



International Casting Sport Federation

CONSTITUTION edition 2019

By-laws

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1.1. NAME PRINCIPALS AND RECOGNITION -Historically

- 1.1.1. With the object of encouraging the development of the sport of casting and of strengthening the bonds of friendship that unite those who practice in it, the Belgium Finland, England, Norway, Scotland, Sweden, the Netherlands, New Zealand and the Australian Sport Fishing Federations and the N.A.A.C.C. founded the INTERNATIONAL CASTING FEDERATION (I.C.F.) in Rotterdam on 25th September 1955.
- 1.1.2. With the goal of promoting the development of the casting sport and to improve the collaboration, the I.C.F and the FCS in der CIPS founded the World Casting Association (WCA) in Duisburg, Germany, on the 19th February 1983.
- 1.1.3. At General Assembly 13th April 2003 the name INTERNATIONAL CASTING FEDERATION (I.C.F.) was in elucidation named INTERNATIONAL CASTING SPORT FEDERATION (ICSF)
- 1.1.4. The ICSF is recognised by the SPORTACCORD (GENERAL ASSOCIATION OF INTERNATIONAL SPORTS FEDERATIONS -GAISF) and the INTERNATIONAL WORLD GAMES ASSOCIATION (IWGA), as the sole controlling body for international tournament casting sport.
- 1.1.5. At the Extraordinary General Assembly of the ICSF and the FCS in der CIPS in Malmö, Sweden, on 6th September 2007 the two World Federations merged under the name and constitution of the ICSF.
ICSF is an associated member of CIPS
- 1.1.6. The seat is in the Federal Republic of Germany.

BY-LAW TO ARTICLE 1.1

1. The ICSF is the controlling body for Tournament Casting Sport activities in plug- and fly- distance and accuracy casting sport.
2. All disciplines recognised in the Statutes and the Tournament Rules have an equal representation and recognition within the ICSF

1.2. OBJECTIVES

- 1.2.1. The ICSF is a non-profit organization whose objectives shall be:
 - to promote and encourage Tournament Casting Sport throughout the World in conformity with the Olympic principles;
 - to develop Tournament Casting Sport;
 - to frame and interpret ICSF Constitution and By-Laws;

- to promote and sanction international competitions in plug- and fly-distance and accuracy casting sport;
- to arrange dates, events, venues for World Championships to be held every year
- to participate in The World Games to confirm and maintain:
 - World Record scores
 - Continental Record scores
 - International Judges
- to co-operate with national and international Sport fishing organizations (CIPS)
- to co-operate and participate in SportAccord, IWGA and WADA

1.3. MEMBERSHIP

1.3.1 Members of ICSF shall consist of 2 groups only

1. Member Federations and
2. Provisional Members
 - Associate Members
 - Honorary Members
 - Co-operating Members

1.3.2. Membership is available to one National Casting Sport Federation or Association per country that is controlling the Casting Sport in that specific country. If a National Organisation does not practise during three years one or more disciplines, it can be replaced by another National Organisation which exercises an activity in this/these discipline(s). The replacement can be made over decision of the General Assembly or over proposal of the ICSF Executive board.

1.3.3. The ICSF Board in a move to support growth of Casting on the international level has agreed to accept new ICSF Casting member federations on a provisional basis.

Provisional members do not pay entry or membership fees. The membership is on provisional basis and does not constitute any rights or obligations. In particular, it does not award the right to vote at Congress to a provisional member. Without extraordinary agreement of the ICSF Board (in compliance with the International Casting Rules), they cannot participate in world championships.

