

# Central and Eastern European Aquatics (CEEA)

## CONSTITUTIONAL RULES

### C 1. NAME

**1.1** The “**CENTRAL AND EASTERN EUROPEAN AQUATICS**”, hereinafter CEEA, is the Central and Eastern European body for the Aquatic sports.. It is a self-governing, independent, and non-profit-making organisation.

### C 2. LEGAL STATUS AND HEADQUARTERS

**2.1** CEEA is an association established for an indefinite period with legal status as an association in accordance with Romanian Law. CEEA has its headquarters in the area of Corbeanca County. Romania.

### C 3. DEFINITIONS

Aquatics – means Swimming, Open Water Swimming, Diving, Water Polo, Artistic (Synchronised)\* Swimming, and Masters programmes/activities.

Bureau – means all Bureau Members elected or serving in accordance with C 10.

Bureau Executive – means the Executive consisting of the President, the First Vice President, the Vice Presidents, the General Secretary and the Treasurer.

Calendar – means the Annual Calendar of Events according to C 17.

Commission – means commissions (ad hoc or permanent) appointed by the Bureau with the purpose of achieving a determined task and composed by members of the Bureau and/or by other people.

Committee – means the CEEA Committees including all members therein appointed by the Bureau in accordance with C 12.

Competitions – includes CEEA Championships, CEEA Cups, CEEA Water Polo Cups for Club teams, events and tournaments sanctioned by CEEA members, and international events within Europe in any of the aquatic disciplines.

Competitor – means a person who is taking part in competitions.

General Assembly – means the General Assembly provided for in C 9.

Executive Director – means the Executive Director of CEEA.

FINA – means the *Fédération Internationale de Natation*.

FINA Rules – means the FINA Constitution, General Rules, By-laws, Technical Rules, Facilities Rules, Medical Rules, Doping Control Rules and any other rules and regulations adopted by FINA.

CEEA Audit Committee – means the internal auditors of CEEA as specified in C 18.2.

CEEA Delegate - means the person appointed by (1) a specific technical committee to oversee the relevant technical aspects of the event or by (2) the CEEA Bureau to oversee the institutional aspects of the event.

CEEA Logo – means the graphic representation or symbol which is used to identify CEEA on all manner of visual supports including advertisements and which may only be used with the approval of the Bureau.

CEEA Office – means the permanent office and headquarters where the CEEA Executive Director and the CEEA Staff deal with administrative work.

CEEA Panel – means the CEEA Panel for Disciplinary Matters and Disputes as defined in C 15.

CEEA Rules and Regulations – means the CEEA Constitutional Rules, General Assembly Regulations , Financial Regulations, General Event Rules, Code of Conduct, Guidelines For Safety and Security at CEEA Events, all Event Regulations, Advertising Regulations and Awards Regulations adopted by CEEA.

Member – means a federation/club/clubs association affiliated to CEEA in accordance with C 6. Officers – means the President, the First Vice President, the General Secretary and the Treasurer.

Officials – means any person elected or appointed to any position within FINA, LEN, CEEA, the Continental Organisations, and/or the Member Federations.

Regional Aquatics Events – means events held by and gathering Federations belonging to the same geographical region.

Registered Federation – means a federation registered and included in the administration of CEEA in accordance with C 6.1.4.

Sport Country – means a geographical territory or region which, though not recognized as a country, has certain aspects of self-government at least to the extent of being autonomous in the control of its sports, and is recognised as such by FINA.

Sportsmanship – means the behaviour and attitudes that show respect and fairness for the rules and regulations established in sport and for everybody else.

To give effect to the CEEA Constitutional Rules and Regulations, words in the singular shall include the plural, words in the plural shall include the singular; words of the masculine, feminine or neuter gender shall include any gender, except in the specification of a competition being for male or female competitors. Correction of any manifestly evident clerical errors shall be made.

#### **C 4. OBJECTIVES**

**4.1** The objectives of CEEA are:

**4.1.1** to promote and encourage the development of Aquatics in Central and Eastern Europe countries;

**4.1.2** to encourage participation in Aquatics at all levels throughout Central and Eastern Europe, regardless of age, gender or race;

**4.1.3** to promote and provide fair and drug-free sport;

**4.1.4** to organise, promote and control CEEA Events, namely regional and international competitions in Aquatics in its area of jurisdiction;

**4.1.5** to establish and enforce necessary Rules and Regulations;

**4.1.6** to recognise European Records;

**4.1.7** to establish annual Central and Eastern European Aquatic Event Calendars;

**4.1.8** to promote and encourage the development of international sporting relationships and to foster cooperation with FINA, including:

**4.1.8.1** to work closely with FINA to achieve the objectives stated in the FINA Constitution;

**4.1.8.2** to engage in consultative meetings to resolve matters relating to the interests of CEEA, LEN and FINA;

**4.1.8.3** to coordinate with FINA and LEN for the promotion of Aquatics by arranging for development programmes, courses, clinics and conferences.

**4.2** CEEA shall not allow any political action inside or in the immediate vicinity of the venue(s) nor any discrimination against National Federations or individuals on racial, religious, sexual, gender or political grounds.

**4.3** The activities of CEEA shall be governed by the present Constitutional Rules, the Rules and Regulations of CEEA and the decisions taken by the General Assembly and the Bureau.

**4.4** CEEA may issue Regulations in any area related to its objectives. These Regulations are binding for its members, as well as for the organisations involved or affiliated to its members.

