



# **By Laws of the International Federation of Sleddog Sports**

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# By Laws of the International Federation of Sleddog Sports

## CHAPTER A: GENERAL

### A.1. NAME AND REGISTERED OFFICE

- 1.1 The name of the Federation shall be the International Federation of Sleddog Sports, also known as IFSS.
- 1.2 The registered office of the IFSS is established at Belgium, 1831 Diegem (Belgium), Grensstraat 7., judicial district of Brussels (Belgium).

The registered office may be transferred to any other location in the Flemish Region and Brussels Region by a simple decision of the Council, to be published in the Annexes of the Belgian Official Gazette. The decision of the Council shall not be considered as an amendment to the By-laws and shall thus not require a decision of the General Assembly.

### A.2. DESCRIPTION AND DURATION

- 2.1 The IFSS is a federation of national sled dog sports associations and other national or international organizations contributing to sled dog sports on an educational, scientific or technical level, whose members meet regularly and whose members retain their autonomy and independence within the limits mentioned in these By Laws and the regulations appertaining thereto.
- 2.2 The federation shall have perpetual existence as a non-profit Federation under its Federation name. The federation acquires legal personality from the date of recognition by Royal Decree.

### A.3 MISSION STATEMENT

The mission of the International Federation of Sleddog Sports (IFSS) is to promote comprehensive development, expansion and participation in sled dog sports in all their diverse aspects and to foster understanding and appreciation of the history and tradition of the use of sled dogs.

### A.4. OBJECTIVES

The principal objectives and purposes of the IFSS are to:

- 4.1 Collaborate with organizations having as their objectives the promotion of sleddog sports.
- 4.2 Gain Olympic recognition of sleddog sports.

- 4.3 Promote the education of the IFSS members on rules, regulations and procedures, thereby establishing proper conduct of all events which abide by the rules, regulations and procedures.
- 4.4 Promote the education of dog drivers and race officials throughout the world.
- 4.5 Strive for the uniform development of sleddog sports worldwide.
- 4.6 Promote the use of uniform race rules by members.
- 4.7 Maintain the authority and autonomy of its members.
- 4.8 Promote closer links between its members and any other sleddog sports organizations.
- 4.9 Convey to other organizations its views and decisions.
- 4.10 Coordinate and protect the common interests of its members.
- 4.11 Collect, collate, circulate and publish information to and among its members. This information has to be at least: the actual members of the IFSS and their number of votes, the valid By-Laws and rules of the IFSS, the members of the Council and their addresses, the minutes of the General Assemblies and of the Council meetings in the past two years. The means of the publication can be the Internet.
- 4.12 Inform and educate the members about the proper care and handling of sled dogs so as to ensure their humane treatment and to ensure identification and treatment of any health problem peculiar to the sled dog.
- 4.13 Effectuate the World Championships and other world events, and to establish the rules for such events.
- 4.14 Effectuate Continental Championships and other continental events, and to establish the rules for such events together with the involved federations and their representatives in the Council.

Other objectives may from time to time be defined by the General Assembly.

#### A.5. ELIGIBILITY (NON-DISCRIMINATION)

The IFSS shall by no means, or by any occasion, perform or support rules or regulations that:

- 5.1 Discriminate against any athlete for racial, political or confessional reasons.
- 5.2 Discriminate against any dog or team because of breed or non-registration.

## A.6. OFFICIAL LANGUAGE AND NOTICES

- 6.1 The Bylaws and other legal documents shall be written in Flemish and English. The Flemish version of the By-laws shall take precedence. If a difficulty in interpretation arises regarding the Flemish version, the English version shall serve as guidance on interpretation.
- 6.2 English shall be the working language of IFSS, without prejudice of the legislation on the use of languages in employment matters.
- 6.3 A notice or notification to a Member shall be deemed to have been properly delivered if it was sent to the last postal or e-mail address provided by the Member, in writing, to the Secretariat.
- 6.4 Notifications regarding administrative issues, suspension, expulsion, or dissolution shall always be sent by registered delivery.

## **CHAPTER B: MEMBERSHIP**

### B.1. General

- 1.1 Membership shall only be granted to organizations governed by management structures elected according to their own Statutes/Constitutions and which fall within one of the four classifications mentioned in B.2 through B.5 of this chapter.
- 1.2 Only Voting Members whose subscriptions are fully paid up and are otherwise in good standing (all liabilities to IFSS being paid) at the times of the particular vote or assembly may vote on that vote or at that assembly.
- 1.3 Any Voting member whose subscription is not fully paid up or is not otherwise in good standing at the time of the particular vote or assembly shall not have any vote on that vote or at that assembly or any right to speak except upon the invitation of the President or Chairperson.

### B.2. MEMBER CATEGORIES

#### 2.1 Voting Members

- 2.1.1 Organizations which are independent (self-governing) in all respects concerning sled dog sports, which have aims and objectives declared to be and agreed by the Council as being beneficial to the aims and objectives of the IFSS, and which seek to promote international interest in the sport of sled dog racing and related activities and to establish uniform rules and procedures for the conduct of sled dog racing that will foster the safety of the athletes and animals involved.
- 2.1.2 Voting Members include National Federations.

2.1.3 National Federations:  
Sled dog sports organizations (generally known as National Federations) which group together the majority of individuals within a country who practice sled dog sports, respecting the IFSS eligibility rule (A.5 above) and which hold regular competitions at a national level may be granted voting membership.

