

# **Constitution** of the World Quadrathlon Federation



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## **1. Title and Definitions**

- 1.1 The Organization is called as World Quadrathlon Federation - W.Q.F. - also the denomination as World Quadriathlon Federation or World Quadathlon Federation is possible.
  - 1.2 The World Quadrathlon Federation, the WQF, shall consist of those National Federations which are affiliated to a full member by Congress of WQF and recognized by it as the controlling National Bodies in their respective countries.
  - 1.3 The World Quadrathlon Federation, the WQF, shall also consist of those National Triathlon Federations (NTF), if in these is associated Quadrathlon/Quadriathlon sport as their subject of activity but at the same time must not exist independent National Quadrathlon Federation in respective country. NTF must be affiliated to a full member by Congress of WQF.
  - 1.4 Full Member of WQF: Any National Quadrathlon Federation affiliated to by WQF Congress of WQF, and which agrees to be bound by the Constitution, Rules and any others documents approved by the WQF Congress.
  - 1.5 National Federation (NF): Authority recognized by the WQF and the others Full Members of WQF as only institution controlling Quadrathlon in respective country. The NF it shall be named in accordance with its own constitution.
  - 1.6 Quadrathlon: An individual or team event comprising of swimming, cycling, canoeing and running segments.
  - 1.7 Associated kinds of sport
    - 1.7.1 Associated sports to Quadrathlon, are those multi-discipline events which have at least three (3) of the four (4) Quadrathlon disciplines as defined by the WQF in 1.6. For example, canoe-triathlon (Run, Bike, Kayak) and Hydrathlon (Swim, Run, Kayak) can be associated to the WQF.
    - 1.7.2 Exempt is Triathlon (Swim, Bike, Run), who belongs to the central association of the International Triathlon Union (ITU). With conflicts an amicable agreement is to be aimed at.
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## **2. Headquarters, or Seat**

- 2.1 The World Quadriathlon Federation is registered in the Czech Republic by the Ministry of Interior, Electoral and Association Department as non-profit International Sports Federation, according to the Czech laws.
- 2.2 Headquarters is in U vlečky, LDS 5, Rymaně 452 E, 252 10 Mníšek pod Brdy, Czech Republic

### **3. Official Working Language**

3.1 The official working language of the WQF is English

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### **4. Objects**

4.1 The objects of the WQF shall be to develop, regulate and safeguard the interests of Quadrathlon (and associated kinds of sport) for the benefit of its associated members and particularly:

- a) to affiliate to the WQF all National Quadrathlon Associations in the World continent which are willing to abide by the Constitution and Rules and the other documents approved by the Congress of the WQF,
- b) to promote, organize and formulate General Conditions and Regulations for World Championships and other competitions, organized by the WQF,
- c) to fix the dates and venues for all approved World Championships and other competitions organized by the WQF,
- d) to promote and organize training courses for quadrathletes, coaches, technical officials and administrators,
- e) to select quadrathletes and officials to represent the WQF,
- f) to publish the WQF Rulebooks and Criteria for the Championships,
- g) to establish and maintain alliances with recognition quadrathlon Association in countries outside of Europe,
- h) to co-operate with or affiliate with any organization which objects support, but do not conflict with those of the WQF.

4.2 There shall be no discrimination against an individual quadrathlete for reasons of race, religion or politics. This shall apply to all championships and competitions organized by or on behalf of the WQF.

4.3 Each national Association organizing an official international Championship must obtain a guarantee from its Government to issue the necessary visas to all visiting competitors, officials and delegates involved.

## **5. Membership**

- 5.1 Full membership may only be granted by the Congress. A National Governing Body (NGB) in full membership shall be entitled to attend the Congress and shall have the right to vote in accordance with standing orders, providing their annual subscription has been paid.
  - 5.2 The WQF Executive Board is empowered to grant provisional membership which shall be submitted to the next Congress for ratification. A provisional member shall be entitled to attend the Congress but shall not be entitled to vote.
  - 5.3 An Association applying for membership in the WQF shall do so by writing to the General Secretary and submitting to the WQF: its written Application, Constitution and Rules. If, after examination, these are found to be in accordance with the principles of the WQF, the membership shall be approved.
  - 5.4 The written application for membership shall contain an undertaking from the NGB applying for membership to conform with the Constitution and Rules of WQF.
  - 5.5 Each Association shall inform the WQF of its official correspondent, both with the WQF and the other Associations.
  - 5.6 Each Association shall send to the WQF its own Constitution and Rules.
  - 5.7 Affiliation of a new member, suspension of an existing member or re-instatement of a member shall require two thirds of the votes recorded.
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## **6. Loss of Membership**

