



**WORLD MASTERS ATHLETICS**  
IN COOPERATION WITH WORLD ATHLETICS

**WORLD MASTERS ATHLETICS**

**BY-LAWS**

**Approved by General Assembly, Lyon, August 2015  
Minor amendments for Council endorsement 2017 and General Assembly  
approval in 2018,**

**January 2017**

*World Masters Athletics By-Laws 2016-2018*

**A. INTRODUCTION**

1. Authority and Purpose

**B. OFFICERS**

2. Nomination for Election of Officers
3. Vacancies on Council
4. General
5. Roles and Responsibilities of the President
6. Roles and Responsibilities of the Executive Vice-President
7. Roles and Responsibilities of the Vice-President Competition
8. Roles and Responsibilities of the Secretary
9. Roles and Responsibilities of the Treasurer
10. Roles and Responsibilities of the Women's Representative
11. Roles and Responsibilities of the IAAF Representative

**C. MEETINGS**

12. General Assembly and Special General Assembly
13. Council Meetings
14. Executive meetings
15. Conduct of Meetings

**D. COMMITTEES**

16. Standing and Ad Hoc Committees
17. General Rules for Committees
18. Competition Committee
19. Anti-Doping & Medical Committee
20. TUE Sub-Committee
21. Law & Legislation Committee
22. Records Committee
23. Organisational Advisory Committee
24. Women's Committee
25. Media-Marketing & Communications Committee
26. Finance Committee

**E FINANCIAL**

27. Auditors

**January 2017**

*World Masters Athletics By-Laws 2016-2018*

**F. MEMBERSHIP**

- 28. Eligible Masters Organizations
- 29. Termination of Membership
- 30. Membership Fees

**G. REGIONS**

- 31. Regional Associations
- 32. Regional Representatives

**H. DISCIPLINE MATTERS**

- 33. Standard of Conduct of Office Bearers, Procedures and Sanctions
- 34. Sanctions Involving Breaches of Championship Rules
- 35. Appeals

## **A. INTRODUCTION**

### **1. Authority and Purpose**

- 1.1 These are the By-Laws referred to in the Constitution of World Masters Athletics (WMA).
- 1.2 These By-Laws provide further detail, expand on elements of the Constitution or address matters not specifically dealt with in the Constitution including:
  - (i) the roles and responsibilities of Office Bearers,
  - (ii) the nature and responsibilities of WMA Committees,
  - (iii) the Regions, and
  - (iv) disciplinary processes relating to Members, Office Bearers, Masters Athletes, officials, support staff and administrators.
- 1.3 These By-Laws should be read in conjunction with the WMA Constitution, particularly:
  - (i) Clause 2.1 dealing with definitions,
  - (ii) Clause 27 dealing with interpretation, as well as
  - (iii) the Rules of Competition, Championship Rules and Anti-Doping Rules.
- 1.4 In case of discrepancies in the wording of any translated By-Laws the English version shall prevail.

## **B. OFFICERS**

### **2. Nominations for Election of Officers**

- 2.1 Subject to Clauses 12.3, 18 and 19 of the Constitution, Members may nominate individuals as candidates for election to Offices by Formal Notice to the Secretary within the time provided in the Constitution, and each nomination shall state the Office for which the candidate is nominated and shall be accompanied by a curriculum vitae of the candidate, and supporting information addressing the requirements for the position they are seeking election to.
- 2.2 Individuals may only be nominated for election by the Member of which they are a member.

### **3. Vacancies on Council**

- 3.1 A vacancy on Council shall occur if a member of Council:
  - (i) dies,
  - (ii) ceases to be a member in good standing of his Member,
  - (iii) resigns from office,
  - (iv) is removed from office,
  - (v) becomes an un-discharged bankrupt,
  - (vi) suffers from mental or physical incapacity that prevents him from performing his duties,

## ***World Masters Athletics By-Laws 2016-2018***

- (vii) is absent without consent for two successive meetings of Council and/or the Executive, or
  - (viii) is removed from office pursuant to the By-Laws for conduct prohibited in the By-Laws.
- 3.2 Should a vacancy occur in any Office, the President, in consultation with the Council shall first seek to fill the position by an appointee from Council, but may appoint from without if a suitable appointee cannot be appointed from the Council.
- 3.3 Any Officer appointed under Clause 3.2 shall, subject to this Constitution, hold office until the end of the next General Assembly at which that specific position is due for re-election.

### **4. General**

- 4.1 All members of the Executive should attend all General Assembly, Council and Executive meetings.
- 4.2 Members of the Executive shall not hold concurrent executive positions on their Regional Association boards.
- 4.3 Elected or appointed Officers shall:
- (i) exercise care and diligence in undertaking their WMA duties and responsibilities,
  - (ii) act in good faith in the interest of WMA and all its Members, and shall put WMA's interests ahead of their own interest, or the interest of their Member or Regional Association,
  - (iii) retain discretion and not disclose confidential information, and
  - (iv) avoid conflicts of interest or act for an improper purpose.
- 4.4 Any document or publication produced on behalf of WMA by a member of the Council shall become the intellectual property of WMA, and can be used by WMA in whatever way it sees fit.

### **5. Roles and Responsibilities of the President**

- 5.1 The President is the chief executive officer of WMA and shall carry the ultimate responsibility for the good management of its internal and external business, and the conduct of any WMA Meetings in accordance with the Constitution, the Objects, the By-Laws, Rules and Formal Policies.
- 5.2 The President has primary responsibility to set WMA's priorities and to guide its business and activities, subject to Council approval, and has primary responsibility to set Council and Executive meeting agendas.
- 5.3 The President shall chair all General Assembly, Council and Executive meetings.
- 5.4 The President shall formally report on his and WMA's activities and business at General Assemblies and at Council and Executive meetings. In addition the President shall formally report on WMA's activities to the IAAF-WMA Annual Co-Ordination meeting and the IAAF Masters Commission meeting and all similar meetings.
- 5.5 The President shall be the chair of the Media-Marketing & Communications Committee and, in consultation with the Council, shall appoint:

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- (i) the Chairs of all other Committees, except for the Organisational Advisory Committee, the Technical Committee and the Women's Committee which shall be chaired by the Executive Vice-President, the Vice-President Competition and the Women's Representative respectively, and
  - (ii) the WMA website manager from among the members of the Media-Marketing & Communications Committee.
- 5.6 The President shall ex-officio have the right to sit on any Committee or nominate a deputy to sit thereon.
- 5.7 The President may instruct the Secretary to call meetings of the Council and Executive as and when necessary, or required by the Constitution.
- 5.8 The President shall be a co-signatory with either the Secretary or Treasurer to all payments and contracts with a value greater than US\$10,000 or when the Common Seal is affixed to any document.
- 5.9 The President shall speak on behalf of WMA in any forum or to the media or may assign these duties to another member of the Council where appropriate.
- 5.10 The President shall be the WMA representative to all external organisations and, on any external committees, boards and other bodies where WMA representation is required or appropriate, or may assign these duties to another member of Council.
- 5.11 The President shall as Chair of the Finance Committee:
  - (i) assist in the preparation of annual budgets,
  - (ii) undertake expenditure reviews,
  - (iii) undertake strategic financial planning and target setting,
  - (iv) undertake financial risk analysis,
  - (v) review proposed contract and commercial agreements, and
  - (vi) undertake financial impact analysis of proposed policies.
- 5.12 The President's portfolio responsibilities shall also include:
  - (i) networking and liaison with external organisations,
  - (ii) marketing and promotion, including the promotion of host cities for newly awarded WMA championships,
  - (iii) development of sponsorships,
  - (iv) researching and developing potential future host cities and sites for WMA championships,
  - (v) ensuring implementation of WMA contracts,
  - (vi) fixing the dates of General Assemblies.
- 5.13 The President shall liaise co-operatively with Office Bearers, Members, Regional Representatives and external parties in carrying out the Objects.

