

# **ISBHF PROCEDURE REGULATIONS**

## **I ISBHF CONFERENCE**

### **§ 1 ISBHF CONFERENCE**

1.1 The Annual Conference is the superior body of ISBHF. It is held every year. The conference is called to order by the ISBHF Board or by a quorum of the members. Member delegates are elected by their National Association (NA), in accordance with the ISBHF Election Regulations. Each member in good standing has votes based on their level of membership.

1.2 An emergency conference may be called by at least one-third of members. The Board must appoint the date and the place within 30 days after receiving the call from one-third members.

1.3 The conference

- reviews the ISBHF Board annual report
- reviews the reports of Board members
- approves organisers of the world and continental championships
- determines the program for the next period
- approves the future financial workings of ISBHF
- monitors the fulfilment of member's duties to ISBHF
- approves marketing report

### **§ 2 NOMINATION TO THE CONFERENCE**

2.1 All member associations may be represented by one delegate who must be member of their national association.

2.2 If the delegates does not speak English the delegation is entitled to bring one interpreter at its own expenses.

2.3 The members may excuse their participation latest 30 days after receiving the invitation. The NA may substitute a delegate. If the delegate cannot attend, a letter certifying another NA member is taking his/her place is to be sent to the ISBHF Office. Otherwise their vote right is suspended for the Conference.

2.4 Full members must attend the ISBHF Annual Conference. Failure to attend subject to fine.

2.5 Observers may be invited by any ISBHF Board member to Conference.

### **§ 3 CONFERENCE LOCATION**

3.1 Whenever possible, the Conference shall be held by rotation in member's countries by subject to reasonable cost.

### **§ 4 NOTICE OF CONFERENCE**

4.1 The invitation to the Conference or Emergency Conference is to be sent 60 days prior the session. Notice of the time and the place of each Conference shall be given by mail or e-mail.

### **§ 5 MOTIONS AND PROPOSALS**

5.1 All proposals and motions of the member Associations shall be sent in to the official address of the ISBHF at latest 30 days in advance of the Conference.

### **§ 6 QUORUM AND VOTING**

6.1 A quorum shall be formed when any of the three following conditions are met:

- (i) 66% of Level IV members in good standing;
- (ii) 50% of the total of Level III and IV members in good standing; or
- (iii) 33% of the total of Level II, III, and IV members in good standing.

No vote shall be valid unless a quorum representing is present.

6.2 Elections and decisions shall be taken by simple majority of the present votes (without abstentions).

6.3 No NA is obliged to vote. Voting is by open ballot unless a secret ballot is requested by one delegate who is entitled to vote.

6.4 If by the first ballot none of the two or more proposals concerning the same subject gets the required majority of votes as set forth, a new ballot will be cast. If again none of the proposals achieves the required majority the proposal with the least number of votes will drop out. This procedure will be repeated until one (or the last one remaining) gets the required majority of votes. If the required majority is not reached the motion is defeated.

6.5 In the event of tied vote, except the elections, the president of the ISBHF or his substitute must cast the deciding vote.

### **§ 7 OFFICIALS OF THE CONFERENCE**

7.1 The Conference elects the chairman of the Conference.

7.2 The Conference elects Mandate and Proposal committees. Each must have at least 3 members.

### **§ 8 AGENDA OF THE CONFERENCE**

8.1 The functions and competence of the Conference are:

- a) Approval of present delegates and the voting roll.
- b) Approval of the protocol of the last Conference in the case of article 9.3
- c) Approval of the ISBHF Board reports
- d) Approval of the financial report and the auditors report

- e) Decision on freedom of responsibility for the ISBHF Board
- f) Approval of the budget and membership fee
- g) Approval of working plan for the next two years
- h) Elections of ISBHF Board members for two years
- i) Appointment of a chartered auditor
- j) Examinations and decisions on proposals and motions of the members
- k) Approval of Regulations
- l) Decision on all affairs being reserved for the Conference by the statutes or by law
- m) Appointment to be honorary member
- n) Modification of the ISBHF Articles
- o) Dissolution of the ISBHF
- p) Admission or expulsion of official member Associations
- q) Decision on the meeting place for the next Conference

## **§ 9 PROTOCOL OF THE CONFERENCE**

9.1 The protocol shall be sent to the member Associations within 30 days from when the Conference is to be held.

9.2 The protocol is supposed to be approved by ISBHF Board unless there shall be sent in a substantiated objection in writing to the ISBHF Office within 30 days notice before the Conference.

