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## CIRET's Statutes

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## **CIRET's Statutes**

*This is an English translation of the Statutes of the Centre for International Research on Economic Tendency Surveys (CIRET). The Association is governed by Belgian law. Its official and legally binding statutes are written in French.*

### **A. Name, legal seat**

#### **Article 1**

An international scientific body is established under the name of Centre for International Research on Economic (Tendency) Surveys, abbreviated to CIRET. The abbreviated name shall also be considered acceptable usage. This association is governed by the Belgian law of 25 October, 1919, amended by the law of 6 December, 1954.

#### **Article 2**

The Association has its legal seat in Brussels. At present it is established at Boulevard de Berlaimont 14, 1000 Brussels. It can be transferred to any other location in Belgium, upon a decision by the Council of the Association, published within one month in the annexes to the *Moniteur belge*/Belgisch Staatsblad. Its administrative headquarters is at the office address of the president.

### **B. Aims**

#### **Article 3**

CIRET is a non-profit-making organisation with a scientific purpose. Its aims are:

- to contribute to the international development, conducting and use of business and other economic surveys of enterprises and consumers (hereinafter known as "the surveys");
- to develop, encourage and improve communication, exchange, contacts and cooperation among national and international suppliers and users of surveys.

The association may only acquire and dispose of assets in a manner consistent with furthering its aims.

### **C. Activities**

#### **Conferences**

#### **Article 4**

The main event among the association's activities is a biennial conference. Features of the conference are one or preferably two plenary lectures in addition to the Presidential Address and a series of sessions during which results of research work are presented and subsequently discussed. The Council of the Association (see part G.) decides on location, date and duration normally two years in advance of the conference. The Council decides which papers will be presented at the conference and published in the Conference Proceedings. The conferences are jointly organised by a so-called local Manager and the CIRET Office (see Article 37). The local Manager has to be a corporate member of CIRET (see part D.) with the option to join the Council on a temporary basis.

#### **Documentation and Information on Research and Conduct of Surveys**

#### **Article 5**

The aims of CIRET are pursued outside the conferences by creating and maintaining an Information and Documentation Center (IDC) on the research and conduct of surveys. The IDC will be accessible to CIRET members at any time.

The particular aims of the IDC are:

- to provide a list of members with common research activities or interests;
- to facilitate the exchange of aggregated and micro data between the members;
- to provide a synoptic table of current world research on surveys. The table should comprise information on the type of questions posed, the methods and data sets used and the way in which surveys are conducted, i.e. their origin, type and frequency;
- to propose focuses of research and to facilitate communication between members with common interests. The common interests usually include the application of particular research methods, especially statistical and econometric measures, the broadening of survey topics and the standardisation of the survey catalogues;
- to establish working groups for the development and world-wide harmonisation of survey methods and data evaluation;
- to report findings and innovations regularly to the members of the Association.

#### **Article 6**

The Association can perform all other activities which fall within its aims, as mentioned in Article 3.

### **D. Members**

#### **Article 7**

There are two categories of members:

- the category of corporate members open to public and private institutions, on the condition that these have been established legally, according to the laws and customs of their country of origin;
- the category of individual members open to persons who by their profession, training or function are, from a scientific perspective, interested in surveys.

#### **Article 8**

On the basis of an application for admission the Council of the Association examines the admissibility of the candidate member in accordance with the conditions in the bye-laws. If the Council of the Association approves the application for membership, the candidate acquires institutional or individual membership as the case may be, from the moment that the Association has received the relevant dues or support. The financial liability of members is limited to the dues of the Association.

#### **Article 9**

The status of member ends:

- following a letter of resignation from the member to the President. This resignation does not affect the obligation to pay one's dues or any other amount payable for the current financial year;
- if membership dues are in arrears for a period of twelve months or if the Association has not received further material support for one year;
- by decision of the General Assembly on the recommendation of the Council of the Association. This decision is taken by the majority of the members present or represented, with the member in question having the opportunity of personal representation but not participating in the vote;
- on the death of the individual member;
- in the case of the liquidation of a corporate member.

An ex-member has no claims on the assets of the Association. The same holds for any other party with an interest in the ex-member's estate.

### **E. Organs**

#### **Article 10**

The Organs of CIRET are as follows:

- the CIRET General Assembly;
- the CIRET Council.

## **F. General Assembly - Powers**

### **Article 11**

The General Assembly consists of all institutional and individual members. The Assembly has at its disposal all the powers not expressly conferred by law or by the statutes on another organ. In particular it has the exclusive right to:

- change the statutes;
- approve and amend the bye-laws as proposed by the Council of the Association;
- elect and dismiss members of the Council of the Association;
- terminate membership according to Article 9;
- dissolve the Association in accordance with Article 34;
- approve the biennial report of the office, the budget and the accounts;
- appoint the auditors (see Article 31).

