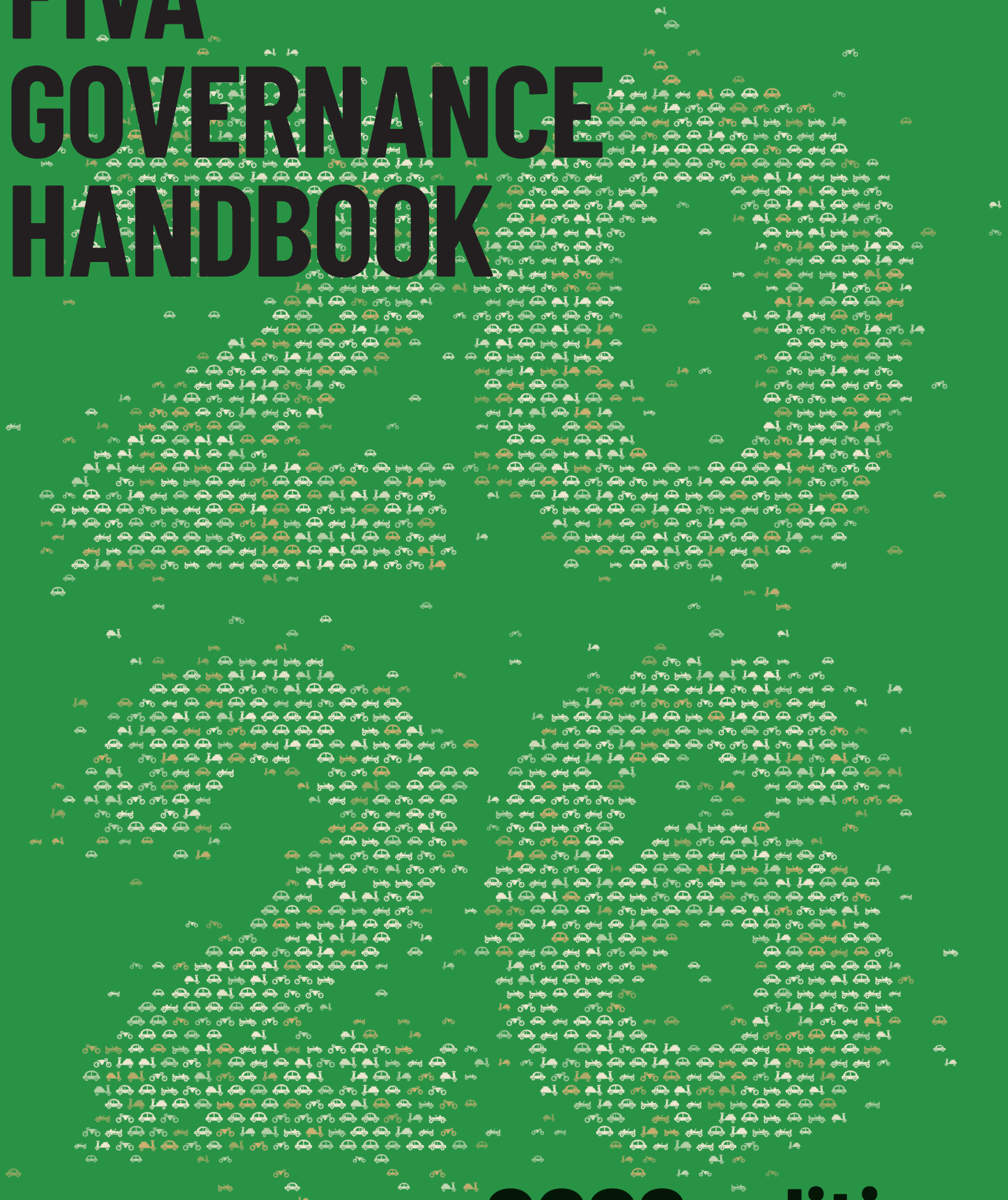
GOVERNANCE RESPONSIBILITIES
AND OPERATIONAL PROCEDURES

FIVA GOVERNANCE HANDBOOK



2026 edition

PROPOSED FOR ADOPTION / 4 NOVEMBER 2026

READING THIS HANDBOOK

This handbook brings together the responsibilities, conduct standards and working procedures of FIVA's bodies, Officers and supporting functions. It is intended to support consistent decisions, clear accountability and effective administration.

Its provisions remain subject to the FIVA Statutes and Internal Rules. New operational policies require a valid adoption decision; this edition does not itself amend the Statutes or confer new statutory powers.

The alignment review and matters requiring formal confirmation appear in Appendix A. Governing documents and reference provisions appear in Appendix B.

Review note

4 NOVEMBER 2026

For each decision, apply the Statutes and Internal Rules in force at the time. Details such as nomination procedures and terms of appointment belong in those instruments. When they change, their revised provisions govern.

Some articles also describe proposed ways of working, including symposium timelines and contract approvals. Read these in light of Articles 1 and 175. Their inclusion here does not establish that FIVA has adopted them as rules.

For disputed Commission terms, see Appendix A11. The public English Internal Rules are the 2024 revision, while the French document listed by FIVA is the 2019 edition. Where wording is disputed, obtain the corresponding approved text from the Secretariat and apply Statutes Article 14.3.

CONTENTS

1	Purpose, scope and principles	6
2	Principles of good governance	7
3	Code of ethics and accountability	7
4	Accountability and responsibility	9
5	Disciplinary measures	9
6	Annual governance review	10
7	Governance bodies and supporting functions	11
8	General principles of governance	11
9	President	12
10	Senior Vice President Internal Affairs	13
11	Senior Vice President External Affairs	14
12	General Committee	14
13	Commissions and working groups	15
14	Communications	16
15	FIVA Stewards	17
16	FIVA Scrutineers	20

CONTENTS CONTINUED

17 Regional Ambassadors 23

18 FIVA Representatives 24

19 FIVA Office 26

20 General Secretary and office administration 27

21 Institutional meetings and events 31

22 FIVA symposia 32

23 FIVA forums 33

24 FIVA youth forums 34

25 General Committee meetings 34

26 General Assembly organisation 35

27 Hosting of FIVA events 37

28 Event risk management 38

29 Governance compliance, financial controls and risk management 38

30 Vice Presidents for Membership and Finance 43

31 Final provisions 44

A Alignment review and adoption matters 45

B Governing documents and references 48

CHAPTER 1

Purpose, scope and principles

Article 1 Purpose and authority

1.1 This Governance Handbook sets out principles, responsibilities and operational procedures for the administration of the Fédération Internationale des Véhicules Anciens (FIVA). It promotes transparent and accountable governance, defines responsibilities, supports effective use of resources, protects FIVA's integrity and independence, and supports its Statutes and strategic objectives.

1.2 The Statutes prevail over all other FIVA rules. This Handbook supplements the Statutes and Internal Rules; it does not amend them or override an applicable Commission code. Any intended change to the Internal Rules must be expressly adopted and communicated under Statutes Article 6.2. Any amendment to the Statutes requires the General Assembly procedure.

1.3 This text is proposed for adoption. Additional operational policies and procedures become binding only when validly approved by the competent body and communicated to the persons concerned. Existing statutory obligations remain in force independently of this Handbook.

1.4 References to an Article in this Handbook use its sequential article number. References to the FIVA Statutes or Internal Rules expressly identify the source. "Officer" has the meaning given in Statutes Article 8.1.1. "Office" means the Secretariat. "ANF" means FIVA National Authority. "GC" means General Committee and "GA" means General Assembly.

Article 2 Scope of application

2.1 This Handbook applies, within their respective mandates, to the President, Senior Vice Presidents and other General Committee members; members of the Arbitration Panel; Commission Chairpersons and members; Regional Ambassadors and Representatives; members of working groups and project groups; Office personnel; and consultants or other persons acting for FIVA.

2.2 Applicable obligations shall be communicated on appointment or engagement. Employment and consultancy obligations remain subject to applicable law and the relevant contract. This Handbook does not itself alter statutory membership, election rights or the independent jurisdiction of the Arbitration Panel.

CHAPTER 2

Principles of good governance

Article 3 Fundamental principles

3.1 FIVA shall act with integrity, accountability, transparency, independence, inclusiveness, professionalism, sustainability and collective responsibility.

3.2 These principles require honest and ethical conduct; responsibility for decisions and actions; openness and proper records; decisions taken in FIVA's interests; equal opportunities; competent and respectful performance; responsible stewardship of resources; and implementation of valid collective decisions without suppressing lawful dissent.

CHAPTER 3

Code of ethics and accountability

Article 4 General duty

4.1 All FIVA Officers and persons acting on behalf of FIVA shall act honestly and in good faith; act solely in the interests of FIVA; uphold the values and reputation of FIVA; exercise reasonable care, skill and diligence; comply with applicable laws, the Statutes and internal regulations; avoid conduct that may damage FIVA's reputation.

Article 5 Duty to act in FIVA's interests

5.1 Persons acting for FIVA shall act loyally, honestly and with appropriate care within their mandates. Any legal fiduciary duties depend on applicable law and the person's role.

5.2 They shall place FIVA's interests above conflicting personal interests, avoid misuse of position or improper personal gain, protect FIVA's assets and minimise foreseeable legal, financial and reputational risks.

