

# IFIP

## STATUTES AND BYLAWS



INTERNATIONAL FEDERATION FOR INFORMATION PROCESSING

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# **I. IFIP STATUTES**

## **1. ARTICLE 1 - NAME AND AIMS**

The International Federation for Information Processing (hereinafter known as the Federation) shall be constituted as a non-profit organization with the following basic aims:

- a) to promote Information Science and Technology;
- b) to advance international cooperation in the field of Information Processing;
- c) to stimulate research, development and application of Information Processing in science and human activity;
- d) to further the dissemination and exchange of information on Information Processing;
- e) to encourage education in Information Processing.

IFIP does not take any account of the political, social or economic aspects of its Member organizations because IFIP is totally dedicated to the transfer of scientific and technical information and experience.

## **2. ARTICLE 2 - SEAT**

The seat of the Federation shall be in Switzerland.

## **3. ARTICLE 3 - MEMBERSHIP**

### ***3.1 Categories***

#### a) Full Membership

In each country, a national scientific or technical society, or group of such societies, may become a Full Member, with the restriction that

there shall normally be only one Full Member for any country and that it shall be representative of activities in the field of Information Processing. Full Membership may also be considered for similar organisations in a selected territory provided it can be listed under a name that will avoid any misunderstanding about the territory represented. Organizations or institutions representing a cooperating group of at least four countries or selected territories in the field of Information Processing on a regional basis may become a Full Member. Full Member countries may belong to such a regional group, but should not exceed a quarter of the membership of the group at time of admission. Full Members shall pay annual Dues as decided by the General Assembly.

In very exceptional circumstances GA may approve the admission of more than one Full Member from the USA provided that

1. each such Full Member shall satisfy the entry requirements stated above
2. such Full Members shall mutually support each other's membership application.

Such Full Members shall enjoy the same rights and obligations as other Full Members.

b) Corresponding Members

One organization or institution of a country (not already a Full Member) interested in Information Processing may become a Corresponding Member of the Federation. Corresponding Members pay reduced Dues. Corresponding Membership may also be considered for an organisation representing a group of at least four countries or selected territories.

c) Associate Members

One organization or institution of a country (not already a Full Member) or of a geographic region or selected territory interested in Information Processing may become an Associate Member of the Federation. Member countries of regional Full Members may on application be admitted automatically as Associate Members. Applications are restricted to those who would be eligible to pay only the lowest level of annual Dues as decided by the GA.

d) Affiliate Members

Any international organization, professional or governmental, having interest in the Information Processing field and willingness to cooperate and coordinate its activities with the Federation, may become an Affiliate Member of the Federation. Affiliate membership shall be for three years which may be renewed without limitation.

e) Honorary Members

On rare occasions, Honorary Membership may be awarded to a person who has displayed exceptional merit in furthering the aims and interest of the Federation. Honorary Membership shall be conferred for life.

Each Past-President will be considered for admission as Honorary Member when he ceases to be the representative of a Full Member at General Assembly.

f) Individual Members

Any individual may be admitted as an Individual Member in recognition of his contribution to the Federation and the Information Processing field. Membership is granted for a term of three years and may be extended for one more term.

An IFIP President in office may be admitted as an Individual Member only for the term of his presidency and past-presidency. The number of Individual Members shall not exceed one-fifth of the number of Full Members.

### **3.2 Admission**

The General Assembly shall decide on the admission of Members. For the admission of Individual Members and Honorary Members, a two-thirds majority of Full Members present or represented by proxy shall be required.

### **3.3 Termination**

3.3.1 The membership of a Full Member shall be terminated:

- a) by a two-thirds majority of Full Members present or represented by proxy;
  - i. for serious offence;
  - ii. if the conditions of membership are no longer fulfilled;
  - iii. for being one year in arrears with the payment of Dues;
- b) by declaration of the Member;
- c) if the Member is more than three years in arrears with the payment of Dues.

3.3.2 The Membership of an Affiliate, Corresponding or Associate Member shall be terminated:

- a) by a two-thirds majority of Full Members present or represented by proxy
- b) by declaration of the Member
- c) if an Associate Members is three years in arrears with the payment of dues

### **3.4 Suspension of GA Membership**

A Member with dues outstanding at the end of the year in which they were invoiced will lose its vote in General Assembly until the outstanding sum is paid.

This will not affect the status of an Officer or Trustee from that Member at the Executive Board or Council since, in this context, such an Officer or Trustee is not regarded as representing his Society.

