



WORLD CURLING FEDERATION

OLYMPIC WINTER SPORT

**Constitution
&
By-Laws**

Secretariat
April 2009

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**CONSTITUTION
OF THE
WORLD CURLING FEDERATION**

I DENOMINATION

Article 1

- a) Under the name "WORLD CURLING FEDERATION" (herein after "WCF") a non-profit making Corporation has been formed regulated by the present Constitution and By-Laws, and accessorially by the articles 60 and following of the Civil Code of Switzerland. As a Non-Profit making organization, all profits and surpluses will be used for the promotion and development of curling worldwide. No profit or surpluses will be distributed other than to another non-profit and of public service corporation on the dissolution of the Federation.
- b) The Royal Caledonian Curling Club, the Mother Club of Curling, which initiated the founding of the WCF shall be officially recognised as such and represents Scotland.

II PURPOSE AND AIMS

Article 2

The purpose and aims of the WCF are:

- a) to represent curling internationally and to facilitate the growth of such sport throughout the world;
- b) to promote co-operation and mutual understanding amongst Member Associations and to unite curlers throughout the world;
- c) to defend and further the interests of world curling;
- d) to conduct world curling competitions;
- e) to formulate rules of the sport of curling for world competitions and all other competitions approved by the WCF;
- f) to respect the autonomy of its Member Associations.

III HEAD OFFICE AND DURATION

Article 3

The registered office of the WCF is in Lausanne (Switzerland).

Article 4

- a) The WCF is founded for an unlimited period of time.
- b) The WCF can decide its dissolution at any time.

IV MEMBERS

A GENERAL

Article 5

- a) The WCF is composed of Member Associations within a number of zones as determined by the General Assembly.
- b) Any new Member Association accepted at a General Assembly is immediately incorporated into one of the zones of the WCF.
- c) The Member Associations of each zone are listed by a By-Law.

B ADMISSION

Article 6

- a) Any association may apply to become a member of the WCF.
- b) Only one curling association recognized by its own National Olympic Committee shall become a member of the WCF.
- c) Any form of discrimination with regard to a Member Association, or a person, on grounds of race, religion, politics, gender or any other harassment, is incompatible with membership of the WCF.

Article 7

To be accepted as a member of the WCF, a Association shall:

- a) make a written application to the Executive Board containing its Association Statutes;
- b) accept the regulations of the WCF Constitution, By-Laws and Rules.

Article 8

- a) There are two forms of Membership, Provisional and Full. All new members accepted from 10 December 2003 will be granted Provisional Status. Full membership will be granted after:
 - i) Recognition as the only organisation representing curling in that country is obtained from the National Olympic Committee (NOC) or equivalent National body, if not already received. Provisional membership will be withdrawn if the NOC of the country concerned subsequently provides recognition to another organisation and
 - ii) Participation in a zonal qualifying competition, or challenge competition for a World Men's or Women's, or World Junior Men's or Women's Curling Championship, or in one of these Championships, at least once within a period of 4 years. and
 - iii) Attendance in person by a representative at two General Assemblies of the WCF, within a 4 year period.

Provisional members shall be entitled to all privileges of Full membership but without the right to propose or second motions, or to vote at General Assemblies. A representative of a Provisional Member cannot be nominated for a position on the Executive Board.

Provisional members shall pay the same subscription as Full members.

All privileges associated with Full Membership shall be available from the first General Assembly held after the second attendance.

Full Members of the WCF prior to 30 April 2004, who have not fulfilled the requirements for full membership within the last 2 years from 30 April 2002, and who do not do so before 30 April 2006, will revert to Provisional Membership status. Thereafter, any Full Member who does not comply with ii) or iii) will also revert to Provisional Status

- b) Decisions on applications for membership of the WCF are made by the General Assembly.

C WITHDRAWAL AND EXCLUSION

Article 9

A Member Association may at any time withdraw from membership of the WCF by a written letter to the Executive Board.

Article 10

- a) the General Assembly may expel or temporarily suspend a Member Association for any one of the following reasons:
- non-payment of subscriptions or any other debts due to the WCF;
 - infringement of the Constitution or Rules;
 - any other peremptory justified reason;
 - any justified reason given by written request of one-fifth (1/5th) of the Member Associations.
- b) the General Assembly will give its decisions after having heard the Representatives of the Member Association concerned.
- c) the Decision has to be supported by a majority of two-thirds (2/3) of all eligible votes, whether present or not.

