



INTERNATIONAL BILLIARDS & SNOOKER FEDERATION CONSTITUTION

1.0 TITLE

- 1.1 The name of the Federation shall be known as “*The International Billiards and Snooker Federation*”, or “*IBSF*” in abbreviation, or as hereinafter referred to as “*the Federation*”

2.0 OBJECTS

- 2.1 The aims and objects of the Federation shall be to promote and develop the sport of “*billiards and snooker*” and to do all other necessary things connected therewith. As a world governing body, it shall determine its own championship conditions, format, dates and venues; promote and foster the sport with any other body of similar aims and objects; and to collate such relevant information for publication and dissemination.

3.0 DEFINITIONS

- 3.1 “**AGM**” means an Annual General Meeting of the Federation attended by its Member Countries; it shall be held once a year at a time and place coinciding, wherever possible, with its annual championship.
- 3.2 “**Board of Management**”, hereinafter referred to as “*the Board*”, is the governing authority of the Federation, duly constituted pursuant to Article 11 herein.
- 3.3 “**By-laws**” means the enabling rules, procedures and regulations so enacted from time to time by the Board, made pursuant to Article 16 herein.
- 3.4 “**Games**” means the games of “*Snooker*” and “*English Billiards*” or any other game(s) played on a standard snooker table so defined by the Federation.
- 3.5 “**Member Country**” means a National Sport Association (NSA), who is an IBSF Member Country affiliated to a designated Regional Federation of the IBSF.
- 3.6 “**National Sport Association**” (NSA) shall mean the national governing body of the Games so recognised by its own country by the authority of its *National Olympic Committee* (NOC) and/or *National Sports Council* (NSC) or agency as the only “NSA” controlling the said Game(s).
- 3.7 “**Original Member**” is a “*Member Country*” or a “NSA” who, at the time of coming into effect this Constitution, is an existing Member Country of the IBSF.
- 3.8 “**Affiliated Member**” is an association or organisation for the Games having yet to achieve the status of “NSA” or a “*Member Country*” so defined under Article 3.5 herein, or one who was a “*Member Country*” prior to the year 2000 but is currently opting to convert same to “Affiliate Member” status of the IBSF.
- 3.9 “**Honorary Member**” is a business or trade concern for the Games who is currently a subscribing Member of the IBSF but is without any voting rights attached thereto.
- 3.10 “**Life Member**” is a distinguished personality or organisation bestowed thereupon by the AGM on the recommendation of the Board, who, in the latter’s opinion, has contributed immensely towards the welfare and betterment for the Games and/or the IBSF.

- 3.11 **“Region”** shall mean a geographical Region currently so defined by the International Olympic Committee (IOC).
- 3.12 **“Regional Federation”** shall be a regional body that regulates the Games and is currently affiliated to the IBSF, whose accredited representatives are a member of the Board hereof.
- 3.13 **“Year”** is defined as the operating period commencing from the end of an AGM till the date of the next AGM; or within any such other periods as may be so determined by the Board and approved by the AGM for due application.
- 3.14 **“Secretary”**, wherever herein referred to shall mean the elected office of the *“Secretary/Treasurer”*.
- 3.15 **“Auditors”** shall mean the two (2) *“internal auditors”* so nominated and elected at an AGM, for the purpose of auditing the accounts of the Federation so prepared by Secretary/Treasurer, prior to their presentation at the AGM.

