

STATUTES OF THE INTERNATIONAL JIGSAW PUZZLE ASSOCIATION (WJPF)

CHAPTER I – NAME, LEGAL BODY AND REGISTERED OFFICE

Article 1: Name and Legal Form

1.1 The **Asociación Internacional del Puzzle (WJPF)** “International Jigsaw Puzzle Association (WJPF)” is hereby established as a non-profit incorporated association with its own legal personality and full capacity to act, in accordance with Article 22 of the Spanish Constitution and Organic Law 1/2002 of March 22nd, regulating the Right of Association, pursuant to Article 12 of the Charter of Fundamental Rights of the European Union.

1.2 The Association is organized according to the principles of internal democracy, transparency, inclusion, equality, and global participation.

Article 2. Headquarters

2.1 The head office is located at Calle Galera 7, 47002, Valladolid, Spain.

Article 3. Scope and Duration

3.1 The Association's scope of action is worldwide.

3.2 It is established for an indefinite period.

CHAPTER II – MISSION, OBJECTIVES AND PRINCIPLES

Article 4. Mission

4.1 The mission of the WJPF is to promote speed-puzzling globally, strengthen its development as an international sport and pastime and advise on the organisation of national and international competitions.

Article 5. Objectives

5.1 Objectives include:

- a) Sharing knowledge and best practice regarding speed-puzzling.
- b) Supporting and overseeing the World Jigsaw Puzzle Competition and ensuring it meets standards of fairness, accessibility, and high quality.
- c) Encouraging collaboration and exchange among member associations.
- d) Coordinating and endorsing the International Competition Calendar.
- e) Guaranteeing common standards of ethics, inclusion, accessibility, and diversity.
- f) Promoting training programs for judges, organizers, and competitors.

Article 6. Guiding Principles

6.1 The Association operates under the principles of:

- a) Transparency and fair play
- b) Non-discrimination and intercultural respect
- c) Democratic participation
- d) Diversity, accessibility and inclusion
- e) Religious and political neutrality

CHAPTER III – MEMBERSHIP

Article 7. Membership

7.1 Membership is open to official non-profit legal entities that agree to the mission and statutes of the WJPF in the countries they represent.

7.2 Each country shall have one recognised member association, unless the Board approves special circumstances.

7.3 Each member entity may nominate one representative to be part of the General Assembly. This should ordinarily be an board member of the respective National Association, unless otherwise agreed by the General Assembly. If an association representative cannot attend, the National Association may nominate a proxy.

7.4 Members must be democratic, inclusive, and transparent in their own governance.

7.5 Applications for membership shall be decided by the Board, subject to ratification at the following Annual General Assembly.

7.6 Members may resign by written notice or may be suspended/expelled by a two-thirds General Assembly vote for serious breaches of the statutes.

Article 8: Rights of Members

8.1 Members have the right to:

- a) Participate in the **General Assembly**.
- b) Vote on key decisions, including rules, statutes, and elections.
- c) Nominate candidates for the Board or Committees.
- d) Submit proposals for discussion.
- e) Receive institutional and financial information.

Article 9: Duties

9.1 All members have a duty to:

- a) Uphold the mission, objectives and principles of WJPF.
- b) Support collaboration among international puzzling communities.
- c) Comply with these Statutes and the resolutions of the Association's governing bodies.
- d) Promote the values and standards of the Association.
- e) Maintain democratic governance within their own organization.

CHAPTER IV – GOVERNANCE

Article 10: General Assembly

10.1 The General Assembly is the supreme decision-making body of the Association.

10.2 The General Assembly shall meet at least once per year in person or online, before the end of March at a time and place determined by the Board.

10.3 In addition to the Ordinary Annual General Assembly, **Extraordinary General Assemblies** may be called as required.

10.4 Each member association has one vote.

10.5 Decisions are made by **simple majority**, unless otherwise specified.

10.6 The General Assembly has a quorum when a majority of its members are present.

10.7 The annual General Assembly shall be convened by the President by notice sent to all members at least 28 days before the scheduled date, including the agenda and the necessary supporting documents.

10.8 At the annual General Assembly, the Members shall:

- a) Elect the Board.
- b) Approve amendments to the statutes (by a majority of two-thirds of the vote at the Annual General Assembly), and competition rules and regulations.
- c) Ratify membership applications and cancellations as well as possible suspensions.
- d) Approve annual reports, budgets, and accounts.
- e) Process motions submitted by member associations.

10.9 The Secretariat will keep minutes of all meetings, which will be signed by the President and the Secretary.

Any agreement may be certified by the President, the Secretary, or the person designated by the Board of Directors.

Article 11: Board

11.1 The Board shall consist of at least **five members**, including a President, Vice-President, Secretary, and Treasurer, elected for a term of **up to two years**.