Article 6 Duty of care and diligence

6.1 Every FIVA Officer shall prepare adequately for meetings; review documentation prior to decisions; participate actively in meetings and activities; fulfil assigned tasks within agreed deadlines; seek information necessary to make informed decisions; report risks and concerns in a timely manner.

6.2 A failure to review information does not, by itself, excuse a failure to fulfil the duties of office.

Article 7 Duty of loyalty

7.1 Persons acting for FIVA shall support its objectives, implement valid decisions and cooperate constructively. This duty preserves legitimate debate, recorded dissent, lawful criticism, protected reporting and the right to use applicable review or appeal procedures.

Article 8 Respect and equal treatment

8.1 Every person shall be treated with dignity and respect.

8.2 FIVA prohibits discrimination; harassment; bullying; intimidation; abuse of authority; retaliation.

8.3 Discrimination based on nationality, race, ethnic origin, religion, age, disability, sex, sexual orientation or political opinion shall not be tolerated.

Article 9 Confidentiality

9.1 Confidential information shall not be disclosed without authority or used for personal advantage or the benefit of third parties. This obligation continues after an appointment or employment ends.

9.2 Confidentiality does not prevent disclosures required by law, good-faith protected reporting, access to advice or the exercise of statutory defence and appeal rights.

Article 10 Conflicts of interest

10.1 A conflict of interest exists whenever personal, financial, professional or family interests may impair, or appear to impair, independent judgement.

10.2 Persons shall declare actual conflicts; declare potential conflicts; declare perceived conflicts.

10.3 Persons having a conflict of interest shall disclose the conflict immediately; refrain from influ encing decisions; abstain from voting where appropriate.

10.4 A register of conflicts of interest shall be maintained by the FIVA Office.

Article 11 Protection of FIVA assets

11.1 FIVA assets include financial resources; intellectual property; databases; confidential informa tion; trademarks; equipment; records and archives.

11.2 These assets shall only be used for legitimate FIVA purposes.

CHAPTER 4

Accountability and responsibility

Article 12 Reporting obligations

12.1 All Officers shall report significant risks; report breaches of governance; report fraud or suspected fraud; report misconduct; report material conflicts of interest.

12.2 Failure to report serious breaches may constitute misconduct.

Article 13 Negligence and non-performance

13.1 Repeated unjustified absence, failure to complete assigned work, persistent failure to respond to official communications, failure to report or disclose conflicts, unauthorised commitments and conduct causing reputational damage may justify a review of performance or conduct. Any finding and measure shall follow the applicable fair procedure.

Article 14 Misconduct

14.1 Misconduct may include fraud, misappropriation, abuse of authority, unauthorised intentional disclosure of confidential information, falsification, discrimination, harassment, retaliation, failure to disclose or manage a material conflict, or intentional harm to FIVA. Protected reporting and lawful disclosures are not misconduct.

CHAPTER 5

Disciplinary measures

Article 15 Corrective measures and statutory discipline

15.1 Corrective action shall be proportionate, based on established facts and taken by the competent body. Informal guidance, a verbal warning, a written warning or a formal reprimand may be appropriate where authorised. Serious cases need not follow these steps sequentially.

15.2 For Officers, suspension or exclusion is governed by Statutes Article 8.1.4, including investigation, an opportunity to explain and an appeal. Withdrawal or reassignment of a General Committee member's responsibilities under Article 6.5 shall be distinguished from suspension or exclusion from office.

15.3 This Handbook does not create a separate power to disqualify a person from future office for up to five years. Such a sanction requires an express and valid legal or statutory basis.

15.4 For appointed volunteers, staff and contractors, measures must comply with the applicable appointment terms, code, contract and law. Membership disqualification is a separate procedure under Statutes Article 4.7.

Article 16 Financial liability

16.1 Where intentional misconduct or gross negligence causes loss, FIVA may seek reimbursement, compensation or recovery of improperly obtained benefits to the extent permitted by applicable law and contract. Liability and legal costs shall not be imposed automatically by this Handbook.

16.2 The General Committee may authorise a properly supported claim or legal proceedings. Disputed liability shall be resolved by agreement or through the competent legal process.

Article 17 Notice, hearing and appeal

17.1 Before a disciplinary decision, the person concerned shall receive written notice of the factual and legal allegations, the possible sanction and relevant documentation or instructions for accessing it. They shall be able to respond and present evidence.

17.2 For proceedings against an Officer, the General Committee shall allow 30 calendar days for an explanation under Statutes Article 8.1.4. The notice shall also comply with Article 10.3. Its general minimum response period of 15 calendar days does not shorten the specific 30-day period for Officers.

17.3 The decision shall be reasoned and notified in writing. An Officer may appeal to the Arbitration Panel within 30 calendar days of receiving the decision. Articles 10.4 and 10.5 govern that appeal. Membership cases follow the separate notice and appeal provisions of Article 4.7.

Article 18 Whistleblowing protection

18.1 Persons reporting concerns in good faith shall be protected against retaliation.

18.2 Retaliation constitutes misconduct.

CHAPTER 6

Annual governance review

Article 19 Annual governance review

19.1 The General Committee shall conduct one coordinated annual review of governance effectiveness, conflicts of interest, strategic implementation, organisational risks, ethical matters and lessons learned. The review shall document recommendations for improvement and integrate the assessments required by Articles 143 and 167.

CHAPTER 7

Governance bodies and supporting functions

Article 20 Governance structure

20.1 FIVA's governance comprises the General Assembly, the General Committee and the Arbitration Panel, with the roles, powers and procedures assigned to them by the Statutes. The President, Senior Vice Presidents, other Officers, Commissions and project groups perform their respective functions within that framework.

20.2 The Secretariat, Regional Ambassadors and Representatives provide administrative, specialist or promotional support. They do not acquire the powers of a statutory governing body merely by being listed in this Handbook.

20.3 The General Assembly retains the powers reserved to it by Statutes Article 5.5, including approval of the annual report, audited financial statements, budget and programme of work; setting membership fees; appointing external auditors; elections; and decisions on statutory amendments and dissolution.

20.4 The Arbitration Panel's composition, independence, appointment, jurisdiction and procedures are governed by Statutes Chapter 10. This Handbook does not transfer its functions to the President, the Senior Vice President Internal Affairs or the General Committee.

CHAPTER 8

General principles of governance

Article 21 Collective responsibility

21.1 Collegial bodies shall act collectively within their powers. Members shall support implementation of valid decisions, while retaining the right to record dissent, seek review, use statutory appeal procedures and report unlawful conduct. Collective responsibility does not require compliance with an unlawful instruction.

Article 22 Delegation of authority

22.1 Delegation of authority shall be clearly defined; be documented; include reporting obligations; remain subject to oversight.

22.2 Delegation of authority shall not relieve the delegating body from ultimate responsibility.

Article 23 Accountability

23.1 Every Officer of FIVA is accountable for decisions taken; actions performed; resources under their control; compliance with applicable rules; performance of delegated responsibilities.

CHAPTER 9

President

Article 24 Role

24.1 The President is the principal elected representative of FIVA and shall provide strategic leadership and direction.

Article 25 Responsibilities

25.1 The President shall represent FIVA externally; provide strategic leadership; safeguard the interests and reputation of FIVA; chair meetings of the General Committee and General Assembly; supervise implementation of strategic objectives; ensure effective cooperation between governing bodies; supervise the activities of the FIVA Office; promote relationships with members, partners and institutions; oversee risk management and organisational sustainability.

Article 26 Authority

26.1 The President may represent FIVA, implement valid decisions and delegate operational responsibilities within the Statutes, approved budgets and documented mandates.

26.2 Formal written statements and financial commitments shall comply with Internal Rule 7.3 and Statutes Article 12.2. Approval of a transaction does not replace the required signatures. Financial commitments require two signatories, one of whom is the President.

26.3 The President's temporary replacement is governed by Statutes Article 8.2, with the specific meeting-chairing provisions of Articles 5.8 and 6.3.2 applying where relevant.

Article 27 Accountability

27.1 The President shall report annually to the General Assembly; report regularly to the General Committee; ensure transparency of major decisions; ensure implementation of decisions of the General Assembly.

CHAPTER 10

Senior Vice President Internal Affairs

Article 28 Purpose

28.1 The Senior Vice President Internal Affairs supports governance, organisational development and effective internal operations, within responsibilities allocated by the President under Statutes Article 6.5 and mandates approved by the General Committee.

Article 29 Responsibilities

29.1 The Senior Vice President Internal Affairs shall monitor implementation of the Statutes and Internal Rules, coordinate governance processes, monitor General Committee decisions, support election and appointment procedures, develop governance reforms and coordinate annual governance reviews.

29.2 The role includes oversight and coordination of Commissions, working groups and Office matters to the extent delegated; monitoring ethics, compliance and organisational risks; supporting dispute prevention; and promoting institutional continuity and succession planning.

29.3 This coordination does not change the Secretariat's statutory reporting line to the President, replace the General Committee's disciplinary authority, or encroach on the Arbitration Panel's independence.

Article 30 Authority

30.1 The SVP Internal Affairs may request reports from Commissions; request information from Officers; recommend governance improvements; propose organisational reforms; make recommendations concerning governance breaches.

Article 31 Accountability

31.1 The SVP Internal Affairs shall report to the President and General Committee; submit an annual report to the General Assembly; monitor implementation of decisions; identify governance risks; report material concerns.