4.0 MEMBERSHIP

- 4.1 No Member Country shall be granted affiliation of IBSF membership or renewal thereof, unless its adopted constitution and/or rules and regulations are in general conformity with the aims and objects of the Federation.
- 4.2 For all intents and purposes, the Federation shall be the sole judge of its rights to all categories of membership.
- 4.3 An individual or organisation can be elected a *“Life Member”* of the IBSF in due recognition for his outstanding services contributed towards the Games and/or the Federation. A Life Member shall have the rights to attend an AGM/EGM and to speak thereat, but shall have no voting rights. No person shall be nominated/elected to Life Membership until a motion has been proposed and seconded thereto, with the prior acceptance of the said nominee(s), has been duly circulated in advance and be unanimously voted in favour thereof at an AGM.
- 4.4 Member Countries who are, as at June 30 of each year, in arrears of their membership fees for two (2) or more years, shall cease to be a member and thereby not allowed to participate in either the IBSF World/U21 Championships or its AGM. Their voting rights shall similarly be suspended with immediate effect thereof, until such debts owing to the IBSF and/or any other administrative charges payable, shall have been fully settled in advance.
- 4.5 Notwithstanding the aforesaid, any Member Country who is already a *“Member Country”* of the IBSF at the immediate date of coming into effect this Constitution, shall remain a *“Member Country”* hereof and enjoy all rights and privileges connected therewith, subject to the provisions of Article 4.6 hereinafter referred to.
- 4.6 All *“Member Countries”* who are not as yet the accredited *“NSA”* of their respective countries shall take the necessary measures to ensure their ultimate conversion; all applicants for new *“Member Country” membership* after the year 2000 shall have to be the duly accredited *“NSAs”* by their respective countries.
- 4.7 Pursuant to Article 4.6 herein, any *“NSA”* not in conformity thereto may apply to the IBSF for conversion of its existing Member Country status to an *“Affiliated Member”*. Such an *“Affiliated Member”* shall have no voting rights and shall not partake in the business of the IBSF, save for the purpose of participating in the IBSF World Championships or in any other such sanctioned championships thereof. Notwithstanding this, the IBSF shall not grant an *“Affiliated Member”* status to another applicant whose country of origin is already an existing *“Member Country”* of the IBSF.

- 4.8** Under no circumstance shall there be more than one accredited “NSA” becoming a “Member Country” of the IBSF; if there be more than one(1) “NSA” competing for IBSF membership, the “NSA” so accredited by its own NOC/NSC or any other relevant governmental body, shall take precedence and preference for recognition over the other member.
- 4.9** For applicants outside the applicable provisions herein referred to in Articles 4.6 and 4.7, Article 4.2 shall be invoked by the AGM for acceptance of IBSF membership, subject to due compliance with the voting procedures hereinafter provided.
- 4.10** An applicant for IBSF Member Country shall have to obtain prior endorsement in writing from the Regional Federation to which it belongs, save those existing Member Countries who shall be excluded from this requirement by virtue of existing rights as classified under Article 4.5 herein.

5.0 MEETINGS

- 5.1** There shall be two (2) main meetings convened by the Federation viz:

5.1.1 Annual General Meeting (AGM) and/or Extraordinary General Meeting (EGM); and

5.1.2 Board of Management Meetings

5.2 ANNUAL GENERAL MEETING (AGM)

- 5.2.1** The AGM shall be held each year as hereinbefore stipulated. At the AGM, the President of the Federation, or in his absence the Vice President, shall be the Chairman of the said AGM. The agenda thereof so determined by the Board shall be circulated in advance to all Member Countries as hereinafter provided under Article 5.5.
- 5.2.2** Member Countries attending the said AGM shall decide the due admission of guests and/or observers when presented thereat; each admission, however, shall be decided upon based on merits. Observers shall take no part in the meeting proceedings; guests however, are allowed to speak if invited to do so, for the expressed interest of the topic in reference but are not allowed to vote. Similarly, Life Members are entitled to attend and speak but carry no voting rights.
- 5.2.3** Urgent matters (excluding Constitution amendments) may be resolved by postal votes. The proposer and/or seconder of the said motion(s) need to send the same to reach the Secretary at least ten (10) weeks before the said motion(s) is to be decided. Upon receipt, the Secretary shall give eight (8) weeks’ notice to each Member Country response and voting. Valid dates applicable shall be taken as of the date of posting (so stamped on postal envelopes or the date of faxing, whichever applicable). No reply received thereto from a Member Country or a Board Member by the stipulated closing date, shall constitute an abstention vote. The said motion shall be decided thereupon by a simple majority of votes so received within four (4) weeks, with the recorded result to be circulated thereafter by the Secretary to Member Countries, within forty-eight (48) hours thereof.
- 5.2.4** Twelve (12) weeks prior to the date scheduled for an AGM, the Secretary shall notify in writing to all Member Countries of the said date and invite therefrom the submission, if any, of motion(s) to be decided thereat, including, if applicable, any nominee(s) standing election.
- 5.2.5** Eight (8) weeks prior to the date fixed for the said AGM, the Secretary shall issue a Notice thereof, setting out the date, venue, time and the business agenda to be transacted thereat. If applicable, the Secretary shall do likewise for all pre and post AGM Board meetings and any other Board meetings properly convened for the purpose.

