

International Association for Sports Information

By – Laws

Approved by the Executive Committee of February 2002

Part A : GENERAL ASSEMBLY, business rules
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Cfr IASI-Statutes articles 4.1 and 3.4
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01. The General Assembly is composed of all Institutional, Personal, Sponsored, Patron and Honorary Members.
02. The General Assembly is a public meeting but only IASI members have the right to comment on any item of the agenda.
03. The General Assembly meets at least once every four years, preferably combined with the IASI Congress.
04. Whenever needed, the Presidium can decide to invite all members for an extraordinary General Assembly.
05. The invitation for the General Assembly shall be prepared by the Executive Secretary and mailed through the services of the local institution organising the meetings, at least three months prior to the meeting.
06. The General Assembly is chaired by the IASI President, whereas the Executive Secretary prepares the Minutes to be mailed at the latest three months after the meeting.
07. The Presidium prepares the draft agenda for the General Assembly. The agenda of the General Assembly must include at least the following items : approval and/or modification of the Statutes, elections of the President and the Members of the Executive Committee, appointment of two Auditors, arrangements for the election of the Vice-presidents, general directions for the working programme, to receive progress reports and to approve the work of the Presidium and the Executive Committee.
08. All IASI members have the right to submit proposals for the agenda. The final agenda shall be approved at the beginning of the General Assembly.
09. Every member shall have the right to comment on any item of the agenda taking into account the framework for the conduct of the General Assembly as formulated by the Chair at the beginning of the meeting.
10. Each member of IASI in good standing has the right to propose changes in the Statutes of the Association. The proposed changes (with legitimation) must be communicated to the IASI Executive Secretary at least five months prior to the General Assembly.
11. Voting in the General Assembly is based on three votes for each Member with an Institutional category and one vote for each Member with a Personal category. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.
12. The General Assembly must ensure that 2 Auditors are appointed on a continuous basis. If one Auditor resigns the general Assembly charges the Presidium to appoint a substitute Auditor who is not a member of the Executive Committee.

<p>Part B : EXECUTIVE COMMITTEE, business rules Cfr IASI-Statutes articles 4.2 and 6.2</p>

13. The Executive Committee (ExCo) is composed of the President, the six Vice-presidents and 18 persons elected individually by the General Assembly for a period of four years.
14. The Executive Committee approves the nomination of members of the Managerial Unit for a period of four years on proposals of the newly elected President.
15. If some of the members of the Managerial Unit are not elected members of the ExCo, they obtain automatically the right to attend all the meetings of the ExCo whatever the nature of the agenda might be. In this case this/these member(s) of the Managerial Unit has/have no voting right.
16. The meeting of the ExCo has a non-public nature but the President may invite anybody he/she feels useful for the work of IASI in an advisory capacity.
17. On request of the chairman, or at least three ExCo members, parts (or whole) of the agenda can be handled behind closed doors, not allowing any observer with the exception of the members of the Managerial Unit.
18. The ExCo meets at least once a year with sessions before and after the IASI Open Forum.
19. The Executive Secretary will prepare the invitation, to be mailed through the services of the local institution organising the meeting. The invitation and the draft agenda must be mailed at least two months prior to the meeting.
20. The president chairs the ExCo meeting. He/she must preside the opening and the closing session. He/she may delegate the chair to other ExCo members for the other sessions of the ExCo.
21. The agenda for the ExCo meeting must include at least the following points : the follow up of the working programme; approval of the budget and the auditors report; evaluation of the Forum proposals.
22. All changes to the by-laws require approval of the Executive Committee.
23. The Executive Committee will appoint for each ad hoc Working Group a chairperson who would be required to report about the work of his/her group to the ExCo.
24. All ExCo members have the right to submit proposals for the agenda : the final agenda shall be approved at the beginning of the Executive Committee meeting.
25. Every ExCo member shall have the right to comment on any item of the agenda taking into account the framework for the conduct of the ExCo as formulated by the Chair at the beginning of the meeting.
26. The ExCo decides only on applications for funding that have been screened by the Presidium. The ExCo decides on the allocation for funding with consensus or simple majority vote.
27. The ExCo may award the title of Honorary Member to any member who deserves well by his or her work.
28. The Executive Secretary prepares the Minutes of the Executive Committee and mails it to all members within three months of the meeting.
29. . Voting in the Executive Committee is based on three votes for each Member with an Institutional category and one vote for each Member with an Personal category. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.

