

## Headline 4.1 Statutes and regulations

### 1. Definition

The statutes of a sports organisation are the set of formal written rules that regulate the governance and the general management of the entity. They should be clear, transparent, publicly available and subject to periodic review and updates. The statutes should clearly reflect the vision, mission, and values of the organisation, provide general information on the main aims and legal status of the entity, and outline the rules and procedures for the decision-making process and the representation of its members to ensure the organisation is run in accordance with these values. The organisation should be officially established and registered as a legal entity according to the applicable legislation of the country/territory of registration (e.g. association, not-for-profit organisation, etc.) and in line with the purpose and mission of the organisation. Statutes are binding for all aspects of the organisation and can be completed with internal regulations and by-laws describing the concrete implementation of principles stated in the statutes. Although the principle of freedom of association in many countries enables an organisation to decide on its own statutes and governance, national and supranational legislation usually require certain provisions to be included (or certain provisions that are forbidden to be included) in these statutes. Compliance with the national/supranational legal framework is crucial in this regard.

Sport organisations are membership-based organisations. In this regard, the General Assembly should be the highest body within the organisation and the General Assembly should be representative of the membership. Statutes are officially adopted or amended during a General Assembly following a clear and predefined process. Through the statutes, the members (General Assembly) delegate power and authority to other bodies (e.g. elected Board) within the organisation.

### 2. Ideal scenario

The organisation has adopted clear, transparent and publicly available statutes which set out operations, rules and procedures. These various provisions clearly reflect the purpose, values and aims of the organisation. In these statutes, the organisation sets out the various tasks, duties and responsibilities of the different bodies including the General Assembly, the Board, the technical or standing committees, and the disciplinary or judicial bodies. It also describes the management's role, the accountability arrangements, and the division of tasks between the management and the Board. The organisation has also adopted by-laws to describe more specific policies or management arrangements. The organisation has clearly described the application and termination process for members as well as the rights and duties of the members including all aspects related to representation, participation and voting in meetings. Furthermore, the statutes indicate the procedures related to the General Assembly, which is organised on an annual basis. This procedure includes the practical organisation, tasks of the General Assembly and provisions regarding the composition and voting procedures.

In addition, specific procedures to amend these statutes are in place. These amendments must be approved by a representative number of the members during a formal General Assembly meeting. In this

regard, a regular assessment of the statutes is conducted to ensure that the organisation is still compliant with the relevant national and international standards, and national legislation, as well as with its vision, mission and objectives. When considering changes to the statutes, the organisation evaluates whether these provisions need to be included in the statutes or in internal regulations, which are more flexible and easier to amend. All statutory and regulatory provisions are clearly established, avoiding ambiguity and vagueness which may be a source of conflicts among members, between members and office-bearers of the organisation, and between the organisation and external stakeholders.

### **Specific elements for NOCs:**

The establishment and the recognition of an NOC is dependent on the Olympic Charter of the IOC. Through this Charter, the IOC defined certain minimum requirements (Rule 28) and recommendations (By-laws to Rules 27 and 28) for the statutes and the governance of NOC. Also, the recognition procedure is clearly outlined in these by-laws. Changes to statutes by an NOC also need to be officially approved by the IOC. In the ideal situation, an NOC is therefore fully compliant with the Olympic Charter and thus has its statutes officially approved by the IOC.

NOCs are expected to adhere to specific provisions outlined in various regulatory frameworks, including the Olympic Charter, the IOC Code of Ethics, the World Anti-Doping Code, and the Olympic Movement Code on the Prevention of the Manipulation of Competitions. Additionally, their statutes should encompass key elements such as mission, goals, roles, and responsibilities, alongside membership criteria, organisational structure, and governing body functions. Financial transparency, event organisation procedures, disciplinary protocols, dispute resolution mechanisms, and procedures for statute and regulation adoption and amendment should also be addressed within NOCs' statutes to ensure compliance and effective governance.

### **Specific elements for national federations:**

The respective international or continental federation of each national federation has identified minimum requirements to be a member of the organisation. In this regard, national federations are in an ideal scenario also fully compliant with these requirements which enables the federation to be fully recognised as a member and to take part in the activities of the international or continental federation (e.g. World Championships).

