

# BYLAWS OF THE **ASIA FEDERATION OF PICKLEBALL (AFP)**

In force 20 September 2025



## **MAP OF ASIA**

Olympic Council of Asia (OCA)  
45 National Olympic Committees (NOCs)

- |                             |                          |                   |                   |                           |
|-----------------------------|--------------------------|-------------------|-------------------|---------------------------|
| (1) Afghanistan             | (10) Hong Kong, China    | (19) Kuwait       | (28) Nepal        | (37) Syria                |
| (2) Bahrain                 | (11) India               | (20) Kyrgyzstan   | (29) Oman         | (38) Tajikistan           |
| (3) Bangladesh              | (12) Indonesia           | (21) Laos         | (30) Pakistan     | (39) Thailand             |
| (4) Bhutan                  | (13) Iran                | (22) Lebanon      | (31) Palestine    | (40) Timor-Leste          |
| (5) Brunei Darussalam       | (14) Iraq                | (23) Macau, China | (32) Philippines  | (41) Turkmenistan         |
| (6) Cambodia                | (15) Japan               | (24) Malaysia     | (33) Qatar        | (42) United Arab Emirates |
| (7) China                   | (16) Jordan              | (25) Maldives     | (34) Saudi Arabia | (43) Uzbekistan           |
| (8) Chinese Taipei (Taiwan) | (17) Kazakhstan          | (26) Mongolia     | (35) Singapore    | (44) Vietnam              |
| (9) DPR Korea (North Korea) | (18) Korea (South Korea) | (27) Myanmar      | (36) Sri Lanka    | (45) Yemen                |

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## ARTICLE      DEFINITIONS

| Term                                | Description                                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AFP                                 | Asia Federation of Pickleball, the continental governing body for Pickleball in Asia, operating as a non-profit Company Limited by Guarantee registered in Singapore.                                              |
| UWPF                                | Unified World Pickleball Federation, the recognized global governing body for Pickleball, under which AFP operates as the Asian continental confederation. <i>[The name of UWPF is subjected to confirmation.]</i> |
| Bylaws                              | The official governing rules and regulations adopted by AFP, binding on all members and stakeholders.                                                                                                              |
| Board of Directors (BOD)            | The highest decision-making body of AFP, consisting of Board Officers, Country Directors, Non-Executive Directors, and the CEO.                                                                                    |
| Board Officers (BO)                 | Elected leadership positions within AFP, including the Chairperson, Vice-Chairpersons, Secretary General, and Membership Director.                                                                                 |
| Country Director (CD)               | A representative appointed by a Country Member to the AFP Board of Directors, with full voting rights on behalf of their nation.                                                                                   |
| Non-Executive Director (NED)        | An appointed member of the BOD who provides independent, strategic advice without engaging in daily operations.                                                                                                    |
| Chief Executive Officer (CEO)       | The appointed head of AFP's operations, reporting directly to the Chairperson, responsible for executing Board-approved programs and policies.                                                                     |
| Executive Committee (EXCO)          | The operational arm of AFP, led by the CEO, responsible for implementing Board decisions, managing programs, and overseeing administration.                                                                        |
| Advisory Committee                  | A body of appointed experts who provide strategic advice to AFP but have no voting rights.                                                                                                                         |
| Annual General Meeting (AGM)        | The yearly assembly of AFP's BOD and members to review reports, elect officers, approve budgets, and decide on other key matters.                                                                                  |
| Extraordinary General Meeting (EGM) | A special meeting convened to address urgent or specific matters that cannot wait until the next AGM.                                                                                                              |
| Country Member                      | A National Federation or Associate Member of UWPF in good standing, recognized by AFP as the official representative of Pickleball in their country.                                                               |
| General Member                      | An Affiliate, Club, or Corporate member of AFP without voting rights, participating in programs and activities in support of AFP's objectives.                                                                     |
| Affiliate Member                    | A non-profit organization promoting Pickleball in territories not yet recognized by UWPF or with multiple organizations in the same territory.                                                                     |
| Club Member                         | A for-profit or non-profit entity engaged in competitive, training, or promotional activities related to Pickleball.                                                                                               |
| Corporate Member                    | A commercial company supporting or engaging in Pickleball-related activities, such as sponsorship or product supply.                                                                                               |
| Good Standing                       | A status indicating that a member has fulfilled all obligations, including payment of dues and compliance with AFP's Bylaws, policies, and principles.                                                             |
| Quorum                              | The minimum number of eligible voting members required to conduct official business at a meeting.                                                                                                                  |
| Code of Conduct                     | AFP's set of ethical and behavioural standards governing all members, officials, and representatives.                                                                                                              |



| Term                                      | Description                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Conflict of Interest (COI)                | A situation where a person’s personal or financial interests could improperly influence their duties or decisions within AFP. |
| Interested Party Transaction (IPT)        | Any transaction between AFP and a member or related party that could create a conflict of interest.                           |
| Asia Pickleball Games (APG)               | AFP’s sanctioned annual continental championship tournament.                                                                  |
| Asia Pickleball Junior Network (APJN)     | AFP’s junior program that develops youth Pickleball talent and organizes junior-level competitions.                           |
| Asia Pickleball University Network (APUN) | AFP’s program fostering Pickleball activities and competitions in higher education institutions.                              |
| Asia Pickleball Senior Network (APSN)     | AFP’s program dedicated to promoting Pickleball participation and well-being among senior players.                            |

## **ARTICLE I      NAME AND OFFICE**

### **1.1 NAME OF THE ORGANISATION**

The name of this organisation is “Asia Federation of Pickleball”, abbreviated as “AFP” (hereinafter referred to as “AFP”). It serves as the Asia governing body for the sport of Pickleball and acts as the continental confederation under the Unified World Pickleball Federation.

### **1.2 MEANING OF THE LOGO**

The logo of the Asia Federation of Pickleball (AFP) features two open palms forming a circular arc to cradle a single pickleball at the centre. This design symbolizes unity, inclusiveness, and the shared passion for the sport of Pickleball across Asia. The gesture represents support, respect, and solidarity among the Pickleball community.

The word “Asia” is prominently inscribed to signify the federation’s regional focus and its commitment to promoting and developing the sport throughout the Asian continent. The pickleball is depicted in **yellow**, reflecting one of the five colours of the Olympic rings. While the International Olympic Committee (IOC) has clarified that no single ring corresponds to any specific continent, historical usage—including that by the former Association of National Olympic Committees—has often placed Asia in association with the yellow ring. The background of AFP logo is white, aligning with the official Olympic flag design and signifying peace and neutrality.



The use of Olympic-inspired symbolism colour reflects AFP’s aspiration to uphold the spirit of international sportsmanship, regional unity, and global recognition, while staying committed to the development of Pickleball in Asia.

### **1.3 OFFICES**

#### **1.3.1 Registered Office**

The **Asia Federation of Pickleball Ltd. (AFP)** is a **non-profit** organisation headquartered in Singapore. It is officially registered under the Accounting and Corporate Regulatory Authority (ACRA) as a Company Limited by Guarantee (**CLG**). AFP is formally established on **22 August 2020** with the registration number **202025339G**. The organisation may at any time, change the location of its registered office in Asia, subject to the majority approval of the Board of Directors (BOD).

#### **1.3.2 Satellite or Regional Office(s):**

AFP’s BOD is authorised to establish satellite and regional office(s) across Asia as may be deemed necessary. These regional offices shall serve to promote and develop the sport of pickleball, strengthen local engagement, and support the implementation of AFP’s programs, initiatives, and strategic goals.