Part C : PRESIDIUM, business rules
Cfr IASI-Statutes article 4.3

30. The Presidium consists of the President (chair), Vice-presidents and the Managerial Unit.
31. The quorum of the Presidium consists of at least three persons, being the President, one of the Vice-president and one member of the Managerial Unit..
32. The Presidium meets whenever necessary but at least once a year. The Presidium always meets before, and if necessary after the meeting of the Executive Committee.
33. The Presidium is chaired by the IASI president or in case of absence by the Vice-president of IASI in the region where the meeting is being held.
34. The Presidium establishes rules of business for any extraordinary General Assembly. The Executive Secretary informs all IASI members about these rules, at least two months before the meeting.
35. The Presidium develops the by-laws to be approved by the Executive Committee.
36. The Presidium will examine the proposals for IASI funding and inform the Executive Committee during the next meeting of these proposals.
37. The Presidium must approve the acceptance of all donations.
38. Voting in the Presidium is based on one vote for the President and each Vice-President. The members of the Managerial Unit have no vote in the Presidium. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.
39. In case there are two candidates for the Presidency and the vote of the General Assembly is tied, the Presidium will elect the new President by simple majority. If a member of the Presidium is one of the two candidates, he/she shall not participate at the voting.

Part D : OPEN FORUM, business rules
Cfr IASI-Statutes article 4.6

40. The meetings of the Open Forum are open to everybody.
41. The Open Forum meets once a year, always combined with sessions of other IASI meetings such as the General Assembly, the Executive Committee, etc.
42. The organizers of the annual meeting including the Open Forum should appoint a discussion leader, prepare items for discussion and inform the Executive Secretary about the complementary ExCo meetings Program at least four months prior to the Annual meetings.
43. The Executive Secretary prepares the invitation for the Open Forum which will be mailed through the services of the local institution organising the Forum. The invitation must be mailed to all the IASI members at least two months before the meeting. The local organisers and other IASI Members may send the invitation to anybody they wish.
44. The President of the Association introduces the Forum whereafter the discussion leader chairs the Open Forum.
45. The Open Forum decides upon its own Recorder. The Recorder must prepare a set of proposals at the conclusion of the Forum to be addressed at the next Executive Committee session.

46. In order to prepare the discussions within the Open Forum, the Presidium and/or the Executive Committee will propose a draft agenda for the Forum respecting the exclusive right of the Open Forum to decide its own agenda.

Part E : Specific responsibilities within the Association

Cfr IASI-Statutes articles 4.4 and 4.5

Concerning the President :

47. The President is (re)elected at every meeting of the General Assembly. His/her term covers in principle a period of four years.
48. His/her rights and duties are defined in Article 4.5.2. of the Statutes. He/she represents the Association at all occasions ; he/she may delegate this authority to one of the members of the Presidium. The president signs together with another member of the Presidium, any agreement affecting the Association.
49. The President shall call for a meeting of the Presidium and/or some or all the members of the Managerial Unit whenever he/she thinks it is necessary for the operating of the Association.
50. The President chairs the meetings of the Presidium, the General Assembly and the Executive Committee and reports on the period since the last meeting. He/she introduces the meeting of the Open Forum.
51. In case of a tie in the voting, the president shall have the casting vote.
52. The President of the Association may invite anybody he/she feels useful for the work of IASI in an advisory capacity to attend the Presidium as observers. Such persons have no right to vote.

Concerning the Vice-presidents :

53. The Vice-presidents are elected by the Members in good standing of their respective regions.
54. The Vice-presidents represent the Association in the region and promote the work of the Association.
55. The Vice-presidents may be nominated by the President to represent him/her for particular matters related to the Association.
56. The Vice-president prepares a report on the developments in the region for each meeting of the Executive Committee and the General Assembly.
57. The Vice-presidents should formulate suggestions or proposals for sports information development work in the area.

Concerning the Managerial Unit

58. The Executive Committee approves the nomination of the members of the Managerial Unit upon proposals of the President for a period of four years.
59. The Managerial Unit shall be composed of at least an Executive Secretary, a Treasurer and a Publication Officer.
60. The Executive Secretary shall be responsible for all administrative aspects. His/her task are defined in the Article 4.5.3 of the Statutes. Besides he/she
- shall head the secretariat and coordinate the work of the association;
 - shall arrange the invitations for the meetings of the Presidium, Executive Committee, Open Forum and General Assembly;
 - shall prepare the agendas, working documents, and the minutes; and distribute these to all members;
 - shall have a seat without vote in the Presidium;
 - shall conduct public relations work.