### **3. Risks**

- Non-compliance with national or transnational legislation leading to legal proceedings and complaints.
- Non-compliance with regulations of umbrella organisations (IOC, international federations, etc.).
- Conflicts amongst stakeholders due to uncertainty on procedures and rules.
- Mismanagement, fraud or non-conformity with values and national law.
- Lack of leadership due to the absence of clear responsibilities and roles.
- Poor relations with members of the organisation / powerless membership.
- Confusion over roles and difficulties in defining responsibilities when an issue arises.
- No regular statutory meetings such as Board meetings and General Assemblies.
- Legal uncertainty and vulnerability.

- Lack of transparency in procedures and structure.
- Lack of accountability.
- Lack of transparency in the voting procedures during the General Assembly.
- Difficulties for internal and external scrutiny.

#### 4. Instruments and key elements

<i>Instruments</i>	<i>Key elements</i>
<p><b>Statutes and related legal documents</b></p>	<ul style="list-style-type: none"> <li>• Link with the purpose, structure and daily functioning of the organisation.</li> <li>• Clear procedure regarding the organisation of the General Assembly and Board meetings (see below).</li> <li>• Clear definition of the values and objectives/composition of bodies/competencies and responsibilities/the election or selection process.</li> <li>• Clear description of membership rules and how members are involved in the organisation.</li> <li>• Clear delegation of powers and authority to the bodies within the organisation (e.g. elected Board).</li> <li>• Accountability arrangements of these bodies towards the General Assembly.</li> <li>• Compliance with applicable national and transnational legislation.</li> <li>• Compliance with standards of the IOC/IF and other sports bodies (if applicable).</li> <li>• Compliance of internal proceedings and regulations with the statutes (statutes are the highest legal document within the organisation).</li> <li>• Clear and formal procedures for amending the statutes or dissolving the organisation.</li> <li>• Amended statutes to be officially submitted to national authorities and publicly published.</li> <li>• Easily and publicly accessible for members and stakeholders.</li> <li>• Including procedures for electronic voting with amended electoral rules allowing for higher voter turnout.</li> <li>• Rules for campaigning; nominations committee to check for eligibility of candidates. See also rules on anti-harassment.</li> </ul>
<p><b>Procedure of the General Assembly</b></p>	<ul style="list-style-type: none"> <li>• Organised regularly/on an annual basis.</li> <li>• Procedures formally adopted (e.g. part of statutes and/or internal regulations).</li> <li>• Fixed agenda with consistent items (e.g. approval minutes of last General Assembly, presentation and approval of annual financial accounts, activity report by CEO /Secretary General, report by the Treasurer, elections, etc.).</li> </ul>

	<ul style="list-style-type: none"> <li>• Nominated person responsible for coordinating the organisation of the General Assembly, ensuring compliance with the statutes and internal regulations.</li> <li>• Preparatory and supporting documents provided to members in time before the General Assembly.</li> <li>• Clear procedures on elections and voting arrangements (e.g. in case of changes to statutes) including arrangements for supervision and appeal.</li> <li>• Report or minutes of General Assembly publicly available on the website and provided to members.</li> <li>• Possibility for members to express their views and opinions.</li> <li>• Plan for online or hybrid events as crisis preparedness measures and learning of the COVID-19 pandemic. Providing rehearsals and training for participants to ensure correct procedures.</li> </ul>
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## 5. Good practice examples

### Example “Statutes / Constitution” and “Procedures of the General Assembly”

**Organisation:** World Triathlon

**Description:** In 2023, World Triathlon adopted a revised version of its Constitution, prominently featuring "Governance Principles" in Article 4. This comprehensive document begins with a detailed description of the organisation's legal statutes and establishes that the Constitution is binding on all members, the Executive Board, athletes, and officials. It encompasses all aspects related to the organisation's functioning, including its mission and objectives, structural details about the board, management, and various committees, as well as financial requirements. The Constitution also outlines membership criteria (Chapter 2: Membership), detailing members' rights, duties, and conditions for suspension. Additionally, it addresses election procedures, eligibility criteria, and conditions for honours and awards. A dedicated chapter covers the World Triathlon Tribunal, responsible for handling disputes and disciplinary actions. Notably, World Triathlon has included several annexes to the Constitution, such as lists of member federations, a suggested Congress agenda, a list of commissions, and honorary memberships with their confirmation dates. Both the current and previous versions of the Constitution are publicly accessible on the organisation's website.