5.3 Board of Management Meetings

- 5.3.1** The President of the Federation, or in his absence the Vice President, shall be the chairman of all Board Meetings. In the absence of both, a chairman elected from the floor shall preside the said meeting
- 5.3.2** The Board shall meet as often as is practical but not less than twice a year with one meeting coinciding with the AGM and, where possible, the second meeting to coincide with a major championship/function of a Regional Federation or with any other such major events that the Board deems fit and proper to fit. Whenever possible, a pre and post AGM Board Meeting shall be convened in connection therewith.

6.0 VOTING

6.1 AGM

- 6.1.1** Each Member Country in benefit, represented by its accredited delegate attending the said AGM, shall be entitled to one (1) vote. A member of the Board shall likewise be entitled to one (1) vote, if he/she is the sole accredited delegate attending on behalf of the Member Country in which he/she represents. The chairman of the AGM shall have a casting vote, in the event of a tie. Quorum for the said AGM shall be at least one-third of the total Member Countries on the roll.
- 6.1.2** In the absence of the required quorum, the AGM shall only be proceeded therewith by special majority request from the floor, but no decision thereof shall be validly taken on any matter so discussed therein. Any voting requiring the decision in the election of office bearers or in the proposed amendments of the Constitution or in any proposed disciplinary actions shall be by secret ballot as per Article 5.2 herein. Other voting shall be by a simple majority by the show of hands, unless it is decided otherwise by the majority.
- 6.2** Prior to any voting, the Secretary shall declare to the AGM the Member Countries concerned who are not eligible to vote for reasons as per the Constitution provisions. The AGM shall appoint thereat four (4) scrutiners from the floor, representing preferably the four (4) Regional Federations to determine the validity of proxy votes, to count, record and announce the results thereof.
- 6.3** A two-third majority of votes at an AGM is required to effect any proposed amendments to the Constitution.
- 6.4** All other decisions save that stipulated at Article 6.1.2 shall be by a simple majority of votes by a show of hands, or as otherwise decided thereupon by the AGM.
- 6.5** Proxy voting shall be allowed. A proxy vote shall be delivered by hand or by post to the Secretary in a sealed envelope at least two (2) weeks prior to the AGM, advising the manner in which each item on the agenda requiring voting shall be voted thereupon by the Member Countries concerned. The sealed envelope shall have written thereon "*Proxy*" in the upper left-hand corner, and shall only be opened by the scrutiners at the said AGM for the required identification, counting and recording.
- 6.6** No proxies transmitted by fax will be accepted, save the originals thereof shall have been duly delivered to the Secretary in the manner and required time-frame aforesaid. Late proxies shall be disqualified for due acceptance.

- 6.7** No proxy delegates are allowed under any circumstances; should the delegate concerned be present at the said AGM, his voting thereat shall take precedence over his submitted proxy, which shall be declared null and void beforehand by the said scrutiners.
- 6.8** No proxy vote can be accepted unless the Member Country concerned duly complies with the aforesaid submission procedures and that it has not absented itself from attending an AGM of the IBSF and/or its players had not participated in the IBSF annual championships for three (3) consecutive years preceding.
- 6.9** In the event of a tie of votes recorded at an AGM, the chairman presiding the meeting shall have the casting vote.
- 6.10** For the EGM, all the aforesaid procedures for the AGM shall be equally applicable.

6.11 Board of Management Meetings

- 6.11.1** Each accredited Representative of the Regional Federations, along with the President, Vice-President & Secretary shall be entitled to one (1) vote. The chairman of the meeting has a casting vote in the event of a tie.
- 6.11.2** If only one (1) Regional Representative is present thereat, he shall have the additional voting rights for and on behalf of his absentee Representative. If both Regional Representatives are absent, they shall be entitled to cast their votes by proxy in the manner and procedures as herein before described.

7.0 OFFICE

- 7.1** The Federation shall be registered in the United Kingdom for the time being or as otherwise varied by the AGM on the recommendation of the Board.
- 7.2** The business address of the IBSF shall coincide with the office of the Secretary or as otherwise decided by the Board, with the prior approval of the AGM.
- 7.3** The official language of the Federation shall be in English.