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#### **1.4 OFFICIAL LANGUAGE**

The official language will be in **English**, in writing and speaking. The use of another language is permitted by any member at his cost and shall be interpreted to English language during the meeting.

#### **1.5 WEBSITE AND SOCIAL MEDIAS**

- 1.5.1 AFP shall maintain a website for the purposes of providing information to its members and the public of its mission, programs and activities.
- 1.5.2 The current website URL is <https://www.afpickleball.org>.
- 1.5.3 The current Facebook address is <https://www.facebook.com/AFPickleball/>.
- 1.5.4 The current Instagram account is <https://www.instagram.com/afpickleball/>.

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## **ARTICLE II     OBJECTIVES, MISSION AND PRINCIPLES**

### **2.1     OBJECTIVES**

#### **2.1.1     Integration and Governance**

- a. Establish and enforce common policies and rules for Pickleball across Asian countries, aligned with international standards;
- b. Facilitate collaboration and mutual recognition among Members, and resolve disputes through structured governance mechanisms;
- c. Represent AFP at international body, upholding compliance with global sport governance codes, including ethics, anti-doping, and integrity standards.

#### **2.1.2     Education and Development**

- a. Develop and deliver training programs for coaches, referees, and players to raise the competency and professionalism of the sport;
- b. Promote Pickleball as an inclusive sport for all ages and abilities, emphasizing its physical, mental, and social benefits;
- c. Implement standards and certifications to maintain quality in coaching, officiating, and player development.

#### **2.1.3     Competitions & Integrity**

- a. Organize and sanction regional tournaments, including Continental Championships and Para Pickleball events under AFP jurisdiction;
- b. Implement integrity safeguards, including anti-doping, match-fixing prevention, and ethics monitoring across all competitions;
- c. Ensure medical readiness and athlete safety, including policies for injury prevention, emergency protocols, and wellness checks.

#### **2.1.4     Inclusion & Equality**

- a. Promote gender equity, diversity, and inclusion in all AFP programs, competitions, and leadership roles;
- b. Develop and integrate Para Pickleball pathways, aligned with Paralympic and Asian Para Games standards;
- c. Enforce anti-discrimination policies to protect the rights and freedoms of all participants regardless of background or status.

#### **2.1.5     Commercial Sustainability**

- a. Secure sponsorships and partnerships that directly benefit AFP's programs and long-term financial viability;
- b. Apply for public and private funding, including government grants and regional development funds;
- c. Manage AFP's assets and membership programs to generate revenue and support strategic initiatives.

#### **2.1.6     Global Representation & Growth**

- a. Support the creation and growth of national federations within Asia, providing mentorship, guidance, and technical assistance;
- b. Promote Pickleball globally through AFP's events and media, aligning with efforts to reach Asian games, Olympic and Paralympic status;
- c. Collaborate with UWPF to shape global Pickleball policies and participate in decision-making forums.

## **2.2 VISION AND MISSION**

### **2.2.1 Vision**

An organization that unites and empowers all Asian nations to grow and promote the sport of Pickleball across the region.

### **2.2.2 Mission**

To participate in multi-sport events such as the SEA Games, Asian Games and ultimately Olympic Games.

## **2.3 PRINCIPLES**

These principles shall apply to all members; AFP, its Member Countries, including their officials, athletes, administrators, and associated bodies. All members are expected to uphold these principles in every aspect of their governance, participation, and representation within the sport of Pickleball.

### **2.3.1 Sports for All**

Pickleball is a sport for people of all ages and abilities—whether recreational, competitive, or elite. We promote inclusivity and encourages participation at all levels across Asia.

### **2.3.2 Fair Play, Integrity, Transparency & Accountability**

- a. We shall take all reasonable care to ensure all competitions, programs, and related activities are conducted with the highest standards of fairness and integrity;
- b. Members to act with integrity and must not politicize, manipulate, or misuse any tournament, program, or organizational activity for personal, political, or national advantage;
- c. Players at all levels must be able to participate in tournaments which is free of drugs, violence, discrimination, technical manipulation, cheating and any form of exploitation in an attempt to win or to manipulate the outcome of a match;
- d. Transparency and open to scrutiny are fundamental to maintaining trust, upholding credibility, and preserving the integrity of sport.

### **2.3.3 Code of Ethics**

We must enforce a strict Code of Ethics to protect against all forms of harassment, abuse, and discrimination—whether physical, verbal, psychological, or otherwise. All AFP Members must commit to a safe, respectful, and ethical sporting environment.

### **2.3.4 Equal Opportunity**

We support equal representation and participation for all genders on and off the field of play. Member Countries shall actively promote gender balance in leadership, officiating, coaching, and athlete development.

### **2.3.5 Non-Discrimination**

AFP prohibits any form of discrimination in its operations and decision-making processes. No individual shall be treated unfairly based on race, colour, gender, sexual orientation, language, religion, political belief, nationality, social origin, disability, or other protected status.



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### **2.3.6 Autonomy**

The autonomy of international sport is a fundamental principle.

- a. AFP shall take all necessary measures to preserve the independence and integrity of Pickleball as a sport—particularly in the context of Asian governance and competition;
- b. AFP shall allow Country Members complete autonomy in their own territory. It will have no part in purely national issues unless such issues affect the international image, or the standing in SEA Games, Asian Games, Olympic and Paralympic status of the sport in any way;
- c. Country Members must manage their internal affairs with total independence and ensure that no third party interferes in their operations. Country Members must remain autonomous and resist political, religious and financial pressure which may infringe their commitment to conform to the AFP's Bylaws;
- d. Any external form of interference or attempt shall be reported to the UWPF. When the autonomy of a Country Members is being compromised, the UWPF shall take any appropriate measures in consultation with AFP.

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## **ARTICLE III COUNTRY MEMBERSHIP**

### **3.1 UNIFIED WORLD PICKLEBALL FEDERATION'S (UWPF) MEMBERSHIP**

#### **3.1.1 Membership Eligibility and Process**

- a. All Country Members (National Federations or Associate Members) must follow UWPF's Bylaws and its admission process;
- b. Upon acceptance by the UWPF, the applicant can apply to join AFP as a recognized Country Member, subject to AFP's approval and alignment with its objectives;
- c. UWPF and AFP will coordinate on matters relating to the affiliation and recognition of such members.

#### **3.1.2 Annual Dues and Member Status**

- a. All AFP Country Members are required to maintain an active membership status with the UWPF, including timely payment of annual dues to the UWPF;
- b. Failure to maintain good standing, including non-payment or inactivity, may result in the Country Member being delisted or suspended from AFP membership.

#### **3.1.3 Participation in UWPF Governance**

AFP Country Members are strongly encouraged to actively participate in the meetings and governance of the UWPF, including nominating, voting for, or serving on the UWPF BOD and its official committees, in order to contribute to the global development and representation of the sport.

#### **3.1.4 Affiliate and Non-Country Memberships**

- a. Entities not eligible for UWPF Country Membership may apply to join AFP under alternative membership categories such as Affiliate, Club, or Corporate Member;
- b. These categories are intended to support the growth and promotion of pickleball within the region, without conferring national representation rights.

### **3.2 AFP'S MEMBERSHIP**

#### **3.2.1 Country Member: National Federation and Associate**

- a. To join and become an AFP Country Member, the organisation must be a National Federation or Associate Members in the UWPF with good standings and with Annual dues paid to UWPF. Country Member should furnish Exhibit A: AFP Membership Form;
- b. Country Member may nominate a Country Director in AFP's BOD by filling in Exhibit B: Country Director Appointment Form;
- c. The application is subject to the acceptance by the Board Officers and Membership Director.