Article 11

A Member Association which has withdrawn its membership, or has been expelled, has no claim against the assets of the WCF.

V BODIES

Article 12

The bodies of the WCF are:

- a) The General Assembly
- b) The Executive Board and the Management Committee
- c) The Auditors

VI GENERAL ASSEMBLY

A GENERAL AND FORMATION

Article 13

- a) The General Assembly is the supreme authority of the WCF.
- b) The General Assembly consists of the Representatives of the Member Associations and the Executive Board.

Article 14

- a) Each Member Association freely appoints its Representatives as follows:
- 4 Representatives for the Member Associations with over 10,000 curlers;
 - 3 Representatives for the Member Associations with between 3,001 and 10,000 curlers;
 - 2 Representatives for the Member Associations with under 3,001 curlers.
- b) Each Member Association shall appoint at least one man and one woman as Representatives.
- c) Vacancy within a Member Association shall be filled by appointment by the Member Association concerned.

B TYPES OF ASSEMBLIES

Article 15 - Annual General Assembly

The Annual General Assembly is held during the week of the World Curling Competitions, wherever they are played.

Article 16 - Semi Annual General Assemblies

A Semi Annual General Assembly may be held each year at the discretion of the General Assembly or of the Executive Board.

Article 17

- a) A Special General Assembly may be called by the President with the agreement of the majority of the Executive Board.
- b) A Special General Assembly shall be called upon request of one third (1/3) of the Member Associations. The request shall be sent to the Secretary General. The Assembly shall be called by the President within sixty (60) days of the date of receipt of the request.
- c) Notice of a Special General Assembly shall specify the business to be transacted and no other business shall be considered.

C NOTICES

Article 18

- a) All notices of Assemblies, together with the agenda, shall be received by the Representatives and Member Associations forty-five (45) days before the date of the Assembly.
- b) Notices of Motion to change the Constitution or the By-Laws shall be received by the Secretary General sixty (60) days in advance of the General Assembly for circulation with the Notice calling the General Assembly. Proposed constitutional changes, without prior notice, may be dealt with if two-thirds (2/3) of all eligible votes are present, and with unanimous consent.

D QUORUM

Article 19

To conduct WCF business at General Assemblies, a minimum of one-half (1/2) of all eligible votes shall be present and two (2) of the WCF's zones shall be represented.

Article 20

- a) When the General Assembly must deliberate upon the dissolution of the WCF, any decision shall be valid only if two-thirds (2/3) of the Member Associations are present.
- b) If there is no such quorum, a second Notice shall be sent (as defined in art. 18) indicating that any decision shall be valid no matter how many Member Associations are present.

E VOTING

Article 21 - Voting right

- a) Only the Representatives of Member Associations which have paid their subscriptions, including arrears, according to the By-Laws, shall be entitled to vote at General Assemblies, or move or second a motion.
- b) Representatives from a Member Association are entitled to vote differently from each other.
- c) Representatives carrying proxies are entitled to vote differently for themselves and for their proxies, and that, whether the proxies be discretionary or directive.
- d) Executive Board Members shall not serve as Representatives and shall have no vote at General Assemblies. The President only has a casting-vote.

Article 22 - Assignment of Votes

- a) The votes of the Member Associations are determined as follows:
 - 8 votes for Member Associations with more than 10,000 curlers;
 - 6 votes for Member Associations with between 3,001 and 10,000 curlers;
 - 4 votes for Member Associations with between 501 and 3,000 curlers;
 - 2 votes for Member Associations with under 501 curlers.
- b) Each Representative shall be eligible to carry a minimum of two (2) votes and a maximum of four (4) votes from his Member Association. For Member Associations with less than 501 curlers, each Representative shall be eligible to carry a minimum of one (1) vote and a maximum of two (2) votes from his Member Association.

Article 23 - Proxies

- a) Within a Member Association:
 - a Representative may carry proxies of other Representatives within the limits provided by Art. 22(b).
- b) Proxy of another Member Association:
 - i) Should a Member Association not attend a General Assembly its Representatives may confer a proxy upon a Representative of another Member Association;
 - ii) Only one Representative per Member Association may carry a proxy;
 - iii) No Representative may carry more than one (1) proxy of another Member Association's Representative.
- c) The proxies are valid for all decisions taken during the General Assembly concerned.
- d) The Proxy shall be given in writing to the Secretary General at least one week before the General Assembly. In special circumstances a proxy may be transmitted to the Secretary General without a full week's notice, in which case the Executive Board shall decide the validity of the proxy.

