

## **Minutes of the Extraordinary IOF General Assembly held on Tuesday 14<sup>th</sup> September, 2004 at Västerås, Sweden**

### 1. Opening of the Extraordinary General Assembly

The President of the IOF, Sue Harvey, GBR, wished the participants welcome.

In her opening remarks, the President said that Council had requested her to call this Extraordinary General Assembly for the purpose of deciding on the revision of the IOF Statutes.

### 2. Roll call

The Secretary General called the roll of those present (see APPENDIX I).

### 3. Voting members present

The President announced that the number of voting members present at the time of the roll call was 34 full member federations, each having one non-transferable vote.

### 4. Presidium

Sue Harvey (President), Åke Jacobson, Hugh Cameron, and Edmond Szechenyi (Vice Presidents) were elected to constitute the presidium during the proceedings of the Extraordinary General Assembly.

### 5. Minutes witnesses

John Brammall, AUS, and Tomas Bruce, SWE, were elected to certify the minutes of the meeting.

### 6. Election of tellers

Hans Breckle, GER, Birthe Helms, DEN, and Dmytro Miller, UKR, were elected tellers.

### 7. Approval of agenda

The agenda for the Extraordinary General Assembly was approved.

### 8. Open sessions

It was agreed that the sessions should be open and observers welcomed.

### 9. Revision of the IOF Statutes

Hugh Cameron introduced Council's proposal for revised IOF Statutes. He said that, in reply to the requests for clarification on the voting procedure, Council had decided to propose to the General Assembly a further amendment to clause 8.10.4, i.e. the inclusion of the sentence: "A candidate may only appear once on the completed ballot paper."

The President thanked Hugh Cameron for the presentation. She informed the delegates that, in order for the proposal to be carried, three quarters majority of the votes expressed would be required.

Council's amended proposal for revised Statutes (APPENDIX II) was adopted by 31 votes in favour, none against and no abstentions.

## 10. Closure of the Extraordinary General Assembly

President Sue Harvey reminded the delegates that the revised IOF Statutes would take effect on the closure of the Extraordinary General Assembly. Finally, she thanked the delegates and formally closed the Extraordinary General Assembly.

Sue Harvey  
President

Barbro Rönnerberg  
Secretary General

Minutes verified by:



John Brammall

Tomas Bruce

**IOF Extraordinary General Assembly  
held on Tuesday 14 September, 2004  
at Västerås, Sweden**

**ATTENDANCE LIST**

Delegates:

AUS	John Brammall, Robert Mouatt
AUT	Erich Simkovics
BEL	Roger Aerts*, Eric Hully
BUL	Atanas Georgiev
COL	José Fernando Gómez
CRO	Ivo Tisljar
CUB	Fidel Bonilla Machin
CZE	Petr Klimpl, Petr Pernicka*, Jan Skricka
DEN	Ole Husen, Birthe Helms, Helge Lang Pedersen
ESP	Javier Gomez, Per Sterner
EST	Leho Haldna*
FIN	Heikki Kauppinen, Mikko Salonen, Jukka Liikari*
FRA	Marie-France Charles, Michel Devrieux, Vincent Frey*
GBR	Robert Roach, Robin Field, Brian Porteous*
GER	Hans Breckle, Frauke Schmitt Gran*
HKG	Chi Kin Lee
HUN	Istvan Hajdu, Laszlo Zentai*, Sarolta Monspart
IRL	Mary Healy, Iain Rochford
ITA	GianPietro Mazzeni, Maria Silvia Viti*, Sergio Grifoni*
JPN	Shoichi Funabashi, Toshio Onoe
LAT	Peteris Apinis, Juris Cebulis
LTU	Rimantas Mikaitis*
NOR	Bjorn R. Berntsen, Harald Thon, Astrid Waaler Kaas
NZL	Alistair Landels
POL	Lech Trzpił
POR	Carlos Pires
RSA	Ian Bratt*
ROM	Clara Fey
RUS	Alexey Kuzmin*
SCG	Slobodan Radovanovic
SUI	Beat Fischer, Karin Goy Blesi*, Thomas Gloor*
SVK	Juraj Nemec*
SWE	Tomas Bruce, Lisbeth Carlsson, Kerstin Tjernlund
TPE	Mu-Shan Peng, Yiwen Hsu, Chen-Chih Hung
UKR	Viktor Biloshytskiy, Vitaliy Petrov, Dmitry Miller*
USA	Frank H. Kuhn*, Gary Kraght, David Irving