2.1.4 Only one organization per country shall be accepted as a Voting Member of IFSS.

## 2.2 Honorary Members

The International Sled Dog Racing Association (ISDRA) and the European Sled Dog Racing Association (ESDRA) are IFSS Honorary Members.

## 2.3 Associate Members

Groups or associations sympathizing with sled dog sports may be granted Associate Membership, provided said groups or associations have aims and objects declared to be and agreed by the Council as being beneficial to the aims and objectives of IFSS.

## 2.4 Provisional Members

2.4.1 Sled dog sports organizations which apply for membership but only partially qualify as Members may be approved for Provisional Membership by the Council.

2.4.2 All Provisional Memberships shall be reviewed annually by the Council with a view to recommending full membership to the General Assembly.

2.4.3 If after five years, a Provisional Member has not fully qualified to become a Voting Member or Associate Member, the Council shall have the power to withdraw such Provisional Membership.

2.4.4 Not more than two Provisional Memberships may be approved within a country with the aim to form a National Federation and apply for full membership.

## 2.5 Candidate Members

2.5.1 Sled dog sport organizations which apply for membership and which qualify as Voting Members or Associate Members may be approved for Candidate Membership by the Council.

2.5.2 The Council shall as soon as practical forward the Candidate Membership application to the Voting Members of the General Assembly, requesting that the Candidate Member be approved as either a Voting Member or an Associate Member.

### B.3. NEW MEMBERS

- 3.1 Signed applications for membership which include acceptance of IFSS By Laws shall be submitted to Executive Director, together with, in English:
  - a) A copy of the documents (statutes, constitution, by laws) which state the purposes or objectives of the organization,
  - b) A copy of the organization's competition rules and procedures,
  - c) The names, titles, e-mail addresses, addresses and telephone/fax numbers of at least two key executives of the organization,
  - d) A statement concerning the latest competition at a national or international level, if any, in which the organization was involved, including dates, classes raced, winners, and the extent of the organization's involvement.
  - e) A list of individual and organization members of the organization.
  - f) For national organizations, an estimate of the number of their nation's drivers who participate in sled dog races in their country.
- 3.2 Investigations as to the bona fides of any applicant organization shall be conducted by the Council.
- 3.3 Candidates for membership shall, if so requested, prove to the satisfaction of the Council that the activity which they control does not conflict with or is not in rivalry with an already existing Member of the IFSS.
- 3.4 Only Voting Members may, with a 2/3 majority, approve membership in the Voting Members and Associate Members classifications.
- 3.5 Only the Council may, with a 2/3 majority, approve membership in the Provisional Members and the Candidate Members classifications.

## **CHAPTER C: GENERAL ASSEMBLIES**

### C.1. THE GENERAL ASSEMBLY

- 1.1 The supreme governing body of the IFSS is the General Assembly, which all Members have a right to attend.
- 1.2 The General Assembly shall convene when decided by the Council, but at least every two years.

1.3 The General Assembly shall have the right, subject to these By Laws and the regulations appertaining thereto, to do all things relevant to the objectives of and approved by and on behalf of the IFSS.

1.4 The President shall preside over every meeting of the General Assembly.

If the President is absent or unwilling to preside, then the First Vice President shall preside as the Acting President.

## C.2. EXTRAORDINARY GENERAL ASSEMBLY

2.1 At the request of the Council or upon receipt by the Executive Director of a written request from at least 1/3 of the votes of the Voting Members, an Extraordinary General Assembly may be convened. The Extraordinary General Assembly shall take place within 90 days after receipt of the request from the Council or from the Voting Members by the Executive Director. A minimum of 30 days notification shall be given to the Members by First Class mail or by e-mail.

2.2 Extraordinary General Assemblies shall be conducted according to the same provisions that apply for General Assemblies, unless otherwise expressly provided for or evident from the context of the particular Extraordinary General Assembly.

2.3 The notification shall include the details of the reasons for convening the Extraordinary General Assembly. No business other than that specified in the notification shall be conducted at such Extraordinary General Assembly.

## C.3. DELEGATES

A Delegate is a representative from a Voting Member who may attend any meeting of the General Assembly with the right to speak and make motions at any General Assembly including an Extraordinary General Assembly.

3.1 The maximum number of Delegates from a Voting Member who may attend any meeting of the General Assembly with a right to speak and make motions is the same as the number of votes the Voting Member is allowed to cast according to these By Laws.

3.2 All Delegates other than the President, Chairperson or Secretary General of the Member shall send to the Secretariat (if time permits) but in any case must bring with them a letter of authority signed by one of the three officers referred to above.

3.3 A Council Member may also be a Delegate for a Voting Member.

## C.4. OBSERVERS

4.1 Any organization which has applied for membership (i.e. Provisional Members, Associate Members, Candidate Members) or is considering applying for membership in



IFSS may be given the status of “Observer” by the Council. This status shall not carry any right to speak except upon the invitation of the President or Chairperson.

- 4.2 Honorary members are given the status of permanent “Observers”.
- 4.3 Observer status may, for just cause, be granted to other organizations or individuals.
- 4.4 Observer status will normally be granted for one General Assembly unless the Council finds there are extenuating circumstances and authorizes as extension of such status.
- 4.5 The IFSS will make no charge or fee to any organization for its participation in the General Assembly as an observer.

