

Statutes

Article 1 NAME - REGISTERED OFFICE

The INTERNATIONAL ASSOCIATION OF PROFESSIONAL CONGRESS ORGANISERS - IAPCO - ("the Association"), has been constituted in Brussels on January 5, 1968. By decision of the General Assembly dated March 15, 1982, the Registered Office was transferred from Brussels to Geneva and by decision of the General Assembly dated February 22, 1987 from Geneva to Zürich. The address of the Association will be that chosen by the Council. The Council has power to create offices of the Association in Switzerland or elsewhere.

Article 2 PURPOSES

The INTERNATIONAL ASSOCIATION OF PROFESSIONAL CONGRESS ORGANISERS shall be an international association of a professional character, without profit motive, whose purposes shall be:

- to further the recognition of the professional congress organisers
- to further and maintain a high professional standard in the organisation and administration of congresses, conferences and other international and national meetings.
- to undertake and promote the study of theoretical and practical aspects of international congresses
- to undertake research work concerning all problems confronting professional organisers of international meetings, and to seek and promote relevant solutions
- to offer a forum for the PCO profession
- to establish effective relations with other organisations concerned in any way with international meetings
- to assist member companies in conducting a highly professional business
- to assist PCO's in obtaining the skills and tools it takes to organise congresses and advise convenors
- to serve as a net-working opportunity for members to exchange ideas and experiences.

Article 3 MEMBERSHIP

3.1. There shall be categories of membership as follows:

- (a) company membership
- (b) international office membership
- (c) national office membership
- (d) invited membership
- (e) retired membership
- (f) other categories of membership submitted to one General Assembly and agreed at the next General Assembly by the membership

3.2. Company Members are entitled to one vote in the General Assembly and are required to pay a subscription as determined by the General Assembly.

International Office Members are required to pay a subscription as determined by the General Assembly and will have a vote only if present at the General Assembly.

National Office Members are required to pay a subscription as determined by the General Assembly but do not have any voting rights.

Invited Members, Intergovernmental and Honorary Members have no vote and pay no subscription. Retired members have no vote, but pay a subscription.

3.3. The Council shall resolve on Standing Orders regulating the admission to, the transfer of, and the exclusion from membership in the Association.

The General Assembly shall approve such Standing Orders by a simple majority vote of the ordinary members present or represented and shall be notified to all members.

Article 4 GENERAL ASSEMBLY

4.1. The General Assembly of the Association shall meet at least once a year at such time and place as the Council may determine.

4.2. The General Assembly is fully empowered to achieve the purposes of the Association.

Extraordinary meetings of the General Assembly may be convened at any time by a decision of the Council or at the request of one fifth of the Company Members of the Association.

The Council shall resolve on Standing Orders concerning the convocation and the organisation of, and the representation of voting members in the General Assembly. The General Assembly shall approve such Standing Orders by a simple majority vote of the voting members present or represented and shall be notified to all members.

4.3 Except in special cases provided for in the present Statutes, decisions shall be carried by a simple majority vote of the voting members present or represented at the General Assembly, and shall be notified to all members. Unless unanimously resolved otherwise, decisions shall only be taken on matters appearing on the agenda.

Any member wishing to include an item in the agenda of the General Assembly must send such items to reach the Secretariat at least forty-five days before the date of the General Assembly. If such items are received a final agenda shall be circulated one month before the General Assembly by the Secretariat.

4.4 Resolutions of the General Assembly shall be entered in a minute-book signed by the President and held at the Secretariat at the disposal of all members.

4.5 The General Assembly is a closed meeting and is open only to IAPCO members or their formal representatives.

4.6 An Annual Meeting shall be held each year at the same time as the General Assembly ("the Annual Meeting").

4.7 The programme taking place during the Annual Meeting shall be open only to IAPCO members, their formal representatives and guests invited by Council or the Host of the General Assembly.

Article 5 THE COUNCIL

5.1 The Association shall be administered by a Council consisting of up to eleven Company or International Office Members, among them a President, a Vice President, an Immediate Past President, a Treasurer, a Chair of the Quality Committee and a Chair of the Training Academy.

Up to eight members of the Council are elected by the General Assembly; the elected members can co-opt up to three other members being the Host of the next Annual Meeting, the Immediate Past President and the Chair of the Training Academy

5.2 The Council shall resolve on Standing Orders regulating the office of a member of the Council, namely the eligibility to the office of President and Council Members, the replacement during the term of office, and the grounds for termination. The General Assembly shall approve such standing orders by a simple majority vote of the voting members present or represented and shall be notified to all members.

5.3 Members of the Council are elected by the General Assembly by secret ballot. No candidate may be nominated in his absence unless he has given in writing his consent to nomination.

5.4 The Council shall resolve on Standing Orders regulating the conduct of business in the Council. Resolutions adopted by the Council shall be entered in a minute-book signed by the President and kept at the Secretariat at the disposal of the members of the Association.

5.5. The Council shall have full powers of administration and management, under the authority of the General Assembly. The day-to-day management may be delegated to the President, a member of the Council or third parties. The right to sign on behalf of the Council and the third parties shall be determined by the Council.

5.6. Members of the IAPCO Council, whether elected or co-opted, are bound by confidentiality and may not discuss, distribute or otherwise make available, or use of, to non-Council members or any other interested party any information/activity which they obtain in their capacity as Council Member, without the approval of Council, unless this information is freely available in the public domain.

Article 6 FINANCE

6.1 The accounts shall be closed on 31st March of each year.

6.2 Every year, the Council shall communicate the accounts of the closed financial year for the approval of the General Assembly within six months of the year end, to be formally approved at the following General Assembly.

6.3 Membership fees shall be determined by the General Assembly on proposal of the Council.

6.4 The accounts of the Association shall be audited by a chartered accountant elected by the General Assembly.

Article 7 AMENDMENTS TO THE STATUTES AND DISSOLUTION

7.1 Any proposal regarding amendments to the Statutes, or the dissolution of the Association, shall emanate from the Council, or from at least one fifth of the Company and International Office Members of the Association. The Council shall advise the members of the proposals at least two months prior to the meeting of the General Assembly at which they shall be considered.

7.2 No decision shall be adopted unless a majority of at least two thirds of the Company and International Office Members of the Association vote in favour. However, if less than two thirds of the voting members of the Association are present or represented at the General Assembly, a new General Assembly shall be convened in the same conditions as the preceding one, which subsequent meeting shall definitely and validly decide on the proposals in question, by a majority of two thirds of the voting members present or represented.

7.3 In the event of dissolution, the General Assembly shall determine the method of winding up and liquidation of the Association.

Article 8 LANGUAGE

8.1 English shall be the sole working language of the Association.

8.2 Statutes have been translated into German for the sole purpose of complying with the laws of Switzerland where the Association is registered.

8.3 The German version shall in all legal matters be governing.

Article 9 GOVERNING LAW

These Statutes shall in all respects be read and construed in conformity with the laws of Switzerland.

Article 10

These Statutes are adopted at the General Assembly on 11th February 2011, in Quebec, Canada, and replace all previously governing Statutes with amendments.

SECRETARIAT

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