**4.5** All CEEA Events belong exclusively to CEEA. CEEA alone shall have the right to organise Central and Eastern European Championships and CEEA Events for Aquatics.

The words "Central and Eastern Europe", or "CEEA" shall not be used in connection with any Swimming, Diving, High Diving, Water Polo, Artistic (Synchronised)\* Swimming, Open Water Swimming, or Master Event without the consent of CEEA.

#### **C 5. ACTIVITIES**

**5.1** The activities of CEEA and its Members shall be governed by the Constitutional Rules, the General Event Rules and the Rules and Regulations of CEEA including all the decisions of the General Assembly and the Bureau respectively.

**5.2** The rules for the Competitions authorised by CEEA will be the established CEEA Regulations and the Rules of FINA in effect when the competition is held.

**5.3** Where CEEA Rules and Regulations do not provide for or where there is conflict with the rules of FINA, the rules of FINA shall apply and prevail.

5.4 Logo and colors of association:

5.4.1 LOGO



5.4.2 The representative colors of the association, both for sports equipment and promotional materials are BLUE and WHITE.

## **C 6. MEMBERSHIP**

### **6.1 Members**

**6.1.1** The national Federation governing Aquatics, clubs and club association in any Central and Eastern European country or Sport Country, shall be eligible for membership of CEEA.

**6.1.2** In exceptional cases, the national federation of a country outside Central and Eastern Europe may be accepted to membership of CEEA.

### **6.2 Rights and duties of Members**

**6.2.1** Unless subject to a suspension imposed by FINA and/or CEEA, each Member shall have the right:

**6.2.1.1** to be part of the General Assembly and vote according to C 9.1.1;

**6.2.1.2** to take part in CEEA Events;

**6.2.1.3** to use the services of CEEA;

**6.2.1.4** to propose candidates for any position in the CEEA Bureau;

#### **6.2.2 It shall be the duty of each Member:**

**6.2.2.1** to follow the principles of sportsmanship;

**6.2.2.2** to support CEEA to achieve its objectives;

**6.2.2.3** to act in accordance with the present Constitutional Rules, and CEEA Rules and Regulations, and the decisions of the General Assembly;

**6.2.2.4** to meet responsibility for the conduct of its:

**6.2.2.4.1** athletes, officials, members and supporters;

**6.2.2.4.2** other persons exercising a function at a CEEA Event at the request of the Member;

**6.2.2.5** to meet its and all their financial liabilities to CEEA and/or Member;

**6.2.2.6** to include Rules within its constitution which allows doping control at a CEEA Event according to FINA Rules;

**6.2.2.7** not to make use of the names "Central and Eastern European" or "CEEA" for any Aquatics competition, event, activity or club under the jurisdiction of the Member nor in any other way, unless approved by CEEA;

**6.2.3** Regional Aquatic events may be held by Members; however such events will be subject to CEEA's previous approval in order to avoid conflicts of interest and officials' availability.

**6.2.4** Any sanction imposed by or decision made by CEEA shall be recognised and complied with by all Members.

**6.2.5** The affiliation fee is decided by the General Assembly and shall be 300€.

**6.2.6** The annual subscription fee is 100 € and shall be payable by April 1st each year.

**6.2.7** A Member not having paid the subscription fee before May 1st shall be regarded as unaffiliated until the payment has been made in full.

**6.2.8** If a Member does not fulfil any other liability it is responsible for, either to CEEA or to a Member organising a CEEA Event, the Bureau may decide that it shall be regarded as suspended from participation in all CEEA Events or any CEEA Event in that discipline in which the liability has arisen until the payment has been made in full.

### **6.3 Application for membership**

**6.3.1** Application for membership shall be submitted to the CEEA Bureau with:

**6.3.1.1** The Member's official address and contact details;

**6.3.1.2** A copy of the Member's current constitution and rules and regulations translated to English;

**6.3.1.3** A list of the Member's main officers;

**6.3.1.4** A formal undertaking by the Member Federation to observe and abide by the FINA, LEN and CEEA Rules, the World Anti-Doping Code as well as the jurisdiction and decisions of CAS;

**6.3.1.5** The appropriate membership fee.

**6.3.2** Every application for membership shall be decided by the Bureau. The Statutes, Rules and Regulations are automatically accepted if the membership is granted. If membership is not granted, the applicant may appeal to the General Assembly, which shall then make the final decision.

### **6.4 Termination of membership**

**6.4.1** The membership shall end if:

**6.4.1.1** the Member no longer exists;

**6.4.1.2** the Member withdraws its affiliation;

**6.4.1.3** the Member is excluded in accordance with C 6.4.3 below.

**6.4.2** Any Member wishing to withdraw its affiliation shall give written notice to CEEA. The affiliation shall end immediately, but no refund of fees will be made.

**6.4.3** The Bureau shall have the power to exclude a Member in cases of significant violation of the CEEA Constitution and/or Rules or where the Member no longer has sufficient representation of Aquatics in its country. The excluded Member may submit an appeal to the CEEA Panel for Disciplinary Matters and Disputes.

### **LANGUAGES**

**7.1** The official languages of CEEA shall be English and Romanian. In cases of doubt, the English language shall prevail. If this Constitution needs to be registered in the country of the headquarters of CEEA in another language than English, then that language would prevail for the sole purpose of the registration.