Article 24 - Voting System

- a) All decisions are taken by show of hands.
- b) However, vote by secret ballot is necessary for the following decisions:
 - election of the Executive Board Members;
 - dissolution of the Federation;
 - any other decision upon request of all Representatives present of three (3) Member Associations.

Article 25 - Majority

- a) Decisions are taken by an absolute majority of eligible votes present at a General Assembly, which means more than half of the eligible votes, excluding blanks and abstentions.
- b) However, a two-third (2/3) majority of all eligible votes of Member Associations, whether present or not at a General Assembly, is required for the following decisions:
 - expulsion of a Member Association [Art. 10(c)];
 - dissolution of the WCF [Art 26(k) + 44] and, for changes to the Constitution a 2/3 majority of eligible votes present at a General Assembly is required.

F POWERS

Article 26

The General Assembly has the following powers:

- a) election of the Members of the Executive Board;
- b) election of each member of the Management Committee;
- c) approval of the auditors;
- d) approval of the Reports of the Executive Board;
- e) approval of the accounting records and financial statements and discharge to the Executive Board.
- f) approval of annual subscriptions;
- g) approval of the budget;
- h) admission or exclusion of a Member Association;
- i) decision on any proposal in the agenda or arising during the General Assembly;
- j) changes to the Constitution and By-Laws;
- k) dissolution of the Federation.

VII EXECUTIVE BOARD

Article 27 - Formation

- a) The Executive Board comprises seven (7) Members:
 - a President
 - a Vice President
 - a Director of Finance
 - four (4) Members
- b) An Executive Board member shall not serve as a Representative of a Member Association.
- c) Each of the seven Executive Board Members shall be from a different Member Association, with a guaranteed seat for Scotland, Canada and USA.
- d) The Executive Board shall comprise both male and female members.
- e) The Different Members of the Executive Board are elected or appointed according to a specific By-Law.

Article 28 - Period of Office

- a) Executive Board Members are elected or appointed for a two- (2)-year term of office.
- b) Executive Board Members are eligible for a maximum of four (4) consecutive terms in the same position, (inclusive of terms already served by those re-elected at the Annual General Assembly on 9 April 2008).
- c) An Executive Board member may serve a maximum of twenty (20) years cumulatively irrespective of the positions held.
- d) Vacancies on the Executive Board shall be filled as defined in a By-Law.
- e) The period of office of an Executive Board Member shall be unaffected by any revision to the Constitution unless otherwise stated.

Article 29 – Removal of an Executive Board Member

A written statement clearly detailing the reasons for proposed removal must be received by the WCF Secretary General from a Member Association of good standing, sixty (60) days in advance of a General Assembly at which a motion for removal may be tabled. A three-quarter (3/4) majority of all eligible votes of Member Associations, whether present or not, is required to remove an Executive Board member from office.

Article 30 - Organisation

The Management Committee is made up of the President, the Vice-President and the Director of Finance, who are defined as Officers of the Federation.

Article 31 - Notice

- a) Meetings of the Executive Board are called by the President or by the majority of the Members of the Executive Board.
When requested by the majority of the Executive Board Members, the President shall call the meeting within thirty (30) days after the request.
- b) The Management Committee meets whenever necessary.

Article 32 - Quorum and Vote

1 Quorum -

To conduct Executive Board business, at least one (1) Officer and four (4) Executive Board Members, representing at least two (2) zones, shall be present.

2 Vote

- a) Each Member of the Executive Board, except the President, has one (1) vote.
- b) The President only has a casting vote.
- c) The Members of the Executive Board shall not be represented by proxies.

Article 33 - Powers

- a) The Executive Board has the following powers:
 - management and administration of the WCF;
 - presentation for acceptance by the General Assembly of the Management Report, the accounts and the budget;
 - expenses of the budget up to \$20,000,
 - authority to borrow such sums as may be required from time to time,
 - solve any litigation arising between Member Associations, Representatives and Curlers;
 - when urgent, take decisions normally assumed by the General Assembly (as per Art. 26), except election of Executive Board Members, expulsion of a Member Association, changes to the Constitution and dissolution of the WCF.

In such a case the decision must be approved by the next General Assembly.

The Executive Board is responsible to the General Assembly.