A Member with dues outstanding at the end of the year following that in which they were invoiced will be suspended from Membership with

immediate effect. Its Membership will be reinstated when such outstanding dues are paid unless it has otherwise been terminated.

A suspended Member will lose the right to representation at General Assembly and in Technical Committees and Specialist Groups. Any representative from a suspended Member who serves on the IFIP Council or as an Officer of a Technical Committee or Specialist Group will be deemed to have resigned with effect from the date at which the suspension took effect and will be replaced.

## **4. ARTICLE 4 - OPERATION**

The main bodies of the Federation shall be:

- General Assembly
- Council
- Executive Board

The term "two-thirds majority" is defined as "a majority comprising at least two-thirds of those present or represented by proxy who have the right to vote". The term "absolute majority" is defined as "a majority of those present or represented by proxy who have the right to vote". This means that more than 50% of the above must vote in favour. The term "simple majority" is defined as "a majority of those who vote in favour of the motion over those who vote against it". These definitions apply throughout these Statutes and Bylaws and also to Standing Orders.

### **4.1 General Assembly**

#### **4.1.1 Composition and Voting Rights**

The General Assembly shall be composed of one representative from each Full Member, Associate Member and Affiliate Member, of Individual Members and Honorary Members. In addition all Technical Committee and



permanent Specialist Group Chairmen will serve as Ex-officio members for the duration of their terms of office.

Full Members shall have one vote each.. Associate and Affiliate Members shall have no right to vote. Individual Members and Honorary Members shall have one vote each, except on the following matters:

- Statutes and Bylaws;
- admission and exclusion of Members;
- election and discharge of Officers and Trustees;
- location of Congresses;
- annual Dues;
- budget approval;
- acceptance of audit reports;
- dissolution and liquidation of the Federation.

Ex-officio Members have one vote each except on the following:

- admission and exclusion of Members
- annual Dues
- dissolution and liquidation of the Federation.

Only a Full Member can give a proxy. Voting figures will always be announced.

#### 4.1.2 Authority

The General Assembly shall be the supreme authority of the Federation.

The General Assembly shall determine fundamental policy, adopt the programme of activity, hear and approve the reports of any subordinate bodies it may have established, decide on admission and exclusion of Members, elect Officers and Trustees, adopt and revise Statutes and Bylaws, adopt the budget, review the expenditures and accept the audit reports.

The General Assembly may establish subordinate bodies as may be necessary for permanent or temporary purposes. It shall decide on the composition, the terms of reference and the duration of existence of such bodies. Such bodies shall be established only for purposes which are clearly defined and of limited scope. Examples of such bodies are:

- Technical Assembly;
- Activity Management Board;
- Technical Committees and Specialist Groups;
- Standing Committees, etc.

The General Assembly may take any decision necessary for the implementation of the programme of the Federation. In particular, it may decide to secure the cooperation, on a contractual or ad hoc basis, of other organizations, institutions or laboratories, in order to carry out certain tasks.

#### 4.1.3 Quorum and Majority

The General Assembly shall be able to conduct business only if at least half of the Full Members are present or represented by proxy. If this is not the case, another General Assembly shall be convened within three months and only after a time such that all Members can be notified at least one month in advance. This General Assembly shall operate without any quorum restrictions. In the meantime, the Council shall act in the place of the General Assembly.

Decisions of the General Assembly shall be taken by an absolute majority of those Members present or represented by proxy who have the right to vote, unless otherwise provided in these Statutes and the IFIP Bylaws.

#### 4.1.4 Meetings

The General Assembly shall decide on the dates and places of its meetings. It may, however, be convened at any time if the President, after consultation with the Council and with the various bodies or persons appointed by the General Assembly, deems it necessary. It shall also be

convened at the request of the Council or of a majority of the General Assembly Members. In the two latter cases, the meeting shall be convened within three months and only after a time such that all Members can be notified at least one month in advance.

## **4.2 Council**

### **4.2.1 Composition**

The Council shall be composed of the Executive Board and Trustees elected by the General Assembly from amongst its Full and Individual Members. There shall be at least three and not more than eight Trustees, each to serve for not more than two consecutive terms of three years.

These elections shall be carried out, keeping in mind the fact that the Council should reflect as accurately as possible the representation in the General Assembly, in particular the geographical distribution of the Members of the Federation.

