

# IWAS Wheelchair Fencing Bylaws

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## **1. Name & Authority**

- 1.1. IWAS Wheelchair Fencing (IWF) is the international body for wheelchair fencing, under the governance of the International Wheelchair & Amputee Sports Federation (IWAS) Constitution. IWF is a Standing Committee of IWAS and the legal entity of IWF is IWAS.
- 1.2. IWF is the sole competent authority for the rules and regulations of the sport, described in chapter 3, as endorsed by the IWF Congress.
- 1.3. In case of any questions or matter arising, which is not provided for in the present bylaws, such questions or matters shall be dealt with by the IWF Executive Committee (IWFEK) in compliance with IWAS regulations and bylaws. Its decision will be binding on all members until the next IWF Congress when the matter will be resolved.
- 1.4. IWAS internal regulations govern the conduct of the Standing Committee and Sport Congresses, unless otherwise defined in these bylaws and the IWF undertakes to ensure compliancy on all occasions.
- 1.5. The IWF has the right to recommend sanction of fencers or IWAS member nations to the IWAS Executive Board if they violate the bylaws, rules or regulations of IWF or IWAS.
- 1.6. IWAS member nations are entitled to the right of appeal to IWAS Executive Board.

## **2. Neutrality**

IWF shall maintain absolute political and religious neutrality and shall not tolerate any form of discrimination.

## **3. Aims & Objects**

IWF shall promote, supervise, develop, and support the sport of wheelchair fencing worldwide.

IWF shall:

- 3.1. Serve as the official body, under the auspices of IWAS, for the scheduling, award and conduct of all international competitions and championships.
- 3.2. Encourage the growth and development of the sport worldwide through an organised programme of education and the dissemination of technical and associated information to IWAS member.
- 3.3. Establish friendly and loyal cooperation between all members of IWAS for the benefit of wheelchair fencing between nations throughout the world.
- 3.4. Collaborate with the International Paralympic Committee (IPC) through IWAS in respect to the sports' participation in the Summer Paralympic Games programme.

- 3.5. Establish the official wheelchair fencing rules and regulations and the specifications for equipment and facilities and ensure that they are enforced on all occasions.
- 3.6. Compile the classification rules and regulations governing international participation of fencers and ensure their application.
- 3.7. Ensure that the IWAS Anti-doping Code is adhered to under all circumstances.
- 3.8. Establish and maintain programmes to the highest standards for the training, certification and licensing of referees, classifiers, commissioners, and examiners.
- 3.9. Organise and manage the sport to the benefit of the members, including the establishment and maintenance of databases in ranking, classification and results and directories of accredited officials and technicians.
- 3.10. Develop the international calendar of official wheelchair fencing events.
- 3.11. Establish such commissions as it deems necessary for the proper conduct of its duties and make appointments thereto.
- 3.12. Represent IWF to all bodies and organizations concerned with wheelchair fencing internationally on which it has membership or in which its interests are involved.
- 3.13. Publish all relevant rules and regulations in a handbook and on its website and maintain archives of the history of the sport.
- 3.14. Foster the conditions for collaboration with FIE and other international agencies promoting the sport of fencing worldwide.
- 3.15. Encourage the self-determination of athletes and the active participation of ex-fencers in all aspects of sports management.

#### **4. Membership**

Nations can participate in the official and sanctioned competitions or programmes of IWF through membership of IWAS.

Furthermore, only those IWAS members in good standing, that have sent at least one fencer to an official and sanctioned IWF competition in the last two fencing seasons (including the current season) are allowed to send delegates to the IWF Congress, (nominate candidates), put forward motions and to vote in elections and for motions.

All other IWAS members in good standing can take part as non-voting observers at the Congress.

## 5. Organisational Structure

Clarification of notation:

- The Standing Committee of IWAS for wheelchair fencing is the "IWAS Wheelchair Fencing Executive Committee (IW FEC)".
- The members of this committee will be named "IWF Executive Committee Members "(IW FEC Members)
- The meeting of wheelchair fencing nations that is held every two years, is called the "IWAS Wheelchair Fencing Congress".

