

International Wheelchair Rugby Federation

Bylaw 1

Adopted March 16, 2017

Board of Directors

The Board of Directors (Board) of the International Wheelchair Rugby Federation (IWRF) are the elected representatives of the members of IWRF. The Board is responsible to oversee the affairs of the IWRF between meetings of the General Assembly (GA).

The Board shall consist of the following members elected by the IWRF General Assembly:

- President
- Vice President
- Treasurer
- Athlete Representative
- Members at Large (3)

The Chief Executive Officer of IWRF shall serve on the Board as an *ex officio* member without vote.

The Board may appoint up to two additional individuals to the Board who shall serve as *ex-officio* members without vote. Any such appointed members shall serve until the conclusion of the next IWRF General Assembly following their appointment.

Responsibilities of the Board

The Board is responsible to:

- Implement the policies and directions set by the GA
- Implement the goals of the IWRF Strategic Plan
- Act as directors and trustees of the Federation on behalf of the membership
- Monitor the performance of the IWRF in meeting the goals and directives of the GA
- Make recommendations on membership to the GA
- Review and approve the annual budget
- Develop, review and make recommendations to the GA for the adoption of policies, procedures, rules, and regulations of the IWRF
- Review and make recommendation to the GA on motions received from members
- Appoint IWRF Standing Committee Chairs and members
- Provide direction to IWRF Standing Committees
- Grant the award of IWRF World and Zone Championships
- Grant sanction to approved IWRF competitions

Term of Board members

The term of office for the elected members of the Board shall 4 years. No elected individual shall serve on the Board for more than 3 consecutive terms. However, if an individual's

election as President follows one or more terms on the Board in some other capacity, that individual will be entitled, if re-elected, to remain as President for up to 3 terms.

Board positions that become vacant will be filled by appointment of the Board. These appointments will have effect until the next General Assembly when an election will be held to fill the vacant position in accordance with the procedures adopted by the GA.

Elections to the Board will be held every two years at the General Assembly of the IWRF, with half the members of the Board elected at each election. Elections will be held as follows:

- General Assembly in World Championships year:
 - President
 - Vice President
 - One Member at Large
 - Athlete Representative

- General Assembly in Paralympic Summer Games year:
 - Treasurer
 - Two Members at Large

Individuals elected in interim elections to fill positions that were vacated prior to the end of their term will hold those positions only until the expiry of the original term. Positions held on an interim basis will not count against the maximum number of consecutive terms permitted.

Service on the Board as an appointed ex officio member without vote will not count against the maximum number of consecutive terms permitted.

Responsibilities of Board members

The Board shall meet at least once every three months. These meetings shall be conducted by whatever means is deemed appropriate by the President, in consultation with the Board (e.g. in person, conference call, web conference, etc.). The Board shall meet in person at least once per year.

Board members are expected to attend the IWRF General Assembly, held every two years.

Between meetings, Board members may be asked to review documents, consider recommendations, participate in e-mail votes etc.

Board members will be expected to serve as members of one or more IWRF Standing Committees.

Language

All meetings of the IWRF Board are conducted in English. No translation services are provided during meetings

Expenses

IWRF covers travel, board, accommodation costs, and incidental expenses for Board members to attend meetings in accordance with the policies of the IWRF. Other expenses incurred by Board members in fulfilment of their duties will be reimbursed in accordance with the policies of the IWRF.

President

The President has the following duties:

- Provide leadership and direction to the IWRF
- Be responsible for the management of the affairs of the IWRF, seeing that all orders and resolutions of the Board are carried out
- Convene and chair all meetings of the IWRF and the Board
- Represent the IWRF to other international organizations of which it is a member
- Represent the IWRF at international meetings
- Represent the IWRF at Paralympic Games and World Championships

Vice-President

The Vice-President has the following duties:

- In the absence or incapacity of the President, perform the duties and exercise the powers of the President
- Attend all meetings of the Board
- Attend the General Assembly of the IWRF
- Chair the IWRF Zone Council
- Serve as representative on IWRF Standing Committees at the direction of the Board
- Represent the IWRF to other organizations or at specific events at the direction of the Board
- Perform such other duties as shall from time to time be imposed upon him by the Board

Treasurer

The Treasurer has the following duties:

- Have custody of all funds of the IWRF, ensuring full and accurate accounting of all assets, liabilities, receipts and disbursements of the IWRF in the books belonging to the IWRF
- Ensure deposit of all monies, securities and other valuable effects in the name and to the credit of the IWRF in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities, as may be determined by the Board from time to time
- Make disbursements as determined by the Board
- Ensure the collection and recording of all membership dues, sanctioning fees, capitation fees, donations, and any other monies due to the IWRF
- Render an accounting of all financial transactions to the Board of the IWRF when called upon to do so
- Furnish the GA with an audited financial statement, which shall have been prepared by a chartered accountant, or accounting firm, appointed by the members at the previous annual meeting
- In consultation with the Board, ensure the preparation and monitoring of the budget for the IWRF
- Attend all meetings of the Board
- Attend the General Assembly of the IWRF
- Perform such other duties as shall from time to time be imposed upon him by the Board.