**Further information:**

[Documents • World Triathlon](#)

[Constitution 2024.pdf \(triathlon.org\)](#)

### Example “Statutes” and “Procedures of the General Assembly”

**Organisation:** National Olympic Committee of the Netherlands (NOC\*NSF)

**Description:** The NOC\*NSF has published its statutes, approved by the IOC, on its website, detailing the regulations governing the organisation. These statutes outline the NOC's objectives, financial resources, Board structure (including duties and meeting protocols), membership criteria, and general meeting

procedures. The statutes mandate the organisation of at least two general meetings annually, specifying a structured format that addresses various topics such as reports, accounts, audits, and budgets. They distinguish between the elected Board and the management (Board of Directors), with the general tasks and compositions of both bodies clearly defined. In addition, the Board has adopted internal regulations, specifically the "Bestuurs- en directiereglement," which complement the statutes by detailing the roles and relationships between the Board and management. Furthermore, a separate internal regulation, "Reglement Toelatingseisen," outlines the membership procedure, including a two-step process where applicants first become applicant members for two years before a formal vote by the General Assembly. A table at the end of the document succinctly presents the rights and responsibilities associated with different membership types, providing clarity on membership classifications.

**Further information:**

[Toelatingseisen leden NOC\\*NSF - NOCNSE](#)

[statuten-nocnsf.pdf](#)

[bestuurs-en-directiereglement-nocnsf.pdf](#)

**Example "Statute" and "Procedures of the General Assembly"**

**Organisation:** Badminton World Federation (BWF)

**Description:** The BWF has developed documents and resources to help their members (national federations) with the statutes and regulations of their organisation. These resources are publicly accessible on the BWF website under the "Governance Resources" section of "Resources for Members," and were developed by the BWF Constitution Working Group. The available materials include Guidelines for a Model Constitution, Model Clauses for a Constitution (which offer sample clauses and explanatory notes), a Model Constitution template for direct editing, Guidelines for Good Governance, and a Self-Assessment Questionnaire – Indicators of Good Governance. The guidelines for the Model Constitution distinguish between mandatory and non-mandatory elements from the perspective of the international federation. Mandatory chapters identified by the BWF include organisational structure, references to BWF statutes and CAS, autonomy, ethics (including non-discrimination and conflicts of interest), judicial bodies, membership, meeting processes, general accountability, and financial accountability. Each chapter comes with additional advisory notes. Additionally, the guidelines for the General Assembly specify essential elements such as the meeting's business, procedures and timelines, proposals, amendments, nominations, disclosure requirements, representation, speaking and voting rights, election procedures, quorum, voting majority, extraordinary meetings, and minutes/reporting.

**Further information:** [Governance Resources](#) | [BWF Corporate \(bwfbadminton.com\)](#)

**Example "Statutes" and "Procedures of the General Assembly"**

**Organisation:** European Olympic Committees (EOC)

**Description:** The EOC has established comprehensive statutes, or "articles of association," which are publicly accessible on their website and organised into three chapters that outline the governance, management, and structure of the organisation. The document begins with a historical overview, noting

its initial adoption in 2006 and subsequent amendments, including the latest update in 2023, followed by a list of definitions. The first chapter addresses the core aspects of EOC activities, including the organisation's general objectives and its symbols such as the emblem and flag. The second chapter delves into the detailed organisation and operation of the EOC, including adherence to IOC Rules, membership and voting rights, and the structure of various bodies such as the General Assembly, Executive Committee, Commissions, and working groups. It specifies the procedures for the General Assembly, including the approval of annual reports, budgets, the election of Executive Committee members, and commission compositions, while detailing procedural and organisational aspects like notice distribution, meeting chairing, voting arrangements, and minutes availability. Financial arrangements, including audits and accounts, are covered along with integrity topics, referring to the independent Ethics Commission and disciplinary procedures. The final chapter describes the events organized by the EOC, including the European Games, the European Youth Olympic Festival, and the Games of Small States.

**Further information:** [Documents & Publications – The European Olympic Committees \(eurolympic.org\)](#)

#### Example “Statutes” and “Procedures of the General Assembly”

**Organisation:** French Athletics Federation (FFA)

**Description:** The FFA has established clear statutes and accompanying regulations that are publicly accessible on their website, reflecting their alignment with these foundational documents. The statutes detail various aspects of the organization’s structure and functioning, beginning with the objectives and organizational framework. They include references to FFA’s affiliation with international bodies such as World Athletics and European Athletics, ensuring compliance with their rules and regulations. Other sections of the statutes address membership, the General Assembly, the President and the Board, additional organizational bodies like the supervisory commission for elections, financial arrangements, and procedures for amendments and dissolution. Complementing the statutes, an internal regulation has been adopted to further define the roles and responsibilities of different organizational structures, including the General Assembly, the Board, management, various commissions, and regional structures. This internal regulation also outlines eligibility and election conditions. Both the statutes and the internal regulation are approved by the General Assembly. Additionally, several other publicly available regulations, including the financial regulation and the general regulation, are listed on the FFA website, providing further clarity and detail on the organization’s operational guidelines.

