

Statutes and By-laws of OCR EUROPE

The European Obstacle Sports Federation



Version 2018.11.15

CHAPTER ONE: Definitions, Composition, Responsibilities

Article 1

OCR Europe is a Zone created under the General Statutes of the World OCR, the Fédération Internationale de Sports d'Obstacles (FISO).

OCR Europe has acquired legal status and is organised in accordance with the laws governing the country in which its Headquarters are located.

OCR Europe is organised as a registered Association. The institutional (legal) name of the Association is "European Obstacle Sports Federation" and the brand (common) name is OCR Europe. Its seat shall be in Lausanne, Switzerland (initially, it will be located in the home country of the President).

Individuals and positions named in these By-Laws as "him" or "he" refer to all gender identities, for example "she" and "her".

Article 2

OCR Europe consists of those national member federations of FISO assigned to it by FISO. The national federations which are members of OCR Europe are listed in Annex 1, as attached to these Bye-Laws.

Article 3

OCR Europe is designated as the sole competent authority authorised and delegated by FISO for promoting, supervising, and directing all men's and women's obstacle course racing activities within the Zone.

OCR Europe has the purpose to promote, supervise and direct obstacle course racing in Europe. OCR Europe fulfils this purpose in particular by:

- a) Promoting the practice of obstacle course racing in the territory under its jurisdiction and to control the organisation of international competitions in Europe, both for national teams and club teams, in a permanent, regular manner and in strict compliance with the FISO Official Competition Rules.
- b) Abiding by the FISO General Statutes and Internal Regulations
- c) Abiding by and enforce these Bye-Laws and all other Regulations of OCR Europe;
- d) Impose sanctions upon the members and entities under its jurisdiction which are within its mandate and regulations;
- e) Archive and make public the results of all international competitions taking place in its territory and to present activity reports to the General Assembly;
- f) Present to the Central Board of FISO any information deemed to be useful in the interests of world obstacle course racing;
- g) Designate member to the Central Board of FISO, in accordance with the Statutes of FISO.

OCR Europe shall pursue the above purposes solely and directly in a non-for-profit manner.

The Association shall not act for its own gains and shall not primarily pursue economic goals of its own.

The resources of the Association may only be used for the purposes which are in accordance with these Bye-Laws. The members shall not receive any remuneration out of the resources of the Association.

No person shall be preferred through expenditure which is foreign to the purposes of the Association or by disproportionately high remuneration.

Article 4

National federations shall benefit from the rights granted to them by these Bye-Laws and Regulations and decisions made under them.

Registration for OCR Europe competitions shall be open to national teams and club teams affiliated to national federations, according to the structure of competitions as defined by the Board of OCR Europe in accordance with Article 15 of these Bye-Laws.

National federations shall:

- a) Observe the principles of loyalty, integrity and sportsmanship and ensure that these principles be observed by their clubs, players and officials.
- b) Abide by and enforce the Official Obstacle course racing Rules, the provisions contained in the General Statutes and Internal Regulations of FISO and decisions made in conformity therewith,
- c) Abide by and enforce the Bye-Laws, Regulations, Rules and policies of OCR Europe, and decisions made in conformity therewith, provided that they are not in conflict with those of FISO;
- d) Be held liable for all financial commitments of their clubs towards OCR Europe.

A national federation may be sanctioned if it violates, contravenes or otherwise fails to comply with these provisions.

Leagues or any other groups of clubs at national federation level shall be permitted to operate only with the national federation's expressed consent and shall be subordinate to it. The national federation shall define the powers delegated to any such group, as well as its rights and obligations. International Leagues or any other group of clubs at European level shall be permitted to operate only with the expressed consent of OCR Europe. OCR Europe shall define the powers delegated to any such group, as well as its rights and obligations. The regulations of any such group shall be subject to the approval of OCR Europe.

CHAPTER TWO: Divisions of OCR Europe

Article 5

The divisions of OCR Europe shall be:

- a) The General Assembly
- b) The Board of OCR Europe
- c) The Executive Committee of OCR Europe
- d) The Secretary General
- e) The Permanent Commissions:
 - Finance Commission
 - Safety Commission
 - Technical Commission
- f) The bodies officially recognised by OCR Europe

The Board of OCR Europe may appoint other divisions. Such division shall be of a temporary nature until, upon a decision by the Board of OCR Europe, they acquire permanent status, or, having completed their task, they cease to exist.

CHAPTER THREE: The General Assembly

Article 6

The General Assembly of OCR Europe shall hold sovereign powers within the limits of its responsibilities in accordance with the provisions of these Bye-Laws. It shall consist of:

- a) One (1) delegate per affiliated national federation, with the right to vote;
- b) The President, with no right to vote (except Art. 9);
- c) The Vice-President, with no right to vote (except Art. 9);
- d) The Treasurer, with no right to vote;
- e) The members of the Board of OCR Europe, with no right to vote, unless they officially represent an affiliated federation;
- f) The Secretary General, with no right to vote;
- g) Presidents of the Permanent Commissions, with no right to vote, unless they officially represent an affiliated federation;
- h) A representative from each of the officially recognised bodies with no right to vote;
- i) Persons invited by the President of OCR Europe and/or the Secretary General with no right to vote.
- j) The President of World OCR, with no right to vote if representing a European Country.