Member at Large

Members at Large of the Board have the following general responsibilities:

- Attend all meetings of the Board
- Attend the General Assembly of the IWRF
- Serve as representative on IWRF Standing Committees at the direction of the Board
- Represent the IWRF to other organizations or at specific events at the direction of the Board
- Perform such other duties as shall from time to time be imposed upon him by the Board.

Athlete Representative

The Athlete Representative must be a currently active player in the sport of Wheelchair Rugby. The Athlete Representative has the following duties:

- Chair the IWRF Athletes Council
- Represent the interests of wheelchair rugby athletes to the Board.
- Attend all meetings of the Board
- Attend the General Assembly of the IWRF
- Serve as representative on IWRF Standing Committees at the direction of the Board
- Represent the IWRF to other organizations or at specific events at the direction of the Board
- Perform such other duties as shall from time to time be imposed upon him by the Board.

Chief Executive Officer

The Chief Executive Officer has the following duties:

- Provide day-to-day management of the business of the IWRF
- In consultation with the President, prepare the agenda for all meetings of the Board and the IWRF
- Give notice of all meetings of the Board and the IWRF
- Attend all meetings of the Board and the IWRF and act as clerk and recorder
- Handle all incoming and outgoing correspondence of the IWRF
- Maintain regular communications between the IWRF, its members, and its international partner organizations
- Perform such other duties as shall from time to time be imposed by the Board

International Wheelchair Rugby Federation

Bylaw 2 - Membership

Adopted December 2015

Amendments to June 2010 bylaw are marked

The IWRF is open to membership by organizations and individuals interested in furthering the objectives of the IWRF as the international governing body for the sport of wheelchair rugby.

Classes of membership

There are three classes of membership in the IWRF

Full members

Full members are national organizations recognized as having the responsibility to govern the sport of wheelchair rugby within their countries. As the organizations with primary responsibility for the sport, it is the Full members that provide the overall direction to the IWRF.

Only one organization per country may become a Full member of IWRF. Full members must be affiliated with their countries' National Paralympic Committees.

Full members are active participants in the international competitions of the IWRF. They are expected to maintain active national wheelchair rugby programs including holding national championships, and should participate in their Zone competitions. Full members may bid to host official IWRF competitions including Zone and World Championships. Full members are eligible to participate in qualification for official IWRF Championships and the Paralympic Games.

All Full members are required to include an Athlete Representative in their governance structure. The Athlete Representative should be selected through a process that includes the active wheelchair rugby athletes in the country.

Full members have nominating, voting, and speaking rights at the General Assembly.

Affiliate members

Affiliate members are national organizations recognized as having the responsibility to govern the sport of wheelchair rugby within their countries.

Only one organization per country may become an Affiliate member of IWRF.

These members are developing the sport of wheelchair rugby, but are not yet competing internationally. They may or may not have developed national programs and national championships. Affiliate members are expected to be actively working towards meeting the requirements for full membership.

Affiliate members may attend the General Assembly with speaking rights but do not have nominating or voting rights.

Associate members

Associate members are organizations or individuals with an interest in the promotion and development of the sport of wheelchair rugby worldwide. Associate membership is offered by invitation of the Board.

Associate members may attend the General Assembly on invitation with speaking rights, but do not have nominating or voting rights.

Application for membership

Full and Affiliate members will be admitted to the IWRF on application and following the approval of the Board of Directors and payment of the appropriate membership fee. Applicants for membership must submit the following to the IWRF Secretary General:

- Completed membership application form
- Copy of member organization's Constitution
- List of Directors
- Letter from NPC confirming affiliation
- Membership fee

Upon review of the application, the Board will confirm the application for membership which will take effect immediately upon approval.

Renewal of membership

Membership in the IWRF is on an annual basis from 1 January to 31 December. Existing Full and Associate members will be sent a membership renewal and membership fee invoice prior to the expiration of their membership. The deadline for membership renewal will be 31 December each year.

Suspension of membership

Full and Affiliate members who have not paid their annual membership fee or submitted the renewal application will be under suspension until such time as the fee is paid and the application received.

Members under suspension will not have any of the usual rights and privileges of membership. This includes the rights to participate in, qualify for, or bid for official IWRF competitions.

Members engaged in a bid process for an official IWRF competition will be considered to have withdrawn from that process in the event that their membership is under suspension.

Members involved in qualification for an official IWRF championship will be considered to have forfeit their right to qualify in the event that their membership is under suspension.

Members who have been under suspension for two consecutive years may be subject to removal.

Termination of membership

Any member may terminate their membership in the IWRF by delivering to the IWRF written notification of their withdrawal.

Members may be removed from the IWRF by a vote of three-quarters (3/4) of the voting members at a General Assembly or Special Assembly.

Transfer of membership

Full and Affiliate members may transfer their membership to another national organization upon application to the IWRF. The new national member organization should complete the application process as for a new member, less payment of the membership fee, accompanied by a letter from the former national member organization granting the membership to the new member. Membership will be transferred upon receipt of the application package. The new member will be invoiced for the following year's membership fee during the annual renewal process.

