

THE INTERNATIONAL RESEARCH GROUP ON WOOD PRESERVATION

IRG/WP 5395-92

Statutes

Effective 1 July 1992

Article 1 Name

The name of the organization is **The International Research Group on Wood Preservation** (hereinafter referred to as the "IRG" or the "Group").

Article 2 Aim and functions of the IRG

The aim of the IRG is to promote research throughout the world on the subject of wood preservation.

The functions of the IRG shall be to pursue its aim of furthering wood preservation research and in particular to

- promote the exchange of technical information on wood preservation on a world wide basis;
- facilitate co-operation among members;
- facilitate collaborative research projects;
- act as a forum for undertaking collaborative research for other international bodies, eg Standards and Approval organizations;
- undertake the early notification and dissemination of research results among members;
- undertake any other action likely to facilitate the achievement of the aim of the Group.

Article 3 Membership

The IRG shall be open to all persons with appropriate qualifications or research experience who are active or interested in research related to wood preservation.

Membership is on a personal basis and is not transferable.

There shall be three categories of membership: regular, student and corresponding.

The Group may also elect life long honorary members. Criteria for each of the categories of membership shall be decided by the Executive Council and ratified by the Plenary Meeting.

Article 4 Application for membership

Application for membership shall be submitted through the Secretariat to the Executive Council. Anyone who applies must be sponsored by two IRG Members. New Members may be admitted only with the approval of a majority of members of the Executive Council.

Article 5 Termination of membership

Voluntary

Any Member may at any time resign from the Group by giving notice in writing to that effect to the President.

Compulsory

Any Member not abiding by the statutes of the Group, including non-payment of the annual membership fee or acting contrary to the aim of the IRG, may lose his/her membership. The Executive Council will be responsible for applying this measure. The Member may appeal to the Plenary Meeting if he/she considers this measure unjustified.

Any Member leaving the Group will not be entitled to any refund of fees that may have been paid.

Article 6 Fees

Each Member shall pay an annual membership fee that shall be decided by the Plenary Meeting on the basis of recommendations from the Executive Council. Fees shall be set at least six months in advance.

Article 7 Sponsorships

The Group shall invite organizations and industries that are active and interested in wood preservation research, and wish to support IRG financially, to contribute an annual sponsorship subscription, for which there shall be a recommended minimum decided by the Plenary Meeting on the basis of recommendations from the Executive Council.

Sponsors shall not be entitled to vote at the Plenary Meeting.

Article 8 Sections

The IRG shall be organised in Sections, each with its own specific scope. The Plenary Meeting shall approve the establishment of Sections and elect their Chairmen and Vice-chairmen.

Section Chairmen and Vice-chairmen shall normally serve for three consecutive annual meetings.

The Sections provide the focus for carrying out the scientific and technical work in the main areas of research relating to wood preservation. Sections may delegate particular topics to Working Parties with their own leaders.

Article 9 The IRG Secretariat

The IRG will have an Administrative Secretariat (hereinafter referred to as the "IRG Secretariat") led by the Secretary-General which will provide for the administrative aspects of the activities of the Group.

The IRG Secretariat will be directly responsible to the President for implementing administrative decisions taken by the Executive Council or at a Plenary Meeting.

Facilities for the IRG Secretariat shall be provided in a country that is acceptable to the Members and shall be reviewed at least every six years by the Executive Council.

Article 10 Executive Council and its composition

The normal conduct of the affairs of the IRG shall be transacted by an Executive Council.

The Executive Council shall consist of the IRG President who shall act as Chairman of the Council, the IRG Vice-President, and five other members, three of them representing regular Members and two of them representing the Group's Sponsors. The Chairman of the Finance Committee and the Secretary-General shall be *ex officio* members of the Executive Council. The Secretary-General shall also act as secretary to the Executive Council. The President shall have the power to co-opt other members to the Council's meeting. A co-opted member shall not be entitled to vote.

The Executive Council shall meet at least once a year. An extra ordinary meeting may be called at the request of the President or of three of its members.

At least four week's notice shall be given of ordinary EC meetings and two weeks in the case of extra ordinary meetings.

The Executive Council may formally deliberate when at least half of its members are present.

