



# FIVA

# INTERNAL RULES

## 2018

as discussed at FIVA's General Assembly held in Gibraltar on 17<sup>th</sup> November 2018

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### **EXPLANATORY NOTE**

*(This note does not form part of the Rules)*

*The following Rules consist of those sections of the former Statutes which relate to operational matters. These Rules will be further developed in the light of experience of the new FIVA organisational structure.*

## 1. FIVA MEMBERS

### 1.1 Applications for Membership as a National Member

Any federation, club, or association wishing to join FIVA as a National Member must send an application to the FIVA Secretariat, with copy to Vice President Membership. This shall be addressed to the President of FIVA, endorsed by the chairperson /president of the applicant and by at least one other member of its governing committee or board of directors.

Any applicant that operates as a section of another organisation shall conform to the same requirements as all other applicants. It will have to demonstrate its independence and autonomy within the hosting organisation i.e. financially, managerially and in membership.

If the applicant belongs to a country which is already represented by an ANF the Secretariat of FIVA shall inform that ANF about an eligible application. This ANF will have to make known, within one month, whether there are any objections to the application. The opinion of any such ANF shall be submitted to the General Committee for consideration regarding the application for membership.

The application and enclosures, as well as possible opinions of FIVA ANFs on the application, shall be referred to the FIVA Vice President for Membership and the General Committee for study and decision. The Director for Membership shall report to the General Committee about his/her findings. Further documentation and particulars may be requested from the applicant as required.

Where an applicant belongs to a country not already represented by an ANF, or where that ANF has made known no objection and the President is satisfied that the application complies with the FIVA Statutes the application shall be considered by the next General Committee meeting.

The applicant must supply:

- (a) A copy of its statutes in the native language together with a translation into either English or French,
- (b) Documents showing the structure, organisation and activities of the applicant,
- (c) Information on the Individual Members of the applicant, including figures concerning membership numbers which must show at least 100 Individual Members and 25 eligible historic vehicles,
- (d) A list of the members of the governing committee or board of directors,
- (e) An overview of national and international events which have been organised by the applicant or its members during the last three years,
- (f) Copies of membership leaflets or other publications of the applicant published and used during the last two years,
- (g) Copies of the minutes, including financial reports, of the last three of its annual general meetings together with proof of continuous operation for three years, and
- (h) Any other information which may be requested such as about interest representation activities.

Any FIVA Member who has resigned or been expelled and wishes to re-apply for admission will have to submit its application on the same basis as a new candidate.

**The General Committee unanimously accepted the proposal from the Vice President Membership, Howard Danino, to introduce a trial period of 2 years for new members to become ANFs.** Being ANF, as a matter of fact, implies a number of expectations and obligations, and such a title cannot be given thoughtlessly. During the 2 years trial period, the member will have to pay properly the membership fee as well as to show a real engagement in promoting FIVA at a national level.

### 1.2 granting and upholding ANF Status (FIVA's expectations from ANFs)

A newly admitted National Member can only receive ANF Status after a trial period of two years, starting with the date of its Membership approval by the General Assembly. In this period the incumbent will show a sufficient level of engagement in contributing to FIVA's mission and representing the historic vehicle movement in its country.

Representing the historic vehicle movement should include interest representation aimed at the preservation and use of historic vehicles and the protection of the right to make use of public roads with historic vehicles.

Every ANF shall be on the alert for new regulatory requirements - for road vehicles in general - that may have an adverse effect on ownership and/or use of historic vehicles. All ANFs need to be prepared to increase their activity in the field of interest representation.

The objectives of the ANF should harmonise with the objectives of FIVA.

It is the obligation of the ANF to comply with FIVA Codes.

### **1.3 Applications for College Membership**

Any organisation with an interest in the historic vehicle movement wishing to join FIVA as a College Member must send an application to the Secretariat. This application shall be addressed to the President of FIVA and endorsed by a principal of the applicant.

Initially there are four separate Colleges: Global Corporations, Professional Organizations and Companies, Museums and Institutions, Media.

A maximum of five Colleges is envisaged.

### **1.4 FIVA Regional Ambassadors**

A number of FIVA Regional Ambassadors will be appointed by the General Committee to provide links between FIVA and the ANFs and other FIVA Members within the region the Regional Ambassador is responsible for. They will encourage, promote and foster FIVA's vision and mission within their regions and encourage engagement with FIVA.

