



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

BY-LAWS OF THE SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (By-laws made pursuant to the Articles of Association adopted on 30 March 2017)

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(last updated on 21 January 2021)



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BY-LAW TO ARTICLE 7 (MEMBERSHIP)

A. Representatives of Members at General Meetings

Each Member Association shall notify the Federation in writing of the name of its representative at least seven days before the date of the general meeting. In addition, each Member Association shall provide the name of an alternate in case of sickness or unavoidable absence of its representative.

(adopted on 25 April 2017)



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BY-LAW TO ARTICLE 9 (SUBSCRIPTIONS)

A. Annual Due

1. With effect from 1 April 2021, the annual due for Association Ordinary Members shall be HK\$1,000 each while that for Associate Members and Observers shall be HK\$500 each.
2. There shall be no pro rata rate for annual due.

(adopted on 10 June 2020)



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

BY-LAW TO ARTICLE 11 (DIRECTORS)

A. Procedure for Election of Officers

1. Officers Selected by Election

The following Officers of the Federation shall come up for election on a four-year cycle starting with the elections at the annual general meeting (AGM) in 2022:¹

- (a) Year One:
 - (i) The President;
 - (ii) Four Vice-Presidents;
 - (iii) Honorary Secretary General;
 - (iv) One Honorary Deputy Secretary General; and
 - (v) Honorary Treasurer.
- (b) Year Three:
 - (i) The other four Vice-Presidents; and
 - (ii) The other two Honorary Deputy Secretaries General.

2. Nomination Procedures

- (1) The Federation shall call for nominations from Association Ordinary Members 28 clear days before the election is due to take place. Nomination for any office in the Federation must be made in writing by an Association Ordinary Member whose subscription has been paid for the current year.² Each Association Ordinary Member may make more than one nomination without any limit. Individual Ordinary Members are not entitled to make nominations. Furthermore, any nomination must be supported in writing by the Association Ordinary Member of which the nominated person is a member thereof.³
- (2) Each nomination shall be supported by the candidate's written consent and a personal information sheet of not more than two A4-size sheets, giving the candidate's name (in both Chinese and English), photograph(s), age, post nominated for, post(s) held in Member Associations, nomination information and a personal statement. All nominations must reach the Election Committee 14 clear days before the AGM or other general meeting is due to take place and shall be circulated by the Election Committee to Members at least 7 (seven) clear days before the AGM or other general meeting at which the election is to take place.⁴
- (3) A candidate may be nominated for more than one post but no candidate shall be elected for more than one post within the same term. The order for the election

¹ Article 11(6)

² Article 11(8)

³ Article 11(8)

⁴ Article 11(8)



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of posts shall be as follows:

- (a) The President;
- (b) Vice-Presidents;
- (c) Honorary Secretary General;
- (d) Honorary Deputy Secretaries General; and
- (e) Honorary Treasurer.

Hence if a candidate is nominated for the posts of President, Vice-President and Honorary Secretary General and he is elected as President, his nominations for the remaining two posts shall be deemed to be withdrawn automatically.

3. Voting Rights

- (1) Individual Ordinary Members and Association Ordinary Members shall be entitled to vote in elections.⁵ The following table shows the different types of membership and their entitlements to vote:⁶

Type of membership	No. of votes
Individual Ordinary Member (or proxy) <i>[IOC Member (including Honorary Member), Chairperson and Vice-Chairperson of the Athletes Committee]</i>	1
Association Ordinary Member	2
Associate Member	0
Observer	0

- (2) Officers of the Federation are not entitled to vote. They may however vote in the capacity as an Individual Ordinary Member or as a voting representative of an Association Ordinary Member if they are so entitled.
- (3) Each Association Ordinary Member shall at least 7 (seven) clear days before the date of the AGM or other general meeting notify the Federation in writing of the name of its representative nominated to vote. Each Association Ordinary Member shall, in addition, notify the Federation of an alternate nominated to attend and vote in case of sickness or unavoidable absence of its nominated representative. A representative of a Member is only entitled to vote if the association whom he represents enjoys voting rights as Association Ordinary Member of the Federation. Association Ordinary Members who fail to pay annual dues are not entitled to vote.