- 1.3.4. Associate Members may be individuals, institutions or companies wishing to contribute substantially to ICSF's activity in promoting International casting flycasting and surfcasting sport. Associate membership is available for one individual, institution or company per country but only in the case that there is no ICSF member of this nation.
They may attend the General Assembly meetings and may participate in the meeting, but have no right to vote.
- 1.3.5. Honorary Members can be natural persons or legal entities that have contributed meritoriously to the casting sport.
They may attend the General Assembly meetings and may participate in the meeting, but have no right to vote.
- 1.3.6. Co-operating members may be recognised national organisations which practise casting sport and co-operate closely with ICSF in casting sport activities, but their country is represented by another national federation which the ICSF member is (Article 1.3.1., 1.3.2, 1.3.3.). They may attend the General Assembly meetings, but have no right to vote.
- 1.3.7. Extraordinarily, in the case of 2 memberships (member and co-operative member) from one country, when the co-operative member unambiguously renders more activities in casting, flycasting and surfcasting and secures prosperity of this kind of sport in the country mentioned and cooperates closely with ICSF and informs ICSF, the ICSF General assembly can decide about the change in membership. Only upon agreement of $\frac{3}{4}$ votes present at the General Assembly
- 1.3.8. Members of the Federation shall work for standardization of Rules, methods of casting, scoring and judging of all events and the promotion of the casting sport.
- 1.3.9. The members must accept and conform to the Rules and regulations of the International Casting Sport Federation.
- 1.3.10. Tournament Casting Sport transcends all political, ideological and cultural barriers and will therefore not acknowledge or accept any form of discrimination in our sport against its members and/or individuals.

1.4. AFFILIATION

A National Federation wishing to become a Member of the ICSF shall:

1.4.1. Make a written application, signed by their President, to the Secretary General of ICSF
Submit with its application:

1. A copy of its Statutes in English
2. A list of their officers
3. A certificate from their highest sport authority stating that the National Federation is recognised as being the controlling body for casting in their country
4. Information on the number of clubs and Members
5. A formal undertaking to observe the Statutes, Competition Rules and Regulations of the ICSF
6. The payment of the membership fee, the amount of which has been fixed by the General Assembly.

1.4.2. The Executive board (see 1.6.3) shall serve and act on all requests for membership. The Secretary will notify applicant for membership action taken within 60 days for date of application.

1.4.3. The General Assembly may decline an application for Member Association affiliation, in which case the fee shall be returned.

1.5. MEMBERSHIP FEE

1.5.1. The fiscal year for ICSF will be from January 1st to December 31st.

1.5.2. The General Assembly shall decide the amount of the yearly subscription fee paid by every Member Association and the currency in which it shall be paid. The board has the right to decide, with a stated proposal, to reduce the membership fee for individual members.

1.5.3. Membership fee for Associate Members and co-operating members shall be decided by the Executive Board on each individual application.

1.5.4. Any member dropping the membership as specified in Article 1.17,

1.5.5. shall on applying for membership again, be considered a new member and pay the necessary subscription fee.

BY-LAW TO ARTICLE 1.5

1.5.1. The annual subscription fee is to be paid to the Treasurer of the ICSF

- 1.5.2. In order to retain membership of the ICSF a National Federation must pay the annual membership fee no later than the 31st. January to the Treasurer. A member who has not paid at the time they cannot participate in any international casting competitions and for the General Assembly has no voting right.

1.6. ORGANIZATION

- 1.6.1. The General Assembly shall elect all ICSF officers as under Section 1.6.2, Section 1.12.2 and Section 1.13.2. The election may be held at any scheduled meeting or by absentee ballot. The duties of all elected officers shall begin at the moment of being declared elected.
- 1.6.2. Officers to be elected to form the board will be: President of the Board, two vice-Presidents, one Secretary General, one Treasurer and six Board Members, all for four years at a time.

Chairman and members in the Permanent Committees will also be elected, all for four years at a time.

- 1.6.3. ICSF Officers named under section 1.6.2 will constitute the Board of Directors. The President, two vice President, General Secretary and Treasurer will constitute the Executive board of the Board of Directors and prepare and enact the decisions of the Board. The Executive Board (E.B.) have power to decide in all current questions. The E.B. accepts or denies applications for membership. All decisions made by the E.B. concerning the changes in ICSF Statute and International Tournament Casting Rules are firstly approved by the Board of directors and secondly by the General Assembly.
- 1.6.4. Retiring officers are eligible for re-election.
- 1.6.5. The Board of Directors shall be governed by the majority vote. During the interim between two General Assemblies they shall handle all matters.
- 1.6.6. A time limit of 60 days from the time of first handling of any matter will be the maximum limit for action. This time limit to begin on date of original submission either to all members of the Board or from date of Secretary's report to the Board members.