## **2. GENERAL ASSEMBLY**

### **2.1 Organisation**

**2.1.1** FIVA Members shall provide the names of their delegates, the name of one voting delegate and, if appointed, one deputy voting delegate for attendance at any General Assembly at least seven days in advance.

**2.1.2** The FIVA President may invite to any General Assembly any person who, either by the body he / she represents or by his / her own personal qualifications, may be of benefit to the General Assembly. Past FIVA Presidents have the right to attend any General Assembly, General Committee or Commission meetings without a vote.

Past FIVA Senior Vice President and Vice Presidents have the right to attend any General Assembly without a vote.

**2.1.3** Nominations for candidates for Officers of FIVA must be proposed in writing, electronically if preferred, to the FIVA Secretariat by National Members or Members of Honour at least than 42 calendar days before any annual General Assembly. Notice of such nominations shall be sent to all FIVA Members at least than 30 calendar days before the date fixed for the meeting.

**2.1.4** The Minutes, taken by the Secretariat, must be sent to all FIVA Members within 30 calendar days after any General Assembly in English and French.

**2.1.5** At each General Assembly the General Committee will propose external independent Auditors and seek the General Assembly approval for their appointment.

**2.1.6** The President (or the person replacing him / her in accordance with the Statutes) will be entitled to appoint one or more persons to assist him / her during any General assembly.

**2.1.7** General Assembly meetings will be started by establishing the quorum and votes present on the basis of the Attendance Sheet.

The Chairperson shall seek two volunteers from FIVA Member delegates to scrutinise and count the votes.

The Chairperson shall then establish that the meeting was convened in accordance with the Statutes, the Internal Rules and the Agenda and that supporting materials were sent to every FIVA Member entitled to vote. These findings shall be recorded in the Minutes.

**2.1.8** Where a vote is called for, the normal voting system shall be by a show of hands. If any FIVA Member present requests a poll then that shall take place with votes according to Appendix C of the Statutes.

The Chairperson will ask first for the count of votes FOR any proposal.

The Chairperson will then ask for the count of votes AGAINST any proposal.

The Chairperson will then ask for any ABSTENTIONS. These will be counted as non-votes. Consequently, they will not be considered as votes validly cast.

The proposal is decided by the comparison of the FOR and AGAINST votes.

The Minutes recording the number of votes cast shall be signed by the counting persons and held in the archives of FIVA.

The Chairperson shall announce the result of the voting and the text of the decision for the Minutes.

**2.1.9** If, at any time, a post cannot be filled then the President is free to appoint a person until the next GA.

### **3. GENERAL COMMITTEE**

**3.1.** The General Committee is responsible for determining the policy, strategy and programmes of work for FIVA.

**3.2.** The General Committee is responsible for setting up and disbanding Commissions and populating them following advice from each Commission's Chairperson.

**3.3.** The General Committee is responsible for the financial integrity and fiduciary compliance of FIVA.

**3.4.** The General Committee shall fix the date and place of the following annual General Assembly.

### **4. COMMISSIONS and TEMPORARY PROJECT GROUPS**

**4.1** The work of a Commission is administered by the relevant Vice President or Director who, as Commission Chairpersons, will recruit members to ensure the effective operation of the Commission. The Chairperson is responsible for ensuring the General Committee is fully aware of each Commission's work and progress.

**4.2** The Commission shall comprise, in general, up to seven appointed members. Each member must have appropriate skills and competencies for the Commission. The working language of Commissions is English.

**4.3** Membership of a Commission shall be decided annually by the General Committee on recommendation of the Commission Chairpersons.

Nominations from Members for Commission membership shall be registered with the Secretariat and Commission Chairpersons at least 42 days before the annual General Assembly.

**4.4** Annually each Commission shall provide the General Committee with a work-plan and proposed budget in time for the General Committee's annual submission to the GA. The Commission shall have the authority to undertake its business as outlined in its annual work-plan and budget submission once they have been approved by the General Committee.

**4.5** The Commissions may issue Codes to govern specific areas of responsibility.

**4.6** To accomplish its work a Commission may establish one or more Temporary Project Groups (TPG) subject to the agreement of the General Committee.

