



# **BY-LAWS & FEES & ALLOWANCE SCHEDULE**

**(Including Guidelines for Events, Disciplinary Committee,  
Appeals and Courts)**

# FIM AFRICA BY-LAWS

(Including Guidelines for Events, Protests, Disciplinary Committee, Appeals and Courts)

## 1. FIM AFRICA CHAMPIONSHIP EVENTS

**A minimum of three participating FMN's is required for an FIM AFRICA Championship event to qualify for Championship status.**

### 1.1 Inscription of Championship dates on FIM AFRICA calendar

Championship dates for inscription on the FIM Calendar for the following year must be submitted and confirmed at the FIM AFRICA Meeting of Commissions and must be submitted in writing to all BOD members by latest end June of each year.

### 1.2 Event Regulations

Draft Supplementary Regulations for a FIM AFRICA Championship event must be submitted to the Secretary General no less than 12 (twelve) weeks prior to the scheduled date of the event. (Refer to Art. 3 - "Fines and Penalties" of these By- Laws).

On receipt of the draft event regulations, the Secretary General will immediately forward same to the Director Sporting who will in turn distribute to the relevant Commission Chairman. The Commission Chairman in conjunction with the Director Sporting will be responsible for approving and returning any comments and any required amendments to the regulations, to the Secretary General within 10 (ten) days after receipt.

The Secretary General will issue the Organising Permit for the event and forward same to the host FMN via e-mail within 2 (two) days following receipt of the approved regulations from the Director Sporting and Commission Chairman.

### 1.3 Track / Venue Preparation

Motocross/Supermoto track preparation and Cross Country, Enduro routes must conform to FIM, and FIM AFRICA specifications unless special written approval is obtained from the Director Sporting.

The host FMN/Club is responsible for the costs of track preparation, route finding/checking costs, event expenses and the programme.

### 1.4 Motocross / Supermoto / Cross Country/Enduro / Track / Route Inspections

14.1 Once the date of the event has been confirmed, two tentative dates must be arranged with the Track Inspector (appointed by the Director Sporting), allowing sufficient time for any alterations that may have to be carried out, in which case the track will need to be re-inspected a second time. A written Track Inspection Report must be completed by the Track Inspector and must be submitted to the Director Sporting, the host FMN; the organising club, and the Chairman of the relevant Commission no later than 3 (three) days following the inspection. A copy of the Track Inspection Report must also be sent to the Secretary General for record purposes.

The Track Inspector's decision is final, but in the event of a dispute between the host FMN/organising club and the Track Inspector, the matter must be referred to the Director Sporting and the Chairman of the relevant Commission for a decision, following consultation with the Track Inspector. No event will be allowed to take place unless the track has been approved by the Track Inspector – or in the case of a dispute as set out above, by the Director Sporting. Minor changes to the track can be made once the Jury President, Race Director and Jury Members arrive.

14.2 FIM AFRICA will only be responsible for the airfare and subsistence Allowance of the Track Inspector. The host FMN (or club) is responsible for the accommodation, meals and local transport of the Track Inspector. (Refer to Fees and Allowances Schedule).

### 1.5 Sponsorship

The onus is on the host FMNR (or club) to raise sufficient revenue to organise and host the event. FIM AFRICA or the FIM does not guarantee any financial support for any event.

**16 Officials (Also refer to Fees and Allowances)**

All officials are personally responsible for the payment of vaccinations/visas required for travel and these costs will not be covered by FIM AFRICA for any official.

Race Director:	All travel costs to/from the event are paid by FIM AFRICA
Jury President:	All travel costs to/from the event are paid by FIM AFRICA
Foreign Jury Member:	All travel costs to/from the event are paid by FIM AFRICA
Track/Route Inspector:	All travel costs to/from the event are paid by FIM AFRICA
Local Jury Member:	All travel costs are paid by the host FMN/Club

Local transport and accommodation costs for the Jury President, Foreign Jury member, Race Director, Track/Route Inspector, local Technical Steward, Environmental Steward, and local Jury Members (where applicable) must be arranged and paid by the host FMN/Club.