## **6. Roles and Responsibilities of the Executive Vice-President**

- 6.1 The Executive Vice-President shall assist the President and deputise for him and undertake any co-signatory functions if the President, because of illness or other reason, is unable to perform his duties.

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- 6.2 The Executive Vice-President shall chair General Assembly, Council and Executive meetings in the absence of the President.
- 6.3 If the President dies, resigns, or is removed from office between General Assembly meetings, the Executive Vice-President shall assume the office of President until the next General Assembly where the position of President comes up for election. The vacant Executive Vice-President's position shall be filled according to By-Laws 3.2 and 3.2.
- 6.4 The Executive Vice-President shall be the Chair of the Organisational Advisory Committee.
- 6.5 The Executive Vice-President's responsibilities shall also include:
- (i) aiding in the drafting of contracts and other documents,
  - (ii) ensuring compliance of Local Organising Committees with contract provisions,
  - (iii) undertaking pre-bid evaluations of venues and facilities for WMA championship bidding candidates,
  - (iv) dealing with non-technical organisational matters,
  - (v) ensuring the setup and usage of the WMA athlete online registration system with Members,
  - (vi) together with the Vice-President Competition ensuring the approval of the Local Organising Committee's Entry Booklet and Competitors Handbook based on supplied templates,
  - (vii) undertaking pre-championship meetings with the Local Organising Committee, and ensuring the preparation and organisation of social activities related to WMA championships,
  - (viii) ensuring the organisation and conduct of daily team managers meeting at championships,
  - (ix) co-chairing with the Vice-President Competition and others the daily team managers meeting at championships,
  - (x) ensuring the preparation of critical non-technical organisational analyses after WMA championship events,
  - (xi) ensuring the preparation and publication of WMA championship results,
  - (xii) ensuring the preparation and distribution of any championship audio-visual material,
  - (xiii) ensuring the review and approval of the WMA Handbook and General Assembly Handbook, and
  - (xiv) convening and setting the agenda for Organisational Advisory Committee meetings.

## **7. Roles and Responsibilities of the Vice-President Competition**

- 7.1 The Vice-President Competition shall be the Chair of the Competition Committee, and shall be responsible for all WMA competition matters.
- 7.2 The Vice-President Competition shall Chair the Stadia Sub-Committee, the Non-Stadia Sub-Committee, and the WMA Championship Management Team.
- 7.3 The Vice-President Competition shall be a signatory to all WMA Championship contracts.

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- 7.4 The Vice-President Competition is the primary WMA technical delegate to all WMA sanctioned world championships, and shall be responsible for all competition organisation, track and field and non-stadia matters, subject to any instruction from Council.
- 7.5 The Vice-President Competition shall liaise with Local Organising Committees of all outdoor and indoor WMA championships on the technical arrangements and the conduct of the technical aspects of the championships, and shall be responsible for the final determination on all technical matters at such championships.
- 7.6 The Vice-President Competition shall make regular reports to Council on the progress of each WMA championship and on other competition matters.
- 7.7 The Vice-President Competition may nominate other technical appointees, subject to Council approval, to act on his behalf at WMA sanctioned world championships.
- 7.8 The Vice-President Competition shall nominate the Chief Race Walk Judge at all WMA championships, subject to approval by the Council. The Vice-President Competition and the Chief Race Walk Judge shall approve the race walk judges in compliance with the IAAF rules and in consultation with the Local Organising Committee.
- 7.9 The Vice-President Competition's responsibilities shall also include:
- (i) convening and setting the agenda for Competition Committee meetings,
  - (ii) liaising with the Organisational Advisory Committee,
  - (iii) undertaking pre-bid evaluations of venues and facilities for WMA championship bidding candidates,
  - (iv) undertaking pre-championship meetings with the Local Organising Committee in relation to track, field, track walks, road walks, cross country, competition officials, safety officials, and their accommodation,
  - (v) agreeing entry closing dates, athletes entry and event detail, including competition schedules for preliminary rounds and combined events,
  - (vi) together with the Executive Vice-President ensuring the approval of the Local Organising Committees Entry Booklet and Competitors Handbook based on supplied templates,
  - (vii) selecting WMA technical appointees to WMA championships, and liaising with the Local Organising Committee on the invitation of international officials,
  - (viii) together with the Executive Vice-President and others, convening and co-chairing the daily team manager meetings at WMA championships,
  - (ix) ensuring the timely publication of a WMA championship competition timetable,
  - (x) undertaking a technical review after WMA championships,
  - (xi) ensuring timely results posting at WMA championships, and reviewing and approving the championship results booklet prior to publication,

**January 2017**



## *World Masters Athletics By-Laws 2016-2018*

- (xii) evaluating proposed changes to the Rules of Competition,
- (xiii) reviewing and approving any computerized meet management system,
- (xiv) ensuring the periodic updating of Age-Graded Factors Stadia and Age-Graded Factors Road, and
- (xv) liaising with the IAAF Competition Committee on WMA–IAAF rules changes.

### **8. Roles and Responsibilities of the Secretary**

- 8.1 The Secretary shall be directly responsible for the day-to-day workings and administration of WMA.
- 8.2 The Secretary shall create and maintain full records including all incoming and outgoing correspondence and notices of motion, and undertake all administration on behalf of the WMA, Council and the Executive, and shall:
  - (i) keep the President informed on all relevant WMA matters in a timely manner,
  - (ii) keep the Council and Executive informed of correspondence received or sent on such matters that he or the President considers is appropriate, and
  - (iii) keep all Members informed of WMA business as appropriate.
- 8.3 The Secretary shall convene meetings of the General Assembly, Council and Executive at the direction of the President and in accordance with the Constitution, and these By-Laws.
- 8.4 The Secretary shall, prior to each General Assembly, Council and Executive meeting, comply with the requirements imposed on the Secretary by the Constitution which include:
  - (i) producing and distributing an agenda and the relevant documentation,
  - (ii) notifying Members of candidates for election to Council with their curriculum vitae and supporting information, and
  - (iii) advising Members of resolutions.
- 8.5 The Secretary shall record or have recorded clear, accurate and complete minutes in English of all General Assembly, Council and Executive meetings.
- 8.6 The Secretary shall provide new editions of WMA documents and policies to all Members and Council in printed and/or electronic format.
- 8.7 The Secretary shall submit to each General Assembly a report of WMA's activities for the period since the preceding General Assembly.
- 8.8 The Secretary shall submit to each meeting of the Council or Executive a report on the WMA's activities for the period since the previous Council or Executive meeting.
- 8.9 The Secretary or the Treasurer shall be a co-signatory with the President to all payments and contracts with a value greater than US\$10,000 or when the Common Seal is affixed to any document. Full details of any payments made by the President and the Secretary shall be recorded and promptly provided to the Treasurer.

