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The statute (constitution) of ISTAA

- I. The name of the Association is: International Sports Travel Agents Association ISTAA .**
- II. The registered office of the Association is Zürich (Switzerland).**
- III. ISTAA is an association according to section 60 et seq. of the Swiss Civil Code and registered in the Commercial Register of the canton of Zürich.**
- IV. The area of operation of ISTAA: worldwide.**

V. The purpose of ISTAA

ISTAA MISSION:

To develop & secure sports travel, promoting a positive image of sports events and to support ISTAA members' business on a reciprocal basis.

ISTAA's key objectives:

- To develop strong relations among ISTAA partners internationally;
- Build a „niche” sector of travelers by promoting sporting events as exclusive trips for the corporate market, change the social structure of travelling sports fans (versus low cost traveler traffic); to promote development of „high class” segments of sports travel traffic (corporate incentives & VIP groups);
- To facilitate networking as a day to day tool, and enhance educational and communications opportunities;
- To promote sporting events and host cities as attractive travel destinations;
- Promote, implement and give publicity to safety solutions on stadiums;
- To enhance the image and profile of the sports tourism industry;
- To develop and facilitate access to industry tools;
- To encourage investment in sports tourism in the public and private sectors;
- To coordinate research and data collection on activity within the sport tourism industry;
- To share best practices;
- To assess the economic impact of sporting events;

VI.INTERPRETATION:

Unless the context requires otherwise, when used in these Rules and Regulations, with an initial capital letter, the following terms shall have the following meaning:

- **'Association'** shall mean International Sports Travel Agents Association ISTAA;
- **'Member'** shall mean and include any firm or company admitted to the membership of the association in accordance with the Statute of ISTAA.
- **'Board of Directors'** shall mean the Managing Committee of ISTAA constituted in the manner prescribed by this Statute.
- **'Member of the Board'** shall mean a member of ISTAA elected to the Managing Committee in the manner prescribed by this Statute.
- **General Assembly** means Annual General Meeting of all ISTAA members.

VII.MEMBERSHIP:

The membership of ISTAA Association is open to all companies matching membership criteria and agreed with the aims and objectives of ISTAA.

VIII. CLASSIFICATION OF MEMBERS: The members of the Association shall be classified into the following categories:

1/ An active member is an ISTAA approved professional travel agency, which meets basic criteria.

Basic criteria of active member- sports travel agency are:

- Specialization – focused on Sport Travel meaning;
- Having had experience of handling World Cup, European Championships, Olympic Games, Champions League or similar major sports events and/or
- Service contract with National Sports Teams in key discipline and/or
- Exclusive contract with National Olympic Committee.
- IATA accredited agent or have approved local travel license from their respective country with solid insurance guarantee.
- Dynamic, financially sound and of solid reputation.
- Known & recommended by at least one ISTAA member.

Active Member

- is fully empowered to vote and to be elected** during **General Assembly** for ISTAA Board of Directors or other working bodies established by the Board of Directors, like working committees or temporally project teams.
- is empowered to address their recommendations directly to the Board of Directors' table.
- cannot be excluded from ISTAA if the membership fee is paid properly and on time and the basic membership criteria are fulfilled.
- can change status to associate member if due to some changes will not meet the basic criteria.
- has the right to be informed about all plans and activities of the Board of Directors and entire Association.

2/ An Associate Member is a sports travel agency , which doesn't meet criteria of an active member but is focused on Sport Travel and has:

- minimum 3 recommendations from approved members
- minimum 5 years of continuous sports travel agency activity
- IATA accredited agent status or has approved local travel license from their respective country with solid insurance guarantee.

An Associate Member

- can address their recommendations to the Board of Directors or **General Assembly**
- loses the membership automatically if the membership fee is not paid on time or cease to meet the criteria.
- can be upgraded to active member status if the basic criteria are met.
- has the right to be informed about all activities of ISTAA.

3/An ISTAA Partner Member is an ISTAA approved member which does not meet criteria of active member nor associate member, but is willing to be an ISTAA member and support the Association, i.e. companies related to sports events: event management of corporations, sports clubs, hotel chain, airlines, PR & marketing companies and other sponsors.

Partner member

- is an satellite business body with strong financial and professional position as well as clear and transparent ethical foundation and business mission in their business environment;
- is able to bring an add value into the Association;
- is a major entity ready to co-exist without competing in the sports travel industry;
- is empowered to participate in General Assembly, work in committees or project teams and in the information flow;
- can present their business targets to the members with approval of the Board of Directors and agreed path.

IX. SOURCE OF INCOME:

Association shall raise their funds by way of membership fees, sponsorships, contributions and donations in cash, barter or in kind.

X. MEMBERSHIP FEES & SUBSCRIPTION:

Members shall pay Admission fee and Annual subscription fee as shown below.

Admission fee and annual subscription fee are non-refundable.

A. Admission Fee

B. Annual Subscription

The amount of the admission fee for all member categories and the annual subscription for active members and associate members is set by the members at every General Assembly for the next year.

The Assembly can grant a discount for overseas members from South America, Australia and Far Asia.

All branch foreign offices of accepted members must pay an additional annual subscription per branch office. The amount is determined by the meeting.
Partner Member's fee is always negotiated. It is determined by the board.

