



By-Laws

of the International World Games
Association

BY-LAWS of the IWGA

This version of the IWGA By-Laws, ratified by the General Meeting held in Lausanne, Switzerland, on 18 April 2016 replaced the previous By-Laws ratified in London on 5 April 2011.

IWGA
18.04.2016



By-Laws

CONTENTS

1.	GENERAL PROVISIONS	7
	1.1. PURPOSE	7
	1.2. NOTICES	7
2.	MEMBERSHIP	7
	2.1. GENERAL PROVISIONS	7
	2.2. TYPES	7
	2.3. MEMBERSHIP APPLICATION	7
	2.4. REGISTER	8
	2.5. RESIGNATION	8
	2.6. FORFEITURE OF RIGHTS	8
	2.7. REINSTATEMENT	8
	2.8. LIABILITIES	8
3.	GENERAL MEETING	8
	3.1. COMPOSITION	8
	3.2. VOTING	8
	3.3. MINUTES	9
4.	THE EXECUTIVE COMMITTEE (EXCO)	9
	4.1. GENERAL PROVISIONS	9
	4.2. NOMINATIONS OF EXCO MEMBERS	9
	4.3. RENEWAL OF TERM	10

By-Laws

4.4. DELEGATION OF POWERS	10
4.5. FREQUENCY AND TYPE OF EXCO MEETINGS	10
4.6. CONVENING NOTICE AND AGENDA	10
4.7. MINUTES	10
5. DUTIES OF THE MEMBERS OF THE EXCO	11
5.1. CONFIDENTIALITY	11
5.2. CIRCULATION OF INFORMATION	11
5.3. CO-ORDINATION COMMITTEE (COCOM) CHAIRMAN	11
5.4. TREASURER	11
6. FINANCE OPERATIONS	11
6.1. GENERAL	11
6.2. REFUNDING OFFICERS' EXPENSES	11
7. FINANCIAL RECORDING AND REPORTING	12
7.1. FINANCIAL RECORDS	12
7.2. TREASURER'S REPORTS	12
7.3. EXPENDITURE TRACKING	12
7.4. REPORT OF TWG INCOME AND EXPENSES	12
7.5. AUDITING COMPANY	12
8. IWGA COMMITTEES	12
8.1. CREATION	12
8.2. COMPOSITION	13

By-Laws

8.3. TERM OF OFFICE	13
8.4. NOMINATIONS AND APPOINTMENTS	13
8.5 FINANCIALS	14
8.6. OPERATING PROCEDURES	14
8.7. VOTING	14
8.8. MINUTES OF MEETINGS	14
9. ELECTRONIC DECISION MAKING	14
9.1. GENERAL	14
9.2. REMOTE ELECTRONIC VOTING BY THE GENERAL MEETING	15
9.3. REMOTE ELECTRONIC VOTING BY THE EXCO	15
9.4. VERIFICATION OF BALLOT RESULTS	16
9.5. PUBLICATION OF THE RESULTS	16
9.6. IMPLEMENTATION OF THE DECISION	16
10. MISCELLANEOUS	16
10.1. LANGUAGE	16
10.2. SPECIAL INSIGNIA	16

IWGA The World Games

By-Laws

These By-Laws have been created under the authority of the IWGA Constitution. A Glossary of terms used is given in the *List of Abbreviations, Definitions or Acronyms* on page 19.

1. GENERAL PROVISIONS

1.1. PURPOSE

According to Article 1.6. of the Constitution these By-Laws contain explanations of and give procedures with regard to Articles of the Constitution which so require.

1.2. NOTICES

- A. Notice may be given by the IWGA to any Member Federation by sending the notice to the Member Federation's registered postal address, facsimile number or electronic address (e-mail).
- B. Where a notice is sent by post, the notice shall be deemed to have been delivered 14 days after posting, provided that it was properly addressed.
- C. Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be delivered upon receipt of a confirmation report confirming the facsimile was sent to, or received at the facsimile number to which it was sent.
- D. Where a notice is sent to an electronic address, service of the notice shall be deemed to be delivered unless a message is received back stating the electronic message could not be sent or was not delivered to the electronic address to which it was sent.

