



Statutes

I. Name, Seat and Languages

Article 1: Name and Seat

The "Swiss Society for Automatic Control" abbreviated SSAC, German: "Schweizerische Gesellschaft für Automatik" abbreviated SGA, (French: "Association Suisse pour l'Automatique" abbreviated ASSPA, Italian: "Associazione Svizzera per l'Automatica", is an organisation according to Art. 60 ff of the Swiss Code of Civil Law. The seat of the society is at the place of work of the president.

The interest areas of the society can be defined more clearly by a subtitle chosen by the executive board being continuously adapted to regular development.

Article 2: Languages

The official languages are German, English and French.

II. Purpose and Methods of Working

Article 3: Purpose

The purpose of the SGA is to follow the hereafter mentioned aims:

- a) It promotes the acquirement and distribution of knowledge and methods of automatic control in the specified areas as well as their use in scientific and practical purposes in technical and nontechnical areas (automatic control, informatics, cybernetics, measurement technology, etc.),
- b) It promotes the acquirement and distribution of knowledge about the effect of its interest areas on the technical and nontechnical environment and of the fight against such unwanted consequences (for example physiological, psychological, sociological, economic consequences etc.),
- c) It promotes appropriate standardisation endeavours.

Article 4: Methods of Working

The society realises its aims in the following way:

- a) It organises conferences, seminars, courses, lectures, excursions, etc. about topics in the context of the defined purposes,
- b) It can form regional and technical groups,
- c) It can maintain connections with national and foreign as well as international organisations with similar interests,
- d) It can represent Swiss interests according to her aims in international organisations,
- e) It is responsible for the handing out of a publication, which is supposed to supply information concerning areas of its work,
 - Communications about conferences, seminars, courses, conventions, etc.
 - further useful information to its members from its activity area;
- f) It can develop further activities useful to her purpose.

III. Membership

Article 5: Members

The SGA distinguishes between the following membership categories:

- a) Singles members: Individual persons,
- b) Young members: Students, assistants and scientific employees to universities and technological colleges who have not yet reached their 30th birthday,
- c) Senior citizen members: Persons who have exceeded the 65th birthday or who have retired,
- d) Collective members: Bodies recognised by private or public law.
- e) Free members: Single persons, who promote or have promoted the endeavours of the SGA as well as organisations, schools, institutes or societies.
- f) Honorary members: Individual persons who have been appointed in recognition of their contributions to the SGA.

Article 6: Friendly Organisations

"Friendly organisations" are those which actively support the endeavours of the SGA and are prepared to take part in activities together. They have the same rights as free members. They are chosen by the executive board.

Article 7: Admission

Single, young, senior citizens and collective members apply for membership in writing to the secretariat: Free members are appointed by the members at the annual general meeting, honorary members by the executive board.

Article 8: Termination of Membership

The termination of membership must be received by the secretariat in writing. It takes effect at the end of the current financial year. Existing financial obligations of the member towards the SGA still exist after the termination of membership.

Members who do not fulfil their financial obligations towards the SGA despite written reminders lose their membership at the end of the current organisation year.

Under no circumstances have members a claim to the organisation's finances.

Article 9: Exclusion

For important reasons the executive board, of which $\frac{3}{4}$ of the members must be present, can agree on the exclusion of a member. The member is entitled to protest at the annual general meeting where a majority of $\frac{2}{3}$ of the members present must make a final decision.

IV. Organisation

Article 10: Executive Body

The executive bodies of the society are:

- the annual general meeting
- the controlling executive
- the executive board
- the regional section
- the professional groups
- the secretariat

Article 11: Annual General Meeting

The members of the society and one representative of the collective members meet for an annual general meeting.

Unscheduled general meetings can be called by the executive board or by written request of 1/5 of the members with details of the purpose.

Article 12: Place and Invitation

The executive board determines place and date of the general meeting. The invitation to the members and to the friendly organisations is to be sent out in writing and with a detailed agenda at the latest 30 days before the meeting.

Article 13: Tasks

The general meeting has the following tasks:

- a) Approval of the annual report
- b) Approval of the yearly financial report and the controllers' report
- c) Relief of the executive board
- d) Election of the executive board members, the president and the controlling executive
- e) Decisions on applications made by the executive board
- f) Decisions on applications made by members, provided these have been submitted to the president in writing at least 2 weeks before the meeting
- g) Fixing of the annual fees
- h) Appointment of honorary members
- i) Change of the statutes
- j) Dissolving of the society.

A protocol is made of every general meeting.

Article 14: Right to vote

The different membership categories entitled to vote are as follows:

- The single, senior citizens, young, free and honorary members as well as friendly organisations have one vote,
- The collective members have each five votes. They can be represented by a single person.

The annual general meeting makes its decisions and performs its elections unless otherwise stated by law or by the statutes on hand, with a absolute majority of present votes. For the relief of the members of the executive board, these are not entitled to vote.