CHAPTER 11

Senior Vice President External Affairs

Article 32 Purpose and responsibilities

32.1 The Senior Vice President External Affairs shall develop international relationships and partnerships within the responsibilities allocated by the President and approved by the General Committee.

32.2 The role includes identifying and developing global strategic partnerships and corporate sponsorships; recruiting potential international and Professional Members; supporting and retaining existing Professional Members; engaging stakeholders; promoting FIVA internationally; and coordinating communications on external affairs with the Vice President for Communication.

32.3 Membership admission, recognition of ANF status, partnership acceptance and contractual commitments remain decisions for the competent body under Statutes Chapter 4. The role does not confer unilateral admission or signing authority.

Article 33 Accountability

33.1 The SVP External Affairs shall report to the President and General Committee; submit an annual report; monitor stakeholder relationships; identify external opportunities and risks; report on partnership activities and outcomes.

CHAPTER 12

General Committee

Article 34 Role

34.1 The General Committee is the executive governing body of FIVA between sessions of the General Assembly.

Article 35 Responsibilities

35.1 The General Committee shall implement General Assembly decisions; develop strategy, policy and programmes of work; oversee Commissions and project groups; approve operational policies within its powers; monitor risk; and safeguard financial integrity and organisational sustainability.

35.2 It shall prepare and submit the annual budget, programme of work and independently audited financial statements to the General Assembly for approval under Statutes Articles 5.5 and 11.2. Internal GC approval for submission does not replace GA approval.

35.3 The General Committee may decide matters not reserved to the General Assembly or another FIVA body. Amendments to the Internal Rules shall be adopted and communicated in accordance with Statutes Article 6.2. It shall fix the date and place of the following annual General Assembly under Internal Rule 3.4.

Article 36 Individual responsibilities of members

36.1 Every General Committee member shall prepare adequately for meetings; attend meetings regularly; review documentation; contribute expertise; maintain confidentiality; avoid conflicts of interest; support implementation of adopted decisions.

Article 37 Performance expectations

37.1 Members of the General Committee are expected to actively participate; respond to communications in a timely manner; complete assigned tasks; represent FIVA professionally.

37.2 Repeated non-performance may result in written warning; reassignment of responsibilities; recommendation for removal in accordance with the Statutes.

CHAPTER 13

Commissions and working groups

Article 38 Purpose

38.1 Commissions provide specialist expertise and carry out FIVA's work within approved mandates and budgets. The General Committee establishes and populates Commissions and project groups under Statutes Chapter 7 and Internal Rules 3 to 5.

38.2 Commission membership, nominations and reporting follow Internal Rules 4.2, 4.3 and 4.9. The wording of Rule 4.3 concerning annual membership decisions and two-year nominations requires consistent application by the General Committee; this Handbook does not resolve that ambiguity by creating a different term.

Article 39 Responsibilities of Commission Chairpersons

39.1 Commission Chairpersons shall lead their Commissions, prepare annual work plans and budget proposals, organise meetings, monitor delivery, supervise members, keep records and action lists, and ensure implementation of agreed objectives.

39.2 Work plans and budgets shall reach the General Committee in time for its annual submission to the GA.

The annual activity report shall reach the GC no later than 42 calendar days before the annual GA and shall also be presented to the GA, in accordance with Internal Rules 4.4 and 4.9.

Article 40 Accountability of Commission Chairpersons

40.1 Commission Chairpersons are accountable for delivery of objectives; budget management; quality of reports; implementation of decisions; performance of Commission members.

Article 41 Responsibilities of Commission members

41.1 Commission members shall participate actively; prepare for meetings; contribute expertise; undertake assigned tasks; comply with deadlines; maintain confidentiality; declare conflicts of interest; act in the interests of FIVA.

Article 42 Performance of Commission members

42.1 Repeated failure to attend meetings, respond to communications, complete tasks or provide reports may lead to a review of an appointed Commission member's participation. The Chairperson shall document the concerns and recommend appropriate action to the General Committee.

42.2 Any replacement or removal shall be decided by the competent appointing body after the member has had an opportunity to respond. Discipline affecting an elected Officer remains subject to Statutes Article 8.1.4.

Article 43 Working groups and task forces

43.1 The General Committee and Commissions may establish temporary project groups or working groups within approved resources and subject to GC agreement under Statutes Chapter 7 and Internal Rules 4.6 and 5.

43.2 Each group shall have an agreed project specification covering objectives, duration, membership, reporting, budget and deliverables before work begins.

CHAPTER 14

Communications

Article 44 Official communications

44.1 Official internal and external communications shall be coordinated through the FIVA Office and the Vice President for Communication, in consultation with the relevant Officers and Commission Chairpersons. Alternative channels or procedures may be used where expressly agreed by the GC.

44.2 The Office shall manage correspondence, distribution lists, records and follow-up. The Vice President for Communication shall oversee internal and external communications, including the website, social media and publications. Preparation, review, approval and distribution responsibilities shall be clearly assigned.

44.3 Officers and Commissions may communicate directly within their agreed mandates, with appropriate coordination and consultation. Formal statements remain subject to the authority and signature requirements of the Statutes and Internal Rules.

CHAPTER 15

FIVA Stewards

Article 45 Purpose

45.1 FIVA Stewards are officials appointed to observe and supervise events within the applicable FIVA Events Code, Technical Code and event regulations. They shall promote compliance with those rules and applicable law, report concerns and protect the integrity of FIVA events.

45.2 Their powers arise from the applicable code and appointment. This chapter does not confer authority beyond those instruments or transfer the organiser's legal, operational or safety responsibilities to the Steward.

Article 46 Status

46.1 A Steward acts independently and impartially as an event official, adviser on applicable FIVA rules, and observer reporting to the Events Commission. Promoting FIVA's values does not make a Steward a Regional Ambassador under Statutes Chapter 9.

46.2 A Steward shall not act as the organiser's employee, agent or legal representative, undertake executive duties for the event, or compete in the event to which they are appointed.

Article 47 Appointment

47.1 Appointment shall follow the applicable Events Code and Commission procedures. The Events Commission appoints Stewards for FIVA World and Premier Events; ANF appointment of National Stewards is governed by the Code.

47.2 Appointments shall take account of competence, experience, knowledge of the event category, language skills, geographical requirements and independence. The Events Commission shall maintain the relevant register in accordance with its procedures.

Article 48 Independence

48.1 A FIVA Steward shall be independent and impartial.

48.2 A Steward shall not accept appointment where a real conflict of interest exists; a perceived conflict of interest exists; independence may reasonably be questioned.

48.3 The Steward shall immediately disclose any circumstance that may compromise independence.

48.4 The Events Commission may revoke an appointment where independence is compromised.

Article 49 Duties and responsibilities

49.1 Within the applicable Code and appointment, the Steward shall review event documentation, authorisations, permits and insurance information; monitor compliance with event regulations; observe safety and sustainability arrangements; and report suspected breaches of national law to the organiser.

49.2 The Steward shall observe event operations and the conduct of participants and officials, review eligibility and FIVA Identity Card concerns within their powers, and document irregularities. Technical matters requiring a decision by the Technical Commission shall be referred to that Commission.

49.3 Protests and appeals shall be handled under the jurisdiction and procedures established by the Events Code and event regulations. This Handbook does not grant an independent judicial jurisdiction.

49.4 The Steward shall prepare objective reports, identify risks and recommend improvements. These monitoring duties do not amount to a legal certification of an event's safety or compliance.

Article 50 Authority

50.1 A FIVA Steward may request information and documentation; request explanations from organisers; request corrective measures; issue recommendations; participate in hearings and protests; report breaches of regulations; recommend withdrawal of FIVA recognition where serious non-compliance exists.

Article 51 Limitations of authority

51.1 A Steward shall act only within the applicable Code and appointment and shall not organise the event, assume executive management duties, guarantee vehicle roadworthiness, accept the organiser's legal responsibilities, or enter into contracts or financial commitments on FIVA's behalf.

51.2 A person appointed as a FIVA Observer rather than a Steward has only the powers of that appointment and shall not adjudicate protests.

Article 52 Conduct

52.1 The Steward shall remain impartial; remain professional; maintain confidentiality; exercise sound judgement; avoid public criticism of organisers and participants; treat all persons equally and respectfully; avoid conduct that may damage the reputation of FIVA.

52.2 The Steward shall listen to concerns raised by participants but shall remain neutral and avoid prejudging disputes.

Article 53 Duties towards FIVA

53.1 A Steward shall uphold the reputation of FIVA; promote the values of FIVA; support the objectives of FIVA; cooperate with the Events Commission; participate in training activities; contribute to continuous improvement of FIVA events.

Article 54 Reporting obligations

54.1 The Steward shall submit a complete, objective and fact-based report within the applicable deadline. Under the 2026 Events Code, the report is due to the Events Commission no later than 14 days after the event.

54.2 Reports shall cover incidents, breaches, disputes, conflicts of interest, safety concerns and recommendations, with urgent concerns reported promptly.

Article 55 Training, qualifications and expenses

55.1 Stewards shall keep their knowledge and qualifications current and participate in relevant training. Internal Rule 6.3.4 provides for a renewable two-year licence and attendance at a Stewards' seminar at least once every two years, at the Steward's own expense.

55.2 For an international event on the FIVA calendar, the organiser reimburses the Steward's actual travel, accommodation and other event expenses in accordance with Internal Rule 6.3.4. This Handbook does not create an additional FIVA-funded entitlement.

