



# Statutes and Rules of Procedure

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# Foreword

The IFAN Rules of Procedure were first issued as document IFAN No. 3-1974. They were adopted on 27 March 1974 in Paris, immediately before the first IFAN International Conference (Paris, 28-29 March 1974). The eleven national organizations associated in the founding of IFAN were\*:

- Arbeitsgemeinschaft Normenpraxis of ON (Austria)
- Association des Cadres de Normalisation (France)
- Ausschuss Normenpraxis of DNA (Germany)
- BSI Standards Association Section (United Kingdom)
- Comité belge de la Normalisation d'Entreprise (Belgium)
- Comité voor Bedrijfsnormalisatie (Netherlands)
- Indian Institute of Standards Engineers (India)
- Norske Sivilingeniørers Forening (Norway)
- Standard-Klubben for Erfaringsudveksling (Denmark)
- Standards Engineers Society (USA)
- Standardiseringstekniska Föreningen (Sweden)

A revision of the IFAN Rules of Procedure took place when the IFAN Secretariat duties were transferred from ANP (Germany) to the ISO Central Secretariat. The revised Rules of Procedure, adopted by the 8th IFAN Members' Assembly (Oslo, 24-25 September 1981), were issued as document IFAN No. 19-1981.

A minor revision, adopted at the 15th IFAN Members' Assembly (Paris, 26-27 September 1988) consisting of the addition of a clause on "Awards" and some editorial updating, was incorporated in the further version of the IFAN Rules of Procedure, which was issued as document IFAN No. 29-1988.

Another revision of the IFAN Rules of Procedure, issued as document IFAN No. 21-1996, was adopted at the 23rd Members' Assembly (Vienna, 2-3 September 1996). It replaced the concept of working groups by project groups and introduced a clause on the re-eligibility of the President.

Two amendments to document IFAN No. 21-1996 were subsequently adopted by IFAN. The first amendment concerning eligibility of Vice-Presidents was approved at the 24th Members' Assembly (Bled, 15-16 October 1997), and the second amendment with regard to the quorum for the Members' Assembly and the qualification of votes was approved by all the IFAN membership by correspondence.

\*Some of the members have since changed their names, and new members have joined the Federation. The current list of IFAN members is given on IFAN Online ([www.ifan.org](http://www.ifan.org)).

The 25th Members' Assembly (Orlando, 18-19 November 1998) approved the text of the IFAN Statutes and Rules of Procedure which was circulated to the IFAN members as annex 1 to document IFAN No. 12-1998.

The first edition of the *IFAN Statutes and Rules of Procedure* was published in booklet form in March 1999. The edition contains a number of major changes compared to document IFAN No. 21-1996. These changes introduce new types of membership, membership fees, financial procedures, new composition, responsibilities and rights of the Board, new procedures for the election of the Officers and the members of the Board, etc.

The second edition of the *IFAN Statutes and Rules of Procedure* was approved by the 27th IFAN Members' Assembly at its meeting held in Tel Aviv on 12-13 September 2000. In comparison with the previous edition, the changes introduce a new definition of IFAN members and new types of membership, as well as simplify and streamline a few procedures.

The third edition introduced a new type of IFAN membership: "associate member" which was adopted by the 28th IFAN Members' Assembly at its meeting held in Berlin on 26 September 2001.

The fourth edition incorporates an amendment related to the composition of the Board (document IFAN No. 04-2005) which was approved by the 32<sup>nd</sup> Members' Assembly on 25 October 2005.

The fifth edition, relating to terms of office of the Board (document IFAN No.16-2007), which was approved by the 34<sup>th</sup> Members' Assembly on 22/23 August 2007.

The sixth edition incorporates amendments relating to the secretariat and the treasurer, adopted by the 39<sup>th</sup> Members Assembly on 25/26 September 2012.

The seventh edition incorporates changes and additional clauses as required by the Swiss Tax Authorities, and the increase in unit costs, adopted by the 40th Members' Assembly on 17 October 2013.

# IFAN Statutes and Rules of Procedure

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## 1 Title

1.1 The name of the Federation shall be the International Federation of Standards Users, hereinafter referred to as the "Federation".

1.2 The abbreviated title shall be **IFAN** in all languages.

## 2 Status and objectives

2.1 The Federation shall be constituted as a non profit-making international association of national organizations for the application of standards, companies, professional and trade associations, and governmental agencies, concerned with the use of standards.

