

## Model Statutes for IPS National Committees

Please note: National association laws might require adjustments of this document.

### 1. Name

The name of the organisation shall be .... , also called ... National Committee of the International Peat Society, referred to in this document as “the Committee”. The IPS Executive Board shall approve the Committee as IPS National Committee.

### 2. Object

The Committee is a non-governmental and a non-profit organisation the object of which shall be to affiliate the peat community in ... to the International Peat Society.

The Committee shall promote national and international co-operation on all matters concerning the study of peatlands, peat and related materials with a view to advancing knowledge and understanding in the scientific, technical, industrial and general economic fields, especially relating to the wise use of peat and peatlands.

The Committee shall follow the Statutes, Internal Regulations, Strategic plan and other guidelines of the International Peat Society.

### 3. Membership

3.1 The Committee shall consist of individual members and corporate members referred to collectively in this document as “the membership”.

3.2 Individual membership shall be open to all individuals with residence in ... and in exceptional cases in its neighbouring countries who are interested directly or indirectly in the study and or utilisation of mires, peatlands and peat.

3.3 Corporate membership shall be open to all scientific, technical and commercial organisations operating in ... interested directly or indirectly in the study and or utilisation of mires, peatlands and peat.

3.4 Application for Individual membership shall be made on a form approved by the Committee or the IPS.

3.5 Application for Corporate membership shall be made on a form approved by the Committee or the IPS and shall be completed by a senior officer of the organisation desiring membership. This officer shall be recorded as the Corporate representative to whom all communications regarding the membership shall be addressed. From time to time and at the request of the organisation the name of this Corporate representative may be changed.

3.6 Applications for membership shall be delivered or mailed to the Committee Chair or Secretary accompanied by payment of the prescribed membership fee.

3.7 An Honorary member of the IPS residing in ... shall have all the rights and privileges of membership of the Committee, but shall not be required to pay a fee.

3.8 Any member shall be free to withdraw from the Committee upon giving notice of withdrawal by means of a letter to the Chair or Secretary. Such withdrawal comes into effect at the end of the year in which the announcement of resignation has been received. The member shall meet his or her obligations under these Statutes towards the Society till the end of the year. A member failing to abide by the rules of the Committee or who damages the interests of the IPS or the Committee, may be expelled by means of a resolution of the National Executive Board. In such a case membership will cease immediately.

#### **4. Finance**

4.1 To cover costs related to the objectives of the Committee individual and corporate members shall pay an annual fee.

4.2 Fees shall be payable in the first quarter of each year to the Secretariat of the Committee.

4.3 Annual fees of individual and corporate members may be those determined by the IPS. When fees are more than twelve months in arrears membership will automatically cease.

4.4 The Chair or Secretary shall open a bank account in the name of the ... National Committee of the IPS. All cheques and payment orders shall require the signature of the Chairman or Vice-Chairman and of the Secretary.

4.5 The Committee's financial year shall extend from 1 January to 31 December each year.

4.6 An Auditor, or Auditors, shall be appointed by the National Executive Board to serve for a period of one year at the discretion of the National Executive Board.

#### **5. Administration**

5.1 The affairs of the Committee shall be administered by a National Executive Board comprised of a Chairman, a Vice-Chairman, a Secretary and between two and six other elected members.

5.2 The National Executive Board shall be elected at an Annual General Meeting. The first Executive Board will hold office from the date of its election until the year of the next International Peat Congress. Thereafter the Executive Board will hold office for four years to coincide with International Peat Congresses.

5.3 To be eligible for election, an individual member, or a person nominated by a corporate member, shall be nominated by four members (whether individual or corporate) the nominations to be communicated in writing to members fifteen (15) days before the relevant Annual General Meeting. Election at the Annual General Meeting shall be by secret written ballot using a proportional representation system.

5.4 The National Executive Board shall elect from among its members the Officers of the National Executive Board comprising the Chairman, a Vice-Chairman and a Secretary.

5.5 Officers shall hold office until the Annual General Meeting in the year of the next International Peat Congress.

5.6 All officers and members of the National Executive Board shall be eligible for re-election.

5.7 Meetings of the National Executive Board shall have a quorum if half of its members are present.

5.8 Should a vacancy occur in the office of the Chairman, the Vice-Chairman shall assume the duties of the Chairman for the remainder of the term.