Article 56 Performance review

56.1 The FIVA Events Commission shall periodically review competence; professionalism; impartiality; quality of reports; communication; adherence to regulations.

Article 57 Non-performance and misconduct

57.1 Misconduct may include repeated unjustified failure to report or respond, unauthorised breaches of confidentiality, undisclosed or improperly managed conflicts, inappropriate conduct, lack of impartiality and breaches of applicable FIVA regulations. The relevant authority shall assess the facts under the applicable procedure.

Article 58 Corrective action and discipline

58.1 Where authorised by the applicable Code and appointment procedures, the competent body may use guidance, warnings, retraining, suspension or withdrawal of a Steward's qualification in response to established non-performance or misconduct.

58.2 The applicable grounds, decision-maker, notice, hearing and review procedures shall be followed. This Handbook does not itself establish a power of permanent exclusion. Any such measure requires an express valid basis in the applicable rules.

CHAPTER 16

FIVA Scrutineers

Article 59 Purpose

59.1 FIVA Scrutineers inspect vehicles and supporting information for FIVA Identity Cards, Youngtimer Registration Documents and other documentation within the applicable Technical Code and authorised inspection procedures.

59.2 Their purpose is to verify vehicle identity, history, condition and configuration accurately and objectively in support of historic vehicle preservation. Their findings do not constitute a guarantee of roadworthiness, legal compliance or eligibility beyond the scope of the inspection.

Article 60 Status

60.1 A Scrutineer is an impartial technical inspector acting under an authorised appointment. The Scrutineer advises on the Technical Code and reports through the responsible ANF or Technical Commission procedure.

60.2 The role is not a statutory FIVA Officer position or a Regional Ambassador appointment. A Scrutineer shall not act as the applicant's agent or accept instructions that compromise independent judgement.

Article 61 Appointment

61.1 Scrutineers shall be appointed, approved and registered by the body competent under the Technical Code and applicable ANF or Technical Commission procedures. The relevant authority shall maintain the required records.

61.2 Selection shall take account of competence, experience, knowledge of the vehicle category or marque, understanding of technical procedures, appropriate language skills and the absence of conflicts of interest. This Handbook does not create a separate accreditation procedure.

Article 62 Independence and impartiality

62.1 A FIVA Scrutineer shall perform their duties independently, objectively and impartially.

62.2 A Scrutineer shall not undertake an inspection where they are: the owner of the vehicle; a relative of the owner; the restorer of the vehicle; the seller or prospective purchaser of the vehicle; otherwise affected by a conflict of interest.

62.3 Any circumstance that may affect independence or impartiality shall be disclosed immediately.

Article 63 Duties and responsibilities

63.1 The Scrutineer shall inspect the vehicle and supporting documentation; verify the accuracy of information supplied by the applicant; examine the identity and historical elements of the vehicle; verify modifications and configuration of the vehicle; request additional information or evidence where necessary; document observations and findings objectively; prepare reports and recommendations; maintain confidentiality; act honestly, fairly and reasonably at all times.

63.2 The Scrutineer may seek the assistance of independent specialists where necessary but shall remain fully responsible for the inspection and its conclusions.

Article 64 Authority

64.1 A Scrutineer may request information and documentation; request additional photographs or evidence; inspect identification markings and vehicle components; recommend further investigation; recommend approval or rejection of an application; report suspected fraud or irregularities.

Article 65 Limitations of authority

65.1 A Scrutineer shall not guarantee issuance of a FIVA Card; alter information without supporting evidence; knowingly certify inaccurate information; accept instructions intended to influence professional judgement; create financial obligations on behalf of FIVA; issue decisions outside delegated authority.

Article 66 Code of conduct

66.1 A FIVA Scrutineer shall act with integrity and professionalism; remain independent and impartial; avoid any conduct that may damage the reputation of FIVA; maintain confidentiality; exercise sound technical judgement; avoid any actual, potential or perceived conflict of interest; treat applicants and representatives respectfully and fairly.

66.2 Under no circumstances shall a Scrutineer solicit or accept money, gifts, benefits or other advantages in exchange for favourable treatment or the issuance of documentation for a vehicle that would otherwise not qualify.

66.3 The use of prohibited drugs or performance of duties while under the influence of alcohol is strictly prohibited.

Article 67 Reimbursement of expenses

67.1 Inspection fees and expenses shall follow the applicable ANF or FIVA procedure and the terms communicated to the applicant. Costs shall normally be borne by the applicant or, where agreed, the relevant ANF; this does not create an automatic claim against FIVA.

67.2 Expenses shall be reasonable, proportionate and supported by receipts. A 21-day submission period may be used as an administrative target where adopted by the responsible body, subject to any different applicable rule or agreed term.

Article 68 Reporting obligations

68.1 A Scrutineer shall submit reports within prescribed deadlines; report conflicts of interest; report suspected fraud or irregularities; report material concerns regarding the vehicle or documentation; provide recommendations where appropriate.

68.2 Reports shall be complete, objective, accurate and fact-based.

Article 69 Training and continuing qualification

69.1 Every Scrutineer shall maintain knowledge of the FIVA Technical Code; participate in training activities organised by FIVA or an ANF; maintain appropriate technical competencies; contribute to the continuous improvement of technical standards and procedures.

Article 70 Performance review and discipline

70.1 The competent ANF or Technical Commission body shall review performance under the applicable technical procedures, considering competence, professionalism, report quality and timeliness, independence, compliance and cooperation.

70.2 Warnings, retraining, suspension, withdrawal of accreditation or exclusion may be used only where authorised by the applicable rules and after the prescribed fair procedure. This Handbook does not independently confer a power of permanent exclusion.

CHAPTER 17

Regional Ambassadors

Article 71 Role and appointment

71.1 Regional Ambassadors are appointed by the General Committee to promote FIVA's activities within a defined geographical area, under Statutes Chapter 9 and Internal Rule 1.4.

71.2 They provide a structured link between FIVA, ANFs and other members in their region, encourage engagement and promote FIVA's vision and mission. They may act as formal FIVA envoys within a clearly documented mandate from the competent body.

Article 72 Responsibilities

72.1 Regional Ambassadors shall maintain two-way relationships with existing FIVA members and relevant institutions and events; communicate regional needs and opportunities; promote FIVA's objectives; support approved international initiatives; and provide periodic reports.

72.2 They shall coordinate with the President, the designated GC member and relevant Commissions. They may communicate approved FIVA positions within their mandate, but shall not claim authority to commit the President, GC or a Commission beyond that mandate.

Article 73 Accountability, resources and limits

73.1 Regional Ambassadors remain accountable to the General Committee. Their mandate shall define territory, reporting arrangements and any authority to act externally. They may attend GC meetings by invitation, without acquiring membership or voting rights.

73.2 Any annual operating or travel allocation is subject to express approval within FIVA's approved budget and expense rules. An Ambassador appointment alone does not create an automatic budget entitlement.

73.3 No Ambassador may bind FIVA legally or financially without proper authority and compliance with the applicable approval and signature requirements.

CHAPTER 18

FIVA Representatives

Article 74 Primary mission

74.1 FIVA Representatives support the growth of FIVA in countries or regions where an ANF is not yet fully established and active. Their primary purpose is to promote FIVA's mission and values, develop local contacts and build awareness that may eventually support the establishment of a national organisation and its admission or recognition through FIVA's formal procedures.

74.2 Representatives act as informal promoters and facilitators of contacts. They do not exercise the full representative role of an ANF or Regional Ambassador and shall not speak on FIVA's behalf in regulatory, legal or institutional matters or negotiations.

74.3 They prepare the ground for future national representation without prejudging membership admission or ANF status. Any existing ANF or National Member's rights shall be respected, and contacts shall be coordinated with the GC member responsible for membership.

Article 75 Appointment and links with management

75.1 A Representative is appointed by the GC on the basis of knowledge of the local historic vehicle community, communication skills and willingness to promote FIVA. The written appointment shall define the territory, scope, duration and reporting contact. It may be renewed without a fixed limit and may be rescinded by the GC at any time.

75.2 The Representative role is a proposed operational appointment under this Handbook, not a separate statutory membership category or elected office. No GC membership, vote, ANF status or formal representative authority is conferred by the appointment.

75.3 Representatives do not normally attend GC meetings. Relevant GC members or Commissions may consult them, and they may be invited to contribute to a working group or provide territorial expertise. In that capacity they provide advice and do not participate in FIVA governing-body decisions.

Article 76 Reporting and accountability

76.1 Representatives report to the President or a GC member designated by the President. Before the annual GA, they shall submit a brief summary of promotional activities, key contacts, opportunities and concerns, by the administrative deadline set for that purpose.

76.2 They shall act within the written mandate and coordinate requests for membership, external statements or institutional engagement with the appropriate FIVA contact. They shall not make legal or financial commitments for FIVA.

Article 77 Main responsibilities

77.1 Representatives shall promote FIVA's mission, values and activities to local clubs, museums, organisers and other historic vehicle stakeholders; identify potential member organisations or future ANFs; and introduce interested organisations to the competent FIVA Officers.

77.2 They shall explain relevant FIVA programmes and activities, including heritage, events, culture and youth, and direct enquiries to the appropriate contact points.

77.3 Through the President or designated GC member, they shall inform FIVA of relevant local events or initiatives offering future visibility and of risks or opportunities affecting historic vehicles in their country or region.

