

## CSI Statutes

### Article 1: Official Name and Logo

- 1.1 The name of the Association shall be Coatings Societies International, hereinafter abbreviated to CSI.
- 1.2 CSI shall be a not-for-profit Association.
- 1.3 The official mark or logo of the Association shall be;



### Article 2: Members

- 2.1 The following Associations or Federations have joined together and are accepted to be members of the Coatings Societies International (CSI):

Association Name	Acronym	Location	Status
Federation of Associations of Technicians for Industry of Paints in European Countries	FATIPEC	EU	Founding Member
Japan Society of Colour Material	JSCM	Japan	Founding Member
Oil & Colour Chemists Association	OCCA	UK	Founding Member
Surface Coatings Association Australia	SCAA	Australia	Founding Member
Scandinavian Federation of Paint & Varnish Technologists	SLF	Scandinavia	Founding Member
Surface Coatings Association New Zealand	SCANZ	New Zealand	Member since 1989

## Article 3: Aims and Objective

3.1 The Aims and Objectives of CSI shall be:

- a) To support CSI Members in the development and dissemination of scientific and technical knowledge concerning research, production, formulations, application of coatings, inks, construction materials, adhesives understood in their widest meaning
- b) To support CSI members by publication in their local journals activities such as conferences, expositions, education and training and similar events for other CSI Members
- c) To encourage members by promoting and extending relevant knowledge so as to enhance the environment and ensure sustainable technologies
- d) To play a supportive role in the education of the next generation of surface coatings professionals
- e) To promote the idea of internationally recognised professional gradings for surface coatings professionals
- f) To collaborate to allow the free publication of technical papers in member journals
- g) To co-ordinate dates for scientific, technical and related events organised by members
- h) To promote and strengthen friendships and contacts between CSI member organisations

3.2 To encourage any activity that will support these CSI Objectives and contribute to developing international cooperation between the coatings scientists and technicians from public or private organizations such as Universities, Institutes or research centres worldwide

## Article 4: Membership

4.1 The members of CSI (CSI Members) shall be Associations or Federations of international or national nature, the activities of which are devoted to the advancement of scientific and technical knowledge related to coatings, inks, construction materials, adhesives, according to these CSI Statutes.

## Article 5: New Members

- 5.1 Only organisations complying with Article 4 above can apply for CSI membership
- 5.2 Organisations applying for membership shall agree to abide by the Aims and Objectives of CSI as described in Article 3 above.
- 5.3 New Member candidates shall submit their application including a set of objectives and rules for their organisation written in English to the President.
- 5.4 The application shall be circulated to CSI Members for consideration once the Secretariat has ensured all pre-requisites have been met and all necessary data has been provided. Further information may be requested by any Member for clarification
- 5.4 Acceptance of the membership application will be by vote at an official CSI Council meeting or by electronic vote and is subject to the agreement of 2/3 of the Members.

## Article 6: CSI Meetings

- 6.1 The CSI Council Meeting (Council) is the only body which has authority to make decisions on any matters concerning the functioning of CSI, its development and its future.
- 6.2 Each Member Association is entitled to be represented at the Council meeting and each has one vote. A quorum shall be attained by 2/3 of the Members either being in attendance or with valid submitted Proxies (refer Article 7.3 below).
- 6.3 Member representation at Council meetings shall be the President or nominee of each Member Association or Federation. Only one representative from each member organisation shall have voting rights. With the approval of CSI Members other persons may be invited as attendee or Observer, but without voting rights.
- 6.4 The Council Chairman shall be the CSI President or other representative elected and accepted by Council which can also appoint a vice-chairman.
- 6.5 Council shall convene either in person or electronically, at least once annually at a time and place agreed upon in advance. Besides the statutory meetings, extraordinary meetings may be held on request of CSI President or any CSI member. Approval for such a meeting shall be dependent on at least 2/3 of the Members voting in favour of holding an extraordinary meeting.
- 6.6 The Council is entitled to take decisions for any matters concerning the running of CSI, including:
  - a) Approve CSI President;
  - b) approve office of the CSI Secretariat
  - c) set up or dissolve committees when necessary;
  - d) accept new members;
  - e) accept rules and forms of cooperation between CSI and other associations or federations,
  - f) approve the date and location of the meetings
  - g) decide and approve various forms of CSI promotion
  - h) approve annual membership subscription rates;
  - i) modify the Statutes of CSI;
  - j) approve the annual accounts and balance sheet;
  - k) create financial funds/ foundations to support statutory activity forms
  - l) approve the budget for each year;
  - m) approve accounting auditors and financial audits
- 6.7 The Council Meeting shall follow the agenda prepared by the CSI President. Variations to the Agenda shall be accepted by Council at the beginning of the meeting.
- 6.8 The Chairman or other nominated representative shall prepare minutes of the meeting, including resolutions. These Minutes shall promptly be circulated to Council Members after the Meeting.