**7.2** The working language shall be English.

### **C 8. ORGANISATIONAL STRUCTURE OF CEEA**

**8.1** The following entities are established to govern and administer CEEA:

**8.1.1** The General Assembly;

**8.1.2** The Bureau;

**8.1.3** The Bureau Executive;

**8.1.4** The Technical Committees and Specialised Committees;

**8.1.5** The Panel for Disciplinary Matters and Disputes.

### **C 9. GENERAL ASSEMBLY**

#### **9.1 Composition**

**9.1.1** The General Assembly of CEEA is the highest authority of CEEA and shall have the power to decide upon any matters arising in CEEA. It shall consist of:

**9.1.1.1** a maximum of one (1) delegate of each Member, with one vote per Member;

**9.1.1.2** the members of the Bureau, without vote;

**9.1.1.3** Honorary Life Presidents, without vote;

**9.1.1.4** Honorary members, without vote;

**9.1.1.5** the Chairmen of the Committees or their substitutes, without vote.

**9.1.2** Each delegate of a Member (which must not be subject to a current suspension by CEEA) shall be a resident and/or a citizen of the country where the Member is located and shall be a member of the Member he is representing. Notice of the appointment of delegates, certified

in writing by the Member they represent, must be lodged with the CEEA General Secretary prior to the commencement of the General Assembly. A Member's written certification of appointment of its delegates may be amended or withdrawn, in accordance with the Member Constitution, and notice in writing must be lodged with the CEEA General Secretary at least 5 days prior to commencement of the General Assembly.

**9.1.3** The General Assembly shall be presided over by the CEEA President. In his absence, the First Vice President shall open the General Assembly and the General Secretary shall conduct the General Assembly.

**9.1.4** A valid decision of the General Assembly cannot be taken unless the representatives of 50% of the Member with voting rights are present (quorum).

**9.1.5** If a quorum is not present at the previously announced opening time of the General Assembly the meeting shall open one (1) hour later at which time quorum shall be not fewer than [30%] of the Member with voting rights present.

**9.1.6** Where the General Assembly is dealing with the proposed dissolution of CEEA, Rule C 22 shall apply.

## **9.2 Conduct and Agenda**

**9.2.1** The General Assembly shall be held every calendar year.

**9.2.2** The exact date and place of the General Assembly shall be decided upon and announced by the Bureau at least three (3) months beforehand and communicated to Members.

**9.2.3** The invitation to the General Assembly shall include the Agenda, the financial report of the past financial year and the budget for the following financial year, the activity reports of the Bureau, and of the CEEA Audit Committee, as well as any documents related to items on the Agenda. An invitation to the Extraordinary General Assembly shall include the Agenda and the documentation relating thereto.

**9.2.4** The Agenda shall be decided upon and announced by the Bureau one month prior to the General Assembly and sent to the Members.

**9.2.5** The following items shall be included in the Agenda of the General Assembly:

**9.2.5.1** Opening of General Assembly;

**9.2.5.2** Confirmation of the register of delegates and votes;

**9.2.5.3** Confirmation of the minutes of the previous General Assembly;

**9.2.5.4** Report by the Bureau about the activities during the time since the last General Assembly;

**9.2.5.5** Financial Report of Internal Auditors;

**9.2.5.6** Provisional budget and financial project;

**9.2.5.7** Discharge of the Bureau;

**9.2.5.8** Proposals;

**9.2.5.9** Election of the President who shall also automatically be appointed as candidate for LEN Vice President (if applicable);

**9.2.5.10** Election of the General Secretary, the Treasurer, up to five (5) Vice Presidents and up to nine (9) Bureau Members (if applicable);

**9.2.5.11** Election of three (3) further candidates to the LEN Bureau (if applicable);

**9.2.5.12** Election of Hon. Life President(s) and Hon. Member(s) (if applicable);

**9.2.5.13** Election of CEEA Audit Committee (if applicable);

**9.2.5.14** Update of the list of CEEA Events;

**9.2.5.15** Information about General Event Rules and Regulations for CEEA Events;

**9.2.5.16** Closing of General Assembly.

**9.2.6** The Bureau may add further items to the Agenda.

**9.2.7** Except the amendment of Constitutional Rules the General Assembly may deal with any other matter in cases of a motion of urgency approved by not less than a two-thirds majority of the votes registered.

### **9.3 Powers of the General Assembly**

**9.3.1** The General Assembly shall have the following duties and powers:

**9.3.1.1** to approve the general policies of CEEA;

**9.3.1.2** to approve the minutes of the preceding or Extraordinary General Assembly;

**9.3.1.3** to approve the reports of the President, the General Secretary and the treasurer;

**9.3.1.4** to approve the accounts of the previous financial year and the report of the auditors;

**9.3.1.5** to elect every four (4) years the members of the Bureau for a four year term of office, including the President, the First Vice President, the General Secretary, the Treasurer and up to five (5) Vice Presidents in accordance with C 10.2;

**9.3.1.6** to elect the candidates as three (3) members to the FINA Bureau; (\*\*)

**9.3.1.7** to elect Honorary Life President and Honorary Member.

**9.3.1.8** to approve the Constitutional Rules and make all necessary amendments thereto.

**9.3.1.9** to decide on all issues relating to the objectives of CEEA.

**9.3.1.10** to consider proposals submitted by Member.

**9.3.1.11** to consider any other issue included in the Agenda.

**9.3.1.12** to decide on appeal against not granted membership by the Bureau (C 6.3.2);

**9.3.1.13** to confirm the CEEA Panel for Disciplinary Matters and Disputes; and

**9.3.1.14** to elect the CEEA Audit Committee.

### **9.4 Proposals**

**9.4.1** Proposals for the General Assembly may be submitted only by a Member or the Bureau.

**9.4.2** Proposals by a Member shall be submitted to the CEEA Office no later than three (3) months before the date of the General Assembly.