77.4 On a voluntary promotional basis, they may support local activities aligned with FIVA's aims, distribute approved digital or printed information when provided, and encourage organisers to follow FIVA principles and explore cooperation with FIVA or a future ANF.

Article 78 Information, recognition and participation

78.1 Representatives shall receive general FIVA information and approved communication materials relevant to their territory.

78.2 They may be identified in FIVA documents or on its website as "FIVA Representative for [country or region]", clearly distinguished from Regional Ambassadors and ANFs.

78.3 At the discretion of the President or GC, they may be invited to present a short written or oral report at a GA or regional meeting. An invitation does not create voting rights.

Article 79 Budget and reimbursement

79.1 The role is promotional and preparatory and carries no automatic travel budget. It is normally undertaken voluntarily.

79.2 Where FIVA requests a specific task, such as attending a local meeting or giving a presentation, part or all of the related expenses may be reimbursed only with prior written approval by the GC, or by the President acting within an approved delegation and budget. The task, expense limit and evidence required shall be agreed in advance.

79.3 All expenditure and commitments remain subject to the approved budget, expense rules and signature requirements.

Article 80 Distinction from Regional Ambassadors

80.1 Regional Ambassadors are GC-appointed regional envoys recognised in Statutes Chapter 9. They maintain structured two-way links with existing FIVA members and, within their mandate, institutions

and events. They may receive an expressly approved annual allocation and attend GC meetings by invitation.

80.2 Representatives concentrate on developing FIVA's presence through awareness, networking and identification of potential members or future ANFs. They are not FIVA's formal voice before authorities and do not conduct institutional negotiations. Their work is mainly voluntary, with task-specific support only where approved.

80.3 Neither role supersedes an ANF's statutory position or creates automatic authority to bind FIVA.

CHAPTER 19

FIVA Office

Article 81 Purpose

81.1 The FIVA Office is the permanent administrative and operational body of FIVA and shall provide professional support to the General Assembly, General Committee, President, Vice Presidents, Commissions, Working Groups and other authorised bodies.

81.2 The Office shall ensure continuity, institutional memory and efficient implementation of decisions and activities.

Article 82 Principles of operation

82.1 The FIVA Office shall operate according to the principles of professionalism; neutrality; efficiency; transparency; accountability; confidentiality; continuity of operations; service orientation.

82.2 The Office shall perform its duties impartially and professionally, within its reporting line and approved mandate.

Article 83 Reporting line

83.1 The Secretariat reports to the President under Statutes Article 12.1.2. The General Secretary manages its daily work within the function description approved by the General Committee.

83.2 The Office provides implementation reports to the GC and coordinates financial administration with the officer responsible for finance or Treasurer, where appointed. These arrangements do not replace the statutory reporting line.

83.3 The Office shall support all elected Officers impartially within approved priorities and resources.

CHAPTER 20

General Secretary and office administration

Article 84 Position

84.1 The General Secretary is the senior administrative manager of FIVA, acting under the approved function description and the authority of the President and General Committee. The position does not itself confer the status or voting rights of an elected Officer.

84.2 The General Secretary shall manage daily operations, maintain continuity and institutional memory, coordinate administration and support implementation of valid decisions. Secretariat staff are appointed by the General Committee under Internal Rule 7.1.

Article 85 Administrative responsibilities

85.1 The General Secretary and Office shall support governance by preparing agendas and documentation, maintaining action lists, preparing minutes, monitoring implementation and keeping governance records.

85.2 They shall manage official correspondence, communication channels, mailing lists and responses to enquiries; maintain archives, databases and registers; and apply document-retention requirements.

85.3 They shall administer membership records and applications, support ANFs and Professional Members, and maintain partner records. Administrative processing does not replace an admission or other decision reserved to the competent body.

Article 86 Financial administration

86.1 Within delegated authority, the Office or designated financial administrator shall prepare invoices, monitor receivables, prepare payment documentation, maintain accounting records, assist with budgets and annual accounts, and support external audits.

86.2 The Office shall not independently authorise expenditure outside its delegation. Preparing or processing a payment does not replace the required approval or financial signatures.

Article 87 Meetings and events

87.1 Within approved plans and resources, the Office shall organise or support General Assemblies; General Committee meetings; Commission meetings; Symposia; Forums; Youth Forums; conferences; seminars; official ceremonies.

87.2 Responsibilities include registrations; logistics; accommodation coordination; participant information; documentation; contracts; supplier coordination; follow-up reporting.

Article 88 Communication support

88.1 The Office shall support publications, reports and coordination with external providers under the Vice President for Communication's responsibilities.

88.2 It shall coordinate the President's and Commissions' schedules into an annual calendar so that communications can be planned and issued in good time.

Article 89 Stakeholder support

89.1 The General Secretary shall support ANFs and members; Professional Members; sponsors; partners; institutions; Commissions; ambassadors.

89.2 The Office shall maintain professional and impartial relationships with all stakeholders.

Article 90 Hybrid work and remote work

90.1 The General Secretary and Office personnel may work remotely or under hybrid arrangements where permitted by their contracts and approved working arrangements. Operational continuity, effective communication, confidentiality and agreed response times shall be maintained.

90.2 Working hours, availability, leave, travel and emergency arrangements under this chapter remain subject to applicable employment law, contractual terms and reasonable rest requirements.

Article 91 Availability

91.1 The General Secretary shall remain reasonably available during normal business hours; monitor official communication channels; respond to official communications within one business day whenever reasonably possible; remain reachable during official events and emergencies.

Article 92 Working time flexibility

92.1 Recognising the international nature of FIVA activities, duties may occasionally require work outside normal business hours; weekend work; travel; work across multiple time zones.

92.2 Reasonable flexibility shall apply to working arrangements.

Article 93 Annual leave and absences

93.1 Arrangements for annual leave and planned absences shall be communicated in advance. They shall maintain operational continuity, provide appropriate cover and ensure access to essential information.

93.2 Unexpected absences shall be communicated as soon as reasonably possible.

Article 94 Business continuity

94.1 The General Secretary shall maintain procedures ensuring continuity of administration; continuity of communications; continuity of financial administration; continuity of records; continuity during emergencies.

94.2 Critical information shall not depend solely upon one individual.

Article 95 Delegated authority

95.1 The General Secretary may administer approved budgets, implement decisions, manage suppliers and execute administrative arrangements within delegated authority. Routine administrative correspondence may be signed within that delegation; formal statements and financial commitments remain subject to Internal Rule 7.3.

95.2 The General Secretary shall not enter into contracts beyond delegated authority, create unapproved obligations, amend policies or Statutes, or take strategic decisions reserved to elected bodies.

Article 96 Responsibility

96.1 The General Secretary is responsible for accuracy of records; proper administration; protection of confidential information; safeguarding FIVA assets; compliance with instructions; lawful processing of information; professional conduct.

Article 97 Accountability

97.1 The General Secretary shall provide regular reports; maintain transparency; cooperate with audits; report material risks; report significant incidents; report governance concerns.

Article 98 Confidential information

98.1 The General Secretary and Office personnel shall maintain confidentiality; protect information; prevent unauthorised disclosure; protect databases and records.

98.2 This obligation survives termination of employment.

Article 99 Data protection

99.1 The Office shall comply with applicable data protection legislation; protect personal data; restrict access to information; maintain secure systems.

Article 100 Declaration of interests

100.1 The General Secretary shall immediately disclose financial interests; professional interests; family relationships; external activities; circumstances that may impair independence.

Article 101 External activities

101.1 External activities are permitted only where they do not interfere with FIVA duties; do not create conflicts; do not damage FIVA's reputation; do not use confidential information.

Article 102 Post-employment restrictions

102.1 During and after employment or engagement, FIVA databases and confidential information shall not be misused or retained without authority. Any non-solicitation or non-competition restriction must be separately agreed where required and comply with applicable law.

102.2 The proposed 12-month post-employment restriction shall have no effect merely through this Handbook. Its scope, duration, enforceability and any required compensation must be reviewed and included in a valid individual agreement before reliance on it.

Article 103 Return of property and access

103.1 At the end of an engagement, the General Secretary or other person concerned shall promptly return FIVA documents, electronic files, databases, equipment, archives and intellectual property, and complete an authorised transfer of access rights.

103.2 Credentials shall be transferred or reset through a secure access-management process. Personal passwords shall not be collected or circulated. Lawful retention requirements and documented legal holds remain applicable.

Article 104 Negligence

104.1 Gross negligence, intentional misconduct, serious breaches of confidentiality, unauthorised commitments or misuse of resources may lead to action by the competent employer or appointing body.

104.2 Employment or contractual discipline shall follow applicable law and the relevant agreement. The statutory Officer procedure applies only where the person also holds an Officer position and that position is affected.

Article 105 Financial liability

105.1 Where misconduct or gross negligence causes loss, the GC may authorise steps to seek lawful recovery, withdraw delegated authority where permitted or initiate legal proceedings. Any reimbursement or compensation claim remains subject to applicable law, contract and the competent adjudication process.

Article 106 Performance evaluation

106.1 The President, together with the General Committee, shall annually review operational performance; implementation of objectives; financial administration; governance support; stakeholder satisfaction; organisational development.

Article 107 Institutional memory and handover

107.1 The General Secretary shall maintain documented procedures, organised files, a secure register of access rights, current institutional contacts and protected historical records.