The host FMN/Club must provide officials with refreshments and meals free of charge. **Alternatively, (if there is no refreshments and meals available)**, a Subsistence Allowance as set out in "Fees and Allowances" must be provided to each official by the host FMN/Club.

A competent Jury Secretary and a competent Event Secretary must be provided by the host FMN/Club – who will be responsible for all their expenses.

Where necessary, interpreters must be provided and paid for by the FMNR.

**17 Customs Clearance of Motorcycles**

If possible, the host FMN/Club should assist competitors with this. All costs to be confirmed with and paid for by the FMN and/or competitors directly.

Visiting teams/FMN's/Clubs are responsible for the export of the motorcycles from their own countries to the event and out of the host country on their return.

**18 Transport for Competitors**

If possible, local transport for competitors and their motorcycles arriving by air should be arranged by the host country. The cost of such transport must be borne by the competitors directly.

**19 Competitors' Accommodation**

If possible, the host FMN/Club should arrange hotel accommodation close to the venue and a special rate should be negotiated. All necessary information (rates, deposits, etc.) and reservation details to be included in the Supplementary Regulations for the event. Competitors will be personally responsible for all their accommodation, meals, and other costs.

**1.10 Competition Licences**

All visiting competitors participating in an FIM AFRICA Championship event, must hold an FIM Competition Licence (One event or Annual) available via the FIM Extranet (refer to "Fees and Allowances" schedule of this document) via the affiliated FMN. FIM AFRICA **does not** issue any FIM Championship licences. Host competitors competing in an FIM AFRICA Championship must hold a FMNR National Championship licence valid for the category they are competing in as well as the appropriate Insurance.

**1.11 Submission of Results, Officials' Reports, Jury Minutes, etc.**

Full results (and entry lists) of all FIM AFRICA Championship events must be sent to the Secretary General within 3 (three) working days following the event.

All other Officials' Reports (i.e. Clerk of Course, Jury President, Environmental Steward and Medical Report – where applicable – must be sent to the Secretary General within 5 (five) working days following the event.

**2. FIM AFRICA REGIONAL CHALLENGE / CUP / SUPPORTED/CHAMPIONSHIP EVENTS**

**21 Inscription of Regional Challenge/ Cup /Supported/Championship Dates on FIM AFRICA Calendar**

As per Art. 1.1 for FIM AFRICA Championship events above.

**22 Track / Route Preparation**

Motocross/Supermoto track preparation and Cross country and Enduro routes must conform to FIM or FIM AFRICA specifications unless special written approval is obtained from the Director Sporting.

The host FMN/Club is responsible for the costs of track preparation, route finding/checking costs, event expenses and the programme.

**23 Event Regulations**

Draft Supplementary Regulations for a FIM AFRICA Challenge / Cup event must be submitted to the Secretary General no less than 6 (six) weeks prior to the scheduled date of the event. (Refer to Art. 3 - "Fines and Penalties" of these By-Laws. On receipt of the draft event regulations, the Secretary General will immediately forward same to the Director Sporting who will in turn distribute to the relevant Commission Chairman (i.e., Motocross or Cross Country) The Commission Chairman in conjunction with the Director Sporting will be responsible for approving and returning any comments and any required amendments to the regulations, to the Secretary General within 10 (ten) days after receipt.

The Secretary General will issue the Organising Permit for the event and forward same to the host FMN via e-mail within 2 (two) days following receipt of the approved regulations from the relevant Commission Chairman & Director Sporting.

**24 Motocross / Supermoto / Cross Country/Enduro Route Inspections**

24.1 As per Art. 1.4.1 for FIM AFRICA Championship events above, if deemed necessary by the respective Commission Chairman or the Director Sporting.

24.2 The host FMN/Club will be responsible for the airfare/travel costs, accommodation, meals, and transport of the Track Inspector.

**25 Sponsorship**

As per 1.5 for FIM AFRICA Championship events above.

**26 Officials**

FIM AFRICA does not pay for the costs of any Officials for Challenge events and all such costs are for the direct account of the host FMN/Club.