- b) The Management Committee shall implement the direction of the Executive Board or the General Assembly in the interim between Executive Board meetings.

The Management Committee is responsible to the Executive Board.

VIII AUDITORS

Article 34

- a) The auditors are approved each year by the General Assembly.
b) The auditors shall present an annual report to the General Assembly.

IX COMPROMISSORY CLAUSE

Article 35

- a) Any decision made by the General Assembly of the WCF, or by the Judicial Committee of the WCF, may be the object of appeal arbitration proceedings in accordance with the Code of sports-related arbitration of the Court of Arbitration for Sport in Lausanne, Switzerland. The time limit for appeal is twenty-one (21) days following the communication of the decision concerning the appeal. All recourse to ordinary courts is excluded.
b) The WCF undertakes to comply with the provisions of the World Anti-Doping Code as amended from time to time and any subsequent provision.

X SECRETARIAL OFFICE

Article 36 - Location

- a) The headquarters of the WCF is based in Scotland.
b) Any change of location shall be approved by the General Assembly.

Article 37 - Secretary General

- a) The Executive Board appoints the Secretary General.
b) The Secretary General is member, *ex-officio*, of all General Assemblies, Executive Board meetings and Management Committee meetings and takes the minutes of these various meetings.
c) The Secretary General takes part in the discussion but has no right to vote.
d) The Secretary General is responsible to the Executive Board for his activity.

XI FINANCE

Article 38

The income of the WCF consists of:

- contribution from the International Olympic Committee;
- annual subscriptions of the Member Associations, which are fixed in a rule according to the number of curlers per Association;
- contribution from sponsors;
- donations;
- proceeds from rights or from sales;
- hosting fees from world competitions;
- miscellaneous.

Article 39

The financial year of the WCF shall be 1 July until 30 June.

XII REPRESENTATION AND RESPONSIBILITY

Article 40 - Representation

- a) The joint signature of the President and another member of the Management Committee is necessary to validly bind the WCF in any contractual relationship.
b) The signature of any contract or document binding the WCF shall be approved by the Executive Board.
c) Any contract of a duration of more than one (1) year, other than World Curling Championship hosting contracts, shall be ratified by the next General Assembly.

Article 41 - Responsibility

- a) Liabilities of the WCF are only guaranteed by its assets.
b) No liabilities may be incurred by a Member Association or its Representatives.
c) The Members of the Executive Board are responsible only for their personal illegal acts.

Article 42 - Remuneration and Expenses

- a) No Representative shall be paid any remuneration for their services to the WCF.
b) Members of the Executive Board shall be reimbursed for expenses incurred in attending meetings or other business on behalf of the WCF.
c) With the prior approval of the Executive Board, a Representative may be reimbursed for expenses incurred when performing special duties for the WCF.
d) The Secretary General and employees engaged by the Executive Board are paid a salary fixed by the Executive Board.

XIII LANGUAGE AND INTERPRETATION

Article 43

- a) The official language of the WCF shall be English.
- b) For interpretation of the WCF documentation, decisions, constitution, by-laws, rules or voice recording, the English text prevails.

Article 44

Whenever the word indicating the masculine is used, it also includes the feminine.

XIV DISSOLUTION

Article 45

- a) The decision pronouncing the dissolution of the WCF is taken according to article 20 of the present Constitution;
- b) The General Assembly, having pronounced the dissolution, is entitled to decide by simple majority of the voting members the allowance of the remaining assets of the WCF, which have to be allocated to a non-profit and of public interest corporation.

XV ENTRY INTO FORCE

Article 46

- a) The present Constitution, adopted by the General Assembly of 13 December 1995, comes into force on 1 January 1996.

List of By-Laws

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BY-LAW No 1 AGENDA OF THE GENERAL ASSEMBLY

- 1 Reading of Notice of Assembly.
- 2 Report on Credentials of Representatives and Quorum.
- 3 Exclusion/suspension of a Member Association.
- 4 Additions to the Agenda.
- 5 Approval of the Agenda.
- 6 Reading of the Minutes of the last General Assembly and approval thereof.
- 7 Business arising out of the Minutes.
- 8 Report of the President.
- 9 Report of the Executive Board and Committees.
- 10 Report of the Director of Finance.
- 11 Report of the Auditors.
- 12 Approval of the Financial Statement and Discharge to the Executive Board.
- 13 Appointment of the Auditors.
- 14 Presentation and approval of the budget.
- 15 Approval of annual subscriptions
- 16 Resolutions.
- 17 Further business.
- 18 Elections.
- 19 Acceptance of a new Member Association.
- 20 Date and location of next General Assembly.