#### C.5. CALLING NOTICE

- 5.1 At least three months before the starting date of the General Assembly, the President shall send a formal calling notice of the meeting to all Members. The notice shall contain a request for any items which any Member may wish to have included on the agenda, to be sent to the President within six weeks before the meeting. The postage dates are valid.
- 5.2 At least four weeks before the General Assembly meets, the President shall circulate the agenda as prepared by the Council and including any items referred to in Article C.6.6 of these By Laws.
- 5.3 Any proposals for subsequent amendment of the agenda must be sent in writing to the President at least two weeks before the meeting, and should eventually be approved of by the General Assembly.
- 5.4 Together with the Agenda, the Secretariat shall circulate details of any membership application and a brief description of and results of any investigations made by or on behalf of the Council. Objections to or reservations held regarding such membership application must be communicated immediately to the President together with the reasons for such objection or reservation.
- 5.5 The calling notice and all subsequent correspondence between the IFSS Council and the members can be sent by electronic mail to the official members’ e-mail addresses.

#### C.6. PROGRAM AND AGENDA

- 6.1 General meetings of the IFSS shall be so arranged that they shall not exceed two full working days whenever possible.
- 6.2 The agenda for the General Assembly (other than Extraordinary Sessions) shall contain the following items, to be dealt with in the following order.
  - a) Opening of the meeting.

- b) Statement of legality and quorum.
- c) Approval of the agenda.
- d) Election, if necessary, of the chairperson and secretary of the meeting in session.
- e) Election of one steward and two scrutineers, chosen from amongst the attendees who are not nominated for any Office. They will be in charge of all operations in connection with the elections and the counting of votes in any respect.
- f) Election of two inspectors of the minutes.
- g) Approval of the Annual Report of the Council.
- h) Approval of the Annual Reports of the Offices of the Council.
- i) Approval of reports from commissions and review of reports from committees.
- j) Approval of the audit reports for the previous fiscal years since the last approved Audit Report (if applicable).
- k) Exoneration of the Council upon approval of the Audit Reports.
- l) Ratifying of Amendments to the By Laws, provided that the motions for said amendments have been presented in due time.
- m) Ratifying of regulations provided for in the By Laws, on condition that the motions have been presented in due time.
- n) Ratifying of motions presented in due time. The Assembly may, with a 2/3 majority, decide also to deal with motions presented too late, provided topics require only a simple majority.
- o) Stipulation and approval of the budget.
- p) Election of the Offices of the Executive Board vacant at the meeting in session.
- q) Election of two Auditors.
- r) Creation of Commissions and election of Commission members.

6.3 All items requiring a decision to be made by the IFSS shall be in writing.

6.4 No resolution shall be discussed in the absence of a Delegate able to speak on the resolution on behalf of the proposing Member if so required.

6.5 No resolution (proposition, proposal, etc.) shall be accepted from the floor, other than formal ones relating to adjournment or that the vote now be taken.

6.6 Papers/documents for information, discussion, or decision shall not be read to the General Assembly. They shall be circulated or distributed among the Members prior to the meeting. The author may then elaborate on any points he/she believes necessary by permission of the President or the Chairperson. The paper/document may then be discussed and the author questioned by the Delegates during such period of time as the President shall, subject always to the overriding authority of the General Assembly, so decide.

## C.7. VOTES

7.1 The Voting Members shall be granted a number of votes at the General Assembly according to the following scale:

7.1.1 Not more than 100 participants: One vote.

- 7.1.2 From 101 to 200 participants: Two votes.
- 7.1.3 From 201 to 300 participants: Three votes.
- 7.1.4 From 301 to 400 participants: Four votes.
- 7.1.5 More than 400 participants: Five votes.
- 7.2 A new Voting Member shall, in its first participation in the General Assembly as a Voting Member, be granted the votes set forth in C.7.1 above.
- 7.3 For subsequent General Assemblies, said Voting Member may request a higher or a lower number of votes according to its number of participants. This request shall be approved by the Council if satisfactory documentation is presented to the Council at least 2 months before the General Assembly.
- 7.4 Between General Assemblies a Voting Member may request a higher or a lower number of votes according to its number of participants. This request shall be approved by the Council if satisfactory documentation is presented to the Council by August 1<sup>st</sup> in years without a General Assembly. The new number of votes and the corresponding membership fee will apply then.
- 7.5 Before a General Assembly, any Voting Member may be requested to present to the Council documentation proving their number of participants (i.e. list of individual members or list of member clubs with their respective number of individual members). If no satisfactory documentation is provided, said Voting Member shall be granted one vote only.
- 7.6 Participants are all those citizens of the Member's country who are members of the National Federation either directly as individuals or as members of organizations which belong to the National Federation.
- 7.7 In regards to the specific organization of the sports in North America, Canada and USA may have up to 5 votes each without justifying their number of participants as defined in § 7.5 above providing they have paid the corresponding membership fee and are otherwise in good standing.

#### C.8. VOTING AT ASSEMBLY MEETINGS

- 8.1 All Voting Members shall have the number of votes described in Section C.7. One Delegate from a Voting Member organization may have all the votes assigned to his or her organization.
- 8.2 Members of the Council shall each have one vote. The President or the Chairperson shall have a casting vote.