1.7. GENERAL ASSEMBLY

- 1.7.1. The General Assembly is the governing meeting of the ICSF
- 1.7.2. The ordinary General Assembly meets every two years.
- 1.7.3. An Extraordinary General Assembly can be summoned by the Board of Directors.

If more than 40% of the members call for an Extraordinary General Assembly it must be summoned within three months.

- 1.7.4. Members of the ICSF are to be represented at all meetings and on all matters by their delegates who comprise the General Assembly.
- 1.7.5. Each Member Federation can have two delegates or alternate delegates. Each Member Federation having one vote. The vote of a Member Federation may be cast by proxy only by another Member Association. No Member Federation shall carry more than one proxy vote.
- 1.7.6. A General Assembly shall be valid if the invitation is sent out in accordance with the Constitution.
- 1.7.7. The General Assembly decisions are final and can only be changed by the vote of a following General Assembly. Amendments to the ICSF Constitution or decision of Dissolution of ICSF shall require three-fourths majority of the votes cast "for" or "against"; whereas changes to the International Tournament Rules, other Rules, Regulations and Matters shall be decided by simple majority of the votes cast "for" or "against".
- 1.7.8. The General Assembly shall be held under the chairmanship of the President of the ICSF or, in the absence of the President, the vice President.
- 1.7.9. The General Assembly shall deal exclusively with proposals indicated in the Agenda.

If any proposal by unforeseen reasons is given immediately prior the General Assembly, such a proposal will only be put on the Agenda only if a three-fourths majority of the present votes are for.

- 1.7.10. The Agenda of an ordinary General Assembly shall include the following items:
 - a) Opening of the General Assembly
 - b) Roll-call of delegates and establishing of the quorum
 - c) Appointment of two scrutineers for the period of the General Assembly
 - d) The President's report
 - e) The General Secretary's report
 - f) The Permanent Committees reports
 - g) Financial report
 - h) Auditor's report
 - i) Discussion of Reports
 - j) Board of Directors discharge
 - k) Welcome to new members
 - l) Decision on Membership fee for the next two years

- m) Decision of the Budget for the next two years
- n) Discussion on decisions for eventual changes in the Constitution
- o) Discussion on decisions for eventual changes in the Tournament Rules
- p) Discussion on proposals and respective decisions
- q) Elections according to the Constitution
- r) General Information
- s) Closing of the General Assembly

BY-LAW TO ARTICLE 1.7

- 1.7.1. The Chairman of the General Assembly decides the number and the duration of the speeches allowed to the delegates.
- 1.7.2. The organiser of the General Assembly has to provide facilities and interpreters for simultaneous translation in the official languages of the ICSF
- 1.7.3. At least thirty (30) days before the opening of the General Assembly, each National Federation shall forward to the Secretary General of the ICSF the names of its delegates
- 1.7.4. The National Federations must notify the Secretary General of any change of their delegates at the latest by the accreditation time for the General Assembly. This must be done in writing and signed by the President and/or the Secretary General of the National Federation concerned.
- 1.7.5. All decisions of the General Assembly take effect immediately after the General Assembly, except for: the amendment of the Tournament Rules that take effect on a time decided by the General Assembly.
- 1.7.6. New Members of the ICSF, once approved, may participate in the General Assembly with full voting right.

1.8. SUBMISSION OF PROPOSALS

- 1.8.1. Each Member of the ICSF and the Board of Directors has the right to submit proposals to the General Assembly.
- 1.8.2. Proposals originating from National Federations signed by their President and/or Secretary General must be in the hands of the ICSF Secretary General not later than 60 days before the date on which the General Assembly is held.
- 1.8.3. All applications and proposals have to be produced in English and/or German language.
- 1.8.4. Candidates for election to the Board of Directors and to the Committees may be nominated by their National Federation, which should notify the ICSF Secretary General two (2) months before the General Assembly.