Article 7

The General Assembly shall have the powers assigned to it in these Bye-Laws. In particular, it shall have the power to:

1. Adopt and modify these Bye-Laws (See Article 39)
2. Examine and approve all reports and decide upon other items placed on the agenda;
3. Elect the President of OCR Europe;
4. Elect the Treasurer of OCR Europe;
5. Elect the other members of the Board of OCR Europe as provided for in Article 31 of these Bye-Laws;
6. Examine proposals submitted by members of OCR Europe (Article 10);
7. Grant the title of Honorary President or Honorary Member of OCR Europe;
8. Declare the dissolution of OCR Europe (Article 34).

Article 8

The General Assembly shall hold ordinary sessions once a year, in principle, during the second quarter of the year. It shall fix the place of its ordinary sessions at the very latest during the prior session. The member federations shall be informed of the agenda at least 14 days before the date of the session of the General Assembly.

At the written request of at least one third of the member national federations or at the proposal of the Board of OCR Europe, an extraordinary session of the General Assembly shall be convened to take place no earlier than 45 days and no later than 60 days after the request. In such cases, the President and the Secretary General shall decide the location of such extraordinary session.

The conditions for the organisation of sessions of the General Assembly and the financial conditions applicable to organisers and participants are laid down in the regulations in Annex 3 of these Bye-Laws.

Article 9

The President of OCR Europe shall chair the General Assembly.

During the General Assembly, he shall not vote except in the event of a tie, when he will have the casting vote. This does not apply to elections, where the President shall have no vote.

With the exception of the Appeals Commission when it is considering an appeal, he shall be an ex-officio member of all Commissions of OCR Europe, with consultative powers only.

The President shall be elected for a term of four (4) years and may be re-elected for one (1) further term. The inaugural President may, at his discretion, elect to remain in place until the first general election after the closing ceremony of the first Olympic Games at which a medal event is held under World OCR.

The President may appoint an Interim President in the event he elects to step aside. In this event, the Interim President shall have the powers, responsibilities and privileges of the President. The Interim President may defer decisions to the World OCR President. The inaugural term of the President shall apply to the Interim President, if approved by the central board of World OCR, of which the President is a member.

In the absence of the President, the Vice-President having the most seniority in the Board of OCR Europe shall replace him and chair the General Assembly with all the powers and responsibilities of the President.

Presidents succeeding the inaugural President shall not hold any elected or appointed position within a national federation once World OCR achieves full recognition by the International Olympic Committee. No President shall be in the employment of OCR Europe.

Article 10

Only matters proposed by the President of OCR Europe, the Secretary General, the Board of OCR Europe or member national federations may be included in the agenda of the session of the General Assembly.

Proposals must be submitted to the Secretary General (through the Offices of OCR Europe) at least 45 days before the session of the General Assembly.

Proposals for amendments to the Bye-Laws from the national federations must be submitted to the Secretary General (through the Offices of OCR Europe) at least six (6) month prior to the Session of the General Assembly. The Secretary General shall present such proposals to the Board of OCR Europe at its next meeting.

All proposals shall be sent to the national federations together with the agenda.

Article 11

Decisions of the General Assembly shall be taken in accordance with the provisions in Article 36 of these Bye-Laws. They are final and may not be subject to appeal.

Unless decided otherwise, decisions of the General Assembly shall come into force the day after the closure of the session of the General Assembly.

CHAPTER FOUR: The Board and the Executive Committee of OCR Europe

Article 12

The Board of OCR Europe shall have the powers delegated to it under these Bye-Laws. The term of office of the members of the Board of OCR Europe shall be four (4) years.

The President of OCR Europe, and in his absence the Vice-President having the most seniority in the Board of OCR Europe, shall chair the Board and the Executive Committee of OCR Europe.

Article 13

The Board of OCR Europe shall consist of a maximum of 25 members with voting rights. They are:

- a) The President, with an original and an eventual casting vote, except for elections;
- b) The Treasurer;
- c) Up to 23 other members (both genders must be represented by at least 8 people);
- d) The President of World OCR (FISO) or his delegate, with no voting powers.

The Secretary General shall attend the meetings of the Board with consultative powers only.

The President and/or the Secretary General may invite other persons to attend the meetings of the Board, having consultative powers only.

Article 14

The members of the Board of OCR Europe shall hold office in a strictly personal capacity.

Representation by proxy is not permitted.

Members of the Executive board may not hold board or stake holder positions in for profit organisations in related fields which may be perceived as conflict of interest. They may also not hold President, Chairperson or Director positions in obstacle sports national federations, once FISO has been fully recognised as a Sport by the International Olympic Committee.

They shall not be in the employment of OCR Europe.

The number of members on the Board of OCR Europe having the same nationality and voting rights, excluding the President, is limited to one.

