



INTERNATIONAL SKI INSTRUCTORS ASSOCIATION
INTERNATIONALER SKILEHRERVERBAND
ASSOCIATION INTERNATIONALE DES MONITEURS DE SKI

Rules of Internal Procedure

The Rules of Internal Procedure regulate the management of the association.



I. The Executive Committee

§ 1 Management, Representation and Duties

1. The Executive Committee will manage the **ISIA**. It is responsible for the implementation of the resolutions of the Assembly of Delegates.
2. The presidency is legally responsible for the running of the **ISIA**. In the event of the President's absence or early retirement, he will be replaced by the first Vice-President.
3. The President proposes the General Secretary to the Executive Committee for approval. The first Vice-President is to be elected by the Executive Committee.
4. The President or his replacement will preside over meetings. Minutes of meetings of the Executive Committee are to be kept in English, French and German, and must be approved at the next meeting.
5. The Treasurer is responsible for keeping proper accounts, and will work together with the General Secretary.
6. The General Secretary carries out the written work for the **ISIA**. He keeps the minutes of the Assemblies of Delegates and the meetings of the Executive Committee. He runs a list of members and voting rights. Working in co-operation with the Treasurer, he manages the funds of the **ISIA**, arranges for bills to be paid, keeps receipts and prepares the balance sheet for the Assemblies. He takes care of all correspondence for the **ISIA**, issues the annual **ISIA** stamps to the national ski instructors' associations, and is responsible for collecting the associations' subscriptions.
7. The Advisors have a seat and a right to vote on the Executive Committee. They may be asked to perform special tasks.
8. The Auditors must account for the funds of the **ISIA** before each Assembly of the Delegates and, if necessary, apply for the Executive Committee to be discharged. The Auditors will be elected from the delegates of those associations that are not already represented on the Executive Committee.



9. In the event of premature retirement of an adviser, the national association to which that individual belongs will provide a substitute until a new election can take place. If the retiring member is one of the three Vice-Presidents, the Executive Committee will appoint a temporary replacement until the next election. Should a member retire as the result of exclusion of an affiliated association, then the Assembly of Delegates will appoint a replacement until the next election.
10. The meetings of the Executive Committee will be held as necessary. The date and place will be determined by the President. A meeting of the Executive Committee must be held if more than three members of the Executive Committee ask for one. Members of the Executive Committee must attend meetings.

§ 2 Passing of a Resolution

The Executive Committee constitutes a quorum once the members have all been formally invited and at least five members of the Executive Committee are present. A resolution may be passed with a majority of more than a half.

II. The Assembly of Delegates

§ 1 Administration of the Assembly

Responsibility for the organisation of the Assembly and its administration rests upon the President or his representative.

§ 2 Passing of Resolutions and Voting Rights

The number of votes of the members of the Assembly of Delegates is determined by the number of ski instructors in their member associations.

- **up to 500 ski instructors: 1 vote**
- **up to 1000 ski instructors: 2 votes**
- **for every additional 1000 ski instructors: 1 vote**



The Assembly of Delegates is entitled to approve motions once the members have all been formally invited. The motions of the Assembly of Delegates will be decided by a majority of more than a half. Exceptions: Exclusion § 7 section 2, amendment of by-laws § 16, liquidation § 17, additions to the agenda § 3 (rules of internal procedure).

In the event of a tie the motion will be rejected.

§ 3 Convocation

The Executive Committee will decide on the place and date of the Assembly of Delegates. The General Secretary must pass the relevant details on to the members at least three months in advance. Members' motions and proposals concerning the Assembly of Delegates must be with the secretariat of the ISIA two months before the Assembly.

The Executive Committee will draw up an agenda for the Assembly which will be sent to the members four weeks before the Assembly of Delegates, together with the invitation. Additions to the agenda are possible providing the Assembly approves the application by a two-thirds majority in favour.

The order of the agenda can be changed by the corresponding motion. Once the definitive agenda has been fixed, decisions can only be taken on items on the agenda.

§ 4 Permission to Speak and Order to Speak

Delegates who wish to address the Assembly of Delegates must apply to the President for permission to do so. The latter calls upon everyone in the order of the requests. He must immediately grant permission to speak where the rules of internal procedure are concerned or a correction needs to be made.

The official languages for the Assembly of Delegates are English, French, German (listed here in alphabetical order).

A request to close the debate on any subject on the agenda will be voted on after the list of proposed speakers has been read. The approval of the Assembly is required if it is to be closed before the agenda has been processed.



§ 5 Election Procedure

1. Before an election can take place, an Election Committee must be appointed with at least three members; its task is to appoint an election organiser from its members who will control and count the votes, and establish and publish the election results. During elections, the election organiser has the rights and duties of a chairman.
2. Vote proposals can only be submitted in writing, and the General Secretary must receive the proposals before the beginning of the collection of votes. The proposal must specify the position for which the candidate is applying.
3. Before the election, candidates must be asked whether they are willing to accept the position if elected. A person who is absent can be elected if the election organiser is in possession of a written declaration stating that the absent person is willing to stand for the position.
4. Before the Assembly, every member will designate a delegate who is authorised to vote.
5. All elections must take place in writing in the following order:
 - President
 - 3 Vice-Presidents: Europe, America, Pacific Area
 - Treasurer
 - 4 advisors
 - 2 auditors of the funds

The mandate of the Executive Committee will last for four years.

6. Only one delegate from each nation may become a member of the Executive Committee.
7. Should there be only one proposal for a function, then the election can take place through acclamation provided there is no disagreement.



§ 6 Minutes of the Assemblies

The minutes of the Assemblies of the delegates will be kept in English, French and German. They must contain the date and place, number of people present and number of the people who are entitled to vote and, in the case of an election, the number of votes submitted.

Subjects of the motions are to be kept according to the order of discussion; motions are to be kept literally and voting results numerically. Beyond this, the essential contents of the running of the Assembly are to be minuted.



International Ski Instructors Association
Hühnerhubelstrasse 95, CH-3123 Belp

Phone +41 (0)31 810 41 11
Fax +41 (0)31 810 41 12

info@isiaski.org
www.isiaski.org