61. The Treasurer is responsible for the economic and financial aspects of the Association. His/her tasks are defined in article 4.5.4. of the Statutes. Besides he/she:
 - shall control the financial situation of the Association in accordance with the approved budget;
 - shall have a seat without vote in the Presidium;
 - shall each year prepare a detailed financial report to the ExCo regarding all financial matters since the last Executive Committee meeting;
 - shall prepare a detailed financial report to the General Assembly;
 - shall each year prepare and table a budget plan for discussion and approval by the Executive Committee;
 - shall each year present all financial papers to the auditors nominated by the General Assembly;
 - shall each year prepare and disseminate the official list of IASI members;
 - shall each year prepare a list of withdrawing members and/or members with an unclear status.
62. The Treasurer is entitled to settle any expenses connected with the administrative work within the limits of the budget approved by the Executive Committee.
63. . The Treasurer may only settle other expenses when authorised by the Presidium.
64. Each fiscal year will start exactly 30 days (one month) before the first session of the next Annual Executive Committee meeting and will cover a whole calendar year.
65. The Publication Officer shall look after the publishing activities of the Association. His/her tasks are defined in article 4.5.5 of the Statutes. Besides he/she:
 - shall organize all matters related to IASI publications
 - shall organize all matters related to IASI official web site
 - shall have a seat without vote in the Presidium.

<p>Part F : Iasi Memberships Cfr IASI-Statutes article 3</p>

66. The Association has five categories of members : Institutional, Personal, Sponsored, Patron and Honorary members.
67. All institutions, organisations or persons can apply for an IASI membership given they are willing to respect the IASI Statutes and By-Laws.
68. Each member has the opportunity to offer a "Sponsored Membership" (Institutional or Personal) to an organization or person of his/her choice.
69. A sponsored (Institutional/Personal) membership has the same right as an ordinary Institutional/Personal membership. The member or the organization offering a sponsored membership should provide the name and references of the organization (in case of Institutional sponsored membership) or person (in case of Personal sponsored membership) to the Executive Secretary.
70. The IASI member offering a "Sponsored Membership" can do this in two ways : (a) informing the Treasurer about the nominated member or (b) inviting the Presidium to attribute this membership to an appropriate organization.
71. The Treasurer will send the membership invoices during the first quarter of the calendar year. A membership starts upon receipt of the membership fee and must be renewed every year.
72. The Executive Committee has the right to change the amount of the membership fee for all membership categories, with the exception of the Honorary members.
73. There is no membership fee for the Honorary Members. These members have the right to vote (one vote) and will be invited to all IASI meetings, except the Presidium.

Part G : Elections and voting
Cfr IASI-Statutes article 3.4

General principles :

74. Only IASI Members have the right to participate in the elections and to vote.
75. The membership category defines the number of votes. Each Institutional Member, Sponsored Institutional Member or Patron Institutional Member have three votes in the working organs of the association. Each Personal Member, Sponsored Personal Member, Patron Personal Member and Honorary Member represents one vote in the working organs. The list of memberships will be based on membership in good standing in the course of the last eighteen months.
76. The Association shall strive to govern its affairs by consensus rather than by vote.
77. If case of no consensus, voting by secret ballot will take place by simple majority of those present.
78. In order to give all IASI members the opportunity to vote for the Presidency, the Vice-presidency and the Executive Committee Members, three different ways of putting forward their vote(s) exist : (a) by attending the meeting, (b) by proxy vote and (c) by postal vote.
79. Any Member of IASI can be a candidate for or propose candidate(s) for the Presidency, the Vice-presidency and the Executive Committee. Candidates for the Presidency and/or Vice-presidency should come forward with a nomination statement.

Elections and voting in the General Assembly :

80. The Presidium shall appoint an Election leader for the elections during the General Assembly to coordinate and lead the procedure for the election of the President, vice-president and Executive Committee Members.
81. The Election Leader shall introduce the candidates, the voting procedure and rules at the beginning of the General Assembly.
82. In order to implement the elections, the election leader shall invite two IASI members, being not candidate for vacant position, which will consist together with the Election Leader and the Executive Secretary the Commission of Scrutineers.
83. The Election Leader shall communicate the results of the elections to the General Assembly.

Election of the President :

84. Candidates for the Presidency should inform the secretariat at least three months prior to the General Assembly. Each candidate must submit a curriculum vitae and a statement containing the major key priorities for the next term of four years.
85. All IASI members will get, at least one month before the General Assembly a final list with the official candidates for the Presidency. The Executive Secretary will mail special voting sheets to all IASI members in order to allow them to vote by "Post" or by "Proxy". Only the official voting sheets will be accepted.
86. If there are two candidates, the candidate with the highest number of votes is elected. In case of a tie in the votes, the Presidium will vote on the basis of simple majority.
87. If there are two or more candidates, voters will be asked to complete a preferential voting sheet, prepared by the Executive Secretary, ranking all candidates.
88. If there are more than two candidates and one of the candidates achieves the clear majority (more than 50% of the votes cast), he/she is elected.

89. If there are more than two candidates and no candidate gets the majority (more than 50% of the votes cast), votes will be distributed to the two highest scoring candidates following principles of majority voting.