Article 15

The Board of OCR Europe shall have the power to:

- a) Designate from its members the following:
 1. The OCR Europe member on the Central Board of FISO. Their role and responsibilities are defined by the FISO General Statutes. In general, this shall be the President or Vice President of OCR Europe.
 2. The Vice-President.
 3. The two (2) members to the Executive Committee.
- b) Appoint the Presidents and members of the Permanent Commissions. These members shall represent first and foremost the interest of OCR Europe.
- c) Recognise or to withdraw recognition from any organisation whose aim is to develop obstacle course racing in the European Zone;
- d) Appoint the Secretary General or relieve him of his duties;
- e) Approve the Secretary General's annual working plan as well as any long-term strategic plan;
- f) Determine the financial policy, approve the budget and the financial reports as prepared by the Secretary General, and approve the audited accounts as prepared by the Treasurer and the auditors;

- g) Appoint an external auditor;
- h) Supervise the practice of obstacle course racing within the European Zone;
- i) Define the organisational structure of all European International Competitions and assign the organisers of the Finals for national team competitions;
- j) Decide the suspension, removal of such suspension, or exclusion from European International Competitions of any affiliated national federation;
- k) Adopt and modify the Regulations of OCR Europe;
- l) Change the location of the headquarters of OCR Europe;

Article 16

The Board of OCR Europe shall meet at least twice a year.

Each member of the Board of OCR Europe shall be eligible for reimbursement of travelling, staying and other associated expenses up to a maximum of €800 per official meeting attended should there be available funds.

The President of OCR Europe shall have his reasonable travelling, staying and other associated expenses to attend meetings and competitions reimbursed by OCR Europe should funds be available subject board approval.

Article 17

Between the meetings of the Board of OCR Europe, the President and/or the Secretary General may convene a meeting of the Executive Committee which is authorised to take the necessary decision(s) of urgent nature on behalf of the Board.

Each member of the Executive Committee shall be reimbursed for his travelling, staying and other associated expenses up to a maximum of € 800 per official meeting attended subject to board approval & available funds.

The Executive Committee shall consist of:

- a) The President.
- b) The Vice-President having the most seniority in the Board of OCR Europe shall replace the President if necessary.
- c) The Treasurer.
- d) The two (2) members appointed by the Board of OCR Europe.
- e) The Secretary General, without voting rights.

The President of World OCR is an ex-officio member of the Executive Committee without voting rights if a citizen of a European nation.

To take such a decision(s), the Executive Committee may consult with the members of the Board or the national federations by any means necessary. It shall, without fail, inform the Board of OCR Europe of its decision in writing as soon as possible and, if necessary, the national federations involved and FISO.

Article 18

The Treasurer shall be responsible for controlling the financial administration of OCR Europe and to present the audited statements of account to the Board and the General Assembly. He shall chair the Finance Commission.

CHAPTER FIVE: The Secretary General

Article 19

The Secretary General shall manage the administration of OCR Europe and assume all responsibility for it. He may not hold any elected or appointed position within a national federation.

The Secretary General is the sole legal representative of OCR Europe.

The Secretary General shall be appointed by the Board of OCR Europe and shall remain in office until the expiration of his term of office, as determined by a contract of employment.

The Secretary General, personally or through his advisors, shall be responsible for the study and implementation of measures concerning the promotion, supervision and direction of obstacle course racing in the European Zone.

With the exception of the Legal and Appeals Commission when it is considering an appeal, he shall be an ex-officio member of all the Permanent Commissions and enjoy voting rights.

In particular, the Secretary General shall have the following duties:

- a) To hire and dismiss the staff as necessary in order to run the administration of OCR Europe.
- b) To ensure the implementation of all decisions taken by the General Assembly, the Board and the Executive Committee of OCR Europe.
- c) To be responsible for all European international competitions and for the implementation of the aims set out in Article 3 of these Bye-Laws.
- d) To ensure, as necessary, compliance with the regulations established by FISO, by the IOC and by WADA regarding doping control.
- e) To convene and prepare, in agreement with the President, the sessions of the General Assembly and meetings of the Board and Executive Committee of OCR Europe.
- f) To maintain the archives of OCR Europe.
- g) To publish and send the regulations of OCR Europe to the member national federations and the members of the Board, the members of the Commissions and the officially recognised bodies.
- h) To draft and circulate official communications of OCR Europe.
- i) To ensure the receipt of annual fees from members as well as contributions, royalties and dues, emoluments and fines imposed by the competent divisions of OCR Europe.
- j) To draft a long-term strategic plan as well as any annual working plan to submit to the Board of OCR Europe.
- k) To draw up the four-year budget and ensure its proper implementation.
- l) To administer OCR Europe's finances and present reports to the Board.
- m) To study the means of ensuring the financial resources of OCR Europe and submit a report to the Board accordingly.
- n) To ensure the enforcement of these Bye-Laws, all Regulations of OCR Europe and FISO Statutes and regulations.
- o) To impose the sanctions provided for in all regulations of OCR Europe.
- p) To take decisions in cases where his jurisdiction is specifically provided for.

CHAPTER SIX: Permanent Commissions

Article 20

The role and responsibilities of the Permanent Commissions are specified in these Bye-Laws.

The Permanent Commissions are composed of a President and at least three (3) members.