107.2 At the end of the engagement, an orderly handover shall transfer responsibilities and authorised access without exposing personal passwords or confidential information to unauthorised persons.

CHAPTER 21

Institutional meetings and events

Article 108 Purpose

108.1 This chapter concerns FIVA institutional meetings, symposia, forums, seminars and ceremonies overseen by the General Committee. It does not transfer the Events Commission's responsibilities for vehicle events or override the Events Code.

108.2 These activities shall promote historic vehicle heritage, education, knowledge exchange, cooperation, strategic objectives, international visibility and participation by younger generations.

Article 109 Categories of events

109.1 Official FIVA events may include General Assemblies; General Committee meetings; FIVA Symposia; FIVA Forums; FIVA Youth Forums; conferences; seminars; workshops; official ceremonies and anniversaries.

Article 110 Approval

110.1 Each institutional event proposal shall identify its objectives, timetable, organiser, programme, budget, financial responsibilities and reporting arrangements. The GC may approve, amend or reject proposals within its powers and the approved budget.

110.2 The statutory requirements for convening and holding a General Assembly remain binding and cannot be waived by an event approval.

Article 111 Event principles

111.1 All official events shall be organised according to the principles of professionalism; financial responsibility; inclusiveness; accessibility; sustainability; transparency; safety; accountability.

CHAPTER 22

FIVA symposia

Article 112 Purpose and scope

112.1 FIVA may provide financial and/or organisational support for symposia organised by ANFs, associated clubs, or other entities. Supported symposia shall directly contribute to FIVA's mission of protecting, preserving, and promoting historic vehicles and related heritage.

112.2 To ensure quality and effectiveness, each symposium shall address one clearly defined topic and target audience.

Article 113 Applications and approval

113.1 Applications for FIVA support shall be submitted to the FIVA Office at least six (6) months prior to the proposed event date and shall include the objectives and subject of the symposium; the proposed programme and target audience; anticipated attendance and registration arrangements; information on other sponsors and partnerships; a detailed financial plan and estimated income and expenditure statement.

113.2 The General Committee, or a body designated by it, shall determine the level and conditions of support no later than two (2) months before the event.

Article 114 Financial and operational requirements

114.1 The organiser shall prepare and manage the symposium budget in a transparent and responsible manner.

114.2 Eligible expenditure may include venue hire, audio-visual services, speakers' expenses, marketing and promotional activities, catering, interpretation services, and other operational costs directly related to the symposium.

114.3 Companion programmes and personal expenses shall not be eligible for FIVA financial support.

Article 115 Branding, partnerships and FIVA representation

115.1 All supported events shall be identified as being either "Supported by FIVA" or "Organised with the support of FIVA".

115.2 No event may be described or promoted as "A FIVA Symposium" unless the agenda, speakers, and invitees are under the direct control of FIVA.

115.3 FIVA may invite its Global Partners and Professional Members to participate in supported symposia and may appoint delegates to attend as speakers, moderators, or representatives of the Federation.

Article 116 Reporting and disbursement of funds

116.1 Within ninety (90) days following the symposium, the organiser shall submit to FIVA: an attendance report; an activity report; a final financial statement; recommendations and conclusions arising from the event.

116.2 The release of approved financial support shall be subject to the organiser's compliance with the agreed objectives, reporting requirements, and the approved format of the symposium. FIVA reserves the right to reduce or withhold financial support in the event of significant non-compliance.

CHAPTER 23

FIVA forums

Article 117 Purpose

117.1 FIVA Forums are thematic meetings intended to discuss strategic subjects; exchange experiences; develop recommendations; engage stakeholders; identify opportunities and risks.

117.2 Forums may concern legislation; culture; sustainability; youth; museums; tourism; technical matters; any topic relevant to historic vehicle heritage.

Article 118 Participants

118.1 Participants may include ANFs and members; Professional Members; experts; international organisations; institutions; museums; educational bodies; invited stakeholders.

Article 119 Deliverables

119.1 Every Forum shall produce recommendations; conclusions; action proposals; implementation suggestions where appropriate.

CHAPTER 24

FIVA youth forums

Article 120 Purpose

120.1 FIVA recognises the strategic importance of younger generations for the future of historic vehicle heritage.

120.2 Youth Forums are intended to encourage participation of young people; promote intergenerational dialogue; support education; develop leadership; encourage innovation; strengthen international cooperation.

Article 121 Objectives

121.1 Youth Forums shall seek to involve participants under thirty-five years of age; identify barriers to participation; develop educational initiatives; encourage volunteering; develop future leaders of FIVA.

Article 122 Principles

122.1 Youth Forums shall encourage active participation; provide equal opportunities; encourage practical engagement; produce measurable outcomes; include follow-up activities.

Article 123 Reporting

123.1 The organiser shall submit a participant report; an activity report; recommendations; a financial report; follow-up proposals.

CHAPTER 25

General Committee meetings

Article 124 Purpose

124.1 GC meetings enable collective decisions on strategy, policy, work programmes and matters within the GC's powers. They do not replace decisions reserved to the GA or Arbitration Panel.

Article 125 Convening, quorum and voting

125.1 The President shall convene GC meetings when necessary or when a majority of GC members requests a meeting, and shall finalise the agenda under Statutes Article 6.3.1.

125.2 Meetings and electronic decisions shall comply with Statutes Article 6.3. A meeting requires at least 50 per cent of GC members, rounded up, to be present. Decisions use a simple majority of valid votes; abstentions do not count. Each GC member may hold one proxy, and the President has the casting vote in a tie.

125.3 For electronic yes-or-no decisions under Article 6.3.5, the proposal shall be sent to all members simultaneously, allowing three working days for replies. At least 50 per cent of members, rounded up, must return votes by the deadline.

Article 126 Responsibilities

126.1 The President and Office shall ensure that agendas and supporting papers are prepared, accurate minutes and action lists are maintained, and decisions are followed up and reported on. The chairing and decision-recording requirements of Statutes Article 6.3.2 shall be observed.

Article 127 Meeting documentation

127.1 As an operational target, agendas and supporting papers should normally be distributed at least 14 days before a GC meeting. Urgent cases may require a shorter period, but this target does not modify the statutory procedure or the three-working-day reply period for electronic decisions.

CHAPTER 26

General Assembly organisation

Article 128 Purpose

128.1 The General Assembly is the supreme governing body of FIVA.

128.2 The organisation of the General Assembly shall ensure transparency; participation; fairness; efficiency; proper governance.

Article 129 Planning and mandatory deadlines

129.1 Practical planning should start approximately 12 months before the GA: select the host, preliminary dates and budget; around nine months before, confirm venue, accommodation and programme arrangements; around six months before, prepare election and agenda work; and around three months before, open registration and finalise logistics.

129.2 The binding deadlines take precedence over planning targets. Under Statutes Article 5.2, the written invitation, date, place and proposed agenda shall be sent at least 60 calendar days before the meeting.

129.3 Under Article 5.4, agenda proposals, including personal nominations, shall reach the Secretariat at least 42 calendar days before the meeting. The final agenda and nominations shall be circulated at least 30 calendar days before it. The GA shall not consider items absent from the agenda.

129.4 Members shall notify their delegates, voting delegate and any deputy at least seven days before the GA under Internal Rule 2.1.1. Commission activity reports shall reach the GC at least 42 calendar days before the annual GA under Rule 4.9.

Article 130 Responsibilities

130.1 The President provides leadership, convenes and chairs the GA subject to the Statutes, and represents FIVA. The Senior Vice President Internal Affairs coordinates governance, elections, motions and procedural support within the assigned mandate.

130.2 The Senior Vice President External Affairs coordinates protocol and external stakeholders within the assigned mandate. The officer responsible for finance or Treasurer prepares financial presentations and reports.

130.3 The Secretariat coordinates registration, documentation, translations, logistics, minutes and action lists. The host ANF coordinates agreed local arrangements, premises, programme, volunteers and hospitality. All responsibilities shall be defined in the approved event plan.

Article 131 Motions and resolutions

131.1 Motions and resolutions shall be treated fairly, supported by sufficient information and submitted and circulated within the statutory deadlines. Agenda eligibility is governed by Statutes Article 5.4.

131.2 The GA quorum, voting rights, proxies and majority requirements are governed by Articles 5.6 to 5.8 and Appendix B of the Statutes. Ordinary decisions require a simple majority of votes cast, excluding abstentions; statutory amendments and dissolution require the applicable qualified majority. The separate dissolution procedure in Chapter 13 remains applicable.

131.3 For Members of Honour, Article 4.4 provides for a GC recommendation followed by a GA decision concerning an individual who has rendered outstanding services to FIVA. The recommendation shall be recorded and processed through the agenda and voting requirements. A GC recommendation alone does not confer the title.

Article 132 Elections

132.1 Officer nominations shall be submitted by eligible National Members or Members of Honour under Statutes Article 8.1.2 and Internal Rule 2.1.3, with the 42-day submission and 30-day circulation deadlines observed. Elections shall be fair and transparent, with consistent treatment of candidates and the applicable voting procedure.

132.2 Eligibility, terms and re-election limits follow the Statutes, including Articles 8.3 and 10.1 where applicable. This Handbook does not introduce an additional age limit, change an elected term or remove a statutory right.

132.3 The procedure and any required confidentiality of ballots shall follow the applicable rules and a validly adopted voting arrangement; this Handbook does not presume that all votes must be secret.

