

STATUTES OF THE ASSOCIATION

NAME, DURATION, OBJECTS AND HEAD OFFICE

1. The name of this international Association is "BISFA, the International Bureau for the Standardization of Man-made Fibres"(1).
 2. The Association will remain in existence for an unlimited period.
 3. Main objects of the Association are :
 - to establish technical rules for delivery-conditions which have to be applied for major types of man-made fibres(2), mandatory for all members of the Association.
 - to cooperate with the EU Commission, with CEN and ISO and comparable international bodies to adopt standards for fibres in line with BISFA rules.
- BISFA will therefore :
- establish technical rules relating to the names, characteristics, and specifications of the different types of man-made fibres and formulate binding technical standards for these fibres ;
 - carry out studies relating to the designation, classification and standardization of these fibres.
4. The head office of the Association is in Brussels (Belgium).

(1) BISFA was founded in Basle on October 12,1928, under the French name "Bureau International pour la Standardisation des Fibres Artificielles".

(2) This includes monofilament and steel tyre cord.

MEMBERSHIP

5. Voting membership in the Association is open to producers of commercial man-made fibres.

Requests for admission shall be sent to the President of the Association and will be examined for decision by the Policy Committee ; the decision of the Policy Committee is then submitted by mail to all BISFA members and the final decision taken during the following General Assembly.

Each new membership or associate membership becomes effective upon payment of the admission fee as decided by the Policy Committee.

Members of BISFA commit to abide by the decisions of BISFA and will print on their sales documents that they apply BISFA rules.

6. Associate membership in the Association is open to individual companies or organizations capable of assisting the Association in realizing its aim. As associate members they will apply BISFA rules.

Representatives of an organization like an association or syndicate of man-made fibre producers, or of an associate member can attend meetings of the General Assembly, other committees and specialized Working Groups, and take part in the preparatory work but have no voting rights.

7. A member may withdraw from the Association at the end of an accounting year upon six months previous notice addressed to the General Secretariate. Every withdrawal of membership must be notified by the General Secretary to the General Assembly.
8. The expulsion of a member can be decided by the General Assembly pursuant to Statute 16, either because it has not fulfilled its obligations or for other serious reasons. In particular, if the General Secretariate is informed of an offence against decisions of the General Assembly by one or more members, all members will be informed of documented offence. If the defaulting member does not change its practice it can be expelled by the General Assembly pursuant to Statute 16.
9. The admission, withdrawal or expulsion of an associate member will follow the rules as applied to full members.

ORGANIZATION

10. The organs of the Association are :

- A. General Assembly
- B. President
- C. Policy Committee
- D. Standards Committee
- E. General Secretariate

A. General Assembly

11. The General Assembly, whose decisions are final in all matters within the objects of the Association or arising out of its activities, may at all times delegate some of its powers to Special Committees or to persons specially appointed by reason of their competence.

12. Each member is represented at the General Assembly by one delegate. This delegate may be assisted by one or more experts. Each member may be represented by the delegate of another member by giving a written authority or by giving prior notice in writing to the General Secretary. Each member may give written authority to the General Secretary.

Each member is responsible for paying the expenses of its delegate and any experts.

13. The General Assembly will meet at least once a year. It will be convened by the General Secretariate by order of the President at least four weeks before the date of the meeting.

However, the General Assembly must also be convened when at least two members have made a written request setting out the agenda. In this case also, Notice of Meeting must be given at least four weeks before the meeting.

14. The agenda must be annexed to the Notice of Meeting. No decision can be taken on business not set out in the agenda, except the appointing of the next meeting of the General Assembly. All business on the agenda must be covered by a report or proposal submitted to all members at least four weeks before the General Assembly except in cases duly deemed urgent by the Assembly.

15. Every member has one vote for Euro 620 of its contribution to BISFA's yearly expense. Every member will have at least one vote. The number of votes held by each member, as well as the total of all votes, will be tabled in the membership list

updated for the General Assembly.

16. For business to be lawfully transacted at least two-thirds of all votes must be present or represented at the General Assembly. In the event that this quorum is not present the General Assembly will be convened again with the same agenda, with at least four weeks notice. Business may then be lawfully transacted whatever the number of the votes present or represented. All resolutions of the General Assembly must be passed by a majority of two thirds of the votes present or represented.

Any resolution agreed in writing by a majority of two thirds of all votes shall be deemed a resolution of the General Assembly. If a member does not answer within eight weeks after receipt of the proposal it is presumed to agree.

17. The General Assembly will fix the venue of its next meeting. If no resolution is passed, the choice rests with the President.

B. President

18. The Chairman of the Technical Committee of CIRFS (3) is proposed as President. The President of the Association is elected by the General Assembly. His period of office is for three years and commences on the day following his election. He is eligible for re-election.

In the case of the President's resignation during the course of his mandate, the new President will be chosen by the Policy Committee members and formal agreement will be asked by mail to BISFA members.