The presidents of the Commissions and the other members of the Commissions are appointed by the Board of OCR Europe on the basis of joint proposals by the President and the Secretary General, selected from the names presented by national federations, although not restrictively.

The term of office of the Commissions shall be four (4) years.

The Commissions perform a consultative role only (except Appeals' Commission see Art. 21 a) and have no executive authority. In principle, the projects of the Commissions must be submitted to the Board of OCR Europe for approval.

Members of commissions who do not take an active part, or do not wish to, or are no longer able to take part in the work of their commission may be relieved of their responsibilities within the commission by the Board of OCR Europe upon a recommendation of the President and the Secretary General.

Article 21

RESERVED

Article 22

COMPETITIONS' COMMISSION

The Competitions' Commission shall have the duty to examine, advise and/or prepare proposals on:

- a) The regulations governing all European competitions for both national and club teams as well as the regulations established by other divisions of OCR Europe for international competitions;
- b) The draft systems of competition for men's and women's obstacle course racing at national team and club levels within the European Zone;
- c) The calendar of European competitions;
- d) Amendments to the world competitions to be submitted to FISO.

The Commission shall have the right to consult experts and / or to defer decisions to the relevant FISO committee(s) and/or commission(s).

Article 23

FINANCE COMMISSION

The Finance Commission shall have the duty to assist the Treasurer and the Secretary General in their responsibilities. In particular, it shall:

- a) Prepare, together with the Treasurer, the audited accounts to be submitted to the Board and the General Assembly;
- b) Advise on the appointment of the external auditors.

The Treasurer is the President of the Finance Commission.

Article 24

LEGAL & APPEALS COMMISSION

The Legal Commission shall have the duty to examine, advise and/or prepare proposals on:

- a) All questions of a legal nature related to obstacle course racing in Europe including the Bye-Laws and regulations of OCR Europe;

- b) The legal implications of all proposed amendments to the Bye-Laws and other regulations of OCR Europe;
- c) Issues relating to the interpretation of these Bye-Laws and other regulations of OCR Europe, and on all other legal matters, particularly questions regarding eligibility;
- d) Amendments to the General Statutes and Internal Regulations of FISO to be submitted to FISO.
- e) To hear and decide on appeals filed by an affected party against decisions of OCR Europe, including its divisions and disciplinary bodies, unless such appeal is expressly excluded in these Bye-Laws or other regulations of OCR Europe;
- f) To prepare, in consultation with the Legal Commission, the Regulations governing Appeals for approval by the Board of OCR Europe;
- g) To consult with and to suggest to the Legal Commission of OCR Europe any amendments to these Bye-Laws, regulations of OCR Europe, the Internal Regulations or Statutes of FISO.

The Commission shall have the right to consult experts and/or to defer decisions to the FISO Legal Affairs Commission.

Article 25

SAFETY COMMISSION

The Safety' Commission shall have the duty to examine, advise and/or prepare proposals on:

- a) Obstacle Safety Standards following World OCR standards, policies and guidelines
- b) Medical Safety coordinating with the FISO Medical Commission and following World OCR standards, policies and guidelines
- c) Athlete Safety coordinating with the FISO and following World OCR standards, policies and guidelines

The Commission shall have the right to consult experts and / or to defer decisions to the relevant FISO committee(s) and/or commission(s).

Article 26

TECHNICAL COMMISSION

The Technical Commission shall have the following duties:

- a) To train international commissioners and referees in Europe in co-operation with the national federations and FISO.
- b) To train national and international referees' instructors and evaluators, in co-operation with the national federations and FISO;
- c) To examine and prepare proposed amendments to the FISO Official Competition Rules to be submitted to FISO.

The Commission shall have the right to consult experts and/or to defer decisions to the FISO Technical Commission and FISO Development Committee

Article 27

WOMEN'S COMMISSION

The Women's Commission shall have the following duties:

- a) To study all issues of obstacle course racing relating to women;
- b) To communicate, when necessary, with the other bodies of OCR Europe in order to present the woman athlete's point of view.
- c) To propose to the Board of OCR Europe any measures deemed necessary to promote the development of women's obstacle course racing in Europe;

The Commission shall have the right to consult experts and/or to defer decisions to the FISO Women's Commission.

Article 28

YOUTH COMMISSION

The Youth Commission shall have the following duties:

- a) To study all issues relating to youth obstacle course racing and young people's categories;
- b) To submit to the Board and other divisions of OCR Europe proposals regarding the competitions of the youth categories as well as any measures deemed necessary to promote youth obstacle course racing in Europe.
- c) Coordinate with the World OCR Development Committee on youth related policies and procedures.

The Commission shall have the right to consult experts and/or to defer decisions to the FISO Youth Committee.

CHAPTER SEVEN: Officially Recognised ORGANISATIONS

Article 29

The Board of OCR Europe has the right to recognise continental leagues or any other organisation whose aim is to develop obstacle course racing in the European Zone. This organisation may be permanently or provisionally recognised.

The permanent or provisional recognition may be granted on the basis of specifically agreed conditions.

The organisation thus recognised shall have the freedom of action necessary to fulfil its mandate, subject to the approval of the Board of OCR Europe. It may not represent OCR Europe before third parties.