Article 15: The Controlling Board

The controlling board consists of three auditors (one of these supplementary) who may not be members of the executive board, or a professional chartered accountant. The controlling board checks the society's accounts and reports the results in writing to the executive board.

The members of the controlling board are elected by the general meeting for a term of office of 3 years. They can be re-elected for another two terms of office. After expiry of every term of office the oldest member leaves.

Article 16: Executive Board

The executive board consists:

- The president
- The vice-president
- Another 7 to 9 members to whom special functions can be assigned.

The members of the executive board represent in general the different activity areas of the SGA as well as the different areas of the country. The term of office of the executive board members is three years. Members of the executive board can hold office for a maximum of 3 terms of office.

The president can belong to the executive board for a maximum of four terms of office, whereby a maximum of two terms can be held as president.

The members of the executive board do not pay any membership fees.

Article 17: Quorum

The executive board is quorate at any time. Decisions are made with an absolute majority of votes present. The president has the final vote.

Article 18: Tasks of the Executive Board

All incumbencies which are not assigned to another executive by law or statutes are handled by the executive board. It has the following tasks in particular:

- a) Construction of the yearly program,
- b) Management and support of the activities of the society,
- c) Organisation of scientific conferences and fixing the conditions with regard to the execution of such,
- d) Maintaining contacts at regional, national and international level with organisations which pursue similar or the same aims as the SGA,
- e) Preparation of the business of the annual general meeting and execution of decisions reached thereat,
- f) Constitution of the annual report and approval of the yearly financial report to the attention of the annual general meeting,
- g) Appointment of free members and the election of friendly organisations,
- h) Exclusion of members according to article 9,
- i) Constitution of the executive board:
 - Election of the vice-president,
 - Distribution of special functions (departments) to the executive board members,
- j) Foundation, naming and dissolving of professional groups,
- k) Fixing of the shares of the annual fees which have to be assigned to the regional sections and professional groups,
- l) Choice of the secretary respectively the place of office,
- m) Settlement of the statutes of regional sections.

For special questions the executive board can ask for assistance from the representatives of the regional sections, the professional groups or other experts.

Article 19: Tasks of the President

The president officially represents the SGA. He is authorised to sign for the society together with another member of executive board or with the secretary.

The president leads the general meetings and the meetings of the executive board. The vice-president performs the function should the president be absent.

Article 20: The Regional Sections

For the better fulfilment of the aims of the SGA regional sections can be formed. The regional sections organise themselves. They can be legally independent. Their statutes must be approved by the executive board of the SGA. In the context of the means assigned to them according to art. 18 k as well as their own finances, the regional sections are also financially independent.

The regional sections deliver a yearly report to the executive board and the annual general meeting.

The acquisition of membership in a regional section excludes the acquisition of membership in the SGA automatically.

Article 21: The professional groups

For the treatment of special tasks the executive board can form permanent or ad hoc professional groups.

The composition of the managing board of the professional groups as well as their responsibilities will be decided upon by the executive board and be manifested in a duty manual according to the issue.

The professional groups deliver a yearly report to the executive board and the annual general meeting.

Article 22: The Secretariat

The secretariat executes the decisions of the annual general meeting and the executive board. Including the particular:

- a) Handling administrative tasks,
- b) Administration of the finances and the accounting,
- c) Presentation of the budget and the annual accounts.

The head of the secretariat has a consulting function and has the right to make requests of the executive board.

V. Finances

Article 23: Income

The income of the SGA comprises as follows:

- a) annual membership fees,
- b) income from conferences, courses and other events,
- c) income from publications,
- d) contributions from third parties,
- e) asset returns,
- f) miscellaneous other returns.

Article 24: The Membership Fees

Single, young, senior citizen and collective members pay a yearly fee which is fixed by the members of the annual general meeting.

Article 25: Annual Financial Report

The annual financial report and the report of the controllers must be made available to members for scrutiny in the secretariat at least 10 days before the annual general meeting.

The financial year is the calendar year.

VI. Final Provisions

Article 26: Change of Statutes and Dissolving of Organisation

The SGA exists without temporal restriction. A change of the statutes or dissolving of the society can be decided upon at the annual general meeting with the consent of $\frac{3}{4}$ of the votes present. The decision to dissolve the society is only legally valid, if it is confirmed by $\frac{3}{4}$ of the votes present at a following general meeting whose sole purpose is the dissolving of the society.

The second general meeting may take place at the earliest 4 weeks after the first.

Should the society be dissolved, the financial assets of the SGA will be transferred to an institution with similar aims.

Article 27: Validity

The statutes on hand were approved in Lausanne by decision of the general meeting on 12th May 1995 and immediately become effective. They replace the statutes of 22nd. October 1992.

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