5.1. The IWAS General Assembly of Nations is the final authority in respect to general policies of international wheelchair sport, its practice and management activities.

5.2. The IWF Congress is the technical policy making and ruling organ of international wheelchair fencing and is composed of representations from the member organisations of IWAS participating in the sport of wheelchair fencing, involved in the technical aspects of the sport's management. The IWF Congress is entitled to make recommendation outside of the technical aspects of the sport's management to the IWAS General Assembly through the IWAS Executive Board.

5.3. IW FEC is a Standing Committee of IWAS and established by the General Assembly. IW FEC members are elected on a quadrennial basis by the IWF Congress in accordance with IWAS constitution/standing orders and Assembly and Election procedures to manage the sport of international wheelchair fencing.

5.4. IWAS as the legal and financial entity for the sport is the ultimate authority in these regards and acts as Treasurer for the IW FEC. A wheelchair fencing sport specific account will be held at the IWAS HQ for the use of the IW FEC.

## 6. Operational Structure

To improve their work, the IW FEC is entitled to create commissions. The IW FEC shall fulfil the duties as defined in Chapter 3 and is responsible to the IWF Congress and the IWAS General Assembly.

The objective of IWAS Wheelchair Fencing is diversity in representation on the IW FEC.

6.1. IWF Executive Committee (IW FEC)

The management of IWF between Congresses is entrusted to the Executive Committee (IW FEC).

6.2. Structure of the Executive Committee

The IWF Executive Committee consists of 9 members that are elected on a quadrennial basis by the IWF Congress:

- Chairman
- Vice-Chairman

- Treasurer (appointed by Chairman)
- 7 Members At Large (one acting as)
  - One (1) representative per active region (Americas, Asian, Europe)
  - Both genders must be represented

6.3. In the event of death or resignation of the Chairman, the Vice-Chairman performs the Chairman's duties provisionally until the next congress, during which time the elections of a new Chairman will be organised.

6.4. In the event of an IWFEF members death or resignation or not being present at meetings for two years, even if apologies were presented, that member will be replaced by the candidate not elected who received the greatest number of votes at the last Congress.

6.5. Obligations and duties of IWFEF members:

6.5.1. Chairman

The Chairman drives the executive management of the sport and is answerable to IWAS.

- presides over the Congress and Executive Committee Meetings
- have a deciding vote in case of a draw in IWFEF meetings
- oversee and ensure the execution of the agreements of same.
- Drives the sports administrative and financial management, in accordance with the IWAS rules and regulations, assisted by the IWFEF members, especially the Secretary General.
- Is the liaison person with IWAS and from this source informs all IWFEF members of relevant IWAS policies and principles and changes thereof that could impact IWF management?
- Prepares in collaboration with the Secretary General the agenda for all meetings and congresses.
- Represents IWF in all international organisations.
- Has the responsibility jointly with the IWFEF Secretary General to authorise expenditure from the IWAS Wheelchair Fencing account
- Has the responsibility to delegate special tasks to other IWF members or members of IWFEF commissions.
- Prepares and presents the following reports:
  - Annual report to IWF Congress, IWAS Executive Board, IWAS General Assembly
  - Activity reports at regular intervals to IWAS and IWFEF

6.5.2 Vice-Chairman

The Vice-Chairman is an elected positions and represents the Chairman in case of absence, vacancy or illness and helps the Chairman when needed and carries out his job according to instructions.

#### 6.5.3 Treasurer

The Treasurer is appointed by the Chairman and is one of the elected IWFEF members at large. The appointment is to be approved by the Executive Committee.

- Prepare the budget
- Assist IWAS with grant applications
- Stay up to date of the income and expenditure of the sport by having regular contact with IWAS Treasurer
- Has the responsibility jointly with the IWFEF Chairman and/or Secretary General to authorise expenditure from the IWAS Wheelchair Fencing Account

#### 6.5.4 Members At Large

The members at large will carry out the tasks given to them by the Executive Committee and by the Chairman in their name. Each member at large will be designated a role to oversee the functioning commission of IWF. One of these five members at large acts as Vice-Chairman.

