

CONSTITUTION OF THE WORLD CURLING FEDERATION

APPROVED SEPTEMBER 2013, Updated September 2022

1. DENOMINATION

1.1. Governance Style

The supreme authority of the World Curling Federation is the General Assembly. By way of this Constitution and by-laws, including amendments from time to time, the General Assembly delegates certain authorities and responsibilities to the Board to ensure the sound operation of the World Curling Federation.

The Board, within the limits of this Constitution and bye-laws, is responsible for the strategic direction of the World Curling Federation and will delegate day to day operational authorities and responsibilities as are required to the WCF Secretary General, in order that the organisation might work with maximum efficiency and effectiveness towards achieving the Strategic Plan put in place by the Board to achieve the Purpose and Aims of the World Curling Federation.

This Board to Executive delegation shall occur in such a manner so as to ensure clear limits of authority and responsibility are established, risks to the organisation, its Members and its people are minimized and the sport of curling grows to its maximum and sustainable potential.

And while the Board is authorised to delegate its authority, it does not in any respect delegate or relinquish accountability for the prudent operation of the World Curling Federation in accordance with its Constitution, bye-Laws and the laws of the territories in which it operates.

1.2. Under the name “WORLD CURLING FEDERATION” (herein after “WCF”) a non-profit making Association 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 association on the dissolution of the Federation.

1.3. 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.

2. PURPOSE AND AIMS

2.1. The purpose and aims of the WCF are:

- 2.1.1. to represent curling internationally and to facilitate the growth and development of the sport throughout the world;
- 2.1.2. to promote co-operation and mutual understanding amongst Member Associations and to unite curlers throughout the world;
- 2.1.3. to defend and further the interests of world curling;

- 2.1.4. to conduct world curling competitions;
- 2.1.5. to formulate rules of the sport of curling for world competitions and all other competitions approved by the WCF;
- 2.1.6. to respect the autonomy of its Member Associations.

3. HEAD OFFICE AND DURATION

- 3.1. The registered office of the WCF is in Switzerland.
- 3.2. The WCF is founded for an unlimited period of time.
- 3.3. The WCF can decide its dissolution at any time.

4. MEMBERS

- 4.1. The WCF is composed of Member Associations within a number of zones as determined by the General Assembly.
- 4.2. Any new Member Association accepted into Membership is immediately incorporated into one of the zones of the WCF.
- 4.3. The Member Associations of each zone are listed on the WCF web-site.

5. ADMISSION

- 5.1. Any national association may apply to become a member of the WCF.
- 5.2. Only one curling association recognized by its own International Olympic Committee (IOC) recognized National Olympic Committee may become a member of the WCF.
- 5.3. 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.
- 5.4. To be accepted as a member of the WCF, an Association shall:
 - 5.4.1. make a written application to the Board containing its Association's Constitution and / or other governing documents;
 - 5.4.2. accept the regulations of the WCF Constitution, By-Laws and Rules.

6. MEMBERSHIP CATEGORIES

- 6.1. There are three forms of Membership, Conditional, Provisional and Full. National Associations may apply for Conditional or Provisional Membership, only Provisional Members may apply to become Full Members.
- 6.2. Full Membership will be confirmed after:
 - 6.2.1. Recognition as the only organisation representing curling in that country is obtained from the IOC recognised National Olympic Committee (NOC), if not already received; and
 - 6.2.2. Participation in a zonal qualifying competition, or challenge competition, or in a WCF Sanctioned World Championships, or other Championships as determined by the General Assembly from time to time, at least twice within the past 4 years; and

