



*Fédération
Aéronautique
Internationale*

Internal Regulations

of the FAI Air Sport General Commission (CASI)

Approved by the CASI Meeting, October 2012

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1 GENERAL PROVISIONS.

1.1 CONSTITUTION

The General Air Sport Commission (CASI) is a permanent Commission of the Federation Aéronautique Internationale (FAI), established in accordance with the Statutes and By-Laws of the FAI to be responsible for all matters relating to air sports not assigned to the specialised Air Sport Commissions. Its work shall be in accordance with these Internal Regulations, the Statutes and By-Laws of the FAI and the General Section of the Sporting Code.

1.2 AIMS AND RESPONSIBILITIES

CASI shall:

- make evident the essentially international spirit of parachuting as an instrument for bringing people closer together;
- promote physical and moral qualities, technical knowledge and skill as basic to air sport activity;
- provide a forum for the exchange of information on, and discussions of safety and other matters in, air sports;
- create and promote international standards for air sports;
- co-ordinate FAI member countries' activities to further the development of air sport throughout the world;
- where required, establish an International Appeals Tribunal
- advise the General Conference on appropriate measures to develop and encourage air sports, which are outside the mandate of the other Air Sport Commissions
- keep current and up-to-date, the General Section of the Sporting Code, which shall not be in conflict with the FAI Statutes and By-Laws.
- prepare these Internal Regulations as authorised by paragraph 1.6.2 of the FAI Statutes, to cover CASI procedures within the parameters of the FAI Statutes, By-Laws and Sporting Code.

1.3 DURATION

The CASI is a permanent Commission of the FAI, set up for an unlimited period of time.

1.4 ORGANISATION

1.4.1 Composition: The CASI shall comprise:

1. The Plenary Meeting, which is the governing body of the CASI and which must approve all documents issued or decisions taken by the CASI, its Bureau, CASI Committees and Working Groups;
2. The Bureau, which, between Plenary Meetings, may exercise certain responsibilities and powers bestowed by the Plenary Meeting as specified in subsections 3.5, 4.3 and 4.4 of these Regulations, and;
3. Permanent or temporary CASI Committees and Working Groups set up by the Plenary Meeting to be responsible for or to study certain activities or matters.

1.4.2 Implementation of Directives

Directives laid down by the Plenary Meeting may be implemented by the President, the Bureau, the Chair of a CASI Committee or Working Group or the Secretary, in accordance with the authority endowed by the Plenary Meeting.

1.5 LANGUAGE OF THE CASI

The official languages of the FAI are English, French, Russian and Spanish.
The working language of the CASI is English and all documents, minutes, rules etc. shall be prepared and/or presented in English.

Note: The words he or his in this document does not imply gender but are used in place of he/she or his/her.

1.6 CHANGES TO THE INTERNAL REGULATIONS

1.6.1 Amendments

Any amendment to the current Internal Regulations may only be decided at a Plenary Meeting by a majority of two thirds of the delegates present or represented, provided the proposed change is put on the agenda notice sent to CASI members at least 45 days before the Plenary Meeting in question.

1.6.2 Revisions

These Internal Regulations shall be automatically revised in accordance with any change in the FAI Statutes and By-Laws.

1.6.3 Format

Any amendment shall be published in standard format as per the Sporting Code, General Section, Chapter 10.

1.6.4 Revisions to the CASI Internal Regulations

Revisions to the Internal Regulations are effective and valid immediately upon approval by the CASI Plenary.

1.7 FORM OF PUBLICATION

The Agenda for the Plenary Meeting, the Minutes of each meeting and all attachments there to will be made available either in electronic form or in hard copy.

2 MEMBERS

The CASI is composed of Delegates and Alternate Delegates or substitutes therefore appointed by FAI Members in accordance with FAI Statutes 5.2.3.2.7.

3 PLENARY MEETINGS

3.1 AUTHORITY

The Plenary Meeting shall be the policy and decision making forum of the CASI and authority for any procedures or actions may only come from the Plenary Meeting.

3.2 TIME AND LOCATION OF MEETING

Unless required by exceptional circumstances, the Plenary Meeting will take place

3.3 THE SCHEDULE

The schedule for all meetings will be established by the President after consultation with the Bureau and the Committee and Working Group Chairs.

3.4 EXTRAORDINARY MEETINGS

No extraordinary meetings of the IPC will be convened. Urgent matters arising between Plenary Meetings and needing immediate attention will be dealt with by the Bureau, subject to ratification at the next Plenary Meeting.

3.5 AGENDA

3.5.1 Content of the Agenda

The Agenda, which will be established by the CASI President in conjunction with the CASI Recording Secretary, will be sent out with the notice convening the meeting. The Agenda that is sent out will contain (but is not limited to) the following items:

1. A written report by the CASI President on his activities and the activities of the CASI and the Bureau since the last meeting.
2. A written report by the Chair of each CASI Committee and Working Group
3. Any proposals or other items for discussion submitted in accordance with 3.5.3

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3.5.2 Notice

The notice convening the meeting will be posted on the FAI Website and be sent out in hard copy to the NACs that do not have an E-mail address at least 45 days before the date fixed for the meeting.