BY-LAW No 2 LIST OF MEMBER ASSOCIATIONS
ZONE 1 EUROPE

The Royal Caledonian Curling Club (Scotland)
Andorra Curling Association
Austrian Curling Association
Belarusian Curling Association
Belgium Curling Association
Bulgarian Curling Association
Croatian Curling Association
Czech Curling Association
Danish Curling Association
English Curling Association
Estonian Curling Association
Finnish Curling Association
French Curling Association
German Curling Association
Hellenic Curling Federation
Hungarian Curling Association
Icelandic Curling Association
Irish Curling Association
Italian Ice-Sports Federation
Kazakhstan Curling Association
Latvia Curling Association
Liechtenstein Curling Association
Lithuanian Curling Association
Luxembourg Curling Association
Netherlands Curling Association
Norwegian Curling Association
Polish Curling Federation
Spanish Ice Sports Federation
Russian Curling Federation
National Curling Association of Serbia
Slovakian Curling Association
Swedish Curling Association
Swiss Curling Association
Welsh Curling Association

ZONE 2 THE AMERICAS

Brazilian Ice Sports Federation
Canadian Curling Association
United States Curling Association
US Virgin Islands Curling Association

ZONE 3 THE PACIFIC

Australian Curling Federation
Chinese Curling Association
Japan Curling Association
Korean Curling Federation
New Zealand Curling Association
Chinese Taipei Curling Federation

BY-LAW No 3 ELECTION OF EXECUTIVE BOARD

CHAPTER ONE - ELECTORAL PROCEDURE

I GENERAL

- a) Nominations for the election of Executive Board Members shall be made in writing by a Member Association to the Secretary General at least sixty (60) days in advance of the Assembly at which elections are due to take place.
- b) All Nominations shall be distributed to the Member Associations and their Representatives, with the Agenda forty-five (45) days prior to the Annual General Assembly.
- c) At the time of nominations or election each candidate shall be, or have been a Representative of a Member Association with at least one attendance at a General Assembly of the WCF.
- d) For each election, any Executive Board Member must be nominated with the approval of his Member Association.

II TELLERS

The General Assembly appoints two (2) tellers who:

- a) shall be in possession of a sealed envelope containing the Executive Board's casting-vote for the election of the President;
- b) shall be in possession of a sealed envelope containing the President's casting-vote of each position except the President;
- c) shall count the number of votes in favour of each candidate;
- d) shall announce the result of each election, making no reference to the number of votes cast for each candidate;
- e) shall destroy all voting-papers immediately after the end of the elections.

III ORDER OF PROCEDURE

a) One candidate for one position

The candidate is elected by acclamation.

b) Two candidates for one position

The candidate securing an absolute majority is elected.

c) More than two (2) candidates for one position

- 1) A candidate is elected when securing the absolute majority.
- 2) If there is no absolute majority after the first ballot, the candidate(s) with least number of votes shall be eliminated from the election for this position.
- 3) From then on, and for all following ballots, the procedure remains the same until a candidate secures an absolute majority.

IV CHRONOLOGY OF THE ELECTION

a) Management Committee

The Management Committee is elected as follows:

- 1) The President
- 2) The Vice President
- 3) The Director of Finance

b) Members at Large

1) Missing Gender

If both genders are not represented after the election of the Management Committee, the next position shall be filled by the election of the missing gender-candidate who secures an absolute majority vote.

2) Associations with a guaranteed seat

If, at that point, Canada, Scotland and USA are not represented on the Executive Board, the next place shall be filled by appointment from such association(s), provided that the Executive Board Member elected or appointed is or has been a Representative of his association with at least one attendance at a General Assembly of the WCF.

3) Remaining positions at large

- a) The procedure stipulated under point III c) is followed.
- b) A candidate eliminated from one position may run for election for a following remaining position at large.

CHAPTER TWO - VACANCY ON EXECUTIVE BOARD REPLACEMENT

1 President

In the event that the President is unable to complete his term, the Vice-President shall carry out his duties until the next Annual General Assembly.