Article 11 The responsibilities of the Executive Council

The Executive Council has the following duties:

- to consider all matters to be decided upon by the Plenary Meeting;
- to implement all decisions of the Plenary Meeting;
- to ensure that the statutes are followed and that all decisions of the Group are carried out;
- to appoint a Secretary-General;
- to ensure that the Group's accounts and books are kept in proper order;
- to present to the Plenary Meeting the Group's Annual Report including its financial statement and Auditors' report;
- to decide on all matters that may arise which are not covered by the statutes or decisions of the Plenary Meeting;
- to appoint replacements to the EC in the event of vacancies, subject to later ratification by the Plenary Meeting;
- to appoint sub-committees when necessary and define their scope.

Article 12 Scientific Programme Committee

This committee shall be comprised of the Section Chairmen and Vice-chairmen together with the President, Vice-President and Secretary-General (*ex officio*). The committee has the following duties:

- create long term plans for the scientific activities and priorities of IRG;
- co-ordinate the activities (scope, priorities etc) between the Sections;
- make final decisions on the establishment of Working Parties and co-ordinate these between the Sections;
- propose the content and time-table of the seminar sessions for the Annual Meeting;
- organize the workshop sessions during the Annual Meeting.

Article 13 Finance Committee

A Finance Committee shall be appointed by the Executive Council and shall report and give financial advice to the Executive Council. It shall consist of 8 members: the President and the Secretary-General, three members to represent the Group's Sponsors and three to represent regular Members to be appointed for a period of three years. They shall be eligible for reappointment for a maximum of four terms.

The Chairman shall be appointed from the 6 representatives of Members/Sponsors and shall have a casting vote at the meetings.

Article 14 Authorization

The Secretary-General, or whoever the Executive Council may name, shall be the authorized signatory or signatories for all transactions on behalf of the Group's interests.

Article 15 Auditors

Two auditors shall be appointed annually by the Plenary Meeting for examining the Group's accounts and other documents pertaining to its administration.

One of these shall be professionally qualified in accountancy and independent of IRG.

Article 16 Finance

The fiscal year shall be from January 1 to December 31.

The Group's financial statement and Annual Report shall be prepared by the Executive Council before March 15 and submitted to the Auditors who shall give their report before April 15.

Article 17 Plenary Meeting

The Plenary Meeting is the supreme decision making body of the IRG. The Plenary Meeting shall be convened annually, normally before the end of June, to:

- approve the Annual Report including the financial statement and Auditors' report;
- grant discharge to the Executive Council from the administration and accountancy for the previous year;
- elect when necessary a President and Vice-President. They shall normally serve for three consecutive Annual Meetings. They shall not be eligible for re-election;

- elect five other members of the Executive Council in accordance with article 10. They shall serve normally for three consecutive Annual Meetings but may not be re-elected for more than two consecutive terms of office;

The terms of office shall be so arranged that normally no more than 50% of the Executive Council is elected at any one meeting;

- elect Chairmen and Vice-chairmen of the Sections. They shall normally serve for three consecutive Annual Meetings. The Section leaders may not be re-elected to two consecutive terms of office;
- approve the budget for the forthcoming year;
- approve the membership fee for the forthcoming year;
- decide about future venues for Annual Meetings of IRG;
- consider any other business that may arise subject to at least two month's notice having been given of the matters to be raised.

In the event of a ballot, only one vote is allowed per fully paid up Member present; non-members may not vote.

Article 18 Notification of Plenary Meeting

Members shall be notified of the date and agenda for the Plenary Meeting at least one month in advance.

Article 19 Decisions of the Plenary Meetings

Decisions of the Plenary Meeting shall be taken by a simple majority of Members' votes cast. The President shall have a casting vote. Voting decisions require a quorum of at least 50 Members from 12 different countries; should there not be a quorum, a postal vote shall be conducted. Decisions involving commitments by one or more Members shall not, however, be taken without the agreement of the Member(s) concerned.

Article 20 Amendment procedure

Any Member may submit proposals to the Plenary Meeting for amendment of these statutes.

The Executive Council shall circulate such proposals to the Members at least three months before the Plenary Meeting.

Any amendment to these statutes shall be decided at a meeting of the Plenary Meeting by a majority vote of fully paid up Members present.

Article 21 Dissolution

Members may dissolve the IRG by a postal vote in which 75 per cent of all fully paid up Members vote for dissolution. The assets of the IRG will then be used within six months for purposes conforming with the Group's aim, to be decided by the Executive Council.

Ratified by the Plenary Meeting on 14 May 1992.