The Board of OCR Europe may decide, if circumstances render it necessary, to withdraw the recognition of such an organisation.

The organisation wishing to be recognised must make the request in writing to the Board of OCR Europe.

Article 30

The officially recognised organisations are listed in Annex 2 of these Bye-Laws.

CHAPTER EIGHT: Elections

Article 31

Every four (4) years, coinciding with the FISO World Championships (2020, 2024, etc.), the General Assembly of OCR Europe shall elect, prior to the holding of the FISO World Congress:

- a) The President of OCR Europe;
- b) The Treasurer of OCR Europe;
- c) The 23 other members of the Board of OCR Europe.

Article 32

The procedure for the elections to the positions listed in Article 31 is governed by the regulations in Annex 6 to these Bye-Laws.

CHAPTER NINE: Legal and Financial Provisions

Article 33

Any dispute arising from these Bye-Laws, the regulations of OCR Europe or the Internal Regulations of FISO which cannot be reconciled within FISO and OCR Europe, shall be definitively settled by a tribunal constituted in accordance with the Statutes and Procedural Rules of the Court of Arbitration for Sport (CAS), Lausanne, Switzerland. The parties concerned shall undertake to comply with the Statutes and Procedural Rules of this Court of Arbitration for Sport and to accept and enforce its decision in good faith.

Article 34

The General Assembly shall declare the dissolution of OCR Europe:

- A. If requested by 80% of the affiliated national federations and if, at the session of the Assembly voting on disbandment, 80% of the affiliated members present and with voting rights vote for disbandment. If, however, at the session, less than 75% of the affiliated members are present, a second session of voting on disbandment shall be called at which session a majority of 80% of the affiliated members present and with voting rights irrespective of a quorum shall be sufficient.
- B. If the number of affiliated federations is reduced to three or less.

In case of disbandment of the association or in case the tax privileged purposes ("Steuerbegünstigte Zwecke") no longer exist, FISO, Fédération Internationale de Sports d'Obstacles, shall be assigned the resources of the association which shall use them directly and exclusively for non for profit (benevolent or church) purposes.

Article 35

OCR Europe is the sole owner of the television, licensing, merchandising and marketing rights for the official European national team and club competitions for men and women. When negotiating contracts for these televisions, licensing, merchandising and marketing rights, the interests of the national federations and clubs shall be taken into account.

CHAPTER TEN: General Provisions

Article 36

No minimum attendance of members is required to hold a valid meeting for the General Assembly or other divisions of OCR Europe, except for the Board of OCR Europe.

Voting by letter or proxy at the General Assembly is not permitted.

Decisions shall be taken by a show of hands reflecting a simple majority of votes cast. Upon the request of a delegate representing a member national federation for a decision to be taken by secret ballot, the President shall put this motion to the General Assembly and if a simple majority approved such motion the request will be upheld.

In personal matters, decisions must be taken by secret ballot, unless the General Assembly decides otherwise. For the meetings of the Board of OCR Europe see Annex 4.

Article 37

The official working language of OCR Europe shall be English. During Board and General Assembly meetings of OCR Europe, translation (if available) will be available in the following languages: English, French, German, Russian and Spanish.

Article 38

The Board of OCR Europe is the sole authority to interpret the regulations in Annexes 3 to 6.

The Board shall have the final decision on any matter not provided for in these Bye-Laws or in case of force majeure.

In cases of doubt or conflict, the Statutes and the Internal Regulations of FISO will prevail.

Article 39

Unless otherwise specified herein, decisions shall be taken by simple majority of votes cast. A majority of two thirds (2/3) of the votes cast is necessary to amend these Bye-Laws. Abstentions do not count.

ANNEX 1: List of national federations Members of OCR Europe

In accordance with Article 2 of the Bye-Laws of OCR Europe, the national member federations as assigned by FISO are members of OCR Europe are listed on the website www.ocr-europe.org and updated from time to time.

ANNEX 2: List of officially recognised Organisations

In accordance with Article 30 of the Bye-Laws of OCR Europe, the organisations that are officially recognised by OCR Europe and listed on the website www.ocr-europe.org and updated from time to time.

ANNEX 3: Regulations governing the organisation of a session of the General Assembly or the Board of OCR Europe

Any member national federation of OCR Europe can bid for the organisation of a session of the General Assembly and/or of the OCR Europe Board. The written confirmed interest must be submitted to the OCR Europe Secretary General by the deadline stated in the letter of invitation to bid.

Within a period of four (4) weeks all interested National Federations shall receive the 'Organisation Manual' of a session of the General Assembly and/or the OCR Europe Board which will outline in detail all of the organisational aspects.

In addition to these Bye-Laws all provisions of the 'Organisation Manual' must be followed.

1. General Assembly of OCR Europe

A. Ordinary sessions

The General Assembly will decide the location of the session of the General Assembly.

B. Extraordinary Sessions

The location of any extraordinary session shall be decided by the President and the Secretary General.