- 6.2.3. Attendance in person by a representative at two General Assemblies of the WCF, within the past 4 year period.
- 6.3. Conditional and Provisional Membership
 - 6.3.1. Applicants for Conditional Membership shall demonstrate to the satisfaction of the Board the existence of a group working towards the establishment of a National Association subject to the legal system of their Country.
 - 6.3.2. Conditional 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 or compete at World Championship or Qualifiers to the World Championships. A representative of a Conditional Member cannot be nominated for a position on the Board.
 - 6.3.3. Applicants for Provisional Membership shall establish the existence of a National Association which has the support of the national sporting authorities in their Country and provide the Rules and Regulations of the National Association which must be acceptable to the WCF
 - 6.3.4. 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 Board.
 - 6.3.5. Conditional and Provisional members shall pay the same subscription as Full members.
- 6.4. Compliance
 - 6.4.1. All privileges associated with Full Membership shall be available following confirmation by the Board that the conditions for full membership are met.
 - 6.4.2. Any Full Member of the WCF who does not comply with the requirements for full membership (see 6.2) will revert to Provisional Status with immediate effect
 - 6.4.3. Where an IOC recognised National Olympic Committee recognises an alternative National Association, membership in the WCF of the de-recognised National Association is immediately declared void
 - 6.4.4. It is recognised that there is a special case where there are existing WCF Members who are not recognised by an IOC Recognised National Olympic Committee. These members shall continue their membership and are exempt from 6.2.1 but are required to continue to meet the requirements of 6.2.2 and 6.2.3.
- 6.5. Application Process
 - 6.5.1. Applications for Conditional Membership will be considered and may be granted by the Board. Notice of Conditional Membership will be given to all Member Associations as soon as possible following a decision to grant Conditional Membership being taken by the Board. If more than 10% of existing Member Associations object in writing to the Board within 30 days' notice being given, the matter will be referred to the next General Assembly of the WCF, otherwise the Board's decision to grant Conditional Membership is confirmed.
 - 6.5.2. Applications for Provisional Membership will be considered and may be granted by the General Assembly. Notice of applications for Provisional Membership will be given to all Member Associations a minimum of 30 days prior to a General Assembly.

6.5.3. Full Membership shall be confirmed by the Board upon the applicant Provisional Member satisfying the requirements for Full Membership (see 6.2)

6.6. WITHDRAWAL AND EXCLUSION

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

6.6.2. The Board may suspend a Member Association for any one of the following reasons:

6.6.2.1. non-payment in full of subscriptions or any other debts due to the WCF;

6.6.2.2. infringement of the Constitution or Rules;

6.6.2.3. bringing the sport into disrepute

6.6.2.4. bankruptcy or insolvency

6.6.3. A decision to suspend a Member Association will be reported to all Member Associations as soon as practical after the decision is taken. A Member Association which has been suspended by the Board may be reinstated by the Board.

6.6.4. Any Member Association being considered for suspension will be given the opportunity to have its Representatives heard, prior to a decision.

6.6.5. The General Assembly may expel or suspend a Member Association for any one of the following reasons:

6.6.5.1. any justified reason given by written request of the Board of the WCF

6.6.5.2. any justified reason given by written request of one-fifth (1/5th) of the Member Associations.

6.6.5.3. any other preemptory justified reason;

6.6.6. Any Member Association being considered for suspension or expulsion will be given the opportunity to have its Representatives heard, prior to a decision.

6.6.7. A decision to expel a Member Association requires two-thirds (2/3) of all eligible votes to be cast in favour whether present or not.