4. Appointment of Proxy

- (1) If an Individual Ordinary Member is unable to attend the AGM or other general meeting in person, he may appoint another person to serve as a proxy by sending a

⁵ Articles 7(1)(c) and 7(1)(d)

⁶ Article 43(7)



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proxy notice in writing to the Federation.⁷

- (2) The proxy notice should state clearly the name and address of that Member appointing the proxy. It should also identify the person appointed to be the proxy and the meeting for which that person is appointed. The proxy notice must be authenticated, or signed on behalf of the Member and must be received by the Federation at least 48 hours before the time of the meeting.⁸
- (3) A person may only serve as a proxy for a maximum of three Individual Ordinary Members.⁹

5. Election Committee

- (1) An Election Committee shall be established by the Board of Officers before each election to oversee the nomination and election process to ensure that the elections take place in accordance with the Articles of the Federation and these by-laws.
- (2) The Committee shall consist of three independent members who shall not take any part in the election (e.g. running for an office, canvassing for a candidate, making nominations, voting, etc.):
 - (a) a Chairperson (a person holding an honorary position of the Federation to be appointed by the Board of Officers);
 - (b) the highest ranking staff of the Federation; and
 - (c) a person with a legal background who shall have been a practicing lawyer or have been a judge, as defined in the Interpretation and General Clauses Ordinance, for not less than 5 (five) years.
- (3) During the election part of an AGM or other general meeting, the Committee shall scrutinize the election process and the Chairperson of the Committee shall take the chair.
- (4) The Election Committee may decide any issue arising from the election and its decision on all matters in relation to the elections shall be final (e.g. the eligibility of a candidate, the validity of a vote, etc.).

6. Voting Procedures

- (1) Election of Officers shall be conducted during the general meetings by poll.¹⁰ Before an election, voters are required to present their Hong Kong Identity Cards or passports at the registration counters for registration and appropriate identification.

⁷ Article 47(1)

⁸ Article 49(1)(a)

⁹ Article 47(6)

¹⁰ Article 43(1)



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According to their respective identifications, each Individual Ordinary Member will be given one set of voting forms while each representative of Association Ordinary Member will be given two sets of voting forms. Should a voter need to leave the voting hall before the conclusion of election, his voting forms will be placed in a sealed envelope and will be returned to him upon his return.

- (2) Each voting form will list out the names of the candidates running for a particular post and will specify the number of vacancies available for that post. Voters may indicate support for candidates by putting a tick in a box next to their names. For posts with a single vacancy, voters may indicate support for one candidate only. For posts with multiple vacancies, voters may indicate support for several candidates, the total number of which must not exceed the number of vacancies available for the post, failing which will render the voting form invalid.
- (3) To be elected for any post, the candidate must receive a simple majority of votes (i.e. election by an Ordinary Resolution).¹¹ Some examples are given below to illustrate the calculation of the simple majority:

Example 1:

If 70 votes have been cast, the number of votes required for a majority is 36.

Example 2:

If 69 votes have been cast, the number of votes required for a majority is 35.

Example 3:

If 34 votes have been cast, the number of votes required for a majority is 18.

- (4) Only valid votes cast shall count towards the calculation of the majority. Non-votes (voting forms not placed into the ballot box) and spoiled votes shall not count towards the calculation of the majority. Blank votes are considered as valid votes.
- (5) If the number of candidates who receive a simple majority of votes exceeds the number of vacancies for a particular post in the same round of voting, the candidate who obtains more votes shall be declared elected.
- (6) Voting will take place in successive rounds guided by the following principles:
 - (a) In the event that the number of nominations exceeds the number of vacancies of the post by more than one [i.e. no. of nominations > no. of vacancies (n) + 1], if there are vacancies after the first round, the voting members shall vote again for the remaining candidates, but the candidate(s) with the fewest number of votes shall drop out of the running, such that the number of remaining candidates does not exceed the number of vacancies of the post plus one ($n+1$). If two or more candidates are tied for the lowest number of

¹¹ Article 43(2)



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votes, a run-off election is held between them, with the candidate(s) gaining the most votes going onto the next round.

