



*Fédération
Aéronautique
Internationale*

FAI Statutes & By-Laws Working Group

Terms of Reference

As of July 1st, 2013

General Conference 2023 - Update from 01 July 2013 version:

Addition of the word By-Laws to the title and under 1.1. correction of the cross-reference to Statute 5.1.2.3.

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1. OPERATIONAL STRUCTURE

1.1 Establishment

The Statutes and By-Laws Working Group is a working group of the FAI General Conference established by the 97th FAI General Conference under the provisions of Statutes 3.4.1.9. and 5.1.2.3.

1.2 Membership

1.2.1 Number of Members

The Statutes and By-Laws Working Group shall consist of 5 elected members including the Working Group Chairman. In addition, to ensure good liaison and communication between the Statutes and By-Laws Working Group and the Executive Board, the FAI President shall appoint an Executive Director as an additional non-voting member.

1.2.2 Composition

Nominations for the post of Chairman and members of the Working Group shall be made by the FAI President. The General Conference may nominate additional candidates for the positions of Chairman and members. The Chairman and the members of the Working Group shall be elected, in two separate votes, by the General Conference.

1.3 Mission

The mission of the Statutes and By-Laws Working Group is:

1.3.1 To examine and, if appropriate, propose amendments to proposals and changes to the Statutes and By-Laws, and to perform any other tasks related to the Statutes and By Laws as assigned by the Executive Board or General Conference.

1.4 Term

1.4.1 The Statutes and By-Laws Working Group shall be elected by the General Conference for a two-year term. Elections shall take place in the years when no Executive Board elections are held, so that the terms of office of the two bodies overlap.

1.4.2 Statutes and By-Laws Working Group members may be re-nominated and re-elected for an unlimited number of further two-year terms.

1.4.3 In the event that a member other than the Chairman of the Statutes and By-Laws Working Group dies, resigns or is permanently incapacitated, the post shall remain vacant until the next General Conference, at which a new member shall be nominated by the FAI President for election for the remaining year of the two-year term or for a full new term as appropriate. The General Conference shall have the opportunity to nominate additional candidates.

1.4.4 In the event that the Chairman of the Statutes and By-Laws Working Group dies, resigns or is permanently incapacitated, the FAI President shall appoint an Acting Chairman from among the Working Group members. This person shall serve until the next General Conference at which a new Chairman shall be nominated for election by the FAI President. The General Conference shall have the opportunity to nominate other candidates.

1.5 Procedures

- 1.5.1 Decisions of the Statutes and By-Laws Working Group shall wherever possible be taken by consensus. Where no consensus can be achieved, each Member of the Statutes and By-Laws Working Group shall be entitled to one vote. If a Working Group vote results in a tie, the Chairman may in addition to his own vote cast a tie-breaking vote.
- 1.5.2 A quorum of the Working Group shall be not less than three voting members. In the case that only three voting members are present, any decision of the Working Group must be unanimous.

1.6 Administration

- 1.6.1 **Role of FAI Secretariat.**
In general, the day-to-day business of the Statutes and By-Laws Working Group is performed with the help of the FAI Secretariat under the supervision of the FAI Secretary General.
- 1.6.2 **Statutes and By-Laws Working Group Operating Costs**
In principle, Statutes and By-Laws Working Group operating costs shall be financed from FAI's ordinary operating budgets.
- 1.6.3 **Remuneration of Statutes and By-Laws Working Group Members**
Statutes and By-Laws Working Group members shall receive no form of remuneration, other than the refund of travel expenses.
- 1.6.4 **Expense Refund when Combining Duties**
Travel expenses that accrue when Statutes and By-Laws Working Group duties coincide with the attendance at meetings of other FAI bodies of which the Statutes and By-Laws Working Group member is a delegate (such as General Conference, ASC Presidents Group, etc.) will not be reimbursed.
- 1.6.5 **Travel Expenses Refund**
If the Statutes and By-Laws Working Group needs to travel in connection with its duties, such journeys shall be authorized in advance by the Secretary General. Refunds will be made only on production of original receipts.

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