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- 8.10 The Secretary shall together with the President and Treasurer be a member of the Finance Committee, and shall:
- (i) assist in the preparation of annual budgets,
  - (ii) undertake expenditure reviews,
  - (iii) undertake strategic financial planning and target setting,
  - (iv) undertake financial risk analysis,
  - (v) review proposed contract and commercial agreements, and
  - (vi) undertake financial impact analysis of proposed policies.
- 8.11 The Secretary's responsibilities shall also include:
- (i) maintaining a register of all Members including a database of all championship competitors as required to determine the number of Delegates to which each Member is entitled at a General Assembly,
  - (ii) preparing, printing and distributing an annual report on WMA activities to the IAAF,
  - (iii) organizing the preparation, printing, translation and distribution of the General Assembly Handbook,
  - (iv) organizing the updating, including translation of the electronic WMA Handbook, generally biennially,
  - (v) maintaining an updated Constitution, By-Laws, Rules, Anti-Doping Rules and Formal Policies,
  - (vi) organizing Council's and the Executive's travel plans,
  - (vii) organizing social functions during Council meetings and the Best Masters IAAF Gala, in consultation with the Treasurer,
  - (viii) assisting in provision of information for the maintenance and update of the WMA website,
  - (ix) assisting in provision of information to the WMA Media-Marketing & Communications Committee,
  - (x) reporting to governmental authorities in accordance with legal requirements.

## **9. Roles and Responsibilities of the Treasurer**

- 9.1 The Treasurer shall be responsible for the management of WMA's finances and accounting and shall collect all moneys due to WMA, and pay all accounts owed by it in a timely manner.
- 9.2 The Treasurer shall keep and maintain true and orderly records and accounts of WMA's financial affairs including:
- (i) moneys received and expended,
  - (ii) full details of the matters in respect of which such transactions have taken place, and
  - (iii) WMA's assets and liabilities.
- 9.3 Between General Assemblies the Treasurer, in consultation with the President and the Secretary as members of the Finance Committee, shall prepare an interim annual budget for the Executive for the next financial year, in accordance with the approved biennial budget, anticipated revenues and expenditure, and which includes an

## *World Masters Athletics By-Laws 2016-2018*

assessment of any changes to WMA's financial well-being. This shall be provided for consideration by the Executive, and Council.

- 9.4 The Treasurer shall together with the Executive prepare for Council at its regularly scheduled meetings a detailed biennial budget based on anticipated income, revenues and expenditure, Officer's budgets and travel, for the next two calendar years, and an assessment of WMA's financial well-being.
- 9.5 The Treasurer shall submit to Council an audited report and detailed statement of income and expenditure for the preceding accounting period promptly following the end of the accounting period, and in any event no later than 90 days prior to the next General Assembly.
- 9.6 The Treasurer shall present to the General Assembly for approval the audited balance sheet and statement of income and expenditures for the preceding accounting period, and the proposed biennial budget. Where a General Assembly meeting is held in an adjacent year, the audited balance sheet and detailed statement of income and expenditures shall be for the preceding year only.
- 9.7 The Treasurer or the Secretary shall be a co-signatory with the President to all payments and contracts with a value greater than US\$10,000 or when the Common Seal is affixed to any document.
- 9.8 The Treasurer shall liaise with the appointed independent auditors in relation to the preparation of each audit report of WMA's finances, generally biennially.
- 9.9 The Treasurer shall together with the President and Secretary be a member of the Finance Committee, and shall:
  - (i) undertake expenditure reviews,
  - (ii) undertake strategic financial planning and target setting,
  - (iii) undertake financial risk analysis,
  - (iv) review proposed contract and commercial agreements, and
  - (v) undertake financial impact analysis of proposed policies.
- 9.10 The Treasurer's responsibilities shall also include:
  - (i) maintaining bank accounts in the name of WMA,
  - (ii) collecting funds from championship hosting organisations, such as rights fees for WMA championships and competitors' entry fees at such championships,
  - (iii) providing reconciliation requirements of any grants made to WMA,
  - (iv) managing WMA's accounts and investments as approved by the Executive, and
  - (v) preparing and filing tax returns.
- 9.11 The Treasurer shall be bonded to a value of US\$250,000 or as determined by Council.

## **10. Roles and Responsibilities of the Women's Representative**

- 10.1 The position of the Women's Representative shall be filled by a woman.
- 10.2 The Women's Representative shall:

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- (i) ensure that due consideration is given at all times to the particular interests of female Masters Athletes, officials and administrators of the Members in all Regions,
- (ii) co-ordinate the development and implementation of strategies that encourage and facilitate the engagement and the retention of women in masters athletics as athletes, officials and administrators,
- (iii) liaise with Regional Associations to ensure the interests of female Masters Athletes, officials and administrators are being given appropriate recognition and attention, and that strategies adopted at the WMA level are being implemented at the Regional level,
- (iv) liaise with appropriate IAAF personnel to encourage the inclusion of female Masters Athletes, officials and administrators in IAAF coaching, education and administrative programs conducted at the IAAF regional level, and
- (v) encourage the conduct of medical research projects that include female specific issues such as (but not limited to) ageing and strength factors.

### 10.3 The Women's Representative responsibilities shall also include:

- (i) being the Chair of, convening and setting the agenda for the Women's Committee,
- (ii) being a member of the Anti-Doping & Medical Committee,
- (iii) being a member of the Organisational Advisory Committee,
- (iv) mentoring Women's Committee Regional Representatives to assist them in promoting and engaging more women as officials, administrators and athletes in the Regions,
- (v) undertaking from time to time, surveys in various age groupings on involvement, event preference and technical requirements for women's participation,
- (vi) liaising with WMA championship Local Organising Committees to include activities that promote the status of women's athletics and stimulate their participation, and
- (vii) as a member of the Anti-Doping & Medical Committee, exploring and investigating the relevant medical requirements for women.

## **11. Roles and Responsibilities of the IAAF Representative**

11.1 The IAAF shall appoint the IAAF Representative.

11.2 The IAAF Representative's key responsibility is liaison between WMA and IAAF, in particular to ensure that the IAAF's interests are adequately represented to the WMA and that WMA's specific interests are adequately represented to IAAF.

11.3 The IAAF Representative's responsibilities shall include:

- (i) convening and chairing the IAAF Masters Commission meetings,
- (ii) promoting effective co-operation and exchange of information between IAAF and WMA,
- (iii) timely communication to Council of all important IAAF developments that affect WMA or masters athletics, and
- (iv) ensuring that WMA adheres to IAAF rules where appropriate.