8.0 RULES

- 8.1** The Federation shall:
- 8.1.1** formulate competition format, rules and conditions to be followed by all its Member Countries, or as otherwise re-adjusted thereto, with the prior approval of the Board;
- 8.1.2** conduct referee examinations and registration of referees through its Regional Federations; and
- 8.1.3** conduct coaching schemes and seminars for both players and coaches.

9.0 INTERNATIONAL COMPETITIONS

- 9.1** The Federation shall :
- 9.1.1** co-operate with other world bodies such as the WCBS and the WPBSA (WSA) to promote the Games, and, if applicable, select representative team(s) to compete in the Olympics and other accredited multi-sport events;.

- 9.1.2 conduct tournaments, championships, exhibitions and sanction commercial promotions for the Games on such terms and conditions as may be determined by the Board from time to time; and
- 9.1.3 encourage and assist in the formation of “NSA”s and Regional Federations, and, where applicable, help in the settlement of disputes, if so requested.

10.0 PUBLIC RELATIONS

10.1 The Federation shall :

- 10.1.1 advise the governments and sport authorities worldwide on any matter relating to the Games; and
- 10.1.2 gather, collate and disseminate information of the Games worldwide for publication in journals, newsletters, other sports publications and in the multi-electronic media.

11.0 BOARD OF MANAGEMENT

- 11.1 The affairs of the Federation shall be governed by a Board of Management, hereinafter referred to as “*the Board*”, comprising two (2) Representatives so accredited by its Regional Federation, together with the President, Vice President and Secretary so elected at an AGM. The WPBSA (WSA) shall be a co-opted member on the Board but shall have no voting rights.
- 11.2 The term of office of every office-bearer shall be two (2) years from the AGM. All retiring officers are eligible to stand for re-election, subject to due compliance with nomination and election procedures hereinbefore referred to. Any candidate standing for election, including his/her proposer and seconder, shall have to be in benefit by the Member Country he represents at the material time of his nomination.
- 11.3 The general and specific affairs of the Federation as determined by the AGM shall be entrusted to and vested with the Board for their discharge thereof.
- 11.4 The Secretary shall be responsible for issuing copies of the minutes of each meeting, so approved by the chairman, to each Member of the Board and, where applicable, to Member Countries within eight (8) weeks thereof. He/she shall likewise be responsible for preparing and sending out all notices, minutes and, where applicable, statements of audited accounts, to Member Countries for the AGM, in such manner as aforesaid.
- 11.5 The Member Country appointed by the AGM to host the next World Championship shall be the Vice President for the Championship on the Board for that year; he shall have no voting rights.
- 11.6 Nominations for elective officers of the Federation shall be received in writing by the Secretary at least ten (10) weeks prior to the date of the AGM for which an election is scheduled. All nominations so received shall include an acceptance in writing by the said nominee so approved by his/her “NSA” and is being proposed and seconded by another Member Country who shall be in benefit in subscriptions at the material time.
- 11.7 All nominations so received by the Secretary shall be circulated to all the Member Countries at least eight (8) weeks before the said AGM. Thereafter, any written objection thereto on any nominee and/or motion(s) shall be lodged with the Secretary within two (2) weeks thereof by the objecting Member Country(ies) concerned, accompanied with supporting reasons connected therewith. If any objection to any matter contained therein, this shall be immediately referred to the AGM who shall decide on same at the said AGM.

12.0 REGIONAL REPRESENTATION

- 12.1 Together with the office-bearers elected at the AGM, the Board shall comprise two (2) Representatives from each of the following Regional Federations :

European Confederation of Billiard Sports-Snooker (ECBS-Snooker);
Asian Confederation of Billiards Sports (ACBS);
African Billiards & Snooker Association (ABSF);
Oceanic Billiards & Snooker Federation (OBSF);
American Billiards & Snooker Federation (ABSF). (if finally constituted)

- 12.2 As of coming into operation this Constitution, the Federation of the “*American Regional Federation*” has yet been formed for incorporation.

- 12.3 The Board is empowered to co-opt additional members into the Board and/or any of its sub-committees, where necessary, from amongst individuals recommended by its Regional Federations, provided always that such co-opted members shall have no voting rights.