2. MEMBERSHIP

2.1. GENERAL PROVISIONS

Membership provisions are detailed in Article 4 of the IWGA Constitution.

2.2. TYPES

The IWGA is composed of two categories of Members:

- Voting Members.
- Non-Voting Members.

A. Voting Members

Voting Members are International Sport Federations (called Member Federations) approved by the AGM.

B. Non-Voting Members

Honorary Life Presidents and Honorary Life Members are non-voting Members

Honorary life membership may be granted to a person who has given special service to the objectives of the IWGA worldwide. Honorary Life Membership is proposed by the Exco and ratified by simple majority by the General Meeting.

Honorary Life Presidents and Honorary Life Members pay no membership fees.

2.3. MEMBERSHIP APPLICATION

Eligible International Sports Federations wishing to apply for membership of the IWGA may submit an application to the CEO of the IWGA, using the official IWGA Membership Application Form, obtainable on the IWGA website, with the following documents attached:

- A. A copy of their Constitution and By-Laws (if any).
- B. The names and addresses of their President and Executive Committee members.
- C. A list of their Member Federations.
- D. The most recent audited accounts.
- E. The following statement is included on the official IWGA Membership

IWGA The World Games

By-Laws

Application Form which must be signed by the Federation's President or Secretary General / CEO: "As a Member of the IWGA, we agree to abide by the IWGA Governing Rules, and we agree to abide by the decisions of the IWGA General Meeting and Executive Committee. We also confirm that we agree to submit any dispute to the exclusive jurisdiction of the Court of Arbitration for Sport (CAS), as provided for by the IWGA Constitution."

No applications can be considered until the above requirements are met. If the application file is complete, the CEO will inform the ExCo which shall make recommendations to the next General Meeting.

If the membership application is not accepted by the General Meeting, the applicant will be notified in writing. The applicant may reapply.

2.4. REGISTER

The IWGA Headquarters shall ensure that a register of Members is kept and maintained.

2.5. RESIGNATION

In accordance with the Constitution, a Member Federation may resign by sending written notice. Resigning does not cancel debts owed to the IWGA.

2.6. FORFEITURE OF RIGHTS

A Member Federation which ceases to be a member, for whatever reason, shall forfeit all right in and claim upon the IWGA and its property including Intellectual Property. Any IWGA documents, records or other property in the possession, custody or control of that Member Federation shall be returned to the IWGA immediately.

2.7. REINSTATEMENT

Membership which has lapsed, been withdrawn or terminated under the Constitution and these By-Laws may be reinstated by the General Meeting on application, in

accordance with the Constitution or these By-Laws and otherwise on such conditions as the ExCo sees fit including, but not limited to, payment of all outstanding monies owed to the IWGA by the former Member Federation.

2.8. LIABILITIES

Members are not personally liable for the debts and obligations of the IWGA.

3. GENERAL MEETING

3.1. COMPOSITION

A. Voting Participants

Each Member Federation in good standing has voting rights.

Each Member Federation present has one (1) vote.

The representative of the Member Federation carrying the votes of that

Member, other than the President, the Secretary General or the CEO, shall present an official document stating the person's rights to vote on behalf of that Member Federation.

The CEO and other employees of the IWGA may not represent a Member Federation at a General Meeting.

B. Non-Voting Participants

Non-voting Participants include: Honorary Members, IWGA ExCo Members, Members of Committees, IWGA Staff, Partners and Guests.

3.2. VOTING

A. Votes in all IWGA meetings regarding persons shall in principle be by secret ballot.

B. The General Meeting shall designate three indi-

By-Laws

viduals not exercising voting rights on behalf of Member Federations to officiate as "ballot tellers". Ballots which are blank (no vote) or do not address the issue being voted upon are not taken into consideration in determining whether the required majority is achieved.