If a Trustee resigns or dies while in office, the General Assembly shall elect a successor for the unexpired portion of the term. Trustees can be discharged for a misdemeanor by a two-thirds majority vote in the General Assembly of Full Members present or represented by proxy. A Trustee who has not attended at least one meeting of either Council or General Assembly during a calendar year is deemed to have resigned and a successor shall be elected.

When a Council Member is deemed to have resigned because of absence, that Member may not stand for re-election to that position at the election to fill the vacancy.

### **4.2.2 Authority**

The authority of the Council shall be to administer the Federation and to make all decisions except those specially reserved for the General Assembly such as decisions on fundamental policy of the Federation,

adoption and revision of Statutes and Bylaws, admission and exclusion of Members, election of Officers and Trustees, and establishment of Standing Committees. The Council will review and revise (within reason) programme and budget, if needed, between General Assembly meetings. The General Assembly may delegate to the Council any decision which normally falls within the competence of the General Assembly.

#### 4.2.3 Quorum and Majority

The Council shall be able to conduct business if at least half of its Members are present. Decisions of the Council shall be taken by a simple majority of the Members present.

Voting figures will always be announced.

#### 4.2.4 Meetings

The Council shall decide on the dates and places of its meetings. It may, however, be convened at any time if the President, after consultation with the Members of the Executive Board, deems it necessary; it shall also be convened, within two months, upon request of a majority of its Members.

## **4.3 Executive Board**

### **4.3.1 Composition and Election**

The General Assembly shall elect from among its Full Members and Individual Members, a President, four Vice-Presidents, a Secretary and a Treasurer. The above-mentioned persons shall be the Officers of the Federation. The Officers, the President-Elect between his election and the time when he takes office, and the Immediate Past President during the year following the end of his term, shall form the Executive Board of the Federation.

The term of an Officer shall be three years. The President and the Vice-Presidents may not be elected to the same office for more than two consecutive terms. Incomplete terms shall not count. The Secretary and the Treasurer may be re-elected without limitation.

If an Officer resigns or dies in office, a successor shall be elected for the unexpired portion of the term.

In case of emergency, the Council shall be entitled to elect a temporary successor for the period until the next General Assembly meeting.

During his term of office, the President may request the General Assembly in cases of emergency to admit him as an Individual Member for the unexpired portion of his term.

A Member of the Executive Board can be discharged for misdemeanor by a two-thirds majority vote in the General Assembly of Full Members present or represented by proxy.

### **4.3.2 Authority**

The Executive Board, as a whole or through its Officers, shall conduct the day-to-day operations of the Federation.

The President shall convene and conduct the meetings of the General Assembly, the Council and the Executive Board.

The Executive Board may in exceptional circumstances conduct a ballot by mail. Members eligible to vote will be provided with adequate background information via mail, fax or e-mail, as appropriate, all of which will be acceptable media for returning votes, subject to appropriate verification procedures.

During the absence or incapacity of the President, the Vice-President longest in office shall act in his stead in all matters concerning the General Assembly, the Council and the Executive Board. If necessary, the next Vice-President longest in office shall assume these functions.

### 4.3.3 Meetings

The Executive Board shall decide on the dates and places of its meetings.

## **5. ARTICLE 5 - FINANCES**

The Federation shall be financed by Dues, by royalties from publications, interest on funds, contributions, and surpluses from events such as congresses, conferences and symposia, including funds arising from activities of subordinate bodies. The General Assembly shall decide on the scale of annual dues. It may accept donations and subsidies.

## **6. ARTICLE 6 - COMMITMENTS**

Any document committing the Federation shall be signed by the President or a designated Officer.

All legal actions, whether as plaintiff or as defendant, shall be the responsibility of the Executive Board, represented by the President or one of its Members, designated for this purpose by him.

## **7. ARTICLE 7 - AMENDMENTS**

All proposals for modification of these Statutes or dissolution of the Federation must be submitted by at least one Full Member. Any such proposal shall be mailed to all Members of the General Assembly at least forty days in advance of the General Assembly meeting at which it will be discussed. Approval of such proposals shall require a two-thirds majority of all Full Members present or represented by proxy and ex-officio members.

In the case of dissolution, the General Assembly shall decide by the same majority on the method of liquidation of the Federation and the disposal of its assets. The assets will be transferred to one or more non-profit organizations with aims similar to those of IFIP.

## **8. ARTICLE 8 - SWISS LAW**

Anything not provided for in these Statutes shall be in accordance with Swiss Law on the subject.