2.2 The objectives of the Federation shall be:

2.2.1 To promote uniform implementation of standards without deviation and develop solutions to standards users' problems without itself drawing up standards;

2.2.2 To consolidate standards users' interests and views on all aspects of standardization and conformity assessment, and to cooperate with international and regional standardizing bodies (e.g. ISO, IEC, ITU, CEN, COPANT, etc) in order to communicate user views to these organizations;

2.2.3 To represent user interests in international and regional standards policy committees;

2.2.4 To develop cooperation and communication among members and promote recognition of the Federation as the voice of standards users at international level;

2.2.5 To cooperate in the field of standardization with international scientific, technical and economic organizations;

2.2.6 To promote networking in the field of international standardization and conformity assessment;

2.2.7 To promote establishment of national standards user bodies.

## 3 Members

3.1 The members of the Federation shall be the *national members*, the *corporate members*, the *developing national members* and the *prospective corporate members*, as defined respectively in clauses 3.1.1, 3.1.2, 3.1.3 and 3.1.4. There is also a category of *associate member* as defined in clause 3.1.5.

3.1.1 The *national members* of the Federation, hereinafter referred to as "members" unless otherwise specified, shall be national standards user bodies which have been admitted to the Federation in accordance with the *Statutes and Rules of Procedure*.

3.1.2 The *corporate members* of the Federation, hereinafter referred to as "members" unless otherwise specified, shall be any companies, professional and trade associations, governmental agencies, which deal with the use of standards, and which have been admitted in accordance with the *Statutes and Rules of Procedure*.

3.1.3 The *developing national members* of the Federation, hereinafter referred to as "members" unless otherwise specified, shall be national standards user bodies with limited economic resources, which have been admitted to the Federation, with no voting rights, in accordance with the *IFAN Statutes and Rules of Procedure*.

3.1.4 The *prospective corporate members* of the Federation, hereinafter referred to as "members" unless otherwise specified, shall be any companies, professional and trade associations, governmental agencies, which deal with the use of standards and participate in IFAN activities with a view to becoming corporate members, and which have been admitted to the Federation, with no voting rights, in accordance with the *IFAN Statutes and Rules of Procedure*.

3.1.5 The *associate members* of the Federation are individuals who may, on account of their standards professional knowledge and expertise, participate in the work of the Federation as individual experts and who have been admitted into the Federation, with no voting rights, in accordance with the *IFAN Statutes and Rules of Procedure*.

3.2 The member status shall be reviewed by the Board after a three-year period for developing national members and after a one-year period for prospective corporate members and associate members.

3.3 The Board shall decide on the admission of new members and on any change of membership status of the members, and shall fix their annual dues.

3.4 Admittance of a new member shall require a positive vote of two-thirds of the members of the Board.

## 4 Authority

4.1 A decision by vote of the national and corporate members, either in the Members' Assembly or by letter ballot, shall constitute a decision of the Federation.

## 5 Structure and Officers of the Federation

5.1 The organs of the Federation shall be a Members' Assembly, a Board, working and project groups, and a Secretariat.

5.2 The Officers of the Federation shall be a President, two Vice-Presidents, a Treasurer, and a Secretary.

## 6 Members' Assembly

6.1 The Members' Assembly shall be constituted by a meeting of the Officers and of delegates nominated by the members. Each member may nominate not more than three official delegates, although the latter may be accompanied by observers.

6.2 The Chairman of the Members' Assembly is the President.

6.3 The Members' Assembly shall be held at least once a year.

6.4 In the Members' Assembly, each national member and corporate member shall have one vote.

6.5 The Members' Assembly shall determine strategy and policy of the Federation.

6.6 Any resolution adopted in a Members' Assembly shall be by a majority vote of the national members represented and voting, and a majority vote of the corporate members represented and voting unless otherwise specified herein.

6.7 Thirty per cent of the national members and a thirty per cent of the corporate members shall constitute a quorum.

6.8 If the quorum is not reached at a meeting of the Members' Assembly, the resolutions proposed at the meeting shall be voted by letter ballot by the national and corporate members.

## 7 The Board

7.1 The operations of the Federation shall be governed, in accordance with the policy laid down by the members, by a Board consisting of the following members:

- the President,
- the Immediate Past President, if appropriate,
- two Vice-Presidents,
- the Treasurer,
- four additional elected members of the Board,
- the Secretary (ex-officio, with no right of vote)
- the Swiss Resident (ex-officio, with no right of vote)

7.2 The members of the Board shall be appointed or elected by the national and corporate members, either in the Members' Assembly or by letter ballot, in accordance with the *Statutes and Rules of Procedure*.

