



INTERNATIONAL  
**WORLD GAMES**  
ASSOCIATION

# CONSTITUTION & REGULATIONS

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# CONSTITUTION

## 1. FOUNDATION, NAME, ADDRESS AND LEGISLATION

- 1.1. The International World Games Association (IWGA) is an association of independent International Sports Federations which administer sports or disciplines of sports which are not on the programme of the Olympic Games.
- 1.2. The IWGA has been established on 21<sup>st</sup> May, 1980, in Seoul, Republic of Korea, by twelve (12) International Sports Federations.
- 1.3. The IWGA is constituted as a separate legal person in Switzerland, with limited liability under Articles 52 – 59 and 60 – 79 of the Swiss Civil Code, and its registered address shall be in Lucerne, Switzerland, or as determined by the Executive Committee (ExCo). The Executive Committee may apply for registration of IWGA in the Register of Commerce of a Canton of Switzerland in which it has its registered address.
- 1.4. The Executive Committee (ExCo) of the IWGA shall determine the address of the headquarters.
- 1.5. Legislation
  - 1.5.1. The legislation of the IWGA consists of:
    - the Constitution (abbreviation “Const.”), describing all principles and fundamental aspects and other matters under the exclusive control of the General Meeting;
    - the Regulations (abbreviation “Reg.”), giving explanations of and procedures with regard to Articles of the Constitution which do so require, in connection with the management and administration of the IWGA;
    - the Rules of the World Games (abbreviation “WG Rules”), which contain all requirements and procedures for organising and staging a World Games event and give explanations of and procedures with regard to Articles of the Constitution which do so require for World Games events.
    - the IWGA Anti-Doping Rules (abbreviation “A-D Rules”)
  - 1.5.2. If any Regulation or Rule of the World Games appears to be contradictory to the Constitution, the latter will prevail. The ExCo at their earliest convenience will amend the Regulation or Rule concerned so as to eliminate the conflict. Such changes will become effective immediately and are subject to ratification by the Annual General Meeting (AGM) at its next meeting.
  - 1.5.3. If any part of the Rules of the World Games appears to be contradictory to the Regulations, the ExCo will take a decision to solve the conflict for the moment. The ExCo at their earliest convenience will amend the Regulations and/or the Rules of the World Games. Such changes will become effective immediately and are subject to ratification by the AGM at its next meeting.

## 2. OBJECTIVES

- 2.1. The objectives of the IWGA are:
  - to develop the popularity of the sports or disciplines of sports of International Sports Federations in membership with IWGA,
  - to raise the status and image of the Member Federations in international and national bodies governing sport,
  - to improve the prominence of the sports or disciplines of sports of the Member Federations through excellence in sport, and

- to strengthen the bond of friendship between Member Federations and to conserve the traditional values of sport.

2.2. For this purpose the IWGA shall:

- provide, at regular four (4) years intervals, an international top class multi-sport event for sports or disciplines of sports of the Member Federations known as the World Games,
- strive to provide the widest possible exposure of the sports or disciplines of sports to public and media through the World Games concept,
- continuously develop and improve the image of the IWGA and its concepts,
- endeavour through the successful realisation of the World Games event to generate financial means to enable Member Federations to accelerate their development.

### **3. PRINCIPLES**

- 3.1. The IWGA recognises that sport is a constructive force in modern society and that athletes and officials share a public responsibility to develop this potential.
- 3.2. The IWGA accepts and recognises the statutes and aims of the International Olympic Committee (IOC) and the General Association of International Sports Federations (GAISF). The general and fundamental principles of the Olympic Charter are applicable and no provision of this Constitution shall conflict with or derogate from these principles.
- 3.3. Following the principle mentioned in Constitution Article 3.2, the IWGA recognises that the International Sports Federations of the Summer and Winter Olympics have their own organisation. The IWGA has its own identity and organisation which is aimed at the accomplishment of the objectives as mentioned in Constitution Article 2.1
- 3.4. The IWGA shall not permit any Anti-Doping Rule violation. In its fight against doping the IWGA adopts the World Anti-Doping Code (WADC).
- 3.5. All rights (including intellectual rights and new media rights) of the World Games events are owned by the IWGA.