- 6.1 A National Association may forfeit its membership for:
    - a) non-payment of membership fee of the WQF and other debts,
    - b) infringements of the Constitution and Rules of the WQF or dishonourable conduct,
    - c) ceasing to have the standing National Governing Body in its own country.
  - 6.2 A National Federation can be expelled by the Executive Board subject to ratification at the next Congress.
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## **7. Honorary Membership**

- 7.1 Honorary individual membership may be granted/conferred by Congress to a person who is considered has given exceptional service to the World Quadriathlon Federation in furthering the sport of Quadriathlon. Honorary membership is for life. Honorary members may attend Congress, may be invited to express their opinion, but shall not be entitled to vote.

## 8. Congress

- 8.1 The Congress is the Supreme Governing Body of the WQF.
  - 8.1.1 The Congress shall be held annually, where possible in conjunction with a World Championship. However, the Congress shall have the power to change the date and venue of the annual congress by a simple majority vote.
  - 8.1.2 No items, others than those included on the agenda, may be discussed.
  - 8.1.3 In addition, an Extraordinary Congress may be called at any time by
    - a) The Congress
    - b) The Executive Board
    - c) A written request of one third of the full members of WQF.
  - 8.1.4 The Executive Board must convene an Extraordinary Congress within 60 days of such a request, see 6.1.3. a), b), c).
  - 8.1.5 The date, place and agenda of an Extraordinary Congress shall be notified to the member Association at least 30 days in advance.
  - 8.1.6 No items, others than those included on the agenda, may be discussed at an Extraordinary Congress.
- 8.2 Each Association shall be entitled to send up to two Delegates to Congress.
- 8.3 Each Association shall have one vote.
- 8.4 No delegate shall be allowed to represent more than one Association.
- 8.5 Voting by proxy is not allowed.
- 8.6 The date and place of the Congress shall be notified to NF 90 days in advance.
- 8.7 The agenda, the General Secretary's report, the Treasure's report and the reports of the Standing Committees, the Standing Commissions and the Jury of Appeal shall be sent to the member NGB's 30 days in advance of the Congress date.
- 8.8 All proposals and questions to be submitted to Congress by member Association shall be sent to the General Secretary of the WQF to arrive at least 60 days in advance of the Congress date. The General Secretary redirects the proposals and questions at least 30 days in advance of the Congress date to the Member Association. In case of modifications of existing regulations, the ancient and new version has to be presented in a clear way.
- 8.9 The Congress can be held also as online meeting, in order to avoid rice costs and to find a date simply.
  - 8.9.1 In case of an online meeting all necessary information, discussion and votes are led/ dispatched online. The president is to take over the presentation here, as at a real congress.

8.9.2 An online congress can go over several days. Votes take place after request and must within 7 days deliver. Takes place no voting, counts the voice as abstention.

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## **9. Agenda of the Congress**

9.1 The agenda of the Congress shall include the following items :

- a) An opening address by the President.
- b) Confirmation of the register of voters and appointment of scrutineers.
- c) Confirmation of the minutes of the preceeding Congress.
- d) Confirmation of the General Secretary`s report.
- e) Confirmation of the Treasurer`s Report.
- f) Confirmation of the reports of the Standing Committees.
- g) Admission and/or resignation of National Federations.
- h) Proposals to alter the Constitution of the WQF.
- i) Elections to the Executive Board.
- j) Appointment to the Standing Committees.
- k) Election of two auditors.
- l) Date and venue of the next Congress.
- m) Any other business.

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## **10. Voting**

10.1 Voting shall be by a show of hands unless a secret ballot is proposed and seconded or it is an online meeting.

10.2 Decisions shall be taken by a simple majority of the votes recorded with the exception of the following matters which require the approval of two thirds of the votes recorded:

- a) Alterations or additions to the Constitution,
- b) Additions to the agenda of the by WQF Congress,
- c) Expulsion of member(s) from the WQF.