#### 6.6 Secretary General – **Contracted position**

The Secretary General is responsible for the communication between the IWFEF members and with the nations on wheelchair fencing technical matters.

Duties of the Secretary General are:

- carry out and authorise, with the Chairman's signature, the minutes of the meetings and congresses.
- facilitate all necessary information to the executive members for them to develop their functions and responsibilities.
- Has the responsibility jointly with the IWFEF Chairman and/or Treasurer to authorise expenditure from the IWAS Wheelchair Fencing Account

## 7 Commissions and Councils

The IWF will have the following permanent commissions and Councils for the improved development and management of wheelchair fencing:

- 1) Rules Commission
- 2) Referee Commission
- 3) Sports Commission
- 4) SEMI Commission
- 5) Promotion, Advertising and Publicity Commission
- 6) Disciplinary Committee
- 7) Athlete Council
- 8) Coach's Council

\*Medical Committee represented by the IWAS Medical Committee

7.1 The following attributes are desirable for the candidates of the Commission and Council:

Referee Commission: a candidate must be an IWAS referee in at least two weapons during the 2 years preceding his candidature, or already be a member of the Refereeing Commission.

SEMI Commission: have a college degree in engineering or science or be practising as an engineer.

Sports Commission: a candidate must have at least two years experience in organising competitions at international level

7.2 Each commission will be presided over by a member of the IWFEF and formed of a minimum of three persons and no more than 6 persons.

7.3 Following receipt of nominations from the membership, the presiding IWFEF member will present a list of names for the commission/council to the IWFEF for ratification.

7.4 Commissions/Council meeting will take place with the agreement of their members or by request of the IWFEF. Meetings may take place in person or electronically.

7.5 Meetings are only valid if the majority of members are present. If not, the proposals taken will be submitted by correspondence to absent members who must express their opinion within 8 days; if they fail to do this, their silence will be interpreted as an agreement with the submitted proposal

7.6 All commissions are obliged to present an annual report on its activities carried out during the year to the IWFEF at a time prescribed within the activity schedule of the IWFEF.

## **8 Duties and functions of Commission and Council**

### **8.1 Rules Commission**

To presents a report to the Congress on any proposed rule changes in co-operation with the commission or council it refers to for example relating to equipment, the SEMI Commission.

8.1.1 For each change of a regulation, the Chair of the committee must present it to members of the Executive. If the new proposal is approved by the Executive the members has the final decision for the application until the next Congress

8.1.2 The date of implementation will be depending on the date for applying the changes/modifications of the Regulations by the FIE.



## 8.2 Referee Commission

- 8.2.1 develop the training programme of international referees in the various countries.
- 8.2.2 ensure that the IWF Rules are applied by referees during the competitions
- 8.2.3 propose to the Rules Commission any necessary modifications of the Rules relating to refereeing
- 8.2.4 maintain a database on referees, their categories, dates of their qualification and performance.
- 8.2.5 carry out periodically or when necessary updating seminars for referees.
- 8.2.6 propose to the IWFEF the referees that will be appointed to take part in the official competitions of IWF when these must be designated by the IWFEF.
- 8.2.7 Members of the Referee Commission may not act as referees in official competitions of the IWF. Except under exceptional circumstances

## 8.3 Sports Commission

- 8.3.1 putting together the official calendar of competitions of the IWF.
- 8.3.2 develop the rules for the award of competitions and the acceptance of candidatures in conjunction with IWAS staff
- 8.3.3 responsible for all rules and regulations relating to the organisation and development of competitions.
- 8.3.4 establish the regulations of the Ranking Lists for IWF and update the ranking regularly.
- 8.3.5 designate the Technical Delegates of the IWF competitions.