13.0 NOTICES OF MOTION

- 13.1 All notices of motion shall be received by the Secretary at least ten (10) weeks prior to the date of the AGM. Date of posting of same by the Member Countries concerned shall be in compliance with the manner and time-frame as herein before stipulated.

- 13.2 Such a valid motion(s) so received by the Secretary is to be circulated to all Member Countries and Board Members at least eight (8) weeks prior to the date of the said AGM, and shall be carried, or otherwise, if voted thereupon pursuant to Articles 5.4; 6.3 and 6.4, whichever is applicable.

- 13.3 Any amendment to a circulated motion, if so adopted at an AGM, shall be re-circulated to all absentee Member Countries and shall take effect thereof pursuant to Article 5.4 herein.

14.0 FINANCE

- 14.1 Annual membership subscription at a rate so decided by the AGM and or as subsequently amended in the by-laws shall become payable by all Member Countries to the Federation, on January 1 and not later than June 30 of each year.

- 14.2 Any Member Country whose annual subscription is in arrears for two (2) or more years in succession, shall cease to be a Member Country thereof, provided that due notice in advance by registered or certified post or recorded delivery for such a default shall have been given thereto by the Secretary. Defaulting Member Countries may, however, be subsequently reinstated on application, subject to due payment of such outstanding arrears and, if any, administrative charges incurred therefor.

15.0 ADMINISTRATION

- 15.1 The Chairman of the Finance Committee and two (2) other persons so designated by the IBSF Board shall open an account for the Federation at a bank(s) so authorised by the Board and with the approval of the AGM. Cheques or any telegraphic transmissions for payments on IBSF account shall bear the signatures/authorizations of two of the three designated Board Members, so decided by the AGM and so recorded in the said minutes as a resolution thereof.

- 15.2 The Secretary/Treasurer shall present copies of the audited statement of accounts of the Federation to each Member Country for the financial year from 1 July of the year to 30 June of the ensuing year, preferably eight (8) weeks prior to the date of the AGM. A current statement

of accounts ending the month prior to the same AGM shall be presented solely for information by the Finance Committee.

15.3 At each Board meeting, the Finance Committee shall table the Statement of Accounts of the Federation up to the period thirty (30) days before the date of the said meeting.

15.4 An External Auditor further to the preparation of accounts shall carry out auditing for the aforesaid Annual Accounts. The current statement of accounts herein before referred to however, shall not be audited.

16.0 BY-LAWS

16.1 The Constitution empowers the Board to enact, from time to time, by-laws as are necessary for the proper administration of the Federation. Amendments of By-laws shall take effect either by approval at the AGM or under Article 5.4 herein, by a simple majority of votes.

17.0 WINDING UP

17.1 If, at any time, Member Countries agree by unanimous decision to wind up the Federation, the nett assets thereof shall be distributed in such a manner and measures, as the Federation at an EGM so convened for the purpose, shall decide.



INTERNATIONAL BILLIARDS & SNOOKER FEDERATION

BY-LAWS

(These By-laws are enacted pursuant to Article 16 of the Constitution)