- C. The ballot tellers alone are authorised to participate in the counting of the ballots. At the end of each count, the poll sheet is handed over to the President (or other chairperson if the President is not present) who declares the result of the vote.
- D. Procedures for voting and recording votes shall be recorded in the Minutes. The General Meeting may resolve after the declaration of any ballot that the ballot papers be destroyed by the ballot tellers.
- E. A vote once cast cannot be changed or withdrawn.
- F. Any tied ballot (including when the vote is conducted by mail vote) will be resubmitted to the relevant General Meeting for a new vote. If the ballot remains tied after this second vote the President may exercise a casting vote, in which case the President's vote shall be the deciding vote.

3.3. MINUTES

- A. Minutes of General Meetings will be produced under the direction of the Chief Executive Officer (CEO).
- B. The CEO shall ensure that the Minutes are circulated no later than sixty (60) days after the date of the meeting. If no written protests or proposals for amendments are received by the CEO within sixty (60) days after circulation they will be deemed a true record of the proceedings, to be formally adopted by the next General Meeting.

- C. If a protest or proposal for amendment is received, it will be considered by the next General Meeting.
- D. Minutes may be circulated to Member Federations by electronic means.

4. THE EXECUTIVE COMMITTEE (EXCO)

4.1. GENERAL PROVISIONS

- A. The authority of the ExCo is defined in the IWGA Constitution.
- B. A Member Federation nominating an ExCo Member shall be deemed to have made a commitment to provide financial and such other support necessary to carry out all reasonable duties and responsibilities of their office. A Member Federation may withdraw support for an ExCo Member it has nominated at any time, at which point the ExCo Member automatically resigns from the IWGA ExCo. For this purpose a formal letter signed by the official representative of the Member Federation must be addressed and sent to the CEO of the IWGA.
- C. ExCo Members shall, when participating in a ExCo meeting, act in the general good and interest of all Members of the IWGA.
- D. ExCo Members shall declare potential conflicts of interest and any position they hold in a Member Organisation whether as elected officers or paid appointees (whether employee or contractor), and shall abstain from taking part in deliberation and votes when the matter falls within the scope of the potential conflict of interest.

4.2. NOMINATIONS OF EXCO MEMBERS

- A. The CEO shall call for nominations for ExCo Members from the Member Federations.

IWGA The World Games

By-Laws

- B. Each Member Federation may nominate only one (1) person for election to each position.
- C. To be valid, nominations shall include:
 - 1. A letter from the Member Federation proposing the nomination and confirming the eligibility of the nominee.
 - 2. A completed form containing the nominee's curriculum vitae.
- D. Nominations must be received at least ninety (90) days before the start of the General Meeting.
- E. The list of nominees is sent by the IWGA Headquarters, together with the preparatory documents to the Member Federations at least sixty (60) days before the General Meeting by electronic means.

4.3. RENEWAL OF TERM

There is no limit on the number of terms an ExCo Member may serve.

4.4. DELEGATION OF POWERS

- A. Within the framework of the authority provided in the Constitution and these By-Laws the ExCo may delegate management of its day-to-day affairs to the President, the CEO or one or several of the ExCo Members or to agents.
- B. The ExCo may establish, by policy, individual powers of signature for specific officers and members of staff, authorising them to commit to agreements for the provision of routine services that are below a specific value and length, and conform to other specified criteria.

4.5. FREQUENCY AND TYPE OF EXCO MEETINGS

Meetings can be by physically convened or by teleconference, both having the same value. Physically convened Meetings will normally be held two (2) times a year one (1) in conjunction with the Annual General Meeting (AGM), the other in the Host City of the next World Games. Other physically convened or teleconference meetings shall be held whenever the President or a majority of ExCo Members request the CEO to convene a meeting and state the business of it. Mail votes are permitted.