### **4. MEMBERSHIP**

- 4.1. Membership of the IWGA is open to International Sports Federations who are full members of the GAISF and who have sports or disciplines of sports, which are not included in the programme of the Olympic Games and have adopted and implemented the World Anti-Doping Code and remain in compliance with that code.
- 4.2. International Sports Federations who are eligible for membership can apply to the IWGA by sending the required application form and documents. The application will appear on the agenda for the next General Meeting for a vote.
- 4.3. A Member Federation may resign from membership but it must fulfil its obligations until the end of the calendar year.
- 4.4. Membership of the IWGA may be terminated with immediate effect by a decision of the General Meeting of the IWGA on the conditions that
- the proposal to do so has been notified to the Member Federation concerned at least four (4) months in advance;
  - the proposal has been included in the Agenda of the General Meeting, and
  - it is carried by at least three-quarter ( $\frac{3}{4}$ ) of the votes cast in that meeting.

If such a decision is taken, the Federation concerned has to fulfil the obligations accrued until the day of the decision. Moreover it will forfeit any membership fees paid for the current year.

## **5. PARTICIPATION IN WORLD GAMES EVENTS**

- 5.1. The right to participate in World Games events is restricted to sports and disciplines of sports controlled by Member Federations. Events which are on the programme of the Olympic Games cannot be included in the programme of a World Games. Membership of the IWGA does not automatically imply participation in World Games events. The criteria sports and disciplines of sports must meet to be eligible for participation are explained in the Rules of the World Games.
- 5.2. The ExCo shall decide on admitting eligible sports events to the sports programme eligible to the sports programme of a specific World Games event, taking into consideration such aspects as finance, available sports facilities, and any other aspects deemed relevant.

## **6. IWGA GOVERNMENT**

- 6.1. The organs of the IWGA are:
  - the General Meeting
  - the Executive Committee
  - the Anti-Doping Panel

## **7. POWERS OF IWGA ORGANS**

### **7.1. GENERAL MEETING (Reg.2)**

- 7.1.1. The supreme governing body of the IWGA is the General Meeting in which each Member Federation has one (1) vote. Member Federations may designate a maximum of two (2) Delegates, preferably the President and the Secretary General. Delegates, other than the President and the Secretary General, shall present a written authority of their Federation not later than at the opening of the General Meeting.
- 7.1.2. Proxy votes and postal voting are not allowed. General Meetings may be held whenever deemed necessary but one shall be held each year and this will be known as the Annual General Meeting (AGM).
- 7.1.3. The Secretary General will invite the Member Federations in writing not later than sixty (60) days before the date of the meeting and he will circulate the Agenda and the documents pertaining thereto no later than thirty (30) days before that date.
- 7.1.4. On the Agenda of each AGM will appear, among other subjects and in the following order:
  - Attendance
  - Appointing scrutineers
  - Adoption of the Minutes of the previous General Meeting
  - Adoption of the Annual Report of the ExCo
  - Presentation of the Accounts and the Balance Sheet of the previous financial year and adoption of the Finance Report (Const. 9.2.2)(Reg. 7.4)
  - Discharge of the Executive Committee's Work
  - Considering proposals of the Members or the ExCo
  - Considering applications for membership (Const. 4.2)
  - Confirmation of the Budget for the forthcoming financial year (Const. 9.2.1) (Reg.6.3)

- Appointing of an auditing firm for the forthcoming financial year (Reg. 7.7)
- Date and venue of the next AGM.

7.1.5. In addition, the normal business of the AGM or General Meeting will be:

- to change or amend the Constitution (Const. 11.1)
- to consider the report of the ExCo on the World Games event
- to elect the Members of the ExCo (Const. 7.2.3)(Reg.3)
- to consider and adopt the Four Years Budget (Const. 9.2.1)
- to confirm the selection of the Host City
- to ratify agreements (Const.7.2.7)
- to establish Committees (Const.8.1)
- to elect (a) representative(s) to the GAISF Council.

7.1.6. A General Meeting can take binding decisions if at least one third (1/3) of the Member Federations is attending under consideration of the restrictions as described in Constitution Article 11 Delegates of International Sports Federations affiliated to GAISF which are not affiliated to the IWGA, nor to the Associations of Olympic Summer Sports or Olympic Winter Sports may attend the General Meeting of the IWGA, where they may speak and cast their votes only for the election of (a) representative(s) to the GAISF Council.

7.1.7. In addition to the procedures available in the General Meeting, the Executive Committee may conduct votes on motions by post or fax,. Members shall be allowed a minimum of one (1) month to vote, failure to reply shall constitute abstention, and if there is equality of votes, the motion fails. This procedure is called a “postal ballot”. A postal ballot is valid provided that one-quarter (1/4) of the membership has voted at the end of the period which the Executive Committee orders for voting.