#### **3.2.2 General Member: Other Memberships in AFP**

- a. Affiliate:
  - Non-profit organisation trying to form a national pickleball association or federation in a territory that is not yet recognised by the national legislation;
  - There are multiple organisations within the same territory or in a disputed territory wishes to promote pickleball;
  - Organisation in a territory where it is not recognised by UWPF;
  - Organisations which are exclusively for Para-Pickleball players and who are not affiliated to a National Federation;
  - Member should furnish Exhibit A: AFP Membership Form, subject to the acceptance of the Board Officers and Membership Director.

- b. Club and Corporate:
  - A Club refers to an entity — including but not limited to academies, professional teams, or commercially operated pickleball organizations — that is actively involved in the promotion, development, training, or competitive participation of pickleball. Clubs may operate on a for-profit basis and may engage in player recruitment, transfers, and management activities;
  - A Corporate refers to a commercial company or business entity that supports or engages in pickleball-related activities. This includes, but is not limited to, sponsors, partners, apparel and equipment providers, technology firms, and event or service vendors.
- c. Individual Player:

An individual pickleball player or a team that participates independently and is not affiliated with any company, organization, or commercial entity.
- d. Affiliates, Clubs, Corporates and Individuals shall be classified as non-voting members.
- e. The AFP Board Officers and Membership Director reserve the right to:
  - Review and decide on all applicable Membership;
  - Reclassify, suspend, or revoke the membership that fails to comply with AFP's Bylaws, principles, or acts against the interests of AFP;
  - Accept written notice of voluntary withdrawal at any time.

### 3.2.3 AFP Membership Annual Dues

- a. All Country Members and Associate Members are required to pay annual membership dues;
- b. The membership dues amount shall be determined and approved during the Annual General Meeting (AGM);
- c. Membership status is contingent upon timely payment of annual dues; members must remain in good standing by keeping their dues current.

### 3.2.4 On Going Member Obligations

- a. Every National Federation, Associations and Affiliates shall submit to the Secretary not later than 15 December in each calendar year a completed Annual Form (Exhibit A) which includes information that is requested by the Membership and EXCO Committee for day-to-day communication, however with the primary contact person being the Country Director (Exhibit B, if any) in case of any doubt.
- b. Comply with their National Olympic Council's guidelines for electing the governing board and notify AFP (using Exhibit A & B) of the election results within thirty (30) days.
- c. Support AFP in achieving its objectives and act in accordance with the AFP Bylaws and decisions;
- d. Encourage participation in Asian continental events and competitions;
- e. Collaborate their national Pickleball activity calendar to AFP annually and update it as needed.

### 3.2.5 Protest

- a. A protest against a membership application, supported by at least two (2) Country Members in good standing, shall be reviewed by the Board Officers, Membership

Director, and CEO at the next Board meeting. A simple majority vote shall determine whether to accept or reject the application. The decision shall take effect immediately upon the close of the meeting and shall be final;

- b. Protests concerning Country-level membership shall be referred to the UWPF and handled according to their established due process.

**3.2.6 Notice of Withdrawal**

- a. Country Member may submit a notice of withdrawal to AFP Membership Director;
- b. Withdrawal shall not relieve a member of unpaid dues or other charges previously accrued.

**3.2.7 Expulsion, Suspension and Termination**

A Country Member can have their membership terminated by a majority vote of the Board.

**3.2.8 Jurisdictional Disputes**

In the event of any organization claiming jurisdiction over disputed territory or claiming jurisdiction over territory to which it might not have an obvious claim, the Board Officer, Membership Director and Legal advisor will review such information and make its suggested recommendations to UWPF. This shall be reviewed and voted in the meeting and is conclusive.

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## **ARTICLE IV    AFP ANNUAL GENERAL MEETING**

### **4.1    ANNUAL GENERAL MEETING (AGM)**

- 4.1.1    The Chairman of the Board shall convene an Annual General Meeting once every calendar year.
- 4.1.2    BODs and Advisors in good standing shall be entitled to attend the AGM.

### **4.2    NOTICE OF AGM**

- 4.2.1    A written notice of the AGM shall be sent to the Members by the Secretary General authorized by the Chairman, at least **twenty-one (21) days** prior to the meeting. The notice must specify:
  - a.    Date, time, and venue (or virtual access link);
  - b.    Nature of the business to be transacted;
  - c.    Notification of submission of propose new business topic;
  - d.    Notification of submission of nominations of officer, if applicable;
  - e.    Instructions for written voting.

### **4.3    PROPOSAL OF NEW BUSINESS TOPIC UNDER THE AOB**

Member who is in good standing may proposal a new meeting item. Such proposals must be submitted in writing to the Secretary General no later than **fourteen (14) days** after receiving the Notice of AGM. The meeting item must be specified on the purpose, objectives and outcome. It is subject to the approval by the Chairman before inclusion in the final agenda under the AOB section.

### **4.4    NOMINATION CLOSING DATE**

Nominations for elections to be held at the AGM must be submitted in writing to the Secretary General no later than **fourteen (14) days** prior to the scheduled date of the AGM. Member to follow the procedures in Article V for such nomination.

### **4.5    BUSINESS OF THE AGM**

The agenda of the AGM shall include:

- 4.5.1    Acknowledgment of all members in good standing and verification of quorum;
- 4.5.2    To review and approve the minutes from the previous AGM;
- 4.5.3    To receive and approve the annual activity report from the previous year;
- 4.5.4    Annual financial statements and auditor's report;
- 4.5.5    Appointment of one or more auditors for the upcoming financial year;
- 4.5.6    To approve Bylaws amendment for which due notice has been given;
- 4.5.7    Nominations and elections of Board Officers, where applicable;
- 4.5.8    Decision on the date, time, and venue (physical or virtual) for the next AGM;
- 4.5.9    Any Other Business (AOB): for which due notice has been approved.

### **4.6    QUORUM FOR THE AGM**

The presence of at least **thirty percent (30%)** of the BODs in good standing shall form a quorum.

### **4.7    VOTING AT AGM**

- 4.7.1    Voting by proxy is not permitted on any matter. All votes must be cast directly by eligible voting members;
- 4.7.2    A secret ballot may be conducted at the discretion of the Chair to ensure confidentiality and fairness;
- 4.7.3    The Chair shall announce the method of voting, which may include:

- a. Voting by a show of hands or by voice;
  - b. Voting via chat box or a secure electronic platform;
  - c. Voting by email to the Secretary General.
- 4.7.4 In the event of a tie vote, the Chair (or the Acting Chair in their absence), shall cast the deciding vote.

#### **4.8 MEETING PROCEDURE**

- 4.8.1 Call to order once the AGM meets the quorum.
- 4.8.2 The Chairman shall be the Chairperson. In his or her absence the Chairperson shall be the Secretary General.
- 4.8.3 If Secretary General is also absent, the Vice Chairman shall decide amongst themselves who shall be the Chairperson.
- 4.8.4 The Chairperson shall conduct the meeting in conformity with these rules.
- 4.8.5 Except when provided otherwise, proposals to AGM are decided by a simple majority of votes cast.
- 4.8.6 In case of equality of votes on any matter, Chairman (or stand-in) shall cast the deciding vote.