4.6. CONVENING NOTICE AND AGENDA

The convening notice for a physically convened or electronic ExCo Meeting shall be circulated by the CEO no later than thirty (30) days before the date of the meeting by e-mail. The convening notice will specify the date and time of the Meeting and include an invitation to the ExCo Members to submit items for the Agenda at least twenty (20) days prior to the Meeting. The CEO shall circulate the Agenda and the meeting documents no later than fifteen (15) days before the date of the Meeting.

4.7. MINUTES

- A. Minutes of the Meetings of the ExCo will be produced by the CEO or by a Minute Secretary. The CEO shall ensure that these Minutes are circulated to the Members of the ExCo within forty-five (45) days after the date of the meeting. If no written protests or proposals for amendment are received by the CEO within forty-five (45) days after circulation, the Minutes will be deemed a true record of the proceedings, to be formally adopted in the next meeting.
- B. If a protest or proposal for amendment is received, it will be considered by the next meeting.
- C. Minutes may be circulated to Member Federations by electronic means. E-mail communica-

IWGA The World Games

By-Laws

tions will be considered to have been received on the date sent.

5. DUTIES OF THE MEMBERS OF THE EXCO

5.1. CONFIDENTIALITY

Members of the ExCo shall not divulge the business of the ExCo to Member Federations or third parties unless so authorised by the President or the Exco.

5.2. CIRCULATION OF INFORMATION

Members of the ExCo shall keep their fellow members informed of the activities they pursue in the execution of their duties. For this purpose they will, among other things, circulate directly to all Members of the ExCo any report, analysis, discussion paper or proposal they produce for eventual consideration in a meeting of the ExCo.

5.3. CO-ORDINATION COMMITTEE (COCOM) CHAIRMAN

The ExCo shall appoint the Chair and IWGA Members of the Co-ordination Committee to be jointly established by the IWGA and the Host City where the next World Games is conducted. The IWGA President may however take over the Chair of the CoCom himself when present.

5.4. TREASURER

The Treasurer is in charge of budgeting, financial recording and reporting, financial planning and the general control of the IWGA's finances. He or she is responsible for producing the audited Accounts and Balance Sheet and the Financial Report for each financial year. The Treasurer will also propose the amended budgets of the current year and the forecast budgets of the next year. After acceptance by the ExCo, these documents will be circulated to the Member Federations. The Treasurer will report on the financial situation to the ExCo at its meetings.

6. FINANCE OPERATIONS

6.1. GENERAL

- A. All payments on behalf of the IWGA are effected by the Treasurer who is authorised to use e-banking. All payments shall be duly supported by original receipts for expenditure, or in the case of "per diems" duly signed for by the recipients.
- B. The Treasurer, under the overall responsibility of the ExCo, will establish, maintain and operate bank accounts in the name of the IWGA. When a bank account is being established, the President's and CEO's signatures will also be placed on record with the Bank in order that they may operate the account when the Treasurer is unable to perform his or her duties.

6.2. REFUNDING OFFICERS' EXPENSES

- A. ExCo Members of the IWGA will not receive remuneration for their work on behalf of the IWGA. The expenditure(s) they incur in the execution of their duties will be refunded.
- B. Reimbursement of claimed expenses will be as follows:
 3. Travel expenses for which a refund is claimed must relate to the sectors in which the Officer concerned actually travelled to reach his or her assignment.
 - a. Train Travel - Train Travel expenses will be refunded at the level of 1st class train travel.
 - b. Air Travel - Air travel exceeding eight (8) hours flying time will be in business class, for other air travel the lowest possible rates should be used.
 - c. Car Travel - On short distances where

public transport would be impractical or impossible, car travel may be claimed at a kilometre rate to be determined by the ExCo.