## **9. ARTICLE 9 - BYLAWS**

The following Bylaws amplify the Statutes and describe in more detail terminology used within the IFIP organization, its internal structure and subordinate bodies and the management of its operations.

Any proposal for the modification of the Bylaws must be submitted by at least one Full Member and be mailed to all Members of the General Assembly at least forty days in advance of the General Assembly at which it will be discussed.

Although detailed proposals are desirable it will be acceptable for the proposal to describe the change in general terms leaving detailed changes to be drafted during the General Assembly meeting. It will be permissible during the General Assembly to make amendments to any previously circulated proposal. In both cases the resulting detailed proposals, if accepted, will be put into immediate effect.

Approval of such proposals shall require an absolute majority of those present or represented by proxy who have the right to vote.



## **II. IFIP BYLAWS**

### **1. SECTION 1 - GENERAL**

#### ***1.1 Field of Activity of IFIP***

IFIP will cover the following fields of activity in Information Processing;

- a) fundamentals of IP, such as:
  - theoretical foundations;
  - general structure of information systems,
  - computer technology,
  - programming (software);
  
- b) applications of IP in:
  - science,
  - administration, economics and commerce,
  - technology (industry);
  
- c) promotion of IP in:
  - education,
  - assistance to developing countries;

as well as other related subjects.

#### ***1.2 Implementation***

The implementation of IFIP activities includes:

- a) organization of international congresses, conferences, symposia and education seminars;
- b) establishment of relations with other international organizations;

- c) establishment of international groups to undertake a task falling within the sphere of activity of IFIP;
- d) publishing.

### **1.3 Principles of Organizational Structure**

The structure and the activities of IFIP shall be partly centralized and partly decentralized.

Centralized matters are those which are under the supervision of the General Assembly, Council or Executive Board, and include:

- a) plans for long-range programmes;
- b) schedule of activities;
- c) financial resources, including methods, sources and guarantors;
- d) publication rules.

Decentralized matters are left to the discretion of subordinate bodies, such as groups and committees of IFIP, and include:

- a) programme implementation, including location, technical content and staffing;
- b) implementation of the financial plan approved by the General Assembly;
- c) establishment of operating rules in accordance with Statutes and Bylaws;
- d) publication in accordance with approved rules.

## **2. SECTION 2 - MEMBERSHIP**

### ***2.1 Admission of a Full Member***

#### **2.1.1 Procedure**

An organization asking to join the Federation should send a formal letter to the President. This letter should be accompanied by the following documents: the constitution, a list of financial resources (provided they are not evident through the constitution), the names of committee members and officers, the number of members of the organization, and a brief outline of its history.

The President shall transmit this letter and the documents to the Admissions Committee. The Committee may require translation of these documents into English. The Committee shall prepare a recommendation and send it to all General Assembly Members at least forty days before the General Assembly meeting. This procedure shall take place within three months after receiving the request.

#### **2.1.2 Criteria**

In assessing how representative of a country, selected territory or group of countries an organization applying for admission may be, the Admissions Committee shall consider such matters as:

- a) the activity level of the applicant, as measured by the number and kinds of meetings each year;
- b) the publications circulated;
- c) the size of the applicant organization relative to the number of those active in that country or group of countries in the field of information processing;
- d) the technical qualifications required of the members admitted to the applicant organization;

- e) the financial condition of the society;
- f) the rules governing the conduct and organization of the applicant, as embodied in its Statutes, Constitution, Bylaws or other equivalent documents.

In assessing the attributes of a proposed Full Member, the Admissions Committee shall give no consideration to matters relating to the country's political, social or economic system.

### 2.1.3 Denomination of Countries

The official denomination of an IFIP Member country which is a member of UN or UNESCO or member of the specialized agencies and parties to the statutes of the International Court of Justice shall be in accordance with the UN/UNESCO country name list and shall be used according to the rules governing the use of this list. If a country is not a member of the above-mentioned organizations, then IFIP will use the name indicated by the President of the Member Society.

### 2.1.4 Application for Membership from a Country Already Represented

If an application is received from a country already represented by a Full Member, the Admissions Committee shall attempt to solve the difficulties by contacting the organizations involved. If the negotiations are not successful, the Committee shall prepare a report to the General Assembly recommending one of the following alternatives:

- a) to reject the new application;
- b) to propose to the General Assembly that the applying organization is more representative than the existing Full Member;
- c) to suggest to the organizations the possibility of combined membership and then to re-examine the matter one year later.