Membership fees

Membership fees for each class of member shall be set by the Board of Directors, subject to ratification by the membership during a General or Special Assembly. Membership fees shall be reviewed by the Board on an annual basis.

IWRF Membership Application

Type of membership: FULL AFFILIATE

Country: _____

Organization Name: _____

Organization Address: _____

Telephone:

Email:

Web site:

Name of primary contact for wheelchair rugby:

Telephone:

Email:

Name of secondary contact for wheelchair rugby:

Telephone:

Email:

Name of Athlete Representative:

Telephone:

Email:

Date and location of most recent national championships: _____

Date and location of most recent international competition: _____

Current number of wheelchair rugby athletes: Male _____ Female _____

Current number of wheelchair rugby referees: Male _____ Female _____

Current number of wheelchair rugby classifiers: Male _____ Female _____

PLEASE ATTACH THE FOLLOWING IN SUPPORT OF YOUR APPLICATION:

- National competition calendar for the previous two years
- International competitions attended by your national team for the previous two years
- Competitions outside your country attended by club or national teams for the previous two years
- Details of wheelchair rugby development activities undertaken for the previous two years
- Planned national and international competition calendar for the next two years
- Planned wheelchair rugby development activities for the next two years
- Copy of your organization's Constitution
- List of your organization's Directors
- Letter from your National Paralympic Committee confirming your affiliation

IWRF Membership Renewal

Type of member: FULL AFFILIATE

PLEASE PROVIDE UPDATED CONTACT INFORMATION IF THERE HAVE BEEN ANY CHANGES

Country: _____
Organization Name: _____
Organization Address: _____

Telephone:
Email:
Web site:

Name of primary contact for wheelchair rugby:
Telephone:
Email:

Name of secondary contact for wheelchair rugby:
Telephone:
Email:

Name of Athlete Representative:
Telephone:
Email:

Date and location of most recent national championships: _____

Current number of wheelchair rugby athletes:	Male _____	Female _____
Current number of wheelchair rugby referees:	Male _____	Female _____
Number internationally certified:	Male _____	Female _____
Current number of wheelchair rugby classifiers:	Male _____	Female _____
Number internationally certified:	Male _____	Female _____

PLEASE ATTACH THE FOLLOWING IN SUPPORT OF YOUR APPLICATION:

- National competition calendar for the past year
- International competitions attended by your national team or national development team in the past year
- Wheelchair rugby development activities undertaken in the past year
- Planned national and international competition calendar for the next year
- Planned wheelchair rugby development activities for the next year

International Wheelchair Rugby Federation

Bylaw 3

Adopted June 2010

Meetings

This bylaw established the procedures to be followed for the IWRF General Assembly and IWRF Special Assemblies.

Meetings of the IWRF will be conducted under Roberts Rules of Order, to which reference should be made for clarification or when no specific regulation has been adopted by the IWRF.

IWRF General Assembly

The IWRF General Assembly is held every two years for the purpose of :

- Determining the policies of the IWRF towards achieving its aims and objectives
- Receiving and voting upon the reports of the Board and all committees
- Receiving and voting upon the financial statements and the report of the auditors
- Appointing the auditors
- Determining the budget of the IWRF
- Determining the amount of IWRF fees
- Deciding upon recommendations and motions submitted by the Board and members
- Deciding upon applications for membership and, if necessary, the expulsion of a member
- Where necessary, deciding upon the removal of a Director of the IWRF
- Deciding upon amendments to the IWRF Statutes
- Adopting the bylaws and regulations of the IWRF
- Electing members of the Board of Directors on a quadrennial basis
- Any other business as decided by the members or the Board

The date and place of the General Assembly will be decided by the Board.

IWRF Special Assembly

A Special Assembly of the IWRF may be called at any time by the Board, the President, or the Vice-President. On the receipt of a written request from at least fifty percent of the Full members of the IWRF, the Board of Directors shall call a Special Assembly.

Notice

At least six (6) weeks written notice shall be given to each member of any meeting. This notice should advise of the proposed agenda and any business to be transacted. The notice will include instructions on submitting motions, on mandates, and on proxy voting.

No error or omission in giving notice of any meeting or any adjourned meeting of the members of the IWRF shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be his last address recorded on the books of the IWRF.

Mandates

Each Full member of IWRF in good standing may mandate two official delegates, one with voting rights and one without. Arrangement may be made on mandate forms for substitution of the voting rights.

Each Associate member of IWRF in good standing may mandate one official delegate without voting rights.

Additional observer status attendees may be permitted at the discretion of the Secretary General.

Mandates will be verified and accepted by the Secretary General up until the date of the General Assembly. Mandate forms must be authorised by the President or Secretary General of the member organization and carry the organisation's official stamp

Quorum

Fifty percent plus one of the Full members of the IWRF present at a meeting will constitute a quorum. Members voting by proxy shall not be counted towards quorum.

If there is no quorum at the start of a meeting, the Chair should rule that it should not proceed and should advise those present that the meeting is adjourned to a time and place agreed by the Assembly.