**January 2017**

## **C, MEETINGS**

### **12. General Assembly and Special General Assembly**

- 12.1 The business of the General Assembly, in order taking precedence over all other business unless otherwise resolved, shall be, when required, to:
- (i) approve, amend or reject any standing orders issued by the Executive relating to the conduct of the General Assembly, and to approve or amend the content and sequence of the agenda,
  - (ii) confirm the minutes of the previous General Assembly,
  - (iii) deal with any business arising out of the minutes,
  - (iv) receive, and if thought fit, adopt the annual reports,
  - (v) receive, and if thought fit, approve the audited financial statement and the proposed budget,
  - (vi) appoint the host cities for the World Masters Athletics championships,
  - (vii) elect the Officers,
  - (viii) note the appointment of the Regional Representatives and the IAAF Representative,
  - (ix) confer honours as provided for in By-Law 12.2,
  - (x) consider and decide on proposed changes to the Constitution, the By-Laws and the Rules of Competition,
  - (xi) in the case of a special General Assembly, to deal with the matters for which it was called, and
  - (xii) deal with other matters and, emergency and election issues.
- 12.2 On the recommendation of Council, in recognition of valued services given to the WMA, and its Regional and Member associations, the General Assembly may designate the following:
- (i) past Council Presidents as Honorary Life Presidents,
  - (ii) past Council members as Honorary Life Personal Members, and
  - (iii) other persons as Honorary Personal Members for long and meritorious service to the cause of masters athletics.
- 12.3 A suitable WMA diploma and pin will be presented to all recipients of the above awards. Pins granted under By-Laws 12.2 (i), (ii) and (iii) shall be designated as Gold, Silver and Bronze respectively.

### **13. Council Meetings**

- 13.1 Council meetings should preferably be held annually, but shall be held not less than once every two years.
- 13.2 The President, Secretary and Treasurer jointly may call for additional Council meetings as deemed necessary.
- 13.3 Any 6 members of Council other than the President, Treasurer and Secretary may call for additional Council meetings for specified WMA matters, subject to any financial constraints. Alternatively any member of Council may by electronic means submit a matter of concern via the

## *World Masters Athletics By-Laws 2016-2018*

Secretary to the Executive for consideration or decision by electronic means.

- 13.4 Council meetings shall be convened by the Secretary by giving Formal Notice and stating the agenda at least 30 days prior to the meeting.
- 13.5 The Council meeting minutes shall be provided to all Council members within 45 days of the meeting.

### **14. Executive Meetings**

- 14.1 Executive meetings should be held annually.
- 14.2 The President, Secretary and Treasurer jointly may call for additional Executive meetings as deemed necessary.
- 14.3 Any 4 members of the Executive may call for additional meetings for specified matters. Alternatively, any member of the Executive may by electronic means, submit a matter of concern to the Executive for consideration, and for decision by a vote by electronic means.
- 14.4 The Executive shall undertake the role of Council between Council meetings.
- 14.5 Executive meetings shall be convened by the Secretary generally at least 30 days prior to the meeting by giving Formal Notice and stating the agenda.
- 14.6 The Executive meeting minutes shall be provided to all Council members within 30 days of the meeting.
- 14.7 Executive meetings may be held by electronic means.

### **15. Conduct of Meetings**

- 15.1 The President shall Chair all meetings of the General Assembly, Council and Executive. In the President's absence, the Executive Vice-President shall take the Chair. Where both are unavoidably absent, those present and eligible to vote shall elect a Chair for the duration of the absence.
- 15.2 A quorum for a General Assembly or Special General Assembly meeting shall be two thirds of the Delegates and members of Council present at the meeting at any time.
- 15.3 A quorum for a Council meeting shall be two thirds of the members of Council.
- 15.4 A quorum for an Executive meeting shall be two thirds of the members of the Executive.
- 15.5 For Council and Executive meetings, if within one hour of the time notified for a meeting it appears that it will not be possible to achieve a quorum, the Chair, in discussion with those present, shall:
  - (i) adjourn the meeting and attempt to re-convene the meeting later in the day or on the following day or, failing that, on another date, or
  - (ii) dissolve the meeting.
- 15.6 The Chair may adjourn a meeting from time to time and from place to place, and no business shall be transacted at a resumed meeting other than the unfinished business of the meeting at which the adjournment took place.

**January 2017**

*World Masters Athletics By-Laws 2016-2018*

- 15.7 For the General Assembly the Chair shall appoint two note-takers for the minutes and at least two scrutineers for counting of votes.
- 15.8 The conduct of Council and Executive meetings shall be conducted according to any standing orders attached to the agenda, or in their absence the most recent edition of Roberts "Rules of Order".
- 15.9 Council, Executive and Committee meetings may be conducted by means of telecommunication where this has been agreed by the Chair.

**D. COMMITTEES**

**16. Standing and Ad Hoc Committees**

- 16.1 The Council shall establish the following standing Committees:
  - (i) Competition Committee,
  - (ii) Anti-Doping & Medical Committee,
  - (iii) TUE Sub-Committee,
  - (iv) Law & Legislation Committee,
  - (v) Records Committee,
  - (vi) Organisational Advisory Committee,
  - (vii) Women's Committee,
  - (viii) Media-Marketing & Communications Committee, and
  - (ix) Finance Committee.
- 16.2 The Council may from time to time establish ad hoc committees for specific purposes.

**17. General Rules for Committees**

- 17.1 Persons appointed to Committees may be appointed for a term of up to 4 years, and may be re-appointed indefinitely.
- 17.2 Chairs and members of a Committee shall be appointed on the basis of the Committee's required expertise and experience and a willingness to work to achieve the Objects. Ad hoc appointments to meet specific targeted requirements or expertise within a Committee may be made by the President in consultation with the Committee Chair and/or the Executive.
- 17.3 The Chair of a Committee with the permission of the President may invite an individual with specific expertise in relation to the responsibilities of a Committee, to assist members in their consideration of issues or to sit with the Committee as an observer. The expert so invited is not a Committee member.
- 17.4 Much of Committee business, particularly where critical time frames are involved, will be conducted through electronic means, and in such cases the Chair shall coordinate the responses to the issues under consideration.
- 17.5 The Chair shall chair all formal meetings of a Committee, however, in the Chair's absence those present shall agree on a Chair.

## *World Masters Athletics By-Laws 2016-2018*

- 17.6 All Committee meetings or deliberations should whenever possible be conducted informally and seek to achieve a consensus rather than a formal vote on issues.
- 17.7 Committee meetings may be held face-to-face at WMA Stadia Championships, but ad hoc meetings dealing with urgent matters may also be convened by the Chair on short term notice and may be held face-to-face or by electronic means.
- 17.8 Face-to-face Committee meetings shall be convened by the Chair at least 45 days prior to the meeting, by giving notice specifying the agenda for the meeting.
- 17.9 Issues for Committee consideration may be proposed by the Chair, other Committee members, or by the President.
- 17.10 Minutes, formal records or outcomes shall be kept for Committee meetings and deliberations, and the outcomes shall be circulated to the Council.
- 17.11 Any document or publication produced on behalf of WMA by an Office Bearer shall become the intellectual property of WMA, and can be used by WMA in whatever way it sees fit.