### 2.1.5 Formal Admission

The actual admission of an organization after approval by the General Assembly shall be preceded by payment of Dues and shall occur at a meeting of the General Assembly or Council where an official representative of that organization is present in person, in general (if not otherwise agreed in admission negotiations), one year after the approval at the most.

## ***2.2 Admission of Individual and Honorary Members***

A proposal for admitting an Individual Member or for nominating an Honorary Member must be submitted by a Member of the General Assembly to the Admissions Committee for its recommendation to the General Assembly.

Voting will be by paper ballot.

## ***2.3 Admission of Affiliate Members***

### **2.3.1 Procedure**

Application shall be made in a formal letter to the President and be accompanied by the following documents: the constitution, a list of financial resources, the names of officers and important committee members, the number and national distribution of members of the organization and a brief outline of its history.

### **2.3.2 Criteria**

In assessing how international and how interested in the Information Processing field an organization applying for Admission may be, the Admissions Committee shall consider such matters as:

- a) the aims of the applicant organization as expressed in its constitution;

- b) the qualification required of the members admitted to the applicant organization;
- c) the size, professional level and national distribution of the actual membership of the applicant organization;
- d) the activity level of the applicant organization as measured by the number and kind of events each year;
- e) the publications circulated;
- f) the maturity of the applicant organization as evidenced by its history.

In assessing the attributes of a proposed Affiliate Member, the Admissions Committee shall make sure that no national preference or dominance is evident. The Committee will attach great importance to the willingness of the applicant organization to cooperate and coordinate its activities with IFIP, e.g. by exchanging plans for events and similar activities, newsletters, lists of publications, etc.

Prior to recommending admission of a new Affiliate to General Affiliate, the proposed Affiliate must obtain support from either Technical Assembly or Member Societies Relations Committee depending on the aims and membership of the proposed Affiliate. Such support shall determine of which body the Affiliate will be a member.

## ***2.4 Admission of an Associate or Corresponding Member***

One organization or institution of a country or selected territory or organization representing a group of at least four countries or selected territories is eligible for Corresponding Membership according to IFIP Statute 3.1 b). Similarly an organization or institution of a country or geographic region is eligible for Associate Membership according to Statute 3.1 c).

Proposals for Membership may be submitted by the organization or institution itself, or by invitation of a General Assembly Member. All proposals shall be examined by the Admissions Committee and a recommendation shall be submitted to the General Assembly. Positive recommendations shall include a definition of arrangements for liaison between IFIP and the respective organization or institution requesting Associate or Corresponding Membership.

An appropriate organization or institution of a country or region which is a member of an IFIP regional Member (and not being a Full Member) may at any time be admitted to Associate Membership by submitting an application to the Admissions Committee.

## ***2.5 Statutes or Name Changes of a Full Member***

IFIP Members are to transmit all changes in the Statutes of their Societies to the Chairman of the Admissions Committee through the IFIP Secretary:

- a) if the change has no substantial effect on the aims and national situation of the Society, the Admissions Committee may inform the General Assembly as a matter of interest;
- b) if the change is substantial, the Admissions Committee shall follow a procedure similar to that for new admissions. All the prerogatives of the Member shall continue to be in force during this procedure.

## ***2.6 Composition of the Admissions Committee when its Action Concerns One of its Members***

When the Admissions Committee is acting on any matter concerning one of its Members, the Member concerned shall be replaced temporarily by another Member appointed by the President.

## ***2.7 Financial Obligation of a Full Member During the Year of Admission***

A new Member may specify whether its membership is to start during the calendar year of approval or during the year following. The applicable annual Dues shall be paid prior to or at the time of formal admission to membership.

## ***2.8 Termination of Membership of a Full Member***

When a Full Member is more than three years in arrears in the payment of Dues, the Secretary must inform the General Assembly prior to notifying the Member of the termination of Membership.

## ***2.9 Suspension of Membership***

When a Member is suspended in accordance with Statute 3.4, the Secretary will notify that Member immediately the suspension takes effect.

# **3. SECTION 3 - OPERATION**

## ***3.1 General Assembly and Council Chairmanship***

In the absence of the President and all Vice-Presidents, the General Assembly and the Council may appoint a temporary Chairman.

## ***3.2 General Assembly and Council Observers***

The President may invite any individual or representative of an organization to be an ad hoc Observer or Adviser to the General Assembly Meeting.

The Chairmen of Technical and Standing Committees will be Observers at Council Meetings.

A representative of each Affiliate may attend General Assembly and Council meetings as an Observer.