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1.0 IBSF MEMBERSHIP

- 1.1 An accredited NSA for *"billiards and snooker"* is eligible to apply for IBSF Membership as a *"Member Country"* on such prescribed forms obtainable from the Secretary. Such an applicant or "NSA" shall be an existing or approved subscribing member of a Regional Federation of the IBSF so provided for under Article 3.10 of the Constitution.
- 1.2 Other Associations of *"billiards and snooker"* are equally eligible to apply for IBSF membership as an *"Affiliated Member"* on such prescribed forms obtainable from the Secretary, provided that they are not already a Member Country of the IBSF.
- 1.3 *"Honorary Members"* are trade organizations of the Games, with no voting rights but are subject to an annual membership fee payment of £50. *"Honorary Members"* are permitted to use the *"IBSF"* logo in their trade promotions with the prior written approval of the IBSF.
- 1.4 There shall be no application fee, however annual membership fees by a *"Member Country"* or *"Affiliated Member"* shall be £100stg, payable either at the time of application or immediately payable upon approval. Annual renewal fees shall be due on written demand of the Secretary/Treasurer, on 1st day of January till June 30 of each year.
- 1.5 Member Countries, whose annual subscriptions are in arrears exceeding two (2) years or more, shall cease to be a member thereof, after due notification by certified mail or recorded delivery issued thereof by the Secretary/Treasurer. Terminated members, however, may apply for membership reinstatement, provided that their outstanding debts have been duly settled in full and in advance, including any levy on administrative charges so incurred therefrom by the Federation.
- 1.6 A NSA applying for IBSF membership shall submit to the Secretary on completed application form, as prescribed, with the accompanying fee, a copy of its Constitution, registration certificate, letter of affiliation with its NOCs or NSC, or other equivalent, and a written recommendation by the Regional Federation to which it belongs.
- 1.7 If a Member Country, by a two-third majority vote of Members Country present and voting at an AGM, is found not to be in due compliance with Article 4.1 of the Constitution, the said Member Country shall be granted a nine (9) month grace from the date thereof, to amend its Constitution and/or rules and regulations, for due compliance therewith. Failing which, it shall result in its automatic suspension of membership thereof, until final compliance therewith. Such a suspended Member Country shall not be entitled to enter further the IBSF and/or its sanctioned championships, or shall be allowed to attend any meeting thereof. A suspended Member Country may subsequently apply for its reinstatement, if it lodges its application for same with the IBSF, which final approval, however, is at the pleasure of the latter.
- 1.8 A Member Country found to have committed an act or offence which is inconsistent with and/or is contrary to the aims and objects of the Federation, thereby bringing disrepute to the Game and the IBSF, may be suspended or expelled therefrom at an AGM/EGM, after the outcome of an inquiry and recommendations so ratified by the Board. Such a suspension/expulsion shall take effect after obtaining two-third majority of votes present and voting thereat. Notwithstanding the aforesaid, a written notice ordering for such a voting shall have been

specifically included in the agenda and duly circulated in advance for the AGM concerned by the Secretary, pursuant to the Constitution. In case of emergency, Article 5.4 may be invoked for same.

- 1.9** A Member Country involving in internal disputes for national representation with the IBSF shall be given 3 (three) months in writing by the IBSF to settle the said dispute, failing which, the IBSF shall either suspend both the NSAs concerned, or accept only the NSA as Member Country, that is duly recognised or accredited by its NOC and/or NSC or any of its relevant sports authority at the material time.

2.0 ADMINISTRATION

- 2.1** Subject to prior notice/approval, the Federation shall reimburse all justifiable expenses so incurred by the President, the Secretary and other authorised Board Members, in the proper carrying out of their respective duties for and on behalf of the IBSF.
- 2.2** The Federation shall bear the costs of air-travel, by return economy class, so incurred by its office-bearers attending the annual IBSF World Championships and or Board meetings. The IBSF World U21 Championships and others, however, are not included herein to be considered for due disbursement, save that they are expressly decided upon with the prior approval of the Board and with the subsequent ratification by the next AGM.
- 2.3** For authorised Board Meetings, the IBSF shall bear the cost of air-travel by return economy class and applicable domestic travels, including hotel accommodation and food (room tariffs only) incurred thereof, for one accredited Regional Representative on the Board attending the said Meetings. In the alternative, the IBSF may pay a grant to the Regional Federations who shall assume such financial responsibilities for the said attendance.
- 2.4** The President and the Secretary of the Federation shall each be paid an annual honorarium of £500stg. Each Regional Federation on the Board shall be granted a financial subsidy herein before referred to in Item 2.3.
- 2.5** Save as hereinbefore provided for under Items 2.2 and 2.4, all other travels and administrative expenses so incurred by Board members shall be borne on their own and/or by their respective Regional Federations.
- 2.6** Immediately after the AGM, each Regional Federation, upon due notification, shall notify in writing to the Secretary the names of their two (2) accredited Representatives on the Board. The said Regional Federation shall have the rights to change the said representation by due notice given in writing to the IBSF.
- 2.7** Any matters requiring decision of the Board at a designated Board meeting shall be circulated in advance thereto by the Secretary, setting out the synopsis of the matters in reference to be discussed and, where applicable, to be voted thereupon. Absentee members' votes, if any, shall be taken into due consideration, provided that their views and votes shall have been conveyed to the Secretary in writing before the said meeting in the manner and procedures as hereinbefore provided.
- 2.8** Any postal decision necessitating the Board's decision under the Constitution shall likewise be circulated in advance by the Secretary, giving full particulars and time-frame so required thereof for such a postal decision.