- 8.3 Honorary, Associate, Provisional and Candidate Members shall have no votes, but shall have the right to be recognized and to make motions.
- 8.4 Voting shall be by a show of hands, unless two or more Voting Members should request a secret ballot.
- 8.5 Votes may be cast by Proxy under the following conditions:
  - 8.5.1 The Member voting by Proxy shall provide signed and dated authorization to the Chairperson of the meeting in session stating that the named person may vote on behalf of that Member or Council Member at that specific meeting on either one or more of the agenda items, or on all proposals which are to be voted on.
  - 8.5.2 Member Proxies shall be signed by two officers of the Member. Proxies may be sent by e-mail and should either be a scanned copy of a printed proxy signed by two officers of the Member or be two e-mail messages each one sent by an officer of the Member.
  - 8.5.3 The item or items to be voted on are proposed in essentially the same content as contained in the Agenda.
  - 8.5.4 A Member (Voting Members and members of the Council) may carry no more than 5 proxy votes.
  - 8.5.5 Council members voting by proxy must only provide their authorization to other Council members following the procedure set out in article D.1.8.1 below.
- 8.6 The voting majorities required are:
  - 8.6.1 For resolutions of recommendation to the Members, dissolution, suspensions and expulsions, changes in By Laws, declarations of principle: more than 2/3 of the votes present and voting in favor.
  - 8.6.2 For a point of order, for an election, for new regulations or amendments, and for race rules and procedures: more than 50% of the votes present and voting in favor.

#### C.9. VOTING BETWEEN ASSEMBLY MEETINGS

- 9.1 Voting may be conducted between Assembly meetings by Voting Members on proposals sent to them by the Council only in accordance with procedures set forth in this section.
- 9.2 The Council vote shall be at least 50% in favor of submitting the proposal to Voting Members.

- 9.3 The vote by each Voting Member, including Council Members, shall be by mail, fax or e-mail and must be submitted by the President, Chairperson or Secretary General of that Member's organization.
- 9.4 Each Voting Member's vote shall be counted as being the same number of votes as that Voting Member had at the conclusion of the last General Assembly meeting, or if any subscriptions or other fees are paid following a General Assembly, the number of votes corresponding to the membership fee paid.
- 9.5 Voting majority requirements for approval are the same as for Assembly meetings.

#### C.10. ELECTIONS

- 10.1 Voting for elections at the General Assembly shall always be by secret ballot.
- 10.2 An election is effective with an absolute majority. If there are more than two nominees for an office, and no one obtains an absolute majority, there shall be subsequent rounds of voting. The nominee with the least number of votes from the previous round shall be excluded from the next round, until a nominee has achieved an absolute majority. If there is only one nominee for an office, the same voting procedure shall apply. If after three rounds of votes the nominee fails to obtain the required majority, the election will be suspended and § D.3.2 of the By Laws will apply.

#### C.11. QUORUMS

- 11.1 The quorum for general business of the General Assembly shall be 50% of the votes of the Council Members and paid-up Voting Members.
- 11.2 The quorum for business entailing changes to these By Laws, regulations appertaining thereto, or the dissolution of the Federation shall be 2/3 of the votes of the Council Members and paid-up Voting Members.
- 11.3 There shall be no quorum required for e-mail votes of the voting members.
- 11.4 If a quorum is not obtained at a General Assembly ("Non Quorum General Assembly"), the Council shall chose between calling for a new General Assembly meeting or proceeding by mail vote as per C.9 above.
  - 11.4.1 Where the Council calls for a new General Assembly meeting, said meeting will take place within 90 days of the Non Quorum General Assembly. The Council will liaise with the Voting Members as to the place and date for the new General Assembly before making its decision. The place and date for the new General Assembly shall be determined within 30 days of the Non Quorum General Assembly and new calling notice must be forwarded to all Voting Members within 15 days after determination of the new General Assembly. No quorum will be required for the new General Assembly to

determine the issues stated on the agenda of the Non Quorum General Assembly. In order for any issues to be determined that were not on the original agenda, a quorum as set out in Articles C.11.1 and C.11.2 is required.

- 11.4.2 During the period between the Non Quorum General Assembly meeting and the new General Assembly meeting, the status quo shall apply.

## **CHAPTER D: THE COUNCIL**

### **D.1. GENERAL**

- 1.1 The Council shall consist of the President, the Vice President of Sport, the Vice President of Development, the Vice President of Economic Affairs, an athletes' delegate and Continental Directors as specified in Article D.1.3 and D.1.4 below. In the absence of the President, the Chairperson shall be the First Vice President as specified in D.3.6 below. The responsibilities of the Council members and other official positions are described in a separate document, annex to these By Laws.
- 1.2 The Executive Board consists of the President and the three Vice Presidents. The President and the three Vice Presidents shall be elected by the Voting Members present or represented at the General Assembly.
- 1.3 The chair person of the Athletes Committee shall be the Athletes delegate in the council. Each continent has a representative in the Committee, nominated by the corresponding Continental Director. The members of the Athletes Committee should have participated in at least a national, continental or world championship during the four years prior to the election. The chair person shall be elected among the Athlete Committee members. In case of a tie vote, the President will cast a deciding vote.
- 1.4 The Continental Directors must be from a voting member within the respective continent whose subscriptions are paid up and otherwise are in good standing at the time of the election.
  - 1.4.1 The Continental Directors shall be elected by voting members within the respective continent whose subscriptions are otherwise paid up and are otherwise in good standing at the time of the election.
  - 1.4.2 The regular election of Continental Directors shall take place by mail or email vote after the due date for membership fees as specified in F.2.2. in the year of the General Assembly. The Executive Director shall conduct the elections for each region. Each continental Voting Member shall have one vote in the election. The outgoing Continental Directors will remain in office until the end of the General Assembly at which time the incoming Continental Directors take office.