#### **4.9 AMENDMENT TO THE BYLAWS**

- 4.9.1 The Bylaws of the Federation may be amended, altered, repealed, or restated only by a resolution duly passed at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM). Such a resolution must be approved by no less than a **two-thirds (2/3) majority** of the votes cast by the members present at the meeting.
- 4.9.2 All proposed amendments must be submitted in writing to the Secretary General and circulated to all members no less than twenty-one (21) days prior to the meeting at which the amendment is to be considered. The following restrictions shall apply to any proposed amendment:
  - a. No amendment shall be made that contravenes the principles or provisions of the Olympic Charter;
  - b. No amendment shall be made that would cause the Federation to cease qualifying as a non-profit organization under the applicable laws and tax code of the country of incorporation;
  - c. No amendment shall affect the voting rights of members unless such amendment is ratified by a unanimous vote of all directors at a duly convened meeting of the BODs;
  - d. All amendments must be consistent with the AFP's Articles of Incorporation.
- 4.9.3 Amendments adopted shall take immediate effect unless otherwise stated in the resolution.

#### **4.10 SPEAKING RIGHTS FOR THE OBSERVER**

The Chair has the authority to admit observers to a General Meeting. With the Chair's permission, such observers may speak. Observer has no voting rights.

#### **4.11 MEETING IN-PERSON OR VIDEO CONFERENCING**

Meetings may be held physically, virtually, or in a combination of both ("hybrid")

#### **4.12 APPROVAL BY EMAIL CIRCULATION**

- 4.12.1 When a meeting cannot be held, decisions may be made via email circulation.
- 4.12.2 The Secretary General will send the proposal to all voting members, with details and a response deadline.

- 4.12.3 A decision is approved if the required quorum and majority respond in favour by the deadline.
- 4.12.4 All approvals shall be recorded in the minutes of the next meeting.

#### **4.13 POLICY ON COMPLIANCE WITH RESOLUTIONS AND EXECUTION DECISIONS**

- 4.13.1 Following any official meetings of the AFP, including Annual General Meetings (AGM), Extraordinary General Meetings (EGM), or other Board meetings, all members are required to respect and comply with the decisions made by majority vote.
- 4.13.2 Members are expected to actively support and carry out resolutions as agreed during such meetings. Any member who wilfully chooses to remain inactive in silent protest, engages in actions that oppose or undermine the agreed plans, or attempts to sabotage implementation, may be subject to review and potential disciplinary action in accordance with AFP's Code of Conduct and Disciplinary Procedures.

#### **4.14 EXTRAORDINARY GENERAL MEETING (EGM)**

An Extraordinary General Meeting (EGM) shall be convened to address urgent or special matters that require the immediate attention of the members and cannot be deferred until the next Annual General Meeting (AGM). While the AGM follows a standard business agenda including elections, reports, and financial statements, the EGM shall conduct business solely on specific issues clearly specified in the notice of the meeting.

- 4.14.1 Authority to Convene: The Extraordinary General Meeting may be called at any time by written request by specifying the business of no less than ONE THIRD (1/3) of the BODs in Good Standing.
- 4.14.2 Notice of Meeting: The Secretary General must convene the Extraordinary General Meeting on a date not less than THIRTY (30) days and not more than SIXTY (60) days of the receipt of such written request. The Secretary General shall issue a written notice specifying the date, time, and venue of the EGM to all members at least fourteen (14) days prior to the meeting. The notice must clearly state the business to be conducted.
- 4.14.3 Quorum: The quorum for an EGM shall be fifty percent (50%) of the total membership. If a quorum is not present, the meeting shall be adjourned and reconvened in accordance with these Bylaws.
- 4.14.4 Conduct of Meeting: Discussions and decisions shall be strictly limited to the matters specified in the notice.
- 4.14.5 Voting: Proxy voting shall not be permitted.
- 4.14.6 Minutes: Accurate minutes of the proceedings and resolutions of the EGM shall be recorded and distributed to all members by the Secretary General within fourteen (14) days, or within an agreed timeframe, following the meeting.
- 4.14.7 Confidentiality and Compliance: All attendees of the EGM shall comply with the Bylaws regarding confidentiality and shall disclose any conflicts of interest prior to participation.

## ARTICLE V BOARD OF DIRECTOR (BOD)

### 5.1 AFP ORGANIZATIONAL STRUCTURE

AFP organisation comprises of four key departments: Board of Directors (BOD); Executive Committee (EXCO); Advisory Committee; and General Members.

| Profile                                                                                                                                                            | Nationality | Department               |                                  | Voting             | Salary                | Role                                              |                                       |                   |             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------|----------------------------------|--------------------|-----------------------|---------------------------------------------------|---------------------------------------|-------------------|-------------|--|
| Country                                                                                                                                                            | Asian       | Board of Directors (BOD) | Board Officers                   | Yes                | No                    | Chairman                                          | Vice Chairman                         | Secretary General | Membership  |  |
|                                                                                                                                                                    | Asian       |                          | National Federations             | Yes                | No                    | Country Directors<br>(UWPF/AFP - Country Members) |                                       |                   |             |  |
|                                                                                                                                                                    | Asian       |                          | Associates                       | Yes                | No                    |                                                   |                                       |                   |             |  |
| Professional                                                                                                                                                       | Asian       | Asian & International    | Non-Executive Directors          | Yes                | No                    | Continent Director*                               | Renumeration                          | Disciplinary      |             |  |
|                                                                                                                                                                    | Asian       |                          | Executive Officers and Directors |                    | Yes                   | No                                                | CEO                                   |                   |             |  |
|                                                                                                                                                                    |             |                          |                                  | No                 | Yes                   | COO                                               | Finance                               | Legal             | Academy     |  |
|                                                                                                                                                                    |             |                          |                                  | No                 | Yes                   | Sport Development                                 | Tournament                            | Marketing         | Sponsorship |  |
|                                                                                                                                                                    |             |                          | No                               | Yes                | Junior Prog. Director | University Mentor                                 | Senior Prog. Director                 |                   |             |  |
|                                                                                                                                                                    |             | Advisory Committee       | Advisors                         | No                 | No                    | Board Advisor                                     | OCA Advisor                           |                   |             |  |
|                                                                                                                                                                    | Public      | Asian & International    | General Member                   | Affiliates         | No                    | NA                                                | Participants of pickleball activities |                   |             |  |
|                                                                                                                                                                    |             |                          |                                  | Clubs & Corporates |                       |                                                   |                                       |                   |             |  |
| Individual players                                                                                                                                                 |             |                          |                                  |                    |                       |                                                   |                                       |                   |             |  |
| <b>Note:</b><br>* AFP to select Continent Director (to UWPF) from the pool of BOD, Executive & Advisory Committee. UWPF shall give the consent to the appointment. |             |                          |                                  |                    |                       |                                                   |                                       |                   |             |  |

### 5.2 BOARD OF DIRECTOR (BOD) STRUCTURE

The BOD is the highest governing body of AFP and consists of Board Officers, Country Directors, Non-Executive Directors, and the Chief Executive Officer (CEO). These Directors set the strategic direction and policy making of AFP.

- a. **Board Officers (BO):**  
 Elect from the National Federations and Associates, it comprises the elected Chairperson (1), Vice-Chairpersons (2), Secretary General (1), and Membership Director (1). These Officers, together with CEO, are responsible for the overall governance and execution of AFP policies and strategic direction.
- b. **Country Directors (CD):**  
 Delegated by National Federations or Associate Members. Each Country Member shall appoint one (1) official representative to serve as Country Director.
- c. **Non-Executive Directors (NED):**  
 Consist of external professionals appointed by the Board Officers, to provide independent, objective, and strategic guidance without involvement in day-to-day operations. This includes a maximum of; Continent Director (1), Remuneration Director (1), and Disciplinary Director (1).
- d. **Chief Executive Officer (CEO):**  
 An external professional appointed by the Board Officers, reporting directly to the Chairperson. The CEO oversees the daily operations and implementation of AFP programs and policies.