### **3.3 *Nomination of Officers and Trustees***

Nomination Committees, consisting of three members each, shall be designated during the General Assembly Meeting preceding the meeting at which the election is held. The nominations will consist of:

- a) proposals supported by four Full or ex-officio Members, and
- b) nominations made by the Nominations Committee.

The Nominations Committees must provide candidates if too few candidates are otherwise proposed, at least forty days prior to the election. Each Committee must inform the General Assembly of its nominations at least one month before the election meeting.

New candidates nominated from the floor during the election session must be supported in writing by at least four Full or ex-officio Members. The formal agreement of the candidate is required.

Each Full or ex-officio Member has the right to propose in advance in writing as many candidates as there are actual and possible vacancies. In addition, and notwithstanding such written proposals, each Full or ex-officio Member actually present at a General Assembly shall have the right to propose from the floor as many candidates as there are vacancies.

### **3.4 *Election of Officers and Trustees***

Approximately one year before the end of the term of the President in office, the next President shall be elected. The four Vice-Presidents shall be elected such that their terms of office shall be reasonably spread over three years. The Secretary-elect and the Treasurer-elect shall be elected one year before taking their office to allow a smooth transition.

The election procedure is described in Standing Order Supplements.

Newly elected Officers and Trustees assume their functions at the end of the General Assembly Meeting at which they have been elected, except for the President, who shall take office either at the end of the next General

Assembly Meeting after election or, if the General Assembly and Congress take place contiguously, at the end of both events.

### **3.5 Proxy**

A representative of a Full member may be represented by another member of his own Society or by another General Assembly Member. Individual, Honorary and Ex-officio Members may not give proxies.

Notice of proxy shall be sent by letter to the Administrative Secretariat before each meeting.

A Member who is temporarily absent during a session may indicate orally who holds his temporary proxy.

### **3.6 Conduct of Meetings**

Unless otherwise specified in the Statutes and Bylaws, meetings of the General Assembly and the Council shall be governed by "Roberts Rules of Order".

### **3.7 Sponsored and Joint Activities**

The Activity Management Board (AMB) is authorized to give IFIP sponsorship and financial support to a conference. The General Assembly must be kept informed of such decisions.

The AMB is authorized to provide a loan to a conference organizing committee, subject to the limit of the approved budget.

#### **3.7.1 Sponsored Activities**

IFIP may sponsor only international or regional conferences. Even if the organizing body is national, the programme committees must be international.

### 3.7.2 Joint Activities

IFIP may participate in joint activities with other international organizations.

- a) IFIP shall nominate a significant number of the members of the programme and organizing committees of these joint conferences.
- b) IFIP must obtain information and guarantees from the programme and organizing committees on at least the following items:
  - organization and operating methods;
  - budget of the conference;
  - responsibility in case of financial losses;
  - allocation of surplus.

### 3.7.3 Co-Sponsored Activities

IFIP may agree to co-sponsor a conference with one or more other international organizations on a "lead organization" basis.

In this case, it will be agreed which organization will be the lead organization in all business and technical affairs of the activity. Both, or all, organizations share the technical and organizational work. The lead organization is completely responsible for all financial matters and the publication. It provides the initial loan, receives any surplus and royalties, is responsible for deficits, and holds the copyright to any associated publication.

When IFIP is the lead society, the contract with the publisher must be approved by the Publications Committee.

## 4. SECTION 4 - SUBORDINATE BODIES

The General Assembly will establish the Technical Assembly, Standing Committees, Technical Committees, the Activity Management Board and, as necessary, Ad Hoc Committees.

Organization and operating rules for these bodies are contained in the IFIP Standing Orders. An organization chart and job charters are published in the IFIP Information Bulletin web pages.

## **4.1 Technical Assembly**

### **4.1.1 General**

The Technical Assembly has the responsibility for guiding IFIP through the rapidly changing technological world in which we operate. It monitors performance in our existing technical work, stimulates the extension and development of that work and initiates new activities.

### **4.1.2 Composition**

The Chairman is appointed by the President and will normally be a Vice-President. Its members are the Chairmen of the Technical Committees and Specialist Groups and representatives of Affiliate Members whose IFIP membership was supported by TA. The Executive Board and the Chairman of the Programme Committee of the IFIP Congress are members ex-officio.

### **4.1.3 Authority**

The Authority of the Technical Assembly is specified in its Charter as approved by the General Assembly. It includes the establishment and dissolution of Working Groups, the regular review of the activities of TCs, SGs and WGs, together with their Aims and Scope, the identification of new fields of activity relevant to IFIP and the recommendation of the best ways of interfacing with the activities of its Affiliate Members.