XI. CEASING TO BE A MEMBER:

The Membership will be expired due to the following reasons:

1. Resignation of membership
2. Member is convicted of criminal offence involving moral turpitude
3. Non-ethical behavior
4. Failure to meet membership criteria and subscription fees.

Board of Directors votes the decision on cancelling the membership.

XII. ACCOUNTING YEAR:

The accounting year of the Association shall be the financial year from 1 July to 30 June of every year. Balance Sheet must be prepared in English or German every year and send to the taxation office in Switzerland.

XIII. BANK ACCOUNTS:

The funds of the association shall be deposited in any bank account worldwide.

XIV. BOARD OF DIRECTORS:

The management and administration of the Association shall be carried out and managed by the Board of Directors, which consists of 5-7 (five to seven) Members of the Board, elected by and from among the members of the Association during the General Annual Meeting (see article XX below). The General Assembly votes for the members of the Board: President and other Board Members.

Unless otherwise provided by the statutes, the Board of Directors constitutes itself (authority to sign, allocation of functions, number of meetings and their convening, adoption of resolutions, formation of commissions, place of the secretariat, etc.).

XV. TERMS OF OFFICE

Term of office of the ISTAA Board of Directors shall be for a period of 2 (two) years commencing date of election.

XVI. POWERS & FUNCTIONS of the BOARD of DIRECTORS

The Managing Committee shall work and have full powers and authority to do all acts, manage ISTAA, particular to the following:

1. To develop, look after, manage, supervise and control the Association and its properties.

2. To admit or reject new members and accept resignation of the members between General Assembly meetings.
3. To have the statement of accounts prepared every year.
4. To accept sponsorships, donations in cash or in kind on such conditions and/or without conditions.
5. To establish specific projects teams and nominate project managers

XVII. THE PRESIDENT

The President shall preside over all meetings of the Board of Directors and in his/her absence any Member of the Board shall preside to hold the Chairmanship for that meeting. The President has single signing authority.

He shall represent the association in all legal and official proceedings provided.

XVIII. The SECRETARY GENERAL

Secretary General is a person trusted by The Board of Directors and employed by the President's travel agency according to the budget accepted by the General Assembly for the year.

Secretary shall be responsible to:

- implement the decision of the Board of Directors and General Assembly,
- record the proceedings of the meetings of Board of Directors,
- maintain and preserve any records and documents connected with the Association,
- manage email and mail correspondence,
- update an ISTAA's website,
- create the monthly ISTAA newsletter,
- cooperate with all Members.

Secretary General is elected and accepted by the Board of Directors for unlimited time, unless resigns or Board of Directors will elect new one.

XIX. MEETING OF THE BOARD OF DIRECTORS

Members of the Board of Directors meet ordinarily once in 6 months to conduct the affairs of the Association.

All members of the Board of Directors should be present in their Meetings in person or by video or telephone conference.

XX. GENERAL ASSEMBLY

Members of the Association form the General Assembly of the Association and meet at Annual General Meeting once a year. The place and the date is chosen during the previous Annual General Meeting.

All Members meet for the following purposes:

1. To confirm records and transcripts of the previous Annual General Meeting.
2. To accept the previous year's statement of accounts and accept the budget for next year and next year projects.
3. To elect the Board of Directors for the next term, if the term is over.
4. To admit new members as per decision taken by Board of Directors between the Annual General Meetings . The General Assembly delegate the right to accept new members to the Board of Directors.
5. To consider any other matter, which has been brought forward by any Member, in due notice of three days prior to the Annual General Meeting or with the previous permission of the President .
6. To accept the changes of the Statute.
7. To establish temporary the working committees and nominate their managers .

XXI. EXTRA ORDINARY GENERAL ASSEMBLY

The Board of Directors may call an extraordinary meeting of the Association whenever they may deem it necessary to do so.

XXII. QUORUM OF THE GENERAL ASSEMBLY

Participation in General Assembly is obligatory for Active Members. Minimum quorum for valid meeting is more than 50% of total number of Active Members, including proxies send to Secretary General or any Active Member participating in General Assembly.

XXIII. NOTICE OF THE GENERAL ASSEMBLY / EXTRA-GENERAL ASSEMBLY MEETING:

Minimum 30 days notice specifying the place, date, time with agenda shall be forwarded to each and every member of ISTAA.

XXIV. VOTING

1. At General Assembly meeting of the Association or of the Board of Director meetings, members present shall have only one vote.
2. The President shall have a second or casting vote in case of an equality of votes.
3. Most of voting shall be open by regular majority by show of hands and a simple majority shall take all decisions, except for the secret ballot election of the Board of Directors.
4. Active members present at the General Assembly have the right to vote and be voted
5. Observers are not allowed to participate in the election session.
6. The ballots are counted by the Ballot Counting Committee .This committee members are allowed to vote and be voted.

7. The Board of Directors election has following procedure:
 - 1st turn: voting for the President of ISTAA, one person out of all candidates.
 - 2nd turn: voting for the Swiss member of the Board of Directors, one out of all Swiss candidates (turn skipped if Swiss member is voted the President at the first turn)
 - 3rd turn: voting for 5-6 other members of the Board, out of all candidates except for the picked for the President and Swiss member of the Board.

These founding statutes were approved by the foundation meeting in the foundation meeting from 26 November 2012. They have been revised at the General Meeting of the association from 18 November 2013 (change of domicile and accounting year).

The Chairman:

The Keeper of the Minutes: