

UIAA GENERAL REGULATIONS

FOR THE COMMISSIONS

Version 20200915

This guide presents the organisation of a UIAA Commission, defines the conditions for becoming a Commission member and describes the rights and obligations of members.

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VERSION	V_20200915
LAST UPDATED	12 December 2011 23 October 2015 26 September 2020

1. Structure and Constitution

1.1 Formation, Size

The Management Committee creates, maintains and dissolves Commissions, appoints the full members of each Commission and outlines the tasks and purpose of each Commission (Art. 15d of the Articles of Association / AoA).

Members: There shall be two types of members of a Commission, namely, full members, corresponding members.

- 1.1.1 A Commission may have as many full members as in the judgment of the Management Committee best serve the purposes of the Commission from time to time. Full members are nominated by UIAA member Federations and recommended by the Commission before they are approved.
- 1.1.2 A Commission may have as many corresponding committee members as in the Commission's judgement best serves the interest of the Commission after taking into account any recommendation of the number of corresponding members made by the Executive or Management Committee. Corresponding members may be nominated either by member federations or by Commission members and may be approved by the Commission President.
- 1.1.3 The term of each full member of a Commission is 4 years from the date of the member's appointment by the Management Committee. The Commission President and the Commission VP may hold the position for two consecutive terms. Full members of a Commission may hold their position for three consecutive terms. The Management Committee may extend the term of Commission President and individual Commission members.
- 1.1.4 Notwithstanding section 1.1.3 if the maximum term of the person who is the President or Vice – President extends beyond the term limit of full members of a Commission set out in section 1.1.3, the maximum term of the persons occupying the position of President or Vice -President shall be extended to enable such person to complete the person's term as President or Vice -President.
- 1.1.5 In order to guarantee the continuity of the work of the Commissions the replacement of a Member during his or her term may only be granted as an exception and following the normal procedure of election.
- 1.1.6 The Management Committee appoints the President and Vice-President of each Commission (Art 15d and Annex 3 Art 3, AoA) after taking into account any recommendation of candidates made by the Commission for both positions. Each Commission will have one Vice-President who shall replace the Commission President in case of absence.

- 1.1.7 Each Commission may recommend candidates for Commission President and Vice-President to the Management Committee. The newly elected President or Vice – President 's term will replace his or her current Commission term as a Commission member.
- 1.1.8 Procedures concerning the elections (such as deadlines for proposals of candidates) will be set by the Executive Board.
- 1.1.9 Full or corresponding Commission members may be removed from Commission membership, at any time during their term, by their federation or by resolution of the Management Committee, each acting reasonably but in its sole and complete discretion.

1.2 Candidates for Commission Membership

- 1.2.1 Candidates for full membership in a Commission must be proposed in writing by their member Federation. The proposal shall include a curriculum vitae of the candidate stating in particular his/her experience in the field of activity of the Commission as well as his/her language skills.
- 1.2.2 Candidates should be able to follow discussions in the English language.

1.3 Participation at meetings

- 1.3.1 Full Commission Members are expected attend all meetings of the Commission.
- 1.3.2 If a Full Commission Member fails to attend a meeting without previous excuse, the President of the Commission may inform the person concerned as well as his Association of the consequences of yet another absence.
- 1.3.3 The President advises the Full Commission Member concerned as well as his Federation within 30 days following a second absence, whether excused or not, during the 4 year's term that the Management Committee of the UIAA may revoke the member's Commission membership.
- 1.3.4 A copy of the notice described in para. 1.3.3 will be sent to the UIAA office.
- 1.3.5 A Member of a Commission, who has not attended any meeting during a term of 4 years, even if excused, may not be proposed for re-election.

