

<i>Subject:</i>	PROPOSED AMENDMENTS & ADDENDA TO IPC INTERNAL REGULATIONS	<i>Annex no. -</i>	59
<i>Author:</i>	Richard 'Buzz' Bennett, Secretary, Sporting Code Working Group	<i>Agenda ref. -</i>	21.2
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Internal Regulations 2011

1.8.4 Revisions to the IPC Internal Regulations

Revisions to the Internal Regulations are effective and valid immediately upon approval by the IPC Plenary

4 IPC BUREAU

4.1 COMPOSITION.

The Bureau will consist of: the President, the First Vice President, two Vice Presidents, the **Financial Secretary (Treasurer) and the Recording Secretary**. Except as provided in subsections 5.2 and 5.3, Bureau Members may not be represented by others.

Move the CISM bit to a new para:

4.8 CISM

CISM may appoint a liaison officer, who will represent CISM at Plenary Meetings and who will have the right to attend Bureau meetings, without voting rights.

5.4 FINANCIAL SECRETARY(TREASURER)

5.4.1 Election

The **Financial Secretary (Treasurer)** shall be elected in the same manner as the Vice Presidents. The **Financial Secretary (Treasurer)** must a Delegate or Alternate Delegate to the IPC. The President may not be elected **Financial Secretary (Treasurer)**.

5.4.2 Duties

The **Financial Secretary (Treasurer)** shall be responsible for the administration of the finances of the IPC, in accordance with directions from the Plenary Meeting, **the Terms of reference for the Finance Working Group** and in accordance with the FAI Statutes and By-Laws. The **Financial Secretary (Treasurer)** is authorised to approve expense claims submitted in accordance with the Terms of Reference, Finance Working Group, Addendum 1.

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5.5 RECORDING SECRETARY

5.5.1 Election

The **Recording** Secretary shall be elected in the same manner as the Vice Presidents. The **Recording** Secretary ~~must~~ **need not be** a Delegate or Alternate Delegate to the IPC. **The President may not be elected Recording Secretary.**

5.5.2 Duties

The **Recording** Secretary will assist the IPC President in preparing the Agenda for the Plenary Meeting and shall be responsible for preparing and sending the minutes of each **Plenary** meeting to the President and FAI secretariat within 18 days of that meeting's adjournment. The **Recording** Secretary will document and publish **the minutes of all Bureau meetings and** all Bureau decisions made between Plenary Meetings.

5.5.3 Voting Rights

Even if a Delegate or Alternate Delegate to the IPC, the Recording Secretary will have no voting rights in Bureau affairs.

5.7 World Games Technical Delegate Liaison

The World Games Liaison Officer shall be appointed by the Bureau, subject to approval by the Plenary meeting. The position may be held by the Chair of an IPC Competition Committee.

NB: This change is necessary due to FAI taking over the WG coordination – see WG report by R Bennett – and will mean that the TOR for the WAG/WG Working Group will need to be updated to reflect the new situation.

5.9 RESIGNATION

If an appointed Officer (**5.6, 5.7, 5.8 and SCWG Secretary**) at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and the Bureau will appoint a replacement as soon as practical. The replacement is subject to approval by the IPC at the next Plenary Meeting.

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If an elected Officer at any time submits a written resignation to the Bureau, it shall be accepted with immediate effect and that Officer shall thereafter have no standing as an IPC Officer.

If the President resigns, the 1st Vice President will assume the duties of the President ~~for the remainder of the term.~~ **until the next Plenary Meeting.**

If the 1st Vice President resigns, the senior Vice President will assume the duties of the 1st Vice President ~~for the remainder of the term.~~ **until the next Plenary Meeting.**

If a Vice President resigns, the other Vice President will assume the duties of the Vice President that has resigned **until the next Plenary Meeting.**

If the Financial Secretary (Treasurer) or Recording Secretary resigns, the Bureau will appoint a replacement to serve ~~for the remainder of the term.~~ **until the next Plenary Meeting.**

If no Bureau elections are scheduled to be held at the next Plenary Meeting, elections shall be held at the next Plenary Meeting in accordance with this section 5 in order to fill any Bureau vacancy, caused by any resignation or consequent election, for the one year remaining of the two year term

5.10 Replacement as Delegate:

Should a Bureau Member, at any time during their elected term, cease, for any reason, to be a Delegate or Alternate Delegate, representing an FAI Active Member in accordance with 5.3 of the FAI By-Laws, that Bureau Member will be considered to have resigned their position and the provisions of 5.9 will apply.