- d. Per diems - A daily allowance to cover incidental expenses when travelling may be agreed by the ExCo.
 2. Hotel and Meals - Hotel accommodation and meals, if not secured by the IWGA or the Host City, should be of a reasonable standard and the actual cost will be refunded.
 3. All other expenses such as the cost of communications, office material, secretarial assistance and translations will be refunded as actually paid.
 4. The ExCo may decide variations from this By-Law in exceptional cases.
- C. IWGA office-bearers may not claim for travel and other expenses to attend meetings of the IWGA if they are also representing a Member Federation at the IWGA General Meetings or at a meeting of any other international sporting organisation that takes place in the same location and period of time. If in such cases business on behalf of the IWGA requires an extension of their stay, the additional cost of hotels and meals may be claimed according to By-Law 6.2.B. The ExCo may decide variations from this By-Law in exceptional cases. D. Expense reports must be accompanied by all original relevant bills, invoices, tickets and similar documents or photocopies thereof.

7. FINANCIAL RECORDING AND REPORTING

7.1. FINANCIAL RECORDS

The financial records will be arranged and kept in conformity with the breakdown of the Budget.

7.2. TREASURER'S REPORTS

The Treasurer will provide non-audited Accounts and Balance Sheet and Draft Financial Reports and draft Budgets to the ExCo before the 31st March after the end of each financial year.

7.3. EXPENDITURE TRACKING

The Treasurer will provide to the ExCo, when appropriate, statements comparing budgeted and actual expenditure.

7.4. REPORT OF TWG INCOME AND EXPENSES

A report of income and expenses at each World Games will be produced by the Host City according to the relevant agreement between the IWGA and the Host City. That report will be circulated to the Member Federations for information.

7.5. AUDITING COMPANY

The AGM, on recommendation of the ExCo, appoints the auditing company.

8. IWGA COMMITTEES

8.1. CREATION

The ExCo may decide upon the creation and dissolution of Committees and define their composition, duties, obligations, timelines, frequency of meetings, tasks, working procedures, responsibilities and entitlements to reimbursement of expenses.

IWGA The World Games

By-Laws

8.2. COMPOSITION

- A. A Committee is composed of a Chair, a Secretary and Members and is appointed by the ExCo from the list of candidates received from the Member Federations.
- B. Committee Chairs, Secretaries and Voting Members have voting rights.
- C. An ExCo Member is eligible to be a Committee Member whilst remaining an ExCo Member.
- D. The IWGA President and CEO are ex-officio, non-voting Members of all Committees.
- E. There shall not be more than one Member from the same Member Federation with voting rights in a Committee.

8.3. TERM OF OFFICE

- A. The ExCo shall determine the term of office of the Committees.
- B. If a Committee Member is in the reasonable opinion of the Committee Chair not contributing to the Committee, the Committee Chair may request the ExCo to remove the Member.
- C. Where a Committee Member is relieved from their function as a Committee Member, they shall be notified in writing by the CEO.
- D. The ExCo, upon recommendations from a Committee Chair, shall be responsible for appointing replacements for Committee Members who have vacated or been removed from their positions.

8.4. NOMINATIONS AND APPOINTMENTS

- A. The IWGA Headquarters shall distribute to the Member Federations, for each Committee, the composition, duties, obligations, timelines, fre-

quency of meetings, tasks, working procedures, responsibilities and entitlements to reimbursement of expenses and shall invite Member Federations to make nominations.

- B. To be valid, nominations should include:
 - 1. A nominating form from the Member Federation proposing the nomination and confirming that the nominee is active in the Member Federation.
 - 2. A maximum three (3) page curriculum vitae of the nominee with emphasis upon their special skills or expertise for the Committee nominated.
- C. Nominations shall be received at least two (2) months before the scheduled date of the commencement of the General Meeting. Notwithstanding the above, the ExCo may consider nominations which are received up to the time of determining Committee membership.
- D. The CEO shall circulate details of all nominees to the ExCo with the preparatory documents or upon receipt.
- E. As soon as possible after elections at the General Meeting, the ExCo shall confer and appoint Committee Chairs, Secretaries and Members. In making this determination, the ExCo shall consider the following:
 - 1. Expertise and knowledge
 - 2. Diversity: Committees should include a diversity of people from throughout the world, including each gender, different cultures and ethnicities, and those who are non-native English speakers. The ExCo may actively recruit individuals in order to achieve this goal. All Committees should, wherever possible, include persons of each gender.