9.3 In the case of an objection the next Conference decides on the approval of the respecting correction or the completions of the protocol.

## **II THE ISBHF BOARD**

### **§ 10 FUNCTIONS AND BODIES**

10.1 The ISBHF Board is the executive body. It leads the ISBHF and represents it externally.

10.2 The Bodies of the ISBHF are:

- a) President
- b) Regional Development Directors (RDD)
- c) Technical Committee (TC)
- d) Referee Committee (RC)
- e) Marketing and Promotion Committee (MPC)
- f) Education and Development Committee (EDC)
- g) Financial Director (FD)
- h) Special Committees

10.3 The ISBHF Board issues these reports:

- a) annual report of the president
- b) revenues and expenditure summary
- c) tournaments and meetings schedule
- d) Bulletin
- e) instructions for competitions
- f) disciplinary and registration regulations and rules

- g) The delegates of the conference elect the members of the ISBHF Board of Directors. The term of office is two years. Each associated organization has the right to have a representative elected to the Board. The Board has five members. The Board members elect the President of ISBHF. The four other Board members are Vice-Presidents of ISBHF, with functions of: Technical Director responsible for rules, and officials, Finance Director responsible for dealings with appointed Treasurer and creation of budgets, Marketing Director responsible for sponsorships and promotions, and Development Director responsible for the recruitment of members and the overall development of the sport.

## **§ 11 ORGANIZATION**

11.1 Within the members of the ISBHF Board there shall be appointed Directors of ISBHF Committees. Treasurer is appointed by the ISBHF Board separately.

11.2 The procedure within the Board, the functions and competence of the ISBHF Board members shall be governed by rules of procedure and responsibility lists.

11.3 Details about the function and competence of the TC, RDD, the RC, the MPC, the EDC, the FD, Special Committees and the office will be governed by the ISBHF Regulations.

## **§ 12 COMPOSITION**

12.1 In case of a draw in an ISBHF Board voting, the President's vote is decisive.

12.2. The term of office for the members of the ISBHF Board shall be two years.

12.3. The retiring members and the President shall be eligible for re-election.

12.4 Vacancies during the term of office shall be co-opted by the Board with a replacer with no voting right. There will be election for vacancies by the next Conference.

## **§ 13 COMPETENCE**

13.1 The ISBHF Board shall be responsible for the management and administration of the ISBHF and shall take decisions on all matters that do not require a Congress decision. The ISBHF Board may delegate some of its powers.

13.2 The ISBHF Board shall appoint Chairmen of the committees and Chairmen of the Board of Arbitration.

13.3 The ISBHF Board enacts the ISBHF Regulations after having consulted them with the member Associations.

13.4 Each member of the ISBHF Board is entitled in the limits of its particular function and in the execution of ISBHF Board decisions to represent the ISBHF in its own power. In all other cases they act as a substitute for the ISBHF by two members.

13.5 The ISBHF Board installs the committees, which can be composed by non ISBHF Board members.

13.6 The ISBHF Board can install working groups (WG) for particular duties with adequate competence. The WG's can also be composed by non Board members.

#### **§ 14 QUORUM AND MEETINGS**

14.1 The President, or any of two Vice-Presidents, shall have a power to call ISBHF Board meeting. There shall be minimum one meeting a year. The meetings shall be held in conjunction with ISBHF championships and/or immediately following the Conference.

14.2 A majority of the Board Members shall form a quorum for the transaction of business.

14.3 No formal notice is required if all Board members are present, or if those absent have signified their consent to the meeting being held in their absence.

14.4 Notice of regular meeting shall be delivered, faxed or e-mailed to each Board member not less than 30 days before the meeting is to take place.

14.5 In case of urgency, decisions of the Board can be faxed or sent by mail.

14.6 All members of the ISBHF Board shall defend the general interests and goals of ISBHF and force the decisions made by the Board.

#### **§15 EXECUTING OF DOCUMENTS**

15.1 Contracts, deeds, licenses and engagements on behalf of the ISBHF shall be signed by either the President or any Vice-President. Vice-Presidents need to be authorised by the President in written form (fax, e-mail etc.).

15.2 The Board shall see that all necessary books and records of the ISBHF required by the bylaws or by any applicable statute of law are regularly and properly kept.

15.3 Unless otherwise determined by resolution of the Board, the financial year of the ISBHF shall terminate on 1st January in each year.

This PROCEDURE REGULATIONS took effect with their approval by ISBHF Conference on 31<sup>st</sup> January 2004.