



Constitution - Regulations of the International Mounted Games Association

The regulations of IMGA are complimentary to the constitution. They are not contained within the main constitution document because they may need to be changed in response to changing conditions, and it is not practical or desirable to continually modify the main constitution.

Changes made to this document November 2013 :

Some minor changes in terminology for consistency with other documents, in particular clarification of the terms "Executive Officers" and "Executive Committee"

Simplification of "Role of the Association".

Addition of post of "Chief Referee" as an officer of the Association.

Increase in limits imposed by the Financial Regulations.

Job Descriptions taken from previous "Job Descriptions" documents, updated, and incorporated here under "Duties and Responsibilities".

Role of the Association

The role of the Association is at an international level, and excludes any involvement in local organisations, activities, or events.



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Membership

<i>Membership Type</i>	<i>Who</i>	<i>Voting</i>	<i>Affiliation Fee</i>
Full	International Representative	Full	Full
New member	International Representative	Full	Reduced

Full Members are national Mounted Games Associations, each represented by their International Representative.

New Members are national Mounted Games Associations in their first two years of membership and paying reduced affiliation fees, each represented by their International Representative.

Register of Members

Up-to-date information on members, with contact information, is available on the IMGA website.

Affiliation Fees

The affiliation fee is reviewed and fixed each year.

The membership year runs from January 1st to December 31st.

New members joining between January 1st and the World Team Championship competition count the current year as their first year of membership.

New members joining after the World Team Championship competition count the following year as their first year of membership.

New members pay no affiliation fee for their first year, and receive a reduction for their second year.

Affiliation fees are invoiced at the start of each membership year, with payment required before the end of February.

Additional penalty charges are made for late payment.

The penalty for non-payment (i.e. still no payment at the time of the World Team Championship) is suspension of membership, no participation in any championship events, and eventual cancellation of membership at the end of the year.

When membership has been cancelled for reasons of non-payment in this way, re-application for a new membership does not benefit from the normal fee reductions for new members.



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Financial Regulations

Income

Income may be derived from the following sources :

- Membership fees (primary source)
- Sponsorship (government and commercial)
- Advertising
- Grants
- Donations
- Interest and Investments
- Or any other legal source

Expenditure

Expenditure must be linked to the objectives of the Association and the actions implemented to reach those objectives to the benefit of the members of the Association.

< GBP 500	At the discretion of the Executive Officer responsible for Finance and Administration
GBP 500 - 1000	Requires authorisation of all Executive Officers of the Association
> GBP 1000	Requires authorisation of a majority of the Executive Committee

Assets

The Association may hold assets of the following types :

- Cash deposits
- Mounted Games equipment and training aids
- Ponies
- Property

Reporting

The Financial Year corresponds to the Membership Year (January 1st – December 31st)

Accounts must be kept in accordance with all legal requirements, and reported to the membership at the Annual General Meeting showing the current status.



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Duties and Responsibilities

Chairman & Vice Chairman

Responsibilities

- To represent the Association and act as spokesman to the general public and to other organisations and news media
- To support the decision making procedures of the Executive Committee
- To oversee the general running and organisation of other committees
- To set the agenda and chair the Annual General Meeting and any other meetings which may become necessary
- To mediate in internal disagreements or other internal problems

The Chairman may be the International Representative of a member country, but this is not a requirement.

If the Chairman is an International Representative then the voting rights of that country are not compromised in any way.

If the Chairman is not an International Representative, then his/her voting rights are restricted to exceptional circumstances where a casting vote is required.

The Vice-Chairman shares these responsibilities, obligations, and rights, and is expected at any time to be able to take over the role of Chairman in the case of illness of the Chairman or other unforeseen circumstances.

Requirements

- Be familiar with the rules and regulations relating to IMGA
- Have regular access to and be familiar with electronic communication (e-mail)
- Have organisational and managerial skills and experience
- Be at least 18 years of age

N.B. The working language of IMGA is English. It is not essential that the Chairman or Vice Chairman be English speakers but this would be an advantage. If this is not the case then interpretation/translation services will be provided wherever possible.



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Executive Officers

Finance and Administration

Responsibilities

- To act as the treasurer of the Association, controlling all receipts (including affiliation fees) and payments
- To satisfy all legal obligations (tax, reporting, etc.) of the Association
- To perform all administrative tasks connected with the ongoing running of the Association

The Officer for Finance and Administration may be the International Representative of a member country but this is not a requirement.

If the Officer for Finance and Administration is an International Representative then the voting rights of that country are not compromised in any way.

Requirements

- Be familiar with the rules and regulations relating to IMGA
- Have regular access to and be familiar with electronic communication (e-mail)
- Be familiar with banking and finance
- Posses basic accountancy skills
- Have organisational and managerial skills and experience
- Be at least 18 years of age

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Development

Responsibilities

- To recruit new countries as members of the Association and to help them with integration into the Association
- To continually monitor and ensure that all members satisfy and continue to satisfy the membership requirements

The Officer for Development may be the International Representative of a member country but this is not a requirement.

If the Officer for Development is an International Representative then the voting rights of that country are not compromised in any way.

Requirements

- Be familiar with the rules and regulations relating to IMGA
- Have regular access to and be familiar with electronic communication (e-mail)
- Be familiar with negotiating techniques
- Be familiar with several languages
- Have organisational and managerial skills and experience
- Be at least 18 years of age

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Communication

Responsibilities

- To regularly produce and circulate a newsletter to all members
- To maintain contact with the press, TV, and other news media to ensure adequate coverage and reporting of Mounted Games activities
- Provide support and advice to members for communications within their own countries

The Officer for Communication may be the International Representative of a member country but this is not a requirement.

If the Officer for Communication is an International Representative then the voting rights of that country are not compromised in any way.

Requirements

- Be familiar with the rules and regulations relating to IMGA
- Have regular access to and be familiar with electronic communication (e-mail)
- Be familiar with communication and publishing technology.
- Be at least 18 years of age

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International Representatives

Responsibilities

- An International Representative acts as the central point of contact between IMGA and the IMGA affiliated Mounted Games Association their country, representing their members to IMGA, and representing IMGA to their members.
- All correspondence related to IMGA matters is provided (normally by e-mail) to International Representatives. If they are not themselves the appropriate individual to deal with the matter it is their responsibility to pass on the information to the responsible individual(s) in their national organisation. If the information is of a public nature, it is the responsibility of International Representatives to ensure that this is circulated to their own members within their country.
- IMGA holds an annual general meeting towards the end of each calendar year (normally November). All International Representatives are expected whenever possible to attend these meetings. Should an International Representative not be able to attend, they should arrange to provide their written proxy to an alternative individual who may or may not be from their country and may or may not be an International Representative from a different country.
- Hosting of IMGA annual general meetings is rotated between members. In addition to the annual general meeting, IMGA normally (but not necessarily) holds a mid year meeting during the World Team Championships. For this meeting, the same rules and responsibilities as above apply.
- On occasions, there may be a requirement for International Representatives to vote or give their opinions on matters which can not wait until the following IMGA meeting. On these occasions, a vote or opinion will be requested by e-mail. It is the responsibility of the International Representative to respond to such matters within the timeframe given.

Requirements

- Be familiar with the rules and regulations relating to Mounted Games in their country as well as those of IMGA.
- Be democratically elected by the governing body of Mounted Games in their country to act and vote on their behalf.
- Have regular access to and be familiar with electronic communication (e-mail)
- Be at least 18 years of age

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