## 7.2. EXECUTIVE COMMITTEE (Reg. 3)

7.2.1. The ExCo consists of: the President, the Secretary General, the Treasurer, the Senior Vice President, the Vice President and two (2) ExCo Members.

7.2.2. No more than two (2) officers shall be from the same Member Federation. Members of the ExCo are as such not representatives of the Member Federations to which they belong, but they will serve the IWGA according to the instructions of the General Meeting.

7.2.3. The Members of the ExCo are elected by the AGM following a World Games event and they will be in office for four (4) years. If a Member of the ExCo does not serve for the full four years he or she has been elected for, a successor will be elected for the remainder of the term of his or her predecessor at the first General Meeting after the vacancy occurred. The ExCo has the right to appoint a successor if the next General Meeting takes place later than within three (3) months. The appointment of a successor has to be confirmed by the next General Meeting.

7.2.4. Eligible for election or re-election to the ExCo are;

- Representatives from Member Federations,
- Members of the ExCo not belonging to a Member Federation, who at that AGM reach the end of their term of office, however they can serve on the ExCo for one (1) term of office only.

7.2.5. In the year preceding the elections, the AGM shall elect two (2) Delegates who, together with the President of the IWGA, will form the Nominating Committee. The Member Federations shall, not later than six (6) months prior to the elections, send their nominations in writing to the Nominating Committee. The task of the Nominating Committee is to ensure that a sufficient number of eligible persons are nominated and to circulate the list of nominees not later than sixty (60) days before the elections at the AGM

7.2.6. The ExCo has the following tasks and responsibilities:

- a. to conduct the business of the IWGA in the time between AGMs,
- b. determine, and from time to time amend or change, the Regulations of the IWGA and the IWGA Rules including the IWGA Anti-Doping Rules
- c. to prepare for the organisation of the next World Games event and, where possible, start the preparatory work for the event after that, and to arrange negotiations for contracts with the Host Cities, the participating International Sports Federations and with any other person, body or organisation,
- d. to establish and maintain partnership relations with sponsors and/or public institutions in the field of the media and sports communication.
- e. When the General Meeting is not in session, the Executive Committee possesses all of the powers which are not specifically reserved to the General Meeting by law or under this Constitution, and is empowered to make any decision which is not specifically reserved for the Executive Committee under this Constitution, including taking action against Members, or other persons who violate or may violate the Statutes or the Regulations and/or Rules, or harm or may harm IWGA.

7.2.7. In so far as the execution of the duties mentioned in Constitution Article 7.2.6 under c) and d) makes it necessary to conclude agreements which will legally bind the IWGA, such agreements may only be concluded and signed by the ExCo on the explicit condition of subsequent ratification by the General Meeting. Such agreements shall be submitted for ratification to the next AGM or to another General Meeting if that would take place earlier, and they shall be effective as from the date of ratification. Agreements legally binding the IWGA may only be signed on behalf of the IWGA by two (2) of the following Executive Officers: President, Senior Vice President, and Secretary General.

7.2.8. Members of the ExCo cannot be associated in any form with the contractual partners of IWGA. Furthermore they cannot hold the position of a Technical Liaison Delegate. (WG Rules 15.)

### 7.3. THE ANTI-DOPING PANEL

7.3.1. The Anti-Doping Panel is the independent jurisdictional organ of the IWGA. It considers and decides on Doping cases referred to it by the IWGA Medical Committee according to the provisions of the IWGA Anti-Doping Rules.

7.3.2. The Anti-Doping Panel consists of at least 5 members. Two of them must be persons who have (a) successfully completed a University course of education in law which is recognized by the Executive Committee, and (b) have possessed for a minimum of five years a valid and subsisting licence as legal professionals in their country.

7.3.3. Members of the Anti-Doping Panel may not be at the same time be member of the IWGA Executive Committee or any Committee. Members of the Anti-Doping Panel exercise their duties independently according to the doctrines of the trias politica and are not bound by any instructions of other IWGA organs regarding these duties.

7.3.4. The members of the Anti-Doping Panel are appointed by the Executive Committee after consultations with the Medical Committee. They remain in office for a specific period decided by the Executive Committee.

7.3.5. The Chairman of the Anti-Doping Panel must present a report on its decisions during the previous year to the General Meeting.