**9.4.3** All proposals submitted in time shall be communicated to Members together with the recommendations of the CEEA Bureau no later than one (1) month before the date of the General Assembly.

**9.4.4** In voting, a proposal shall be regarded as rejected if there is equality in the votes.

### **9.5 Honorary Life Presidents and Honorary Members**

**9.5.1** In order to reward exceptional service in the advancement of Central and Eastern European Aquatics, the General Assembly, on the recommendation of the Bureau, shall be entitled to elect:

**9.5.1.1** Honorary Life Presidents;

**9.5.1.2** Honorary Members.

**9.5.2** An individual who has served four (4) or more terms as a CEEA Bureau Member shall be automatically granted Honorary Member status.

### **9.6 Extraordinary General Assembly**

**9.6.1** An Extraordinary General Assembly may be summoned by decision of the Bureau or at the written and signed request of at least twenty (20) Members.

**9.6.2** Notice shall be circulated by the General Secretary to the Members no later than one (1) month before the date of the Extraordinary General Assembly and shall state the reason(s), date, location and requisition for the meeting. No subject shall be discussed at the Extraordinary General Assembly other than the matters stated in the requisition.

**9.6.3** Decisions by the Extraordinary General Assembly cannot be taken unless the majority of the Members with voting rights are present. Should there be no majority present the motion shall be deemed to have been lost and shall not be raised again until the next ordinary meeting of the General Assembly.

### **9.7 Decisions of the General Assembly**

**9.7.1** The decision processes of the General Assembly are provided in the CEEA General Assembly Regulations. The General Assembly shall decide by a simple majority of the votes cast unless otherwise stated in this Constitution. Abstentions and invalid ballots will not be counted.

**9.7.2** Amendments of the Constitutional Rules approved by the General Assembly shall come into effect immediately unless the General Assembly deems otherwise.

## **10. BUREAU**

### **10.1 Composition**

**10.1.1** The Bureau shall consist of:

**10.1.1.1** the President;

**10.1.1.2** the First Vice President and up to five (5) Vice Presidents, preferably from different areas in Central and Eastern Europe; the Bureau may allocate special duties to each of the Vice Presidents;

**10.1.1.3** the General Secretary;

**10.1.1.4** the Treasurer;

**10.1.1.5** up to nine (9) further members;

**10.1.1.6** the President, the First Vice President, the General Secretary and the Treasurer of the outgoing Bureau, if not re-elected, remain Bureau members as immediate Past President, immediate Past General Secretary and immediate Past Treasurer, without vote, for the period of an additional mandate.

**10.1.1.7** the Chairman of the Athletes Committee, without vote

**10.1.2** All Bureau members shall be preferably from different Member Countries, except the President, the First Vice President, the General Secretary and the Treasurer of the outgoing Bureau if not re-elected.

**10.1.3** Any Bureau member shall be resident and/or a citizen of the country where the Member is located and shall be under the jurisdiction and shall have the full support (confirmed in writing to the CEEA General Secretary) of that Member which shall be free of suspension by FINA and/or CEEA.

### **10.2 Election of Bureau Members**

**10.2.1** The members of the Bureau shall be elected for a period of four (4) years. They shall remain in office to the end of the General Assembly electing the next Bureau.

**10.2.2** Nominations of candidates for election as President, First Vice President, Vice President, General Secretary, Treasurer, and Bureau members may only be made by the Members where the candidate is under the jurisdiction and with the full support (confirmed in writing to the CEEA General Secretary) of the Member. Nominations must be received in writing, by the CEEA General Secretary at least ninety (90) days before the date of the General Assembly where the elections are to be made.

**10.2.3** Information about candidates for office shall be communicated to Members together with the proposals and/or the Agenda submitted in time (see Rule C 9.4.3), at least one (1) month prior to the General Assembly.

**10.2.4** When a Bureau member has been absent from two consecutive meetings, the Bureau shall have the right to declare that such a member has forfeited his membership.

**10.2.5** Any vacancy among the Bureau membership shall be filled by the Bureau until the next General Assembly.

### **10.3 Rights and duties of the Bureau**

**10.3.1** The Bureau shall have the rights and duties, inter alia:

**10.3.1.1** to establish and publish a Strategic Plan for the term of its office and to report to the General Assembly on the progress;

**10.3.1.2** to execute all matters assigned to it by the General Assembly;

**10.3.1.3** to decide and to take action in any matter concerning CEEA;

**10.3.1.4** to establish a headquarters (CEEA Office) and appoint the CEEA Executive Director upon proposal of the CEEA President;

**10.3.1.5** to appoint, to exclude and to replace the members of the Committees;

**10.3.1.6** to appoint permanent and ad hoc Commissions and nominate their members;

**10.3.1.7** to allocate and to determine the dates of CEEA Events;

**10.3.1.8** to decide upon the place and the date of the CEEA General Assembly;

**10.3.1.9** to decide on and to circulate General Event Rules, Regulations for each CEEA Event and other Regulations (inter alia for CEEA Records, Advertising, Procedures at General Assembly and other meetings, Reimbursement of expenses, CEEA Awards, etc.);

