



**International
Handball
Federation**

XXII. Standing Orders for the Council and Commissions

Edition: September 2007

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1. General

- 1.1.** The binding principles for these Standing Orders are the Bylaws of the IHF, particularly articles 15 to 17. The Standing Orders stipulate the working methods of the Council – including the Executive Committee – and the Commissions.
- 1.2.** The members of the Council and Commissions shall receive, from the Head Office, all official material and information of significance to their work.

The Secretary General shall introduce (verbally) newly elected Council members to their duties and rights.
- 1.3.** The members of the Council and Commissions shall receive a pass allowing free entry to all events staged by the IHF, the continental federations and the member federations.
- 1.4.** For their honorary activities, the members of the Council and Commissions shall be reimbursed for their travel expenses and shall be paid a daily allowance in accordance with the stipulations of the Financial Regulations when acting on behalf of these organs.

2. Council

2.1. Meetings

- 2.1.1. The Council shall convene at least twice a year. Extraordinary Council meetings may be called by the President. They must take place if requested by the majority of the Council members.
- 2.1.2. The invitation to an ordinary Council meeting must be sent out 30 days beforehand (postmark), after prior notice has been given at the previous meeting. The necessary supporting documents must be sent out by the Head Office at the same time.
- 2.1.3. Written requests and documents submitted by Council members shall be sent to the Head Office six weeks before the meeting, and justified or explained verbally during the meeting.

- 2.1.4. Meetings shall be chaired by the President or, on his orders, by one of the Vice-Presidents.
- 2.1.5. Once a year, the President shall meet with the Commission presidents in order to discuss and agree the objectives of their work.

2.2. Minutes

- 2.2.1. The Secretary General shall be responsible for taking the minutes. The minutes must contain all resolutions and decisions made.

A precise record shall also be kept of the attendance or absence of Council members.

- 2.2.2. After confirmation by the President, the minutes shall be made available to all Council and Commission members as well as to the member federations and continental federations within 30 days of the meeting. The minutes shall be effective upon adoption by the members of the Council and be checked at the next Council meeting to ensure that they have been implemented.
- 2.2.3. The Head Office shall ensure that the necessary information on Council meetings is made available without delay to the member federations and general public via the official publications of the IHF.

2.3. Voting

- 2.3.1. The Council is quorate if more than 50% of the Council members are present. In case of an act of God (airways strike, natural disaster, etc) resolutions which cannot be delayed may be taken by less than 50% of the Council members. However, they need to be passed at a later date by the members who were not able to be present.
- 2.3.2. In principle, the Council shall take decisions on the basis of a simple majority of the Council members present at the vote. In the event of a tied vote, the President shall have the casting vote.
- 2.3.3. In urgent cases, the President may hold postal votes between Council meetings.
- 2.3.4. Resolutions passed by the Council are binding on all Council members, even those not present, and shall be so presented to the public.

2.4. Correspondence

- 2.4.1. Correspondence (receipt, processing and dispatch of post) is the responsibility of the Head Office (see Standing Orders for the Head Office). To this end, the Secretary General and the Managing Director are authorised signatories in the context of their respective authorities.
- 2.4.2. All correspondence falling under the remit of Council members, if not addressed to them directly, shall be sent immediately to the Council members concerned for their attention. In important matters, copies shall be sent to the Head Office. If necessary, approval shall be obtained from the President or Secretary General before replying to the correspondence.
- 2.4.3. The signature of the President or Secretary General is required for all correspondence with people, organisations and institutions outside the IHF. This shall not apply if the matter has been sent to Council members for their attention.

2.5. Scheduling work

- 2.5.1. The principles for the work of the Council are the resolutions passed by the Congress, particularly the IHF programme of activities (see Bylaws, article 14(7)13).
- 2.5.2. With the assistance of the Council members, the Head Office shall prepare an annual schedule of dates and engagements for the Council, which shall be confirmed at the last Council meeting of the previous year.

3. Executive Committee

Article 16 of the Bylaws and the applicable stipulations of point 2 of these Standing Orders apply to the Executive Committee.

In addition, it shall also decide on personnel matters within the Head Office.

4. Commissions

4.1. Meetings

- 4.1.1. Commission meetings are generally held twice a year, and are chaired by their president. If necessary, the Commission president may call further meetings.
- 4.1.2. The invitation, agenda and necessary supporting documents (brief summaries, where possible) shall be sent out in writing for each meeting

4.2. Minutes

- 4.2.1. A member shall take the minutes of each Commission meeting. After they have been signed by the president, the minutes shall be sent to each member as internal working documents. The minutes shall be checked at the Commission meetings.
- 4.2.2. After every Commission meeting a summary of the matters discussed and any intended applications to the Council shall be produced. This summary shall be sent to the Head Office no later than four weeks after the meeting.

4.3. Working methods

- 4.3.1. Within the Commissions, the presidents are authorised to take decisions. They are accountable to the Congress and Council. They must report to the Congresses and, once a year, to the Council on the work carried out.
- 4.3.2. The presidents may make written applications to the Council on behalf of their Commissions. Such applications must be justified verbally at the Council meeting.
- 4.3.3. The president of each Commission is responsible for allocating tasks within his Commission.
- 4.3.4. At the Commission meetings, the members shall report on the work they have carried out since the last meeting.

4.3.5. All external correspondence arising from the work of the Commission shall be sent by the president. If necessary, Commission members may be included in this work if it falls within the remit allocated to them.

4.3.6. The Commission presidents shall draw up programmes of work for their four-year terms of office. These programmes must be confirmed by the Council, an account being given to the Congress at the end of the term of office.

The programmes of work shall include budgets, broken down by year, which shall become valid after confirmation by the Treasurer. Annual updates and any special applications which become necessary are permitted.

4.3.7. In carrying out all organisational and technical tasks, the presidents shall work closely with the Managing Director and the relevant employees of the Head Office.

Supplement instructions for the COC

Additional motions also have to be submitted in written to the Commission presidents (if possible).

Every discussion shall be preceded by a brief report on the issue. The claimant briefly explains his proposition before the president opens the debate.

In the period between the meetings all urgent matters are transmitted by fax, e-mail or post.

In the period between the meetings, a determined, active and transparent collaboration is expected. Every member is allocated specific tasks, which are to be prepared and processed. The other COC members are to be informed by mail on the respective activity.

Tasks and Competencies

The COC acts within the framework of the general strategy of the IHF.

Its operations must be determined towards supporting the interest of handball around the world.

Further on it deals with business it has been allocated by the Congress and the Council.

It is responsible for a smooth, attractive, media-suitable and if possible profitable running of the competition.

It maintains and improves contacts with regard to playing possibilities between member federations in all continents.

It cares for innovative impulses.

It takes decisions within its competencies and guarantees continuous examination of its aims and results.

It always acts according to the principles of the services sector and provides all parties interested with high standard.