Council members:

Sue Harvey, President (GBR)  
Åke Jacobson, Senior Vice President (SWE)  
Hugh Cameron, Vice President (AUS)  
Edmond Szechenyi, Vice President (FRA)

Members of the  
Presidium

Leho Haldna (EST)\*  
Jan-Erik Krusberg (FIN)  
Iordanka Melnikliyska (BUL)  
Shin Murakoshi (JPN)  
Marcel Schiess (SUI)

Commission members:

Ove Gasbjerg (DEN)	EEC
Rimantas Mikaitis (LTU)*	EEC
Maria Nimvik (SWE)	EEC
Frauke Schmitt Gran*	EEC
Brian Parker (GBR)	Environment
Maria Silvia Viti (ITA) *	Environment
Ian Bratt (RSA) *	Foot-O
Karin Goy Blesi (SUI)*	Foot-O
Alexey Kuzmin (RUS) *	Foot-O
Petr Pernicka (CZE)*	Foot-O
Brian Porteous (GBR)*	Foot-O
Dmitry Miller (UKR)*	IT
Henning Spjelkavik	IT
Thomas Gloor (SUI) *	Map
Sergio Grifoni (ITA)*	Map
Jukka Liikari (FIN)*	Map
Laszlo Zentai (HUN) *	Map
Roger Aerts (BEL)*	Medical
Vincent Frey (FRA)*	Rules
Mita Crepaz (ITA)	Ski-O
Kåre J. Kirkevik (NOR)	Ski-O
Juraj Nemec (SVK)*	Ski-O
Anne Braggins (GBR)	Trail-O
Taro Koyama (JPN)	Trail-O
Frank H. Kuhn (USA)*	Trail-O
Knud Vogelius	Trail-O

\*) national delegates as indicated above

Secretary General:

Barbro Rönnerberg (FIN)

Assistant to the Secretary General:

Anu Haapalainen (FIN)

## STATUTES OF THE INTERNATIONAL ORIENTEERING FEDERATION (IOF)

### **1. NAME, ROLE AND CONSTITUTION**

#### **1.1 Name**

The name of the organisation is the International Orienteering Federation, henceforward IOF, registered in Helsinki, Finland.

#### **1.2 Role and constitution**

The IOF, recognized by the International Olympic Committee (IOC), is, amongst its members, the supreme authority on all matters relating to international orienteering. Orienteering is a sport involving non-motorised (with the exception of wheelchairs) navigation with a map. The recognised orienteering disciplines are foot orienteering, ski orienteering, trail orienteering and mountain bike orienteering. The IOF is made up of the national orienteering federations that have been admitted to membership.

#### **1.3 Statutory institutions**

The statutory institutions of the IOF are:

The General Assembly  
The Council  
The Secretariat  
The Presidents' Conference

### **2. AIMS, TASKS and OBLIGATIONS**

#### **2.1 The aims of the IOF shall be:**

2.1.1 To spread the sport of orienteering and to promote its development.

2.1.2 To create and maintain a world event programme.

#### **2.2 The tasks of the IOF shall be:**

2.2.1 To commission and supervise World Championships and other IOF events.

2.2.2 To maintain universal rules and guidelines for orienteering events under its auspices and to supervise their proper application.

- 2.2.3 To act as the final authority in controversies other than those coming within the jurisdiction of the jury of an international orienteering event.
- 2.2.4 To maintain cordial relations with other international sports organisations and to represent the interests of its members and international orienteering in its dealings with such organisations.
- 2.3 The obligations of the IOF are:**
  - 2.3.1 To respect and abide by the Olympic Charter.
  - 2.3.2 To respect and abide by the provisions of the World Anti-Doping Code.
  - 2.3.3 To respect and implement the Olympic Movement's Agenda 21 on protection of the environment and sustainable development.
  - 2.3.4 To respect the autonomy of its members and not intervene in their internal affairs.
  - 2.3.5 To ensure that only countries that can guarantee freedom of participation on an equal basis to all IOF members shall be commissioned with the organisation of a Congress, IOF event, course or conference held under the auspices of the IOF.