**Further information:** [textes documents officiels | Fédération Française d’Athlétisme \(athle.fr\)](#) (in French)

#### Example “Procedures of the General Assembly”

**Organisation:** National Olympic Committee of the Czech Republic

**Description:** The highest authority within the Czech Olympic Committee is the General Assembly, or Plenum, which convenes annually. According to the Committee’s statutes, the meeting’s location, time, and agenda must be communicated to all participants at least 30 days in advance. The Plenum includes voting members such as representatives from national sports federations whose sports are included in the Olympic Games program (one representative per federation), members of the Athletes’ Commission, IOC members with Czech citizenship, and representatives of the Czech Olympic Committee. Voting and

election procedures are clearly outlined: the Plenum can only make binding decisions if more than half of the representatives are present. For general issues, decisions are accepted if more than half of the attending representatives vote "yes." However, for matters specifically related to the Olympic Games, decisions require a majority vote from more than half of the Executive Committee members, representatives from national sports federations with Olympic sports, and the Athletes' Commission members.

**Further information:** <http://www.olympic.cz/text/6--stanovy-cov> (Statutes are available in Czech)

#### Example "Procedures of the General Assembly"

**Organisation:** European Volleyball Confederation (CEV)

**Description:** The CEV has established detailed procedures and rules for organizing its annual General Assembly (GA), with general elements covered in the statutes and technical aspects detailed in the CEV General Regulations. The statutes, which are adopted by the GA, stipulate that each member federation may send two officially accredited delegates to the assembly, with accreditation verified by a credential committee appointed by the GA. The statutes also outline essential agenda items such as the presentation of financial reports, including the Internal Auditor's report, and the discussion and approval of the accounts and budget. Furthermore, the GA's functions and voting procedures are clearly defined, including the approval of the budget and annual accounts, the election of the CEV President and Board of Administration (every four years), the approval of amendments to the CEV Statutes and Legal Chamber Regulations, and the decision on changing the CEV's registered office. The General Regulations, adopted by the Board, provide detailed guidelines on the venue selection, timing, and duration of the GA, as well as practical considerations like delegate accommodation, including hotel arrangements, pricing, and the specifications for meeting rooms, ensuring a well-organized and efficient assembly.

**Further information:**

[Documents | InsideCEV](#)

[https://inside.cev.eu/media/j42ecczr/leg\\_cev\\_2023\\_statutes\\_approved-by-ga-02\\_09\\_2023.pdf](https://inside.cev.eu/media/j42ecczr/leg_cev_2023_statutes_approved-by-ga-02_09_2023.pdf)

[https://inside.cev.eu/media/53ch0x1d/leg\\_cev\\_2023\\_general-regulations\\_approved-by-the-boa.pdf](https://inside.cev.eu/media/53ch0x1d/leg_cev_2023_general-regulations_approved-by-the-boa.pdf)

#### Example "Statutes"

**Organisation:** International Table Tennis Federation (ITTF)

**Description:** The ITTF Statutes 2024 provide a comprehensive framework governing the organisation, including general definitions and interpretation rules, the ITTF Constitution, and the Laws of Table Tennis. They cover regulations for international, World, Olympic, and Paralympic competitions, and include anti-doping rules and a Code of Ethics. The statutes also outline the anti-harassment policy and procedures, the ITTF Tribunal, integrity regulations, and electoral and appointment regulations. Additionally, a Code of Conduct on sports betting for players and officials is included, ensuring thorough governance and integrity in all aspects of the sport.

**Further Information:** [Handbook / Statutes - International Table Tennis Federation \(itf.com\)](#)

#### Example "Statutes"

**Organisation:** World Triathlon

**Description:** The World Triathlon Statutes 2024 outline the governance of the organisation, covering the constitution, membership rules, organisational structure, and roles of various bodies. Key principles include democratic elections, where individuals are elected by secret ballot, though secret ballot voting is prohibited during meetings. The Technical Committee, which supports triathlon development, acts in an advisory capacity, submitting resolutions to the Executive Board and providing recommendations on protests and appeals post-competition. The statutes also detail judicial bodies, eligibility criteria for officials and athletes, and administrative provisions such as official languages, financial management, and honours and awards.