## 8.4 SEMI Commission

- 8.4.1 responsible at all times for any studies on the safety of the equipment,
- 8.4.2 examine any suggestions or proposals relating to the equipment and present a report on these proposals to the Executive Committee,
- 8.4.3 presents a report to the Congress on all the proposals submitted to it. The drafting of the Congress decisions, in their final form, must be submitted to the Rules Commission for approval by the Executive Committee,
- 8.4.4 supervise the control of the fencers' equipment,
- 8.4.5 approve all the fencing equipment to be used at official competitions and to lay down the testing procedure for such equipment.
- 8.4.6 advise the Rules Commission on the preparation of any texts for proposals which relate to apparatus and equipment. To this end, it appoints one of its members as its representative, who is free to attend the meetings of the Rules Commission but without right of vote.

## 8.5 Promotion, Advertising and Publicity Commission

- 8.5.1 responsible for promoting wheelchair fencing.
- 8.5.2 propose plans related to the media and publicity for wheelchair fencing.
- 8.5.3 Work closely with the IWAS Communication Manager on all matters relating to wheelchair fencing
- 8.5.4 responsible for providing content, in cooperation with IWFEF, for the IWF website and social media to the IWAS Communication Manager.



## 8.6 Disciplinary Council

- 8.6.1 Dealing with all infractions of the regulations, discipline, or ethics in the IWF.
- 8.6.2 Develop a disciplinary ruling that affects athletes, referees, organisers, and all other entities involved in wheelchair fencing in compliance with those of IWAS.

## 8.7 Athlete Council

The mission is to examine all issues that concern the athletes and present suggestions or recommendations to any of the IWF commissions.

Members are elected at the World Championships following the Paralympic Games. See Regulation 1 Athletes Council Nominations and Election Procedures

## 8.8 Coaches Council

The Executive Committee can consult the Coaches Council on any subject it deems appropriate including all technical questions linked to fencing rules, training methods, training of coaches and instructors.

The Coaches Council can also propose to the Executive Committee all measures, which could contribute towards improving the techniques of fencing

# 9 Meeting Rules & Regulations

The rules contained in Robert's Rules Of Order: Simplified and Applied, Second Edition shall govern meetings where they are not in conflict with the bylaws, rules of order or other rules of the IWAS and the IWF.

## 9.1 IWF Congress

- 9.1.1 The IWF Congress is the highest authority in regard to the technical management of wheelchair fencing. It will be held biennially in even years where possible at an IWF authorised wheelchair fencing competition and elects the IWFEF quadrennial in the summer Paralympic year, after the conclusion of the Paralympic Games. The Congress is convened by the IWFEF Chairman. IWAS CEO acts as Nominations Officer to the Congress and will apply IWAS Procedure Regulation for nominations.
- 9.1.2 The IWF Congress shall deal with elections and motions on technical rules and regulations and recommendations to IWAS General Assembly.
- 9.1.3 IWAS member nations will be called to attend the IWF Congress by IWAS HQ with IWAS rules and regulations related to notification period, call for motions and mandates. Only those IWAS members in good standing, who sent at least one fencer to an official and sanctioned IWF competition in the last two fencing seasons (including the current season) are allowed to send delegates to the IWF Congress and to vote in elections and for motions. All other IWAS members in good standing are allowed to take part as observers in the Congress.