- (b) In the event that the number of nominations for a post does not exceed the number of vacancies of the post by more than one [i.e. no. of nominations $\leq n+1$] and in any round other than the first round as mentioned in (a) above:
 - (i) If one or more candidates are elected but there are vacancies left, the voting members shall vote again for the remaining candidates; or
 - (ii) If no candidate receives a simple majority of votes, one extra round of voting with the same number of candidates will be conducted. If no candidate receives a simple majority of votes at the extra round, the post will remain vacant until the next AGM or other general meeting for election.
- (7) The representatives of Association Ordinary Members affiliated to the International Federations governing sports included in the programme of the Olympic Games must always constitute the voting majority of the Board of Officers. To meet this requirement while safeguarding the rights of associations governing non-Olympic sports, a maximum number of non-Olympic seats shall be assigned to each post as follows:

Post	Maximum No. of Non-Olympic Seats
President	1
Vice-Presidents	2
Honorary Secretary General	1
Honorary Deputy Secretaries General	2
Honorary Treasurer	1

- (8) For posts with only one seat (i.e. President, Honorary Secretary General and Honorary Treasurer), the candidate receiving a simple majority of votes is elected, regardless of whether he represents associations governing Olympic or non-Olympic sports.
- (9) For posts with multiple seats (i.e. Vice-Presidents and Honorary Deputy Secretaries General), elections are held for part of the seats at the Year One elections and for the remaining seats at the Year Three elections. The maximum number of non-Olympic seats shall therefore be divided between the two elections (i.e. there will be a maximum of one non-Olympic seat for each post at each election). Candidates receiving a simple majority of votes at each election shall fill the vacancies in descending order of the number of votes they receive. However, once a non-Olympic candidate is elected for each post, other non-Olympic candidates, if any, shall be deemed to be withdrawn automatically even if they receive more votes than the remaining Olympic candidates. Hence among the non-Olympic



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candidates, only the one receiving the greatest number of votes is eligible to be elected.

7. Eligibility of Candidates

- (1) Candidates are required to be from the age of 18 to the age below 65 at the time of election [except for those Officers in service before the AGM of the Sports Federation & Olympic Committee of Hong Kong, China (body unincorporate) held in 2014].¹²
- (2) Candidates must be a member of an Association Ordinary Member.¹³
- (3) An existing Officer may run for the office of another post provided that he meets the eligibility requirements for that post. If he is elected for the new post, he shall be deemed to have resigned his original post.

8. Age and Tenure of Elected Officers

The age and the period of service of the Officers shall be governed by the following rules¹⁴:

- (a) Officers who had been elected to an office in the Sports Federation & Olympic Committee of Hong Kong, China (body unincorporate) in service before the AGM of that organisation held in 2014, shall retire at the first AGM after they have attained the age of 80.
- (b) Other Officers who do not fall within the provisions of (a) above are required to be from the age of 18 to the age below 65 at the time of election and shall, subject to the provisions of (c) below, retire at the first AGM after they have attained the age of 70.
- (c) The President and the Honorary Secretary General shall hold office until the expiry of their term of office notwithstanding during which they have attained the age of 70 (or 80 if applicable).
- (d) Starting from the AGM of the Sports Federation & Olympic Committee of Hong Kong, China (body unincorporate) held in 2014, no Officers may hold office for the same post for more than three consecutive terms or 12 years, whichever is the longer period, except for any Officers not appointed by election, who may serve for as long as they satisfy the conditions attaching to their appointment.