**27 Competition Licences**

Competitors participating in any FIM AFRICA Challenge/Regional Championship/Cup event and if the licence is inscribed on the FIM Calendar, must either hold an annual FIM Competition Licence, or a One Event FIM Competition Licence (per discipline) (which includes medical insurance). All FIM Licences can only be obtained via the affiliated FMN through the FIM Extranet. If an event is not inscribed on the FIM Calendar, the FMN can apply to the Secretary General for a Regional Continental Licence if such licence is applicable.

**28 Competitors' Travel Allowance:**

No travel allowance is paid by FIM AFRICA to competitors participating in any FIM AFRICA Challenge event, series and/Supported events.

**29 Submission Of Results, Officials' Reports, Jury Minutes, Etc.**

Full results (and entry lists) of all FIM AFRICA Challenge events must be sent to the Secretary General within 3 (three) working days following the event.

All other Officials' Reports (i.e., Clerk of Course, Jury President, Environmental Steward and Medical Report – where applicable – must be sent to the Secretary General within 5 (five) working days following the event.

**Details for FIM AFRICA Road Racing, Trials and Speedway will be published when these Championships are introduced.**

**3. FINES AND PENALTIES**

31 Failure to host a FIM AFRICA Championship event inscribed on the FIM AFRICA Calendar, unless due to "force majeure" or for a reason accepted by the BOD, will result in a fine of 10 (ten) times the permit fee being levied against the FMNR.

32 Failure to host a FIM AFRICA Challenge/Regional Championship/Cup event/Supported Event inscribed on the FIM AFRICA Calendar, will result in a fine of 5 (five) times the permit fee being levied against the FMNR.

- 33 Changing the date of a FIM AFRICA Championship event for reasons other than “*force majeure*” will result in a fine 5 (five) times the permit fee being levied against the FMNR. Any such change of date must be approved by the FIM AFRICA BOD in writing.
- 34 Changing the date of a FIM AFRICA Challenge/Regional Championship/Cup event/Supported Event for reasons other than *force majeure*” will result in a fine of double the permit fee being levied against the FMNR. Any such change of date must be approved by the FIM AFRICA BOD in writing.
- 35 Late or non-submission of event documentation – for both FIM AFRICA Championship and FIM AFRICA Challenge/Regional Championship/Cup events (regulations, entry lists, results, Officials’ reports, competitors’ details, etc.) will result in a fine of double the permit fee being implemented against the FMNR. In addition, the FIM AFRICA BOD may decide at their sole discretion, to levy an additional penalty against the FMNR.
- 36 In addition, the FIM AFRICA Board may impose additional penalties, such as:
  - 36.1 warnings
  - 36.2 fines
  - 36.3 time and/or point penalties
  - 36.4 disqualification
  - 36.5 withdrawal of Championship points
  - 36.6 suspension
  - 36.7 exclusion

**4. PROTESTS AND APPEALS**

The time limit for lodging a protest or appeal against a decision of Officials at an event, must be specified in the annual General Competition Regulations (GSR’s) for the category concerned, and repeated in the Supplementary Regulations (SR’s) of individual events. Refer to “Fees and Allowances” for Protest and Appeal Fees.

**5. DISCIPLINARY COMMITTEE, APPEALS AND COURTS**

**51 The Disciplinary Committee**

The BOD shall in the first instance deal with all disciplinary matters of a general nature, and with matters arising from events organised under the auspices of the FIM AFRICA and where applicable convene a Court of Enquiry (either in-person or by virtual means), whose recommendations will be submitted to The BOD for consideration and implementation.

Any other disciplinary matters shall be decided by the BOD in consultation with the relevant Commission Chairman.

**52 Appeals/Arbitration**

Any recourse to ordinary courts is excluded against final decisions rendered by jurisdictional bodies appointed by FIM AFRICA BOD. Appeals against any FIM AFRICA appointed bodies, or the FIM AFRICA BOD, will be referred by the FIM AFRICA BOD to a panel of no less than 3 (three) qualified and competent Experts from 3 (three) different FMN member countries, approved by the FIM AFRICA BOD

For all matters of discipline, procedures laid down in the Disciplinary and Arbitration Code of the FIM will be followed *mutatis mutandis*.