Article 133 Minutes and reporting

133.1 The Secretariat shall send GA minutes to all FIVA Members in English and French within 30 calendar days after the meeting, as required by Internal Rule 2.1.4.

133.2 The Office shall retain minutes, resolutions, action lists, attendance and proxy records, and voting results. Votes and decisions shall be recorded in accordance with Internal Rule 2.1.8.

CHAPTER 27

Hosting of FIVA events

Article 134 Hosting agreements

134.1 Where an ANF, member organisation or partner hosts an official FIVA event, the parties should conclude a written agreement setting out responsibilities, financial arrangements, branding, communications, insurance and reporting requirements. Any professional partnership shall also comply with the contract requirement in Internal Rule 9.

Article 135 Financial responsibility

135.1 Event budgets shall identify expenditure, revenue, financial risks and approval authority. No person may undertake commitments exceeding approved authority or budget.

135.2 Changes requiring GA approval shall be referred to the GA; the GC's operational budget oversight does not override the GA's reserved approval powers or the financial signature requirements.

Article 136 Post-event reporting

136.1 Within ninety days following an event, organisers shall submit a narrative report; participant statistics; a financial report; recommendations; lessons learned.

CHAPTER 28

Event risk management

Article 137 Risk management

137.1 Organisers shall consider financial risks; reputational risks; health and safety; data protection; contractual obligations; force majeure; cybersecurity risks.

Article 138 Insurance

138.1 Organisers shall assess insurance needs and obtain any cover required by law, applicable FIVA rules, permits and the hosting agreement. The agreement shall identify responsibility for obtaining and maintaining that cover.

Article 139 Sustainability

139.1 Official FIVA events should seek to minimise environmental impact; encourage digital documentation; promote accessibility; encourage responsible resource management.

CHAPTER 29

Governance compliance, financial controls and risk management

Article 140 Purpose

140.1 This Chapter establishes principles and procedures intended to safeguard the assets and reputation of FIVA; ensure accountability and transparency; minimise operational and financial risks; ensure continuity of operations; promote sound governance practices; protect confidential information; support sustainable development of FIVA.

Article 141 Governance compliance

141.1 All Officers and persons acting on behalf of FIVA shall comply with the Statutes; comply with this Handbook; comply with decisions of competent bodies; comply with applicable laws; cooperate with governance reviews and audits.

141.2 Persons acting for FIVA are expected to familiarise themselves with the requirements relevant to their duties.

Article 142 Annual declarations of interests

142.1 Under this proposed operational policy, GC members, Commission Chairpersons, Regional Ambassadors, Representatives and Office personnel shall submit an annual declaration of actual or potential conflicts, significant relevant professional or financial interests, family relationships and other circumstances affecting independence.

142.2 The Office shall maintain the declarations securely with proportionate access and retention controls. Material changes shall be disclosed promptly rather than waiting for the annual declaration.

Article 143 Annual governance review

143.1 The General Committee shall conduct an annual review of governance effectiveness; implementation of strategic objectives; effectiveness of Commissions; financial performance; organisational risks; compliance matters; lessons learned.

143.2 Recommendations for improvement shall be documented.

Article 144 Principles of delegation

144.1 Authority may only be exercised within approved mandates; within approved budgets; within applicable policies; in accordance with this Handbook.

144.2 No person may exceed delegated authority.

Article 145 Delegation matrix

145.1 The General Committee shall maintain a Delegation of Authority Matrix.

145.2 The Matrix should define approving authority; financial limits; contracting authority; reporting obligations; delegated responsibilities.

Article 146 Financial commitments

146.1 No person shall create unauthorised financial obligations, enter into contracts without authority, approve payments to themselves without independent authorisation, or circumvent approval procedures.

146.2 Any personal liability for an unauthorised commitment shall be determined under applicable law and contract; it does not arise automatically under this Handbook.

Article 147 Approval and signature of agreements

147.1 Contracts and material amendments, extensions or renewals shall receive prior GC approval under this proposed operational policy, without prejudice to matters reserved to the GA. Approval shall be documented before signature.

147.2 Under Internal Rule 7.3, written statements are signed by the President or, in the President's absence, by two authorised signatories, one of whom should be a Senior Vice President; where Senior Vice Presidents are also absent, two GC members may sign jointly. Financial commitments require two signatories, including the President.

147.3 The Office shall retain the signed agreement and approval record. Delegation, emergency action or electronic approval shall not be used to bypass the applicable signatures.

Article 148 Stewardship of resources

148.1 All persons handling FIVA resources shall act prudently; ensure value for money; avoid unnecessary expenditure; protect assets; document decisions.

Article 149 Budget responsibility

149.1 Budget holders shall monitor expenditure, identify risks, report material variances and obtain the competent body's approval for changes. They may act only within approved mandates and the GA-approved annual budget.

149.2 The GC shall submit the next year's budget and the independently audited accounts for the completed year to the GA. The statutory financial year runs from 1 September to 31 August. Expense claims and allowances remain governed by Internal Rule 6 and any validly adopted amendments.

Article 150 Financial reporting

150.1 Financial information provided to the General Committee and General Assembly shall be accurate; complete; understandable; timely.

Article 151 Financial controls

151.1 FIVA shall maintain controls intended to ensure proper approvals; segregation of duties where reasonably possible; adequate documentation; financial transparency; prevention of misuse of funds.

Article 152 Procurement principles

152.1 Procurement activities shall be conducted according to fairness; transparency; proportionality; accountability; value for money.

Article 153 Procurement requirements

153.1 Where reasonably practicable, significant expenditures should be documented; competitive quotations should be obtained; conflicts of interest shall be declared.

153.2 The General Committee may establish financial thresholds for additional controls.

Article 154 Fraud and irregularities

154.1 Fraud includes theft; falsification; corruption; bribery; misappropriation; intentional misuse of resources.

Article 155 Reporting suspected fraud

155.1 All persons acting on behalf of FIVA have a duty to report suspected fraud.

155.2 Failure to report serious irregularities may constitute misconduct.

Article 156 Investigation

156.1 The President and SVP Internal Affairs may recommend that the General Committee initiate internal investigations; independent reviews; legal proceedings where necessary.

Article 157 Protected reporting

157.1 Any person may report in good faith misconduct; fraud; breaches of governance; serious conflicts of interest; risks to FIVA.

Article 158 Protection against retaliation

158.1 No person shall be subjected to discrimination, intimidation, threats, loss of responsibilities or other retaliation for making a good-faith report. Retaliation constitutes serious misconduct.

Article 159 Document retention

159.1 FIVA shall maintain appropriate records including governance documents; financial records; contracts; minutes; reports; registers; historical archives.

Article 160 Retention periods

160.1 The General Committee may adopt detailed retention schedules.

160.2 Documents shall not be destroyed contrary to legal requirements; during investigations; during disputes; where historical importance justifies preservation.

Article 161 Information security

161.1 Reasonable measures shall be maintained to protect databases; electronic communications; passwords; financial information; personal information.

Article 162 Information security responsibilities

162.1 Persons with access to information systems shall protect passwords; avoid unauthorised disclosure; report security incidents immediately.

Article 163 Business continuity

163.1 FIVA shall maintain reasonable arrangements intended to ensure continuity during loss of key personnel; cyber incidents; force majeure events; major financial difficulties; reputational crises.

Article 164 Emergency authority

164.1 In an emergency, the President may take protective steps only within existing statutory powers, approved delegations, budget authority and signature requirements. This Article does not create an unrestricted emergency power.

164.2 Where a further GC decision is required, the President shall convene the GC or use the electronic decision procedure in Statutes Article 6.3.5. Any action taken shall be documented and reported to the GC without undue delay. Matters reserved to another body remain reserved.

Article 165 Institutional continuity

165.1 FIVA shall encourage orderly transfer of responsibilities; documentation of procedures; preservation of institutional memory; development of future leaders.

Article 166 Handover procedures

166.1 At the end of a mandate, each Officer shall provide an orderly handover of FIVA records, documents, status reports, outstanding matters and institutional contacts.

166.2 Authorised access shall be transferred or reset securely, with outgoing access revoked when appropriate. Personal passwords shall not be shared.

Article 167 Annual review of bodies and activities

167.1 The annual GC review shall assess governance, implementation of decisions, effectiveness of structures and compliance; financial management, budget execution, risks and controls; Commission achievements, participation and resource use; and the outcomes and lessons of events.

167.2 This assessment forms part of the annual governance review required elsewhere in this Handbook and should produce one coordinated set of findings and actions.

Article 168 Continuous improvement

168.1 Recommendations arising from annual reviews should be incorporated into work plans; governance reforms; strategic planning; future revisions of this Handbook.

CHAPTER 30

Vice Presidents for Membership and Finance

Article 169 Mandate and accountability

169.1 Both Vice Presidents perform the duties allocated by the President under Statutes Article 6.5 and report to the General Committee. The operational tasks below are subject to Articles 1 and 175 of this Handbook and do not extend statutory powers.

Article 170 Vice President Membership

170.1 Review applications and report to the General Committee on admissions and other membership matters under Statutes Article 4.5; coordinate the documentation and follow-up required by Internal Rule 1.

170.2 Work with the Secretariat to maintain accurate member records, collect annual membership declarations and coordinate the data used for fees and GA voting rights with the Vice President Finance.

170.3 Support recruitment, onboarding, retention and regular dialogue with ANFs and other members; identify concerns and propose practical improvements to member services.