- 10.3 A decision to dissolve the WQF shall require the approval of four fifths of the votes recorded.
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## **11. Decisions of Congress**

- 11.1 Decisions taken at a Congress shall become legally operative for the WQF and member Associations immediately on the closure of the Congress or on such date as fixed by Congress.
- 11.2 The Congress with his decisions is held in minutes.
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## **12. The President of the WQF**

- 12.1 The President shall be elected by the Associations entitled to vote at the Congress.
- 12.2 For the election of the President an overall majority of the votes recorded in the ballot is necessary. If a second or subsequent ballot is required the candidate with the least number of votes shall be eliminated at each stage and the voting procedure shall be repeated until an overall majority is recorded.
- 12.3 The President shall be elected for two years and shall be eligible for re-election as the President.
- 12.4 All nominations for the post of the President shall be submitted to the General Secretary at least 60 days prior to the date of Congress. Nominations can be made only by the member Associations in full current membership of the WQF.
- 12.5 The General Secretary shall present all nominations to the member Associations at least 30 days prior to the date of Congress.
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## **13. Duties of the President**

- 13.1 The President shall preside at the Congress and Executive Board meetings.
- 13.2 The President shall have a deciding vote.
- 13.3 If the President is absent, the Vice-President shall be preside at the Congress and Executive Board Meetings.
- 13.4 The business of the Congress shall be conducted in accordance with the provisions to be found in the Standing Orders of Congress of the WQF.

## **14. Executive Board**

- 14.1 The Executive Board (EB) shall consist of:
- President
  - Vice President
  - General Secretary
  - Treasurer
  - Chairman of the Technical Items
- 14.2 The members of Executive Board shall be elect by the Congress for a two-years-term and shall be eligible for re-election.
- 14.3 All nominations for the Executive Board shall be submitted to the General Secretary at least 60 days prior to the date of by WQF Congress. Nominations can be made only by member Associations in full current membership of WQF.
- 14.4 The General Secretary shall circulate all nominations to all member National Governing Bodies at least 30 days prior to the date of Congress.
- 14.5 Any position vacated for whatever reason by a member of the Executive Board or Standing Committees, may be filled by such persons co-opted by the Executive Board.
- 14.6 All reasonable expenses incurred by the Executive Board Members in performance of their duties shall be reimbursed in full. Whether the financial situation permits reimbursement, must be decided in the EB.
- 14.7 President and General Secretary are entitled to represent WQF and both of them have a right of signatures on behalf of WQF. Executive Board can eventually give this right to another member of Executive Board.
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## **15. Powers of the Executive Board**

- 15.1 The Executive Board shall be responsible for the guiding and administration of the WQF, particularly :
- to identify goals, perspectives and guideliness to all people involved within the administration of WQF,
  - to control the financial development of the WQF,
  - to control the WQF Committees and Commissions,
  - to impose penalties on NGB's, organizers of the WQF sanctioned events and athletes, those not following the WQF rules and regulations,
  - to sign contracts and agreements,
  - to decide Dates and venue of International Championships and World Cup Races,
  - to decide Proposals to alter the Rules of the WQF,
  - to implement all necessary steps to realize the goals fixed by the by WQF Congress.
  - to decide on any daily business on the base of the general strategy set by the Congress.



- 15.2 To assist proper administration of the WQF, the Executive Board shall have the power to co-opt an additional member to the Board, if circumstances so require. Any member, so co-opted, shall be entitled to attend Executive Board meetings and shall have voice, but shall have no vote.
  - 15.3. At any Executive Board Meeting, four shall be deemed a quorum. Decisions will be made by majority vote.
  - 15.4 A Member of the Executive Board unable to attend a Board meeting shall inform the General Secretary as soon as possible.
  - 15.5 The EB can meet as an online meeting, in order to avoid rice costs and to find a date simply. An online meeting can go over several days. Votes take place after request and must within 7 days deliver. Takes place no voting, counts the voice as abstention.
  - 15.6. At the written request of four members of the Executive Board, the President must convene an extraordinary meeting of bodies or organizations with which it has established alliances.
  - 15.7 The Executive Board, in carrying out its duties, shall have the power to appoint subcommittees, and advisors e.g. legal advisors in any circumstances which it deems necessary from time to time.
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## **16. Committees**

- 16.1 The Congress and/or the Executive Board are entitled to institute Committees (as they deem appropriate) which - in turn - recruit own members.
- 16.2 There shall should be four Standing Committees:
  - a) Technical Committee:  
Shall make recommendations on all matters concerning competition and Championship rules and be responsible for the criteria for the qualifications of technical officials and coaches.
  - b) Information Committee:  
Shall make recommendations on all matters which would publicise the objectives and work of the WQF, collect all possible information on the sport of Quadrathlon world-wide and make this information available to the other Standing Committees.
  - c) Marketing Committee:  
Shall recommend for approval all matters concerning sponsorship and advertising.
  - d) Women`s Committee:  
Shall recommend for approval all matters concerning women in the sport of Quadrathlon.