2. Working Method

2.1 Convocation

- 2.1.1 The President summons a meeting of the Commission at least once a year with not less than two months' previous notice.
- 2.1.2 The date and location of each meeting of the Commission shall be on the dates fixed, in principle, at the end of the previous Commission meeting and communicated to the Executive Board for approval. If possible, practical and in the best interests of the business of the Commission each Commission should seek to hold their meetings at the time and location of the Spring Management Committee Meeting or the General Assembly. Any proposed meeting shall not conflict with any other major UIAA meetings of the Management Committee or the General Assembly. The Executive Board shall decide on the proposed location and date or time not less than 15 weeks before the proposed Commission meeting
- 2.1.3 An agenda and its accompanying documents are to be sent to all Commission Members and to the Office not less than one month prior to the meeting.
- 2.1.4 Upon request of half of the Full Members of the Commission, the President must summon a meeting.
- 2.1.5 The Executive Board of the UIAA may invite the President of a particular Commission to attend one of its meetings.

2.2 Voting

- 2.2.1 A Commission will strive to have all full members present, in person or by electronic means, at all Commission meetings but a Commission is entitled to take decisions if at least one third of its full Members and at least one of the Commission's President or the Vice –President are present at the meeting. Each Commission should designate one of its members to try to ensure maximum attendance at every meeting.
- 2.2.2 Each full Member of a Commission including the President and Vice –President has one vote, but no one country or federation (excluding from the count the vote of the President or the Vice –President of the Commission) may exercise more than 25% of the vote at any meeting (the "Threshold") . In any meeting where the number of full members from anyone country or federation would exceed the Threshold, the votes of the offending country or federation shall be reduced by eliminating the vote of the country's or federation's Commission member or members with least time served on the Commission until the country or federation has 25% or less of the votes at the particular meeting in question.
- 2.2.3 Corresponding members of the Commission may attend and have a voice at meetings of the Commission at their cost (or the cost of their federation), but they have no vote.

- 2.2.4 Subject to section 2.2.2, decisions are taken by the simple majority of Full Commission Members present. No voting rights may be exercised by proxy.
- 2.2.5 No voting rights may be exercised without signed and valid "Conflict of Interest Declaration" being in place with the UIAA office before the meeting at which the vote may be exercised.
- 2.2.6 In case of a tie the President, or the Vice - President if the Vice-President is presiding over the meeting due to the absence of the President, has the casting vote.
- 2.2.7 The Commissions may take decisions on a specific motion by way of mail, or by email or similar electronic means provided that no Member objects. The motion is accepted if the majority of the Members, including the President or Vice – President, respond affirmatively and the Commission President shall ensure that the results of the decision are documented in minutes of the Commission's next meeting following the decision.

2.3 Working Groups

By decision of a Commission, internal working groups with specific goals, tasks and timing may be formed. Working Groups report to the Commission as a whole. Working groups may include non-members of the Commission.

2.4 Minutes

- 2.4.1 At each meeting of a Commission or of a Working Group written minutes in English shall be taken and shall include a meeting attendance record.
- 2.4.2 The minutes of Commission meetings must be forwarded to the Commission Members, to the Management Committee and to the office of the UIAA not more than eight weeks after the Meeting.

2.5 Decisions of general importance, motions

- 2.5.1 Decisions which have policy significance for the UIAA as a whole and which a Commission would like to be published in the name of the UIAA (e.g. declarations), must first be submitted to the Executive Board of the UIAA for onward decision by the General Assembly according to Art. 10 m) of the AoA.
- 2.5.2 The Commissions are entitled to carry motions to the Management Committee within the bound of the Management Committee's competence.

2.6 Reports to the Management Committee

The annual report of the Commission shall be submitted in writing to the Management Committee of the UIAA, taking in account the deadlines, set by the executive Board (Art. 25.2 of the AoA).