170.4 Refer admission, ANF-status and disciplinary decisions to the competent body. Any termination or disqualification shall follow the applicable statutory procedure.

Article 171 Vice President Finance

171.1 Coordinate preparation of the annual budget and accounts with the Secretariat, accounting support and Commission Chairpersons; assist the GC in submitting the budget and independently audited financial statements to the GA for approval.

171.2 Monitor income, expenditure, cash flow and budget variances; provide clear financial reports and promptly alert the GC to material risks. Coordinate fee invoicing, reminders and arrears follow-up under Internal Rule 6.1.

171.3 Check expense claims and supporting records against the approved budget and expense regime; support independent auditors and follow up their findings. Explain transactions with FIVA Services separately where relevant, within the approved oversight mandate.

171.4 The GC retains responsibility for financial integrity; the GA retains its reserved financial powers. Financial commitments require two signatures, including the President, under Internal Rule 7.3.

References: Statutes Chapter 4, Articles 5.5, 5.7, 6.5, 11.2-11.3 and Appendix B; Internal Rules 1, 3.3, 6 and 7.3 (2024 edition). Sources checked 6 November 2026.

CHAPTER 31

Final provisions

Article 172 Interpretation

172.1 The GC may interpret and administer this Handbook within its competence. Statutory dispute and appeal procedures remain available, and the GC cannot override the Arbitration Panel's jurisdiction.

172.2 The Statutes prevail in any conflict. The French version is decisive in interpretation disputes involving the official English and French texts under Statutes Article 14.3.

Article 173 Exceptional circumstances

173.1 For a matter not expressly addressed here, the GC may adopt measures only within its existing powers and consistently with the Statutes, Internal Rules, applicable law and approved budget. It shall not assume a power reserved to another body.

Article 174 Amendments

174.1 The GC may amend this Handbook within its competence and shall communicate the approved text to affected persons and submit it to the GA for information.

174.2 Any change to the Internal Rules shall be expressly adopted and communicated under Statutes Article 6.2. Any change to the Statutes requires GA approval through the statutory procedure. Informing the GA of a handbook amendment does not substitute for a required vote.

Article 175 Entry into force

175.1 This Handbook shall enter into force only following a valid GC adoption decision specifying the effective date and any provisions requiring separate approval or implementation.

175.2 No adoption decision may give effect to a provision inconsistent with the Statutes, applicable law or a required higher-level approval. The Office shall retain the adoption decision and circulate the approved version.

APPENDIX A

Alignment review and adoption matters

A1 Basis and status of the review

This review compares the revised handbook with the English FIVA Statutes published as the 2021 edition and the updated Internal Rules presented in 2024, both listed on FIVA's official document page on 20 October 2026. The 2026 Events Code was also checked for the specific Steward provisions identified below. The review addresses consistency of powers and procedures; it is not an adoption decision or a determination of employment, contractual or other national-law enforceability.

A2 Hierarchy and adoption

Articles 1, 174, 175 distinguish existing obligations from proposed operational policy. Statutes Articles 6.2 and 14.2 govern GC competence and the priority of the Statutes. A handbook cannot amend the Statutes. Any intended Internal Rules amendment must be expressly adopted and communicated. Additional administrative duties, approval controls, annual declarations and reporting targets in this edition remain proposals pending valid adoption.

A3 General Assembly and General Committee powers

Articles 20, 35, 149 restore GA approval of the annual budget, programme of work and audited financial statements under Statutes Articles 5.5 and 11.2. The GC prepares and submits those documents, manages implementation and exercises powers not reserved to another body. Article 149 also preserves the statutory financial year under Article 11.3. Article 125 reflects the GC quorum, proxy, majority and electronic-voting requirements in Article 6.3.

A4 Discipline and appeals

Articles 15, 16, 17 remove any assumption that the GC has an independent handbook power to impose a five-year ban from future office or automatic financial liability. Officers receive the 30-day explanation period and 30-day appeal period in Statutes Article 8.1.4, with notice and appeal safeguards under Chapter 10. Membership disqualification remains governed by Article 4.7. Staff and contractual cases are treated separately. The original proposed five-year exclusion policy requires an express valid basis before it could be applied.

A5 Signatures and emergency action

Articles 26, 147, 164 preserve Internal Rule 7.3: financial commitments require two signatures, including the President. GC approval, a delegated role or an emergency does not itself displace this requirement. The source

text's general emergency power has been limited to existing authority. Any desired alternative signatory arrangement requires formal review and, where necessary, amendment of the applicable rule.

A6 Ambassadors and Representatives

Articles 71, 72, 73 retain the Regional Ambassador role recognised in Statutes Chapter 9 and Internal Rule 1.4. Articles 74 to 80 introduce the requested Representative role as a proposed promotional appointment. It confers no statutory status, vote, ANF authority or institutional negotiating mandate. The GC must approve the role framework and each appointment. Neither the Statutes nor Internal Rule 1.4 creates an automatic annual Ambassador budget; any allocation therefore requires express budget approval.

A7 Secretariat and specialist functions

Articles 28, 29, 83, 84 preserve the Secretariat's reporting line to the President under Statutes Article 12.1.2 and GC appointment of staff under Internal Rule 7.1. The Senior Vice Presidents' detailed portfolios operate through documented allocation and delegation. "General Secretary" replaces inconsistent use of "Office Director"; if these are intended to be separate jobs, the GC should approve distinct function descriptions.

A8 General Assembly procedures

Articles 129, 131, 132, 133 distinguish planning targets from the binding 60-day invitation, 42-day proposal and nomination, 30-day final-agenda and seven-day delegate deadlines. GA minutes must be sent within 30 days in English and French. Sources: Statutes Articles 5.2, 5.4, 5.6–5.8 and 8.1.2; Internal Rules 2.1.1, 2.1.3, 2.1.4 and 2.1.8. Honorary membership follows the GC recommendation and GA decision required by Statutes Article 4.4.

A9 Stewards and Scrutineers

Articles 47, 49, 51, 54 limit Steward powers to the applicable appointment and Code, preserve the distinction between Stewards and Observers, and reflect the reporting deadline in the 2026 Events Code, sections 14–16. Article 55 reflects Internal Rule 6.3.4 on licensing, seminars and expenses. The Scrutineer and sanction provisions remain expressly subject to the applicable technical or event rules; they are not an independent accreditation or disciplinary code. Before adoption, the relevant Commissions should confirm the detailed procedures against their current approved handbooks and codes.

A10 Employment and liability provisions

Articles 90, 102, 103, 104, 105, 107, 166 make working arrangements, post-employment restrictions, recovery of losses and handover requirements subject to applicable law and contract. The source's blanket 12-month non-competition restriction has not been presented as automatically enforceable. Employment counsel should

confirm any intended individual restriction. Handover now requires secure transfer or resetting of authorised access instead of disclosure of personal passwords.

A11 Ambiguities in the governing texts requiring confirmation

Internal Rule 4.3 refers both to annual Commission membership decisions and to two-year nominations. Statutes Article 8.3.2 gives general three-year terms for other elected Officers, while Article 10.1 specifically provides renewable six-year Arbitration Panel terms. Internal Rule 2.1.8 refers to Appendix C for voting, whereas the published Statutes use Appendix B. The published documents also retain some revision residue and inconsistent date or footer labels. This handbook preserves the controlling procedures and flags these points; it does not silently rewrite the governing documents. Any contested interpretation must respect Statutes Article 14.3 and the applicable dispute procedure.

A12 Editorial changes

The English has been standardised, incomplete phrases repaired, repeated or missing chapter and article numbers corrected, and a separate Representatives chapter inserted immediately after Regional Ambassadors. The document uses continuous article numbering and numbered clauses. Source annotations that asserted unverified consistency have been replaced by specific scope and authority provisions. The main structure and operational subjects of the supplied draft have been retained.

APPENDIX B

Governing documents and references

B1 FIVA Statutes

FIVA Statutes, English edition published as 2021, file titled "22-01-20-FIVA-Statutes-2021-English.pdf". Main provisions reviewed: Chapter 4 on membership; Chapter 5 on the GA; Chapter 6 on the GC; Chapter 7 on Commissions; Chapter 8 on Officers; Chapter 9 on Regional Ambassadors; Chapter 10 on arbitration; Chapter 11 on finance; Chapter 12 on administration; and Chapter 14 on hierarchy and interpretation.

B2 FIVA Internal Rules

Updated Internal Rules 2024, file titled "Updated Internal Rules 2024 - Last version.pdf". Main provisions reviewed: Rule 1.4 on Regional Ambassadors; Rule 2 on GA organisation; Rules 3–5 on the GC, Commissions and project groups; Rule 6 on expenses; Rule 7 on staff, communications and signatures; and Rule 8 on arbitration criteria. Proposed amendments in separately drafted 2026 files have not been treated as adopted rules.

B3 Additional event reference

FIVA Events Code 2026, Version 1.0, effective 1 January 2026, sections 14–16 concerning Stewards, protests and Observers. Detailed Commission handbooks, technical accreditation arrangements and national employment law remain subject to the specific confirmations noted in Appendix A.

B4 Official document access

The documents are available through FIVA's official document page: https://www.fiva.org/en/services/documents. The versions listed there were checked on 20 October 2026. FIVA's approved French text is decisive in interpretation disputes as specified by Statutes Article 14.3.