1.8.5. Nominations may also be made by the Board of Directors with the agreement of the Federation concerned.

1.9. THE PRESIDENT

1.9.1. It shall be the duty of the President to conduct all meetings.

1.9.2. The President shall serve as Chairman of the Board of Directors as well as the General Assembly.

1.9.3. The President may delegate another officer of ICSF to represent the Federation at significant events or meetings.

1.9.4. As seemed necessary the President shall appoint Special Committees to consider recommend and report on any given matter pertaining to ICSF affairs.

BY-LAW TO ARTICLE 1.9

1.9.1. The President shall call a meeting at least once a year.

1.9.2. The Board of Directors shall form a quorum if and when, after being duly summoned, at least half of its members are present

1.10. THE SECRETARY GENERAL - TREASURER

1.10.1. The Secretary General shall keep all records, prepare, distribute and collect all ballots, keep records at all business meetings either in person or substitute, and perform all other functions of this Office normally a part of this Office.

1.10.2. The Secretary General shall notify the General Assembly (all delegates) of the recommended action of the Board of Directors and request their comments. After a period of 30 days of the date of such notification, the Secretary will place the matter to a vote of the General Assembly along with any comments made, to be considered as amendments to the original proposal. Only proposals received by the Secretary will be considered.

1.10.3. The Treasurer present a financial report at business meetings, collect all money and provide or suitable banking and perform all other functions of this Office normally a part of this Office. In economic matters the Treasurer sign the International Casting Sport Federation alone.

1.11. VACANCIES

1.11.1. In the case of decease or resignation of a Member of the Board of Directors, the Board may fill vacancies for the remaining period until the next General Assembly.

1.11.2. If and when the President is temporarily prevented from fulfilling the duties of office, or the President decease, then the vice-president shall act as President until the next General Assembly.

1.12. THE ELECTION COMMITTEE

1.12.1. The Election Committee, shall have one Chairmen and two other members, all elected by the General Assembly.

1.12.2. One Member Federation can only have one member in the committee.

1.12.3. The term of office is in-between two General Assemblies.

1.13. AUDITORS

1.13.1. At the General Assembly shall two auditors be elected all for four years at a time. An auditor can be re-elected one time.

1.13.2. The auditors shall audit the accounts at least once every year. Unexpected audits are allowed. They shall in written form deliver a auditor's report to the Board and the General Assembly. If the condition exists shall the auditors propose discharge for the Board of Directors.

1.14. THE PERMANENT COMMITTEES

1.14.1. There shall be the following permanent Commissions:

- the Technical and education Commission
- the Fly casting commission
- the Surfcasting commission
- the Youth Commission
- the Marketing Commission
- the Entourage Commission
- the Ethics Commission
- the Women in Sport Commission
- the Medical and Anti-Doping Commission
- the Sport for All Commission

1.14.2. The Permanent Committees, shall have one Chairmen and minimum two other members, all elected by the General Assembly. The Chairman shall submit a report for adoption at every General Assembly meeting.

1.14.3. One Member federation can only have one member in the committee.

1.14.4. The term of office is four years.

- 1.14.5. Should any vacancy occur in a Committee, the Executive board, in consultation with the relevant Committee, shall appoint a new member whose term of office will extend until next General Assembly.
- 1.14.6. The Chairman is responsible for seeing that tasks of his Committee are being properly performed, in co-operation with all other members.
- 1.14.7. Commissions shall reply to questions concerning the interpretation of Rules within their field of competence.

Such questions can be submitted by Member Associations or by members of the Board of Directors through the Secretary General who will forward them to the appropriate committee(s).

BY-LAW TO ARTICLE 1.14

- 1.14.1. The Technical and Education Committee is responsible for the continuously evaluation of the Tournament Rules and the Handbook for Organizers. Likewise is it responsibly for writing educational handbooks in the field of International and National Judging and a court-builders handbook.

It is in the jurisdiction of the Technical and Education Commission put forward amendments to the Tournament Rules and to the Handbook for Organizers at any time.