**Further Information:** [Documents • World Triathlon](#)

#### Example “Statutes” and “Election’s Procedure”

**Organisation:** WDSF

**Description:** Candidates for WDSF Presidium positions must meet specific eligibility criteria. The President must have been a WDSF Presidium Member, the CEO, or a member of a WDSF Member Body's executive body for at least four consecutive years immediately prior to the election. Other Vice-President roles require candidates to have significant experience or professional expertise in their respective areas, such as sport, finance, legal affairs, development, communications, or marketing. All candidates must be legally capable of managing their personal and business affairs and must not be undischarged bankrupt or convicted of certain offences. Additionally, candidates for the Presidium election must be present at the General Meeting or have previously consented in writing to their nomination.

**Further Information:** [WDSF rules, documents and forms \(worlddancesport.org\)](http://worlddancesport.org)

#### Example “Statutes” and “Executive Board”

**Organisation:** World Rugby

**Description:** World Rugby statutes specify term limits for various key positions to ensure structured governance and continuity. The Chair is elected for a four-year term, with eligibility for one re-election, thus serving a maximum of eight years. The Vice-Chair, also elected for four years, follows similar terms, being selected from the Executive Board representatives. Executive Board members, excluding the Chief Executive Officer who serves for the duration of their tenure, are elected for approximately four years and may serve up to a maximum of eight years if re-elected. This structure ensures that leadership positions have a defined tenure, promoting both stability and periodic renewal within World Rugby's governance.

**Further Information:** [World Rugby Statutes](#)



## 6. Steps to the next level

<p>To level 2 ★★ “Emerging”</p>	<p>To level 3 ★★★ “Developing”</p>	<p>To level 4 ★★★★ “Established”</p>	<p>To level 5 ★★★★★ “Embedded”</p>
<ul style="list-style-type: none"> <li>• Gather all the rules and informal practices that are related to the functioning of your organisation. Consider which of those practices or rules can or should be included in the statutes.</li> <li>• Adopt formal statutes including the basic information concerning your organisation (e.g. mission, vision, registration, legal status, organisational structure). Ensure that the statutes and their provisions are compliant with national (and transnational) legislation as well as with the rules of the IOC/your IF.</li> <li>• Ensure your statutes and legal documents reflect the purpose, values, and objectives of your organisation by including a reference to your vision and mission statement.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish the statutes and all relevant rules and regulations in a dedicated section of the website.</li> <li>• Ensure the most up-to-date versions are published when statutes or regulations are updated.</li> <li>• Publish the organisational structure (list of bodies, e.g. executive committee/Board, standing committees, judicial bodies, etc.) on the organisation’s website.</li> <li>• Provide statutes and other essential rules in machine-readable formats on website pages and PDF documents for enhanced accessibility and ease of mobile viewing.</li> <li>• Refine the statutes to include provisions regarding internal rules, conditions for membership, and associated rights and responsibilities.</li> <li>• Regularly review the statutes for necessary updates and ensure</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure full publication of the Statutes, including marked changes from previous versions or a summary document, and all other regulations (e.g. organisational, competition, disciplinary).</li> <li>• Publish an organisation chart of the administration, outlining the main divisions.</li> <li>• Regularly review statutory documents and electoral procedures to achieve balanced gender representation among governance body members.</li> <li>• Refine statutes to include all relevant provisions regarding internal rules and regulations. Determine which elements should be added to the statutes and which can be described in internal regulations.</li> <li>• Ensure that internal regulations and by-</li> </ul>	<ul style="list-style-type: none"> <li>• Refine your statutes to include all operations, rules and procedures of your organisation. Ensure it clarifies the delegation of authority and define tasks and responsibilities of different bodies. If practical implementation is not included, ensure internal regulations further define these provisions. All documents must comply with the statutes.</li> <li>• Publish a detailed organisational chart with information on the composition and duties of different bodies.</li> <li>• Make your statutes, internal regulations, and by-laws publicly available on your website.</li> <li>• Regularly review and update the statutes, internal regulations, and by-laws. Ensure they comply with national (and transnational) legislation and the rules of relevant sports bodies (e.g.</li> </ul>