### 5.3 QUALIFICATIONS FOR THE BOD

To be eligible for appointment or election as a Board Director, a candidate must:

- 5.3.1 Must be an Asian nationality. At least 18 years old, in good physical and mental health.
- 5.3.2 A current Board member and/or professional background with leadership experience in sports and governance. Be in good standing and not under investigation.
- 5.3.3 Demonstrate integrity, accountability, and commitment to pickleball development;
- 5.3.4 Agree to comply with all AFP Bylaws, Principles, and Policies.



- 5.3.5 BOD member must not be a distributor, reseller, or owner of a pickleball paddle, ball or equipment brand, to avoid any potential conflict of interest.

## **5.4 APPOINTMENT OF BOARD OFFICERS**

### **5.4.1 Election Procedures**

- a. Nominee must be a member in good standing of a National Federation or an Associate or Affiliate member recognized and approved by AFP.
- b. Nominee must be formally nominated by AFP Member and endorsed by a different Member, both of whom must be in good standing with AFP.
- c. Board Officer terms shall be staggered to ensure continuity, with approximately half of the positions concluding in alternate years.
- d. Board Officers shall be elected by a majority vote of eligible voting members present at the General Meeting and shall assume office immediately upon the conclusion of the meeting.

### **5.4.2 Responsibility of the Board Officers**

- a. **Chairperson:** Leads the AFP BOD, providing overall strategic direction and serving as the primary representative of the organization.
  - Preside over Board and General Meetings, ensuring effective governance and decision-making.
  - Provide strategic leadership to align the organization with its mission and long-term goals.
  - Serve as the primary spokesperson for AFP and cast the deciding vote in the event of a tie.
- b. **Vice-Chairpersons:** Support the Chairperson and assist in providing leadership and oversight across the Federation.
  - Assist the Chairperson in executing Board duties and assume responsibilities in their absence.
  - Lead specific initiatives, task forces, or committees as assigned by the Board.
  - Strengthen engagement and coordination with member countries and stakeholders.
- c. **Secretary General:** manages the administrative and governance functions of the Board, ensuring smooth communication and recordkeeping.
  - Prepare, document, and maintain accurate records of all meetings and official correspondence.
  - Ensure compliance with AFP Bylaws, policies, and reporting requirements.
  - Coordinate internal communication between the Board, members, and the Secretariat.
- d. **Membership Director:** oversees all matters related to member relations, growth, and compliance.
  - Work closely with UWPF, manage the recruitment, engagement, and retention of Country Members and Associates.
  - Monitor member eligibility, status, and compliance with AFP regulations.
  - Maintain an up-to-date membership registry and promote active participation.

## **5.5 APPOINTMENT OF COUNTRY DIRECTOR & ITS RESPONSIBILITIES**

- 5.5.1 Each Country Member; National Federation or Associate Member, shall have the right to appoint one representative from their governing board to serve as a Country Director on the AFP BOD.

- 5.5.2 The appointed Country Director shall hold full voting rights on behalf of their respective country during AFP Board and General Meetings and shall participate in decision-making processes.
- 5.5.3 Country Director is responsible for communicating AFP decisions and directives to their organisation and for ensuring the implementation of AFP-approved programs, activities, and initiatives within their country.

## **5.6 APPOINTMENT OF NON-EXECUTIVE DIRECTOR/CEO AND ITS RESPONSIBILITIES**

- 5.6.1 Non-Executive Directors and the Chief Executive Officer (CEO) shall be appointed by the Board Officers and must be of Asian nationality. They shall report directly to the Chairperson of the Board. They are the professional with expertise in relevant fields.
- 5.6.2 Non-Executive Directors are appointed to provide independent advice, strategic insight, and guidance to the BOD without involvement in daily operational matters.
- 5.6.3 The CEO shall lead the Executive Team and is responsible for the execution of all activities and programs approved by the Board.
- 5.6.4 The EXCO, under the leadership of the CEO, shall work in close collaboration with the Country Directors to implement Board-approved initiatives at the regional and national levels.

## **5.7 POWER OF THE BOD**

The BOD shall have the authority to determine the strategic direction, governance framework, and oversight of the Bylaws of the AFP. These responsibilities shall be overseen and executed under the leadership of the Board Officers and EXCO, except as otherwise provided by applicable law. Any amendments to the Bylaws or adoption of formal resolutions must be approved by the Annual General Meeting (AGM).

## **5.8 TERM LIMITS**

- 5.8.1 The term of the members of the BOD shall be four (4) years.
- 5.8.2 BOD members are eligible for re-election, save for the Chairman, who shall be limited to two (2) terms in the capacity as Chairman.

## **5.9 COMPENSATION AND REIMBURSEMENT FOR BOD**

- 5.9.1 Compensation
  - a. Members serve on a voluntary basis and receive no remuneration for their duties.
- 5.9.2 Reimbursement
  - a. Members may be reimbursed for actual expenses incurred while performing official duties. Eligible costs include travel, accommodation, and subsistence for Board meetings, events, or official representation of AFP.
  - b. Reimbursements shall follow policies set by the Finance Director and approved by the Board Officers.

## **5.10 RESIGNATION**

- 5.10.1 Any Director may resign from the Board by submitting a written notice to the Secretary General;
- 5.10.2 The resignation notice must include the reason for resignation, the proposed effective date, and a summary of efforts made to retain affiliation;
- 5.10.3 Resignation does not exempt the member from any outstanding dues or previously incurred obligations;
- 5.10.4 The Secretary General shall formally notify all AFP members of the resignation.

## **5.11 EXPULSION, SUSPENSION, TERMINATION AND REMOVAL**

- 5.11.1 A Director who seriously or repeatedly fails to uphold the principles, Bylaws, or official decisions of AFP may be subject to a warning, suspension, or expulsion from the Board.
- 5.11.2 A Director may also be subject to removal if they are absent without valid excuse from two or more Board meetings within a twelve-month period.
- 5.11.3 The Chairperson is empowered to grant excused absences for reasons deemed adequate. However, the Chairperson may not excuse themselves; in such cases, the Vice-Chair shall determine the validity of the Chairperson's absence.
- 5.11.4 For removal with cause, the Director in question shall be given written or electronic notice prior to any Board meeting where their removal is to be considered. The Director must be granted the opportunity to present their case and be heard before any vote is taken.
- 5.11.5 A Director under suspension shall forfeit all rights and privileges for the duration of the suspension, including but not limited to:
  - a. The right to nominate or register players for any event under AFP jurisdiction;
  - b. The right to attend or be represented at any Ordinary or Extraordinary Assembly;
  - c. The right to nominate individuals for election to the Executive Board, Committees, Commissions, or Working Groups;
  - d. The right for any nominee of the Director to participate in any AFP-sanctioned body or activity.
- 5.11.6 A Director may be removed from the Board by an affirmative vote of no less than two-thirds (2/3) of the total Board members.

## **5.12 VACANCIES**

- 5.12.1 The BOD member may fill any vacancy resulting from the resignation, death, or removal of a Director for the remainder of the unexpired term.
- 5.12.2 The Board may also appoint a new Director to fill any previously unfilled position, provided that the appointment does not exceed the maximum number of Directors allowed under these Bylaws.