## Article 7: Voting

- 7.1 Each CSI Member has one vote. The Council chairman has no right to vote except if he/she also represents his/her own Organization.
- 7.2 The voting result is valid if at least 2/3 of the Member Organisations are represented at the CSI Meeting (a Quorum) or take part in electronic voting. Decision is taken by majority (more than 50%) of votes. In case of equal voting result the CSI President shall exercise a casting vote which shall be in favour of the status quo. These rules apply to all the matters voted on during the Council Meeting or electronic voting, except for the decisions which have to be taken by other rules, according to these Statutes.
- 7.3 Each Member Organisation is entitled to appoint a proxy vote, which will be accepted on issues circulated prior to the meeting. Proxy votes must be made by e-mail to CSI President with a copy to the CSI Members at least 2 weeks prior to the meeting.
- 7.4 Voting results, including electronic voting results, are recorded as Resolutions and included in the minutes of Council Meetings.
- 7.5 The Secretariat shall maintain all historical records of CSI and Council activities including Minutes.

## Article 8: Finances

- 8.1 The financial resources of CSI are based on the annual membership subscriptions, and possible other sources such as sponsorships, subsidies of a private or public nature etc.
- 8.2 The rates of these annual subscriptions in US\$ are fixed at least one year before coming into effect. Any change of the membership subscription should be proposed by the CSI President and approved by Council.
- 8.3 The annual financial book year starts on January 1<sup>st</sup> and ends on December 31<sup>st</sup> each year.
- 8.3 The annual contribution of each Association member shall be paid prior to the end of March of the annual financial book year based on invoices sent out in January.
- 8.4 All planned income and costs are displayed in an annual CSI budget which has to be approved by Council a year in advance
- 8.5 Expenses of the annual CSI meetings including accommodation but excluding travel costs of delegates shall be borne by the host Member for the meeting.
- 8.6 The President shall report annual financial statements to Council till the end of February of next year at the latest.
- 8.7 Council may request by majority vote, an audit of CSI accounts. Audits can be carried out by an Association/Federation President or any other suitably qualified person approved by Council.

## Article 9: CSI Secretariat

- 9.1 The CSI Secretariat is the administrative head of the CSI. An organisation shall hold the Secretariat for a four year term.
- 9.2 The office of the Secretariat shall be rotated at the end of this term among those CSI members with the capacity to serve. Any change in the Secretariat shall be approved by the Council prior to the change.
- 9.3 Transfer of the CSI Secretariat shall occur on the date decided by Council.
- 9.4 An accounting of all funds being held by the Secretariat, financial records and statements, shall be transferred to the new CSI Secretariat within 30 days from the date of hand over the CSI Secretariat.
- 9.5 The Board and President of the CSI Member organisation holding the Secretariat shall be responsible for the proper working of the Secretariat according to these CSI Statutes and for finding a replacement CSI President in case he/she is unable to continue fulfilling those duties.

## Article 10: CSI President

- 10.1 The CSI President is elected by Council for a four year term starting on January 1<sup>st</sup> of the initial year.
- 10.2 The main duties and responsibilities of the CSI President:
  - a) creation of the strategy and programme for realization of the CSI Objectives;
  - b) preparation of tasks and agendas for the CSI Meetings
  - c) preparation of the next year budget by November;
  - d) initiation and management of electronic voting as directed by Council;
  - e) collect member fees and funds from other sources;
  - f) maintaining and handling CSI bank account
  - g) approval of expenses and costs related to CSI statutory activity;
  - h) analysing the realization of financial budget
  - i) cooperation with the other Organisations;
  - j) representing CSI in Justice;
  - k) representing CSI at the strategic programmes or events organized by other Associations or Federations;
  - l) performing special duties assigned by Council
  - m) assume pending managing administration;
  - n) prepare and distribute minutes of the CSI Meetings;
  - o) taking care of the website updates;
  - p) preservation of archival materials.
- 10.3 The CSI President can be directly supported or replaced on temporary basis in the selected functions by other CSI member based on a decision of Council.
- 10.4 The CSI President works on a voluntary basis. All the costs related to his statutory work are covered by CSI expenses.

## Article 11: Statutes and amendments

- 11.1 These CSI Statutes can be amended upon approval by 2/3 of the Members during Council Meetings or by electronic voting.
- 11.2 Additional Internal Regulations can be established and entered in force after their approval by Council.

## Article 12: Dissolution

- 12.1 In the event of the dissolution of CSI, the CSI Secretariat shall distribute the assets equally among current financial CSI Members, having first made provision for the payment of all liabilities.

These revised CSI Statutes have been approved by the CSI Meeting held in Tokyo on 18 October 2017 and are designated Revision 3.



Signed by the CSI President:

Date: 26/10/2017