If the Assembly decides to proceed despite the lack of a quorum, any decisions taken must be ratified by the next General Assembly where there is a quorum.

If a new Assembly is held due to a lack of quorum at a previous Assembly, the new Assembly will be competent to make decisions regardless of the number of members present. However, all the regulations concerning notice, etc shall apply.

Motions

All Full members in good are entitled to submit motions to be considered by the General Assembly.

A call for motions shall be made at least four months prior to the meeting.

The Board is entitled to comment and make recommendation related to motions received where it is felt that the motion has been previously covered and appropriate action is in place. The comment and recommendation made will be added to the motion as received and circulated to nations prior to the General Assembly.

The Board is entitled to put forward motions, in its own right and on behalf of IWRF standing committees, to the General Assembly. These will be submitted and handled in exactly the same way as the members' motions.

Motion forms must be authorised by the President or Secretary General of the member organization and carry the organisation's official stamp.

Voting

Each Full member present at a meeting shall have the right to exercise one vote. A Full member may, in writing, appoint a proxy to attend and act at a specific meeting, in the manner and to the extent authorized by the member. The proxy must be a Full member of the IWRF. A Full member may only act as a proxy for one other Full member.

A majority of the votes cast, defined as 50% of the votes plus one, by the Full members present shall determine the questions in general business in meetings. Motions to amend a bylaw of the IWRF shall be determined by a majority of the votes cast. Motions to amend the Statutes of the IWRF require a two-thirds majority of the votes cast in favour of the motion.

For the purpose of determining whether a majority has been obtained in any vote, an abstention shall not be treated as a vote cast; a vote which is not exercised (e.g. the member entitled to exercise the vote has left the room) shall not be treated as a vote cast; and an equality of votes shall be considered as a refusal.

The Chair shall determine the method of voting for motions (e.g. voice vote, show of hands, roll call vote, ballot).

Conduct of the meeting

Meetings of the IWRF will be chaired by the President, or the Vice President in the absence of the President. At his or her sole discretion, the Chair may designate another person to Chair a portion of the meeting.

Opening the meeting

The Chair will call the meeting to order, invite mandated delegates to take their seats, and declare the meeting open.

The Secretary General will take the roll call and confirm that delegates are officially mandated to represent members in good standing. At the conclusion of the roll call, the Secretary General will advise the total number of Full and Associate members including proxies and declare whether or not quorum has been achieved.

If necessary, a motion will be introduced to approve tellers or scrutinizers or any other officials or assistants necessary for the efficient conduct of the meeting.

Adoption of the Agenda

The Chair will ask for a motion and a second from the members that the agenda, circulated at least six (6) weeks in advance, be adopted. The order of business will follow the order as outlined in the adopted agenda.

Although the agenda may be varied by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.

The agenda can be amended at any time during the meeting subject to the approval of a procedural motion by a simple majority of those present and entitled to vote.

Minutes of the previous meeting

The Chair will ask for a motion and a second to accept the draft minutes, previously circulated, as an accurate record of the last meeting. Provided the draft minutes have been circulated in advance, they will be taken as read if no objection or point of issue is raised before the Assembly.

The Secretary General will present any amendments that have been submitted in advance with a recommendation from the Board that the meeting should either approve or reject the proposal.

Only matters arising from the minutes that will not be covered by any other item on the agenda may be discussed at this point.

Reports

The report of the Board including reports from officers and standing committees should be circulated in advance with the meeting documents and will be taken as having been read. The author of each report may summarise in a few sentences the main highlights of the report. The Chair will then invite questions from the floor.

At the conclusion of all reports, the Chair will ask for a motion and a second to accept the reports as presented. This motion is only to acknowledge receipt of the reports and does not imply agreement with or acceptance of any comments or recommendations contained in any of the reports and does not bind the Board or the IWRF to any course of action suggested in any of the reports.

Speaking Rights

Only mandated delegates to the meeting are permitted to speak. The Chair may invite someone to speak who does not have speaking rights or may acknowledge someone wishing to speak who does not have rights and allow them to do so; this is within the authority of the Chair but should be exercised sensitively.

Requests to speak from the floor should be indicated by a raised hand. The Chair will acknowledge such request, either by granting a right to address the meeting or where several people wish to speak at the same time, by indicating the order in which these contributions will be taken.

Speakers must address their remarks to the Chair and not conduct a debate with a Board member or other meeting delegate.

Speeches are only permitted where they are relevant to the current business, or to a point of order or point of information or a challenge to a ruling from the Chair.

A person who has spoken once in a discussion on a particular subject or motion may not speak again except:

- to speak after an amendment moved by someone else
- to exercise the right of reply as mover of the original motion
- to move a further amendment if the motion has been amended since the person first spoke
- to move a procedural motion
- to make a personal explanation

The Chairperson may indicate time limits to speeches and has the final decision in terms of what is considered a relevant speech or a speech that has gone on too long.

Where a person who has already spoken feels his or her views have been misrepresented, they shall be granted the right to make a personal explanation. This must be limited to the part of the speech that they believe has been misrepresented.