**53 Time Limits for lodging of an Appeal**

53.1 Where an Appeal arises from a decision of the Stewards of the meeting, the formulated Appeal must be given in writing to such Stewards and the appropriate Appeal fee as laid down under “Fees and Allowances” within 1 (one) hour of the written and or verbal announcement of their decision. Such Appeal must be forwarded to the Secretary General within 48 (forty-eight) hours after having been lodged.

53.2 Where an Appeal arises from the decision of a tribunal, actions of or decisions of an FIM AFRICA Official, Committee/member or any other appeal not covered by 5.3.1 above, a formulated Appeal must be lodged with the Secretary General within 5 (five) days of the announcement of the decision/incident concerned.

53.3 Regarding both 5.3.1 and 5.3.2 above, the Appeal fee must be paid together or before the lodging of the Appeal, and any fine or costs imposed in respect of which the Appeal is lodged must be paid within 48 (forty- eight) hours after having been imposed.

#### **54 Lodging an Appeal**

To be admissible, the Appeal must be lodged with the Secretary General within 5 (five) days of the announcement of the decision or incident concerned. It is the responsibility of the Appellant to ensure related fees, fines and/or costs are deposited within the FIM Africa bank account within the permitted time frames as set out.

All Appeals must be in writing. They must at the very least specify briefly the decision appealed against and the grounds of the Appeal, the relevant rule numbers, be signed by the appellant and shall state the address to which communications must be sent.

#### **55 Time Limits to be observed for Appeal Hearings**

55.1 The Board of Directors must convene an Appeal hearing (In-Person or by Virtual Means) not later than 15 (fifteen) days from the date of receipt of an official Appeal as contemplated in 5.3 above.

55.2 The body appointed by the Board of Directors to hear the Appeal must be convened to examine an Appeal not later than 6 (six) weeks after the date on which the Appeal was received.

55.3 The FIM Africa Administration is based in South Africa as that is where it is legally registered and the functions of administration including the holding of hearings, are carried out within that country, hearings can also be held via electronic means. In this regard the Secretary General will give adequate notice of any hearing which will generally be within 2 (two) weeks.

Every notice summoning an individual/s to a hearing shall state the capacity in which s/he/they is/are being required to attend. The hearing may proceed to judgement in default of appearance by any party or witness. Hearings are not public and are reserved for the parties and representatives of FIM Africa, FMN's, promoters, organisers, and those directly involved in the hearing. The FIM Africa reserves the right to appoint practising Attorneys or Advocates in respect of any matter. Any decision and/ or dispute resulting from the outcome of any hearing of this body must in all instances be referred to the FIM CJI for resolution.

**Note: The Disciplinary Committee may decide that the penalty or decision appealed against may be waived or, if it should so decide, the penalty may be mitigated or increased, but it shall not be empowered to order any competition to be re-run. Details of Appeal procedures are contained in the Disciplinary and Arbitration Code of the FIM.**

#### **6. BOARD OF DIRECTOR MEETINGS (in-person, virtual or hybrid meetings)**

Airfare/travel costs, and a maximum of 4 (four) nights' accommodation at a hotel of FIM AFRICA's choice, will be paid by FIM AFRICA for BOD members and the Secretary General to attend BOD meetings. Transport to and from the hotel to the BOD meeting venue will be arranged and paid for by FIM AFRICA. Where possible, hire cars should be shared. Refer to "Fees and Allowances" schedule of this document for full details.

#### **7. FIM AFRICA ANNUAL GENERAL ASSEMBLY (in-person, virtual or hybrid meetings) (Held every four (4) years)**

7.1 FIM AFRICA BOD including the Secretary General and one delegate per FMN are expected to attend the annual FIM AFRICA General Assembly and relevant meetings (virtually or in-person).

7.2 Accommodation costs of delegates (as set out "Fees and Allowances) if paid by FIM AFRICA will be on a bed and breakfast and lunch basis for a maximum of 4 (four) nights, unless the BOD has agreed – prior to the General Assembly – to pay for any additional nights where air travel makes it impossible for delegates to only stay for four nights, only applicable to in-person meetings.