- 9.1.4 Quorum for conduct of business of a Congress is 50% of IWAS member nations participating in the sport of wheelchair fencing.
- 9.1.5 Motions shall be passed by a simple majority (more than 50%) of nations present and allowed to vote at the Congress. Only motions concerning these bylaws and/or recommendations to IWAS Executive Board/General Assembly will require a 2/3 majority of voting members present.
- 9.1.6 Minutes of Congresses are circulated by the IWFEF Secretary General to nations and IWFEF and IWAS Executive Board through IWAS HQ no later than 6 weeks after the meeting.
- 9.2 **IWF Executive Committee Meetings**
- 9.2.1 The Executive Committee Meetings of IWF will convene at least once a year and called for by the Chairman. This can be during the World Championships or other official competition of IWF. The Chairman will be able to convene other meetings aside from the annual ones whenever necessary or if at least three Executive Members request it.
- 9.2.2 In the case of absenteeism of a member of the Executive Committee for two consecutive meetings, except through unavoidable circumstances, of which the Executive Committee will be the sole arbiter, the party in question will be regarded as having resigned and will be replaced by the candidate not elected who received the greatest number of votes at the Electoral Congress.
- 9.2.3 Executive Committee Meetings must be announced at least 4 weeks before the relevant date to ensure that each member has the possibility to join the meeting.
- 9.3 Election Process for the IWFEF
- 9.3.1 The Chairman, Vice Chairman, and the seven (7) Members at Large are elected by at the IWF Congress in the year of the summer Paralympic Games for a period of 4 years
- 9.3.2 They are eligible for re-election at the end of their term of office.
- 9.3.3 The voting for all positions is conducted by secret ballot.
- 9.3.4 To become member of the IWFEF the candidate must be nominated by the IWAS full member organisation in good standing with IWAS, be at least 21 years of age on the date of elections and enjoy the full civic rights of the country to which he belongs
- 9.3.5 Being a member of the IWFEF is incompatible with all National roles.
- 9.3.6 The elections take place in the following order
- Chairman
  - Vice-Chairman
  - Seven (7) Members At Large

- 9.3.7 No person can hold more than one of these positions (but can candidate for more than one position).
- 9.3.8 As soon as an election was made, the elected person must accept or resign this election. If this person accepts and has candidature for other positions, he must be withdrawn from further elections.
- 9.3.9 Each nation that is allowed to vote, has one vote for Chairman, Vice Chairman and seven votes for Members at Large.
- 9.3.10 For the election of Chairman or Vice Chairman the candidate must have the absolute majority of the votes. If there are more than two candidates and no one has the absolute majority, there will be a second ballot of the two best candidates. In this ballot the person with the simple majority of votes is elected. If there is only one candidate, he must receive more votes for than against him.
- 9.3.11 For the seven (7) Members At Large there will be:
- a vote to ensure both genders are represented. One (1) person
  - a vote to ensure all regions are represented. Three (3) persons
  - all candidates nominated that are not elected in these rounds will return to the pool for the final vote to fill the remaining 3 positions.

If there are candidates with an equal number of votes, there will be a second ballot of these candidates.

#### 9.4 The Election Process for Athlete Council

(see IWAS Handbook, Chapter 5 IWAS Procedures and Guidelines, Procedure 2 – IWF Athletes Council Nominations and Election Procedures)

The elections for the Athlete council are held at the World Championships in the year following the Paralympic Games.

##### 9.4.1 Criteria

- Must have compete in either one Paralympic Games or at least two World Championships held in the last 5 years
- Each member federation can nominate one athlete for the Athletes Council
- At least one month before the World Championships, IWAS HQ shall send to each member federation the list of the candidates.
- A list of candidates will be established, each eligible voting participant shall vote for a maximum of four (4) candidates.

#### 9.5 The Election for Coach's Council

- 9.5.1 Each member federation can nominate one single coach for the Coach's Council
- 9.5.2 The IWAS office will compile all candidacy forms and joint documents about the Coaches Council candidates and will submit them to the Executive Committee at its first meeting after the Elective Congress.

Criteria:

- 9.5.3 either be current or have been a past national Team Coach
- 9.5.4 or have participated with their team in a Senior World Championships or the Paralympics Games.
- 9.5.5 or have fencers ranked in the IWAS rankings
- 9.5.6 The candidates cannot:
  - have received a black card during the four-year period preceding their candidacy.
  - refereeing in IWAS competitions during their mandate.

## **10 Operational Regulations**

10.1 All official notifications of Congresses and events where membership status verification or issues concerning IWAS member nations, or potential members are involved must be conducted through IWAS HQ.

10.2 All contracts and agreements involving the sport with another legal entity must be reviewed by the IWAS Executive Board and signed off by the sport, the third party and the President or CEO of IWAS.