General

The Organiser shall cover the following staying expenses:

- a) for the site visit in the city where the session of the General Assembly will be held for OCR Europe Office Manager;
- b) from seventy-two (72) hours prior to the beginning of the General Assembly and until twenty-four (24) hours after the end for two (2) members of the Offices of OCR Europe;
- c) from twenty-four (24) hours prior to the beginning of the General Assembly and until twenty-four (24) hours after the end for:
 - i. The OCR Europe President;
 - ii. The OCR Europe Secretary General;
 - iii. Five (5) members of the Offices of OCR Europe;
- d) The Organiser shall be responsible of the following organising expenses:
 - i. Hiring of the conference room including all necessary technical equipment (microphones, etc.)
 - ii. Covering the general costs of a meeting of the Board of OCR Europe, in the same place as, and on the evening prior to the General Assembly,
 - iii. Organisation for the accommodation of all participants,
 - iv. Renting the OCR Europe Office,
 - v. Local transport costs,
 - vi. Excursion, sight visits, activities, etc.

OCR Europe shall be responsible for the costs of simultaneous Translation as stated in Article 37.

The amount to be paid by the participants to the organisers for their board and lodging shall be fixed one year in advance by the General Assembly. Any participant besides the official delegate representing a national federation shall pay the same amount as the official delegate to the organisers whether they attend the meeting/social activities or not.

2. Meetings of the Board of OCR Europe

The Board of OCR Europe has the right to decide the location of the meeting of the OCR Europe Board. Preferably, this shall be immediately preceding the OCR European Championships.

General

The Organiser shall cover the following staying expenses:

- a) for the site visit in the city where the session of the OCR Europe Board will be held for OCR Europe Office Manager;
- b) from seventy-two (72) hours prior to the beginning of the OCR Europe Board and until twenty-four (24) hours after the end for Two (2) members of the Offices of OCR Europe;
- c) from twenty-four (24) hours prior to the beginning of the OCR Europe Board and until twenty-four (24) hours after the end for:
 1. The OCR Europe President;
 2. The OCR Europe Secretary General;
 3. Three (3) members of the Offices of OCR Europe;
- d) The Organiser shall be responsible of the following organising expenses:
 1. Hiring of the conference room including all necessary technical equipment (microphones, etc.)
 2. Organisation for the accommodation of all participants,
 3. Renting the OCR Europe Office, if required,
 4. Local transport costs,
 5. Excursion, sight visits, activities, etc.

OCR Europe shall be responsible for the costs of simultaneous Translation as stated in Article 37.

ANNEX 4: Regulations governing meetings of the Board of OCR Europe

Article 1

The Board of OCR Europe has the responsibilities as provided for in the Bye-Laws of OCR Europe.

Article 2

1. The Board of OCR Europe shall meet at least twice a year.
2. The Secretary General is authorised to convene the meeting of Board at any time.
3. At the request of the President of OCR Europe or at the written request of at least eight (8) members of Board, a meeting of the Board shall be convened to take place no earlier than 14 days and no later than 30 days after the request.
4. In general, meetings of the Board shall be held at any other venue agreed to by the President and the Secretary General, one being immediately at and preceding the OCR European Championships.

Article 3

1. The Board of OCR Europe consists of members with voting rights and members with consultative powers only, as provided for in these Bye-Laws.
2. A quorum of 50% plus one of members with voting rights is required for the Board of OCR Europe to hold a valid meeting.
3. Should this quorum not be attained, the Secretary General – in agreement with the President – shall convene a new meeting, no sooner than 14 days and no later than 30 days after the said meeting.
4. No quorum is needed for the new meeting to be rendered valid.
5. Each member of Board shall have one vote.

Article 4

1. The President of OCR Europe or, in his absence, the Vice-President in attendance with the most seniority in the Board of OCR Europe, shall chair the Board's meeting. If the Vice-President is present, the Board shall elect a member of the Board to act as Chairman.
2. The Chairman will ensure that the regulations of OCR Europe and the rules of procedure are observed. He shall open, conduct and close the meeting. He will give the permission to take the floor to any member of the Board or any invited person.
3. The Chairman will keep order at the meeting. He may take the following measures against those members of the board or other participant:
 - a) Call to order
 - b) Reprimand
 - c) Ask the member or other participant to leave the meeting for a definite period of time or
 - d) Ask the member or other participant to leave the meeting indefinitely

Article 5

1. The agenda will be approved at the opening of the meeting.
2. Only matters proposed by the national federations, members of the Board, the President of OCR Europe and the Secretary General may be included in the agenda.
3. Proposals must be submitted to the President of OCR Europe or the Secretary General at the Offices of OCR Europe at least 21 days before the meeting.
4. The members will be informed of the agenda at least 14 days before the meeting.
5. The agenda may be amended at any time during the meeting if supported by a simple majority of the members present.
6. All motions, motions to amend and motions to delete an agenda item submitted before the start of the meeting will be made in writing.

Article 6

1. Each agenda item will be introduced by a brief report of the Chairman or the Secretary General or the member of the Board responsible or the invited person designated by the President of OCR Europe.
2. The item will be open to the floor for general discussion.
3. A speaker may not take the floor unless and until he has been given permission to do so.
4. A speaker may only be given the floor for a second time on the same matter when all other persons who have requested to take the floor have had a chance to speak on the matter in question.
5. The Chairman may set a time limit for speakers.
6. The Chairman will decide when to close the discussion unless a simple majority of the Board members present decides otherwise.

