



## Rules of Procedure for the Presidium

**§ 13 of the Statutes:** In accordance with article 13 of the Statutes, the activities of the Presidium of Interski International are governed by the following Rules of Procedure. These Rules of Procedure specify additional tasks of the Presidium to ensure the proper and correct management of the Association.

- 01.** All activities of the Presidium are subject to these Rules of Procedure. With their election to the Presidium of Interski International, the members of the Presidium accept the RoP.
- 02.** The Presidium consists of the President, two Vice-Presidents who have equal rights, and the Presidents of the Specialised Associations ISIA, IVSI and IVSS.
- 03.** Changes to these Rules of Procedure are proposed by the Presidium and require approval by the General Assembly with a simple majority of the votes cast.
- 04.** The Presidium manages the affairs of Interski International.
- 05.** The President and the Secretary-General attend to day-to-day business; they have individual signing authority.
  - Official documents intended for external purposes, both in and out of court, must be additionally signed by one of the Vice-Presidents who is entitled to vote.
- 06.** The President, as the legally responsible person, chairs the Presidium meetings. If the President is not present or retires from office prematurely, the longest-serving Vice-President takes the chair.
- 07.** The President or his/her deputy presides over all meetings and assemblies. Every Presidium meeting requires written minutes to be drawn up in German and in English; the minutes must be approved at the subsequent Presidium meeting at the latest.
  - Approving the minutes at telephone conferences or Skype meetings is not permitted. The minutes must be approved in writing.



- 7a.** Business transactions carried out within the framework and on behalf of Interski International must be previously approved by the Presidium or the General Assembly, respectively. Annual budgets and periodical financial overviews must be drawn up.
- Transactions in excess of a total value of € 1,000 must be approved by the Presidium, taking into account the budget frame.
  - Extraordinary expenses can be approved by the Presidium and require a unanimous decision. The sum total of extraordinary expenses must not exceed 10% of the reserves in any given financial year.
  - Approval can also be obtained by written circular vote.
- 08.** The Secretary-General, together with the President, is responsible for the proper management of the Association's finances.
- A financial report must be delivered at all Presidium meetings.
- 09.** The Secretary-General is in charge of the administrative tasks required by the Association, and is responsible for drawing up the minutes of the General Assemblies and Presidium meetings. Other responsibilities include:
- maintaining the membership and voting lists
  - managing the Association's funds in coordination with the Presidium
  - handling payment transactions, keeping the books and drawing up the balance sheets
  - organising, staging and settling the accounts of events
  - collecting the membership fees.
- 10.** The Presidents of the Specialised Associations have a seat and a vote on the Presidium. They can be entrusted with special tasks.
- 11.** The Presidium members of the Specialised Associations can send an authorised representative to the Presidium meetings to act on their behalf.
- 12.** The travel expenses of the Presidium must be borne by the respective member countries. The member countries and the Specialised Associations that nominate a candidate for election to the Presidium are responsible for covering the travel expenses of the Presidium member. The travel expenses of the Secretary-General are covered by Interski International.
- 13.** Should a Presidium member who is also member of a Specialised Association retire prematurely, the said Association nominates a substitute.
- The Presidium approves the substitute upon request.
- If a personally elected Presidium member retires prematurely, a substitute is nominated by the Presidium to act until the next election to the Presidium takes place.
- The substitute must be a member of the same country as the retired Presidium member.



- The substitute is adopted as a Presidium member with all rights and duties until the next election to the Presidium.
- Approval by the General Assembly is required and can be obtained by means of a written circular vote.

If the member country of a Presidium member is expelled from Interski International, the Presidium member concerned loses his/her seat and vote on the Presidium.

- The Presidium is responsible for filling the vacant seat.

**14.** Presidium meetings are held as required but at least once a year.

- Beyond this, a Presidium meeting must be convened if more than three Presidium members request a meeting in writing.
- To improve and intensify communication, conferencing tools such as Skype can be used to hold additional meetings.
- The date and place of Presidium meetings are proposed and coordinated by the President and the Secretary-General.

**15.** A Presidium meeting has a quorum if all members have been duly invited and more than half of the Presidium members are present.

- Decisions are taken by an absolute majority of votes.  
If a vote is tied, the proposal is considered rejected.

**16.** The auditors are responsible for examining the finances in due time before every General Assembly.

- The auditors report to the General Assembly and if warranted, propose that the financial conduct of the Presidium be approved.
- Only delegates of member countries that are not represented on the Presidium can be elected auditors.

Signed by the Presidium of Interski International

10 June 2017, Pamporovo, Bulgaria