9. Casual Vacancy

If a casual vacancy arises during the term of an office, the Board of Officers may appoint by way of co-option any individual who is eligible for election as Officer to fill the causal

¹² Article 11(7)(b)

¹³ Article 11(8)

¹⁴ Article 11(7)



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vacancy. The Officer so appointed must retire from office at the next AGM following the appointment, at which an election for that office shall take place. In order to preserve the four-year election cycle, an Officer thus elected shall hold office until the AGM at which that office would next come up for election and, if eligible, may stand for re-election.

10. Key Dates

Date	Details
28 clear days before the election	Announcement of election procedures and call for nominations
21 clear days before the election	Issuance of notice of general meeting
14 clear days before the election	Deadline for nomination of candidates for election
7 clear days before the election	Circulation of candidates' lists and their personal information sheets to Members
	Deadline for nomination of voting representatives by Association Ordinary Members
Date of the election	Election at general meeting

11. Transitional Arrangements

The transitional arrangements for the election of Officers before the AGM in 2022 are as follows:¹⁵

- (a) At the AGM in 2018, all offices of the Federation (i.e. the President, eight Vice-Presidents, the Honorary Secretary General, three Honorary Deputy Secretaries General, and the Honorary Treasurer) shall come up for election.
- (b) The eight Vice-Presidents and three Honorary Deputy Secretaries General elected in 2018 would determine their terms of office immediately after the election by either mutual agreement or drawing lots. Four of the Vice-Presidents and one of the Honorary Deputy Secretaries General shall have a term of four years while the other four Vice-Presidents and two Honorary Deputy Secretaries General shall have a term of two years.
- (c) The President, the four Vice-Presidents with the longer term, the Honorary Secretary General, the one Honorary Deputy Secretary General with the longer term, and the Honorary Treasurer elected at the AGM in 2018 shall have a term of four years until the AGM in 2022, at which these offices shall come up for election for a term of four years.
- (d) The four Vice-Presidents and the two Honorary Deputy Secretaries General with the shorter term elected at the AGM in 2018 shall serve a term of two years until the AGM in 2020, at which these offices shall come up for election for a term of four years.

¹⁵ Annex to the Articles



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The maximum number of non-Olympic seats shall be fixed at two for each of the posts of Vice-Presidents and Honorary Deputy Secretaries General at the elections in 2018. Hence among the non-Olympic candidates, only the two receiving the greatest number of votes are eligible to be elected. If there are two non-Olympic candidates elected for the same post, they shall draw separate lots from the other candidates such that one non-Olympic candidate will serve the longer term while the other one will serve the shorter term.

(adopted on 21 January 2021)



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BY-LAW TO ARTICLE 11 (DIRECTORS)

B. IOC Member

1. Officers of the Federation shall include Members of the IOC who are Members of the Federation.¹
2. The title of this Officer shall be “Officer (IOC Member)”.
3. The Officer (IOC Member) will hold office whilst and for so long as he remains an IOC Member.

(adopted on 8 June 2017)

¹ Article 11(2)(f)



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BY-LAW TO ARTICLE 11 (DIRECTORS)

C. Representative of Athletes Committee

1. Officers of the Federation shall include one representative of the Athletes Committee, elected by the Athletes Committee and subject to approval by the general meeting of the Federation.¹
2. The title of this Officer shall be “Officer (Athletes Committee Representative)”.
3. To facilitate the transition between terms, the term of office of the Officer (Athletes Committee Representative) shall continue until his successor is elected and appointed.

(adopted on 8 June 2017)

¹ Article 11(2)(g)



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BY-LAW TO ARTICLE 15 (COMMITTEES)