3.5.3 Proposals

Proposals or other items for discussion may only be included in the Agenda if submitted in writing to the CASI President or CASI Recording Secretary no later than 60 days before the date of the meeting by:

- An FAI Member, signed by the President and/or Secretary thereof
- A CASI Delegate
- A CASI Committee or Working Group, signed by the respective Chair
- The CASI President

3.5.4 Items for Discussion

Except as provided in 3.6.3, only items with proper underlying documentation that appear on the published Agenda can be discussed and decided upon in the CASI Plenary Meeting.

3.5.5 Report Summaries

A written summary of any verbal report given during the Plenary Meeting, highlighting the important points, must be given to the CASI Recording Secretary before the end of the Plenary Meeting.

3.6 VALIDITY

3.6.1 Quorum

A quorum shall consist of the personal presence of at least twenty five percent of the CASI Delegates registered with the FAI.

3.6.2 Validity of voting

If a quorum is present, a vote on any item on the Agenda (or any amendment thereto proposed before or during the meeting) shall be valid, provided the item has been moved and seconded by persons entitled to vote under 3.7.

3.6.3 Proposals not on the Agenda

- 1) Any proposal or other item for discussion not on the published Agenda may be put on the Agenda if agreed to by at least two-thirds of the Delegates present in person (or represented by proxy), other than proposals to amend these Internal Regulations:
- 2) In accordance with FAI By-Law 5.6.4, no final decision can be made on items that do not appear on the published agenda. For new items to be added to the agenda, at least two-thirds of the voting Delegates present in person (or represented by proxy) must agree.

3.6.4 Proxy Votes

Proxy votes are not to be considered in the determination of a quorum in sub-paragraph 3.6.1.

3.7 VOTING RIGHTS

In accordance with FAI By-law 3.3, each Delegate shall have one vote at all types of CASI meeting. In case the Delegate is unable to exercise this right, the Alternate Delegate or appointed substitute may vote on behalf of the Delegate. If no Alternate or

substitute is available or present, a Delegate may appoint a proxy from among the other Delegates or Alternates. A voting Delegate may hold and exercise a proxy vote on behalf of only one other Delegate.

Such proxy delegation of voting rights shall require written notification to the CASI President before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation.

Postal voting is not permitted.

3.8 VOTING AT MEETINGS

Voting shall take place, either by

- i) a show of hands; or
- ii) a secret vote

A vote shall be secret if requested by one Delegate. When a secret vote takes place:

- i) any ballot paper marked so that the source can be identified shall be invalid and
- ii) any unmarked ballot paper shall be counted as an abstention.

Except as provided by paragraphs 1.6.1 and 3.6.3, decisions shall be taken on a simple majority vote of the Delegates present in person (or represented by proxy). In the event of a tie in two successive votes (excluding abstentions), the matter or motion shall be considered to have been defeated, there being no majority in favour.

3.10 AMENDMENTS

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the CASI President or any Delegate it must be made in writing and will then be read out by the CASI Recording Secretary before a vote is taken. An amendment proposal must be seconded to be considered.

3.11 DOCUMENTS

The Documents shall contain (but are not limited to)

- The Minutes of the Plenary Meeting
- The amended Internal Regulations
- The amended Sporting Code, General Section

If no amendments have been made, the Documents (other than the Minutes) from the previous year continue to be valid.

The Documents are to be sent to the FAI Secretariat by the CASI Recording Secretary no later than 18 days after the adjournment of the Plenary Meeting and must be posted on the FAI Web site no later than 30 days after that adjournment.

Hard copies of the Documents will be distributed to all Delegates and NACs that have no e-mail address or upon specific request, no later than 48 days after the adjournment of the Plenary Meeting.

4. CASI BUREAU

4.1 COMPOSITION.

The Bureau will consist of: the President, the First Vice President, two Vice Presidents, and the Recording Secretary. Except as provided in subsections 5.2 and 5.3, Bureau Members may not be represented by others.

4.2 MEETINGS

The Bureau shall meet once a year immediately before the Plenary Meeting (see subsection 3.2). It may meet at other times as decided by the President or be consulted in writing or by electronic means by the President if the occasion demands it.

4.3 DUTIES AND POWERS

The Bureau shall act as a decision making body with the power to make decisions on matters that arise between Plenary Meetings. All Bureau decisions shall be made by consensus; however if no consensus can be reached the President has the right to use a majority vote to decide the issue.

4.4 AUTHORITY

The Bureau has the authority to discuss and consider:

- items arising from the FAI General Conference;
- items communicated by the Secretary General of the FAI between Plenary Meetings;
- recommendations or directions from a Plenary Meeting;
- other items as specified in these regulations.

4.5 BUREAU QUORUM

Bureau meetings are called by the CASI President notifying all Bureau members. A quorum of the Bureau shall consist of the President together with any two Vice Presidents. No decision may be taken on any matter unless a quorum has been consulted by, or given advice to, the President.