### **18. Competition Committee**

- 18.1 The Competition Committee shall have jurisdiction over all indoor and outdoor WMA Championships, subject to any decision by Council.
- 18.2 The Competition Committee shall consist of:
  - (i) the Vice-President Competition as Chair,
  - (ii) a Stadia Sub-Committee and a Non-Stadia Sub-Committee, each consisting of three members, and a WMA Championship Management Team consisting of up to 6 persons, and
  - (iii) a stadia and a non-stadia representative appointed by the Local Organising Committee of the next outdoor WMA championships.
- 18.3 The Stadia Sub-Committee shall be responsible for the following events as part of a championship:
  - (i) all events held on a track except race walks,
  - (ii) all field events, and
  - (iii) all combined events competitions.
- 18.4 The Non-Stadia Sub-Committee shall be responsible for the following events as part of a championship:
  - (i) all road-running and mountain running events,
  - (ii) all cross-country events, and
  - (iii) all race walks.
- 18.5 The WMA Championship Management Team shall work with the Local Organising Committee as part of the WMA Championship team to ensure the management of all the events on Track, Field, Non-Stadia, the Technical Information Centre, the Call Room, and safety.
- 18.6 The Committee members shall be appointed by the President in consultation with the Council based upon nominations submitted to him by the Vice-President Competition in relation to their specific experience in stadia and non-stadia events.

**January 2017**



## *World Masters Athletics By-Laws 2016-2018*

- 18.7 The Championship Management Team shall be appointed by the President and Vice-President Competition in consultation with the Council.
- 18.7 Meetings of the Competition Committee at WMA Stadia Championships shall be “open” to attendance by any athletes.
- 18.8 The Competition Committee shall consider any proposal relating to the Rules of Competition made by the Council, a Member, a Region or the Vice-President Competition. The Chair shall submit the Competition Committee’s recommendations relating thereto to Council for approval and consideration by the General Assembly.
- 18.9 The Vice-President Competition with the Competition Committee shall coordinate the periodic updating of Age-Graded Factors Stadia and Age-Graded Factors Road.

### **19. Anti-Doping & Medical Committee**

- 19.1 The Anti-Doping & Medical Committee shall have jurisdiction over all WMA activities relating to doping and medical matters, subject to any decisions of Council.
- 19.2 The Anti-Doping & Medical Committee shall work in close co-operation with the IAAF Medical & Anti-Doping Commission.
- 19.3 The Anti-Doping & Medical Committee shall consist of:
  - (i) an appointed Chair,
  - (ii) the Women’s Representative, and
  - (iii) six additional members, one from each Region, four or more of whom shall have medical backgrounds and one or more of whom shall have legal experience.
- 19.4 The Chair shall be appointed, preferably but not necessarily from amongst the Council's ranks, by the President in consultation with the Council.
- 19.5 The Chair of the Anti-Doping & Medical Committee shall be the “WMA Anti-Doping Administrator” as identified in Anti-Doping Rules.
- 19.6 The six additional Committee members shall be appointed by the President in consultation with Council based upon nominations submitted to him by the Chair of the Anti-Doping & Medical Committee.
- 19.7 The Anti-Doping & Medical Committee shall be responsible for the coordination and oversight of doping control at all WMA championships and for implementing the Anti-Doping Rules.
- 19.8 The Anti-Doping & Medical Committee shall be responsible for the coordination and oversight of all medical and first-aid requirements at a WMA championship.
- 19.9 The Anti-Doping & Medical Committee shall advise the Council and the Law & Legislation Committee on all general matters and specific matters relating to doping under WMA jurisdiction.
- 19.10 The Chair of the Anti-Doping & Medical Committee shall provide an annual report to Council that addresses the range of issues considered by the Committee and by the TUE Sub-Committee.

**January 2017**

**20. TUE Sub-Committee**

- 20.1 The TUE Sub-Committee shall be a sub-committee of the Anti-Doping & Medical Committee and shall be responsible for the management of all Therapeutic Use Exemption (TUE) applications
- 20.2 The TUE Sub-Committee shall consist of the Chair of the Anti-Doping & Medical Committee and five medical practitioners with a sound knowledge of clinical, sports and exercise medicine.
- 20.3 Other than the Chair, no more than two members of the TUE Sub-Committee may come from the Anti-Doping & Medical Committee, and other members shall be appointed by the President in consultation with Council based upon nominations submitted to him by the Chair of the Anti-Doping & Medical Committee or Council. The Chair of the Anti-Doping & Medical Committee with the permission of the President may appoint an additional person or persons to the TUE Sub-Committee.
- 20.4 The TUE Sub-Committee shall promptly evaluate any TUE application in accordance with TUE Regulations.
- 20.5 Where the TUE Sub-Committee grants or rejects a TUE exemption on behalf of WMA, it shall report their decision promptly to the athlete and the athlete's Member Federation.
- 20.6 The TUE Sub-Committee may consider and grant a late or retrospective TUE if it is satisfied that good cause exists, and that if the application had been lodged in a timely fashion as per the TUE Regulations, the application would have been granted.

**21. Law & Legislation Committee**

- 21.1 The Law & Legislation Committee shall be responsible for:
  - (i) reviewing all proposed changes to the Constitution, By-Laws and Rules for clarity of language and for any inconsistency with the provisions elsewhere in the Constitution, By-Laws and Rules, but shall not modify the intention of any proposed change without the written permission of the author,
  - (ii) dealing with discipline or misconduct matters, or breaches of the IAAF Code of Ethics involving athletes, coaches, officials, support staff and administrators at WMA championships,
  - (iii) dealing with doping-related allegations under WMA's jurisdiction involving athletes, support staff and administrators at WMA championships,
  - (iv) participating in the adjudication of disciplinary matters as provided in By-Laws 33, 34 and 35, and
  - (v) dealing with matters of arbitration.
- 21.2 The Law & Legislation Committee shall consist of five members:
  - (i) a Chair, preferably but not necessarily, an individual amongst the Council's ranks, appointed by the President in consultation with the Council, and
  - (ii) four additional members of whom some should have legal experience.

## *World Masters Athletics By-Laws 2016-2018*

- 21.3 The four additional members shall be appointed by the President in consultation with Council based upon nominations submitted to him by Council.
- 21.4 The Law & Legislation Committee shall report back to Council in a timely manner in relation to any proposed changes to the Constitution, By-Laws and Rules, as well as the outcome of any disciplinary matters which it adjudicates.

### **22. Records Committee**

- 22.1 The Records Committee shall be responsible for the checking and approval of applications for world masters five-year age group records and best performances by Masters Athletes.
- 22.2 The Records Committee shall consist of at least seven members:
- (i) a Chair, preferably an individual from amongst the Council's ranks,
  - (ii) a WMA Statistician, who may also be the Chair, and
  - (iii) six regional statisticians, one from each of the Regions.
- 22.3 The Chair shall be appointed by the President in consultation with the Council.
- 22.4 The Chair shall have the right to nominate the WMA Statistician whose appointment shall be ratified by the Council.
- 22.5 Each Region shall have the right to nominate one regional statistician to the Records Committee. If a Region does not do so, the President can nominate an individual from that Region on its behalf.
- 22.6 In conjunction with the Records Committee, the WMA Statistician shall maintain an up-to-date database of world masters records and best performances and shall coordinate and publish an updated record register on the WMA website.
- 22.7 The Records Committee shall be responsible for the rigorous technical basis for the recognition of world records and best performances by Masters Athletes , and that the application procedure for these is consistent with the Rules of Competition so as to ensure the recognition and standing thereof.
- 22.8 The Chair shall report to Council on new world records and best performances, and issues that need to be addressed in relation to record keeping, and identify WMA variations to IAAF rules regarding world records and best performances.
- 22.9 The WMA Statistician shall also liaise with the Vice-President Competition to ensure the appropriate technical standards and officiating for the recognition of world records and best performances set at WMA championships.