### **3. MEMBERSHIP**

#### **3.1 Categories and obligations**

- 3.1.1 The IOF recognises two categories of member: full member and associate member.
- 3.1.2 Members undertake to abide by these Statutes, the IOF Anti-Doping Rules, the IOF Environmental Policy, other IOF Rules and the decisions of the General Assembly and Council.
- 3.1.3 As soon as an IOF General Assembly has decided to admit an organisation to membership, the delegates of the organisation are entitled to participate in the General Assembly with all rights and duties, provided the membership fee has been paid.
- 3.1.4 Members commit themselves to a dope-free sport and agree that the provisions of the World Anti-Doping Code apply to all persons and competitors under the jurisdiction of the IOF and its members.

#### **3.2 Full Membership**

- 3.2.1 Only one legally constituted orienteering organisation from any one country (i.e. independent member of the IOC) may be admitted as a full member.

3.2.2 National organisations desiring full membership shall lodge with the IOF Secretariat a written application together with evidence of recognition by the relevant national authority, a copy of the organisation's constitution and competition rules, a report on the development of orienteering in the country and a statement of current membership figures. If the IOF Council approves the application, the organisation shall be accepted as a provisional full member with the rights and duties of full members, except for voting rights. To be final, the Council's decision must be ratified by the next General Assembly.

### 3.2.3 Rights of Full Members

- To send delegates to, and to vote at, IOF General Assemblies.
- To make proposals and to express views to the General Assembly and to Council.
- To send delegates to the Presidents' Conference.
- To participate in IOF events in all recognised orienteering disciplines.
- To organise IOF events in all recognised orienteering disciplines.
- To organise and participate in Congresses, courses, seminars and other activities of the IOF.
- To receive all official IOF material.
- To publicise their activities via the IOF.

### 3.2.4 Duties of Full Members

Full members that are not responsible at the national level for all the orienteering disciplines practised in the country concerned shall:

- maintain constructive relations with the body or bodies responsible at the national level for other orienteering disciplines.
- give their approval, which may not be unreasonably withheld, before the body or bodies responsible for other orienteering disciplines at the national level may apply to organise IOF events, send teams to IOF events or provide members of IOF bodies.
- act as an umbrella organisation for such bodies in relation to the IOF.

## 3.3 Associate Membership

3.3.1 The IOF provides for Associate Membership for registered organisations at an early stage of development wishing to benefit from close co-operation with the IOF and its

members. This is, however, only possible for organisations from countries which are not yet full members. The application shall be made as under 3.2.2, and the IOF Council may admit the organisation as a provisional associate member with the rights and duties of an associate member. To be final, the Council's decision must be ratified by the next General Assembly.

### 3.3.2 Rights of Associate Members

- To send delegates to IOF General Assemblies. Associate Members have no voting rights.
- To express views to the General Assembly and to Council.
- To send delegates to the Presidents' Conference.
- To participate in IOF events, other than the senior World Championships and World Cup events, in all recognised orienteering disciplines.
- To organise IOF events as determined by the General Assembly or Council.
- To participate in Congresses, courses, seminars and other activities of the IOF.
- To receive all official IOF material.
- To publicise their activities via the IOF.

### 3.3.3 Duties of Associate Members

- To co-operate with other groups which organise orienteering in that country in order to create a single organisation that could lead to faster and more uniform development.
- To work towards full membership.

## 3.4 Termination of Membership

3.4.1 Membership shall end one month after the receipt by the IOF Secretariat of a notice of resignation. The resigning member shall fulfil its financial and other obligations as stipulated in these Statutes by the end of the ongoing calendar year.

3.4.2 If a member fails to meet its financial obligations towards the IOF, despite a warning sent by registered letter, the following IOF General Assembly may decide to expel the member.

3.4.3 The IOF General Assembly may decide to expel a member that violates the IOF Statutes or other rules issued by the IOF. If necessary, the IOF Council may immediately deprive an offending member of its membership rights or impose temporary limitations upon the exercise of its rights.



3.4.4 A member that has been expelled under 3.4.2 or 3.4.3 may only be re-admitted to the IOF when it has complied with its undertakings.

