present shall elect a Chairperson.
- j) If for any reason a Post of World Commissioner shall become vacant with more than twelve months of the current Term of Office remaining, an election shall take place, as described in 6(e) above, to appoint a replacement.
- k) Members of the World Commission may register a postal vote on any Agenda Item with the Chief Executive up to 14 days prior to the meeting of the World Commission.
- l) The World Commissioners must be employed and actively involved in their field of expertise

Functions of the World Commission:

The World Commission shall:

- m) Make recommendations to the General Assembly in respect of the World President Elect, who shall be elected from amongst the serving Members of the World Commission.
- n) Appoint and determine the conditions of contract of the Chief Executive and determine the venue of the Head Office of Ifpra.
- o) Approve the venue and themes of World and Regional Congresses.
- p) Determine the capitation to be paid to Ifpra by the Organisers of World Congresses and to Ifpra Regions by the Organisers of Regional Congresses

- q) Recommend to the General Assembly the Final Accounts of Ifpra, financial budgets and a Work Programme for the three years following the meeting of the World Commission
- r) Determine the criteria relating to each category of Membership.
- s) Determine the Annual Membership Fee for each Category of Membership.
- t) Determine any Grants payable to established Regions from central funds.
- u) Be responsible for the generation of membership of Ifpra.
- v) Create Working Groups to further specific issues, appoint a Chair of each Working Group who shall make a Progress Report to each meeting of the World Commission, and shall appoint all other Members of each Working Group created.
- w) Delegate any appropriate functions to the Chief Executive.
- x) Apply the criteria as approved by the General Assembly for the number of Commissioners representing each country – to range from one to three.

7. OFFICERS

Officers of Ifpra shall be:

- a) President
- b) President Elect, who, after a Term of Office of three years shall succeed the President.

8. EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of:
 - i) World President
 - ii) World President Elect
 - iii) Regional Chairpersons
 - iv) A maximum of three Vice Presidents, to be appointed by the President to have the responsibility of progressing issues as identified by the President.
 - v) The standing members of the Executive Committee shall vote on the acceptance of proposed Vice Presidents

All members of the Executive Committee shall be Members of Ifpra.

- b) Notice of a meeting of the Executive Committee, together with related Agenda Papers shall be posted, or sent electronically, to members of the Executive Committee not less than 20 days prior to the date of the meeting.
- c) A quorum necessary to enable the Executive Committee to conduct business shall be a majority of the serving members of the Committee
- d) Members of the Executive Committee may register a postal vote with the Chief Executive on any Agenda item up to ten days prior to the date of the meeting.
- e) The Executive Committee shall meet at least once a year in conjunction with World and Regional Congresses, or at any other time as requested by the President or two current members of the Committee.

Functions of Executive Committee

The Executive Committee shall:

- f) Act on behalf of the World Commission in circumstances approved by the President.
- g) Oversee the actions of the Chief Executive.
- h) Have the authority to suspend Members – Members so suspended shall have the right of appeal to the World Commission.
- i) Submit to each meeting of the World Commission a Budget and Work Programme for the next three years.
- j) Take action on any matter not covered by the Constitution, subject to a Report being submitted to the next meeting of the World Commission.

9. CHIEF EXECUTIVE

Functions of the Chief Executive

The Chief Executive shall:

- a) Be responsible for the administration of Ifpra within the framework determined by the General Assembly, the World Commission and the Executive Committee.

- b) Maintain appropriate financial records, prepare budgets and Final Accounts.
- c) Maintain a register of Members and administer the collection of Membership Fees.
- d) Act on behalf of Ifpra in all matters delegated to the Chief Executive.
- e) Oversee and advise on the administration of World Congresses.
- f) Attend all meetings of the General Assembly, World Commission and Executive Committee.
- g) Arrange for minutes to be taken of all meetings of the General Assembly, World Commission and Executive Committee.
- h) Generally oversee the work of Regional Secretaries

10. REGIONS

- a) A Regional commission shall consist of the serving World Commissioners residing within the Region.
- b) Meetings of Regional General Assemblies shall take place in association with the respective Regional Congresses.
- c) Meetings of Regional Commissions shall take place in association with all World and Regional Congresses.
- d) Regions shall submit a Regional Constitution to the World General Assembly.
- e) The Executive of Regional Commissions shall comprise of the following Officers, who shall be elected for a term of three years.
 - (i) Chair
 - (ii) Chair Elect
 - (iii) Secretary
- f) The Regional Commission shall promote the objectives of Ifpra.
- g) The Regional Commission shall promote membership of Ifpra
- h) Following the dissolution of a Region, any residual funds shall pass to the World body.

11. DISOLUTION

Should the Federation be dissolved, then the assets of the Federation are to be transferred to an Organisation with related aims and objectives as determined by the serving Commissioners.