### **23. Organisational Advisory Committee**

- 23.1 The Organisational Advisory Committee shall coordinate all organisational matters pertaining to the non-technical competition aspects of WMA championships, and shall act as liaison between the Council and the Local Organising Committee in relation to such matters.

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- 23.2 The Organisational Advisory Committee shall consist of six members:
- (i) the Executive Vice-President as Chair,
  - (ii) the Vice-President Competition,
  - (iii) the Women's Representative,
  - (iv) one Regional Representative, and
  - (v) two additional members who shall not be members of Council.
- 23.3 The Regional Representative and the two additional members shall be appointed by the President in consultation with Council from nominations submitted to him by the chair.
- 23.4 The Organisational Advisory Committee Chair, or an alternate nominated by the Chair and approved by the Council, shall be the primary WMA organisational delegate to all WMA championships.
- 23.5 The non-technical competition aspects of the WMA championships shall include, but not be limited to the entry booklet, pre-championship promotional material, accommodation, transportation, opening and closing ceremonies, competitor's handbook, results booklet, media, award ceremonies and contractual compliance.
- 23.6 The Organisational Advisory Committee shall submit to the Council for approval all questions of policy regarding the non-technical competition aspects of WMA championships and shall provide a report to the President on the status of the work required to be done by the Local Organising Committee.

### **24. Women's Committee**

- 24.1 The Women's Committee shall represent the interests of female Masters Athletes.
- 24.2 The Women's Committee shall consist of seven members:
- (i) the Women's Representative as Chair, and
  - (ii) six additional female members, one from each of the Regions.
- 24.3 Each of the Regions shall have the right to appoint one member to the Women's Committee. Where a Region does not appoint a member the President can then appoint a member on its behalf.
- 24.4 The Women's Committee shall develop strategies that encourage and facilitate the engagement and the retention of women in masters athletics as athletes, officials and administrators, particularly for those Members where there is a significant imbalance between the number of male and female athletes, officials and administrators.
- 24.5 The Women's Committee shall liaise with championship Local Organising Committees to include activities which promote the status of women's athletics and stimulate their participation, and will undertake surveys from time to time in various age groupings on involvement, event preference and technical requirements for women's participation.
- 24.6 Meetings of the Women's Committee at Stadia Championships shall be "open" to attendance by any athletes.

*World Masters Athletics By-Laws 2016-2018*

**25. Media-Marketing & Communications Committee**

- 25.1 The Media-Marketing & Communications Committee shall assist the President and the Executive in the promotion and marketing of WMA and the identification of potential sponsors.
- 25.2 The Media-Marketing & Communications Committee shall consist of five members:
- (i) the President as Chair, and
  - (ii) four additional members, one of whom shall be the WMA website manager.
- 25.3 The four additional members of that Committee shall be appointed by the President in consultation with the Council based on their expertise and experience in the areas of that Committee's responsibilities.
- 25.4 The Media-Marketing & Communications Committee shall:
- (i) develop a communications plan for WMA,
  - (ii) identify and recommend specific activities or opportunities for the promotion of WMA,
  - (iii) prepare regular media releases that address topical masters athletics issues and/or maintain WMA's media profile for consideration by the President and the Executive,
  - (iv) assist with the drafting of other promotional materials as directed by the President,
  - (v) develop a marketing strategy for WMA and masters athletics throughout the world,
  - (vi) explore and develop specific commercial and sponsorship opportunities for WMA,
  - (vii) liaise with the Secretary and other Committees as appropriate,
  - (viii) monitor WMA's profile in the media and report to the Executive thereon,
  - (ix) maintain and update the WMA website, and
  - (x) ensure that information as to significant events, financial and otherwise, occurring between General Assemblies, is made available to Members by posting on the website or by electronic means.
- 25.5 The website manager may be supported by assistant website managers appointed by the President in consultation with the website manager, for the day-to-day management of the WMA website.
- 25.6 The WMA website shall provide news and technical, administrative and other information relating to masters athletics at the world level.

**26. Finance Committee**

- 26.1 The Finance Committee shall assist the Treasurer in the oversight of WMA's financial affairs, financial planning and related matters to ensure balance, transparency and integrity, and WMA's ongoing financial viability.
- 26.2 The Finance Committee shall consist of a minimum of three members:
- (i) the President as Chair,

**January 2017**

*World Masters Athletics By-Laws 2016-2018*

- (ii) the Treasurer,
  - (iii) the Secretary, and
- 26.3 Additional ad hoc members may be coopted to the Finance Committee by the President in consultation with the Treasurer and Secretary based on the areas of expertise required by the Committee.
- 26.4 The Finance Committee's responsibilities shall be to:
- (i) periodically review WMA's expenditure, revenues, balance sheet, investments and other matters related to its financial wellbeing,
  - (ii) endorse an annual budget for submission to Council,
  - (iii) develop a financial planning and investment strategy, and set financial objectives and targets that will ensure WMA's ongoing financial viability,
  - (iv) develop strategies for the management and investment of WMA's assets,
  - (v) review WMA's financial and other risks and potential liabilities, and develop strategies to address these,
  - (vi) review and advise in relation to any proposed contract commercial agreement or to any business opportunity available to WMA,
  - (vii) review and recommend internal financial procedures and policies,
  - (viii) monitor and report upon performance in relation to WMA's financial objectives, targets and budgets,
  - (ix) recommend external independent auditors,
  - (x) undertake an economic assessment of policy proposals involving or that may involve financial expenditure, and
  - (xi) report six-monthly or otherwise as may be requested by the Council.

**E. FINANCIAL**

**27. Auditors**

- 27.1 Independent Auditors shall be appointed by the Council to audit the financial accounts.
- 27.2 The auditors shall be appointed for a term that shall commence at the close of the Championships at which they are appointed and that shall end at the close of the second Championships following. The auditors may be reappointed.
- 27.3 The financial statements shall be audited prior to each General Assembly in compliance with this Constitution and the By-laws, and the laws of the jurisdiction in which WMA is registered, and the result of such audit shall be reported in writing to the General Assembly.
- 27.4 The Auditors shall be given all necessary access to the accounts, financial reports and bookkeeping to enable them to perform their task, and shall also be given the opportunity to obtain clarifications and explanations from the Treasurer or other Officer.
- 27.5 The audit shall be the subject of a written audit report provided to the Council prior to presentation to the General Assembly.

***World Masters Athletics By-Laws 2016-2018***

- 27.6 The extent of the audit work performed shall be summarised and detailed in the report, which shall provide an opinion as to the financial statements.

**F. MEMBERSHIP**

**28. Eligible Masters Organizations**

- 28.1 Clause 4.1 of the WMA Constitution only permits one properly constituted association or organization that represents Masters Athletes for each Country or Territory to be eligible for Membership of WMA. However, where an association or organization recognized by or affiliated with IAAF applies to be a Member in a Country or Territory where there is already an existing Member, the Council shall, taking into account any advice from the IAAF, rule on the application and decide which association or organization should be the Member and refuse or terminate the Membership of the other.
- 28.2 Where an applicant has not been accepted as a Member, or where a former Member's Membership is terminated, they may appeal the decision to the Law & Legislation Committee.
- 28.3 Any such appeal under By-Law 28.2 shall be provided in writing to the Secretary within 30 days from receipt of the decision of the Council.