The Fly Casting and Surfcasting Committee is responsible for the development these kinds of casting sport, with the cooperation with the Technical Committee.

The Marketing Committee is responsible for promoting and finding potential sponsors for the ICSF.

The Youth Committee is responsible for the continuously evaluation of the activities in youth categories, concerning the youth free-time programme. The Committee shall promote the development of youth casting sport.

The following Committees are related with other activities of ICSF: Entourage Committee, the Ethics Committee, the Women in Sport Committee, the Sport for All Committees

The Medical and Anti-Doping Committee is responsible for carrying out ICSF Anti-doping rules, education and securing the Therapeutic Use Exemption review and Anti-Doping Review Panel

- 1.14.2. The Committee's shall take an objective part in the day to day casting sport activities and in this duty take great notice of constructive discussions with the member federations.

- 1.14.3. Amendments referring to, Number of Events, Number of Athletes participating or any other decision that will have a costly effect for the federations and/or for the Athletes have to be put forward to General Assembly for decision.
- 1.14.4. All proposals for amendments shall be sent to the ICSF Executive Board for ratification.
- 1.14.5. Amendments done by the Committees and ratified by the ICSF Executive Board should be up for decision at next ordinary General Assembly or next Extraordinary Assembly.

1.15. AWARDS

- 1.15.1. The ICSF may honour its Members for distinguished services with the awards of the following priority:

- Honorary Membership
- Badge of Merit
- Diploma of Honour
- Medals
- Plates

- 1.15.2. Nominations for any awards may be made by the National Federations or by the ICSF Board of Directors.
- 1.15.3. All awards shall be considered by the Board of Directors.
- 1.15.4. The final decision for Honorary Membership and Badge of Merit lies with the General Assembly, all other awards will be decided by the Board of Directors.

1.16. LATE MEMBERSHIP FEE

- 1.16.1. National Federations whose membership fees are unpaid shall not be eligible to attend the General Assembly and to take part in ICSF championships and any other international competition until all outstanding fees have been paid.

1.17. EXPULSION

- 1.17.1. If a National Federation does not continue the membership duties of the ICSF and does not rectify the situation by a date fixed by the Executive Committee, or if there is any other justified reasons, the General Assembly may expel that Federation.

1.18. RESIGNATION FROM MEMBERSHIP

- 1.18.1. A Member may resign ICSF membership by registered letter to the Secretary General.
- 1.18.2. The subscription fee for the current years is due in full whatever may be the date of resignation.

1.19. RULES & GUIDES

- 1.19.1. The Tournament Rules of the ICSF is an annex forming part of the ICSF Constitution.
- 1.19.2. The Handbook for Organizers published by the ICSF is an annex forming part of the ICSF Constitution.

1.20. EMBLEM AND FLAG

- 1.20.1. The official emblem of ICSF is adopted by the General Assembly, belongs to ICSF and may be covered by copyrights.
- 1.20.2. The ICSF flag shall be white colour with the ICSF emblem in colour surmounted by the letters ICSF centrally placed.

1.21. OFFICIAL LANGUAGES

- 1.21.1. The official languages of the ICSF are English and German.
- 1.21.2. When any differences occur in English and German text, in the Constitution, in the Tournament rules or in any handbook, English text will always prevail.
- 1.21.3. At the meetings of the ICSF, Members or delegates are entitled to speak in the language of their country provided that their speech is translated into English/German by a competent interpreter. All expenses of the translator must be borne by the representatives themselves

1.22. OFFICIAL SPONSORS

- 1.22.1. Any official sponsors to the ICSF should be in agreement with the Rules of the International Olympic Committee (I.O.C.)

1.23. OFFICIAL PUBLICATION

- 1.23.1. The Executive Board shall be responsible for the publication all information in ICSF website.