**10.3.1.10** to control the conduct of CEEA Events (in cooperation with the Committees);

**10.3.1.11** to decide on CEEA Awards except election of Honorary Life President(s) and Honorary Members;

**10.3.1.12** To ensure there is an effective anti-doping strategy in force at CEEA Events in compliance with the WADA and FINA Anti-Doping policy;;

**10.3.1.13** to annually establish and monitor a budget;

**10.3.1.14** to appoint external certified auditors who shall assist the CEEA Audit Committee and the Treasurer;

**10.3.1.15** to reduce or waive fines and/or fees if there is reason;

**10.3.1.16** to decide provisionally on any matter pertaining to the General Assembly' competence or jurisdiction in case of urgency; such decisions shall remain in force until their ratification or annulment to be made by the following General Assembly;

**10.3.1.17** to decide on any issue not provided for in this Constitution or subject to no other body of CEEA.

#### **10.4 The CEEA Executive Director**

**10.4.1** The CEEA Executive Director shall attend the meetings of the Bureau and the Bureau Executive as an "ex officio" member without vote.

**10.4.2** He shall manage the CEEA Office in coordination with the President and the General Secretary.

**10.4.3** He shall also be responsible for the employment of the CEEA Staff, subject to the approval of the President, the General Secretary and the Treasurer.

**10.4.4** He shall, under the guidance of the Treasurer, manage the accounts and financial statements. He is responsible for operating within the annual budget approved by the Bureau.

#### **10.5 Meetings and attendance**

**10.5.1** The Bureau shall meet minimum once in a calendar year and whenever there is business to be transacted.

**10.5.2** The quorum for a meeting of the Bureau shall be the majority of members with power to vote.

**10.5.3** The meeting shall be presided over by the CEEA President. In his absence, the present Vice President senior in age shall open the meeting and the General Secretary shall conduct the meeting.

**10.5.4** The Chairmen of the CEEA Committees may be invited to attend the Bureau meetings. They may be substituted by the Vice Chairman or the Secretary of the respective Committee.

**10.5.5** The President may invite the Honorary Life President(s) to attend a meeting.

**10.5.6** The CEEA Audit Committee Members and/or the Professional Audit Company shall be invited to attend the Bureau meetings for the material financial items.

### **11. BUREAU EXECUTIVE**

#### **11.1 Composition, Rights and Duties**

**11.1.1** The Bureau Executive shall consist of the President, the First Vice President, the Vice Presidents, the General Secretary and the Treasurer.

**11.1.2** The rights and the duties of the Bureau Executive shall be:

**11.1.2.1** to supervise the activities of the CEEA Office;

**11.1.2.2** to make decisions on matters transferred to it by the Bureau;

**11.1.2.3** to make decisions on urgent matters between the meetings of the Bureau;

**11.1.2.4** any other mandate attributed by the General Assembly or stated in the Rules and Regulations.

**11.1.3** The Bureau Executive shall report their decisions and actions in writing to the next Bureau meeting and they shall in turn be recorded in the Bureau minutes.

#### **11.2 Rights and Duties of the Officers**

**11.2.1** The President, the First Vice President, the General Secretary and the Treasurer shall be entitled to represent and legally bind CEEA whenever required.

#### **11.3 The President**

**11.3.1** The principal elected Officer of CEEA shall be the President.

**11.3.2** The President shall, inter alia, have the following roles and duties:

**11.3.2.1** to preside at all meetings of the General Assembly, the Bureau and the Bureau Executive;

**11.3.2.2** to represent CEEA in all dealings with FINA, LEN and any other relevant international organisations;

**11.3.2.3** to negotiate or to oversee the negotiation of all major contracts on behalf of CEEA in consultation with the members of the Bureau Executive and the CEEA Executive Director;



- 11.3.2.4** to be an ex officio member of all CEEA Committees and Commissions;
- 11.3.2.5** to create any task force or working group he may deem necessary or advisable to address any urgent situation;
- 11.3.2.6** to be responsible, as the principal elected Officer of CEEA, for the oversight of the operations of the CEEA Office and, where appropriate, to take such measures as he may deem necessary for the proper administration of CEEA. He shall periodically report to the Bureau in this regard;
- 11.3.2.7** to maintain relations with FINA and CEEA Members;
- 11.3.2.8** to propose a candidate for CEEA Executive Director which is then to be considered for appointment by the CEEA Bureau;
- 11.3.2.9** to evaluate the performance of the CEEA Executive Director; and
- 11.3.2.10** to propose members for the CEEA Panel for Disciplinary Matters and Disputes.

#### **11.4 The General Secretary**

**11.4.1** The duties of the General Secretary shall, inter alia, be as follows:

- 11.4.1.1** to manage the administration of Secretarial functions together with the Executive Director;
- 11.4.1.2** to monitor the relations between CEEA and Members;
- 11.4.1.3** to supervise the organisation of the General Assembly and the Bureau meetings and agenda, together with the Executive Director;
- 11.4.1.4** to collect candidacies for the CEEA Bureau, the Bureau Executive and the FINA/LEN Bureau and FINA/LEN Vice President;
- 11.4.1.5** to evaluate the performance of the CEEA Executive Director.