7.3 Delegates, who decide to stay at a hotel other than the General Assembly venue, will only be reimbursed at the rate of the hotel where the General Assembly is held – and only on receipt of proof of payment of the hotel accommodation.

7.4 **In the event that FIM AFRICA pays for the delegates attendance to the FIMA GA, FMN's are responsible for the full accommodation and costs of their delegates who fail to take up their hotel bookings.** Delegates (excluding delegates from the host country) who are accommodated in private homes during the General Assembly will be paid 50% of the standard General Assembly hotel rate.

7.5 Delegates, who wish to hire cars during the General Assembly, will be responsible for all costs relating to such hire cars.

7.6 Incidentals such as telephone calls, taxi fares, uber, meals not covered by FIM AFRICA, internet access, laundry, etc. will be for the direct account of the delegates/FMN's and will not be borne by the host FMN or FIM AFRICA.

#### **FOR NOTING:**

All delegates are responsible to book and pay for their own flights, FIM Africa could consider refunding a percentage of the air ticket funds available..

**8. FIM AFRICA GENERAL ASSEMBLY HOSTING GUIDELINES**

Guidelines for the hosting of the annual FIM AFRICA General Assembly are available from the Secretary General and on the FIM AFRICA website.

**9. FIM AFRICA COMMISSION MEETINGS (in-person, virtual or hybrid)**

91 FIM AFRICA BOD, Commission Chairmen and Commission Members are expected to attend the FIM AFRICA Sporting and Beyond Sport Meetings (virtually or in-person). (Refer to Fee and Allowance schedule regarding payment of travel for Commission members where meetings are held in-person)..

92 Additional delegates may attend the Commission meetings (virtually or in-person) but all costs relating to their in-person attendance (i.e., airfare/travel costs; transport to/from venue, accommodation, meals, etc.) will be for the direct account of their FMN's and all bookings will be done via their FMN.

93 Accommodation costs of delegates (as set out in the "Fees and Allowance schedule) will be paid by FIM AFRICA on a bed and breakfast basis for a maximum of 1 (one) night and lunch will be provided on the day/s of the meetings, unless the BOD has agreed – prior to the meeting – to pay for any additional nights, where air travel may make it impossible for delegates to only stay for one night.

Delegates who decide to stay at a hotel other than the meeting venue, will only be reimbursed at the rate of the hotel where the Commission meetings are held if the rate is less than the other accommodation, however, should the alternative accommodation be less FIM AFRICA will reimburse the rate of the alternative accommodation – and only on receipt of proof of payment of the hotel accommodation.

94 FMN's are responsible for the full accommodation costs of their delegates who fail to take up their hotel bookings. Delegates (excluding delegates from the host country) who are accommodated in private homes during the General Assembly, will be paid 50% of the standard General Assembly hotel rate.

95 Delegates who wish to hire cars during the Commission Meetings, will be responsible for all costs relating to such hire cars, FIM AFRICA does not hire cars for individual members. Should there be a need, car will be on a share basis, or an Uber can be used.

96 Incidentals such as telephone calls, taxi fares, uber, meals not covered by FIM AFRICA, Wi-Fi, laundry, etc. will be for the direct account of the delegates/FMNs and will not be borne by either the host FMN or FIM AFRICA.

**10. FIM AFRICA SEMINARS**

FIM AFRICA will pay the airfare for the instructor unless otherwise arranged with the benefitting FMN. The host FMN is responsible for all accommodation, meals, and transport for the instructor.

The host FMN must provide, free of charge, a suitable venue, refreshments, and meals for all persons attending the seminar.

Results of FIM AFRICA Seminars must be received by the FIM AFRICA Secretary General within 5 (five working) days after the Seminar.

FMN's are encouraged to utilise online platforms for the majority of the seminars.

## **Addendum to the Statutes**

As agreed at the EXOGA on the 27<sup>th</sup> October 2018, the regions are listed below. When new members affiliate the list is updated.