2 Vice-President and Director of Finance

In the event that the Vice-President or the Director of Finance are unable to complete their term, the Executive Board shall appoint a member of the Executive Board to carry out their duties until the next Annual General Assembly.

3 Nations with a guaranteed Seat

The Member Association shall fill the vacant seat by appointment until the next Annual General Assembly.

The Executive Board Members representing Canada, Scotland and USA may be replaced by their Association during their two-year mandate, provided that they have been serving as Representatives of their respective Associations with at least one attendance at a General Assembly of the WCF.

4 Other Executive Board Members

If the vacant Executive Board position was held by another person, the Executive Board carries out his duties until the next Annual General Assembly.

BY-LAW No 4 COMMITTEE STRUCTURES

I GENERAL

The activities of the WCF are divided into the following areas:

- Competitions
- Rules
- Finance
- Marketing
- Constitution
- International and Corporate Relations
- Programmes and Services
- Operations

II STANDING COMMITTEES

- 1) Standing Committees shall be formed for:
 - Competition and Rules
 - Constitution
 - Marketing and Development
 - Programmes and Services
- 2) Each Standing Committee is under the responsibility of an Executive Board Member who shall form a Committee.

III AD HOC COMMITTEES

Ad Hoc Committees may be appointed from time to time by the Executive Board to work in a specific area of endeavour.

IV PROCEDURE

- 1) Reports of the activities of such Committees shall be given at the next General Assembly by the Convenor of the respective Committee.
- 2) The Committees are responsible to the Executive Board for their activities.

V REIMBURSEMENT OF EXPENSES

Members of the Committees shall be reimbursed for the expenses incurred when performing their duties for the Committee with prior approval of the Executive Board.

CHAPTER ONE - POWERS

Article 1

The Judicial Committee is responsible for solving disputes arising only during the Championships organised by (or controlled by) the WCF, to the exclusion of any other international or national championship or tournament.

Article 2

The Judicial Committee solves all disputes brought up by a Member Association, a team, a player or an official concerning the behaviour of a player, a team, a Member Association or an official of any other competing association.

Article 3

The Judicial Committee has the power to impose the necessary sanctions relating to doping offences:

CHAPTER TWO - GENERAL

I COMPOSITION

Article 4

The Judicial Committee shall be composed of such members of the Executive Board of the WCF as may be appointed to deal with doping offences and disputes as they arise from time to time.

Article 5

In each case the Judicial Committee appoints the President of the panel, who:

- conducts the procedure
- has a casting-vote in case of equality of votes
- writes and signs the decision on behalf of the Judicial Committee

II CONFLICT OF INTEREST

Article 6

Any Member of the Judicial Committee may decide to decline to give an opinion, or may be challenged by one of the parties, for the following reasons:

- a) same nationality or relationship by blood or marriage with any person or Member Association involved;
- b) the Member has been a counsel in the dispute, has given his opinion on the case or had cognisance of it as a judge or an arbitrator.
- c) any other cause of legitimate doubts over his impartiality.

Article 7

A Spontaneous declaration of conflict of interest by a Member of the Judicial Committee when a Member of the Judicial Committee spontaneously declines to give his opinion, the Judicial Committee takes note of his decision.

B Challenge of a Member by one of the parties.

- 1 The request is made in writing and indicates the reasons for the challenge.
- 2 To be admissible, the challenge shall be brought before the Judicial Committee starts sitting, or immediately after the grounds for challenge have become known.
- 3 The Judicial Committee decides in absence of the member challenged.
- 4 The decision stating brief reasons is final and immediately enforceable.

III QUORUM AND MAJORITY

Article 8 QUORUM

A decision is valid only when a minimum of three (3) members of the Judicial Committee are present.

Article 9 MAJORITY

Decisions are taken by simple majority, each member, including the President, having one vote, the President having a casting-vote in case of equality of votes

IV LANGUAGE

Article 10

- 1 English is the official language for written submissions and oral presentation.
- 2 However, another language may be used, if necessary, in the presence of an English interpreter.

Article 11

The decision shall be written in English.

V COSTS

Article 12

- 1 All proceedings before the Judicial Committee are free of charge.
- 2 However, the parties shall pay their own counsel's and/or interpreter's fees.

Article 13

No fees or reimbursement of expenses shall be paid to the members of the Judicial Committee.

CHAPTER THREE - PROCEEDINGS

I THE REQUEST OF THE APPEAL

Article 14 Time Limit

Any complaint shall be submitted to the Secretary General of the WCF or, if absent, to an officer of the WCF, within two (2) hours from the knowledge of the facts.