#### **11.5 The Treasurer**

**11.5.1** The duties of the Treasurer shall be as follows:

- 11.5.1.1** to supervise CEEA's finances;
  - 11.5.1.2** to advise on the annual finance plans;
  - 11.5.1.3** to administer CEEA's capital;
  - 11.5.1.4** to settle all financial obligations;
  - 11.5.1.5** to participate in the negotiations with official suppliers and in relation to TV and broadcasting rights;
  - 11.5.1.6** to manage all intellectual properties of CEEA;
  - 11.5.1.7** to provide at each Bureau meeting an up to date report on CEEA's financial position against budget and where possible provide a financial forecast.
- 11.5.2** The Treasurer shall be mandatorily consulted on all financial matters.

### **C 12. COMMITTEES**

**12.1** The Committees of CEEA shall be appointed by the Bureau and shall be the following:

#### **12.1.1 Technical Committees:**

- 12.1.1.1** Swimming Committee (SwC);
- 12.1.1.2** Water Polo Committee (WPC);
- 12.1.1.3** Diving Committee (DiC);
- 12.1.1.4** Artistic (Synchronised)\* Swimming Committee (SSC);
- 12.1.1.5** Open Water Swimming Committee (OWSC);
- 12.1.1.6** Masters Committee (MaC);
- 12.1.1.7** Medical Committee (MedC)

#### **12.1.2 Special Committees:**

- 12.1.2.1** the Marketing Committee;
- 12.1.2.2** the Awards' Committee;
- 12.1.2.3** the Legal Committee;
- 12.1.2.4** the Media Committee;
- 12.1.2.5** the Athletes Committee;
- 12.1.2.6** the Facilities Committee

#### **12.1.2 Composition**

- 12.1.2.1** Each Committee shall consist of five to ten (5 - 10) members from different Member Countries.

**12.1.2.2** The officers of the committees shall be the Chairman, the Vice Chairman and the Secretary.

**12.1.2.3** For each Committee the Bureau may appoint ex officio a Bureau member without vote who shall ensure necessary communication between the Bureau and the Committee (Bureau Liaison).

### **12.1.3 Appointment of the Committee Members**

**12.1.3.1** Candidates for Committee Membership may be proposed by a Bureau Member or by the Members.

**12.1.3.2** Any candidate shall be a resident and/or a citizen of the country where the Member is located and shall be under the jurisdiction of that Member.

**12.1.3.3** The appointment of a Committee Member is only valid after the Member he belongs to has confirmed in writing that it will cover the expenses of the Committee Member for the full term of appointment

**12.1.3.4** The Chairman, the Vice Chairman, the Secretary and the other members of the Committees shall be appointed by the Bureau at its first meeting after its election and shall remain in office for the same period as the Bureau.

**12.1.3.5** Only those persons may be appointed members of a Technical Committee who are recognised experts in the respective sport, possess comprehensive experience as an athlete, judge, official, trainer or teacher, and are capable of and interested in actively and regularly attending meetings of the Committee and cooperating with it.

**12.1.3.6** Only those persons may be appointed members of a Special committee who are knowledgeable and skilled in the area for which the Committee has been established and are capable of and interested in actively and regularly attending meetings of the Committee and co-operating with it.

### **12.1.4 Rights and duties**

**12.1.4.1** The rights and duties of the Committees and Special Committees shall, inter alia, include the following:

**12.1.4.1.1** to discuss and to take decisions on all matters assigned to them by the Bureau or the Bureau Executive;

**12.1.4.1.2** to promote their discipline in any possible way e.g. by collecting experiences, conducting clinics, circulating technical expertise to affiliated Members, etc.;

**12.1.4.1.3** to exchange continuously expertise and opinions with Members in regard to technical matters;

**12.1.4.1.4** to consider and decide on all technical matters in their discipline;

**12.1.4.1.5** to evaluate, promote and maintain the quality of referees, judges and officials and to establish annually a list of CEEA recognised officials in their discipline;

**12.1.4.1.6** to cooperate in the technical preparation and holding of the competitions in their discipline at the Central and Eastern European Championships and the other CEEA Events;

**12.1.4.1.7** to investigate standard equipment and specifications of venues and facilities for CEEA Events;

**12.1.4.1.8** to control the technical preparations and technical conduct of the Central and Eastern European Championships and all other CEEA Events in their respective discipline;

**12.1.4.1.9** to consider and take decisions on applications for Central and Eastern European Records;

**12.1.4.1.10** to appoint sub-committees, consisting of Committee Members, to investigate, study and make recommendations to the Committee on any matter referred to them;

**12.1.4.1.11** to establish and recommend for the approval of the Bureau binding regulations for the conduct of CEEA Events.

**12.1.4.2** The rights and duties of the Special Committees shall, inter alia, include the following:

**12.1.4.2.1** the composition specific duties and powers of the individual committees shall be stipulated in special organisation regulations;

**12.1.4.2.3** each Committee may propose amendments to its regulations to the CEEA Bureau;

**12.1.4.2.4** to appoint sub-committees, consisting of Committee members, to investigate, study and make recommendations to the Committee on any matter referred to them.

### **12.1.5 Meetings and attendance**

**12.1.5.1** All Committee meetings shall be subject to Bureau approval. Each Committee shall normally meet once a year and at such other time as the Bureau shall agree.

**12.1.5.2** The Chairman of the Committee shall compose the agenda.

**12.1.5.3** The quorum for a meeting shall be the majority of the members.

**12.1.5.4** The meeting shall be presided over by the Chairman of the Committee or, in his absence, the Vice Chairman. If neither is present, the members shall appoint from amongst themselves a person to act as the meeting chairman.