Article 7

1. Decisions will be taken by voting.
2. Voting will be open, unless a simple majority of the Board members present decides otherwise.
3. Decisions will be taken by a show of hands reflecting a simple majority of the votes cast. Abstentions will not be counted. In case of a tie the Chairman will have the casting vote.
4. A vote may be taken by a roll call, if the President or a simple majority of the Board members present request to do so.
5. Proposals which are unopposed will be taken as adopted.
6. Before each vote, the Chairman or a person designated by him for this purpose, will read the proposal and explain – if necessary – the voting procedure which is to be adopted.
7. Proposals will normally be voted on in the order in which they are introduced in the discussion.
8. A proposal to amend a proposed amendment will be voted on before the proposed amendment. A proposed amendment will be voted on before the original proposal.

Article 8

1. Upon the request of the Chairman any decision will be taken by secret ballot.
2. Upon the request of a member of the Board for a decision to be taken by secret ballot, the Chairman shall put this motion to the Board and if a simple majority of the Board members present approve such motion this request will be upheld.
3. In the case of a tie the Chairman will have the casting vote.
4. In the case of elections, a person will be elected in the first ballot if he/she is supported by a simple majority of the valid votes cast by the Board members present. In the event of a tie in the first ballot, there will be a second ballot, in which the person supported by a simple majority of the Board members present will be elected. In the event of a tie in the second ballot, election will be determined by the drawing of lots.
5. Only valid ballot papers handed in will be counted for the calculation of the majority mentioned above in this article.
6. Blank or spoiled ballots will be ignored in the counting of votes. If two or more votes for one candidate or for one proposal are on the same ballot, neither vote will be valid.
7. After the holding of the secret ballot, the Chairman will announce the result.

Article 9

1. All decisions taken by the Board according to the Regulations of OCR Europe governing the meetings of the Board of OCR Europe shall be considered as valid.
2. Such decisions may be challenged by a member of the Board or a national federation. Such a challenge will only be entertained for procedural matters.
3. Any challenge will be examined by the Appeals Commission itself in accordance with the Regulations of OCR Europe Regulations governing Appeals.

4. Any challenge to a decision taken as per 1. above shall reach the offices of FISO Europe within 14 days of the decision of the Board.

ANNEX 5: Regulations governing the operation of OCR Europe Commissions

Article 1

The role and responsibilities of Commissions, their composition and way of appointments as well as the term of office are defined as provided for in Article 20 of the Bye-Laws of OCR Europe.

Article 2

1. The Commission shall meet at least once a year.
2. The President of the Commission – in agreement with the President of OCR Europe and the Secretary General – is authorised to convene the meeting of the Commission.
3. At the request of the President of OCR Europe, the Secretary General shall convene a meeting of the Commission to take place no earlier than 14 days and no later than 30 days after the request.
4. In general, meetings of the Commission shall be held at the Offices of OCR Europe.

Article 3

1. A Commission of OCR Europe shall consist of members appointed by the Board of OCR Europe.
2. Each member of the Commission shall have one vote.
3. The President of the Commission shall invite the President of other Permanent Commission of OCR Europe to take part in the meeting of the Commission, if their presence is required.
4. The President of the Commission – in agreement with the President of OCR Europe and the Secretary General – may invite other persons to the meeting, if it is deemed necessary.
5. The Presidents of OCR Europe and the President of World OCR are ex-officio members of all commissions of OCR Europe.

Article 4

1. The President of the Commission or, in his absence, the Vice-President, will chair the Commission's meeting. If the Vice-President is not present either, the commission will elect a member of the Commission to act as Chairman.
2. The Chairman will ensure that the regulations of OCR Europe and the rules of procedure are observed. He shall open, conduct and close the meeting. He will give the permission to any member or any invited person to take floor.
3. The Chairman will keep order at the meeting. He may take the following measures against those members of the board or other participant:
 - a) Call to order
 - b) Reprimand
 - c) Ask the member or other participant to leave the meeting for a definite period of time or;
 - d) Ask the member or other participant to leave the meeting indefinitely

Article 5

1. The agenda will be approved at the opening of the meeting.
2. Only matters proposed by the national federations, members of the Commission, the President of the Commission and the Secretary General may be included in the agenda.
3. Proposals must be submitted to the President of the Commission or the Secretary General at the Offices of OCR Europe at least 21 days before the meeting.
4. The members will be informed of the agenda at least 14 days before the meeting.
5. The agenda may be amended at any time during the meeting if supported by a simple majority of the members present.
6. All motions, motions to amend and motions to delete an agenda item submitted before the opening of the meeting will be made in writing.

Article 6

1. Each agenda item will be introduced by a brief report of the President of the Commission or Secretary General or the member of Commission responsible or by the invited person designated by the President of the Commission.
2. The item will be open to the floor for general discussion.
3. A speaker may not take the floor unless and until he has been given permission to do so.
4. The Chairman may set a time limit for speakers.
5. The Chairman will decide when to close the discussion unless a simple majority of the Commission members present decides otherwise.