IWGA The World Games

By-Laws

- F. A Member Federation may request to the ExCo the withdrawal of a Commission Chair, Secretary or Member at any time, at which point the Chair, Secretary or Member automatically resigns from the Committee. For this purpose a formal letter signed by the official representative of the Member Federation must be addressed and sent to the CEO of the IWGA.

8.5 FINANCIALS

- A. The ExCo shall define the entitlements for reimbursement of expenses.
- B. The ExCo nominating a Committee Chair, Secretary or Member, shall provide financial and such other support necessary to carry out all reasonable duties and responsibilities of their office.
- C. A Member Federation nominating a Committee Chair, Secretary or Member shall be deemed to have made a commitment to provide support necessary to carry out all reasonable duties and responsibilities of their office.

8.6. OPERATING PROCEDURES

- A. Meetings of Committees may be in person, by telephone or other electronic means. Committee Chairs shall determine the conduct and procedure of a Committee meeting. All members shall be given at least fifteen (15) days' notice to allow them to participate. Special consideration should be given to holding face-to-face meetings in conjunction with IWGA activities of a similar nature and/or upon the request and invitation of IWGA Member Federations.
- B. At least 50% of Committee Members must be present (in person or telephonically) to constitute a quorum for a meeting.
- C. Technical and expert matters may be decided by the Committees but need ExCo ratification.

Matters involving finances and or strategic directions need ExCo approval. The Committees may also have matters for ExCo Information.

8.7. VOTING

Decisions within Committees will generally be made by consensus. If a formal vote is requested by a Member, each voting member, including the Chair, shall be entitled to one vote. In the case of a tie the Chair will determine whether further work should be undertaken or to refer the item to the ExCo for decision.

8.8. MINUTES OF MEETINGS

The minutes of the meetings must be submitted by the Secretary to the Chair, and circulated to Committee Members and the IWGA Headquarters within sixty (60) days of conclusion of that meeting. ExCo Members shall receive copies of Committee Minutes upon written request to the Headquarters. Actions/ recommendations requiring the approval of the ExCo shall be presented to the ExCo in a written motion(s).

9. ELECTRONIC DECISION MAKING

9.1. GENERAL

There are two forms of electronic decision-making: the use of electronic systems to facilitate the execution of secret ballots at physical General Meetings; and the use of electronic means such as e-mail, internet, and social media to permit remote electronic voting.

If electronic voting is used at a physical General Meeting, the ExCo must approve the system to be used, having first ensured that the system is secure, reliable and simple to use.

Remote electronic voting may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an e-mail vote or discussion is agreed to. Voting during conference call

IWGA The World Games

By-Laws

meetings is allowable and should be recorded in the minutes of the meeting.

Electronic voting may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an e-mail vote or discussion is agreed to. Voting during conference call meetings is allowable and should be recorded in the minutes of the meeting.

Voting by electronic means or facsimile means must be approved by the IWGA ExCo for matters relating to the IWGA General Meeting and by the IWGA President for matters relating to the IWGA ExCo.

9.2. REMOTE ELECTRONIC VOTING BY THE GENERAL MEETING

All arrangements for electronic ballots for the General Meeting shall be carried out under the direction of the CEO who must give clear instructions on:

- A. The ballot form to be used.
- B. The closing date for the ballot which must be clearly set out on the ballot form, and which shall be no earlier than thirty (30) days after the calling date.
- C. Whether or not the names and/or Member Federations voting shall be disclosed by those counting the votes or in the published results (secret ballot).
- D. The quorum and percentage of yes votes required for the vote to be carried.
- E. The address for depositing of the ballot.