4.6 CASI RATIFICATION

Any decision made by the Bureau is subject to ratification by the CASI and may be modified or repealed by the CASI.

4.7 TERM OF OFFICE

In accordance with FAI Statute 5.2.3.2.9, the term of office for the Bureau is one year.

5 CASI OFFICERS

CASI Officers shall be elected or appointed in the following order:

5.1 PRESIDENT

5.1.1 Election

1. At each Plenary Meeting the CASI shall elect a President by a secret ballot. The Presidential candidates shall be chosen from the Delegates by a nomination' ballot. The incumbent President is also eligible;
2. To be eligible for nomination a potential President must be fluent in English and should have an intimate knowledge of the organisation of the FAI and CASI;
3. Delegates proposed in the nomination ballot shall accept or decline their nomination;
4. If an absolute majority (more than 50% of the votes present) is not obtained on the first ballot, a second vote shall be taken at which a plurality shall ensure election;
4. The President may be re-elected for an unlimited number of terms and shall take office upon election.

5.1.2 Duties and Powers of the President

The CASI President shall have the following powers and duties:

1. To represent the CASI;
2. To serve as FAI Vice-President and represent the CASI at the FAI General Conference and at meetings of the Air Sport Commission Presidents;
3. To convene the Plenary Meeting and Bureau meetings and ensure that CASI Committee and Working Group meetings are convened where appropriate;
4. To establish, in conjunction with the CASI Recording Secretary, the Agenda for the Plenary Meeting;

5. To act as Chair of the Plenary Meeting and Bureau meetings and to ensure compliance with the FAI Statutes, By-Laws and CASI Internal Regulations, but will not take part in any vote unless otherwise provided;
6. To prepare a yearly report on the work done by the CASI for submission to the FAI General Conference either in person or by one of the CASI Vice Presidents. He shall also submit special reports as required by the FAI General Conference or the FAI President;
7. To review the minutes of meetings as prepared by the CASI Recording Secretary not later than 30 days after the meeting;

5.2 FIRST VICE PRESIDENT

5.2.1 Election

One First Vice President shall be elected from the Delegates in the same manner as the President, except that fluency in English may be replaced by use of an interpreter.

5.2.2 Duties

In the absence of the President at meetings of the CASI, the First Vice President shall act as Chair.

5.2.3 Re-election

He may be re-elected for an unlimited number of terms and shall take office upon election.

5.3 VICE PRESIDENTS

5.3.1 Election

Two Vice Presidents shall be elected from the Delegates in the same manner as the First Vice President except that only a plurality of votes shall be required to ensure election and not a majority.

5.3.2 Duties

The Senior Vice President of the two shall perform the Presidential duties in the absence of the President and First Vice President. Seniority will be based on the length of time as a CASI Delegate.

5.3.3 Re-election

They may be re-elected for an unlimited number of terms and shall take office upon election.

5.4 RECORDING SECRETARY

5.4.1 Election

The Recording Secretary shall be elected in the same manner as the Vice Presidents. The Secretary need not be a Delegate or Alternate Delegate to the CASI.

5.4.2 Duties

The Recording Secretary will assist the CASI President in preparing the Agenda for the Plenary Meeting and shall be responsible for preparing and sending the minutes of each Plenary meeting to the President and FAI secretariat within 18 days of that meeting's adjournment. The Recording Secretary will document and publish the minutes of all Bureau meetings and all Bureau decisions made between Plenary Meetings.

5.5.3 Voting Rights

The Recording Secretary has no voting rights.

5.6 Resignation

1. If an elected Officer at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and that Officer shall thereafter have no standing as

a CASI Officer. The same procedure will apply if an elected Officer is permanently incapacitated or dies.

2. If the President resigns, the 1st Vice President will assume the duties of the President until the next Plenary Meeting
3. If the 1st Vice President resigns, the senior Vice President will assume the duties of the 1st Vice President until the next Plenary Meeting
4. If a Vice President resigns, the other Vice President will assume the duties of the Vice President that has resigned until the next Plenary Meeting
5. If the Recording Secretary resigns, the Bureau will appoint a replacement to serve until the next Plenary Meeting

6 COMMITTEES

6.1 ESTABLISHMENT

The CASI may set up Committees with permanent or temporary status, which shall have specific Terms of Reference for their work and responsibilities, which must be approved by the CASI. A temporary Committee will be disbanded upon completion of its assigned task.

6.2 COMPOSITION

Each CASI Committee consists of a Chair and other Members. The number of Members (including the Chair) will be established by CASI but may not be less than five

6.3 MEETINGS

CASI Committees will hold meetings as provided for in their Terms of Reference.

7. WORKING GROUPS

7.1 ESTABLISHMENT

The CASI may set up Working Groups with permanent or temporary status' which will study and report on specific matters or proposals. A Working Group shall have specific Terms of Reference for its work and responsibilities that must be approved by the CASI. A temporary Working Group will be disbanded upon completion of its assigned task.

7.2 COMPOSITION

Each CASI Working Group consists of a Chair and up to five other individuals.

7.3 MEETINGS

CASI Working Groups will hold meetings as provided for in their Terms of Reference.