2.7 Communication

- 2.7.1 Each Commission appoints one of its Members whose task is to regularly pass on information about the activities of the Commission to the person responsible for communication within the UIAA.
- 2.7.2 All Commission Members are expected to inform their member federation about the work done in the Commission.
- 2.7.3 Commission documents [such as budget-requests, annual accounts, proposals for candidates for the election of a Commission (Vice) President, minutes of a Commission meeting will be sent to the UIAA office in accordance with the deadlines, set by the Executive Board. The UIAA office will take care of further circulation of these documents to other UIAA bodies.
- 2.7.4 The Commission will include the responsible Management Committee member in its internal correspondence.

2.8 Particular tasks of the Presidents

- 2.8.1 Presidents of the Commissions are expected to attend the Management Committee meetings held at the time of annual General Assemblies and to attend General Assemblies. They inform the Management Committee about current and planned activities.
- 2.8.2 On the occasion of the General Assembly Meeting provisions shall be made for a meeting of the Presidents of UIAA Commissions with the Executive Board, chaired by the President of UIAA or his nominee. The principal purpose of the meeting shall be to contribute to the well-being and proper functioning of the UIAA. The members of the Management Committee should attend this meeting. The proceedings of the meetings shall be minuted in accordance with normal custom and practice as set out in the AoA Article 25.3.

2.9 Participation of the Executive Board

Members of the Executive Board as well as the Executive Director may attend Commission Meetings without the right of vote. The resulting expenses are debited to the expense account of the Executive Board.

2.10 Specialists

Individuals (e.g. experts) may attend a Meeting of the Commission on invitation by the President and approval of the Commission. They have no voting rights.

3. CORRESPONDING MEMBERS

3.1 Decision for having Corresponding Members

Commissions may decide whether they want to have Corresponding Members who take part in the work of the Commission or to engage voluntary (without compensation) advisors to assist the Commission in its work and who may, but are not obliged to attend Meetings but as stated in section 2.2.2, have no vote . The Management Committee must give prior approval to the Commission's retention of non-voluntary (compensated) advisors to the Commission except for staff of the UIAA.

3.2 Regulations concerning Corresponding Members

A Commission deciding to have Corresponding Members must establish regulations governing the participation of corresponding members in the Commission (to be reviewed every 4 years) and which provide in particular: (See Annex 2)

- a) The maximum number of Corresponding Members;
- b) The qualifications to be Corresponding Members;
- c) The procedure for applying to be a Corresponding Member, proposed by including whether they must be proposed by UIAA Member Associations;
- d) The procedure about acceptance or refusal of applicants;
- e) Rights and obligations of Corresponding Members;
- f) The term for which Corresponding Members are accepted;
- g) Rules to guarantee that the mandate of Corresponding Members is only renewed if they have actively participated in the work of the Commission;
- h) Rules regarding the expenses of Corresponding Members.
- i) The rules must be submitted to the Management Committee for approval.

4. ADMINISTRATION

4.1 Finances

- 4.1.1 The administrative travelling and personal expenses of the Commission President may be borne by the UIAA if not covered by the Association they belong to. The administrative, travelling and personal expenses of the Members of the Commission are at the cost of the Association they belong to.
- 4.1.2 All foreseeable expenses must be included in the budget of the Commission. All expenses not budgeted or exceeding the budget, may not be taken on without previously being approved by the Executive Board.
- 4.1.3 The costs for organising the Meetings of the Commission or of working groups are borne by the organisers.
- 4.1.4 The expenses for specialists invited according to Art. 2.10 of the present Regulations can be paid out of the budget of the Commission, if and only if the expenses have been included in the Commission's Annual Budget (as defined below) or have otherwise been approved by the Executive Board or Management Committee.
- 4.1.5 The Management Committee may allow different financial rules for Commissions which govern competition sports activities.

4.2 Budget

- 4.2.1 It is essential for the financial management of the UIAA that all aspects of its operations are included in its annual budget and therefore each Commission must submit a proposed detailed annual budget, including, with limiting the details provided, information on:

- a) anticipated project with sufficient detail so that the Management Committee can assess the project within the strategic priorities of the UIAA,
- b) anticipated travel costs,
- c) anticipated costs of compensated advisors and other experts, and
- d) sources of revenue to the Commission,

(the "Commission's Proposed Budget") to the UIAA Office on or before July 31 of the current fiscal year for the next fiscal year (for example, the detailed budget for 2021 must be submitted on or before July 31, 2020).