**12.1.5.5** The Secretary shall keep minutes and submit reports to the Bureau.

**12.1.5.6** Where a member of any Committee has been absent from two consecutive meetings without reasons acceptable to the Bureau, the Bureau shall have the right to declare that such a member has forfeited his membership. The Bureau according to C 10.3.1.5 shall then fill the vacancy

### **C 13. VOTING BY THE BUREAU AND THE COMMITTEES**

**13.1** Decisions shall be taken by a simple majority of votes.

**13.2** In cases of equal votes the Chairman or the chairman of the meeting shall have a casting vote.

**13.3** The Bureau Executive and the officers of the Committees may call for a decision by mail (including email) vote.

**13.4** Where a mail vote is called, the Secretary in charge shall:

**13.4.1** send each member entitled to vote a clear statement of the question to be voted;

**13.4.2** request that each member shall send his/her vote thereon to the mentioned address;

**13.4.3** state on what date the voting shall be closed.

**13.5** After the closing of the vote the Secretary in charge shall inform all those entitled to vote of the result.

**13.6** The ballots cast shall be kept in the files until the end of the next meeting of the respective body where the decision will be recorded.

### **C 14. REPRESENTATION TOWARDS THIRD PARTIES**

**14.1** The Bureau represents CEEA toward third parties and is validly engaged by the collective signature of its President, First Vice President, General Secretary and Treasurer.

**14.2** The Bureau may delegate to any of its members or a third party, under its responsibility, the power to represent CEEA and sign on its behalf.

### **C 15. CEEA PANEL FOR DISCIPLINARY MATTERS AND DISPUTES**

#### **15.1 Composition and election**

**15.1.1** The CEEA Panel for Disciplinary Matters and Disputes (CEEA Panel) shall consist of five (5) persons from different Member. Members of the CEEA Panel shall serve for the same period as the Bureau or until their successors are appointed.

**15.1.2** Before the electoral Congress the President shall select five (5) persons to serve on the CEEA Panel.

**15.1.3** They shall be known for their ability, their impartiality and their general knowledge of the aquatic sports. At least three (3) of them shall also have legal training and experience.

**15.1.4** A person may not serve on the CEEA Panel if he:

**15.1.4.1** is a member of the Bureau or a Committee;

**15.1.4.2** cannot speak English.

**15.1.4.3** or is a member of a Member which is currently under suspension by FINA, LEN or CEEA

**15.1.5** The Bureau shall on the proposal by the President appoint one of the members of the CEEA Panel to be Chairman.

**15.1.6** The General Assembly shall confirm the CEEA Panel.

**15.1.7** If a member of the CEEA Panel should die or retire, a replacement may be decided by the Bureau, whose appointment shall be confirmed by the next General Assembly.

#### **15.2 Rights and duties**

**15.2.1** The CEEA Panel shall deal with cases which are under the jurisdiction of CEEA and:

**15.2.1.1** decide in disciplinary matters and in regard to cases of misconduct, which are not the jurisdiction of a CEEA Delegate or a CEEA Committee, and which are put forward to the CEEA Panel by the CEEA Bureau, the Bureau Executive or by one of the Officers;

**15.2.1.2** decide, in cases put forward by the CEEA Bureau, the Bureau Executive or by one of the Officers about sanctions on Member for not fulfilling duties to CEEA and/or violating Rules and Regulations or decisions by the General Assembly ;

**15.2.1.3** decide on appeals against exclusion of Member by the Bureau (C 6.7.3);

**15.2.1.4** decide on appeals put forward to the CEEA Panel by a party involved in regard to sanctions imposed by either a CEEA Delegate or a CEEA Committee, subject to the payment of a fee of five hundred (500) EUR to CEEA;

**15.2.1.5** decide on disputes regarding a transfer of a water polo player, subject to the payment of a fee of five hundred (500) EUR to CEEA.

**15.2.2** An appeal may be submitted against a decision taken by the CEEA Panel according to C 15.2.1.1, C 15.2.1.2 and C 15.2.1.3 to the Court of Arbitration for Sport in Lausanne (Switzerland) within twenty-one (21) days after notification.

**15.2.3** A decision taken by the CEEA Panel according to C 15.2.1.4 and C 15.2.1.5 shall be final.

**15.2.4** The CEEA Panel may at its sole discretion also award costs to one or more parties which shall be separate from any other fee due under other CEEA Rules and Regulations.

**15.2.5** Representation by legal counsel shall always be at the party's own expense.

### **15.3 Proceedings**

**15.3.1** The Chairman shall appoint three (3) members of the CEEA Panel to adjudicate all matters in the specific case. He can be one of these members.

**15.3.2** No member of the CEEA Panel shall be appointed to decide a specific case when he is a citizen of the country of the individual or of the Members involved in the case.

### **15.4 Relevant Principles of due Process**

**15.4.1** The hearings of the CEEA Panel shall respect the following principles taking into account the urgency of the matter, if applicable:

**15.4.1.1** a timely hearing either personally or by written submissions;

**15.4.1.2** a fair and impartial hearing body;

**15.4.1.3** the right to be represented by counsel at the hearing, with no expense to CEEA;

**15.4.1.4** the right to be fairly and timely informed of the relevant violation;

**15.4.1.5** the right to respond to the violation and resulting consequences;

**15.4.1.6** the right of each party to present evidence, including the right to call and question witnesses (subject to the hearing body's discretion to accept testimony by telephone or written submission);

**15.4.1.7** the right to an interpreter at the hearing, at no expense to CEEA; and

**15.4.1.8** the right to a timely, written, reasoned decision; specifically, including an explanation of the reason(s) for any period of suspension.