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

7. BODIES

7.1. The bodies of the WCF are:

7.1.1. The General Assembly

7.1.2. The Board

8. GENERAL ASSEMBLY

8.1. GENERAL AND FORMATION

8.1.1. The General Assembly is the supreme authority of the WCF.

8.1.2. The General Assembly consists of the Representatives of the Member Associations and the Board.

8.1.3. Each Member Association freely appoints its Representatives as follows:

8.1.3.1. Four Representatives for the Member Associations with over 10,000 curlers;

- 8.1.3.2. Three Representatives for the Member Associations with between 3,001 and 10,000 curlers;
- 8.1.3.3. Two Representatives for the Member Associations with under 3,001 curlers.
- 8.1.4. Each Member Association shall appoint at least one man and one woman as Representatives. Where a Member Association has four representatives then they shall appoint two men and two women.
- 8.1.5. A vacancy within a Member Association shall be filled by appointment by the Member Association concerned.
- 8.2. TYPES OF GENERAL ASSEMBLIES
 - 8.2.1. Annual General Assembly
 - 8.2.1.1. The Annual General Assembly is held during the week of the Annual World Curling Congress, wherever it is held. The date of the Annual General Assembly shall be approved by the Member Associations.
 - 8.2.2. Other General Assemblies
 - 8.2.2.1. Other General Assemblies may be held each year at the discretion of the General Assembly or of the Board.
 - 8.2.3. Special General Assembly
 - 8.2.3.1. A Special General Assembly shall be called by the President with the agreement of the majority of the Board.
 - 8.2.3.2. A Special General Assembly shall be called upon written request of one fifth (1/5) of the Member Associations. The request shall be sent to the WCF Secretariat. The Assembly shall be called by the President within sixty (60) days of the date of receipt of the request.
 - 8.2.3.3. Notice of a Special General Assembly shall specify the business to be transacted and no other business shall be considered. Notice of at least 30 days of the date of the Special General Assembly shall be given unless during the time of the Annual World Curling Congress, in which case the notice period may be waived by a majority vote of the votes present.
 - 8.2.4. The WCF may hold a General Assembly with the delegates either present in person or virtually. Hybrid General Assemblies where some delegates are present in person and some virtually, are not allowed.

9. NOTICES

- 9.1. With the exception of a Special General Assembly all notices of General Assemblies, together with a call for motions, shall be distributed to the Representatives and Member Associations ninety (90) days before the date of the Assembly.
- 9.2. Notices of Motion including those to change the Constitution or the Bye-Laws shall be received by the WCF Secretariat sixty (60) days in advance of the General Assembly for circulation with the agenda to the membership at least 45 days prior to the meeting. Amendments to the motions may be proposed in writing to the Secretary General up to 21 days prior to the meeting and these amendments shall be circulated to the membership at least 14 days prior to the meeting.
- 9.3. The Board may propose an item to the General Assembly as an 'Emergency Motion' without the prescribed notice period. These items may be dealt with by the General

Assembly if two-thirds (2/3) of all eligible votes are present and two-thirds (2/3) of those present vote in favour of consenting to deal with it.

10. QUORUM

- 10.1. 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.
- 10.2. 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.
- 10.3. If there is no such quorum, a second Notice shall be sent (as defined in art. 9) indicating that any decision shall be valid no matter how many Member Associations are present.

11. VOTING

- 11.1. Only the Representatives of Member Associations in good standing, according to the Constitution and Bye-Laws, shall be entitled to vote at General Assemblies, or move or second a motion.
- 11.2. Representatives from a Member Association are entitled to vote differently from each other.
- 11.3. Representatives carrying proxies are entitled to vote differently for themselves and for their proxies, and that, whether the proxies be discretionary or directive.
- 11.4. Board Members shall not serve as Representatives and shall have no vote at General Assemblies. The President only has a casting-vote.
- 11.5. The votes of the Member Associations are determined as follows:
 - 11.5.1. 20 votes for Member Associations with more than 1,000,000 curlers
 - 11.5.2. 18 votes for Member Associations with between 300,001 and 1,000,000 curlers
 - 11.5.3. 16 votes for Member Associations with between 100,001 and 300,000 curlers
 - 11.5.4. 14 votes for Member Associations with between 30,001 and 100,000 curlers
 - 11.5.5. 12 votes for Member Associations with between 10,001 and 30,000 curlers
 - 11.5.6. 10 votes for Member Associations with between 3,001 and 10,000 curlers
 - 11.5.7. 8 votes for Member Associations with between 1,001 and 3,000 curlers
 - 11.5.8. 6 votes for Member Associations with between 301 and 1000 curlers
 - 11.5.9. 4 votes for Member Associations with between 101 and 300 curlers
 - 11.5.10. 2 votes for Member Associations with 100 or fewer curlers
- 11.6. Votes shall be distributed evenly among a Member Associations full allocation of representatives. Where an even split of votes across the representatives of a Member Association is not possible then the Member Association shall inform the WCF Secretariat of the number of votes each representative holds. No representative of a Member Association may hold more than one vote more than another representative of the same Association, excluding proxies.