**NORTH AFRICA:** Algeria, Egypt, Libya, Morocco, Tunisia,

**WEST AFRICA:** Côte d'Ivoire, Mauritania, Nigeria, Senegal,

**EAST AFRICA:** Kenya, Uganda, Rwanda

**CENTRAL AFRICA:** No members at present

**SOUTHERN AFRICA:** Angola, Botswana, Madagascar, Mozambique, Namibia, South Africa, Zambia, Zimbabwe,

# FIM AFRICA

## FEES AND ALLOWANCES

### 1. AFFILIATION FEES

**1.1** FIM pays annual affiliation fees for FMNs directly to FIM AFRICA therefore no registration/affiliation fees are payable to FIM AFRICA by FMNs.

**1.2 Associate Members:**

National **non-sporting** motorcycle organisations will be required to pay an annual Associate Membership affiliation fee to be determined by FIM AFRICA.

**1.3 FIM AFRICA** may accept membership from an FMN not affiliated to the FIM, for a limited period of 3 years in an effort to assist and grow the FMN. The FMN will be allowed to attend all meetings as well as training sessions (as observers) conducted by FIM AFRICA. They can compete in African Continental Championships or the Africa Cup and score points. The non-affiliated member could be awarded prizes but cannot be declared the Continental Champion. The annual affiliation fee will be determined on application.

### 2. DAILY SUBSISTENCE ALLOWANCE:

**2.1 BOD MEMBERS**

FIM Africa will pay a subsistence Allowance as listed below for all BOD Members, including the Secretary General. All S & T's are per day.

If staying in a hotel, paid for by FIM AFRICA.....\$ 50.00  
 If **NOT** staying in hotel arranged by FIM Africa .....\$ 50.00  
 If staying in accommodation at own cost, without receipts (Only the S & T's will be paid no accommodation).....\$ 80.00  
 Maximum Period for any one meeting or event.....4 Days

**2.2 EVENT OFFICIALS**

FIM AFRICA will pay the Subsistence Allowance listed below for the Jury President, Foreign Jury Member, Track/Route Inspector (pre-event inspection and inspection during event), Race Director (whenever such appointment is required) and any other foreign FIM AFRICA appointed Official (**only if required and approved by the BOD**).

The host FMN/Club will be responsible for the cost of all other officials as set out in the relevant Articles of the By-laws. All S & T's are per day.

If staying in a hotel, paid for by FIM AFRICA.....\$ 50.00  
 If **NOT** staying in hotel arranged by FIM Africa .....\$ 50.00  
 If staying in accommodation at own cost, without receipts (Only the S & T's will be paid no accommodation).....\$ 80.00  
 Maximum Period for any one meeting or event.....4 Days

### 3. TRAVEL COSTS: MX AND ENDURO/CROSS COUNTRY TRACK INSPECTIONS

FIM AFRICA will pay the airfare of the Track/Course inspector as set out in the relevant Articles of the By-Laws.

### 4. ORGANISING PERMIT FEE (paid by the FMN)

FIM AFRICA Continental Championships. Combined Senior and Junior Events	\$ 300.00
FIM AFRICA Continental Championships. Senior or Junior Only	\$ 200.00
FIM AFRICA Regional Championships	\$ 100.00
FIM AFRICA Regional FIM AFRICA Sanctioned Events	\$ 100.00
FIM AFRICA Vintage events	\$ 30.00
FIM AFRICA Other Non-Speed Events	\$ 30.00
FIMA AFRICA "Supported Event"	\$ 50.00

**Note:** Events held concurrently (i.e. Continental and Regional Championship) will be charged a permit fee **for each event**.

### 5. OFFICIALS LICENCES (On Confirmation from the FMN and paid via the FMN)

Clerk of the Course / Sporting / Technical / Environment Steward - 3-year validity - \$80.00 (only option available)

Organisers who open entries before approval has been granted or the permit has been issued is liable to be fined \$200.00.

**6. COMPETITION LICENCES**

All continental competition licences are issued by the FIM or FIM AFRICA through the affiliated FMN.

No licence is required for FIM AFRICA Vintage events.