Motions

With the exception of procedural motions, only motions submitted in writing and circulated with the meeting documents before the meeting are valid for discussion.

The Board will discuss all motions in advance and provide the meeting with its observations and recommendations.

The Chair shall rule whether a motion introduced new from a member is an emergency motion which can be introduced to the agenda by a procedural motion.

Motions shall not be discussed or debated unless they have been formally moved and seconded. Only someone entitled to speak and vote at the meeting can move or second a motion or an amendment to a motion.

The mover of a motion may speak first to introduce the motion and will be allowed to conclude the discussion with a brief statement. The mover may respond to questions regarding the motion.

An amendment can be proposed which is relevant to the motion. It must have the intent and effect of modifying the motion and not negating it or proposing something unrelated or different. The Chair can rule that an amendment cannot continue to be presented if he or she believes these actions are the intention of the amendment.

The mover, with the approval of the seconder, can accept an amendment without further discussion or vote which has the effect of amending the motion accordingly.

If the mover or seconder does not accept an amendment, it must be moved and seconded and then is subject to discussion and vote. Amendments will be taken in the order they are proposed. During discussion on an amendment, discussion on the main motion is suspended.

If the amendment is adopted then the original motion plus the amendment becomes the substantive motion. If the amendment fails, the discussion continues on the main motion.

Procedural motions

Members with voting rights may make procedural motions during the meeting. The most common types are points of information and points of order.

Points of information seek clarification of the speaker and may be raised at any time if the speaker holding the floor is prepared to accept the question.

Points of order can be raised by members who believe that there has been a breach of a constitutional requirement or bylaw. The member should specify the alleged breach, with a reference to the clause, rule or bylaw allegedly being breached. The Chairperson will rule as he or she sees fit.

Other procedural motions that may be put are as follows:

- to table a motion - The Chair will put that motion immediately to the vote unless he or she feels that insufficient discussion has been allowed. If the motion to table a motion is carried, no further discussion on the motion or any amendments and no vote on the motion will be permitted. A tabled motion will appear on the agenda of the next meeting unless withdrawn by the mover.
- to adjourn the meeting or the debate until a certain time
- to put a motion to the vote immediately
- to proceed to the next agenda item or to modify the agenda
- to challenge a ruling of the Chair
- that a member be not further heard
- that a member must leave the meeting (see art 8.3)
- to allow a motion not submitted in time or an emergency motion to be included on the agenda

Provided such requests are in accord with this bylaw the Chair is obliged to suspend the current discussion no matter how close the discussion is to a vote.

Rulings and challenges

The Chair can rule on any matter relating to the conduct of the meeting, points of order, personal explanations and the construction or interpretation of the constitution and bylaws governing the meeting. This ruling shall be final and accepted without debate.

Any person present and entitled to speak at the meeting may challenge the ruling of the Chair by the procedure outlined below.

When a member challenges a ruling of the Chair, the Chair will ask if there is a second for the Challenge. If the Challenge is seconded, the meeting will be temporarily suspended. The

Chair will hand over the chair to the most senior member of the Board present at that time to continue as Chair of the meeting.

The temporary Chair will allow the member proposing the Challenge to give their specific reasons and will allow a limited debate of 2 or 3 speakers; in this situation the proposer may not conclude the discussion.

The temporary Chair will then call for a vote for or against the Challenge to be determined by simple majority.

The chair will then be handed back to the original Chair who will act upon the wishes of the membership, either to continue with the ruling as issued or to issue a new ruling.

Conduct

When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any member may move that this person be no longer heard. If carried, the person is not allowed to take any further part in that particular debate.

If the behaviour of the individual cited continues to be disruptive any member may move that this person must leave the meeting. If carried, the person in question must immediately leave the meeting.

Adjourning and reconvening

A meeting will be adjourned when

- the meeting occupies more than one sitting
- there is no longer a quorum
- a procedural motion to adjourn the meeting has been carried

Upon adjournment the Chair must suspend the business under discussion and indicate when and where the meeting will be reconvened.

When a meeting is reconvened following adjournment, the Chair will follow the procedures for opening a meeting and then direct the meeting to resume its business at the point in the agenda where the meeting had been adjourned.

Closing the meeting

The Chair will declare the meeting closed when all agenda items have been concluded. A motion to adjourn is not required.

Minutes of the meeting

Draft minutes of the meeting shall be supplied to members within 6 weeks of the date of the meeting.

International Wheelchair Rugby Federation

Bylaw 4

Adopted June 2010

Elections

This Bylaw applies to the election of members of the IWRF Board of Directors.

Elections for the Board of Directors shall be held every two years at the IWRF General Assembly.

Nominations

The Nominations Officer for IWRF elections is the Secretary General.

A call for nominations from IWRF Full members shall be made at least four months prior to the General Assembly where elections will be held. The call for nominations will include the list of positions open for election, the requirements for nominations, and the deadline date for nominations.