19. The President is Chairman of the General Assembly and of the Policy Committee. Should he be unable to attend, the General Assembly and the Policy Committee will elect a Chairman for these meetings.
20. The President is the legal representative of the Association ; he can delegate his powers to the General Secretary or to any other person for routine matters or in special contingencies.

C. Policy Committee

21. The functions of the Policy Committee are :

- to direct the activities of the Association in accordance with the general principles agreed by the General Assembly ;
- to define the general objectives and working schedule of the Standards Committee, steer its activity and control the progress of the work ;
- to decide to start new work or stop ongoing work ;
- to review proposals of the Standards Committee concerning the technical activity of BISFA, to be put to the General Assembly, for example BISFA methods booklet to print ;
- to decide the request for admission from new members and to fix the corresponding fees to be paid by those parties. This decision is to be submitted to the members according Statute 5 ;
- to address all political problems raised by the activity of BISFA.

22. Members of the Policy Committee shall be essentially the same as for the CIRFS Technical Committee. These members can be replaced by another member from the same company ; additional persons from member companies may be nominated on special occasions but not permanently.

23. The Policy Committee should be constituted in such a way that as far as possible its members represent manufacturers of all types of man-made fibres.

24. This Committee will be convened by the President at least twice a year and sufficiently ahead of the General Assembly that its propositions can still be submitted to all members at least four weeks before the General Assembly.

25. The President of the Association is Chairman of this Committee.

26. Decisions will be taken by a majority vote of three quarters of the members present or represented.

27. The General Secretary will be Secretary of this Committee.

28. Members of the Committee will be responsible for their own expenses.

D. Standards Committee

29. This Committee is responsible for the execution of the projects set out in Statute 3 and for undertaking any study commissioned by the Policy Committee.

New initiatives arising during a year should be pursued in line with Committee priorities and market needs.

30. It reports to the Policy Committee on its activities and for the decisions to be taken.

31. Members of the Standards Committee and the Chairman shall be essentially the same as for the CIRFS Standards for Fibres and Textiles Committee. Each BISFA member can delegate a representative in this Committee. Each delegate may be assisted by one or more experts.

32. The individual members of the Standards Committee are empowered to express themselves on behalf of their company and affiliates.

33. The Standards Committee will meet at least twice a year with timely connection with the CIRFS Technical Committee.

34. Every delegate has as many votes as the member of BISFA he is representing has votes in the General Assembly.

All resolutions of the Standards Committee must be passed by a majority of three quarters of the votes represented.

35. The General Secretary will be Secretary of this Committee.

36. Members of the Committee will be responsible for their own expenses.

37. This Committee may set up temporary Working Groups for a particular project.

38. The procedure to establish BISFA standards is as follows :

- The Standards Committee proposes a multiannual plan to the Policy Committee ;
- The Policy Committee submits the plan to the General Assembly of BISFA ;
- Within the limits of this plan, the Standards Committee sets up Working Groups for each booklet and defines terms of reference.

- The Working Groups organise themselves. Their chairmen report to the Standards Committee ;
- The Working Groups submit the final draft of a methods booklet to the Standards Committee ; if this draft is approved by the Standards Committee then the Secretariate prints the booklet.

For other standards to be published by BISFA or to be introduced to CEN or ISO, an adequate analogue planning/executing/reporting procedure is to apply.

E. General Secretariate

39. The General Secretariate is the administrative organ of the Association.
40. The General Secretary is appointed by the General Assembly.
41. No member shall employ the General Secretary during his term of office nor within a period of two years of the expiration of such term.
42. The General Assembly determines the fees and any other remunerations of the General Secretary.
43. The General Secretary has complete authority as regards employment and dismissal of staff, rents, acquisition of office equipment, etc. within the limits of the budget.
44. The General Secretary will attend the meetings of the General Assembly, the Policy Committee and the Standards Committee. He will write up the minutes of these meetings.
45. The working language of BISFA is English.

FINANCIAL ARRANGEMENTS

46. The accounting year is the calendar year.
47. A budget of expenditure will be approved by the General Assembly for each accounting year. The expenses are covered by the payment of a subscription by each member to the General Secretariate. These sums become due on February

1st in each accounting year.

48. The basis on which the budget expenses are shared between the members is fixed by the General Assembly until further notice.
49. As regards special services, the General Assembly may decide that the expenses incurred, which will be the subject of a separate budget, will be charged only to those members who take part therein.
50. The accounts will be audited annually by the auditors appointed by the General Assembly.

MODIFICATION OF THE STATUTES

51. Any proposal for the amendment of the Statutes shall be submitted in writing to the President who will include it in the agenda for the next Policy Committee, for final decision to be taken by the General Assembly.

DISSOLUTION OF THE ASSOCIATION

52. The Association shall be dissolved if more than three-quarters of all members of the Association decide so.
53. In case of dissolution, the Policy Committee shall, after discharging the Association's liabilities, distribute any remaining balance.

ENTERING INTO FORCE

54. These Statutes have been approved by the BISFA General Assembly of May 13, 1998, and enter into force May 14, 1998.

They replace the Statutes of October 15, 1991.