A. General Rules on Committees (Standing and Non-Standing)

1. Establishment of Committees

- (1) The Officers may delegate their powers to committees to assist them in the conduct of business of the Federation.¹
- (2) Committees are divided into standing committees, which deal with recurring issues and are expected to meet regularly, and non-standing committees, which deal with ad-hoc issues and meet only when required. The structure and terms of reference of committees are published on the Federation's website.
- (3) Apart from committees, Officers may in their discretion think fit form other consultative bodies such as panels, working groups, task forces, etc. to carry out specific tasks, provided that Officers shall remain accountable for the decisions of the bodies to whom they delegate powers.²
- (4) The following standing committees / panels shall be established in accordance with the Articles:
 - (a) Athletes Committee³: to serve as a consultative body and provide a link between Hong Kong athletes and the Federation;
 - (b) International Multi-Sports Games Appeal Panel⁴: to consider any dispute on the formation of the delegation to multi-sports Games; and
 - (c) Membership Affairs Appeal Panel⁵: to hear appeal related to membership affairs.
- (5) The following non-standing committees shall be established in accordance with the Articles when the need arises:
 - (a) Election Committee⁶: to be established by the Board of Officers before each election to oversee the nomination and election process; and
 - (b) International Multi-Sports Games Selection Committee⁷: to form the delegation for participation in each international multi-sports Games.

¹ Article 15

² Article 14(4)

³ Article 15(3)

⁴ Article 53(3)

⁵ Article 59(4)

⁶ Article 11(8)

⁷ Article 53(5)



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2. Appointment of Committee Members

- (1) The appointment of committee members shall follow the following rules:
 - (a) A committee member shall not be appointed to serve on the same committee for more than six years, starting from the annual general meeting in 2020, to ensure a healthy turnover;
 - (b) A committee member shall not be appointed to serve on more than six committees at any one time to ensure a reasonable distribution of workload; and
 - (c) Only members with an attendance rate of 50% or above in the previous term will be considered for reappointment.
- (2) Any exception to the above rules should be reasonable and proportionate to the special circumstances of the case and with full justifications provided for any such departure.
- (3) An eligible Officer may express his interest to join a committee in accordance with the following mechanism:
 - (a) The Secretariat shall invite Officers to choose the committees of their preference.
 - (b) The Hon. Secretary General shall then take into account Officers' background and preference when drawing up the membership composition of committees in consultation with the President.
 - (c) Reference shall be made to the rules detailed in 2(1) above.
 - (d) The finalized membership composition shall be approved at the Board of Officers' Meeting.

3. Appointment of Co-opted Members

- (1) Co-opted members are appointed for their special skills and knowledge that will complement the range of skills and expertise of existing committee members and assist with the issues under consideration by the committee.
- (2) Each committee shall have the power to co-opt up to two persons as co-opted members. When the need to co-opt members arises, the committee shall first decide on the number of co-opted members required. Members of the committee shall then be invited to make nominations, which shall be considered by the committee as a whole. The committee shall put forward the proposed names to the Board for endorsement.
- (3) Under normal circumstances, co-opted members shall have no voting right and shall not act as the chairperson of a meeting. They may only be invited to attend meetings that deal with the issue concerned and shall not count towards the quorum. Their tenure shall be specified at the time of their appointment and shall not extend beyond that of the other committee members.



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4. Terms of Committee Members

- (1) Unless otherwise specified, each member of a committee shall serve for a term of approximately two years.
- (2) Unless otherwise specified, the terms of committee members shall start and end at an annual general meeting at which an election takes place in accordance with the normal election cycle as stipulated in the Articles⁸ (i.e. 2020 to 2022, 2022 to 2024, etc.).
- (3) To facilitate the transition between terms, the terms of committee members shall last until their successors are appointed or elected.

5. Frequency of Committee Meetings

- (1) Unless otherwise specified, committee meetings shall take place as and when required.
- (2) The chairperson shall discuss with committee members to determine the frequency of the meetings.

6. Notice of Committee Meetings

- (1) The chairperson may call a committee meeting by giving not less than seven days' notice to committee members.
- (2) The notice must specify the proposed date, time and place of the meeting and include an agenda listing out items to be discussed, which shall be determined by the chairperson or vice chairperson of the committee.
- (3) The chairperson shall call a committee meeting on the request of two committee members, save that no such request shall be made within seven days of a previous committee meeting. In such case, the agenda shall be provided by the committee members who request the meeting.