**4.7** Every Commission may have its own internal procedures.

**4.8** The Commissions may meet as frequently as necessary as determined by the Commission Chairperson.

**4.9** The Commission Chairperson must, once a year and not later than 42 days before the annual General

Assembly, present to the General Committee a written report on the Commission's activities during the past year.

This report is also delivered to the General Assembly by the Commission Chairman.

The Commission Chairperson shall produce other reports and information that the General Committee may require from time to time.

**4.10** If considered beneficial, or necessary for the accomplishment of the work assigned to the Commission, the General Committee can, after a proposal from the Commission Chairpersons, permit co-option to the Commission persons with expert knowledge or representatives of other associations or institutions.

**4.11** If for any reason a member of the General Committee, Commission Chairperson or Director of Commission, cannot complete his/her term of office, the vacancy shall be filled by an appointment by the FIVA President until the next General Committee meeting or GA.

## **5. COMPOSITION, FUNCTIONING AND RESOURCES OF TEMPORARY PROJECT GROUPS**

Temporary Project Groups (TPG) can be set up by the General Committee or Commissions providing there is resource provision within the approved budget. The TPG compositions are free according to the project sponsor's requirements. No TPG can start work without agreement on its project specification form.

## **6. FINANCES**

### **6.1 Membership fees**

The fees of every FIVA Member shall be payable by the 28<sup>th</sup> February.

On the 1<sup>st</sup> March of each year FIVA Members that have not paid their dues shall be notified that they must effect settlement within 30 days or a surcharge of 10% will apply.

New FIVA Members are required to pay a pro-rata amount for their first year of membership within 60 days of their admission.

### **6.2 Membership numbers**

Yearly, not later than with the agenda for the next General Assembly, FIVA Members will be informed about the number of Individual Members the various National Members each have declared to determine their annual Membership fee and – as far as they are an ANF – their General Assembly voting rights.

In case at least five National Members have reasonable doubt about the number of Individual Members as declared by one or more other National Members they jointly may request FIVA's General Committee to take the appropriate steps, in consultation with the applicants, to control the number of Individual Members as declared by the National Member(s) concerned, including the possibility to engage an independent accountant or other trustworthy person capable to carry out an investigation.

### **6.3 FIVA Expenses and Allowances**

Expenses or allowances may be paid to members of the Commissions and Temporary Project Groups in accordance with such scheme or schemes as may be approved from time to time by the General Committee.

#### **6.3.1 GENERAL COMMITTEE**

a) President's expenses: all expenses paid by FIVA.

b) President's spouse/partner: all expenses paid by FIVA for official invitations

c) Meeting of General Committee:  
All costs, travel, hotel and meals will be paid by FIVA..

d) General Committee members invited to official events  
General rule: all expenses should be paid by the organiser of the event including minor expenses (e.g. airport parking, lunches, and breakfast).

- e) How to get reimbursement.
- Directly from the organiser or
  - Using the FIVA official claim form, your expenses claim should be sent to the FIVA Secretariat that will send an invoice to the organiser and who will pay back the General Committee Member directly.
- f) General Committee members representing FIVA at official events.

1<sup>st</sup> General rule: the event must be approved by the General Committee (the decision must be recorded in the Minutes of a General Committee meeting).

2<sup>nd</sup> General rule: the participating members of the General Committee must be known in advance and their attendance approved by the General Committee.

3<sup>rd</sup> General rule: for all General Committee members: FIVA will arrange and pay the hotel accommodation for the General Committee members who will man the FIVA stand or represent FIVA during an exhibition.

What will be reimbursed?

- Travel expenses by car @ 0,35 EUR / km
  - Travel expenses by train/car/air(\*)
- (\* real cost = travel expenses at the most reasonable cost, no 1st class tickets will be refunded but for train travel over 3 hours 1<sup>st</sup> Class ticket is allowed if not more than double standard ticket.
- Package of 25 EUR / day for attendance at the exhibition

What will NOT be reimbursed?

- All additional costs

g) General Committee members during special operational tasks requested and approved by General Committee.

What will be reimbursed?