11.2 Board members may serve a maximum of **two consecutive terms**, unless waived by agreement by the General Assembly.

11.3 Any person may be elected to the board, provided they are nominated by a member with voting rights.

11.4 The Board shall:

- a) Implement decisions made by the General Assembly.
- b) Coordinate national and international competitions.
- c) Prepare the management plan, annual report, budget, and proposals.
- d) Represent WJPF externally.
- e) Call an Extraordinary General Assembly with a minimum of two-thirds support from the Board.
- f) Participate in key policies related to the event, including venue location, health & safety requirements and risk management.
- g) Oversee the work of Committees and working groups.

11.5 Decisions are made by simple majority. The President has a casting vote in case of ties.

11.6 The Board of Directors shall be considered validly constituted when at least one half plus one of its members are in attendance.

11.7 Positions may be terminated for the following reasons:

- a) The term of mandate expires and non-reelection.
- b) Voluntary resignation communicated in writing to the Board of Directors.
- c) Resolution of the General Assembly by simple majority, following a reasoned report of non-compliance with duties or the Statutes.
- d) Legal impediments preventing the holder from holding the position.

In the event of a temporary vacancy, the Board of Directors may appoint a substitute until the next General Assembly.

11.8 Meetings of the Board of Directors may be convened by the President, a majority of the Board members, or at the request of at least 10% of the members.

CHAPTER V – WORLD CHAMPIONSHIP

Article 12.

12.1 The Association recognises the importance of the annual World Jigsaw Puzzle Competition (WJPC) as the flagship international event.

12.2 The event may be organised by a member association or external organisation.

12.3 The Association's Board of Directors and relevant committees will collaborate with the organising entity as follows:

- a) Contribute to continuous improvement, through rulings or reports on key performance indicators (KPIs), such as fairness, inclusion, competition quality and participant experience.
- b) Provide information on the suitability of the venue and particularly on the measures that guarantee accessibility.

CHAPTER VI – RESOURCES AND FINANCE

Article 13.

13.1 Management, Accounting, and Documentation System, as well as the Closing Date of the Association's Financial Year.

The association will maintain orderly management appropriate to its activities, allowing for chronological tracking of all transactions.

To this end, the WJPF will have, at least, the following books and documents:

Membership Register.

Minutes Book of the General Assembly and Board of Directors meetings.

Accounting books that accurately reflect the economic, financial and asset situation of the entity.

The accounting will adhere to the principles of transparency and accuracy and will be available to members as legally required.

The financial year will be annual and will close on December 31st of each year.

13.2 Initial Assets and Financial Resources

The Association is a non-profit organization that has no initial assets at the time of its establishment and will reinvest any surplus in activities that allow it to achieve its objectives.

The financial resources, provided they do not compromise the integrity of the WJPF, will consist of:

Ordinary and extraordinary membership dues.

Donations, inheritances, bequests, or voluntary contributions received from individuals or legal entities, public or private.

Subsidies, grants, or agreements awarded by public or private, national or international organizations.

Income derived from the Association's own activities, provided they do not compromise its non-profit nature.

Any other lawful resources that may be obtained in accordance with current legislation.

CHAPTER VII – AMENDMENTS & DISSOLUTION

Article 14.

14.1 The International Jigsaw Puzzle Association will be dissolved for any of the following reasons:

- a) A resolution adopted by an Extraordinary General Assembly, convened for this purpose, with a two-thirds majority. Dissolution will require a resolution of the Assembly with a two-thirds majority.
- b) Manifest impossibility of fulfilling the association's objectives.
- c) The causes specified in applicable legislation.
- d) A final court judgment.

14.2 In case of dissolution, a liquidation committee will be appointed to carry out the liquidation of the assets.

The remaining assets, once all financial obligations have been met, will be allocated in their entirety to one or more other non-profit entities pursuing similar or general interest objectives, as determined by the General Assembly. Under no circumstances may these assets be distributed among the members, nor may they compromise the non-profit nature of the association.

CHAPTER VIII – OPERATING PRINCIPLES

Article 15. Language

15.1 The official working language of WJPF is English, with efforts made to provide translation or interpretation where possible to ensure inclusivity.

Article 16. Criteria guaranteeing the democratic operation of the Association

16.1 The International Jigsaw Puzzle Association will be governed by democratic principles, guaranteeing the active participation of all members in the adoption of agreements and in association life.

In particular:

- All members shall have the right to speak and vote at the General Assembly.
- The positions on the governing bodies shall be elected by free and secret ballot, in accordance with these Statutes.
- Decisions shall be adopted by a majority of the valid votes cast, except in cases where these Statutes or applicable regulations require qualified majorities.
- The equality of rights and duties of all members shall be guaranteed, without any discrimination.
- Transparency in management, access to information, and accountability of the governing bodies to the General Assembly shall be promoted.
- The WJPF is committed to promoting fair play, inclusion, diversity, and equal opportunities in all its activities.
- Discrimination on the grounds of race, gender, sexual orientation, religion, or nationality is strictly prohibited.
- All members and event organizers must comply with the Code of Conduct approved by the Assembly.