7. Quorum of Committee Meetings

The quorum for committee meetings unless otherwise fixed or stipulated in the Articles or other rules (e.g. International Multi-Sports Games Appeal Panel, Membership Affairs Appeal Panel, and Election Committee) is four.

8. Chairing of Committee Meetings

- (1) The chairperson, and in his absence the vice chairperson, shall chair the committee meetings.

⁸ Article 11(6)



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- (2) In the absence of the chairperson and vice chairperson, committee members may appoint one of themselves to chair the meeting.

9. Decision-taking by Committees

- (1) A decision of a committee may be taken either by a vote at a meeting or by circulation.
- (2) At a meeting, voting on all proposals shall be on a show of hands and shall require a simple majority of committee members present. If the numbers of votes for and against a proposal are equal, the chairperson of the meeting shall have a second or casting vote.
- (3) By circulation, a decision may be taken when a simple majority of committee members, who would have been entitled to vote on the matter if it had been proposed at a committee meeting, have indicated agreement in writing.

(adopted on 21 January 2021)



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

BY-LAW TO ARTICLE 17 (WRITTEN RESOLUTION OF THE OFFICERS)

A. Time Limit for Passing a Written Resolution of the Officers

1. A proposed written resolution of the Officers lapses if it is not passed before the end of the period of 28 days beginning on the circulation date.
2. The agreement of an Officer to a proposed written resolution is ineffective if signified after the end of that period.

(adopted on 8 June 2017)



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

BY-LAW TO ARTICLE 55 (FINANCE AND PROPERTY)

A. Investment Principles

- 1) The investment approach for the Federation should aim at maintaining a sustainable growth in long term and diversifying the investment assets for a global allocation and balanced investment portfolio.
- 2) In formulating the overall strategic investment plan, the Finance Committee should maintain a sufficient cash flow to support the Federation's normal operations.
- 3) The Honorary Treasurer may in his discretion think fit place any moneys not required for immediate use or investment in fixed deposit.

(adopted on 24 October 2018)



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BY-LAW TO ARTICLE 55 (FINANCE AND PROPERTY)

B. Withdrawal of Funds from the Investment Fund

The Board of Officers may consider withdrawing cash from the investment fund to support the Federation in the furtherance of its objects.

(adopted on 24 October 2018)



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BY-LAW TO ARTICLE 55 (FINANCE AND PROPERTY)

C. Administration of the Investment Fund

- 1) The Investment Sub-Committee shall meet with the fund managers on a quarterly basis to review the investment of the Federation's assets and give advice to the Federation.
- 2) The updated statements of the investment portfolio shall be tabled at each Board of Officers' Meeting.

(adopted on 24 October 2018)



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

BY-LAW TO ARTICLE 56 (HONORARY POSITIONS)

A. Types and Terms of Honorary Positions

1. Apart from the honorary positions mentioned in the Articles¹ (i.e. Honorary Life President, Honorary President and Honorary Vice-President), the following honorary positions are also conferred on individuals who may render services to the Federation in more specific areas, by a two-thirds majority, present and voting, of the Board:
 - (a) Patron;
 - (b) Vice-Patron;
 - (c) Honorary Advisor;
 - (d) Honorary Medical Advisor;
 - (e) Honorary Legal Advisor; and
 - (f) Honorary Financial Advisor.
2. The positions of Patron and Vice-Patron are usually conferred upon the Chief Executive and Secretary for Home Affairs of Hong Kong by virtue of their official positions. The terms of these positions shall last for as long as the holders' tenures in their respective official positions. The position of Honorary Advisor may be conferred upon an individual in recognition of his distinguished accomplishments and contributions to the Federation and sports sector.
3. Except for the Patron and Vice-Patron whose conferments are contingent upon their official positions, the terms of all other honorary positions mentioned above shall expire on the fourth annual general meeting after the conferment.
4. Any person holding an honorary position of the Federation shall pay no dues to the Federation and may attend all general meetings of the Federation and speak thereat but shall not have the right to vote in such capacity.

(adopted on 28 June 2019)

¹ Article 56