Nominations must be submitted in writing by an IWRF Full member in good standing at the time the nomination is made. The nomination cannot be submitted by the nominated individual. Nominations must be received no later than three months prior to the General Assembly. Nominations should be submitted on a form provided with the call for nominations, together with:

- an electronic curriculum vitae
- an electronic photograph
- a letter of support from the nominating Full member

The nominee must be a national or legal resident of the nominating member nation.

Each Full member in good standing is permitted to make up to five nominations. A member may nominate only one individual per position (i.e. President, Vice President, Treasurer, Member at Large, or Athlete Representative). The same person may be nominated to more than one position. Each of these nominations counts as a separate nomination. Individuals not nominated to multiple positions will not be permitted to stand for other positions at the election. A separate nomination form must be submitted for each nominee.

The Secretary General will advise all members and the Board of the nominations received and verified no later than six weeks prior to the General Assembly

Conduct of elections

A motion will be put to the meeting to approve the appointment of an Elections Chair. The Elections Chair shall ask for a motion to approve the appointment of Tellers, who will be responsible for distribution of voting cards, counting of votes cast and advising Elections Chair of results.

Voting will be by ballot, with one vote per member present. Proxy voting will not be permitted during elections.

Each candidate may make a short presentation (2 minutes maximum) prior to the relevant position to be elected. No questions will be permitted.

Positions will be elected in the following order:

- General Assembly in World Championships year:
 - President (1 position)
 - Vice President (1 position)
 - One Member at Large (1 position)
 - Athlete Representative (1 position)

- General Assembly in Paralympic Summer Games year:
 - Treasurer (1 position)
 - Member at Large (2 positions)

If no nominations are received for a position, with the exception of the Athlete Representative, the incoming Board will appoint a member from their number to fill the position until the next General Assembly.

If no nomination is received for the position of Athlete Representative, the incoming Board will appoint a member of the IWRF Athletes Council to fill the position until the next General Assembly.

Voting - single positions

For election to single positions, each voting member shall cast a vote for a single candidate.

Where there is only one candidate, a vote shall still be taken and the position awarded on a vote of 50% plus 1. If this majority vote is not reached, the incoming Board will appoint a member in the same manner as for a position where no nomination was received.

Where there are two candidates or more the vote will be held in rounds until one candidate receives 50% plus 1 or more of the votes cast. At the end of each round, the person with the least votes is eliminated. If two or more persons are tied for the least votes, all shall be eliminated unless this will result in no candidates remaining.

In the event of a numerical tie between two or more candidates, there shall be a re-vote.

Voting - multiple positions

For election where multiple positions are open, each voting member may cast a vote for a number of candidates up to the number of positions open. For example, if there are two open positions, each voting member may cast a vote for up to two candidates.

Where there are a number of candidates equal two or fewer than the number of position open, a vote shall still be taken in which members may cast one vote each for up to the

number candidates standing for election. Each candidate who receives a vote of 50% plus 1 or more of voting members present will be elected to the position. If this majority vote is not reached, the incoming Board will appoint individuals to fill the position or positions until the next General Assembly.

Where there are more candidates than the number of positions open, the vote will be held in rounds. In each round, members may cast one vote each for candidates up to the number of positions open for election. Candidates must receive a majority vote of 50% plus one or more of voting members present to be elected to the position.

If more candidates receive majority votes than there are positions available, they shall be ranked in order based on the number of votes received. Positions shall be awarded to the candidates in descending order of votes until all positions are filled. If there is a tie among candidates with majority votes, all shall be awarded positions unless there are more candidates tied than there are positions available, in which case a run-off election shall be held between them for the position or positions.

After each round, the person with the least votes is eliminated. If two or more persons are tied for the least votes, all shall be eliminated unless this will result in fewer candidates remaining than there are positions to be elected.

If two consecutive rounds occur where no nominees receive votes from a majority of voting members present, nominees shall be ranked according to number of votes received in the second round in which no nominees receive votes from a majority of voting members present, and given positions as Members at Large in descending order to the maximum number of positions remaining available. In the event of a tie, there shall be a re-vote.

Nothing in this bylaw shall be construed as requiring a voting member present at a meeting to vote for any number of candidates. Members always have the right to not vote for a candidate not of their choosing.

Tallying the votes

At each round of voting, ballot papers will be collected by Tellers, counted and the results handed to the Elections Chair. Spoilt and unmarked ballot papers will not count. Ballot papers marked with votes for more candidates than there are positions available will be considered spoilt ballots.

The Elections Chair will announce to the General Assembly the result of each position after each vote, including number of votes recorded.

The Elections Chair will call for a motion to destroy the ballot papers at the conclusion of the elections.

Interim Elections

If an election is being held for a position which was vacated prior to the end of its term, the person elected will hold the position only until the expiry of the original term.

If an election is being held for multiple positions with different term lengths, for example to elect a Member at Large to a new term and to fill a mid-term Member at Large vacancy, the individual with the greatest number of votes will be elected to the longest term available.

International Wheelchair Rugby Federation

By-law 5

Adopted June 2010

Committees

The IWRF may establish committees to oversee key aspects of the IWRF's business. Each committee will be constituted by the IWRF Board of Directors with terms of reference established by the Board and published as appendixes to this By-law.