If such a Bureau Member is reappointed to their original Delegate or Alternate Delegate status by the FAI Active Member before the elections called for in 5.9 take place, that Bureau Member shall resume their position with immediate effect.

6.2.4 Resignation or Removal

Should a Chair of an IPC Committee resign or cease for any reason, to be a Delegate or Alternate Delegate, as appropriate, representing an FAI Active Member in accordance with 5.3 of the FAI By-Laws, at any time during their term, the Deputy Chair will assume the duties of the Chair until the next Plenary Meeting.

Annex 1, 2 and 3: Gold Medal, Faust Vrancic Medal and LdaV Diploma

Amend “ **The resume must not exceed 250 words (See FAI By-Laws 10.1.3.3)**”

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Terms of Reference, Finance Working Group

Change “**Treasurer**” to “**Financial Secretary (Treasurer)**”

6. **REPORTS**

1) Each year, the Chair of the IPC Finance Working Group shall present to the Plenary Meeting a written Annual Report ~~giving details~~ **which will include the Financial Statements (Balance Sheet and Income Statement) for the preceding calendar year of the IPC accounts, the proposed Budgets for the current calendar year and year subsequent and details of the Working Group’s activity during the previous year.**

2) The report must contain all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Secretary in accordance with paragraph 3.7.1 (ie no later than 75 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.

3) The Plenary Meeting will be asked to approve the Financial Statements and proposed Budgets, as presented in accordance with (1) above or make changes that require Plenary Meeting approval for adoption. A Budget, once approved and adopted by the Plenary Meeting, may only be amended with approval by a Plenary Meeting

Amend **Addendum 1**

3a) Travel costs

Travel costs to be reimbursed will be calculated to and from the claimant’s normal place of residence as follows (except in the event that a claimant serves in some capacity at more than one FCE during one trip away from the normal place of residence, in which case the travel costs to and from the normal place of residence will be reimbursed only once together with the travel costs from the site of one FCE to the site of the other FCE):

- i) Airfare – lowest cost economy airfare or equivalent
- ii) Rental car – out of pocket rental cost, fuel cost, road tolls etc
- iii) Use of own private automobile - 35 € cents per kilometre, subject to SC5 1.5.1
- iv) Train, taxi etc – actual out of pocket cost

If the claimant is a passenger in a rental car or private automobile, where the driver is to be fully reimbursed by IPC, an FCE Organiser or another third party, no reimbursement claim may be made by the passenger.

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If the driver is not fully reimbursed, the net out pocket cost or the 35 € cents per kilometre personal automobile reimbursement rate must be shared between the passenger(s) and driver and claims may be made on that basis.

3b) **Visa Costs - Standard consular fee, supported by documentary evidence. Visa costs are considered to be a cost of travel to and from the normal place of residence and not from the site of one FCE to another FCE.**

3c) Meal costs

Where a claim for meals is appropriate, meal costs will be reimbursed to the lesser of the actual meal cost, supported by proof of payment, and a meal allowance of ~~€40 per day~~ (based on €10 for breakfast, €10 for lunch and €20 for the evening meal).

3d) **Accommodation costs**

- i) **Accommodation costs will be reimbursed in the amount of the actual cost incurred and the accommodation used must be of no higher than three star standard. If a higher standard hotel is used, reimbursement will be equal to what a three star hotel would have cost.**
- ii) **Where a claimant shares a double room with another person (whether or not this person is also a claimant) the actual cost incurred will be equal to one half of the total room cost.**