## **5.13 REGULAR MEETINGS**

- 5.13.1 The Chairman shall hold at least three (3) regular meetings in each calendar year;
- 5.13.2 Notice of each meeting must be given at least ten (10) days in advance via email, include the date, time, location (zoom link) and the agenda of the meeting.
- 5.13.3 Quorum and Voting
  - a. A majority of the directors in office immediately prior to a meeting shall constitute a quorum for conducting business. The Board shall deliberate and seek consensus on matters under discussion. In the event of any objection or disagreement, the Chairperson may call for a vote.
  - b. Decisions shall be made by a simple majority vote of the directors present, unless otherwise specified by these Bylaws or where a two-thirds (2/3) majority is required.
- 5.13.4 Meeting Records
  - a. Following the General Meeting, the Secretary General shall prepare and maintain a written record of the meeting minutes. The minutes shall include topics discussed, motion proposed and voting results; if any.
  - b. The minutes shall be reviewed by the Chairperson and emailed to all Board members, including those who were absent.

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## **ARTICLE VI EXECUTIVE COMMITTEE (EXCO)**

### **6.1 FUNCTION**

The EXCO executes Board decisions, manages programs and operations, and holds full administrative authority between General Meetings. It ensures smooth operations, effective resource management, successful event delivery, and coordination among members.

### **6.2 THE ROLE OF THE EXCO**

- 6.2.1 Act under the guidance of the Board Officers to achieve AFP's objectives.
- 6.2.2 Implement decisions of General Meetings, and uphold and enforce the bylaws.
- 6.2.3 Establish regulations, codes, guidelines, and policies outside the AGM's scope, and communicate them to Members via the AFP website.
- 6.2.4 Oversee AFP Asia's administrative and financial affairs, including income generation, receipt of donations, and acquisitions.
- 6.2.5 Develop a rolling two-year strategic plan and monitor progress against objectives and performance indicators.
- 6.2.6 Ensure audited financial statements are prepared and circulated with AGM papers.
- 6.2.7 Appoint the Chief Executive Officer as head of the office and staff.

### **6.3 QUALIFICATION AND APPOINTMENT PROCEDURES**

- 6.3.1 Members shall be individual of good standing with professional expertise relevant to AFP's objectives, be drawn from local or international fields, provided they demonstrate the competence, integrity, and commitment required to fulfil their role.
- 6.3.2 Members shall not have any criminal conviction involving dishonesty or breach of trust, nor any conflict of interest that would impair their impartiality.
- 6.3.3 Each appointment shall be confirmed in writing through an Appointment Letter outlining duties, responsibilities, and expectations, signed by the CEO.

### **6.4 ROLE OF THE EXCO**

- 6.4.1 Chief Operating Officer (COO)
  - a. Deputy to CEO and direct daily operations and coordinate across all EXCO portfolios.
  - b. Implement strategic and operational plans approved by the Board.
- 6.4.2 Finance Director
  - a. Oversee AFP's financial planning, budgeting, and reporting.
  - b. Ensure compliance with financial policies and applicable regulations.
- 6.4.3 Legal Director
  - a. Advise on legal and compliance matters.
  - b. Draft, review, and safeguard AFP's contracts, bylaws, and policies.
- 6.4.4 Academy Training Director
  - a. Develop and oversee AFP certifications and coaching standards.
- 6.4.5 Sports Development Director
  - a. Lead initiatives to promote and expand pickleball participation at grassroots, clubs and corporate entities.
- 6.4.6 Tournament (Referee) Director
  - a. Plan, manage, and deliver AFP-sanctioned competitions and events.
  - b. Develop and provide Referee certification program.
- 6.4.7 Marketing Director
  - a. Manage AFP's branding, communications, and public relations strategies.
- 6.4.8 Sponsorship Director

- a. Develop and maintain partnerships to secure sponsorships and funding.
- 6.4.9 Junior Program Director (APJN Program)
  - a. Manage and expand Asia Pickleball Junior Network (APJN) program.
  - b. Oversee development pathways and events for youth players.
  - c. Organise local, regional and Asia level ranking tournaments.
- 6.4.10 University Mentor (APUN Program)
  - a. Support the Asia Pickleball University Network (APUN) program in fostering pickleball programs in higher education institutions.
  - b. Organise local and regional university tournaments.
- 6.4.11 Senior Program Director (APSN Program)
  - a. Coordinate programs, leagues, and activities for senior-age players.
  - b. Promote healthy living for our seniors.

## **6.5 TERM LIMITS**

The term of office shall be two (2) years, with eligibility for reappointment.

## **6.6 COMPENSATION AND REIMBURSEMENT FOR EXCO**

- 6.6.1 Compensation
  - a. Members shall be appointed from professional fields aligned with AFP's mission and objectives. Their service is primarily voluntary; however, they may receive a minimum annual honorarium of USD 1 as a token of appreciation.
  - b. Any change to the honorarium or related terms shall be reviewed and recommended by the Remuneration Director, subject to approval by the Board Officers.
  - c. The Remuneration Director shall consult the Finance Director to ensure recommendations are financially sustainable and aligned with AFP's fiscal policies.
  - d. Upon approval, the Remuneration Director shall work with the CEO to prepare an Appointment Letter outlining the member's terms, responsibilities, and expectations.
- 6.6.2 Reimbursement
  - a. Members may be reimbursed for actual expenses incurred while performing official duties. Eligible costs include travel, accommodation, and subsistence for Board meetings, events, or official representation of AFP.
  - b. Reimbursements shall follow policies set by the Finance Director and approved by the Board Officers.

## **6.7 PROTEST**

- 6.7.1 Any member may lodge a protest regarding EXCO decisions or actions if they believe such decisions contravene AFP's bylaws, policies, or ethical standards.
- 6.7.2 Protests shall be submitted in writing to the Chairperson within seven (7) days of the contested decision, stating the grounds and supporting evidence.
- 6.7.3 The Board Officers shall review the protest and issue a final decision within fourteen (14) days.

## **6.8 RESIGNATION AND REMOVAL**

- 6.8.1 An EXCO member may resign by written notice to the CEO. The resignation is effective upon acceptance.
- 6.8.2 Removal of an EXCO member requires a two-thirds (2/3) majority vote of the Board Officers for reasons including misconduct, neglect of duties, or conduct detrimental to AFP.

- 
- 6.8.3 The member subject to removal shall receive written notice of allegations and have the right to respond before a decision is made.

**6.9 EXPULSION, SUSPENSION AND TERMINATION**

- 6.9.1 The Board Officers may suspend or expel an EXCO member for violations of AFP's bylaws, policies, or code of ethics.
- 6.9.2 Suspension may be imposed pending investigation, with full removal subject to confirmation by the Board Officers.
- 6.9.3 Termination of appointment shall be confirmed in writing and take effect immediately unless otherwise specified.

**6.10 VACANCIES**

- 6.10.1 A vacancy occurs upon resignation, removal, death, incapacity, or other inability to serve.
- 6.10.2 The CEO shall appoint a qualified replacement to serve the remainder of the term.

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## ARTICLE VII ADVISORY COMMITTEE

### 7.1 FUNCTION

The Advisor Committee comprises distinguished individuals with relevant expertise in sports governance, international relations, Olympic affairs, or other strategic areas. Their role is to advise the Board and EXCO on key policies, international affiliations, compliance, and the overall advancement of Pickleball in Asia. Advisors serve on a voluntary basis and have no voting rights but may be invited to board meetings for consultation.