- 1.4.3 In case of a Continental Director's election ending in a tie between the two highest polling candidates:
  - 1.4.3.1 If there were more than two candidates who received votes, then the respective Continental Voting Members shall all vote again but only in respect of the two tied candidates;
  - 1.4.3.2 If there is still a tie after the procedure in clause 1.4.3.1 above or there were only two candidates who received votes, then the President shall have a casting vote.
- 1.4.4 In case no Continental Director can be elected for a given region prior to a General Assembly, the status of the Voting Members will be reviewed by August 1<sup>st</sup> of the following year and a Continental Director's election will be conducted providing the conditions defined in clauses D.1.3 and D.1.4 are met. The Continental Director elected under these conditions will be in office for the remaining of the period until the next General Assembly (one year).
- 1.5 Continents eligible to elect Continental Directors, are as follows:
  - 1.5.1 Europe, including Russia
  - 1.5.2 North America
  - 1.5.3 South and Central America including Mexico and the Caribbean;
  - 1.5.4 Africa;
  - 1.5.5 Asia;
  - 1.5.6 Oceania, including Australia, New Zealand, Melanesia and Micronesia;
- 1.6 No more than two Executives from the same country may serve on the Council at the same time, nor shall the Council be comprised of Executives all residing on the same continent.
- 1.7 Council members shall each have one vote.
- 1.8 Votes may be cast by Proxy at Council meetings under the following conditions:
  - 1.8.1 The Council Member voting by Proxy shall provide signed and dated authorization to the Chairperson of the meeting in session stating that the named Council Member may vote on behalf of that Council Member at that specific meeting on either one or more of the Agenda Items or on all proposals which are to be voted on.
  - 1.8.2 Proxy votes shall be recorded as votes by the Council Member with the annotation that it was a Proxy vote.

- 1.9 The Executive Director and the Treasurer shall be appointed by the Council. They may be the same person or two different persons. Their assignments and status shall be decided by the Council.
- 1.10 An Executive Board member may hold a Director's position in the Council and a Council member may hold an appointed position providing there is no conflict of interest between the two positions.

## D.2. THE COUNCIL'S AUTHORITY

- 2.1 The Council shall, between meetings of the General Assembly and subject to the authority of the General Assembly and to these By Laws and the regulations appertaining thereto, be empowered to manage the business and purposes of the IFSS.
- 2.2 The Council shall, between meetings of the General Assembly, be empowered to review and approve the yearly financial audit.
- 2.3 Unless specified otherwise, the decisions voted for by the Voting Members at the General Assembly or between General Assemblies shall be implemented by the Council within three months after the vote. Failing to do so shall result in sanctions imposed by the Disciplinary Committee to the Council or some of its members in accordance with the IFSS Disciplinary provisions.
- 2.4 The Council shall meet at least once prior to the meeting of the General Assembly and once immediately after the meeting of the General Assembly. Between General Assembly meetings the Council shall manage the business of IFSS using all communication means available, telephone, e-mail, video communications (Skype, video conference) in order to minimize transportation costs.
- 2.5 The Executive Board shall meet at least once during each year of its period of office. When the President is unable to attend the meeting, the First Vice President shall be designated to conduct the meeting as Acting President. When the Executive Director is unable to attend the meeting, an acting secretary will be appointed by the Executive Board. Minutes of the meeting shall be made available to the Council members.
- 2.6 Immediate action may be taken by the Council at any time provided a majority of the Council Members vote for such action by mail, fax, e-mail or telephone. Telephone votes are to be confirmed by the Council Members in writing to the Executive Director of the Federation. All voting action must be recorded by the Executive Director.
- 2.7 Between Council meetings, the Executive Board shall deal with the current affairs in cooperation with the Executive Director and the Treasurer. They shall be responsible for the day to day running of the Federation, subject to the authority of the Council and the General Assembly.
- 2.8 The Council may appoint committees to handle specific activities for the IFSS. The committees shall have only as much authority as the Council delegates to them.



- 2.9 The quorum for meetings of the Council shall be the President or the Acting President, and as many of the Vice Presidents and Continental Directors present or voting by proxy that not less than fifty percent (50%) of the Council votes are present or represented. The members constituting the quorum must represent at least two continents.
- 2.10 No quorum is required for votes on formal proposals called and published by the Executive Director or presiding Executive to the Council e-mail addresses of record.
- 2.11 An elected Council Member who does not vote within 14 days on any formal proposal called and published by the Executive Director or presiding Council Officer to the Council e-mail addresses of record, with subsequent notification attempted by phone or fax to the number of record within 5 days if email receipt is not confirmed, will be considered delinquent and warned by the Executive Director or presiding Officer.
- 2.12 An elected Council Member who does not vote on any two or more consecutive formal proposals called and published during a period of no less than 30 days shall be automatically suspended from office and from all Council rights and authority, and shall be replaced consistent with D.3.2.

