



# INTERNAL REGULATIONS OF THE IOA

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## **Article I – General Assembly**

1.1 Members of the General Assembly and their organizations shall inform the IOA Administration in writing of the names of their delegates specifying the name of the head of the delegation at least 8 days prior to the meeting of the General Assembly.

1.2 A delegate who has been elected to any IOA body shall lose his office in the IOA if he is no longer recognized by his Club or Team.

1.3 The head of the delegation shall speak for his Club or Team. However, when he is given the floor, he may designate another member of his delegation to speak in his place.

1.4 Candidates proposed by the Club or Team in a written statement are eligible to stand for election to the General Assembly.

1.5 Each candidate for the position of the President of the IOA shall, in his capacity as list leader, deposit with the IOA Administration, no earlier than 42 days and no later than 21 days prior to the schedule date of the election, and a complete list showing the 10 names of the candidates for the position of Vice President.

1.5.1 In order to be eligible, a list must:

- Include a candidate for each position to be filled and must be presented on a form, drawn up by the IOA Administration, showing the names of the candidates and the positions for which, they are applying.
- Be accompanied by the consent in writing of each candidate and, apart from the list leader, by a letter certifying the agreement of the candidates Club or Team; and
- Prove the support of the IOA Members according to the provisions of Article 9.4 of the IOA Statutes (this support must be presented on a form drawn up by the IOA Administration no later than 21 days prior to the scheduled date of the election).

1.5.2 Should one of the lists lose a candidate, the President on the said list must provide a replacement as soon as possible and at the latest within the 7 days following the loss of that candidate and in any event before the scheduled date of the elective General Assembly.

1.6 Voting shall be by secret ballot. Use of electronic voting boxes or similar electronic equipment allowing for identification during the physical meetings of the General Assembly may be decided by the President.

1.7 The General Assembly shall resolve any unforeseen difficulties which might arise.

## **Article II – Voting**

2.1 With regard to voting within the different IOA bodies, voting details are set in the Statutes.



### **Article III – Chief Executive Officer and Compliance Officer**

3.1 the Chief Executive Officer and the Compliance Officer shall keep copies of all documents sent out by the IOA which relate to their respective areas of responsibility and shall maintain the records.

3.2 The Chief Executive Officer shall collect the monies due and prepare the checks intended to settle expenses for signature by the persons so designated by the General Assembly. The Chief Executive Officer shall see that IOA accounts are kept up to date.

3.3 Any departing Chief Executive Officer or Compliance Officer shall, prior to his actual departure from the IOA, hand over to his successor all documents and records in his charge, all of which must be up to date. This transfer shall be recorded in an official report, signed by the individuals concerned.

### **Article IV – Specialized Commissions and Working Groups**

4.1 Members of a specialized commission shall be elected by the General Assembly. Nominations must be received by the IOA Administration no later than 21 days before the meeting of the General Assembly.

4.2 Members shall be chosen based on their competence and merit.

4.3 Members of a commission must be at least 18 years of age and a current IOA Member.

4.4 Commissions shall draw up their own Internal Regulations. These regulations must contain no provision contrary to the IOA Statutes or the IOA Internal Regulations and must be approved by the General Assembly.

4.5 The Commissions may set up Working Groups if the importance or the urgency of a matter justifies this procedure.

4.6 With the agreement of the President of the IOA, Commission members may be accompanied by an expert; experts may take part in debates but are not entitled to vote.

4.7 Clubs or Teams which are interested in questions discussed by a Commission, and which have no delegate in that Commission, may send observers to the meeting if the President of the IOA so agrees.

#### **4.8 – *Convocations***

4.8.1 Each Commission and Working Group shall meet in accordance with a program drafted in agreement with the IOA President, and upon convocation of Commission members by the Commission President. The meeting will respect the time limits so that any proposals shall be lodged by the IOA Administration at least five weeks before the meeting of the General Assembly.

4.8.2 The dates of meetings of Working Groups shall also be fixed in agreement with the President of the IOA.



## **Article V – Minutes**

5.1 The minutes of meetings of the General Assemblies shall be sent to all Members.

5.2 The Draft Minutes shall be distributed as soon after a meeting as possible and shall be submitted for approval at the session following the one reported in the Minutes.

5.3 The transcript of the debates of the General Assemblies, which are recorded on tape, may be supplied to any Members who so request. Any cost involved shall be invoiced to the applicant.

## **Article VI – Consequences of the Automatic Suspension**

6.1 In accordance with Article 17.3.1 of the IOA statutes, the automatic suspension as referred to in Article 17.3 of the IOA Statutes shall also entail:

- Incapacity to submit a homologation application.
- Incapacity to apply for an IOA Historic Technical Passport.
- Ineligibility for subsidies to attend Conference week or other important IOA events.
- Incapacity to issue international license for the next sporting season (January 1st – December 31st).



# Appendix

## Modes of Payment of the Members Subscriptions

**Article I:** In application of Article 17.1 and 17.2 of the IOA Statutes, the Members alone owe their subscriptions to the IOA and personally ensure that these are paid.

Payment by a Member does not free that Member from the obligation to pay a subscription or to pay any other debt, in the sense of the Statutes, unless the said Member directly makes the payment. In case of a payment made by anybody other than the Member, the debt will be considered not to have been discharged.

**Article II:** Any transfer made in payment of a subscription or other financial commitment referred to in Article 17 of the Statutes must bear, in addition to the identity of the Member, the reason for that payment, as well as the date on which the subscription was issued.

**Article III:** A payment is not considered as effective in terms of any deadline specified in Article 17 of the Statutes until the sum paid has been registered on the IOA's bank account. Only the date on which the funds are registered on the IOA's account stands as proof for determining the respect of the payment deadline set by the Statutes. Any failure to respect this payment procedure will result in incapacities provided for in Article 17 of the Statutes.