- Travel expenses by car @ 0.35 EUR / km
  - Travel expenses by train/car/air\*
- (\* real cost = travel expenses at the most reasonable cost, 1<sup>st</sup> class tickets will not be refunded but for train travel over 3 hours 1<sup>st</sup> Class ticket is allowed if not more than double standard ticket)
- Hotel accommodation if necessary
  - Meeting facilities if necessary

h) Officers may apply, if they so wish, for reimbursement of IT consumables e.g. printer cartridges, printer paper.

### **6.3.2 COMMISSION AND TEMPORARY PROJECT GROUP MEMBERS**

General rule: Maximum of three Commission meetings a year.

(If more meetings are required, prior approval is needed from the General Committee)

a) Commission meeting at the same time/place as the General Assembly and if the member of the Commission is a member of the General Committee:

All costs, travel, hotel and meals will be paid by FIVA as the General Committee member is already present for the General Assembly.

b) Commission meeting at the same time/place as the General Assembly and if the member of the Commission is NOT a member of the General Committee:

No refund to the members of the Commission. All costs must be paid by the ANF/Club/FIVA Member who nominated the member of the Commission or by the member himself.

c) Commission meeting NOT at the same time/place as the General Assembly:

Refund of 400€ to the member of the Commission if he/she travels on the same continent (e.g. member of the Commission lives in Germany and meeting is held in Spain).

Refund of 550€ to the member of the Commission if he/she travels outside his/her continent (e.g. member of the Commission lives in Australia and meeting is held in Argentina).

### **6.3.3 SEMINARS**

Seminars are organised to improve the work of FIVA and must be approved by the General Committee. The General Committee will decide in advance what kind of refund will be given according to the type of event

E.g. refund of a flat fee of 100, 150, 200, 250 €;  
Or hotel accommodation or 1 dinner or travel expenses by the participants paid by FIVA.

#### **6.3.4 FIVA STEWARDS**

The FIVA Stewards who are nominated to observe and to represent FIVA during an International event placed on the FIVA calendar are not paid by FIVA for accommodation, travel or other expenses. It is the organiser of the event who must reimburse these expenses at real cost to the Steward.

The licence for the FIVA Steward is valid for a period of two years and is renewable. Therefore a FIVA Steward shall attend a FIVA Stewards' seminar at least once every two years. Attending this seminar is at the Stewards' own expense.

#### **6.4 DISSEMINATION**

All Members of FIVA must be informed clearly about the expense regime of FIVA.

It is recommended that the FIVA Expense Regime information is attached to the document that ANF/Clubs/Colleges use to nominate their candidates and make them sign this Expense Regime as acceptance of the rules.

### **7. ADMINISTRATION**

#### **7.1 Secretariat Staff**

The Secretariat staff will be appointed by the General Committee.

#### **7.2. Communications**

**7.2.1** Website and social media will be the responsibility of the Head of Internal Communications.

**7.2.2.** Internal and external communications will be the responsibility of the Vice President Communications

#### **7.3. Signatories**

FIVA shall be represented on written statements by its President or, in his/her absence, by two other signatories one of which should be a Senior Vice President. Alternatively, in the absence of Senior vice Presidents, two of the General Committee members by joint signature may issue such statements.

In case of financial commitments two signatories are required to sign; one of them being the President.

### **8. ARBITRATION**

Nominees for the Arbitration Panel must demonstrate the following characteristics:

- Professional expertise: a high level of expertise as a legal professional is a distinct advantage;
- Impartiality and objectivity: nominees must not be affiliated with any of the potential parties to matters they may have to adjudicate;
- Integrity: there must not be anything in the nominee's record which calls into question his/her professional integrity.

Communication skills:

- the ability to communicate in English and French is an undeniable asset, as translation from or into languages other than English and French will not be provided;
- ability to clearly and succinctly explain the procedure and any decisions reached to all those involved;
- ability to command respect and confidence;
- ability to maintain authority when challenged.