More generally, the Assembly shall have the power to deal with any issue of general policy of the Association.

The General Assembly meets once a year. The assembly meetings are convoked by letter, fax, e-mail or telephone at least one month before the date set for the meeting.

### **Authorisation**

#### **Article 12**

Every individual or corporate member of the Association may authorise another individual member to represent him at any General Assembly. The authorised person has full power to represent the absent person. However, no member can represent more than two other members.

### **Quorum**

#### **Article 13**

The General Assembly can only validly deliberate if at least one third of the members are present or represented. If the quorum is not reached, the Council of the Association shall convene a second General Assembly with the same agenda within three weeks at the latest. If indicated by the Council of the Association in the convocations, this second meeting is then valid irrespective of the number of members present or represented.

### **Voting**

#### **Article 14**

Voting takes place by a show of hands. Exceptions are the election of the president, the vice-president and the other members of the Council. They have to be elected by secret ballot.

### **Majority**

#### **Article 15**

The individual members each have one vote, the institutional members each have five votes. Resolutions are passed by a simple majority of votes except in the cases explicitly mentioned in the statutes.

### **Records**

#### **Article 16**

The decisions taken by the General Assembly are recorded in a register and signed by the President and the Secretary of the meeting. These records can be consulted by the members at the legal seat of the Association.

## **G. Council of the Association**

### **Article 17**

The Council of the Association, hereinafter called "the Council", determines the general course of action of the Association. It is subject to the control of the General Assembly. It elects the President, the Vice-President, the Treasurer ("ex-officio members", see Article 25), the Executive Officers and the Secretary.

The Council is in particular responsible for :

- the organisation of the activities and the publications of the Association;
- the admission of individual or corporate members;
- the preparation of the biennial report to the General Assembly about the state of the Association;
- the determination of membership dues.

The Council may delegate well-defined duties to one or more persons while retaining ultimate responsibility.

In addition to appointing the President, the Vice-President, the Executive Officers, the Treasurer and the Secretary according to the present statutes, the Council may convene other committees within the Association which it considers necessary for furthering its aims.

### **Composition**

#### **Article 18**

- The Council consists of at least six members and of at most 20 members. They are appointed for a term of office of 4 years. This term of office can be renewed an unlimited number of times.
- The President, the Vice-President, and the Treasurer are ex-officio members of the Council (see Article 25).
- The other members are directly elected by the General Assembly.
- In case of death or resignation of a member, the Council may co-opt a new member for a period until new members take office. The co-opted members complete the term of office of the person whom they replace.
- At least one member of the Council shall work at the legal seat of CIRET.
- The Council is chaired by the President of the Association.

### **Convocation**

#### **Article 19**

The Council meets at least once a year. It can also meet on special convocation by the President, either at the request of one third of the members of the Council, or on its own initiative if it considers that the interest of the Association requires it.

The Council meetings are convoked by letter, fax, e-mail or telephone at least one month before the date set for the meeting. Meetings may equally be held without preceding convocation as long as either all members are present or absent members have renounced the need for a convocation before the meeting.

### **Authorisation**

#### **Article 20**

A member may authorise another member of the Council to represent him or her. No member can represent more than two members.

### **Quorum**

#### **Article 21**

There is no quorum unless **one third** of its members are present or represented.

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## Majority

### Article 22

Decisions shall be taken by a simple majority of votes of members present or represented. The President has the casting vote in the event of a tie.

## Representation of the Association

### Article 23

Except for the case of a special authorization as mentioned in Article 16, all documents that commit the Association shall be signed by the President or by two members of the Council who do not have to justify towards third parties the authority invested in them for the purpose at hand. The Council shall be represented by its President or one member designated by the Council in legal proceedings in which the Association is involved.

## Records

### Article 24

The decisions taken by the Council are recorded in a special register, signed by the President and kept by the Secretary who makes it available to the members. A copy of each record is sent to all Council members.

### Article 25

The ex-officio members of the Council prepare and execute the decisions of the Council and of the General Assembly. They are in charge of the major activities of the Association as specified in the bye-laws. The ex-officio members are the President, the Vice-President and the Treasurer.

## President, Vice-President, Past-President

### Article 26

The President of the Association shall preside over the Council and the meetings of the General Assembly and shall represent the Association in general and in particular in legal matters (without restricting Article 23).

The term of office of the president, lasting four years and beginning on 1 January of the year of election, can be extended.

The President is assisted by the Vice-President. If for any reason the President is unable to exercise the duties of President these devolve upon the Vice-President.