- 4.2.2 Upon approval of the UIAA Budget at a General Assembly, the elements of the Commission's Proposed Budget which have been incorporated into and accepted as part of the approved UIAA budget will become the Commission's Annual Budget for the following fiscal year (the "Commission's Annual Budget").

4.3 Bookkeeping

- 4.3.1 To support effective financial control the Commission should submit their expense claim with receipts within one month after they are incurred. Each Commission receives an account statement every quarter year from the office. Errors or omissions must be notified to the office within four weeks.
- 4.3.2 Commission Presidents and members follow the UIAA Expenses Regulations (in Annex 1 at the end of this document).

5. MISCELLANEOUS

5.1 Duty to abstain

Membership in a Commission may never be used for commercial purposes. Commission Members have to abstain in cases where they have a direct or indirect personal interest.

5.2 Special Rules for Safety Commission

Safety label holders and Accredited Laboratories may attend the Plenary meetings of the Safety Commission. Voting at these meeting will be regulated by the UIAA Safety Label Regulations as recommended by the Commission and approved by the Management Committee.

Annex 1: UIAA expenses regulations

ANNEX 1 - UIAA EXPENSE REGULATIONS

These regulations apply to members of the Executive Board, Commission Presidents and staff. They also apply to members of any UIAA Working Group, Commission or specialist advisors, which the Executive Board has explicitly granted the right to claim expenses.

FAIR, BUT MINIMAL EXPENSES

UIAA Volunteers and staff are expected to assist the organisation in minimizing its meeting expenditures by:

- utilizing the least expensive, practical mode of travel from their home to the meeting site, and
- pro-actively pursuing opportunities to reduce their meeting expenses wherever possible e.g. by teaming up with others to share rental cars.

Within this context, volunteers and staff will be reimbursed for the cost of travelling to a meeting using a commercial airline, train or by driving to the meeting site, whichever total cost is lower.

CLAIMABLE EXPENSES

The above persons will be reimbursed for their expenses within the frame of the budget as follows:

- as participants at Executive Board meetings, Commission's meetings, conferences, General Assemblies etc. of the UIAA;
- as delegates of the Board at special events, jubilees etc. of the UIAA and/or its member associations following the decision by the Board;
- as delegates at conferences, events, meetings, invitations by various organisations such as the IOC, AGFIS, ARISF, the EU etc. following the decision by the Executive Board.

NON-BUDGETED CLAIMABLE EXPENSES

Non-budgeted or unforeseen increase in budgeted expenses more than 300 CHF must have the written approval of the Treasurer (& 1 rep of Non-EB MC) before claiming with bookkeeper.

TRAVEL EXPENSES

Travel expenses will be covered at the lowest cost of the following

- flight ticket with a low-cost airline, or in economy class with a lower rate fix date ticket
- train 2 Class
- frequent users of the ½ price train pass for train tickets in Switzerland will also be reimbursed for the costs of the pass, if the frequent traveller pass is expected to save money for the UIAA
- car at local club rates or maximum CHF -.50 km, but **only** if transporting goods or when access with public transportation cannot be expected. If car is taken instead of possible train, he or she will only the cost of a train ticket or flight ticket as above will be reimbursed.

ACCOMMODATION EXPENSES

The UIAA or meeting organiser will arrange and pay for accommodations for the night before the meeting begins, and the night(s) that the meeting is in progress. All other accommodation arrangements and costs are the member's responsibility. Overnights between 2 events must have the written approval of the Treasurer (& 1 rep of Non-EB MC) before claiming with bookkeeper.