The result of the ballot will be promulgated by the CEO to all IWGA Member Federations within ten (10) days after the end of the voting period.

Any Member Federation which is eligible to cast a vote on an electronic ballot may, within fifteen (15) days of the

results of the ballot being published, request an audit of the results of the vote. Such audit shall be undertaken by an independent individual or individuals, appointed by the President.

The electronic voting records for all General Meeting matters are to be destroyed by the CEO once the result has been advised to the Member Federations and recorded in Minutes of the next General Meeting.

Electronic voting shall not be used for matters related to the Constitution of the IWGA, the dissolution and liquidation of IWGA and the election of ExCo Members. Ballots are allowed in all other matters subject to endorsement by the ExCo.

9.3. REMOTE ELECTRONIC VOTING BY THE EXCO

All arrangements for electronic ballots for the ExCo shall be carried out under the direction of the CEO who must give clear instructions on:

- A. The ballot form to be used.
- B. The closing date for the ballot which must be clearly set out on the ballot form, and which shall be no earlier than fifteen (15) days after the calling date.
- C. Whether or not the names shall be disclosed by those counting the votes or in the published results (secret ballot).
- D. The percentage of yes votes required for the vote to be carried.
- E. The address for depositing of the ballot.

The result of the ballot will be promulgated by the CEO to all IWGA ExCo Members within five (5) days after the end of the voting period.

Any ExCo Member who is eligible to cast a vote on an electronic ballot may, within eight (8) days of the results

IWGA The World Games

By-Laws

of the ballot being published, request an audit of the results of the vote. Such audit shall be undertaken by an independent individual, appointed by the President.

The electronic voting records for all ExCo matters are to be destroyed by the CEO once the result has been advised to the ExCo Members and recorded in Minutes of the next ExCo Meeting.

Electronic voting may be used for changes to the IWGA By-Laws, the day-to-day operations, IWGA Policies and Procedures or any other decision subject to the prior approval by the IWGA President.

9.4. VERIFICATION OF BALLOT RESULTS

Electronic votes will be considered cast once the electronic vote is received by the CEO. A vote cast cannot be changed once cast.

The result of electronic votes shall be verified by the President and the CEO. The results of secret electronic votes, shall be verified by people who are not qualified to vote on the matter and who are considered neutral parties, selected by mutual agreement of the President and the CEO.

9.5. PUBLICATION OF THE RESULTS

The results of electronic votes shall be reported after the end of the voting period and recorded in the Minutes of the next Meeting. If a voter eligible to vote has requested a secret ballot, the Minutes shall only reflect the number of ballots cast, the Yes, No and Abstentions together with the required number of Yes votes for the motion to be carried. Where a secret ballot was not requested, the vote shall be treated as a recorded vote, indicating how each vote was cast and by whom.

9.6. IMPLEMENTATION OF THE DECISION

The CEO may proceed with implementation of the decision of the ballot once a majority of votes has been

achieved and verified. The result of the vote will not be conclusive until the closing date has passed.

10. MISCELLANEOUS

10.1. LANGUAGE

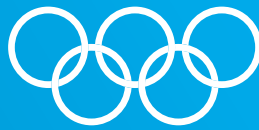
The official language of the IWGA is English.

- A. The official language for all electronic and paper correspondence and at all IWGA meetings is English.
- B. Member Federations wanting to provide consecutive interpreting for their Delegates in the General Meeting may do so at their own expense, and they shall inform the CEO no later than one (1) week prior to the Meeting.

10.2. SPECIAL INSIGNIA

If the ExCo decides to establish special insignia, they will write the details, types and criteria in a Policy on Awards.