12. PROXIES

- 12.1. Within a Member Association:

- 12.1.1. a Representative may carry the proxies of only one other representative of their Member Association
- 12.2. Proxy of another Member Association:
 - 12.2.1. Should a Member Association Representative not attend a General Assembly its Representatives may confer a proxy upon a Representative of another Member Association;
- 12.3. Only one Representative per Member Association may carry a proxy, unless it is a proxy from their own Member Association.
- 12.4. No Representative may carry more than one (1) proxy of another Member Association's Representative.
- 12.5. The proxies are valid for all decisions taken during the General Assembly concerned.
- 12.6. The Proxy shall be given in writing to the WCF Secretariat 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 Board shall decide the validity of the proxy.

13. VOTING SYSTEM

- 13.1. All decisions are taken by show of hands.
- 13.2. However, vote by secret ballot is necessary for the following decisions:
 - 13.2.1. election of the Board Members;
 - 13.2.2. dissolution of the WCF;
 - 13.2.3. any other agenda item upon request of the Board
 - 13.2.4. any other agenda item upon request of all Representatives present of three (3) Member Associations.

14. MAJORITY

- 14.1. 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.
- 14.2. 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:
 - 14.2.1. expulsion of a Member Association [see 6.6];
 - 14.2.2. dissolution of the WCF [see 15.1.8 and 25]
- 14.3. A two-third (2/3) majority of all eligible votes present at a General Assembly excluding blanks and abstentions, is required for the following decisions:
 - 14.3.1. changes to the Constitution; and
 - 14.3.2.

15. POWERS

- 15.1. The General Assembly has the following powers:
 - 15.1.1. election of the Members of the Board;

- 15.1.2. approval of the auditors;
- 15.1.3. receive the Reports of the Board;
- 15.1.4. receive the accounting records and financial statements and discharge to the Board;
- 15.1.5. approval of annual subscriptions;
- 15.1.6. admission or exclusion of a Member Association;
- 15.1.7. changes to the Constitution and by-Laws;
- 15.1.8. dissolution of the WCF.

16. BOARD

- 16.1. From the Annual General Assembly in 2022 the Board comprises up to eleven (11) Members:
 - 16.1.1. Three (3) Officer/Directors who shall be
 - 16.1.1.1. a President
 - 16.1.1.2. two (2) Vice Presidents
 - 16.1.2. five (5) Directors
 - 16.1.3. up to two (2) Independent Directors selected by the Board
 - 16.1.4. The Chair of the Athlete Commission who may attend Board meetings without the power to vote
- 16.2. A Board member shall not serve as a Representative of a Member Association, nor shall they serve on the Board of a Member Association. Where this situation occurs when elected to the Board, the elected Board Member must relinquish their Member Association position within 60 days.
- 16.3. A voting Board member shall not be employed by a Member Association
- 16.4. No Member Association may have more than two Directors or Officer/Directors from their Association on the Board
- 16.5. The Board shall comprise both male and female members and by the Annual General Assembly in 2026 a minimum of 40% shall be male and a minimum of 40% shall be female
- 16.6. The Members of the Board are elected or appointed according to bye-Law 3.
- 16.7. In case of a vacancy(s) in the Board with more than 6 months remaining before the next annual general assembly, replacements are elected by postal ballot by the member associations. The ballot papers are sent out to the member associations by e-mail and the completed ballot papers must be sent back with witnessed signatures within 14 days. The detailed process of the postal ballot is approved by the Board prior to the nomination process. Bye-Law 3 is applicable.
- 16.8. Terms of Office
 - 16.8.1. Board Members are elected for a four (4) year term of office, except where provided for in bye-Law 3
 - 16.8.2. Board Members are eligible for a maximum of three (3) terms on the Board (inclusive of terms already served at the time of adoption of this Constitution), unless elected as President, in which case, they may serve up to a maximum of three (3) additional terms of office as President.