FOOD EXPENSES

The UIAA will arrange and pay for food for the duration of the official meeting program. All other food arrangements and costs are not its responsibility.

OTHER EXPENSES

The UIAA does not anticipate reimbursing for any other costs associated with their attending a meeting.

COMMUNICATION / OFFICE MATERIAL

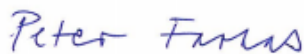
Costs for communication in UIAA matters by phone, skype or other VoIP tools, fax, e-mail or mail will be reimbursed. Any expenses for computer equipment will only be paid for by prior agreement with the Treasurer.

PAYMENT

Expenses may be claimed from the Treasurer within 2 months of the event for which the expenses were made and latest by 28th January for expenses to be charged to the preceding calendar year. All claims must use the UIAA Expenses form (Annex 1) and be accompanied by the relevant receipts (copies first and originals as soon as possible following the copies).

Inquiries regarding exceptional circumstances should be directed to the Treasurer who will use his/her discretion to decide on a fair re-imbusement.

These guidelines came into force on 6 October 2011.



Peter Farkas
UIAA Treasurer



Jordi Colomer
UIAA Vice-President

ANNEX 2- REGULATIONS FOR CORRESPONDING MEMBERS

(implementation of art 3.2 of the General Regulations for Commissions)

- *Mountaineering, Mountain Protection, Safety and Youth Commissions Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018*

- *Medical and Anti Doping Commission Approved by the Management Committee Malta, 04.05.2019*

* *Ice Climbing Commission waiting approval of MC*

MOUNTAIN PROTECTION & ANTI-DOPING COMMISSIONS

Mountain Protection: Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018

Anti Doping Commission Approved by the Management Committee Malta, 04.05.2019

- a) The number of corresponding members should not exceed the number of the full members.
- b) Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c) Corresponding members may be proposed either by UIAA Member Associations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d) The President informs the Commission on the number of corresponding members nominated. Only in case of objections, the Commission will deliberate in the following Commission meeting.
- e) Corresponding members are expected to participate in Commission deliberations by providing comments and/or advice to requests for input at annual meetings - either in person if attending the meeting, or in advance via correspondence to the Commission. Furthermore, they are expected to fulfil specific duties related projects, if and when requested. Corresponding members are welcome to attend meetings, however they do not have a vote.
- f) The membership of CM should be revised every four years
- g) The Commission will review the active participation of CMs annually.
- h) If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

MOUNTAINEERING & YOUTH COMMISSIONS

Mountaineering & Youth: Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018

- a) The number of corresponding members should not exceed the number of the full members.

- b) Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c) Corresponding members may be proposed either by UIAA Member Associations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d) Twice a year, following the spring and fall MC meetings, a CM delegate list of nominations accepted shall be sent to the UIAA office. The CM Commission list is the sole responsibility of the Commission.
- e) Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f) After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President.
- g) The Commission will review the active participation of CMs annually.
- h) If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

SAFETY COMMISSION

*Safety and Youth Commissions Approved by the Management Committee Ulaanbaatar, Mongolia
05.10.2018*

- a) There is no limit on the number of corresponding members.
- b) Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c) Corresponding members may be proposed either by UIAA Member Associations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d) Twice a year, following the spring and fall MC meetings, a CM delegate list of nominations accepted shall be sent to the UIAA office. The CM Commission list is the sole responsibility of the Commission.
- e) Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f) After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President.
- g) The Commission will review the active participation of CMs annually.

- h) If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

MEDICAL COMMISSION

Medical: Approved by the Management Committee Malta, 04.05.2019

- a) The number of corresponding members should not exceed the number of the full members.
- b) Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c) Corresponding members may be proposed either by UIAA Member Associations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d) The President informs the Commission on the number of corresponding members nominated. Only in case of objections, the Commission will deliberate in the following Commission meeting.
- e) Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f) The membership of CMs should be revised every four years
- g) The Commission will review the active participation of CMs annually.
- h) If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

ICE CLIMBING COMMISSION

** Ice Climbing Commission waiting approval of MC*

- a. The number of corresponding members should not exceed the number of the full members.
- b. Corresponding members should be experts in fields related to the commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Associations or by the members of the commission and approved by the Commission President. They should submit a technical CV and letter of intent for commission review.
- d. Twice a year, following the spring and fall MC meetings, a CM delegate list of nominations accepted shall be sent to the UIAA office. The CM commission list is the sole responsibility of the commission.