The President proposes the Executive Officers and the Secretary and decides on the seat of the office.

### Article 27

After completing a full term of office, or in some cases several full terms of office, the President becomes Past President until succeeded in that position. The Past President has the right to join the meetings of the Council with a vote.

## Executive Officers

### Article 28

Executive Officers create and maintain the CIRET Information and Documentation Center (IDC) on the research and conduct of surveys (see Article 3). They may but do not necessarily have to be members of the Council. At least one executive officer works at the seat of the CIRET office.

## **Secretary**

### **Article 29**

The Secretary of the Association is responsible for the day-to-day administration of the Association, for drafting a list of members once a year and keeping the records of the Association. The Secretary is not a member of the Council. Together with the local organisers (see Article 4), the Secretary is responsible for the organisation of the conferences.

## **Treasurer**

### **Article 30**

The Treasurer is responsible for the day-to-day financial affairs of the Association and reports to the Council at least once a year. The Council appoints the Treasurer from amongst the members of the Association and stipulates the term of office of the Treasurer.

## **H. Budgets and accounts**

### **Article 31**

The financial year begins on January 1 and ends on December 31 of each year. The first year shall run from the date of establishment to the end of that said year. The General Assembly shall appoint for each financial year ended two or more auditors who are not themselves members of the Council or of the Executive Committee. They report to the General Assembly on the compatibility of the budget and the accounts, on the correctness of the accounts, and on the conformity of expenditures to law and prevailing custom and practice. Their report shall be given at the annual meeting of the General Assembly, during which the accounts are approved or rejected. The Council shall also submit the budget for the coming two financial years for the approval of the General Assembly.

### **Article 32**

The revenues of the Association consist of annual membership dues, gifts and bequests or subsidies received from national and international institutions, governments and public authorities and any other incomes that may accrue. The Council determines the amount of the dues and of the other expenses to be borne by the members of the Association as well as the method of payment, and possible reductions in the dues.

In the case of a donation inter vivos or a donation made in an individual's last will and testament, the procedure shall be followed as stated in Article 9 of the aforementioned law of 25 October, 1919.

### **Article 33**

The revenues are used by the Council solely to promote the aims of CIRET according to the statutes.

## **I. Dissolution and amendment of the statutes**

### **Article 34**

Any proposal to change the statutes or to dissolve the Association shall emanate from the Council or from at least one third of the membership of the Association.

### **Article 35**

Without prejudice to the application of Article 5 of the law of 25 October, 1919, the Council shall inform the membership at least three months in advance of the date of the extra-ordinary General Assembly which has to decide on the proposal mentioned above. This Assembly cannot validly deliberate on the changes in the statutes or the dissolution of the Association unless at least two thirds of the members of the Association are present or represented. No resolution can be passed unless two thirds of the members present or represented vote in favour of it. Changes to the statutes must be approved by Royal Decree and published in the annexes of the Moniteur belge/Belgisch Staatsblad.

**Article 36**

However, if this General Assembly is not attended by two thirds of the membership of the Association a new General Assembly is called under the same conditions. It will pass a definitive and valid decision on the proposal for a dissolution of the Association, irrespective of the number of members present or represented. The General Assembly determines the way in which the Association will be dissolved and how its assets are to be disposed of and shall designate the liquidators.

**Article 37**

The members of the first Council are the founding members. At present the CIRET office is established at the Swiss Institute for Business Cycle Research, Weinbergstrasse 35, CH-8049 Zürich. It can be transferred to any other location in Europe, upon a decision by the President of the Association published within a month in the annexes to the *Moniteur belge/Belgisch Staatsblad*.

**Article 38**

All matters not covered in the present statutes are regulated by the bye-laws or by default.

**Article 39**

These statutes shall come into force on approval by Royal Decree and after the required publication in the annexes to the *Moniteur belge/Belgisch Staatsblad*. On the tenth day following publication, the Association will acquire corporate rights. Changes to the statutes will take effect after the same period and under the same publication conditions.

Signed by the founding members on October 14, 1999.

## Signatures:

Carnazza Paolo

Klein Franz-Josef

Nilsson Ronny

Oppenländer Karl Heinrich    Poser Günter

Schips Bernd

Suur-Kujala Markku

Vanhaelen Jean-Jacques

Vértes Andras

Privately drawn up in Zurich on 14 October 1999, in as many copies as there are founding members, supplemented by two copies of the administrative formalities/announcements for the *Moniteur belge/Belgisch Staatsblad* and the demand for the granting of corporate rights.

Articles 15 and 18 duly amended by CIRET General Assembly on July 9, 2001.