5.9 Should a vacancy occur in either the office of the Vice-Chairman or the Secretary/Treasurer, arrangements shall be made through the Secretariat as expeditiously as possible for an election by letter ballot of members of the National Executive Board to fill the vacancy for the remainder of the term.

5.10 Should a vacancy occur among the members of the National Executive Board, the National Executive Board shall fill the vacancy from among the Committee membership by co-option. A co-opted member shall be subject to confirmation at the Annual General Meeting following his or her co-option. The person so co-opted shall serve for the remainder of the term. Should a co-opted member of the National Executive Board not be confirmed by a majority at the next AGM an election shall take place by secret ballot among candidates nominated at the AGM by at least four (4) members, the election to take place by secret ballot on the basis of proportional representation. A person so elected shall serve for the remainder of the term.

5.11 All service as officers and members of the National Executive Board shall be honorary and unless otherwise determined by the National Executive Board each officer and member shall be responsible for his or her own expenses.

5.12 The National Executive Board shall assemble by invitation of the Secretary acting on behalf of the Chairman. If the Chairman cannot act, the invitation shall be authorised by the Vice-Chairman or two (2) National Executive Board members.

## **6. Secretariat**

6.1 The Secretariat shall be located at such place as the National Executive Board may from time to time determine.

6.2 The National Executive Board shall entrust the organisation of the work of the Secretariat to the Secretary, who shall be responsible for its day-to-day administration.

6.3 The Secretary shall attend all meetings of the National Executive Board and shall conduct the business of the Committee in accordance with the Statutes and the directions of the Chairman and National Executive Board.

6.4 The Secretary/Treasurer shall organise the distribution of official communications and other documents to all of the Committee.

6.5 The Secretariat shall also act as a centre for the distribution to the membership of all scientific, technical and economic information originating from the Secretariat of the IPS and other sources of such information.

6.6 The Secretary shall perform such other duties as the National Executive Board may determine.

## **7. Notices and Correspondence**

7.1 Any notice or other correspondence required to be given to the membership shall be deemed to have been validly directed if addressed to the postal or electronic address of each corporate or individual member as recorded in the Secretary/Treasurer's list.

7.2 Notice of meetings of the National Executive Board shall be mailed or otherwise communicated to each member of the National Executive Board at least fifteen days before the meeting is to take place.

## **8. Annual General Meeting**

8.1 The Committee shall hold an Annual General Meeting (AGM) each year. The AGM shall adopt the Annual Report and Financial Statements of the Committee for the previous year. It shall also receive a report from the National Executive Board on the activities during the previous year.

8.2 The AGM may adopt and may amend internal regulations compatible with these Statutes which are submitted to it by the National Executive Board in order to ensure the smooth running and administration of the Society.

8.3 Only an Annual General Meeting can decide the amendment of these Statutes. A resolution amending these Statutes shall be valid only if at least three-fourths (3/4) of the votes given at the AGM are in favour of the amendment. If an amendment is to be discussed at the AGM the proposed amendment(s) of the Statutes must be mentioned in the invitation.

8.4 For the quadrennial Annual General Meeting at which the National Executive Board is elected the names of all candidates nominated for election shall be listed in the invitation.

8.5 Notice of the Annual General Meeting shall be mailed by post or electronically to the membership at least fifteen days before the meeting is to take place.

## **9. Signing On Behalf Of The Committee**

The right to sign on behalf of the Committee shall rest with the Chairman and the Vice-Chairman any one of whom may sign together with the Secretary.

## **10. Dissolution**

10.1 Only an Annual General Meeting can decide the dissolution of the Committee. If at least three-fourths (3/4) of the votes given at the AGM are in favour of the dissolution, the AGM has the right to dissolve the Committee. If the dissolution of the Committee is to be discussed at the Annual General Meeting, the dissolution must be mentioned in the invitation.

10.2 In the event of the dissolution of the Committee the residual funds shall be disposed of according to the decision of the members of the National Executive Committee.