- e. Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f. After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President. If the corresponding member is very active, after one year they may apply via their federation to be upgraded to full member after the approval of the voting members of the commission.
- g. The Commission will review the active participation of corresponding members annually and a report will be submitted to the management committee in the case of inactive corresponding members.

Contacts: UIAA Office office@theuiaa.org

Last Updated	Remarks
May 2, 1992	First adopted by the Council in San Sebastian
October 3, 1997	Modifications approved in Kranjska Gora
May 17, 2003	Modifications approved in Grindelwald
May 14, 2005	Modifications approved in Grindelwald
October 13, 2006	Modifications approved in Banff
October 17, 2008	Totally revised and approved by the UIAA Management Committee in Tehran
<i>October 6, 2011</i>	Modifications approved in Kathmandu, including changes in 4.2 Bookkeeping cf. new guidelines for expenditures in Annex 1
October 21, 2015	Name change from Mountaineering and Climbing to International Climbing and Mountaineering Federation. 1.1.8 added, 1.2.1 and 1.2.2 were joined together, Pier Giorgio Olivetti added as treasurer
November 11, 2017	Font change and Header Update. Peter Farkas Treasurer.
January 16, 2019	Contact for treasurer removed, the office will forward any relevant emails to current UIAA treasurer.
September 26, 2020	Totally revised and approved by UIAA Management Committee in online meeting.

ANNEX A: Template for expense claims attached to document

EXPENSE REIMBURSEMENT

TRAVEL EXPENSES

- Flight ticket with a low cost airline, or in economy class with a lower rate fix date ticket
- Train 2nd Class
- Users of the ½ price train pass in Switzerland will also be reimbursed for costs of pass, if it is expected to save money for the UIAA
- Car at local club rates or maximum CHF - 50 km, ONLY if transporting goods or when access with public transportation cannot be expected.
- If car is taken instead of possible train, he / she will only receive cost of a train ticket or flight ticket, as above, will be reimbursed.

ACCOMODATION EXPENSES

The UIAA or meeting organiser will arrange and pay for accommodations:

- 1 night before the meeting begins, and the night(s) that the meeting is in progress
- Other accommodation arrangements and costs for guests are the member's responsibility
- ☐ Overnights between 2 events must have the written approval of Treasurer (& 1 rep of Non-EB MC) before claiming with bookkeeper

FOOD EXPENSES

- The UIAA will arrange and pay for food during official meeting program. All other food arrangements and costs are not its responsibility.
- COMMUNICATION COSTS**
- Matters by phone, skype or other VoIP tools, fax, e-mail or mail will be reimbursed
 - Any expenses for computer equipment will only be paid for by prior agreement with the Treasurer.

PAYMENT

- Expenses may be claimed within 2 months of the event for which the expenses were made.
- Latest by 28th January for expenses to be charged to the preceding calendar year.
- All claims must use UIAA Expenses form and be accompanied by the relevant receipts (copies first and originals as soon as possible.)

ITEMIZED EXPENSES

NAME:	
POSITION:	
EVENT:	

[illegible]

Don't forget to attach receipts!

Signature
Date

Approval Signature	Date
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Please send the form with copies of receipts within 2 weeks of event to: Agnes Semelet book-keeper – agnes.semelet@theuiaa.org

BANKING DETAILS (IF NEW)		
Bank: name and address:		
Bank account:		
Bank IBAN:		
Bank SWIFT:		
Your Full Name and Address:		