2.9 Pursuant hereto, a time-frame of eight (8) weeks under Article 5.4 is required for the Secretary's written notice and a minimum of four (4) weeks is required for the Board member's reply thereto.

3.0 DISCIPLINARY PROCEDURES

3.1 Any complaint lodged against a Member Country and/or an elected official of the IBSF shall be made in writing and be forwarded to the Secretary with documentary evidence in support. Hearsay evidence and/or any anonymous complaint, however, shall not be entertained by the IBSF under whatever circumstances.

3.2 The Secretary upon due receipt of the aforesaid complaint shall accord the accused Member Country or official an opportunity to defence within a prescribed time-frame. If the Secretary, after close consultation with the Board, is of the considered opinion that the said complaint is not prima facie, the matter shall be dismissed thereof and the said parties shall be duly notified thereto.

3.3 If, after receiving the relevant evidence aforesaid, the Board deems the said complaint is prima facie, the Board, pursuant to Article 5.4 of the Constitution, shall appoint an independent committee, to be chaired by a designated Board member, to investigate into the said complaint.

3.4 The said independent committee may co-opt other suitable members therein as recommended by the Board. The said committee shall set its own investigating procedures based on which findings and recommendations shall be submitted to the Board for decision/adoption, which shall thereafter be reported to the next AGM for ratification.

3.5 Any member/official found guilty of an offence shall be duly reprimanded, suspended or expelled from the IBSF, as the case may be. Such a member(s) having served the said penalty, shall be allowed to re-apply for reinstatement, the approval thereof shall be at the express prerogative of the AGM on the recommendation of the Board and not as of rights of the applicant concerned.

3.6 If disciplinary measures involving a player(s) of a championship or other circumstances, these shall be dealt with pursuant to the Championship conditions under separate cover.

4.0 ELECTION PROCEDURES

4.1 Twelve (12) weeks before an AGM in which an elections is to be held or where voting is required at an EGM, the Secretary shall prior to the commencement of the said AGM/EGM, check the benefits and validity of all voting Member Countries, either present thereat and voting or by proxy votes thus received.

4.2 The Secretary shall declare in advance at the said AGM/EGM the validity, or otherwise, of Member Country who is qualified to vote thereat. Reasons shall be advanced for those Members Country who are disqualified to vote.

4.3 The AGM shall appoint four (4) scrutinizers from the floor and preferably representing the four (4) Regional Federations, who shall declare the eligible list of candidatures and voting members, supervise and record the counting and shall announce the voting results connected therewith.

4.4 Proxy Votes

4.4.1 All proxy votes shall be submitted, either by post, fax or recorded delivery, to the Secretary at least two (2) weeks before the AGM in a sealed envelope marked

"Proxy" on the top left-hand corner thereof. Proxy votes so received by the Secretary shall be handed over to the scrutinizers who shall open and record at the AGM and shall declare its validity. If invalid they shall assign reasons thereto.

- 4.4.2** Proxy votes by absentee Member Countries shall be submitted on their respective NSA letterheads, signed by their authorized representative, stating therein the candidates or matters they wish to specifically vote thereon. No proxy candidate is allowed; in the event if there be an accredited Member Country attending an AGM/EGM after submitting a proxy vote, the said proxy vote shall be declared null and void and the said representative physically present thereat shall take precedence and preference in the voting.
- 4.5** Any candidate standing for election as an office-bearer shall be in benefit by his Member Country and shall be properly proposed and seconded by a valid Member Country who is equally in benefit. His/her written nomination shall be sent to the Secretary by post, fax or recorded delivery at least ten (10) weeks, prior to the date of the said AGM in which an election is to be held.
- 4.6** Candidates so nominated for their respective offices shall give written consent thereto for acceptance. In addition, written consent from the "NSA" to which each belongs is mandatory and is to accompany the said nominations.
- 4.7** Nominations by facsimile transmissions are accepted, provided always that their originals are duly received by the Secretary before or at the AGM.
- 4.8** Notwithstanding the procedures contained herein, Article 11.6 of the Constitution shall equally apply.

NOTE: This Constitution and By-laws are amended and adopted as per decision made and adopted by the AGM held on October 26, 2000 at Changchun, China.