7.3 The term of office of the members elected to the Board (including the President and the Vice-Presidents but excluding the Treasurer) shall commence on 1 January and shall expire on 31 December, three years following the commencement of the term.

7.4 The members shall not be eligible for election for more than two consecutive terms of office. However, immediately after two consecutive terms of office, or during these periods, a member of the Board is eligible for election to a higher position in the Board for another two consecutive terms of office.

7.5 In order to preserve the continuity and geographic and industrial balance in the membership of the Board, the following recommendations should be taken into consideration:

7.5.1 Not to have more than two members of the Board from one country or from one member of the

Federation;

7.5.2 To observe balance in nominations of Presidents by national and corporate members;

7.5.3 To observe balance in elections of the Vice-Presidents, Treasurers and other members of the Board from national and corporate members;

7.6 When the Board meets, and under exceptional circumstances approved by the President, a member may be accompanied by an expert observer. The President has the right to invite other persons to the Board meetings for consideration of particular matters under specific agenda items, or for interpretation.

7.7 In meetings of the Board, decisions shall be taken by majority vote of the members represented at the meeting. Five members entitled to vote shall constitute a quorum. Voting by proxy shall not be allowed.

7.8 In the interval between meetings of the Board and in case of need, decisions by the Board may be taken by letter ballot. In this case, a majority of the members of the Board shall be required for a decision.

7.9 The members of the Board are volunteers and may only be entitled to compensation for their actual costs and travel expenses.

7.10 Possible fees and expenses may not exceed those paid for official commissions. For activities that exceed the common part of the function, each member may receive appropriate compensation.

7.11 The paid employees of the association can only have a consultative vote in the Board.

## **8 Working and project groups**

8.1 Working or project groups may be set up by the Board at the request of the Members' Assembly or in accordance with a Board decision respectively for carrying out regular tasks or for development of specific projects. The objectives of such groups shall be within the framework of the Federation objectives.

8.2 Working and project groups shall be composed of representatives of members of the Federation and may also include representatives of organizations cooperating with the Federation.

8.3 A working/project group chairman shall be

appointed by the President. The chairman of a working/project group shall be responsible for the progress of the work of the group and shall report annually to the Members' Assembly.

8.4 After completion of its project, the project group shall be disbanded.

## **9 Secretariat**

9.1 The secretariat of the Federation is composed of the Secretary of the Federation, who will appoint the assistant Secretary [a Swiss Resident] and specific services from external specialist suppliers as required.

9.2 Each member of the Federation shall respect the international character of the responsibilities of the secretariat staff and shall not seek to influence them in the discharge of their responsibilities.

## **10 President**

10.1 The President should chair the Members' Assembly and is entitled to chair the Board.

10.2 The President shall direct the work of the Federation and represent it between the Members' Assemblies in concert with the other Officers.

10.3 The President may act as a signatory on behalf of the Federation.

## **11 Vice-Presidents**

11.1 The Vice-Presidents shall assist the President in directing the work of the Federation, shall deputize for the President whenever the latter requests them, and shall be members of the Board.

## **12 Treasurer**

12.1 The Treasurer shall be nominated by the Board and that appointment ratified by the Members at their Assembly every three years, the incumbent may be re-elected if nominated by the Board.

12.2 The Treasurer shall be a member of the Board, and shall act as trustee for the funds of the Federation and shall advise the Secretary in the preparation of the annual budget and on the financial administration of the Federation.

12.3 The Treasurer shall, on behalf of the Board, approve payments from IFAN funds.

12.4 The Treasurer shall present audited annual financial reports to the Members' Assembly together with observations and recommendations, as appropriate.

12.5 The Board may, by an affirmative vote of four of the members serving on the Board, terminate the appointment of the Treasurer at any time at its discretion.

### **13 Secretary**

13.1 The IFAN Secretary shall be appointed by the Board and this appointment shall be ratified by the Members.

13.2 The Secretary may act as a signatory on behalf of the Federation.

### **14 Relations with other organizations**

14.1 The Federation may cooperate with other organizations in achieving the objectives of the Federation.

### **15 Finance**

15.1 The funds of the Federation shall be derived from the dues and contributions of the members, and from the sales of publications. The acceptance of funds from other sources (gifts, etc.) shall be at the discretion of the Board.