### **3.5 Designation**

Members shall be designated by the IOC's standard three letter abbreviation of the country's name.

## **4. MEMBERSHIP FEES**

4.1 The fee applicable to all full members shall be fixed by an IOF Ordinary General Assembly and shall cover the two calendar years following the General Assembly.

4.2 The fee applicable to all associate members shall be fixed by the IOF Council and it shall be smaller than that of any full member.

4.3 The membership fee for the current year shall be payable to the IOF Secretariat by March 1st. In exceptional cases, the Council may vary the payment date.

4.4 If a member fails to pay its fee within two months of the due date, despite a warning by registered letter, it shall lose the rights detailed under articles 3.2.3, 3.3.2 and 8.8.1.

4.5 An associate member or a newly admitted full member shall pay its first fee before being allowed to exercise the rights of membership.

## **5. SEAT OF THE IOF**

The Council shall determine the seat of the IOF.

## **6. FINANCIAL PERIOD**

The financial period of the IOF shall be one calendar year.

## **7. OFFICIAL LANGUAGE**

The official language of the IOF is English.

## **8. THE GENERAL ASSEMBLY**

The decisive body of the IOF is the members in General Assembly. A General Assembly may be either Ordinary or Extraordinary.

## **8.1 Ordinary General Assembly**

The Ordinary General Assembly shall meet biennially between 1 June and 31 December. Written invitations shall be sent out to the members at least six months, and the agenda at least two months, before the beginning of the Ordinary General Assembly.

## **8.2 Extraordinary General Assembly**

The President shall call an Extraordinary General Assembly if it is requested by a two-thirds majority of the Council, or by 40 % of the members entitled to vote. Such a request shall be accompanied by a draft agenda. The Council shall determine the place and date of an Extraordinary General Assembly. It shall be held within three months of the receipt of the request by the President. The invitation and agenda for an Extraordinary General Assembly shall be sent out to the members at the latest one month before the meeting. Only those agenda items included in the invitation shall be dealt with at an Extraordinary General Assembly.

## **8.3 Representation**

Each IOF full member shall have the right to send three delegates to a General Assembly. Delegates shall be citizens or residents of the country represented. Associate members may send up to two representatives.

## **8.4 Agenda**

At least the following items shall be included on the agenda of an Ordinary General Assembly:

- 8.4.1 Opening of the General Assembly.
- 8.4.2 Roll call of delegates.
- 8.4.3 Establishment of the number of voting members present.
- 8.4.4 Election of a General Assembly presidium.
- 8.4.5 Election of two persons to check the minutes.
- 8.4.6 Election of three tellers to count votes and observe elections.
- 8.4.7 Approval of the agenda, and ruling on the urgency of any items not included.
- 8.4.8 Decision whether the sessions should be open. If the sessions are open, then in special cases the public may be excluded from specific items on request.
- 8.4.9 Approval of the minutes of the previous General Assembly.

- 8.4.10 Report by the Council on the activities of the IOF since the last Ordinary General Assembly, and approval of same.
- 8.4.11 Auditors' report, approval of the accounts for the two previous calendar years and discharge of the Council
- 8.4.12 Applications for membership and decisions regarding expulsions.
- 8.4.13 Proposals.
- 8.4.14 Membership fees, budget and activity plan for the two calendar years following the General Assembly.
- 8.4.15 Appointment of two auditors and one substitute auditor for the current and the following financial period.
- 8.4.16 Appointment of organisers of senior World Championships in all recognised orienteering disciplines.
- 8.4.17 Election of the Council.
- 8.4.18 Place and approximate dates of the next Ordinary General Assembly.
- 8.4.19 Any other business.
- 8.4.20 Closure of the General Assembly

## **8.5 Proposals**

Proposals may be tabled by a full member or by Council. Proposals other than a proposal to organise a World Orienteering Championship shall reach the Secretariat in writing at least four months before the General Assembly. Proposals to organise a senior World Orienteering Championship shall reach the Secretariat in the specified written format by the date specified in the valid IOF competition rules for the relevant discipline. Proposals shall be communicated to the members at least two months before the beginning of the General Assembly.