## 8. COMMITTEES

8.1. For support in executing the assigned duties, the ExCo may propose to the AGM the establishment of Committees. In the proposal the ExCo will give an indication of the costs involved. Depending on the nature of the assigned task the Committee can be established

as an ad hoc or as a permanent Committee.

- 8.2. After confirmation of the establishment of a Committee by the AGM the Member Federations may propose candidates and the ExCo will appoint the members of the Committee.
- 8.3. The ExCo has the right to set up ad hoc Committees where deemed essential and report on it to the next AGM.

## **9. FINANCE (Reg.6)**

### **9.1. Income, Expenditure and Capital**

- 9.1.1. In principle the income of the IWGA derives from the contribution of the Host City. Other sources of income are conceivable.
- 9.1.2. Member Federations will pay an annual subscription fee, the level of which is to be determined by the AGM on a proposal by the ExCo. The maximum annual subscription fee to be determined by the AGM is SFr 2'000 (Swiss Francs two thousand). The fee will fall due on January 1<sup>st</sup> of each year and the Treasurer will send an invoice to each Member. Subscriptions Fees paid after March 31<sup>st</sup> of any year are overdue. Failure to pay the fee will, after repeated reminders have been sent without avail, be dealt with under Article 10.2 of the Constitution.

### **9.2. Budgeting and Financial Administration**

- 9.2.1. The process of budgeting for income and expenditure is geared to the four (4) years cycle from one World Games event to the next. The four (4) years cycle starts on 1<sup>st</sup> January after one World Games event and it ends on 31<sup>st</sup> December after the next World Games event. Procedures for the budgeting process are laid down in the Regulations of the IWGA. (Reg.6.3)
- 9.2.2. Notwithstanding the principle defined in Article 9.2.1 of the Constitution the financial year of the IWGA is the calendar year and audited Annual Accounts and Balance sheets shall be submitted to the AGM in accordance with the Regulations of the IWGA.

## **10. MISCELLANEOUS SUBJECTS**

### **10.1. Doping Control**

In conformity with the World Anti-Doping Code (WADC) the IWGA shall establish a doping control programme. The participants in World Games events shall through their International Federations accept the provisions of the IWGA Anti-Doping Rules as per Article 16.3 of the Rules of the World Games.

### **10.2. Suspensions and Penalties**

- 10.2.1. The ExCo shall have the power to investigate and deal with breaches of the Constitution or WG Rules or any act, which in the opinion of the ExCo is against the interests of the IWGA. Any suspensions or penalties imposed by the ExCo shall take effect forthwith and shall be discussed at the next General Meeting of the IWGA for confirmation, revision or removal.
- 10.2.2. Any Member Federation, which in the opinion of the ExCo is not adequately representing its sport or discipline of sport in the World Games or is not acting in accordance with the WG Rules can be suspended or partly suspended (e.g. by discipline) from entry in the next World Games. Each suspension remains in effect until removed by the ExCo or by a resolution of the General Meeting, supported by the majority of the votes.

### 10.3. Disputes and Arbitration

Member Federations, before bringing a conflict between them and the IWGA before a Court of Justice, shall refer such conflict to the Court of Arbitration for Sports (CAS), established by the IOC.

### 10.4. Honorary Titles and Insignia

10.4.1. The first President of the IWGA on the day of his retirement will be granted the exclusive title of "Honorary Founder President" by the AGM, if the Meeting so wishes.

10.4.2. The title of "Honorary Member" may be conferred by the ExCo on persons who, during their term of office or otherwise, have rendered long and distinguished service to the IWGA.

10.4.3. The Honorary Founder President and the Honorary Members may attend the General Meetings where they may speak but shall not have power to vote. They will also have the right to attend World Games events as guests of the IWGA as explained in the Rules of the World Games. The ExCo may grant special insignia to honour services rendered to the IWGA. (Reg. 8.2)

### 10.5. Logo and Flag

10.5.1. The official logo and flag of the IWGA will be determined by the Executive Committee and confirmed by the AGM and they will be the exclusive property of the IWGA.

10.5.2. Logos and flags of World Games events need the approval of the Executive Committee and they will be the exclusive property of the IWGA.

### 10.6. Language

The official language of the IWGA is English. (Reg. 8.1). In any question of interpretation of the Constitution, Regulations and/or Rules, the English version shall be binding.