### **10.3 Officers**

Any of the positions mentioned in chapter 6 shall be automatically vacated and replaced by the candidate not elected who received the greatest number of votes at the Electoral Congress under the following conditions:

- 10.3.1 Resignation in writing to the Chairman of the IWFEF.
- 10.3.2 Is found by a court to be of unsound mind.
- 10.3.3 Is removed by a resolution passed by the majority of members present and voting at a special meeting of the IWF Congress, convened for that purpose.
- 10.3.4 Does not attend two consecutive regular meetings of the IWFEF without justification.
- 10.3.5 Death.
- 10.3.6 His/her refusal or inability to perform the duties of the office or comply with the IWAS code of conduct and ethics.
- 10.3.7 He/she acts against the IWF bylaws, rules or regulations

All elected officers and accredited/appointed/authorised personnel acting on behalf of the IWFEF are bound by the IWAS Constitution (Memorandum & Articles of Associations) and Bylaws and are further accountable under corporation law as defined in the country of registration at that time in force

## **11 Financial Issues**

11.1 The IWFEF is bound by the financial regulations as defined within the IWAS organisation and operational regulations. All financial activities of the Committee are subject to annual audit in accordance with the statutory fiscal policies and standard operating practices of an incorporated body registered in law. The financial year runs from January 1st to December 31st.

- 11.2 The IWAS General Assembly approves an annual budget allocation to the IWF within the IWAS budget, for which the IWFEF is accountable and responsible for justification and reporting for audit to the IWAS HQ in March of each year.
- 11.3 Furthermore, the Chairman of the IWF Executive Committee has to present a detailed report of the financial activities to the IWFEF members and a summary to the IWF Congress.
- 11.4 IWF, by virtue of being an IWAS sport on the Paralympic Games programme, receives an annual grant from APSO for application in matters concerned with the activities undertaken by the IWF via the IWAS HQ. The application and financial justification for the grant is managed by IWAS HQ.
- 11.5 WF is entitled to charge a sanction fee for official competitions. The IWAS Executive Board is entitled to prescribe a registration fee for official championship and events in wheelchair fencing, which will be applied and collected by IWAS HQ.
- 11.6 In addition, IWF is entitled to raise funds by inviting contributions, fees and honoraria (associated with competitions and officials, classifier training and licensing situations), donations and sponsorship, provided that it shall not undertake any permanent trading activities, and subject to approval/endorsement of all related contracts/agreements.

## **12 Other Rules & Regulations**

- 12.1 The Technical Rules and Regulations of wheelchair fencing its handling in competitions and technical aspects on wheelchair fencing equipment are described in the Official Wheelchair Fencing Rulebook.
- 12.2 Rules and Regulations for the Organisation of World Cup competitions, World and Regional Championships are described in the Rules of Competitions.
- 12.3 The Classification System and its application to the Classification and Reclassification of fencers and protest procedures are described in the Classification Rules.
- 12.4 The Regulation for calculating the International Ranking List as well as the World Cup Ranking List are described in the Calculation of Ranking Lists.

## **13 Relationship**

- 13.1 IWF, as a Standing Committee of IWAS, will ensure that the regulations and bylaws of wheelchair fencing are consistent with IWAS regulations.
- 13.2 IWAS is the IF for wheelchair fencing and the member of IPC on behalf of the sport of wheelchair fencing.
- 13.3 IWF has regular contact with IPC to ensure the quality of wheelchair fencing at Paralympic Games.

13.4 IWF maintain a strong relationship with the FIE to promote wheelchair fencing.

#### **14 Language**

English will be the official language of the IWF including in the IWF Congress. In the case of dispute regarding the interpretation of bylaws, rules and regulations, the English version shall prevail.

#### **15 Amendments & Duration**

- 15.1 Amendment proposals to these bylaws must be sent at least 3 months before the IWF Congress as motions to the IWFEF through IWAS HQ. These motions must be voted for with 2/3 of the legal nations present at the Congress.
- 15.2 These bylaws become effective when accepted during the IWF Congress and can be amended at following IWF Congresses. Amendments may be made by the IWFEF to ensure the lawfulness and correct interpretation of rules and regulations. These changes must be confirmed by the following IWF Congress.