#### D.3. COUNCIL ELECTION PROCEDURE

- 3.1 The term for office for Continental Directors shall be from one General Assembly to the next and not less than two years except in cases defined in clause D.1.4.3 above. The term for office for the Executive Board shall be not less than four years. In order to avoid the possible replacement of the entire Executive Board at the same election, the President and the Vice President of Development shall be elected at one General Assembly and the Vice President of Sport and the Vice President of Economic Affairs shall be elected at the following General Assembly. Council Members are eligible for re-election.
- 3.2 If a Council Member resigns before the term of office is complete, or is suspended from office, the vacancy shall be filled by an e-mail vote of the Voting Members or the Voting Members within the respective continent, where applicable, within three months of the vacancy.
- 3.3 If the President's position is vacant as described in § 3.2 above or if the President requires a temporary replacement, the First Vice President shall act on his or her behalf until the President returns in office or is replaced.
- 3.4 Nominations for Executive Board positions shall be made in writing to the Executive Director at the latest before the beginning of the General Assembly when the elections are going to take place. The President shall issue a notice indicating the deadline to be observed, together with the General Assembly working papers. The deadline shall not exceed two weeks before the date of the General Assembly. Nominations which arrive

after the deadline shall not be taken into consideration unless decided otherwise by the General Assembly.

- 3.5 A nominee may simultaneously be a candidate for several different Executive positions within the Council; election to a given Executive position invalidates application for the other positions.
- 3.6 Within 30 days after the election of a new Vice President, the Council will elect the First Vice President among the three Vice Presidents in office. The responsibility of the First Vice President will be to replace the President as Acting President when the President's position is vacant or the President requires a temporary replacement.

## **CHAPTER E: COMMISSIONS**

### E.1. COMMISSION MEMBERS

- 1.1 Commission members shall be elected by the General Assembly. Each commission comprises a minimum of a Chairperson and two Commission Members. They report to the Council, which informs the members of their activities and recommendations or decision.

### E.2. NOMINATING COMMISSION

- 2.1 The Nominating Commission shall secure nominations for the Council offices of President and Vice Presidents and for Commission Members (except for the Nominating Commission itself). It shall make every reasonable effort to present more than one qualified consenting candidate for each position.
- 2.2 At least six weeks before the General Assembly, the Nominating Commission shall submit its nominations, together with the names of other candidates which have been presented by Members to that date, to the Executive Director. These nominations will be included in the General Assembly's working papers. Other nominations may be presented by Members at the General Assembly as specified in Article D.3.4.
- 2.3 None of the Nominating Commission's Members may hold other Statutory Offices of the Federation.

### E.3 LEGAL COMMISSION

- 3.1 Each member shall hold a graduate degree in law, such as LLB or JD, or be licensed to practice law. To the extent possible, at least one member shall be licensed to practice law in the country of incorporation of the IFSS.
- 3.2 The Legal Commission shall:

- 3.2.1 Investigate the need and make proposals to correct or improve the By-Laws and other IFSS regulations.
- 3.2.2 Investigate the need and make proposals to correct discrepancies between regulations or between new proposed regulations and existing ones, and to correct nebulous wordings. The Commission is not intended to comment on the justification of the regulations.
- 3.2.3 Through the Executive Director, furnish the Members with updated versions of the regulations, when needed.
- 3.2.4 Review all proposals for By-Laws amendments, new rules and rules amendments, and submit its recommendations to the deciding body.
- 3.2.5 Submit its opinion when questions of interpretation arise.
- 3.2.6 Oversee implementation and application of IFSS regulations.

## **CHAPTER F: FINANCES**

### **F.1. GENERAL**

- 1.1 The IFSS shall be financially bound, within the limits of the approved budget, by the signature of the Vice President of Economic Affairs or the President or the Executive Director, as decided by the Council, and by the joint approval of the President and Vice President of Economic Affairs or the First Vice-President and Vice President of Economic Affairs.
- 1.2 Voting Members, Associate Members and Provisional Members shall only be financially bound within the limits of their annual subscriptions to the IFSS.
- 1.3 The fiscal year of the IFSS shall be from April 1<sup>st</sup> through March 31<sup>st</sup>, with exception of the first fiscal year that starts from the day of incorporation until the following March 31<sup>st</sup>.
- 1.4 The financial records of the Federation shall be audited annually by two auditors elected from among the members. The report shall be presented to and approved by the Council and/or the members following the close of the fiscal year.

### **F.2. MEMBERSHIP FEES**

- 2.1 All members of the IFSS shall pay an annual membership fee related to their number of votes at the General Assembly.
- 2.2 The amount of the membership fee for the year to come shall be established by the Council and the members shall be informed before the end of the current fiscal year. All

fees shall be payable in US or EURO funds or the equivalent as per the terms of payment specified on the invoice issued by the Vice President of Economy and which will be not less than 30 days. Membership fees are delinquent if not paid in due time. Membership invoices cannot be issued before the beginning of the fiscal year.

- 2.3 The Council may, for just cause, grant Associate Members, Provisional Members, and Candidate Members free Membership or reduced membership fees.