1.24. COURT OF ARBITRATION FOR SPORT

- 1.24.1. Disciplinary measures shall be taken by the Board of Directors at first-instance and to the General Assembly as second-instance in agreement with the ICSF Constitution. In sports competitions held by the ICSF disciplinary measures shall be taken according to the ICSF Tournament Rules.
- 1.24.2. Disciplinary measures the ICSF, enforce are:
- a) warning
 - b) blame
 - c) suspension of single person or team on the occasion of Tournament or events;
 - d) suspension in the event of change of Federation according to the Tournament Rules;
 - e) suspension;
 - f) expulsion;
- 1.24.3. These measures shall be applied to Federations or single persons whose behaviour shall prove to be against the ICSF Constitution or the ICSF Tournament Rules or those who do not fulfil their obligations towards the ICSF
- 1.24.4. Disciplinary measures shall be taken and in writing announced by the board of directors within 90 days from notice of the occurrence. Protest against the decision can be given also within 90 days from the notification. The protest cost is € 175:- and will cover cost for trial at the Court of Arbitration for Sport. The protest cost to be paid in advance of trial.
- 1.24.5. Court of Arbitration for sport.
All appeals against measures and decisions taken according to article XXIV 1. will be taken to the ICSF Board of Directors as appellation chamber. Appeals against decisions taken by this chamber shall be taken to the Court of Arbitration for Sport (CAS) in Switzerland exclusively and dealt with in accordance with the rules of the CAS code-related arbitration
- 1.24.6. All appeals against measures and decisions taken according to articles 1.24.1 – 1.24.4. will be taken to the Court of Arbitration for Sport (CAS) in Switzerland exclusively and dealt with in accordance with the rules of the CAS code-related arbitration

1.25. REVENUE FROM ICSF EVENTS

- 1.25.1. ICSF shall have the sole right to arrange and to receive all revenues from all commercial promotion, media coverage and reproduction of ICSF Championships. The Member Association responsible for staging any such competition shall ensure that no arrangements in respect of television, film, or photographic coverage or advertising associated with such competition or its locations shall preclude ICSF from concluding agreements in respect of the same at its sole discretion. ICSF may assign or delegate this right to a Member Association or other organization at its sole discretion.
- 1.25.2. ICSF shall have the sole intellectual property rights (trademark, design, and/or copyright) to:
- any design, symbol, logo or text adopted by the Federation from time to time as an official mark, legend, as the mascot or emblem of a specific competition staged under the authority of the Federation, and such mark or legend or mascot or emblem shall not be reproduced or displayed without the prior written consent of ICSF
 - any codes of conduct or training material issued by ICSF from time to time in respect to Tournament Casting Sport. Such Rules or codes shall not be reproduced in the original languages or in translation without the prior written consent of ICSF shall have the right to require payment of royalties in respect of any such reproduction. ICSF may arrange commercial promotion and reproduction of any of the above and may transfer its rights to any other entity. Any revenue or profit arising from such promotion or reproduction or transfer shall be the sole property of ICSF

1.26. DOPING

- 1.26.1. The ICSF is stakeholder of WADA (World Anti-Doping Agency). ICSF valid Anti-doping rules must to be in compliance with WADA Code.
- 1.26.2. ICSF Medical and Anti-Doping Commission is establish for fight against doping in sport

1.27. INSURANCE

- 1.27.1. Every member (associated, co-operating) of the ICSF must have sufficient insurance for all their participants.
- 1.27.2. Every federation that organizes an arrangement must take out an insurance that cover the special risks involved.

1.28. DISSOLUTION OF ICSF

- 1.28.1. In the event of ICSF being dissolved for any reason, the assets of the Federation shall be divided equally among those Member Associations at the time of such occurrence.
- 1.28.2. Money due to the Federation, but not paid by any Member Association, shall be deducted from its share before any distribution is made.

1.29. MATTERS NOT COVERED BY THE STATUTES

- 1.29.1. All matters not specifically covered by the ICSF constitution shall be decided by the Administrative Committee, subject to ratification by the Board of Directors.
- 1.29.2. All matters not specifically covered by the ICSF Tournament Rules, shall be decided by the Technical Committee and be subject to ratification by the Executive Board.

The original constitution was confirmed at founding General Assembly in Rotterdam, the Netherlands the 25th September 1955.