## **4.2 Standing Committees**

- a) There shall be Standing Committees, the scope of which shall be directly connected with the conduct of business of the General Assembly.

For example: Statutes and Bylaws Committee, Finance Committee, Admissions Committee.

Chairmen and members of these Committees must be Members of the General Assembly.

- b) There shall be other Standing Committees whose scope shall extend beyond internal functions. These include:

Publications Committee,  
Marketing Committee,  
Member Societies Relations Committee,  
Congress Steering Committee.

Membership of these Committees shall not depend upon General Assembly Membership. Chairmen must be Members of General Assembly.

- c) Admissions Committee is composed of all members of the Member Societies Relations Committee who are also Full Members of the General Assembly.
- d) The members of a Standing Committee shall be appointed by the President for three years. They may be reappointed.

## **4.3 Technical Committees**

### **4.3.1 General**

A Technical Committee (TC) is established by the General Assembly. Its Aim and Scope shall be included in the Information Bulletin and can be changed only by the General Assembly.

### 4.3.2 Membership

Technical Committees shall be composed of:

- a) one representative from each Full Member;
- b) one or more representatives recommended by the TC and accepted by the relevant Full Member;

Both of these categories of member will be appointed by the Technical Committee Chairman, have full voting rights and be eligible for election as officers.

- c) any number of persons (not exceeding 25 % of the total TC membership) who possess expert or specialist knowledge, who need not be members of an IFIP Member organization. Such persons will be appointed by the Technical Committee Chairman on the recommendation of the TC. They will have no formal vote nor be eligible for election as officers of the Committee.

In all cases the term of appointment is three years, renewable without limit.

Working Group Chairmen of a Technical Committee or Specialist Group are ex-officio members of that Committee or Group for the duration of their terms of office, with full voting rights.

Each Associate and Affiliate Member may send one representative to each TC and SG to be an associate or affiliate Member, subject to the approval of the Technical Committee Chairman. Such members have no right to vote. Their term shall be three years, which may be renewed without limit.

### 4.3.3 Chairman

The Chairman of a Technical Committee (TC) or Specialist Group (SG) must be recommended by the TC or SG and is appointed by the President. The Chairman must be a member of the TC or SG. He shall serve for a term of three years and may be re-appointed for one additional term.

#### 4.3.4 Officers

The Chairman of a TC or SG may designate a Vice-Chairman and a Secretary with the approval of the TC or SG. The Vice-Chairman must be a member of the TC or SG. He shall serve for a term of three years and may be designated for one additional term. The term of office for Secretaries is three years which may be renewed without any limitation.

#### 4.3.5 Voting

Decisions require a simple majority vote of Members present.

#### 4.3.6 Finances

The budget for a Technical Committee or Specialist Group shall be as approved by the General Assembly. A TC or SG is not authorized to take any financial risk which exceeds its budget.

#### 4.3.7 Working Group of a Technical Committee (WG)

A Working Group may be established by the Technical Assembly upon the submission by a Technical Committee of the proposed scope of the Working Group. A Working Group consists of technical experts selected and assigned without consideration of nationality to work in a specified technical area. The scope of an established Working Group shall be included in the IFIP Bulletin web pages.

A Working Group may be dissolved or re-directed by the Technical Assembly upon consultation with, or recommendation of, its Technical Committee.

The members of a Working Group are appointed by the Chairman of the corresponding Technical Committee, with the approval of that Committee.

Membership is not restricted to those who belong to an IFIP Member Society. The Chairman of the Working Group is appointed by the TC Chairman upon the recommendation of the Technical Committee. The Chairman may designate a Vice-Chairman and a Secretary with the approval of the Working Group.

The term of office of Working Group Chairmen and Vice-Chairmen shall be three years and may be renewed once only. The term of office for Secretaries is three years which may be renewed without any limitation. The appointment of Working Group Chairmen may be terminated by the TC Chairman upon recommendation of the Technical Committee.

Publication in the name of a Working Group may be made after review by the TC or SG, subject to submission and approval of the General Assembly. After such approval, the publication becomes an official IFIP publication.

#### 4.3.8 Joint Working Groups

A Joint Working Group may be established by mutual agreement of two or more Technical Committees and/or Specialist Groups subject to the following:

- a) One of the TCs and SGs must be designated as having full responsibility for all matters of administration and finance.
- b) The Joint Working Group may report to one or more of its parent TCs and SGs on technical matters.