## 11. AMENDMENTS TO CONSTITUTION, DISSOLUTION

### 11.1. Amendments to the Constitution

11.1.1. This Constitution may be amended by a decision taken by the General Meeting and the following conditions must be met:

- a proposal explaining the intended amendments must appear on the Agenda.
- the proposal must reach the Secretary General not later than six (6) months prior to the General Meeting; the Secretary General shall circulate the proposal not later than four (4) months prior to the General Meeting.
- the meeting must be attended by Delegates of no less than two third (2/3) of the Member Federations.
- the proposal must be carried by no less than three-quarter (3/4 ) of the votes cast.

11.1.2. If the General Meeting is attended by less than two third (2/3) of the Member Federations, another General Meeting may be convened where decisions on the proposed amendment to the Constitution can be made regardless of the number of Member Federations present. Such General Meeting will take place not earlier than two (2) months after the General Meeting where less than two third (2/3) of the Member Federations were present.

11.1.3. All amendments to the Constitution come into effect immediately after the General Meeting in which they have been decided upon.

### 11.2. Amendments to Regulations and to the Rules of the World Games.

11.2.1. The Regulations and the Rules of the World Games may be amended or changed by the ExCo and amendments and/or changes will be effective as from the ninety-first (91<sup>st</sup>) day after the date of circulation by the Secretary General to all Member Federations, unless a written protest has been received by the Secretary General from one or more Member Federations within seventy-five (75) days. (Const. 7.2.6) If such protest is received the contested matter will appear on the agenda of the next General Meeting for a vote.

11.2.2. Decisions on an amendment to the Regulations and Rules of the World Games, on which a protest has been received, can be taken by a General Meeting when the following conditions are met:

- the General Meeting must be attended by no less than half (1/2) of the Member Federations and
- the proposal must be carried by no less than two third (2/3) of the votes cast.

### 11.3. Dissolution of the IWGA

11.3.1. A decision to dissolve the IWGA may only be taken by a General Meeting convened for the purpose and the following conditions must be met:

- a proposal to dissolve the IWGA must appear on the Agenda.
- the meeting must be attended by Delegates of no less than three-quarter (3/4) of the Member Federations.
- the proposal must be carried by no less than three-quarter (3/4) of the votes cast.

11.3.2. If the General Meeting is attended by less than three-quarter of the Member Federations, another General Meeting will be convened where decisions on the proposed dissolution of the IWGA can be made regardless of the number of Member Federations present. Such General Meeting will take place not earlier than two (2) months after the General Meeting where less than three-quarter (3/4) of the Member Federations were present.

11.3.3. The ExCo, once the decision to dissolve the IWGA has been taken, will be in charge of the process of liquidation and it will retain all constitutional powers relevant to the purpose until the liquidation has been completed. The ExCo, during the process of liquidation, will follow all directives given by the General Meeting, which took the decision to dissolve, and a written report on the liquidation will be circulated to all former Member Federations.

11.3.4. All net assets available at the time of the dissolution will be distributed to (a) non-profit organisation(s) in the field of sport as directed by the General Meeting.

## 12. LAW OF THIS CONSTITUTION

12.1. This Constitution is governed by Swiss Law and does refer to Swiss Law.

General revised by Annual General Meeting, Berlin xx April 2005

Mr. Ron Froehlich

Mr. Co Koren

President IWGA

Secretary General IWGA

# REGULATIONS

## 1. PURPOSE (Const.1.5.1)

According to Article 1.5.1 of the Constitution these Regulations contain explanations of and give procedures with regard to all Articles of the Constitution which do so require, in connection with the government and the administration of the IWGA.

## 2. THE GENERAL MEETING (Const.7.1)

2.1. Proposals to be considered by the General Meeting must appear in the Agenda together with a short explanation of their purpose. Such proposals may be submitted by the Executive Committee (ExCo) and/or each Member Federation and they must be in the hands of the Secretary General not later than forty-five (45) days before the date of the meeting.

2.2. In order to be considered by the Meeting, a proposal from a Member Federation must be seconded by another Member Federation. To second a proposal does not imply that the seconded is in favour of the proposal being approved; it merely expresses the wish that it be discussed. A proposal which fails to be seconded may not be discussed. Proposals by the ExCo need not be seconded.

2.3. All decisions in General Meetings, with the exception of those mentioned in Constitution Articles 4.4, 11.1.1, 11.2.2, 11.3.1 and in Regulation Article 2.4 will be by simple majority of votes cast.

