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## **FIVA REGULATIONS**

- 1. Membership**
- 2. General Assembly**
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- 4. Commissions**
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### **EXPLANATORY NOTE**

(This note does not form part of the Regulations)

The following Regulations consist of those sections of the former Statutes which relate exclusively to administrative matters. These Regulations will be developed in the light of experience of the new FIVA organisational regime.

## **Section 1: Membership**

### **1.1 Applications for membership**

Any Club, Federation or Association wishing to join the F.I.V.A must send to the Secretariat an application, addressed to the President, signed for the Applicant by its Chairman and at least one other of the members of the Committee or the Board of Directors.

The Applicant must also supply:

- (a)** a copy of its statutes in the original language, together with a translation into either English or French,
- (b)** documents showing the structure, organisation and activities of the Applicant,
- (c)** a list of the members of the Applicant, including figures concerning membership numbers which must show at least 100 members and 25 eligible vehicles,
- (d)** a list of the members of the Committee or Board of Directors of the Applicant,
- (e)** a list of national and international events which have been organized by the Applicant or its members during the last three years,
- (f)** copies of membership leaflets or other publications of the Applicant for the last two years,
- (g)** copies of the minutes, including financial reports, of the last two of its Annual General Meetings, and
- (h)** any other information which might be requested from the Applicant.

## **Section 2: General Assembly**

- 2.1** The names of the delegates and the name of one voting delegate and, if appointed, one deputy voting delegate at the General Assembly must be registered with the General Secretary not later than seven days before the General Assembly. Failure to so register will preclude that member from voting at the General Assembly.
- 2.2** In the event of any doubt about the validity of the registration, the matter will be decided by the General Assembly on the basis of one vote for one nation, given by those who have duly registered, before a vote is taken.
- 2.3** If in one nation the FIVA has more than one Member other than Members of Honour, it may be represented by the same delegate provided he belongs to one of those Members.
- 2.4** Where a nation is unable to send a delegate to the General Assembly, it may be represented by the delegation of another nation's Member; however no delegation shall be allowed to accept more than one proxy.
- 2.5** Nominations for candidates for President, senior Vice Presidents, Vice-Presidents and Directors must be proposed in writing to the General Secretary by the Members not less than 6 weeks before the General

Assembly. Notice of such nominations shall be sent to all members not later than one month before the date fixed for the meeting.

- 2.6** In the case of election for President, should there be more than two candidates, the system whereby the candidate obtaining the lowest number of votes at each successive poll withdraws, shall be applied. If, at the issue of the last vote, the candidates are still tied, the retiring President will have a casting vote whether or not he was himself standing for election.
- 2.7** The agenda of the General Assembly shall be sent to all Members not later than one month before the date fixed for the meeting.
- 2.8** Any question, if it is to be placed on the Agenda of an Ordinary General Assembly, must be in writing and reach the General Secretary of the FIVA at least six weeks before the date fixed for the meeting. The President, with the approval of the General Assembly, may add items to the agenda.
- 2.9** Any proposals concerning amendments to the Statutes must be placed on the original Agenda and be sent to all Members not later than one month before the meeting. No proposal of that nature can be added to the agenda during the meeting of the General Assembly.
- 2.10** The minutes, taken by the General Secretary, must be translated as soon as possible and sent to all FIVA Members not later than two months after the General Assembly.
- 2.11** At each General Assembly, a Board of Auditors will be appointed for the purposes of auditing the annual accounts of the FIVA. This will consist of three individuals elected by the General Assembly, two of whom will serve as auditors for the next year and one of whom will remain in reserve. Each member of the Board of Auditors will be elected at a General Assembly and will serve for three years following his or her election: in the first year of election, he or she will act as the reserve member of the Board, acceding to an active role in the second year and retiring after the third. Individuals seeking election to the Board of Auditors must submit their application along with a statement of his or her credentials and qualifications to the General Secretary not less than six weeks before the date of the General Assembly at which he or she is seeking election. Membership of the Board of Auditors is an honorary appointment and no emolument or payment of expenses in connection with the position will be forthcoming from the FIVA. The time and place of any meeting of the Board of Auditors will be at the discretion of the Treasurer of the FIVA.

### **Section 3 : General Committee**

- 3.1** The decisions of the General Committee shall be carried by a simple majority (over 50%) of the votes cast. In the event of equality, the President shall have an additional casting vote.
- 3.2** The decisions taken by the General Committee are binding and legal if at least five of its voting members are present at the session.
- 3.3** If unable to vote in person, members of the General Committee can give a proxy to another member of that committee acting as their representative. Each member can receive only one proxy.
- 3.4** Voting at the General Committee takes place on the basis of one person, one vote.
- 3.5** The General Committee may delegate power for the transaction of daily business, to control the receipts and expenditure, and to conduct day to day correspondence.
- 3.6** If for any reason a member of the General Committee cannot complete his term of office, the vacant seat may be filled by appointment by the FIVA President until the next General Assembly when it shall be put up for election for the remaining term.

### **Sections 4: Commissions**

- 4.1** The delegates appointed for a Commission for the following year must be registered in writing with the General Secretary at least 7 days before the Annual General Assembly. Commission delegates should be chosen on the grounds of personal competence.
- 4.2** Every Commission may have its own Internal Rules and Codes of Conduct for its members, which must be submitted to the General Committee for approval.
- 4.3** The chairman, the vice-chairman and the secretary may meet as frequently as necessary on the convocation of the chairman. Full session Commission meetings must be held at least once a year in conjunction with the Annual General Assembly. Full session Commission meetings must be open to all FIVA delegates, Members of Honour, Patrons and Associate Members. The chairman of the meeting may decide to permit all delegates to speak, whereas all voting must be performed by the voting delegate or his deputy, if appointed. Full session meetings at other times of the year take place at the convocation of the chairman of the Commission or the President of the FIVA.
- 4.4** The Chairman of the Commission must once a year, not later than 7 days before the Annual General Assembly, present to the General Committee

a written report on the activities of the past year and such other matters as the General Committee may from time to time determine, which, with the approval of the General Committee, is then submitted to the General Assembly. The Chairman of the Commission shall produce such other reports and information as the General Committee shall from time to time require.

- 4.5** Minutes must be taken on every full session of a Commission. A copy of the minutes must, not later than two months after the meeting, be forwarded to and kept by the General Secretary.
- 4.6** If considered beneficial or necessary for the accomplishment of the work assigned to the Commission, the General Committee, after proposal of the Commission, can admit the attachment to the Commission of persons with expert knowledge or representatives of other associations or institutions.
- 4.7** If for any reason a Commission chairman, vice-chairman or secretary cannot complete his term of office, the vacant seat shall be filled by appointment by the FIVA President until the next General Assembly.

## **Section 5: Finance**

- 5.1** The subscription dues shall be fixed annually by the Annual General Assembly according to the budget prepared by the Treasurer.
- 5.2** The dues of every F.I.V.A. Member shall be payable by the 28<sup>th</sup> February of each year. In the case of any member admitted under Article 9.5 of the Statutes, the fees shall be calculated on a pro-rata basis and shall be payable from the date of their admission to membership.
- 5.3** On the 1st March of each year Members which have not yet paid their dues shall be notified that they must effect settlement.
- 5.4** The financial year starts on 1st October and finishes on 30th September.
- 5.5** Expenses or allowances may be paid to members of the General Committee, Commissions and Working Groups in accordance with such scheme or schemes as may be approved from time to time by the General Assembly.