15.2 The financial responsibility of each member in respect of commitments of the Federation shall be limited to its annual dues.

15.3 The Board may approve work to be undertaken within the framework of the objectives of the Federation at the request of other organizations, and may accept reimbursement for expenses incurred.

15.4 The Treasurer shall take the steps necessary for the safe-keeping and proper administration of the funds of the Federation.

15.5 The accounts of the Federation, duly verified by an auditor appointed by the Members' Assembly whose certificate shall be accepted as proof of their correctness, shall be presented to the members annually.

15.6 The fiscal year of the Federation shall be the calendar year.

15.7 The budget for the ensuing year as approved by the Board shall be submitted to the members for endorsement at the Members' Assembly.

15.8 The dues of the members shall be allocated in units as follows:

- up to 20 units for national members,
- up to 50 units for corporate members,
- up to 2 units for national developing and prospective corporate members.

The value of the unit and the allocation of units for each member shall be decided by the Board for each financial year starting from year 2000; the initial value (for 1999) was CHF 100,00, the current cost is CHF 95.

The allocation of dues to associate members will be at the discretion of the Board but will not exceed 0.5 unit in total

5.9 Unless the Federation decides otherwise, the Board shall, after negotiation with the interested parties, determine the dues of new members in accordance with clause 15.8.

15.10 Any document creating a financial commitment of the Federation to a third party, or otherwise related to such a commitment, shall bear two signatures. Authorized signatories are the President, the Secretary and the Treasurer. The Secretary may, with the approval of the Treasurer, designate other signatories in special cases.

15.11 The costs of the Secretariat services shall be borne by the Federation.

15.12 The costs of the meetings of the Members' Assembly, the Board and the project groups related to renting meeting rooms and relevant equipment shall be borne by the host members.

15.13 The costs of international conferences, seminars or meetings for information and training purposes shall be covered by participation fees; their financing shall be borne by the host members.

### **16 Seat and nature of the Federation**

16.1 The seat of the Federation shall be determined by the Federation and shall, unless otherwise determined by the Federation, be in Geneva, Switzerland.

16.2 As long as the seat of the Federation is in Switzerland, the Federation shall act as an association in accordance with articles 60 and following of the Swiss Civil Code.



16.3 Any disputes between members of the Federation and/or its Officers requiring legal proceedings shall be exclusively subject to the laws of Switzerland under the jurisdiction of the Courts of the Republic and the Canton of Geneva, unless the seat of the Federation is moved elsewhere.

## **17 Languages**

17.1 The language used by the Federation shall be English.

## **18 Publications and documents of the Federation**

18.1 The publications and documents of the Federation protected by copyright may be reproduced or distributed by members under such conditions as the Board may impose.

## **19 Awards**

19.1 In honour of the first President of IFAN, the Georges Garel Award is established as the sole award to be presented by the Federation. Recipients of the Award shall be designated by a decision of the Board. The Award shall be given to designated individuals when deemed appropriate.

19.2 The conditions of designation of the Georges Garel Award shall be defined by the Board.

## **20 Amendments to the *Statutes and Rules of Procedure***

20.1 Amendments to the *Statutes and Rules of Procedure* may be proposed by the Members' Assembly, the Board, or at least five members. An affirmative vote of two-thirds of the national members voting and an affirmative vote of two-thirds of the corporate members voting shall be required for the adoption of an amendment.

## **21 Legal provisions**

21.1 The law of the country in which the Federation has its seat shall apply in any case which is not specifically provided for in these *Statutes and Rules of Procedure*.

## **22 Dissolution of the Federation**

22.1 A proposal for the dissolution of the Federation

shall be supported either by the Members' Assembly, or the Board, or at least one-fourth of the members before a ballot is taken. An affirmative vote of two-thirds of the national members and an affirmative vote of two-thirds of the corporate members shall be required for the dissolution of the Federation.

22.2 In the event of the dissolution of the Federation, the Board shall determine the manner of disposal of the funds and properties owned by the Federation, taking into account 22.3 and 22.4.

22.3 In case of dissolution of the Federation, the assets should be allocated to an institution similar to that of the Federation purpose of public interest and which are exempt from tax.

22.4 Assets cannot be returned to the founders or members or be used for their benefit in whole or in part in any manner whatsoever.

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