2.4. Proposals or subjects not mentioned in the Agenda may be introduced at the meeting if the majority of the attending Member Federations agree to a discussion, but decisions on such proposals or subjects will only be binding if they have been carried with no less than four/fifths (4/5) of votes cast.

2.5. With the exception of voting on elections, all voting in the General Meeting will be by show of hands or by voice, unless the Chairman or the Delegates of three (3) Member Federations require a secret ballot.

Voting on elections will always be by secret ballot. For secret ballots the only valid voting slips will be those issued by the Secretary General before each ballot and completed by the Delegates in the required form. Voting slips with other indications than the required ones will be invalid and not counted as voted cast.

2.6. The Chairman of the General Meeting will be the President or, in his or her absence, the Senior Vice President.

2.7. Of each General Meeting Minutes will be produced by the Secretary General or by a Minute Secretary elected by the Meeting from the attending Members of the Executive Committee.

The Minutes will be circulated not later than six (6) weeks after the date of the meeting and if no written protestations are received by the Secretary General within two (2) months after circulation they will be deemed a true record of the proceedings, to be formally adopted by the next General Meeting. If a protest is received it will be considered by the next General Meeting as a proposal to amend the Minutes concerned.

## 3. ELECTION TO THE EXECUTIVE COMMITTEE (Const.7.1.5)

3.1. Elections to ExCo will be from the list of nominees as circulated by the Nominating Committee.

3.2. The President, the Secretary General and the Treasurer will be elected by separate ballot.

In each ballot candidates with the highest number of votes will be declared elected.

- 3.3. If for one or more of the offices mentioned in Regulation Article 3.2 only one candidate has been nominated, this candidate will be declared elected forthwith.
- 3.4. The Senior Vice President, the Vice President and the two (2) ExCo Members will be elected in one (1) ballot. The names of the nominated candidates will be on the ballot slip; the delegate shall cross out names until no more than four (4) names remain. Ballot slips with more than four (4) names or with any other indication will be invalid and not counted as votes cast. Those candidates will be declared elected in the order of ranking of numbers of the votes cast; number one (1) is Senior Vice President, number two (2) is Vice President and number three (3) and four (4) are ExCo Members.

When after this ballot not all positions are filled, the remaining positions will be elected by another ballot until all positions are filled. If the tie persists, lots will be drawn to decide the successful candidate.

#### **4. MEETINGS OF THE EXECUTIVE COMMITTEE**

- 4.1. Plenary meetings of the ExCo will normally be held two (2) times a year. Of the two (2) meetings, one (1) will be in conjunction with the AGM, the other in the Host City. Other plenary meetings may be held whenever the President or four (4) Members of the ExCo request the Secretary General to convene a meeting, and state the business of it.
- 4.2. The Secretary General will inform the Members of the ExCo of the time, date and place of a meeting. All Members of the ExCo may submit to the Secretary General subjects for the agenda of an ExCo meeting. They will do so in writing. The Secretary General will circulate the agenda and all documents pertaining to it not later than thirty (30) days before the date of the meeting.
- 4.3. Subjects not mentioned on the agenda may be introduced with the Chairman's consent; decisions can only be taken on these subjects with no less than four fifth (4/5) of votes cast.
- 4.4. Four (4) will constitute a quorum for meetings of the Executive Committee.
- 4.5. The Chairman of the ExCo Meetings will be the President or, in his or her absence the Senior Vice President.
- 4.6. All decisions, those mentioned in Regulation Article 4.3 excepted, will be taken by simple majority of votes cast. If votes tie, the Chairman will have a casting vote. Voting will be by show of hands or by voice unless the Chairman requires a secret ballot.

#### **5. DUTIES OF THE MEMBERS OF THE EXCO (Const. 7.2)**

- 5.1. Of all meetings of the ExCo Minutes will be produced by the Secretary General or by a Minute Secretary elected by the meeting from their midst. These Minutes will be circulated to the Members of the ExCo within six (6) weeks after the date of the meeting. If no written protestations are received by the Secretary General within two (2) months after circulation, the Minutes will be deemed a true record of the proceedings, to be formally adopted in the next meeting. If a protest is received, it will be considered in the next meeting as a proposal to amend the Minutes concerned.
- 5.2. Members of the ExCo will not divulge the business of the Committee to Member Federations or third parties unless so authorised by the President or the Senior Vice President.
- 5.3. Members of the ExCo will keep their fellow members informed of the activities they pursue in the execution of their duties. For this purpose they will, among other things, circulate di-

rectly to all

Members of the ExCo any report, analysis, discussion paper or draft proposal or draft decision they produce for eventual consideration in a meeting of the Committee.

