



CECOF - THE EUROPEAN COMMITTEE OF INDUSTRIAL FURNACE AND HEATING EQUIPMENT ASSOCIATIONS

C O N S T I T U T I O N

INTRODUCTION

The representatives of the trade organisations of the European industrial furnace and heating-plant industry founded on May 09, 1972 a European association under the name

EUROPEAN COMMITTEE OF INDUSTRIAL FURNACE
AND HEATING EQUIPMENT ASSOCIATIONS

in short: CECOF

CECOF is not a corporate entity. It has the aims and rules as set out below:

AIMS

CECOF is a non-profit oriented organisation aiming to promote the European Industrial Furnace and Heating Equipment Industry, to protect its business interests and to deal with such and other matters that have relevance when its members so wish. Technical issues and standardisation, trade shows and marketing issues have particular importance to CECOF.

Taking into consideration the interest of each individual member country CECOF aims to

1. encourage for its members with the collaboration all kinds of common technical and economic studies and activities for the development of the interest of their industries;
2. represent its members in European and world-wide organisations including liaisons with European or international standardisation bodies;
3. develop and maintain close contact between members;
4. participate in research and development consortiums dealing with industrial thermo processing.

Article I

NAME AND PLACE

A European Association under the name CECOF

COMITE EUROPEEN DES CONSTRUCTEURS DE FOURS ET
D'EQUIPEMENTS THERMIQUES INDUSTRIELS

EUROPÄISCHES KOMITEE DER HERSTELLER VON
INDUSTRIEÖFEN UND INDUSTRIE-WÄRMEANLAGEN

THE EUROPEAN COMMITTEE OF INDUSTRIAL FURNACE
AND HEATING EQUIPMENT ASSOCIATIONS

has been formed.

Article II

CECOF's offices will be at the offices of the General Secretariat.

Article III

RESPONSIBILITY

CECOF deals with matters affecting the industry of industrial furnaces and industrial heating plants; thermal techniques and installations as well as combustion technology.

Article IV

MEMBERS

CECOF consists of the following members:

Active members:

1. Each National Trade Association considered to represent the thermo processing technology industry of a European country with a free market economy is eligible to be a CECOF member.
2. When more than one Trade Association exists for the same industry sector in one single country then it shall be decided by the country associations and specified which one has the right to represent all the interests of that country in the General Assembly.

3. Any single company operating in the industry sector represented by CECOF but residing in a country which does not have a Trade Association may become a member but with restricted rights which prevents that company from being elected onto the Executive Committee after application of the Executive Committee and General Assembly.
4. Each active member (either a National Trade Organisation or and individual member as described in the above paragraph) has ONE VOTE. In the event of several individual members in one specific country, the majority of votes of that country will be counted as ONE VOTE.

Associate members:

1. Any national or international association or organisation having the same objectives as CECOF can become an associate member, having only a consultative voice in the General Assembly.

Membership can be terminated by resignation or by expulsion. Expulsion can be exercised if a member violates the Constitution or seriously hampers the work of CECOF.

Resignations must be notified by letter addressed to the President of CECOF; they become effective immediately with regard to membership; however all financial obligations undertaken must be met during the unexpired part of the financial year in which notice is given.

Article V

ORGANISATION

The executive bodies of CECOF are as follows:

1. The General Assembly
2. Presidency
3. The Executive Committee
4. The General Secretary
5. The Commissions

Article VI

THE GENERAL ASSEMBLY

The General Assembly is composed of a delegation from each national association, assisted by their respective Secretaries. Any industrial thermo processing manufacturers who are members of a national association may attend. Each national delegation appoints a representative who has the voting right.

Through their commitment to CECOF all members shall avoid actions which may cause conflict with others and shall always try to reach mutual consent. In this spirit of cooperation the constitution and the voting mechanism should be used as little as possible.

The General Assembly is the supreme authority of CECOF in which each active member has ONLY ONE VOTE.

The General Assembly has the following specific powers and duties:

1. Handle all questions related to the Constitution, to effect any changes or to dissolve CECOF.
2. Decide upon the admittance and expulsion of members.
3. Elect the President, Vice Presidents and General Secretary from the members who are eligible.
4. Appoint ad-hoc Commissions and approve or reject their work programmes and activity reports.