- 16.3 Members of the Standing Committees shall be elected by the Annual by WQF Congress to serve for a period of no more than two years and shall be eligible for re-election on completion of their term in office.
- 16.4 All nominations for the Standing Committees shall be submitted to the General Secretary at least 60 days prior to the date of WQF Congress. Nominations can be made by members Associations in full current membership of WQF.
- 16.5 The Standing Committees are represented in the Executive Board as follows:
- Technical and Women`s Committee by the Chairman of Technical Items
  - Information and Marketing Committee by the Vice President
- 16.6 At its first meeting, each Committee will elect from within its membership a Chairman/Secretary.
- 16.7 The Chairman/Secretary shall represent the Committee, see that its business is properly conducted, fix the date and venue of the meeting and report to the respective Division Manager on its work.
- 16.8 Each Committee shall have the power to co-opt up to two specialists to assist it in its work. A co-opted member shall have no power to vote.
- 16.9 The Committees can meet as an online meeting, in order to avoid rice costs and to find a date simply. An online meeting can go over several days. Votes take place after request and must within 7 days deliver. Takes place no voting, counts the voice as abstention.
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## **17. Jury of Appeal**

- 17.1 The Jury of Appeal shall be responsible for all protests against a decision taken by the Executive Board against an NGB, race organizer, athlete etc. Its decision will always be final except for the possibility of an appeal to Court of Arbitration in Sport.
- 17.2 The Jury of Appeal shall consist of at least three and a maximum of five people. One of them shall be elected Chairman of the Jury. None of these people shall at the same time hold another position in WQF.
- 17.3 All decisions of the Jury of Appeal shall be done by majority vote. In case of an equal voting the Chairman shall have the final decision.
- 17.4 The members of the Jury of Appeal shall be elected for two years, but shall be eligible for re-election.
- 17.5 The Jury of Appeal can meet as an online meeting, in order to avoid rice costs and to find a date simply. An online meeting can go over several days. Votes take place after request and must within 7 days deliver. Takes place no voting, counts the voice as abstention.
- 17.6 The functions and actions of the Jury of Appeal will be carried out by members of

the executive committee until such time there are sufficient persons recruited to be dedicated to carry out the functions of the Jury of Appeal.

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## **18. The Audit Committee**

- 18.1 Audit Committee is advisory and serves for a period of time commencing the day after Congress and ending with the adjournment of the next Congress.
- 18.2 Has the following responsibilities:
- to periodically review the financial statements prepared by the Treasurer,
  - to periodically report to the Executive Board and to Congress on the status of the WQF financial statement.
- 18.3 The Audit Committee is elected for two years by the Congress, shall be eligible for re-election and shall consist of two members.
- 18.4 The functions and actions of the Audit committee will be carried out by members of the executive committee until such time there are sufficient persons recruited to be dedicated to carry out the functions of the Audit committee.
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## **19. Finances**

- 19.1 WQF obtains its financial sources by :
- sponsorships, donations and other kinds of supports
  - annual membership fee
- 19.2 The financial year of the WQF is January 1st - December 31st.
- 19.3 The annual Membership fee for member NF shall be fixed by the Congress.
- 19.4 An Association which has not paid its membership fee by April 1st shall cease to be a member of the WQF unless a reason for non-payment, which is acceptable to the Executive Board, is submitted. The notification of the cancellation of membership shall be sent by the WQF Honorary Treasurer. As soon as the membership fee has been paid, the Association concerned shall regain its rights.
- 19.5 If circumstances demand the Congress is empowered to reduce the annual subscription for a National Association.
- 19.6 The annual membership fee shall be due on February 1st each year.
- 19.7 All administrative expenses incurred by the Standing Committees, the Standing Commissions and the Jury of Appeal as well as all costs for travel/accomodation in the performance of the duty of the respective membres have to be approved in advance by the Executive Board and will be reimbursed in full.
- 19.8 The costs of delegates attending Congress shall be met entirely by the respective

NGBs, even if the delegate is also attending a Standing Committee meeting at the same time.

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## **20. Dissolution**

- 20.1 The WQF shall not be dissolved except at Extraordinary Congress specially convened for that purpose and by a proposal carried by a majority of four fifths of the votes recorded.
  - 20.2 In the event of such dissolution, any assents in hand shall be divided among the National Associations in the same proportion.
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## **21. Commencement**

- 21.1 This on 23th October 2011 on the WQF Congress discharged constitution was decided in the available version. It comes into force with the publication it.