- 5.4. The President is the Chairman of the Co-ordination Group between the IWGA and the Host City where the next World Games is conducted.
- 5.5. The Treasurer is in charge of budgeting, financial recording and reporting, financial planning and the general control of the IWGA's finances. He or she is responsible for producing the audited Accounts and Balance Sheet and the Financial Report for each financial year. After which these documents will be circulated to the Member Federations. He or she will report on the current financial situation to the ExCo once every three (3) months.

## **6. FINANCE OPERATIONS (Const.9)**

### **6.1. General**

- 6.1.1. All payments on behalf of the IWGA are effected by the Treasurer and they will be by bank transfer only.
- 6.1.2. The Treasurer, under the overall responsibility of the ExCo, will establish, maintain and operate bank accounts in the name of the IWGA. When a bank account is being established, the Secretary General's signature will also be placed on record with the Bank in order that he or she may operate the account when the Treasurer is unable to perform his or her duties.

### **6.2. Refunding Officers Expenses**

6.2.1. Office bearers of the IWGA will not receive remuneration for their work on behalf of the IWGA. The expenditure they incur in the execution of their duties will be refunded.

6.2.2. Reimbursement of claimed expenses will be as follows:

Travel expenses for which a refund is claimed must relate to the sectors, in which the Officer concerned actually travelled to reach his or her assignment.

Travel expenses

- Train Travel expenses will be refunded at the level of 1<sup>st</sup> class train travel
- Air Travel Air travel exceeding eight (8) hours flying time will be in business class, for other air travel the lowest possible rates should be used.
- Car On short distances where public transport would be impractical or impossible, car travel may be claimed at a kilometre rate to be determined by the ExCo.
- Hotel Hotel accommodation and meals, if not secured by the Secretary General, should be of a reasonable standard and the actual cost will be refunded.

All other expenses such as the cost of communications, office material, secretarial assistance and translations will be refunded as actually paid. The ExCo may decide variations from this Regulation in exceptional cases.

6.2.3. No travel and other expenses may be claimed for attending meetings of the IWGA, held in conjunction with meetings of other organisations where the IWGA office bearers are officially attending, and for attending a General Meeting of the IWGA if they represent a Member Federation thereat. If in such cases business on behalf of the IWGA requires an extension of their stay, the additional cost of hotels and meals may be claimed according to Regulation 6.2.2 . The ExCo may allow variations from this Regulation in exceptional cases.

6.2.4. Expense reports must be accompanied by all relevant bills, invoices, tickets and similar documents or photocopies thereof.

### 6.3. Budget

Each year the budget figures for the forthcoming financial year will be formally approved by the AGM. If necessary, the ExCo on that occasion will propose amendments.

## 7. FINANCIAL RECORDING AND REPORTING (Const. 9.2)

7.1. The financial records will be arranged and kept in conformity with the breakdown of the Budget.

7.2. The Treasurer will provide non-audited Accounts and Balance Sheet and a Draft Financial Report to the Executive Committee before 15<sup>th</sup> February after the end of the financial year concerned.

7.3. The audited accounts and Balance Sheet and the definite Financial Report will be circulated to the Members of the ExCo for adoption.

7.4. Once adopted by the ExCo the Accounts, the Balance Sheet and the Financial Report will be circulated as soon as possible to the Member Federations and they will appear on the Agenda of the AGM.

7.5. The Treasurer will provide the ExCo with statements comparing budgeted and actual expenditure as per the end of March, June and October.

7.6. A report of income and expenses of a World Games event will be produced by the Host City and the Treasurer together according to the relevant agreement between the IWGA and the Host City.

7.7. The AGM, on recommendation of the ExCo, appoints an auditing firm.

## 8. MISCELLANEOUS

### 8.1. Language (Const. 10.6)

The official language is English. Member Federations wanting to provide for their Delegates in the General Meeting the services of an interpreter may do so at their own expense, and they shall inform the Secretary General one (1) week prior to the meeting.

### 8.2. Special Insignia (Const. 10.4.3)

If and when the ExCo will decide to establish special insignia, they will write the criteria for granting them in these Regulations and they will attach descriptive drawings of the designs as annexes to these Regulations.