**15.4.2** The CEEA Panel may conduct a hearing or decide a matter based upon written submissions of the parties, however in any case the principles expressed in C 15.4.1 must be respected.

## **C 16. SANCTIONS**

**16.1** Any Member may be sanctioned by CEEA as stated in the Rules and Regulations if any:

**16.1.1** duties to CEEA are not fulfilled;

**16.1.2** CEEA has been brought into disrepute;

**16.1.3** Rules, Regulations and/or decisions of the General Assembly, of the Bureau or of the CEEA Panel are violated or not complied with.

**16.2** Possible sanctions are:

**16.2.1** a warning;

**16.2.2** a fine;

**16.2.3** a suspension for a fixed period;

**16.2.4** a suspension until an imposed obligation will be fulfilled;

**16.2.5** a suspension until a specified set of circumstances changes or ceases to exist;

**16.2.6** withholding of grants or subsidies from a Member;

**16.2.7** exclusion. One or several of the sanctions may be combined.

**16.3** Any sanction shall be recognised and complied with by all Members.

## **C 17. ANNUAL CEEA CALENDAR OF EVENTS**

**17.1** The CEEA Calendar shall include:

**17.1.1** the CEEA Events;

**17.1.2** fixtures agreed between Members;

**17.1.3** events announced by a Member and accepted for inclusion in the CEEA Calendar by the CEEA General Secretary.

**17.2** Events of common interest, including all FINA/LEN international events, may be added for information.

## **18. FINANCES**

### **18.1 Funds**

**18.1.1** All funds or other property of CEEA shall be applied to the furtherance of the objectives of CEEA.

**18.1.2** No funds or other property of CEEA shall be paid to, or distributed among, the members of CEEA. In the event of dissolution of CEEA, the funds remaining shall be transferred to LEN.

**18.1.3** Members of the CEEA Bureau are not personally liable for the debts and obligations of CEEA.

**18.1.4** The General Assembly may decide to use the whole or any part of the funds or other property of CEEA to secure and/or to compensate any present or expected liability of CEEA due to negligent acts on behalf of CEEA by any member of the Bureau Executive.

### **18.2 Financial Administration and Control**

**18.2.1** The financial year of CEEA shall be the calendar year.

**18.2.2** The Treasurer shall prepare the annual accounts, present them to the Bureau for approval. The Bureau approved accounts shall then be presented to the General Assembly each year.

**18.2.3** The annual accounts shall be audited by certified professional auditors approved by the Bureau. The audit process shall be overseen and managed by the CEEA Audit Committee.

**18.2.4** The CEEA Audit Committee shall be elected by the General Assembly for the same period as the Bureau. They shall be from two different Members, but not from the same Member as the Treasurer.

### **18.3 Expenses of Bureau and Committee Members**

**18.3.1** All Bureau and Committee Members are volunteers and shall not receive any kind of remuneration other than such emoluments as the Bureau shall approve from time to time to cover out of pocket expenses.

## **C 19. ARBITRATION**

**19.1** Final decisions made by the General Assembly or Bureau that violate the Constitution or mandatory legal provisions may be submitted to the Court of Arbitration for Sport (CAS), in Lausanne, Switzerland, which shall resolve the dispute finally in accordance with the CAS Code of Sports-related Arbitration.

**19.2** The time limit for filing an appeal shall be 21 days after the reception of the decision against which the appeal is directed. The governing law of the appeal shall be the Constitution and the Rules and Regulations of CEEA and complementarily, Swiss law. The arbitration proceedings shall be conducted in English, unless the parties agree otherwise.

## **C 20. AMENDMENTS TO THE CONSTITUTIONAL RULES**

**20.1** Any amendment to the CEEA Constitutional Rules must be:

**20.1.1** presented by the Bureau or a Member;

**20.1.2** approved by a minimum of two thirds of Members present at the General Assembly;

**20.1.3** submitted to FINA for approval in accordance with FINA Rule C 14.2.

**20.2** Amendments of the Constitutional Rules approved by the General Assembly shall come into effect immediately unless the General Assembly deems otherwise.

## **C 21. PRINTING OF RULES**

**21.1** All Rules of CEEA are solely for the benefit of Members and may be reprinted or translated by Members under their responsibility, with the understanding that in all cases where the translated text differs in interpretation, the English version shall be accepted. Any other organisations desiring to publish these Rules shall obtain the permission of CEEA.

## **C 22. DISSOLUTION**

**22.1** The dissolution of CEEA may only be decided by an Extraordinary General Assembly.

**22.2** A four-fifths majority of Members shall be required to dissolve CEEA.

**22.3** If CEEA is dissolved all CEEA properties shall be transferred to LEN.

\* previously Synchronised Swimming

\*\* In regard to this specific situation the proposal is to include the following provision in the General Assembly Regulations:

*'In case the LEN President is candidate for a position as FINA President, FINA Honorary Secretary or FINA Honorary Treasurer, the CEEA Bureau on proposal of the CEEA President, shall decide who of the three (3) Continental FINA Bureau Members, elected as such at the CEEA Congress, will replace him in the position of FINA Vice President, if he will be elected by the FINA Congress in the position he is candidate for. The CEEA Bureau shall take the decision at its last meeting before the FINA Congress.'*