## **CHAPTER G: RESIGNATION, SUSPENSION AND EXPULSION**

### G.1. RESIGNATION

- 1.1 A Member may resign at any time, provided that at the time of resignation that Member has no outstanding liabilities to IFSS.
- 1.2 Resignation shall take effect immediately upon receipt by the Executive Director of a notice of resignation signed by the President or Chairperson and the Executive Director or Treasurer of the Member, and shall be reported to the next General Assembly by the Executive Director of the IFSS.
- 1.3 A member who has not paid its membership fee for one year and is in arrears on the payment schedule of the following year according to the term of payment specified on the membership invoice should be considered as resigning and shall be handled as such. The resignation is not effective until it is accepted at a Council meeting. It will be reported to the next General Assembly by the Executive Director of the IFSS.

### G.2. SUSPENSION

- 2.1 A Member may be suspended from membership by a unanimous decision of the Council or a 2/3 majority decision of the General Assembly for any of the following reasons:
  - 2.1.1 Non-payment of any liabilities to the IFSS;
  - 2.1.2 Failing to pay any annual membership fee due to IFSS after receiving at least one written notice from the Council or the Treasurer that the Member is in arrears;
  - 2.1.3 Failure to comply with the provisions of these By Laws or the regulations appertaining thereto.
- 2.2 Suspension of membership by the Council may be appealed at the next immediate General Assembly.

### G.3. EXPULSION

- 3.1 A member shall be expelled from membership in the IFSS on a resolution passed by a 2/3 majority of the IFSS in General or Extraordinary General Assembly for any of the following reasons:
  - 3.1.1 Refusal to pay any liabilities due to IFSS;
  - 3.1.2 Non-payment of any membership fees due to IFSS for two or more years;
  - 3.1.3 Refusal to comply with the provisions of these By Laws or the regulations appertaining thereto;
  - 3.1.4 After having been suspended for at least one year, and the reason for suspension still prevails.

## **CHAPTER H: FINAL STIPULATIONS**

### H.1. REGULATIONS

- 1.1 Regulations governing penalties for offenses and regulations governing the World Championships shall be approved by the Voting Members and the Council either at the General Assembly (§ C.6.2.m of the By Laws) or by a mail vote.
- 1.2 Sanctioning of classes and special regulations for the Continental Championships shall be decided by the continental member federations and their representative in the Council. The sanctioned classes should be described in the Race Rules.
- 1.3 The content of the annexes attached to these By Laws shall be decided by the Council.
- 1.4 Other regulations shall be decided by the Council.
- 1.5 Regulations shall be reviewed regularly and revised as needed.

### H.2. INTERPRETATION

- 2.1 The authority for interpreting any dispute arising out of these By Laws, and any regulations appertaining thereto, shall reside in the President, who shall seek the advice of the Legal Commission, of the Council or the General Assembly before making the final decision.
- 2.2 Any dispute arising from these By Laws and other IFSS regulations which cannot be settled amicably shall be settled finally by a tribunal composed in accordance with the Statutes and Regulations of the Court of Arbitration for Sport. This shall exclude any recourse to ordinary courts. All parties shall comply with the Statutes and Regulations of the Court of Arbitration, and shall accept in good faith and in no way hinder the execution of any ruling that it makes.

- 2.3 Disputes between IFSS and any of its Members which are not settled finally by a decision within IFSS may be submitted for arbitration by any of the parties to the Court of Arbitration for Sport. Any decision made by this court shall be without appeal and binding on the parties concerned.

### H.3. MODIFICATION OF THE BY LAWS

- 3.1 These By Laws shall come into force when approved by the General Assembly. They may only be modified or rescinded by the Voting Members and the Council at a General Assembly, Extraordinary General Assembly, or by mail vote, according to the procedures prescribed in the Bylaws.
- 3.2 Nevertheless, such modification shall never alter the major principles in these By Laws.

### H.4 DISSOLUTION OF THE ASSOCIATION

- 4.1 The association can only be dissolved by the Voting Members at an Extraordinary General Assembly according to the procedures prescribed in the Bylaws (§ C.2 and C.11.2).
- 4.2 The General Assembly shall also decide with a simple majority of the votes:
  - 4.2.1 The appointment, powers and remuneration of the liquidators,
  - 4.2.2 The methods and procedures for the liquidation of the Association
- 4.3 The assets and the liabilities of the Federation shall be dispersed as provided for by the legal regulations of the country of registration and by the Voting Members at the Extraordinary General Assembly.
- 4.4 The decision shall be published in the Annexes to the Belgian Official Gazette.

# ANNEXES

## POSITION DESCRIPTIONS

### ***PRESIDENT:***

The role and function of the President are:

1. To have general active management of IFSS;
2. Be the IFSS main contact with the IOC and SportAccord;
3. Promote sled dog sports activities to the world sports community.
4. When present, to preside at meetings of the Executive Board, Council and membership;
5. To see that orders and resolutions of the Council and membership are carried into effect;
6. To report to the Council and membership at each General Assembly;
7. To approve monetary expenditures;
8. To negotiate contracts with RGOs organizing IFSS international championships or other main IFSS events not delegated to other Council members.
9. To oversee the doping control activities
10. To maintain records;
11. To perform other duties as prescribed by the Council and membership in accordance with the IFSS by laws.

### ***VICE PRESIDENTS:***

The role and function of the Vice-Presidents:

#### **1<sup>st</sup> Vice President**

1. To preside over meetings or meeting agenda items when the president is absent or unable to preside or challenges himself or herself when it would be appropriate;

#### **Vice President of Sport**

- 1 To implement the World Championships contracts and oversee the running of the IFSS World Championship events;
- 2 To oversee the IFSS Accreditation/World Cup program;
- 3 To oversee the sport committees;
- 4 To submit a quarterly report to the President
- 5 To submit a yearly report to the President of goals/planning for the upcoming year.