**29. Termination of Membership**

- 29.1 Where the Council recommends suspension or termination of a Member's Membership or its officers under Clause 5.3 of the Constitution, the Secretary shall as soon as practicable give Formal Notice to the Member or its officers at the Member's last known contact address:
- (i) setting out the notice of motion to the General Assembly and the grounds on which it was based
  - (ii) stating the date, place and time of that General Assembly, and
  - (iii) informing the Member or its officers that their Delegate(s) may:
    - (a) attend and speak to the motion at that General Assembly, but if they speak in a language other than English, they must arrange for a translator to translate into English, and/or
    - (b) submit through the Secretary at or prior to that General Assembly written representations relating to the notice of motion.
- 29.2 Subject to any statutory requirements of the jurisdiction in which WMA is registered, the General Assembly:
- (i) shall give the Member or its officers mentioned in By-Law 29.1 an opportunity to make oral representations as aforesaid,
  - (ii) shall give due consideration to any written representations submitted to the General Assembly by the Member or its officers at or prior to the General Assembly, and
  - (iii) may decide by a Special Majority, either to terminate or to suspend that Member's Membership or suspend its officers and, if to suspend, the terms of that suspension.

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- 29.3 Where the General Assembly has voted to terminate or suspend membership or officers under By-Law 29.2 (iii), the Secretary shall within two weeks of the passing of the resolution:
- (i) give Formal Notice to the Member of the passing of that resolution, stating that the decision will come into effect in 30 days from the date of the resolution, and advising of the Member's or its officers right of appeal to the Law & Legislation Committee within that period, and
  - (ii) advise the IAAF secretary of the resolution.
- 29.4 Any decision to terminate the Membership of a Member under By-Laws 28.1 or 29.2 (iii), or to issue any other sanction, shall be subject to an appeal to the Law & Legislation Committee.
- 29.5 The decision of the Law & Legislation Committee shall have immediate effect and shall be final and binding on the parties with no further right of appeal.
- 29.6 Any Member resigning their Membership in WMA or having that Membership terminated shall have no right to WMA's assets, but shall be liable to pay any outstanding membership fees or other monies payable to WMA.
- 29.7 A Member may resign from WMA by giving written notice to the Secretary on that Member's official letterhead.

### **30. Membership Fees**

- 30.1 Membership fees referred to in Clause 6.1 of the Constitution are currently set at zero.

## **G. REGIONS**

### **31. Regional Associations**

- 31.1 The Members in each Region shall have or establish a Regional Association, adopt a constitution and by-laws, elect a Regional council and hold Regional assembly meetings.
- 31.2 The constitutions and by-laws of Regional Associations shall be consistent with and shall not be in conflict with WMA's Constitution or these By-Laws.
- 31.3 Regional championships shall be considered WMA sanctioned and shall be conducted in accordance with the WMA Rules of Competition.
- 31.4 Regional Associations may conduct Regional and inter-Regional competitions.
- 31.5 Only members of Members shall be permitted to participate in Regional and inter-Regional championships.
- 31.6 All Masters Athletes who are members of a Member shall be allowed to compete in any Regional championships subject to any requirements or sanctions imposed under these By-Laws; however, any Region may limit the number of participants from other Regions.



*World Masters Athletics By-Laws 2016-2018*

- 31.7 The Regional Associations shall each appoint a Regional Representative to the Council, who shall be a member of good standing of a Member of that Region.
- 31.8 Regional Associations shall have the power to mediate and try to resolve regional membership issues and problems, including possible termination, suspension or changes to Member associations, consistent with WMA Membership and Termination of Membership as set out in the WMA Constitution and By-Laws. Any proposed action that may arise out of such consideration shall be provided as a recommendation to the WMA Secretary under Clause 5.3 of the Constitution for consideration and decision by Council as to whether this should be voted on at a General Assembly.
- 31.9 Where the Council recommends suspension or termination or changes of a Member's membership or its officers under Clause 5.3 of the WMA Constitution, the Regional Secretary shall also inform the WMA Secretary of on-going Formal Notices to the Member or its officers.

**32. Regional Representatives**

- 32.1 The duties of each Regional Representative are to:
- (i) represent the Region and its interests and those of its members,
  - (ii) report to the Council on the status of the Region and masters athletics in the Region,
  - (iii) keep the Secretary updated on changes in their Region's contacts, and provide biennial updates on the Region's membership details to the Secretary,
  - (iv) report to the Regional Association in relation to general and Region-specific WMA matters and engage in liaison between the Regional Association and WMA as required,
  - (v) participate in all WMA Council meetings, serve on Committees and other groups as needed from time to time, and undertake any other WMA roles and responsibilities as required,
  - (vi) facilitate the correct nomination and registration of Delegates representing Members in the Region to General Assemblies in compliance with requirements,
  - (vii) liaise with the Regional Association's treasurer on the timely application for WMA regional grants and the reconciliation of such grants,
  - (viii) attend all Team Manager meetings at WMA Stadia Championships and as much as possible represent the interests of those Members from the Region that have not appointed Team Managers, and try to ensure that their athletes are made aware of the business determined at each such meeting, and
  - (ix) undertake any other assigned tasks in furtherance of WMA's Objects.
- 32.2 Each Regional Representative shall also:
- (i) with the assistance of the relevant Member, provide a brief assessment to Council of the strength of a city's bid to host a

## ***World Masters Athletics By-Laws 2016-2018***

- WMA championship within their Region, along with the initial proposal from the bid city,
- (ii) liaise between the Council, the Regional Association and the Local Organising Committee in the event of a successful WMA Championship hosting bid from their Region, and
  - (iii) assist the Member making a successful bid and Local Organising Committee with the successful championships.planning and conduct of such

### **H, DISCIPLINE MATTERS**

#### **33. Standard of Conduct of Office Bearers, Procedures and Sanctions**

- 33.1 All Office Bearers, as well as athletes, coaches, officials, support staff and administrators, shall abide by the IAAF's Code of Ethics.
- 33.2 No Office Bearer shall:
- (i) improperly exercise powers conferred upon him, or
  - (ii) fail to carry out duties properly delegated to him, or
  - (iii) act contrary to the Objects, or
  - (iv) display conduct prejudicial to the good name of WMA or the sport of masters athletics, or
  - (v) promote, organise, conduct or advertise any international masters athletic competition not sanctioned by WMA that is in direct competition with a WMA event, or
  - (vi) breach the IAAF Code of Ethics.
- 33.3 Allegations of any breach of By-Law 33.2 shall be made in writing to the Secretary, who shall promptly report all such allegations to Council or, if the allegation relates to a member of Council, to the members of the Law and Legislation Committee, which in either case, shall determine whether the allegation warrants further action. Where such an allegation is found to warrant further action it shall be adjudicated as follows:
- (i) by Council if it relates to a member of the Law and Legislation Committee,
  - (ii) by the Law and Legislation Committee if it relates to any other Office Bearer, or
  - (iii) by an ad hoc Committee consisting of four persons who have no conflict of interest, one of whom shall be designated as Chair and all of whom shall be appointed by the President in consultation with unaffected members of Council, if it relates to a person who is a member of both Council and the Law & Legislation Committee.
- 33.3 Those responsible to adjudicate allegations under By-Law 33.3 are herein referred to as the Adjudicating Committee.
- 33.4 The accused person shall be fully informed by Formal Notice of:
- (i) the allegations made under By-Law 33.3,
  - (ii) whether the Adjudicating Committee will meet in person and if so the date, time and place of that meeting, and
  - (iii) the correct means of delivering any defence.