90. The Presidency of the Association can not be combined with a Vice-presidency.

Election of the Vice-presidents :

91. Any IASI Members can be a candidate for the Vice-presidency of his/her region.

92. The election of the Vice-presidency is a matter for the regional IASI Members and must conform to the general principles of the elections and voting.

93. The current Vice-president should guarantee all arrangements for the election of the next Vice-president.

94. If there are two or more candidates, the candidates should first strive toward a consensus for the Vice-presidency.

95. If no consensus is obtained, the regional members vote for the Vice-presidency by simple majority. The Executive Secretary prepares at the latest one month before the voting date, the list of regional members with voting right.

96. In case of a tie, all IASI members present at the General Assembly elect the Vice-president for the region concerned.

Election of the Executive Committee

97. All IASI members could be candidate for a seat in the Executive Committee.

98. The secretariat prepares a voting sheet including all the names of the IASI members and will mail it at least one month prior to the General Assembly.

99. All IASI members have the right to vote by proxy (with appropriate authority) or by postal vote.

100. The President and Vice-presidents are de facto members of the Executive Committee.

101. Members have the right to vote for a maximum of 25 Executive Committee members respecting the fact that the President and the 6 Vice-presidents are de facto members of the Executive Committee.

Election of the Members of the Managerial Unit

102. After being elected by the General Assembly, the President introduces to the Executive Committee the candidates for the Managerial Unit.

103. The President shall ask the Executive Committee to approve his/her slate of candidates for the Managerial Unit. If there is no consensus, a vote will be taken for each position.

If the candidate(s) is (are) a member of the Executive Committee, he/she (they) has (have) no right to vote. In case of a tie, the newly elected President and Vice-Presidents will decide.

Business voting

104. If the work of the General Assembly or the Executive Committee requires a vote (other than the elections) the following procedure will be followed:

(a) the meeting shall first strive for a consensus;

(b) three votes for each Institutional Member, Sponsored Institutional Member and Patron Institutional Member and one vote for each Personal Member, Sponsored Personal Member, Patron Personal Member and Honorary Member present at the meeting;

(c) proxy with appropriate authority may be used.

Part H : IASI Funding

Cfr Minutes of the ExCo meetings

105. The business rules related to the Criteria for Project Approval by IASI have been approved by the Executive Committee in May 1994 in Canberra and modified by the ExCo meetings in Malaga (1995) and Netanya (1996). Any change in these rules must be confirmed by the Executive Committee.

General principles :

106. (a) The project must be in accordance with the current aims and tasks of the Association.

107. (b) Priority will be given to projects in this order : IASI ad hoc Working Group, international, regional/language, national, local. Joint projects might be accepted.

108. (c) Project proposals must be submitted by members and non-members must have a member sponsor.

109. (d) The project must be feasible, proposals will clearly describe, in detail, the expected outcomes, timetable and projected costs.

Process to be followed :

110. (1) The Presidium will examine all the proposals and inform the Executive Committee during the first session.

111. (2) The Executive Committee will decide which projects to fund with a majority vote of the members present during its annual meeting.

112. (3) Written progress reports on the development of the projects should be prepared and presented at each Executive Committee meeting.

Part I : Meetings and Congress

IASI meetings

113. Any IASI Member can propose to host a meeting and are encouraged to plan in advance.

114. Candidates should come forward with a written proposal endorsed by his/her authority.

115. Proposals should be addressed to the Executive Secretary before the last session of the Executive Committee at least one year prior to the future meeting.

116. Proposals to hold a meeting should respect IASI's programme requirements.

117. The Executive Committee will decide on the location and dates of its next meeting(s) at the latest one year before.

IASI Congress

118. IASI strives to hold its World Congress at least every four years.

119. Candidates should come forward with a written proposal endorsed by his/her authority.

120. Candidate organizers should inform the Executive Secretary before the General Assembly, four years prior to the date of the Congress.

121. The Executive Committee shall decide on the date and location of the next Congress at the latest three years before the Congress.

122. The organizers of the Congress must provide the Executive Committee with a detailed congress package two years before the Congress.

123.. The Executive Committee should guarantee the conduct of the Congress in accordance with the policy lines of the Association.

124. IASI shall negotiate with the Congress organizers on the royalty fee for the Congress.

Part J : Miscellaneous

125. Any change in the By-laws of the Association must be screened by the Presidium and can only be approved by the Executive Committee.

126. Any business not covered by the IASI Statutes and/or By-laws must first be discussed within the Presidium before going to other IASI organs.

127. These By-laws are to be interpreted according to the IASI Statutes and the laws of the country where the Association is registered.

February 25 2002