## **9. MISCELLANEOUS**

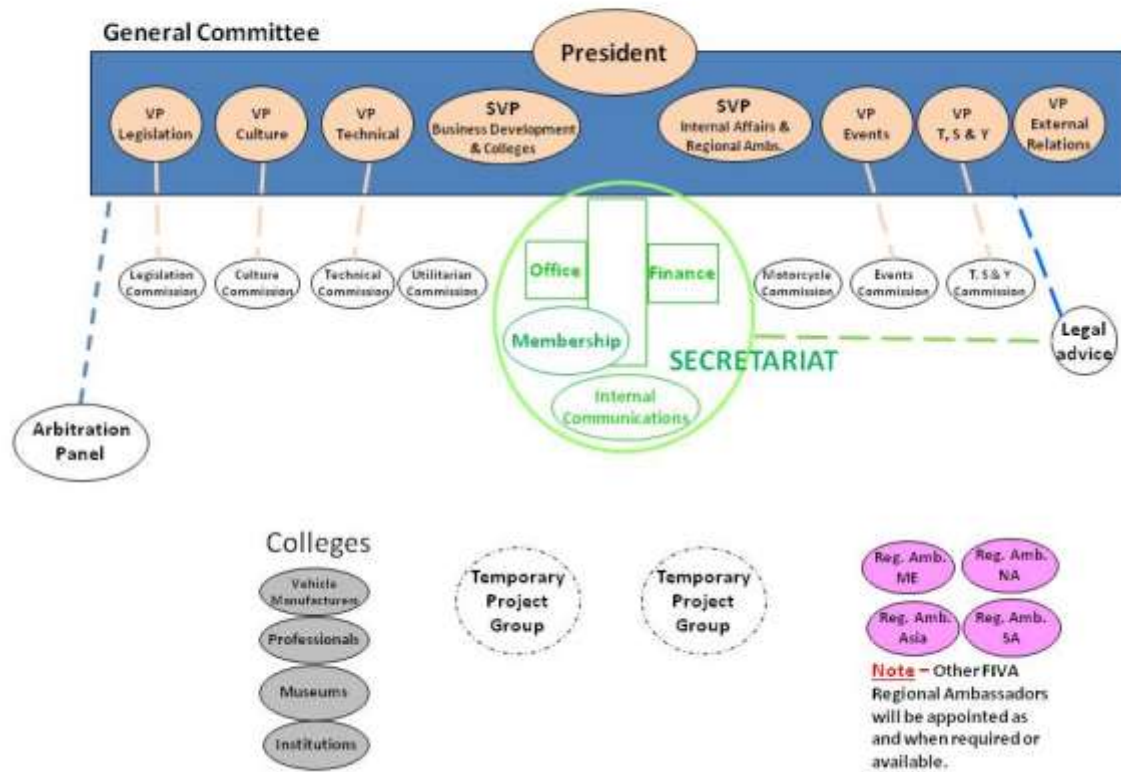
All the standard documents, Codes etc. issued by FIVA and its Commissions are available from the FIVA Secretariat.

To enhance its work FIVA reserves the right to cooperate with professional partners. Each instance of such cooperation will be the subject of a contract that will include commercial obligations.



# APPENDIX A

FIVA Structural/Organisation Chart –



## APPENDIX B

### FIVA Annual Membership fees for National Members and College Members

The following annual Membership fee categories and corresponding annual Membership fees apply to National Members:

Number of Individual Members of National Members	Annual fee in Euro in total / per Individual Member
up to 200 Individual Members	600 € in total
201 – 300 Individual Members	700 € in total
301 – 500 Individual Members	900 € in total
501 – 1000 Individual Members	1000 € in total
1001 – 2000 Individual Members	1500 € in total
2001 – 3000 Individual Members	2000 € in total
3001 – 4000 Individual Members	2200 € in total
4001 – 5000 Individual Members	2300 € in total
5001 – 7500 Individual Members	3100 € in total
7501 – 15.000 Individual Members	4100 € in total
15.001 – 35.000 Individual Members	0,29 € per Individual Member
35.001 – 50.000 Individual Members	10.250 € in total
50.001 – 70.000 Individual Members	0,21 € per Individual Member
70.001 – 125.000 Individual Members	15.000 € in total
125.001 – 175.000 Individual Members	0,122 € per Individual Member
175.001 – 225.000 Individual Members	21.750 € in total
More than 225.000 Individual Members	0.09€ per Individual Member

- College 1 = Global Corporations: minimum of 5,000€ per year per College Member
- College 2 = Professional Organizations and Companies: minimum of 1,000€ per year per College Member
- College 3 = Museums and Institutions: minimum of 250€ per year per College Member
- College 4 = Media: minimum of 500€ per year per College Member