## **8.6 Urgent business**

Proposals or matters of which the Secretariat has not been notified at least four months before the Ordinary General Assembly can only be included in the agenda if they are deemed urgent by the General Assembly. Amendments to the Statutes and the assignment of IOF assets shall not be considered as urgent business.

## **8.7 Procedure at General Assemblies**

Delegates, members of Council and the Secretary General have automatic right to speak at the General Assembly. Others present may speak only with the approval of the General Assembly.

## **8.8 Voting rights**

8.8.1 Each full member represented at the General Assembly shall have one vote.

8.8.2 A member that has not paid all its fees may send delegates to the General Assembly, but may not vote.

## **8.9 Voting**

8.9.1 Voting, other than in elections for the IOF Council, is open, by roll call or by show of hands using a supplied voting card. When voting by roll call, the members shall be read out in alphabetical order of the standard abbreviations.

8.9.2 A full member, present at the General Assembly, may propose that the vote be determined by secret ballot.

8.9.3 Decisions shall be approved by the General Assembly by simple majority of votes expressed, subject to the exceptions mentioned below.

8.9.4 The chairperson of the General Assembly shall, with the exception of the elections for the IOF Council, determine the outcome of a tied vote.

8.9.5 A proposal to declare a matter urgent in order to have it included on the agenda shall require a two thirds majority of votes expressed.

8.9.6 An amendment to the Statutes shall require a three quarters majority of votes expressed.

## **8.10 Elections**

8.10.1 The Ordinary General Assembly shall elect the IOF Council for a two year term, until the end of the following Ordinary General Assembly. The Council shall consist of

1. A President
2. Three Vice Presidents
3. Five other members

The President and Vice Presidents are also the President and Vice Presidents of the IOF.

At least one of the persons elected to Council shall (nominations permitting) be from outside Europe.

- 8.10.2 Nominations for the Council are to be submitted in writing to the IOF Secretariat not later than three months before the General Assembly.

Only full members may nominate candidates. A member may propose candidates only from its own country.

Names of the persons nominated shall be communicated to the members at least two months before the beginning of the General Assembly.

- 8.10.3 Voting shall be by secret ballot, unless the General Assembly decides unanimously to the contrary or unless the number of candidates does not exceed the number of places available.

The election of the Council shall be in three stages corresponding to the three levels indicated in 8.10.1. At each stage, voting shall be preceded by announcement of candidates.

- 8.10.4 The ballot paper shall state the number of names to be chosen for the office in question. To be valid, a completed ballot paper must indicate a name for each available seat. A candidate may only appear once on the completed ballot paper. Candidates obtaining the greatest number of votes shall be elected. If voting is equal between the candidates for the last seat available, a second ballot shall be taken between the tied candidates. If there is still a tie, lots shall be drawn.

- 8.10.5 A three quarters majority of votes expressed shall be required for the election of Honorary Members or appointment to the position of Honorary President.

## **8.11 Minutes**

Minutes of the General Assembly shall be compiled, and shall be checked by two witnesses and signed by the Chairperson.

## **8.12 Decisions**

Decisions of the General Assembly, other than those made in accordance with 3.1.3, shall come into force at the end of the General Assembly.

## **8.13 Procedure**

In case of a disagreement about procedure, the Chairperson shall, if the point is not covered in the Statutes, proceed in a manner consistent with standard rules for the conduct of formal meetings.

## **9. THE COUNCIL**

### **9.1 Meetings**

- 9.1.1 The Council shall lead the IOF between General Assemblies. The Council shall meet at least 3 times a year.
- 9.1.2 The Council may invite others to participate in its meetings.
- 9.1.3 As a general rule, the IOF shall not pay for travel and subsistence of members of the Council or Council appointed bodies for attendance at meetings. The relevant national organisations are expected to assist their representatives.