Article 7

1. Decisions will be taken by voting.
2. Voting will be open, unless a simple majority of the Commission members present decides otherwise.
3. Decisions will be taken by a show of hands reflecting a simple majority of the votes cast. Abstentions will not be counted. In case of a tie the Chairman of the Commission will have the casting vote.
4. A vote may be taken by a roll call if the Chairman of the meeting or a simple majority of the members present request to do so.
5. Proposals which are unopposed will be taken as adopted.
6. Before each vote, the Chairman or a person designated by him for this purpose, will read the proposal and explain – if necessary – the voting procedure which is to be adopted.
7. Proposals will normally be voted on in the order in which they are introduced in the discussion.

ANNEX 6: Regulations governing Elections

In accordance with Article 31 of the Bye-Laws of OCR Europe, these regulations govern the elections and the appointments to the various positions within OCR Europe.

Article 2

In accordance with Article 31 of the Bye-Laws of OCR Europe, elections shall be held every four (4) years, at the time of the session of the General Assembly, which takes place the same year as the World Congress, but prior to it.

Article 3

In accordance with Article 31 of the Bye-Laws the following shall be elected by the General Assembly:

- a) The President of OCR Europe;
- b) The Treasurer of OCR Europe;
- c) The 23 other members of the Board of OCR Europe (both genders must be represented by at least two (2) people).

Article 4

Candidatures for the positions listed in Article 3 above shall be submitted as follows:

The national federations affiliated to OCR Europe must submit their nominations to the Secretary General of OCR Europe 60 days prior to the General Assembly.

Curriculum vitae and a letter of recommendation must accompany these nominations from the national federation, using the official forms issued by the Secretary General of OCR Europe.

Article 5

The General Assembly shall conduct the elections in the order of the positions listed in Article 3.

Article 6

On the year of elections (2020, 2024, etc.) the General Assembly shall take place in the city where the Offices of OCR Europe are located and will be organised by OCR Europe.

The elections shall be held under the supervision of the following bodies:

- a) An Electoral Commission composed of two (2) members, and the Secretary General as its Chairman. The 2 members of the Electoral Commission may not be candidates for election.
- b) Three (3) tellers who shall collect the votes, count them and inform the Electoral Commission of the results.
- c) The Secretary General shall put forward the names of the Electoral Commission members and the tellers for approval by the General Assembly.

Article 7

Candidates for the position of President and Treasurer may be proposed on an optional basis as a candidate to the Board of OCR Europe, should they not be elected President or Treasurer.

Article 8

Before the vote takes place, the candidates for the position of President shall be presented to the General Assembly as follows:

- a) Before the elections, each national federation, which has nominated a candidate for the presidency, shall have 3 minutes to explain the basis for the nomination to the delegates of OCR Europe.
- b) The candidate shall then have 5 minutes to make his or her presentation.

Article 9

The following voting procedure shall be observed for the election of the President and the Treasurer:

- a) Voting shall be carried out by secret ballot.
- b) If there are two or more candidates, the candidate who obtains an absolute majority (50% plus one of the delegates present) in any round shall be elected. If no absolute majority is achieved in the first round, the election shall be carried out by rounds of voting with successive elimination of the candidate receiving the least number of votes.
- c) The candidate receiving the greatest number of votes in the last round shall be elected.
- d) The Chairman of the Electoral Commission shall officially announce the result of the vote.

Article 10

The following voting procedure shall be observed for the election of the other 23 members of the Board:

- a) Voting shall be carried out by secret ballot.
- b) The delegate of each national federation represented at the General Assembly shall be entitled to cast its vote for 23 candidates. A ballot paper shall not be valid unless exactly 23 candidates have been supported.
- c) The 23 persons receiving the highest number of votes in the first ballot shall be deemed to have been elected, except that priority shall be given to ensure that from both genders are at least two (2) people elected as voting members of the Board of OCR Europe and that no two (2) of the 23 members of the Board of OCR Europe have the same nationality.
- d) In the case of a tie in the number of votes received by certain candidates, making it impossible to determine exactly the 23 successful candidates, then one (or more) subsequent ballot(s) shall be held for just those persons involved.
- e) The Chairman of the Electoral Commission shall officially announce the result of the vote.

Article 11

Should the Treasurer or one of the members of the Board of OCR Europe resign or become permanently incapacitated, the General Assembly shall elect a new Treasurer or member at its first session following the incapacitation or resignation of this Treasurer or member.

The new Treasurer or member elected shall replace the former Treasurer or member for the remainder of the term of office.

Article 12

In accordance with these Bye-Laws, the Board of OCR Europe shall designate the Vice-President, the member on the Central Board of FISO and 2 (two) members to the Executive Committee on the basis of a proposal by the President of OCR Europe, at its first meeting following its election by the General Assembly.

Article 13

In accordance with Article 20 of the Bye-Laws of OCR Europe, positions to the Permanent Commissions shall be appointed by the Board of OCR Europe at its first meeting following its election by the General Assembly.

The candidatures for the positions on a Permanent Commission shall be submitted according to the procedure set out in Article 4 above (paragraph 2 and 3).