



## 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 meetings
- to undertake and promote the study of theoretical and practical aspects of international and national congresses
- to undertake research work concerning all problems confronting professional organisers of international and national meetings and to seek and promote relevant solutions
- to offer a forum for the PCO profession
- to establish, where appropriate, effective relations with other organisations concerned in any way with international and national meetings
- to assist members in conducting a highly professional business
- to assist PCOs in obtaining the skills and tools it takes to organise congresses and advise conveners
- to serve as a networking opportunity for members to exchange ideas and experiences..

### **Article 3 REVENUE SOURCES & MEMBERSHIP**

The Association's revenue is derived from:

- Sponsorship
- Membership fees
- Any other resources authorised by the law

3.1. There shall be Company Members and Member Offices and other categories of membership as set out in the Standing Orders.

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.

Member Offices have no vote but can vote on behalf of a Company Member if authorised by the Company Member.

In-House Organiser Members are entitled to one vote in the General Assembly and are required to pay a subscription as determined by the General Assembly.

Invited Members have no vote and pay no subscription.

Retired members have no vote, but pay a subscription.

Those members who have a vote shall be known as Voting 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.

4.3. 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.

### **Article 5 THE COUNCIL**

5.1 The Association shall be administered by a Council consisting of up to eleven Company or Member Offices, among them a President, a Vice President, and an Immediate Past President.

5.2 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 Voting Members present or represented and shall be notified to all members.

### **Article 6 FINANCE**

6.1. The accounts shall be closed on 31 December 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 Voting 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. Such proposal must be received by the Secretariat at least 75 days prior to the General Assembly

7.2 No decision shall be adopted unless a majority of at least two thirds of the Voting 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 ADOPTION OF STATUTES**

These Statutes are adopted at the General Assembly on 8 February 2018 in Tokyo, Japan, and replace all previously governing Statutes with amendments.

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