### 7.2 BOARD ADVISOR

- 7.2.1 The Board Advisor shall be an individual with demonstrated expertise in organizational governance, strategic planning, or leadership within the non-profit or sports sectors. The ideal candidate brings deep knowledge in policy development, risk management, and board performance.
- 7.2.2 The primary responsibility of the Board Advisor is to provide independent and objective counsel to the AFP's BOD on matters of governance and organizational effectiveness. This includes promoting best practices, supporting long-term strategic initiatives, and enhancing the Board's accountability and ethical standards.
- 7.2.3 The Advisor may also contribute to board evaluations, provide input on governance frameworks, and help ensure alignment with AFP's mission and values.

### 7.3 OCA ADVISOR

This candidate must possess substantial experience in international sports governance, including prior roles within the OCA and/or a National Olympic Committee (NOC). The advisor's expertise should be directly relevant to Olympic movement standards, regional sports development, and organizational compliance. Their primary role is to provide strategic guidance to AFP in aligning its policies and operations with the requirements for recognition and affiliation with the OCA.

### 7.4 ADVISORY COMMITTEE APPOINTMENT PROCEDURES

Advisory Members may be appointed to the Advisory Committee to provide professional expertise and strategic guidance in support of the organization's goals.

The appointment process shall be as follows:

- 7.4.1 **Eligibility and Application:** Qualified individuals with relevant expertise may express interest or apply to serve as Advisory Members by submitting their professional background, a statement of interest, and relevant credentials. In addition, the BOD may nominate individuals for consideration if their appointment is deemed beneficial to the organization.
- 7.4.2 **Evaluation:** The Board Officers shall review all applications and may conduct interviews or request further information to assess the applicant's suitability based on experience, integrity, and alignment with the organization's mission.
- 7.4.3 **Approval:** Appointment shall be made upon majority approval of the Board Officers. All decisions of the Board are final.
- 7.4.4 **Reporting:** The Advisory Committee and its members shall operate under the direction of, and take instruction from AFP Chairman.
- 7.4.5 **Responsibilities:** The Board Officers shall define the specific scope of responsibilities for each Advisory Member upon appointment.
- 7.4.6 **Status and Rights:** Advisory Members shall not possess voting rights and shall not be considered members of the BOD. They may be invited to attend meetings or provide input at the discretion of the Board Officers.



**7.4.7 Compliance:** All Advisory Members must agree in writing to uphold the organization's Code of Conduct, Conflict of Interest policy, and Confidentiality Agreement before assuming their role.

## **7.5 TERM LIMITS**

The term of service for Advisory Members, including any renewal or extension, shall be determined solely at the discretion of the Board Officers.

## **7.6 COMPENSATION AND REIMBURSEMENT FOR ADVISOR**

### **7.6.1 Compensation**

- a. Members serve on a voluntary basis and receive no remuneration for their duties.

### **7.6.2 Reimbursement**

- a. Members may be reimbursed for actual expenses incurred while performing official duties. Eligible costs include travel, accommodation, and subsistence for Board meetings, events, or official representation of AFP.
- b. Reimbursements shall follow policies set by the Finance Director and approved by the Board Officers.

## **7.7 RESIGNATION**

Advisor may resign by submitting a written notice to the Chairman. The resignation shall take effect upon acceptance by the Chairman.

## **7.8 EXPULSION, SUSPENSION AND TERMINATION OF ADVISOR MEMBER**

The Board Officers reserve the right to expel, suspend, or terminate the appointment of an Advisor Member due to misconduct, breach of confidentiality, conflict of interest, or behaviour that is detrimental to the organization. Such action shall follow a review process, ensuring the Advisor Member is informed and given an opportunity to respond before a final decision is made.

## **7.9 VACANCIES**

In the event of a vacancy due to resignation, removal, or any other reason, the Board Officers may appoint a replacement Advisor Member at their discretion. The new appointment shall follow the same process as outlined for initial appointments and may serve for the remainder of the original term or a new term, as determined by the Board.



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## **ARTICLE VIII GENERAL MEMBERS**

### **8.1 DEFINITION**

General Members include Affiliate Members, Club Members, and Corporate Members.

### **8.2 CLASSIFICATION**

8.2.1 Affiliate Members are non-profit organizations aligned with AFP's mission.

8.2.2 Club and Corporate Members are recognized as for-profit entities engaged in activities related to AFP's objectives.

### **8.3 RIGHTS AND PRIVILEGES**

8.3.1 General Members shall have no voting rights in AFP's General Meetings or elections.

8.3.2 They are entitled to participate in AFP programs, events, and communications as prescribed by the Board.

8.3.3 General Members shall comply with AFP's Bylaws, Principles, Policies, and Codes of Conduct.

### **8.4 OBLIGATIONS**

8.4.1 General Members may pay fees or dues as determined by the Board and maintain good standing to retain membership privileges.

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## **ARTICLE IX    FIDUCIARY MATTERS**

### **9.1    INDEMNIFICATION**

As a non-profit organization, the AFP shall not be held liable for any acts of misconduct, negligence, or unauthorized actions committed by individuals or Country Member representatives. Each individual and Country Member remains responsible for their own conduct and obligations. AFP reserves the right to take appropriate legal measures to safeguard its interests, integrity, and operations.

### **9.2    NON-DISCLOSURE AND CONFIDENTIALITY**

9.2.1 All AFP members, officials, committee representatives, and affiliated entities are required to respect and uphold the confidentiality of all sensitive or proprietary information shared within the Federation.

9.2.2 Members must:

- a. Refrain from disclosing confidential discussions, documents, data, or decisions made during internal meetings, correspondence, or strategic planning, unless expressly authorized in writing by the AFP Chairman;
- b. Handle all AFP-related information with discretion and integrity to protect the interests and reputation of the Federation;
- c. Sign and comply with any Non-Disclosure Agreements (NDAs) issued by AFP where applicable.

### **9.3    STANCE AGAINST RACISM**

9.3.1 Members shall uphold the principles of equality, dignity, and inclusion, and must not engage in any form of discrimination based on race, ethnicity, nationality, gender, religion, age, ability, or background.

9.3.2 Members must actively reject and avoid all forms of racism, hate speech, or discriminatory conduct.

### **9.4    RELIGIOUS RESPECT AND NEUTRALITY IN SPORT**

9.4.1 All Members must respect the personal religious beliefs and prohibits any form of discrimination based on religion.

9.4.2 We must maintain a position of religious neutrality and ensures that all events and decisions remain inclusive and secular, without endorsing or promoting any specific religion.

### **9.5    CODE OF CONDUCT**

9.5.1 All members, officials and representatives of the AFP are expected to uphold the highest standards of integrity, professionalism, and ethical behaviour in all activities and interactions related to AFP for the sport of pickleball.

9.5.2 Members must:

- a. Act with integrity and respect toward fellow members, players, officials, and stakeholders at all times.
- b. Support and comply with AFP decisions, policies, and resolutions adopted during official meetings (AGMs, EGMs, etc.).
- c. Promote fairness, inclusivity, and non-discrimination across all levels of participation and governance.
- d. Avoid conflicts of interest, and disclose any real or perceived conflicts in a transparent manner.
- e. Reject any form of bribery, corruption, or unethical influence in decision-making or organizational matters.

- f. Safeguard the welfare and rights of athletes, particularly youth and vulnerable individuals.
- g. Refrain from disruptive or harmful behaviour, including silent protest, sabotage, or any acts that undermine AFP's mission and decisions.

## **9.6 CONFLICT OF INTEREST (COI) and INTERESTED PARTY TRANSACTIONS (IPT)**

### **9.6.1 Declaration**

Members must avoid transactions that pose actual or perceived conflicts of interest and conduct business impartially. Any potential conflict must be promptly disclosed to the team.