**7. PROTEST / APPEAL FEES**

Protest Fee against the decision of an Event Official at an event ..... \$ 300.00 Appeal Fee where a Protest at an event was not upheld ..... \$ 600.00 Appeal Fee against decision of a body/committee appointed by BOD..... \$1,000.00

**8. TRAVEL AND ACCOMODATION: FIM AFRICA GENERAL ASSEMBLY**

FIM AFRICA will cover the cost of return economy class airfare by the cheapest available route for all BOD Members. The Administration will book the flights of all BOD members. A completed Travel Booking Form must be returned to the Administration at least 30 (thirty) days prior to the date of the General Assembly to ensure that the best airfare rates are obtained.

**FMN Voting Delegates:** FMNs are responsible for booking and paying for their delegate attending the FIM Africa General Assembly, except in a voting year (every 4 (four years) when all travel and accommodation costs will be covered by the FIM.

For the FIM Africa General Assembly the Hotel/accommodation costs (Bed & Breakfast basis) will be paid by FIM AFRICA directly to the hotel. All other accommodation and local travel costs will be for the direct account of the delegate or FMN concerned.

Should an FMN appoint additional delegates, one of whom is not its Voting delegate, the **full attendance costs of any additional delegates** will be for the account of the FMN concerned i.e. FIM Africa will not be responsible to book for the delegate.

**9. TRAVEL AND ACCOMODATION: FIM AFRICA BOD, COMMISSION MEETINGS AND EVENTS**

**BOD Members:** FIM AFRICA will cover the cost of the airfare for all BOD Members attending any in-person Commission Meetings or events. The Administration will book the flights of all BOD members, and a completed Travel Booking Form must be returned to the Administration at least 30 (thirty) days prior to the date of the General Assembly to ensure that the best airfare rates are obtained. Should a BOD member obtain a **cheaper quote** for the air- ticket, FIM AFRICA will refund the BOD member directly on receipt of the invoice and air-ticket via electronic transfer. **If the ticket is more expensive the additional cost will be covered by the BOD Member, this applies to delay of submission of form as well as if the BOD member wants to book their own flight.**

**Commission members:** FMN's will be responsible for booking and paying for all their Commission members.

**Commission Chairpersons:** The Administration will book the flights of all appointed Commission Chairpersons, and a completed Travel Booking Form must be returned to the Administration at least 30 (thirty) days prior to the date of the Commission Meeting to ensure that the best airfare rates are obtained. **Should this not be adhered to and the cost of the flight is higher, the Chairperson will be responsible for the additional costs.**

**Event Officials:** FIM AFRICA will cover the cost of the airfare for the following officials: Jury President, Foreign Jury Member, Track Route Inspector, Race Director **(if required and approved by the BOD)** and any other Foreign FIM AFRICA appointed Official if approved by the BOD

The Administration will book the flights of all officials, and a completed Travel Booking Form must be returned to the Administration at least 30 (thirty) days prior to the date of the event to ensure that the best airfare rates are obtained.

Officials travelling by road will be reimbursed on a mileage basis, equivalent to 50% of the economy class airfare per person travelling based on quote received by FIM Africa.

Should more than one official travel in the same vehicle only one official will be reimbursed for travel.

**10. FMN ACCOUNTS WITH FIM AFRICA**

All accounts must be paid within **30 (thirty) days** of receipt of invoice/statement unless an arrangement has been reached with the Administration and the FMN. FIM AFRICA will automatically suspend the services of FMNs whose accounts are outstanding for 60 (sixty) days and inform the FIM of the decision.

FMNs whose services have been suspended, will lose all rights during the suspension, including but not limited to voting rights at the General Assembly, Extra-Ordinary General Assembly, or other meetings, the right to host FIM AFRICA events and to apply for competition and/or official licences, forfeiture of travel, accommodation, and other expenses.

FMN's may, however, send delegates to the General Assembly or Extra-Ordinary General meeting, but all such attendance costs (flights, accommodation, and meals) will be for the direct account of the FMN concerned and will **not be reimbursed** once the outstanding account has been paid.

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