- 16.8.3. Partial terms of office served are only counted towards the maximum term if the period served is greater than two (2) years. Terms of less than two (2) years do not count.
- 16.8.4. Vacancies on the Board shall be filled as defined in a bye-Law.
- 16.8.5. The period of office of a Board Member shall be unaffected by any revision to the Constitution unless otherwise stated.
- 16.9. Removal of a Board Member
 - 16.9.1. A Board Member may be removed from office by the Board for one of the following reasons; Criminal Conviction; Breach of Trust; Mental Incapacity as Determined Medically or Death; alternatively
 - 16.9.2. 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 considered. A two-third (2/3) majority of all eligible votes of Member Associations, whether present or not, is required to remove a Board member from office.
- 16.10. Meetings of the Board are called by the President or by the majority of the Members of the Board.
- 16.11. When requested by the majority of the Board Members, the President shall call the meeting within thirty (30) days after the request.
- 16.12. Quorum and Vote
 - 16.12.1. To conduct Board business at least two (2) Officers and (2) Directors shall be present.
 - 16.12.2. Each Member of the Board has one (1) vote.
 - 16.12.3. The President has a second casting vote if required.
 - 16.12.4. The Members of the Board shall not be represented by proxies.
- 16.13. The Board has the following powers:
 - 16.13.1. management and administration of the WCF;
 - 16.13.2. presentation for the information of the General Assembly of the Management Report(s), the accounts and the budget;
 - 16.13.3. authority to borrow such sums as may be required from time to time,
 - 16.13.4. to mediate any dispute arising between Member Associations, Representatives and Curlers if agreed by the parties involved;
 - 16.13.5. to make changes to The Rules of Curling and The Rules of Competition;
- 16.14. when urgent, take decisions normally assumed by the General Assembly (as per Art. 15), except election of Board Members, expulsion of a Member Association, changes to the Constitution and dissolution of the WCF. Any changes proposed by the Board in an emergency situation will be circulated to the Member Associations and if more than 50 % of valid votes available from the Member Associations object in writing to the Board within 3 working days of notice being given, the change will not be implemented, and the matter will be referred to the next General Assembly of the WCF. Otherwise, the Board's decision to revise the rule(s) for the emergency situation will stand until the next General Assembly; In such a case the decision, if it is to be made permanent, must be approved by the next General Assembly in accordance with the constitutional requirements at that General Assembly. The Board is responsible to the General Assembly.

- 16.15. Board members must report any conflict of interest to the Chair of the Board meeting. A conflict of interest is anything that might impede or might be perceived to impede a Board Member to act impartially and in the best interest of the WCF and its' members

17. AUDITORS

- 17.1. The auditors are approved each year by the General Assembly.
- 17.2. The auditors shall present an annual report to the General Assembly.

18. COMPROMISSORY CLAUSE

- 18.1. Any decision made by the General Assembly of the WCF, or by the Disciplinary Panel 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.
- 18.2. The WCF undertakes to comply with the provisions of the World Anti-Doping Code as amended from time to time and any subsequent provision.

19. SECRETARIAL OFFICE

- 19.1. The Secretariat office of the WCF is based in Scotland.
- 19.2. Any change of location shall be approved by the General Assembly.

20. SECRETARY GENERAL

- 20.1. The Board appoints the Secretary General.
- 20.2. The Secretary General is a member, ex-officio, of all General Assemblies, Board meetings and Commission meetings and causes the minutes or notes of these various meetings to be taken.
- 20.3. The Secretary General takes part in the discussion but has no right to vote.
- 20.4. The Secretary General is responsible to the Board.

21. FINANCE

- 21.1. The income of the WCF consists of:
 - 21.1.1. contribution from the International Olympic Committee;
 - 21.1.2. annual subscriptions of the Member Associations
 - 21.1.3. contribution from sponsors;
 - 21.1.4. donations;
 - 21.1.5. proceeds from rights or from sales;
 - 21.1.6. hosting fees from world competitions;

21.1.7. miscellaneous.

21.2. The financial year of the WCF shall be 1 July until 30 June or as amended from time to time by the General Assembly.

22. REPRESENTATION AND RESPONSIBILITY

- 22.1. The Joint signature of two (2) Officers is necessary to validly bind the WCF in an contractual relationship within authorities granted by the Board
- 22.2. The Secretary General may act as a joint signatory with the President or Acting President in cases approved by prior motion of the Board
- 22.3. Liabilities of the WCF are only guaranteed by its assets.
- 22.4. No liabilities may be incurred on behalf of the WCF by a Member Association or its Representatives without the written permission of the Board.
- 22.5. The Members of the Board are responsible only for their personal illegal acts.

23. REMUNERATION AND EXPENSES

- 23.1. No Representative shall be paid any remuneration for their services to the WCF as a Representative except as in 23.3 below.
- 23.2. Unless otherwise approved by the General Assembly, Members of the Board shall only be reimbursed for expenses incurred in attending meetings or other business on behalf of the WCF in their position as a Board Member.
- 23.3. With the prior approval of the Board, a Board Member or Representative may be reimbursed for fees and expenses incurred when performing duties for the WCF not relating to their position as a Board Member or Representative.
- 23.4. The Secretary General and employees engaged by the WCF are paid a salary within a budget approved by the Board.

24. LANGUAGE AND INTERPRETATION

- 24.1. The official language of the WCF shall be English.
- 24.2. For interpretation of the WCF documentation, decisions, constitution, bye-laws, rules or voice recording, the English text prevails.
- 24.3. Words used herein regardless of the gender specifically used, shall be deemed and construed to include any other gender, masculine, feminine or neuter, as the context requires.

25. DISSOLUTION

- 25.1. The decision pronouncing the dissolution of the WCF is taken according to articles 10 and 13.2.2 of the present Constitution;
- 25.2. 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 service association.

26. ENTRY INTO FORCE

- 26.1. The present Constitution, adopted by the Annual General Assembly of 2 September 2013, comes into force at the end of that meeting.
- 26.2. In the period between the adoption of this constitution on 2 September 2013 and the elections for the Board held at the Annual General Assembly in 2014 the existing Directors and Officers of the WCF elected in 2012 will remain in post holding the offices they were elected to. In this interim period the Board will operate with a President, Vice President, Director of Finance and four Members at Large. Should a vacancy occur on the Board during this period then the Board will cover the work themselves. Should the vacancy be for President then the Vice President will act in this role until the next elections are conducted.

BYE LAW 1 AGENDA OF THE ANNUAL GENERAL ASSEMBLY

1. Reading of Notice of Assembly.
2. Report on Credentials of Representatives and Quorum.
3. Exclusion/suspension of a Member Association.
4. Approval of the Agenda.
5. Reading of the Minutes of the last General Assembly and approval thereof.
6. Business arising out of the Minutes.
7. Minute of Remembrance for Friends and Colleagues no longer with us
8. Report of the President.
9. Report of the Executive Board and Committees.
10. Report of the Auditors.
11. Receive the Finance Report, Audited Statements and Discharge to the Board
12. Appointment of the Auditors.
13. Presentation of the annual budget.
14. Approval of annual subscriptions
15. Resolutions.
16. Further business.
17. Elections.
18. Acceptance of a new Member Association.
19. Date and location of next General Assembly.

BYE LAW 2 UNUSED

BYE LAW 3 ELECTION OF THE BOARD

1. GENERAL

- 1.1. A call for nominations will be issued to the Member Associations at least one hundred and twenty (120) days in advance of the Assembly at which elections are due to take place. Nominations for the election of Board Members shall be made in writing to the Secretary General at least ninety (90) days in advance of the Assembly at which elections are due to take place. Nominations must be submitted on the official form and signed by the candidate. Nominations may come from individuals, Member Associations, the Board or the Nominations Committee.
- 1.2. All Nominations shall be reviewed by the Nominations Committee who shall ensure the candidate is eligible for election to the Board and shall offer a recommendation to the Membership as to the candidates' suitability for the position.
- 1.3. 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.

2. NOMINATIONS COMMITTEE

- 2.1. A Nominations Committee shall be set up for the purpose of encouraging and reviewing Nominations for vacancies on the Board.
- 2.2. The Nominations Committee shall be made up of three Elected Members, one Member appointed by the Board and one Member appointed by the Athlete Commission, all Members will have the right to vote. The Secretary General shall attend meetings without the right to vote.
- 2.3. The Nominations Committee shall appoint a Chair from their Members.
- 2.4. No Member of the Nominations Committee shall be eligible to stand for election to the Board whilst serving as a Member of the Nominations Committee.
- 2.5. The Board shall arrange elections for the Elected Members of the Nominations Committee these may be conducted by electronic or postal ballots with the results announced as soon as possible after the election.
- 2.6. Terms of office shall be for four years, part terms of office shall not count towards the period of service.
- 2.7. Elections shall take place every two years starting in 2020. The two candidates with the highest number of votes in 2020 shall be elected until 2024. The candidate with the third highest number of votes shall be elected until 2022. Any vacancy occurring outside the normal election cycle shall be filled by the Board as per clause 2.4.
- 2.8. No Member of the Nominations Committee may serve for a period of more than four years with the exception of the Secretary General.
- 2.9. Both genders must be represented on the Nominations Committee.

3. TELLERS

- 3.1. The General Assembly appoints two (2) tellers who:
 - 3.1.1. shall be in possession of a sealed envelope containing the Board's casting-vote for the election of the President;
 - 3.1.2. shall be in possession of a sealed envelope containing the President's casting-vote of each position except the President;
 - 3.1.3. shall count the number of votes in favour of each candidate;
 - 3.1.4. shall announce the result of each election, including the number of votes cast for each candidate and the number of spoiled ballot papers or abstentions.
 - 3.1.5. shall keep the ballot papers for 101 (one hundred and one) days or until any appeal procedures are finalized before destroying all voting papers.

4. ORDER OF PROCEDURE

- 4.1. One candidate for one position
 - 4.1.1. The candidate is elected by acclamation, unless a request for a secret ballot is received in line with 13.2.4, in which case if the candidate fails to secure more than 50% of the votes cast they are not elected to the position.
- 4.2. Two candidates for one position
 - 4.2.1. The candidate securing an absolute majority is elected.
- 4.3. More than two (2) candidates for one position
 - 4.3.1. A candidate is elected when securing the absolute majority.
 - 4.3.2. 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.
 - 4.3.3. From then on, and for all following ballots, the procedure remains the same until a candidate secures an absolute majority.

5. CHRONOLOGY OF THE ELECTION

- 5.1. The Officers are elected as follows
 - 5.1.1. Year 1 : The President
 - 5.1.2. Year 3 : The Vice Presidents x2
 - 5.1.3. The Annual General Assembly in 2022 will be designated Year 1
 - 5.1.4. The existing Vice Presidents (Americas, Europe, Pacific-Asia) holding office as at the date of the 2022 Annual General Assembly would be named Vice Presidents until the elections for the position of Vice Presidents to be held at the Annual General Assembly in 2024. If one of the Vice Presidents vacates their post then that position will not be filled, if more than one Vice President vacates their post then the Board will take action under Bye Law 3 Section 6 to ensure there are two Vice Presidents in post.
- 5.2. The Directors are elected as follows
 - 5.2.1. Year 1 : Director positions 4 and 5
 - 5.2.2. Year 3 : Director positions 2 and 3
 - 5.2.3. Year 5 : Director positions 1 and 4 and 5
 - 5.2.4. The Annual General Assembly in 2022 will be designated Year 1
 - 5.2.5. The candidate elected to position Director 1 in 2021 will serve a five year term until the elections due in 2026, the person holding the office of Director 3 elected in 2019 will have their term extended until the election in 2024.
- 5.3. The Independent Directors selected by the Board shall be subject to a confirmatory election at the next Annual General Assembly following their appointment. Any Independent Director failing to gain the required majority shall vacate the position at the end of that Annual General Assembly.
- 5.4. Gender Balance
 - 5.4.1. By the Annual General Assembly 2026 the Board shall be made up of a minimum of 40% male and 40% female members. If this quota is not achieved after the election of the President and Vice President(s), the next position(s) shall be filled by the election of a candidate of the under-represented gender who secures the position under the process outlined in section III of this bye-law, if no appropriate candidate is nominated then this position shall remain vacant subject to the rules for filling a vacant position on the Board.
- 5.5. Remaining positions at large
 - 5.5.1. The procedure stipulated under section III of this bye-law is followed.
 - 5.5.2. A candidate eliminated from one position may run for election for a following remaining position at large.