Role and composition

Committees are appointed by the IWRF Board to provide advice in specific areas. Committees may also be delegated the authority to make decisions within their area of responsibility. The composition of each committee will be detailed in its terms of reference. All committees will include regional and athlete representation. One member of the IWRF Board will sit as an *ex officio* member of each committee.

Where appropriate, the IWRF may establish sub-committees to deal with specific issues falling under a committee's mandate

Administration

The requirements for meetings of IWRF Committees shall be detailed in their terms of reference. IWRF Committee members will receive administrative support as required from the IWRF Secretary General. Committee members will be reimbursed actual and reasonable expenses in accordance with IWRF policies and procedures.

Standing Committees

The following committees, whose terms of reference are appended to this By-law, have been established as Standing Committees of the IWRF:

Anti-doping Committee

The Anti-doping Committee is responsible to advise the Board and the IWRF on anti-doping issues; to develop and maintain plans, policies and procedures related to anti-doping, drug-free sport, and therapeutic use exemptions; and to assist in ensuring the IWRF remains compliant with IPC and WADA anti-doping requirements.

Classification Committee

The Classification Committee is responsible to advise the Board and the IWRF on classification issues; to develop and maintain plans, policies and procedures related to classification including the classification system and classifier training and certification; to assist in ensuring the IWRF remains compliant with IPC Classification Code; and to select classifiers to participate in IWRF sanctioned events.

Competitions Committee

The Competitions Committee is responsible to advise the Board and the IWRF on competition-related matters; to develop and maintain plans, policies and procedures related to competitions, event sanctioning, ranking, and qualification; to evaluate event bids, and make recommendations for event sanctioning; to implement the qualification system for events; and to maintain the world ranking list and competition calendar

Development Committee

The Development Committee is responsible to advise the Board and the IWRF on sport development issues; to develop and maintain plans, policies and procedures related to development; and to prepare and implement sport development programs.

Technical Committee

The Technical Committee is responsible to advise the Board and the IWRF on sport technical issues; to develop and maintain plans, policies and procedures for rules, equipment, officials training and officials selection; to maintain and update the International Rules for Wheelchair Rugby and related materials; and to select officials to participate in IWRF sanctioned events.

Therapeutic Use Exemptions Committee

The IWRF Therapeutic Use Exemption Committee (TUEC) is responsible to assess or review Therapeutic Use Exemption (TUE) applications submitted in accordance with the IWRF Anti-Doping Code.

Terms of Reference

IWRF Anti-Doping Committee

The Anti-Doping Committee is an IWRF Standing Committee established to administer the IWRF Anti-Doping Code and to establish policies, guidelines and procedures with respect to the fight against doping, including anti-doping rule violation management and compliance with internationally accepted regulations, including the WADC.

The Anti-Doping Committee shall be comprised of up to five (5) members:

- Chair - Appointed by the IWRF Board
- Member at large - Nominated by the Chair
- Member at large - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board
- Athlete representative - Nominated by the IWRF Athletes Council

All member nominations shall be confirmed by the IWRF Board.

The Anti-Doping Committee shall be responsible to develop and implement policies and procedures and to make recommendations to the IWRF Board of Directors and General Assembly on matters relating to anti-doping, including:

- Maintain and update the IWRF Anti-Doping Code
- Standards for anti-doping including in-competition and out-of-competition testing and the registered testing pool
- Anti-doping awareness and education
- Assistance to event organizers on anti-doping requirements
- Advice to the IWRF Board on sanctions and discipline for anti-doping infractions

The Anti-Doping Committee will meet at least four (4) times per year. The Anti-Doping Committee may at its discretion establish sub-committees to examine specific issues within its mandate.

Terms of Reference

IWRF Classification Committee

The Classification Committee is an IWRF Standing Committee established to provide advice and consultation on issues related to the classification of wheelchair rugby athletes.

The Classification Committee shall be comprised of up to eight (8) members:

- Chair - Appointed by the IWRF Board
- Zone 1 representative - Nominated by the IWRF Americas Zone
- Zone 2 representative - Nominated by the IWRF European Zone
- Zone 3 representative - Nominated by the IWRF Asia-Oceania Zone
- Athlete representative - Nominated by the IWRF Athletes Council
- Classification database manager - Nominated by the Chair
- Classification development and training officer - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board

All member nominations shall be confirmed by the IWRF Board.

The Classification Committee shall be responsible to develop and implement policies and procedures and to make recommendations to the IWRF Board of Directors and General Assembly on matters relating to wheelchair rugby classification, including:

- Wheelchair rugby classification system, rules, and procedures
- Athlete eligibility for wheelchair rugby competition
- Compliance with the IPC Classification Code
- Development, training and certification of wheelchair rugby classifiers
- Selection of classifiers for IWRF sanctioned events

The Classification Committee will meet at least four (4) times per year. The Classification Committee may at its discretion establish sub-committees to examine specific issues within its mandate.