Article 15 Form

Every complaint shall be in writing, briefly stating the facts and legal arguments.

I PROCEEDING BEFORE THE JUDICIAL COMMITTEE

Article 16

The President of the Panel immediately sets the hearing to hear the parties and the eventual witnesses.

Article 17

Parties are allowed to produce written submissions.

Article 18

The Judicial Committee deliberates and decides immediately after the end of the hearings.

Article 19 The decision

- 1 The decision, stating reasons, dates and signed by the President of the Panel, is immediately communicated to the parties.
- 2 The Panel may decide to communicate the holding of the decision to the parties prior to the reasons.
- 3 The decision shall enter into force as from written communication of the holding.

BY-LAW No 6 SUBSCRIPTIONS

I AMOUNT

The amount of the annual subscription to be paid by each Member Association is fixed in consideration of the number of curlers of such Member Association.

II PAYMENT

- 1) Each Member Association shall pay its annual subscription before September 1st of each year.
- 2) Notices of Subscription will be mailed to each Member Association not later than thirty (30) days prior to the end of the preceding fiscal year.
- 3) Any Member Association which has not paid its subscription by September 1st shall receive a demand for immediate payment.
- 4) In cases of non-payment, despite demand for payment, the procedure provided by article 10 of the Constitution may apply.

BY-LAW No 7 MINUTES AND HANDBOOK - ADMINISTRATION

I MINUTES

- 1) All Minutes of General Assemblies, Executive Board meetings, Management Committees and other Committee meetings are held by the Secretary General.
- 2) The Secretary General records in the Minutes the decision taken by the General Assembly, the Executive Board and the Management Committee.
- 3) All Minutes of General Assemblies and Executive Board meetings are sent to all Member Associations, all Representatives and all Executive Board Members within forty-five (45) days following the date of the Assembly or Meeting concerned.
- 4) The Secretary General is responsible for keeping and distributing the Minutes.

II HANDBOOK

- 1) The WCF shall publish every year a World Curling Official Handbook containing name and address of the Member Associations, the Representatives and the Executive Board Members, the Constitution and By-Laws, Rules and such other matters considered by the WCF as of general World Curling interest.
- 2) The Secretary General is responsible for the publication of the World Curling Official Handbook.

III NAMES AND ADDRESSES

Each Member Association is required to confirm to the Secretary General, in writing, the names, addresses and contact numbers of their Secretary and Voting Representatives when nominated, and the name of their President, and advise of any replacements as and when they occur.

IV NUMBER OF CURLERS

Each Member Association is required to confirm, in writing, the number of curlers registered with their Association/Federation by 31 March each year.

CREDENTIALS FOR MEMBERSHIP

1. *Eligibility*- Any curling association is eligible to join the World Curling Federation.
2. *Membership*- Membership is granted according to Articles 6, 7 & 8 of the Constitution of the WCF.
3. *Number of Representatives, Voting and Subscription*. The undemoted scale shows the rights and financial responsibilities of member association

NO. OF CURLERS	REPRESENTATIVES	VOTES	SUBSCRIPTION US\$
Associations with up to 500	2	2	200
from 501 to 3000	2	4	550
from 3001 to 10,000	3	6	1,300
over 10,000	4	8	2,600

4. Representatives of any curling association, which has not yet fulfilled the Credentials for joining the WCF are permitted to attend Open Meetings of the WCF as observers.

MINIMUM STANDARDS REQUIRED BY MEMBER ASSOCIATIONS FOR ENTRY TO WCF COMPETITIONS

- (1) **Curling Season:** a minimum of three months.
- (2) **Eligibility:** Eligibility is based on curlers who are qualified nationally to represent their country either by birth, children of parents born in that country, or by permanent residence in that country for a consecutive period of at least two years before the first of April in the year of the WCF Competitions. A person is qualified to play for his/her spouse's country if resident in that country. It should be noted that this eligibility and qualification will not apply to playing in the Winter Olympic Games, which will be governed by the regulations of the International Olympic Committee.
- (3) **Standard of Play:** The WCF may judge if the standard of play of that country is adequate to enter the WCF Competitions.
- (4) **Qualification:** No Member Association whose Annual Subscription and arrears to the WCF are not paid by 30 September of each year, is eligible to enter the WCF Competitions during the current operating year.