**January 2017**

*World Masters Athletics By-Laws 2016-2018*

- 33.5 Any and all documents, evidence and other material, favourable or unfavourable to the accused that may be used in any deliberation, shall be given to the accused before any consideration of the allegations by the Adjudicating Committee takes place. The accused shall also be given a copy of the relevant parts of these By-Laws.
- 33.6 The accused shall be given the opportunity to:
- (i) provide a written defence to the Chair of the Adjudicating Committee, or
  - (ii) where the Adjudicating Committee meets in person, to appear personally and/or be represented by another person to answer the charge.
- 33.7 Where more than one individual is accused and the Adjudicating Committee is hearing the charges consecutively at the same meeting, none of the accused persons shall be members of the Adjudicating Committee whether cleared of the charges or not.
- 33.8 Any written defence from the accused must be lodged with the Chair of the Adjudicating Committee within 30 days of the sending of documentation regarding the allegation, who shall within 7 days send it on to each member of the Adjudicating Committee.
- 33.9 Where such allegations are made against the President or the Secretary, their duties while such proceedings continue shall be carried out by the Executive Vice- President.
- 33.10 An Office Bearer adjudicated to have been in breach of By-Law 33.2 may:
- (i) be removed from Office, and/or
  - (ii) be suspended from any role in masters athletics for a period to be determined by the Adjudicating Committee, and/or
  - (iii) be reprimanded in writing, and/or
  - (iv) be subjected to any other sanction that the Adjudicating Committee sees fit, including without limitation, publication of particulars on the WMA website.
- 33.11 Each member of the Adjudicating Committee, shall within 15 days of receipt of the defence of the accused (or, if no written defence is received, within 15 days of the expiration of the 30 day period within which the accused was entitled to respond), and in accordance with the principles of natural justice, submit written recommendations to the Chair of the Adjudicating Committee as to whether the allegation or allegations are to be dismissed or upheld and, if upheld, as to what the sanctions listed in By-Law 33.10 should be applied.
- 33.12 Any upholding of an accusation by the Adjudicating Committee shall be by a Special Majority in accordance with the principles of natural justice by correspondence, in person or by electronic means. The Chair of the Adjudicating Committee shall promptly notify the Secretary of the decision of the Adjudicating Committee.
- 33.13 Within 15 days of having received such notification from the Chair of the Adjudicating Committee the WMA Secretary shall:
- (i) inform the President and Council of the decision of the Adjudicating Committee,

**January 2017**

## *World Masters Athletics By-Laws 2016-2018*

- (ii) advise the accused by e-mail and registered mail of the outcome of the allegation and of any sanctions imposed, and shall also outline any procedures and right to appeal the determination, and
- (iii) where an allegation is upheld, advise all Members of the offending individual, the nature of his offence, the outcome of the review and any sanctions imposed.

33.14 Any Office Bearer removed or suspended under By-Law 33 shall automatically become ineligible to be or become a Member officer or Delegate which in the case of a suspension, shall be for the duration of such suspension.

33.15 A person ceasing to be an Office Bearer must within 30 days promptly hand over all material directly relevant to his former role to the new incumbent or to the Secretary and otherwise comply with any agreement signed on his assumption of office.

### **34. Sanctions Involving Breaches of Championship Rules**

34.1 Allegations that an athlete, coach, official, support staff or administrator has been in breach of Rule 9.1 and/or Rule 10.1 of the Championship Rules shall be adjudicated by the Council or Law & Legislation Committee as determined by the President, which shall be referred to as the Adjudicating Committee in this context.

34.2 Within 15 days of the receipt of such an allegation the Secretary shall send a copy of the allegation to the Chair of the Adjudicating Committee who in turn shall by Formal Notice send it to each member of the Adjudicating Committee, and to the accused. In dealing with such matters the natural justice procedures outlined in By-Law 29 shall be followed.

34.3 An athlete, official, support staff or administrator adjudicated to have been in breach of Rule 9.1 of the Championship Rules may:

- (i) be suspended from any role in masters athletics for a period determined by the Adjudicating Committee, and/or
- (ii) be reprimanded in writing, and/or
- (iii) be subjected to any other sanction that the Adjudicating Committee sees fit, including without limitation, publication of particulars on the WMA website.

34.4 An athlete, coach, official, support staff or administrator adjudicated to have been in breach of Rule 10.1 of the Championship Rules may:

- (i) be suspended from any role in masters athletics for a Minimum period of two years for a first offence, or for life or such other term as is determined by the Adjudicating Committee for a subsequent offence, and/or
- (ii) where the breach of rule contains multiple breeches the Adjudication committee will consider the addition of longer terms or a possible suspended sentence and/or
- (iii) be reprimanded in writing, and/or
- (vi) be subjected to any other sanction that the Adjudicating Committee sees fit, including without limitation, publication of particulars on the WMA website.

## *World Masters Athletics By-Laws 2016-2018*

- 34.5 Any suspension imposed under By-Laws 34.3 or 34.4 shall be observed by Member of which the individual is a member and by the relevant Regional Association and shall apply to all athletics and all masters athletics competitions, management, administration, and activities including masters games.
- 34.6 Any individual suspended by their National Governing Body shall become ineligible to participate in any Member events during their suspension, and the individual's Member shall notify the WMA Secretary within 15 days of the suspension, who shall notify all Members of the details of the individual and the suspension.
- 34.7 Masters Athletes convicted of a first offence relating to the improper use of prohibited substances shall not automatically be reinstated at the end of their (4)year suspension period until they have made themselves available for out-of-competition testing by the Anti-Doping & Medical Committee or other competent testing authority approved by the Anti-Doping & Medical Committee. Any testing shall be at the athlete's cost and the athlete shall provide information on their whereabouts to the Anti-Doping & Medical Committee or the testing authority for this purpose.
- 34.8 The lifting of the suspension shall be dealt with as provided in By-Law 34.7 with the results reported to the Chair of the Anti-Doping & Medical Committee, the athlete's Member Federation and the Secretary, who shall notify all other relevant persons.

### **35. Appeals**

- 35.1 Any Member or individual sanctioned under By-Laws 33 or 34 shall have the right to appeal the determination and sanction to the Law & Legislation Committee, or, in the case of a sanction imposed by the Law & Legislation Committee, to the International Court of Arbitration for Sport.
- 35.2 Any appeal shall be conducted in English and the arbitration decision shall be final and binding on all parties.
- 35.3 WMA shall seek costs or contribution to costs incurred by it in any appeals to the Law & Legislation Committee or International Court of Arbitration for Sport.
- 35.4 The place of any arbitration before the International Court of Arbitration for Sport may be in Lausanne, Switzerland; Sydney Australia; or New York Unites States of America as appropriate.