6. VACANCY ON THE BOARD

- 6.1. Vacancies of more than 6 months
 - 6.1.1. If a vacancy arises on the Board for any reason and there is a period of more than 6 months until the next General Assembly then the Board will arrange an electronic ballot of the members. A process for the ballot will be approved by the Board that ensures that as far as possible the principles of this bye-law are followed
- 6.2. Vacancies of less than 6 months
 - 6.2.1. In the event that the President is unable to complete his term, the Board shall appoint one of the Vice-Presidents to the position of Acting President until the next Annual General Assembly.
 - 6.2.2. In the event that the Vice-President is unable to complete his term, the Board shall appoint a member of the Board to carry out his duties until the next Annual General Assembly.
 - 6.2.3. In the event that a Director is unable to complete their term the Board shall ensure their duties are carried out until the next Annual General Assembly
- 6.3. In the event that any vacancy causes the Board to be in breach of Article 16.5 the Board may either co-opt someone to carry out the duties of a Director until the next Annual General Assembly or may operate without fulfilling the conditions laid down in Article 16.5.
- 6.4. In the event of vacancies on the Board causing a breach of Article 16.12.1 then the remaining members of the Board shall be required to call a Special General Assembly in accordance with Article 8.2.3.3 with the sole item of business to be conducted being the elections for the vacant positions on the Board.
- 6.5. In the event of there being no members of the Board then the Secretary General, in the absence of whom the Auditors, shall be empowered to call a Special General Assembly in accordance with Article 8.2.3.3 with the sole item of business to be conducted being the elections for the vacant positions on the Board.

BYE LAW 4 COMMISSION STRUCTURES

1. GENERAL

- 1.1. The activities of the WCF are divided into the following areas:
 - 1.1.1. Competition and Rules
 - 1.1.2. Finance
 - 1.1.3. Marketing and Broadcasting
 - 1.1.4. Governance
 - 1.1.5. International and Corporate Relations
 - 1.1.6. Development, Programmes and Services
 - 1.1.7. Operations

2. STANDING COMMISSIONS

- 2.1. The following Standing Commissions shall be appointed by the Board
 - 2.1.1. Finance Commission
 - 2.1.2. Competition and Rules Commission
 - 2.1.3. Governance Commission
 - 2.1.4. Athletes Commission
 - 2.1.5. Zonal Commissions
- 2.2. The Board shall appoint a Board member to chair each Standing Commission, with the exception of the Athlete Commission who shall elect their own chair from within their number, and provide both a Terms of Reference to define how each Commission will function and minimum reporting standard levels by each Commission to the General Assembly.
- 2.3. The Board shall appoint the members of the Commission from nominations received from the Member Associations, Board Members, Staff and other experts who may add value to the work of the commission
- 2.4. The Competition and Rules Commission shall include three members directly elected by the Member Associations. The process and timing of the election shall be set by the Board

3. AD HOC COMMISSIONS

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

4. PROCEDURE

- 4.1. Reports of the activities of Commissions shall be given at the next General Assembly by the Chair of the respective Commission.
- 4.2. The Commissions are responsible to the Board for their activities.

5. REIMBURSEMENT OF EXPENSES

- 5.1. Members of Commissions shall be reimbursed for the expenses incurred when performing their duties for the Commission within a budget approved by the Board.

BYE LAW 5 SUBSCRIPTIONS

1. AMOUNT

- 1.1. The amount of the annual subscription to be paid by each Member Association is fixed by the General Assembly.

2. PAYMENT

- 2.1. Each Member Association shall pay its annual subscription before August 1st of each year.
- 2.2. 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.
- 2.3. Any Member Association which has not paid its subscription by August 1st shall receive a demand for immediate payment.
- 2.4. In cases of non-payment, despite demand for payment, the procedure provided by Article 6.6.2 of the Constitution may apply.

BYE LAW 6 MINUTES AND HANDBOOK - ADMINISTRATION

1. MINUTES

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

2. HANDBOOK

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

3. NAMES AND ADDRESSES

- 3.1. 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.

4. NUMBER OF CURLERS

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