<ul style="list-style-type: none"> <li>• Publish the statutes on the organisation's website. Should the statutes be updated, ensure the most up-to-date version is published.</li> <li>• Organise a General Assembly regularly. Decide within the Board the calendar for organising the next General Assemblies (e.g. certain period of the year for the annual meeting).</li> <li>• Ensure that the statutes are adopted by the General Assembly.</li> </ul>	<p>compliance with national legislation, as well as IOC/IF rules.</p> <ul style="list-style-type: none"> <li>• Define eligibility and application processes for membership.</li> <li>• Detail the rights and duties of members, as well as procedures for termination of membership and disciplinary measures.</li> <li>• Organise a General Assembly annually and discuss standing items for the agenda.</li> <li>• Ensure the statutes specify the allocation of votes, the number of voting delegates, required majorities, and voting procedures including the addition of electronic voting possibilities, electoral timelines, and eligibility criteria for candidates.</li> <li>• Ensure that the statutes and regulations clearly define the voting procedures (ballot papers, ballot box, casting of ballots, count, and declaration of results).</li> <li>• Communicate and publish calls for elections and eligibility criteria in</li> </ul>	<p>laws are compliant with the statutes.</p> <ul style="list-style-type: none"> <li>• Ensure that statutes and their provisions comply with national (and transnational) legislation as well as the rules of relevant sport governing bodies (e.g. IOC, EOC, NOC, IF, EF).</li> <li>• Ensure all members are aware of and have access to the statutes and related legal documents.</li> <li>• Include within the statutes the organisation of an annual General Assembly, detailing its function and responsibility.</li> <li>• Define timings, procedures, and standing items on the agenda of the General Assembly.</li> <li>• Offer the possibility of online attendance to the General Assembly and provide technical rehearsals for online attendees.</li> <li>• Specify requirements and procedures for awarding and organising sport events, when applicable.</li> </ul>	<p>IOC, EOC, NOC, IF, EF).</p> <ul style="list-style-type: none"> <li>• Establish a formal procedure for regularly assessing and amending your statutes, including a consultation process with your members. Ensure legal expertise (internal and external) is available during this process.</li> <li>• Reference the dates of approval for amendments to the statutes and regulations.</li> <li>• Communicate modifications to the statutes or by-laws to all relevant stakeholders.</li> <li>• Ensure that publications, policies (e.g. match-fixing, corruption, safeguarding), reports, anti-doping rules, and invitations to tenders are published on the website, including the latest version of the statutes translated into English.</li> <li>• Refine your statutes to regulate the organisation of the General Assembly, including formal, predetermined, and recurrent</li> </ul>
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	<p>advance according to the electoral timeline.</p> <ul style="list-style-type: none"> <li>• Implement term limits with a maximum of 12 consecutive years (e.g. 3x four-year terms) in the same role.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a body (e.g. electoral committee) responsible for checking and deciding on candidates' eligibility, with the body's composition, scope, and specific rules of procedure stipulated in the statutes and/or regulations.</li> <li>• Allow rejected electoral candidates to file an internal appeal with a second instance body (e.g. appeals committee) or an independent arbitration tribunal.</li> <li>• Publish election results, including the number of votes per candidate.</li> <li>• Implement term limits of a maximum of three terms of four years (i.e. 12 years overall) for leadership and decision-making positions such as presidents, secretary generals, executive board members, and directors.</li> <li>• Ensure disciplinary procedures respect the principles of due process, including the right to be heard</li> </ul>	<p>procedures. If practical implementation is not included, ensure internal regulations further define these provisions. Include clear rules on timing of notices, sending documents to members, and voting procedures.</p> <ul style="list-style-type: none"> <li>• Nominate a responsible person to coordinate the General Assembly and ensure compliance with statutes and internal regulations.</li> <li>• Make the minutes or report of the General Assembly publicly available on your website.</li> <li>• Ensure that election procedures are conducted under the supervision of an independent body (e.g. electoral committee), whose duties are clearly defined in the statutes and/or regulations, and that the members of this body are independent, not belonging to any other organisation body, and meet strict independence criteria (e.g. material/financial</li> </ul>
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		<p>and the right to appeal.</p>	<p>and personal independence).</p> <ul style="list-style-type: none"> <li>• Conduct eligibility checks for electoral candidates to ensure compliance with applicable requirements, including disclosure of conflicts of interest. The eligibility check is carried out by an independent body (e.g. electoral committee).</li> <li>• Implement clear policies/rules on campaigning to ensure balanced opportunities for candidates to present their vision/programmes.</li> <li>• Ensure at least one member of the executive committee/Board is independent (e.g. material/financial and personal independence).</li> <li>• Provide equal opportunities for presidential candidates to present their visions to delegates at the congress/General Assembly before the election.</li> <li>• Prohibit executive committee/Board members from forming business</li> </ul>
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			relationships with the organisation for at least one year after the end of their mandate.
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