#### **Vice President of Development**

1. To oversee the following activities:
  - a. Membership
  - b. Youths

- c. Registered Nordic Breeds
  - d. Sport for All
  - e. Equity and Solidarity
  - f. Handicapped Programs
2. To submit a quarterly report to the President
  3. To submit a yearly report to the President regarding the status of new and potential member organizations;
  4. To plan strategy/goals for development of the sport in countries and for members.

### **Vice President of Economic Affairs**

- 1 To assist the President or Vice President in the performance of their duties;
- 2 To oversee the activities of the treasurer(s) in order to keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the IFSS in the books belonging to the IFSS;
- 3 To disburse or request the treasurer to disburse the funds of the IFSS as may be directed by the President or Vice Presidents;
- 4 To prepare a quarterly report of all transactions and a statement of the financial position of the IFSS to be submitted to the Executive Council;
- 5 To assist the President or the Vice President in drawing up the IFSS fiscal budget to be submitted to the Executive Board, Council and Members;
- 6 to send out membership dues notices (invoices) and receipts to members;
- 7 To arrange for audited financial statements to be submitted to the Executive Council and to the members at the bi-annual General Assembly or other meetings;
- 8 To fulfill any other duty, or duties, that may be assigned by the Executive Council.
- 9 To submit a quarterly report to the President.
- 10 To prepare a yearly report of IFSS transactions.

### ***DIRECTORS:***

#### **Continental directors:**

The role and function of the Continental Directors are:

- 1 To represent the IFSS member Federations from said Continent in the IFSS Council
- 2 To be responsible for the Continental Championships if decided by said members:
  - 2.1 Solicit bids,



- 2.2 Negotiate collaboration contracts with Race Giving organizations,
- 2.3 Submit proposal to the approval of the continental national members
- 2.4 Oversee the organization of the continental championships
- 3 To be responsible for the Continental Cups if decided by said members
- 4 To receive accreditation application from races in one's continent for Continental and World Cup programs
- 5 To give the Accreditation Committee input as to the quality of accreditation applications, gained from knowledge of races in his/her own region.
- 6 To represent his/her continent at World Championships within the continent
- 7 To liaise with the World Championship RGO (when World Championship is conducted in his/her region) when necessary and appropriate.
- 8 To promote and coordinate education within the Continent.
- 9 To promote and coordinate races within the Continent.
- 10 To create Continental committees as required
- 11 To submit a quarterly report to the President.
- 12 To give a yearly report to the National federations and the Council

### **Athletes Delegate:**

The role and function of the Athletes delegate are:

- 1 To represent the interests of the athletes worldwide in the Council;
- 2 To submit proposal to the ad hoc committees regarding race rules, race organization, world championship classes, etc. all subject of primary interest to the athletes.
- 3 To submit a quarterly report to the President.

### ***APPOINTED POSITIONS***

#### **Executive Director**

The IFSS Executive Director shall have the following duties:

- 1 to assist, as requested, the President or Vice Presidents in the performance of their duties;
- 2 to record in the books to be kept for that purpose, all votes and minutes of the meetings of the Executive Board, Council and General Assembly;
- 3 to generate highlights of the Executive Board meeting and distribute them to the Council members.
- 4 To distribute minutes of the General Assembly to the Member Federations.
- 5 to carry out any correspondence that may be directed by the President, the Executive Board, the Council or the General Assembly;
- 6 to keep and maintain files of all documents in writing of the IFSS;

- 7 to provide information concerning Sled dog Sports to interested parties;
- 8 to assist the President in drawing up agenda of the bi-annual meeting of the General Assembly: to include the propositions from the Council and Members, and to send this agenda to the Executive Council and Members in accordance with the IFSS By Laws;
- 9 to distribute the bi-annual General Assembly report to the Council and Members;
- 10 to ensure the publication of all IFSS World Championships and World Cup Series;
- 11 To oversee the IFSS websites management
- 12 to conduct IFSS Sleddog Surveys when requested by the Executive Board;
- 13 to represent the IFSS when requested by the Executive Board;
- 14 to fulfill any other duty, or duties, that may be assigned by the President, Council or General Assembly.
- 15 to provide letters of invitation for IFSS events for athletes for VISA purposes.
- 16 To be an ex officio member of the committees.

### **Secretary(ies)**

The IFSS Secretary(ies) shall have the following duties:

- 1 to assist, as requested, the Executive Director in the performance of his/her duties;

### **Treasurer(s)**

- 1 To keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the IFSS in one's geographical area of responsibility;
- 2 To disburse the funds of the IFSS as may be directed by the Vice President of Economic Affairs, taking proper vouchers for such disbursements;
- 3 To provide reports and data requested by the Vice President of Economic Affairs;

### **Web Manager**

1. To manage the websites as instructed by the President or the Executive Director

2. To report social network activities to the President and the Executive Director
3. To input IFSS information on the social networks as instructed by the President or the Executive Director.
4. To forward to the concerned Executive(s) the questions sent to the IFSS via the websites or the social networks
5. To report at least on a quarterly basis the amount of activities (hits) on the IFSS websites and social networks.