- c) The Joint Working Group will be listed in the Bulletin under the TC or SG which has administrative responsibility with a reference to its other parents.

### 4.3.9 Special Interest Groups

Any Working Group of a Technical Committee may, with the approval of its parent Technical Committee, create or later disband a Special Interest Group. Membership of such a SIG will be open to any scientist or professional who wishes to join subject only to the formal approval of the Working Group Chairman.

## **4.4 Activity Management Board (AMB)**

### 4.4.1 General

The Activity Management Board (AMB) is established to manage IFIP technical activities. Its primary purpose is to approve activities proposed by TCs, SGs, WGs and other IFIP bodies, to review and monitor planned activities, to stimulate new initiatives, to review proposals for IFIP new activities and to recommend actions to be taken by relevant IFIP bodies.

### 4.4.2 Composition

AMB Members are appointed by the President: Chairman (normally a Vice-President), two Chairmen of Technical Committees, the GA representative of an Affiliate Member and the GA representatives of at least three Full Members. Ex-officio members are the members of the Executive Board and the Chairman of the Developing Countries Support Committee.

### 4.4.3 Authority

The authority of the Board is specified in its charter as approved by the General Assembly.

## **4.5 Specialist Groups (SG) (see also Section 4.3 TCs)**

### **4.5.1 Provisional Specialist Group**

To allow new areas of interest to be explored, the Technical Assembly may establish provisional Specialist Groups, composed initially as a small group of recognized specialists and with a provisional charter to assess the interest for more permanent activities in IFIP within the area. Within five years the Technical Assembly will either disband the group or recommend to the General Assembly that it be transformed into a Technical Committee or a Working Group of an existing Technical Committee.

### **4.5.2 Working Group of a Specialist Group**

A Working Group of a Specialist Group may be established by the Technical Assembly upon submission by a Specialist Group of the proposed scope of the Working Group. Such a Working Group consists of experts selected and assigned to work in a specified area. The Aims and Scope of an established Working Group shall be included in the IFIP Information Bulletin.

A Working Group may be dissolved or re-directed by the Technical Assembly upon consultation with, or recommendation of, its Specialist Group. The members of a Working Group are appointed by the Chairman of the corresponding Specialist Group with the approval of that Group. (see also 4.3 Technical Committees)

## **4.6 Ad Hoc Committees**

There may be Ad Hoc Committees composed exclusively of General Assembly Members, for example, the Nominations Committees; and others

whose membership is not restricted to General Assembly Members. Members of Ad Hoc Committees are appointed by the President.

## **5. SECTION 5 - STANDING ORDERS**

The IFIP Standing Orders are approved by the Executive Board. They describe in detail the organization of the various IFIP subordinate bodies and their rules of operation. In addition, they provide guidance on procedures for the efficient administration of IFIP's affairs. Standing Orders consist of a base document complemented by Supplements expanding on important aspects of IFIP activities. It refers to the IFIP Information Bulletin which contains the Organisation Chart and the Committee and function job charters.

## 6. APPENDIX

### IFIP SUBORDINATE BODIES

Authority for establishment/dissolution and appointment of Officers and Members

		<u>II. IFIP Bylaws</u>
TC establishment	GA	(4.3.1)
Chairman	President	(4.3.3)
Officer	TC Chairman	(4.3.4)
Members	TC Chairman	(4.3.2)
WG establishment	TA	(4.3.7)
Chairman	TC Chairman	(4.3.7)
Officers	WG Chairman	(4.3.7)
Members	TC Chairman	(4.3.7)
IFIP Publication of TC/SG/WG	GA	(4.3.7)
Specialist Groups	TA	(4.5)
Special Interest Groups	TC	(4.3.9)
Chairman	President	(4.3.3)
Officers	SG Chairman	(4.3.4)
Members of WG	WG Chairman	(4.3.7)
Members of SG	SG Chairman	(4.5.3)
Technical Assembly (TA)	GA	(4.1)
Chairman (normally a VP)	President	(4.1.2)
Members	Explicitly designated	(4.1.2)
Activity Management Board (AMB)	GA	(4.4)
Chairman (normally a VP)	President	(4.4.2)
Members	President	(4.4.2)

Standing Committees	GA	(4.2)
Members	President	(4.2)
Ad Hoc Committees	GA	(4.6)
Members	President	(4.6)

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