**Organisation
recognised by the**



INTERNATIONAL
OLYMPIC
COMMITTEE

STAY IN TOUCH

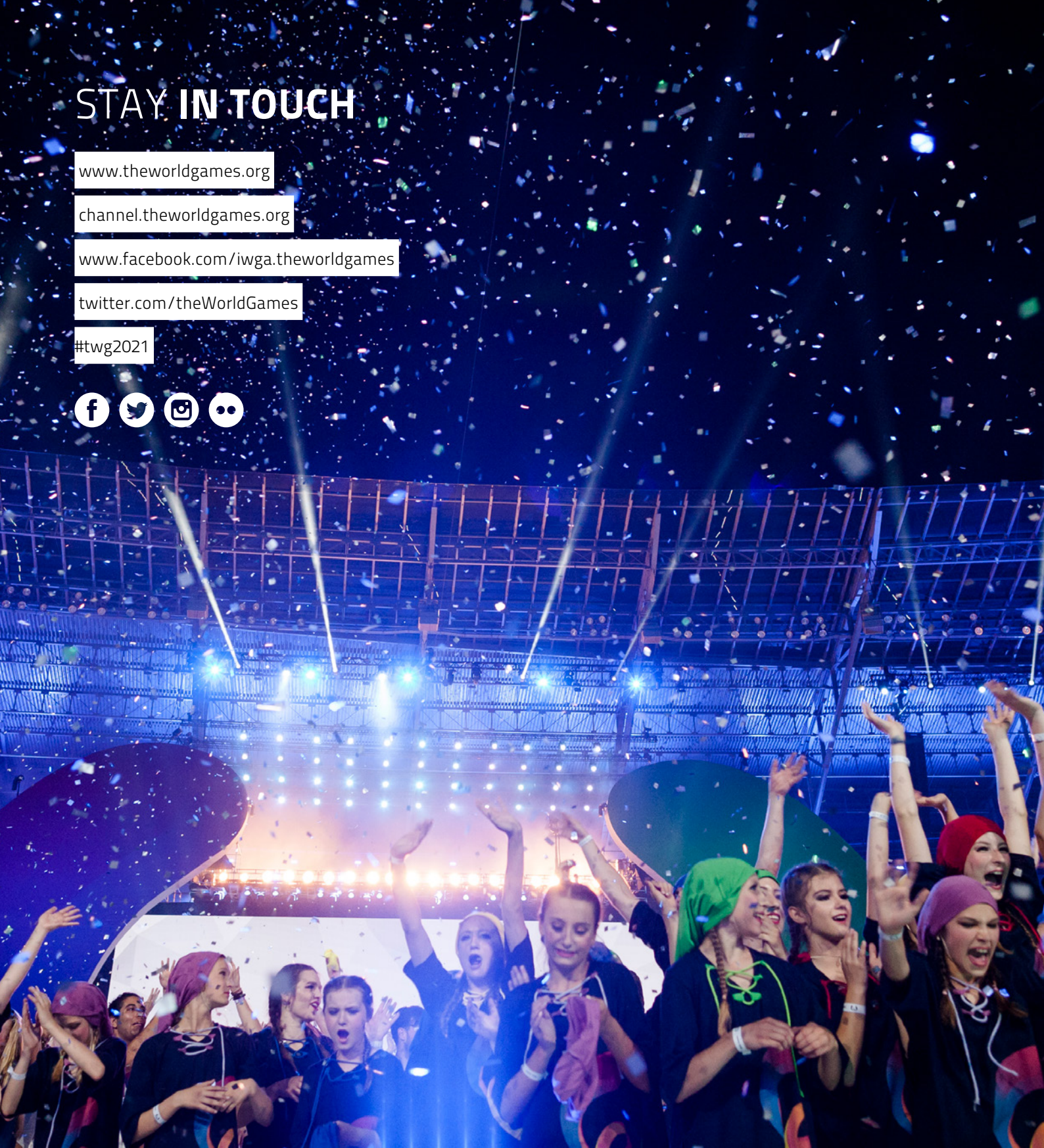
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International World Games Association (IWGA)

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