



cetop

*The Voice of the European
Fluid Power Industry*

Statutes



★ **CONSTITUTION AND
OBJECTIVES OF CETOP**

★ **MEMBERSHIP**

★ **ORGANISATION AND
STRUCTURE OF CETOP**

★ **LANGUAGES**

★ **BUDGET**

CONTENTS

Page

1.0 Constitution and Objectives of CETOP	2
1.1 Constitution	2
1.2 Objectives	2
1.3 Method of Operation	2
1.4 Liability for Actions	2
1.5 General Liability	2
2.0 Membership	2
3.0 Organisation and Structure of CETOP	2
3.1 General	2
3.2 General Assembly	2
3.3 President's Council	3
3.4 General Secretariat	3
3.5 Commissions	3
4.0 Languages	3
5.0 Budget	3

1.0 CONSTITUTION AND OBJECTIVES OF CETOP

1.1 Constitution

The National Associations of manufacturers and suppliers of oil-hydraulic and pneumatic equipment in most European countries have formed a Committee, forming no legal entity, called the «European Oil-Hydraulic and Pneumatic Committee» or «CETOP».

1.2 Objectives

The Committee has, as its objective, the study and solution of problems arising from the growth development of the related industries.

These problems are studied in Commissions such as:

- Economic aspects
- Technical matters
- Education and training
- Marketing

and any other Commission decided by the General Assembly.

The Committee issues Recommendations and Position Papers, and co-ordinates the actions and reports of Members in liaison with the national delegations to ISO and EU.

1.3 Method of Operation

Co-operation between Members must be amicable and in line with their wishes. Unanimity should be sought and decisions contrary to the vital interests of one or more Member Associations should be avoided.

1.4 Liability for Actions

If an individual acting in a legal manner, i.e. in accordance with the powers assigned to him/her, is the subject of a claim in accordance with §54 P. 2 BGB by the other party to the contract, CETOP shall free him/her of any liability (entitlement to indemnity). This

entitlement to indemnity shall not apply in the case of grossly negligent or malicious actions.

1.5 General Liability

The association's creditors shall be entitled to make claims only against the association's assets, to the exclusion of personal liability on the part of association members.

2.0 MEMBERSHIP

2.1 Members of CETOP are National Trade Associations of manufacturers and suppliers of oil-hydraulic and pneumatic equipment normally independent of governments. Each country is represented by one delegation. If there is no suitable Trade Association in a country, then that branch of industry in question can be represented by an observer who, however, cannot accept any office of vote.

2.2 Membership of CETOP involves acceptance of these Statutes and the Rules of Procedure including all financial obligations.

2.3 Each application for membership must be addressed to the President of CETOP for acceptance by the General Assembly.

2.4 Resignations must be made in writing to the President of CETOP. A resignation becomes effective at the end of a calendar year only if notice of four months has been given in writing.

3.0 ORGANISATION AND STRUCTURE OF CETOP

3.1 General

The organisation consists of:

- General Assembly
- President's Council
- General Secretariat
- Commissions
- Working Groups / Sub-Working Groups

3.2 General Assembly

3.2.1 The General Assembly consists of all National Member Associations of CETOP.

3.2.2 The General Assembly controls all activities of CETOP. It alone has the power to amend the Statutes. It elects the President and Vice Presidents and admits new Members. It decides upon the establishing and the dissolution of the Commissions.

3.2.3 Each country has one vote. To exercise the right to vote, personal presence at the General Assembly is required.

3.2.4 The General Assembly should meet within the first six months of a year.

3.3 President's Council

3.3.1 The President's Council consists of the President, the Immediate Past President and the Vice Presidents.

3.3.2 The President is Chairman of the General Assembly. He is elected by the General Assembly for a period of office of three years and can be re-elected once. He is the official representative of CETOP. The President will normally be chosen from among the Vice Presidents.

3.3.3 The President's Council is responsible for preparing proposals for decisions by the General Assembly and to take action on important matters which cannot wait until the next General Assembly. As a result, it meets at least twice a year. The President's Council can invite to their meetings some representatives of Associated Members with no voting right, to increase the Members' involvement in the CETOP activities. The President's Council has the responsibility to establish the CETOP Rules of Procedure and when necessary to modify them.

3.3.4 The President's Council determines the internal organisation of CETOP within the provisions of these Statutes; it establishes the terms of reference of the Commissions and their project.

3.3.5 The Vice Presidents are elected to office for a period of three years and can normally be re-elected once. They monitor and co-ordinate the activities within their sector.

3.3.6 The President's Council presents a list of candidates to all Member Associations at least four weeks before the General Assembly. President and Vice Presidents have to belong to the industry.

3.3.7 The President's Council's decisions should be taken with unanimity. Whenever impossible, the decisions of the President's Council have to be taken with voting majority. In case of parity, the General Assembly should be involved.

3.4 General Secretariat

3.4.1 The General Secretariat, as the seat of the organisation, is administered by one Member Association. The seat is decided by the General Assembly on proposal of the President.

3.4.2 Under the direction of the President, the General Secretary carries out the administration of CETOP.

3.4.3 The office circulates approved Recommendations.

3.4.4 The General Secretariat is empowered to submit documents to ISO or EU, in the name of CETOP and with the agreement of the President's Council.

3.4.5 Refunding of the General Secretariat's expenses will be determined by the President's Council and shown in the Budget.

3.5 Commissions

3.5.1 The Commissions plan and co-ordinate all activities in their respective sector. Commissions can be organised with Working Groups and Sub-Working Groups.

3.5.2 The Members of the Commissions are the Vice President, Chairmen of Working Groups and Sub-Working Groups and Delegates representing Member Associations.

3.5.3 Meetings of the Commissions are held at the request of the Vice Presidents.

3.5.4 The seat of a Commission's Secretariat is decided by the President's Council on proposal of the respective Vice President.

4.0 LANGUAGES

4.1 Correspondence, Reports and Minutes are normally prepared in English language.

4.2 Each country is responsible for translation into its language.

5.0 BUDGET

5.1 The General Assembly approves the Budget proposed by the President's Council. At least, 75% of all voting Delegates should agree to the Budget.

5.2 The CETOP balance sheet must at all times be positive.

5.3 All Member Associations have to pay their annual fee, as defined in the Budget.

CETOP General Secretariat
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CETOP General Secretariat

Lyoner Strasse 18
60528 Frankfurt am Main
GERMANY

Tel: +49 69 6603 1201

Fax: +49 69 6603 2201

E-mail: info@cetop.org

Web: www.cetop.org