And have thereafter being revised at General Assemblies in,

Scarborough, England	August 1973.
Toronto, Canada	July 1984.
Madrid, Spain	July 1986.
The Hague, the Netherlands	February 1995
The Hague, the Netherlands	February 1997
Porec, Croatia	May 1999
Stockholm, Sweden	April 2001
Vienna, Austria	April 2003
The Hague, the Netherlands	April 2005
Malmö, Sweden	September 6, 2007
Vienna, Austria	April 10, 2011
Berlin, Germany	October 25, 2015
Vienna, Austria	November 17, 2019

Appendix 1:

STANDING BYE-LAWS TO MEETINGS PROCEDURES

- 1) Notices of meetings of the ICSF shall be dispatched as follows:
 - a. Notices of the meetings of the Ordinary General Assembly shall be put by the Secretary General to official ICSF website not later than four (4) months before the date of the General Assembly to all affiliated National Federations, President of Honour, Members of the Board of Directors and Auditors.
 - b. The agenda and the proposals for the General Assembly shall be sent out by the Secretary General not later than 30 days before the date of the General Assembly by ICSF website;
 - c. Notices of the meetings of an Extraordinary General Assembly shall be put out by the Secretary General to official ICSF website not later than two (2) months before the opening.
 - d. The agenda and the proposals for the Extraordinary General Assembly shall be sent out by the Secretary General not later than thirty (30) days before the date of the Extraordinary General Assembly.
 - e. Notices of the meetings of the Board of Directors, together with the agenda, shall be dispatched by the Secretary General not later than 30 days before the meeting
 - f. Documents relating to the items on the agenda of the meeting of the Board of Directors shall be dispatched by the Secretary General not later than 15 days before the meeting;
 - g. Notices of meetings of the Technical commission and the Education Committee shall be sent out by the Secretary General not later than 30 days before the meeting;
 - h. The agenda and the documents relating to the meetings of the Technical commission and the Education Committee shall be dispatched by respectively chairman not later than 15 days before the meeting;
- 2) The Minutes of the meetings shall be circulated, as follows:
 - a. Minutes of the General Assembly, under the direction of the Secretary General and after approval by the President, within 60 days of the meeting, to the affiliated National Federation and the Members of the Board of Directors;
 - b. Minutes of the Executive Board, under the direction of the Secretary General and after approval by the President, within 45 days of the meeting, to the affiliated National Federations and the Members of the Board of Directors;

- c. No correction or alteration to the Minutes will be accepted unless written notification has been received and acknowledged by the Secretary General within 2 (two) months of the date of circulation of the General Assembly Minutes and within 1 (one) month of the date of circulation of the Minutes of the Executive board

Appendix 2:

STANDING BYE-LAWS TO THE PREPARATION AND ORGANIZATION OF WORLD AND CONTINENTAL CHAMPIONSHIPS

APPLICATION

- 1) Prior to making an application for the organization of World Championships, the National Federation is obliged to arrange for the President of ICSF or his deputy to inspect the proposed venue and the facilities described in the application. The report of this inspection shall be submitted, together with the application, to the Secretary General for submission and then to the Executive board and the General Assembly.
- 2) A National Federation applying for World or a Continental Championships shall submit an application to the General Assembly within the limit set by Article 1.8 of the Statutes. The application shall contain the following details:
 - a. description of the technical installations as required in the regulations for the holding of ICSF championships, accompanied by appropriate plans, illustrations etc.;
 - b. description of the alternative accommodation possibilities to be provided for competitors, team-leaders, trainers, officials and representatives of the media, and the meals to be provided - including the cost;
 - c. local transportation;
 - d. description of the facilities to be provided for representatives of the media;
 - e. other events planned in conjunction with the championships.

Appendix 3:

PRESENTATION TO THE GENERAL ASSEMBLY

An applicant may make a presentation to the General Assembly. Such a presentation shall be limited to:

- a. a written presentation which shall be accompanied with a report and recommendation
- b. an verbal presentation of max. 5 minutes which may include a video presentation.
- c. The General Assembly will only accept applications for Championships to be held during the following four years.