Terms of Reference

IWRF Competitions Committee

The Competitions Committee is an IWRF Standing Committee established to provide advice and consultation on issues related to international competitions in wheelchair rugby.

The Competitions Committee shall be comprised of up to eight (8) members:

- Chair - Appointed by the IWRF Board
- Zone 1 representative - Nominated by the IWRF Americas Zone
- Zone 2 representative - Nominated by the IWRF European Zone
- Zone 3 representative - Nominated by the IWRF Asia-Oceania Zone
- Athlete representative - Nominated by the IWRF Athletes Council
- Member at large - Nominated by the Chair
- Member at large - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board

All member nominations shall be confirmed by the IWRF Board.

The Competitions Committee shall be responsible to develop and implement policies and procedures and to make recommendations to the IWRF Board of Directors and General Assembly on matters relating to international competitions in wheelchair rugby, including:

- Maintain and update the IWRF Competition Regulations
- Maintain and update the IWRF World Ranking List
- Sanctioning of international competitions
- Qualification for IWRF championships and Paralympic Games
- Bidding, site selection, and hosting for IWRF championships
- Selection of technical delegates for IWRF sanctioned events

The Competitions Committee will meet at least four (4) times per year. The Competitions Committee may at its discretion establish sub-committees to examine specific issues within its mandate.

Terms of Reference

IWRF Development Committee

The Development Committee is an IWRF Standing Committee established to provide advice and consultation on issues related to the international development of the sport of wheelchair rugby.

The Development Committee shall be comprised of up to eight (8) members:

- Chair - Appointed by the IWRF Board
- Zone 1 representative - Nominated by the IWRF Americas Zone
- Zone 2 representative - Nominated by the IWRF European Zone
- Zone 3 representative - Nominated by the IWRF Asia-Oceania Zone
- Athlete representative - Nominated by the IWRF Athletes Council
- Member at large - Nominated by the Chair
- Member at large - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board

All member nominations shall be confirmed by the IWRF Board.

The Development Committee shall be responsible to develop and implement policies and procedures and to make recommendations to the IWRF Board of Directors and General Assembly on matters relating to the international development of the sport of wheelchair rugby, including:

- Priorities, strategies, and targets for development of new wheelchair rugby countries
- Strategies for development in depth in currently active countries
- Best practices in international development
- Standards for countries to progress to international competition
- Conduct of training and development clinics
- Liaison with developing wheelchair rugby countries
- Development, training and certification of development trainers and clinicians

The Development Committee will meet at least four (4) times per year. The Development Committee may at its discretion establish sub-committees to examine specific issues within its mandate.

Terms of Reference

IWRF Technical Committee

The Technical Committee is an IWRF Standing Committee established to provide advice and consultation on issues related to rules and officiating for the sport of wheelchair rugby.

The Technical Committee shall be comprised of up to eight (8) members:

- Chair - Appointed by the IWRF Board
- Zone 1 representative - Nominated by the IWRF Americas Zone
- Zone 2 representative - Nominated by the IWRF European Zone
- Zone 3 representative - Nominated by the IWRF Asia-Oceania Zone
- Athlete representative - Nominated by the IWRF Athletes Council
- Member at large - Nominated by the Chair
- Member at large - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board

All member nominations shall be confirmed by the IWRF Board.

The Technical Committee shall be responsible to develop and implement policies and procedures and to make recommendations to the IWRF Board of Directors and General Assembly on matters relating to the rules and officiating for the sport of wheelchair rugby, including:

- Maintain and update the IWRF Rules for the Sport of Wheelchair Rugby
- Maintain and update the IWRF Casebook
- Development, training and certification of wheelchair rugby officials including referees, technical commissioners, and table officials
- Systems, rules, and procedures relating to wheelchair rugby officials including referees, technical commissioners, and table officials
- Equipment specifications for wheelchair rugby
- Field of play specifications for wheelchair rugby
- Selection of officials for IWRF sanctioned events

The Technical Committee will meet at least four (4) times per year. The Technical Committee may at its discretion establish sub-committees to examine specific issues within its mandate.

Terms of Reference

IWRF Therapeutic Use Exemptions Committee

The IWRF Therapeutic Use Exemption Committee (TUEC) is responsible to assess or review Therapeutic Use Exemption (TUE) applications submitted in accordance with the IWRF Anti-Doping Code.

The TUE Committee shall be comprised of up to four (4) members:

- Chair - Appointed by the IWRF Board
- Member at large - Nominated by the Chair
- Member at large - Nominated by the Chair
- IWRF Board representative - Appointed by the IWRF Board

All member nominations shall be confirmed by the IWRF Board.

The TUE Committee shall be responsible to review and decide on TUE applications for athletes in the IWRF Registered Testing Pool. The TUE Committee shall, at the request of the Board, review TUE decisions made by other bodies to determine if an appeal should be made.

Members of the TUE Committee, with the exception of the Board representative, will be medical professionals with the appropriate education and experience to make decisions on TUE applications. The Board representative will not participate in the TUE decisions.

The TUE Committee will meet as required to review and decide on TUE applications.