### **9.2 Remit**

The Council organises its own work in accordance with the Statutes and the decisions of the General Assembly. The work of the Council shall include the following:

- 9.2.1 To initiate measures to further the aims of the IOF and to implement the resolutions of the General Assembly for the development and spread of orienteering according to the activity plans for each election period.
- 9.2.2 To verify observance of the Statutes and IOF Rules.
- 9.2.3 To confirm and supervise observance of decisions and documentation (e.g. minutes) of the IOF.
- 9.2.4 To form such permanent or temporary commissions or groups as it deems appropriate to assist it in carrying out its work and in fulfilling tasks assigned to it by the General Assembly or specified in an agreed long term plan. The Council is responsible to the General Assembly for the work of all such groups.
- 9.2.5 To prepare the Statutes, material for Congress and the General Assembly, and other basic documentation of the IOF, and to approve IOF competition rules for each recognised orienteering discipline and communicate them to members.
- 9.2.6 To oversee the arrangements of the IOF Congress and to prepare the business of the General Assembly.
- 9.2.7 To admit new members of the IOF. Such a decision shall be ratified by the General Assembly.
- 9.2.8 To determine the seat of the IOF and appoint a Secretary General.
- 9.2.9 To elect a Senior Vice President from among the Vice Presidents.
- 9.2.10 To adjudicate in controversies arising during IOF approved international events, where the matter does not come within the jurisdiction of the jury of the event.

- 9.2.11 To establish special financial regulations for the events that it commissions.
- 9.2.12 To co-operate with those international organisations and institutions contributing to the development and support of orienteering.
- 9.2.13 To maintain, where appropriate, direct communications with orienteering organisations, at national level, not administered by the full member concerned.

### **9.3 Taking decisions**

- 9.3.1. Notice of a Council meeting, except for a meeting under 9.3.4, shall be sent out at least 4 weeks prior to the meeting by circulating a provisional agenda.
- 9.3.2 Decisions shall be taken by simple majority.
- 9.3.3 Five members shall constitute a quorum. The President shall have a casting vote.
- 9.3.4 The Council may hold a meeting by using recorded electronic communication or other documentary method if all Council members are in agreement. In case of an urgent matter, and with the agreement of three quarters of the members of Council, the President may waive the statutory notice provisions in 9.3.1.

### **9.4 Objections and appeals**

Should a member consider a decision of the IOF Council (other than one taken under 9.2.10) to violate its rights or to be contrary to these Statutes, an objection or appeal may be presented to an IOF General Assembly.

### **9.5 Vacancy**

If the President is unable to carry out his/her duties, the Senior Vice President shall take over.

## **10. IOF SECRETARIAT**

- 10.1 The Secretary General is the connecting link between the IOF, its members, Council members, Council appointed groups and outside organisations and individuals.
- 10.2 The Secretary General shall be responsible for the Secretariat, and for other tasks and functions allocated by Council. He/she shall attend General Assemblies, the Presidents' Conference, and shall call and attend the meetings of the Council.
- 10.3 The detailed duties of the Secretary General shall be specified in a job description approved by the Council.

## **11. PRESIDENTS' CONFERENCE**

**11.1** As a minimum, the following shall be invited to the Presidents' Conference:

- The Council
- The Secretary General
- The President of each member organisation (or his/her representative)

**11.2** The Presidents' Conference meets at least every second year and deals with the matters on the agenda, which shall be sent out at least two months before the meeting. The Presidents' Conference is advisory.

## **12. DISPUTES**

Any unresolved sports related dispute between members of the IOF or between a member and the IOF, which the IOF Council considers cannot be settled by reference to the Statutes, Regulations or Rules, shall be settled definitively by a Court set up in accordance with the Statutes and Regulations of the Court of Arbitration for Sport in Lausanne, Switzerland.

## **13. AWARDS OF HONOUR, HONORARY PRESIDENT, HONORARY MEMBERS**

**13.1** Awards of honour may be made.

**13.2** Those persons who have given special service to the IOF may be appointed Honorary Members of the IOF or be appointed to the position of Honorary President. Such appointments may be made by the General Assembly on a proposal by the Council. The Honorary President and Honorary Members may attend General Assemblies but shall not have the right to vote and shall not pay any fees.

## **14. DISSOLUTION OF THE IOF**

**14.1** A three quarters majority of the IOF Council may propose the dissolution of the IOF. The dissolution becomes effective on approval of the proposal by a three quarters majority of those voting at the General Assembly, providing that at least three quarters of the members entitled to vote are represented at the General Assembly.

**14.2** The disposal of the assets of the IOF shall be decided by the General Assembly dissolving the Federation and shall be in keeping with the aims of the IOF.