The General Assembly is held annually. The notice convening this meeting, to be sent out from the General Secretary in the name of the President, must contain the full agenda and must be posted to members at least four weeks before the date of the meeting. The General Assembly is organised by the General Secretariat and is financed by delegates fees.

The General Assembly shall have power to pass a resolution if the meeting has been convened in the prescribed manner and two-thirds of the members entitled to vote are represented.

If there is not a quorum then any meeting of the members or the Executive Committee called at short notice and having the same agenda shall have the power to pass resolutions without taking into consideration the number of members present provided this has also been convened in the prescribed manner.

Through their commitment to CECOF all members shall avoid actions which may cause conflict with others and shall always try to reach unanimity.

In this spirit of cooperation the Constitution and the voting mechanism should be used as little as possible.

Article VII

PRESIDENCY

The Presidency consists of the President and two Vice Presidents. If required by the General Assembly, this group can be extended by one or two member(s).

The President shall represent CECOF and be responsible to the General Assembly. By delegation to the General Secretariat he takes all necessary action to implement the agreed decisions of the General Assembly and takes all such actions as may be necessary to ensure the running of the organisation and the correct use of its funds. The President and the Presidency **is** elected by the General Assembly for a three-years-term and should come from three different countries.

The President, or if explicitly mandated, any other member of the Presidency shall represent CECOF in all matters vis-à-vis all European and international organisations.

The President or in his absence – or if explicitly mandated - any other member of the Presidency shall be the chairman of the General Assembly as well as the Executive Committee. He has the right to participate in an advisory role at any of the CECOF meetings but when acting in his capacity as President has no voting rights.

The President may not represent a member.

Article VIII

THE EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President and the two Vice Presidents, one delegate (normally the Director or Secretary of the association) of each national member association and the General Secretary. When one member is represented by more than one delegate (with a maximum of two), the position of that member will be considered as ONE VOICE. The Executive Committee shall be chaired by the President.

The Executive Committee shall carry out the duties, tasks and resolutions which are passed by the General Assembly and has the following specific powers:

1. Carry through all resolutions in a manner which is consistent with the resolutions passed by the General Assembly
2. Approve and carry out any subsequent actions which are necessary to fulfill the resolutions already passed by the General Assembly
3. Approve the budget of CECOF.

If it proves impossible to reach unanimity, decisions may be taken by simple majority on the basis of "*one country, one vote*". The President has a casting vote in case of equality of votes.

Article IX

GENERAL SECRETARY

The General Secretary shall be elected from one of the Trade Association Secretariats to carry out the detailed work related to the resolutions passed by the MEMBERS Assembly and the Executive Committee in accordance with the Constitution and according to the decisions taken by the various meetings.

The General Secretary is responsible for servicing the General Assembly and the Executive Committee and to carry out the daily management of CECOF affairs under the Presidency. The General Secretary has no casting vote.

The General Secretary shall (preferably) come from a country different from the President's country.

The office of CECOF shall be that of the General Secretary.

The General Secretary is bound by directions from higher authorities, the General Assembly, the Executive Committee, and shall have the following specific duties:-

1. Ensure the work of the CECOF office is administered effectively.
2. Coordinate the appropriate liaison between all members of CECOF.
3. Organise and prepare all the meetings, draw up the agenda, send out the notices and issue the minutes within the required time limits.
4. Draft the budget and manage the CECOF accounts.

Article X

THE COMMISSIONS

The General Assembly can form ad-hoc Commissions to deal with any special problems.

The Commissions shall organise their own work pattern.

Any requirements for other sub groups or working parties shall be referred to the Executive Committee or the General Assembly for approval.

Article XI

LANGUAGES

The official language for the General Assembly, the Executive Committee, the sector groups, commissions and working groups is English. Translations into and from other languages are the responsibility of the associations concerned.

Article XII

FINANCIAL MATTERS

Costs and revenues of CECOF are fixed in a budget set up by the General Secretary and approved by the Executive Committee.

The expenses of CECOF are covered by

- membership contributions according to internal membership rules
- exhibition fees
- other income.

The rate of membership contributions is decided by the General Assembly upon proposal of the Executive Committee. Members are obliged to deliver all information needed by the General Secretariat for the calculation of the contributions.

Article XIII

CHANGES IN THE CONSTITUTION AND DISSOLUTION

Resolutions on changes in the Constitution or on dissolution of CECOF shall require a two-thirds majority of the votes of members present.