### **9.6.2 Procedure for Recusal**

A member with a conflict of interest shall:

- a. Refrain from participating in any discussions relating to the matter;
- b. Abstain from voting or making any recommendations on the issue;
- c. Ensure that the disclosure and recusal are formally recorded in the meeting minutes.

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## **ARTICLE X     ADMINISTRATIVE PROVISIONS**

### **10.1 BOOKS AND RECORDS**

- 10.1.1 All records shall be stored in secure cloud storage and shared with the appropriate members for filing and access. The cloud storage system must include proper backup mechanisms to ensure data security and ongoing accessibility.
- 10.1.2 Financial records must comply with local regulatory requirements under the law. Non-financial records should be retained for a minimum of five (5) years for reference and accountability purposes.

### **10.2 FISCAL YEAR**

AFP's fiscal year shall correspond to the calendar year, commencing on January 1st and ending on December 31st of each year.

### **10.3 END OF BUSINESS DAY (EOBD)**

Any deadline referred to in this Bylaws shall mean midnight on the day of the deadline at the location of the AFP headquarter.

### **10.4 TRANSLATOR**

- 10.4.1 AFP members attending the AGM, EGM, or any official meetings are permitted to bring one (1) translator solely for the purpose of providing language interpretation. The translator's role is strictly limited to translating communication between the member and other participants and shall not take the initiative to express personal opinions or participate in any discussion or decision-making processes.
- 10.4.2 Furthermore, the translator must agree to and be bound by a Non-Disclosure Agreement (NDA) and comply with all applicable confidentiality and compliance requirements of AFP. Any breach of these obligations may result in removal of the translator from the meeting and appropriate actions against the member who engaged the translator.
- 10.4.3 AFP reserves the right to refuse or revoke translator access if these conditions are not met or if the translator's conduct is deemed disruptive to the meeting.

### **10.5 PRESS RELEASE**

- 10.5.1 All press releases concerning AFP's internal affairs and international matters shall be issued by the Chairman. The Chairman shall review the content in consultation with the Board Officers and Legal Advisor, and shall instruct the Marketing to disseminate the approved release through appropriate official channels.
- 10.5.2 The Chief Executive Officer (CEO) may issue press releases or authorize the Marketing to release communications related to AFP's routine activities, programs, and its events.
- 10.5.3 Any AFP member, including Country Directors, Committee Heads, or Representatives, who makes unauthorized press statements or violates this policy shall be subject to disciplinary review by the Discipline Officer. Disciplinary recommendations shall be submitted to the Board Officers for approval and enforcement will be carried out.

### EXHIBIT A - AFP MEMBERSHIP FORM

An organization applying for AFP membership must submit the following:

1. Evidence that the organization is the recognized and established National Federation or National Governing Body (NGB) for Pickleball in its country, capable of governing the sport nationwide and being the leading authority for the sport, if applicable;
2. Demonstrate that the organization's ability to select a national team and send it to AFP's sanctioned tournament; example the Asia Pickleball Games (APG) annually.
3. Copies of the organization's Articles of Incorporation, constitution, bylaws, and any other governing documents.
4. A current list of the organization's directors and officers.
5. Payment of the applicable membership fee as determined by AFP.
6. Minimum membership base – Proof of at least 1000 active members.
7. For National Federation and Associate, to submit Exhibit B – Country Director Appointment Form.

| SNO | ITEMS                                                                       | INFORMATION                                                                                         |
|-----|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1   | Country                                                                     |                                                                                                     |
| 2   | Name of the Organisation                                                    |                                                                                                     |
| 3   | Registered address                                                          |                                                                                                     |
| 4   | Registered Date (DD/MMM/YYYY)                                               |                                                                                                     |
| 5   | Is your organisation a National Federation / National Governing Body (NGB)? | If yes, please provide authorization document from government sport agencies and company registrar. |
| 6   | Is your organisation registered under Sport Society?                        |                                                                                                     |
| 7   | Is your organisation a Non-Profit organisation?                             |                                                                                                     |
| 8   | Organisational structure                                                    | Provide the list of Board Members and Officers                                                      |
| 9   | Contact Person's Name                                                       |                                                                                                     |
| 10  | Contact Person's Mobile Number                                              |                                                                                                     |
| 11  | Contact Person's Email address                                              |                                                                                                     |
| 12  | Total # of Players                                                          |                                                                                                     |

We hereby confirmed that the application has been authorized and acknowledging acceptance of AFP's Bylaws and its policies.

I certified that the above information provided are true and factual.

\_\_\_\_\_  
Authorized Person's Name, Title

\_\_\_\_\_  
Signature, Company Stamp and Date

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**EXHIBIT B - COUNTRY DIRECTOR APPOINTMENT FORM**

Date:     D   D   M   M   Y   Y   Y   Y

To:            AFP Chairman  
                AFP Membership Director  
Email:        hello@afpickleball.org

**Subject: Appointment of Country Director to AFP's BOD**

Dear Chairman,

I hereby certify and confirm that the following candidate is nominated by our Board for appointment as the AFP Country Director. The nominee is of good standing with an Asian citizenship (holding on a National ID or Asian passport. Permanent residency is not acceptable).

He/She currently serves as a member of our Board Committee and will work in close coordination with the AFP's BOD to promote Pickleball in Asia, and with the AFP EXCO to align all activities with our country's programs and objectives.

**NOMINEE DETAILS**

Name: \_\_\_\_\_ *Mr/Ms/Mrs*  
Title: \_\_\_\_\_ *Must be a current Board committee member.*  
Mobile: \_\_\_\_\_ *Include Country-Area Code*  
Email: \_\_\_\_\_

The nominee agrees to comply fully with AFP's Bylaws, Principles, and Policies, and to serve as an active and valuable member of the AFP BOD.

Should the appointed Country Director resign, be removed, or cease to serve on our Board, we shall promptly notify AFP in writing and nominate a replacement to be appointed as the new AFP Country Director in accordance with AFP's procedures.

Enclosed herein the nominee's resume, proof of citizenship and residency for your record.

Yours Sincerely,

|           |                     |           |             |
|-----------|---------------------|-----------|-------------|
| _____     | _____               | _____     | _____       |
| Full Name | Organisation Name & | Signature | Date        |
| Position  | Stamp               |           | DD/MMM/YYYY |
| Email:    |                     |           |             |
| Mobile:   |                     |           |             |

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**EXHIBIT C - NOTICE OF EXTRAORDINARY GENERAL MEETING (EGM)**

Date: DD/MMM/YYYY  
From: ASIA FEDERATION OF PICKLEBALL (AFP)

**NOTICE OF EXTRAORDINARY GENERAL MEETING (EGM)**

NOTICE IS HEREBY GIVEN that an Extraordinary General Meeting ("EGM") of AFP will be held on:

Date: [DD/MMM/YYYY]  
Time: [from time - time]  
Format: [Physical / Virtual / Hybrid]  
Venue: [Address, if applicable]  
Platform: [Insert meeting link]

**AGENDA**

To consider and, if thought fit, to pass the following resolution(s):

1. Ordinary Resolution 1: [Title – e.g., Appointment of Independent Director]
2. Special Resolution 2: [Title – e.g., Amendment of Constitution]
3. General resolution 3: [insert amendment details]."

To transact any other business as may properly be brought before the meeting.

Notes:

A member is entitled to attend and vote. Electronic voting should be allowed.

No proxy voting is allowed.

Proxy attendance is allowed with registration with Secretary General in advance.

By Order of the Board,

[Name]

AFP Secretary General

Dated: [DD/MMM/YYYY]