



# **INTERNATIONAL MEASUREMENT CONFEDERATION**

# **CONSTITUTION**

was accepted at the 7<sup>th</sup> Plenary Session of the General Committee of IMEKO,  
Warsaw, June 1965.

It was amended at the 22<sup>nd</sup>, 29<sup>th</sup>, 36<sup>th</sup>, 37<sup>th</sup>, 43<sup>rd</sup>, 47<sup>th</sup>, 48<sup>th</sup>, 52<sup>nd</sup>, 57<sup>th</sup>, 64<sup>th</sup>, 65<sup>th</sup>  
and 66<sup>th</sup> Sessions of the General Council of IMEKO.

Last amended at the 67<sup>th</sup> Session of the General Council, 17<sup>th</sup> December

## **Chapter I – General Principles**

### **1. TITLE AND SEAT**

- 1.1. The International Measurement Confederation, IMEKO, is a Confederation of scientific, technical, research and industrial societies and institutes concerned with measurement science and technology.
- 1.2. The Confederation headquarters is at Lajos utca 74-76, 4<sup>th</sup> floor No 25, H-1036 Budapest, Hungary. The Confederation headquarters is the registered office where the legal statements addressed to the Confederation are filed, and the documents of the Confederation specified by national law are provided.

### **2. OBJECTIVES AND ACTIVITIES**

- 2.1. To promote the international exchange of scientific and technical information relating to developments in measuring techniques, instrument design manufacture, and the application of instrumentation in scientific research and industry.
- 2.2. To facilitate cooperation among scientists and engineers in studying problems in this field.
- 2.3. To establish permanent technical-scientific committees (Technical Committees - TCs), as considered desirable to achieve the aims of IMEKO.
- 2.4. To arrange events such as the IMEKO World Congress, organise symposia, and issue publications.
- 2.5. IMEKO may cooperate with, or be affiliated with, other organisations or societies and may join international organisations whose aims are consistent with those of IMEKO.
- 2.6. IMEKO shall not engage in any activities which have commercial aims.

## **Chapter II – Membership**

### **3. MEMBERSHIP CATEGORIES**

- 3.1. Member Organisation.
- 3.2. Essentially technical, scientific, research and industrial societies/institutions – or committees composed of two or more such bodies – may be admitted to IMEKO if they accept the IMEKO Constitution and By-Laws and adhere to the aims of IMEKO.
  - 3.2.1. Usually, only one Member Organisation may be admitted to IMEKO from any country.
- 3.3. Sponsoring Member. A Sponsoring Member agrees with the aims and goals of IMEKO and pays a donation without participating in the business of IMEKO.

### **4. INITIATION AND TERMINATION OF MEMBERSHIP**

- 4.1. The applicant shall send a written application to the Secretariat.
- 4.2. The General Council decides by a decision agreed on membership issues.
- 4.3. The membership shall take effect on the date of the decision.
- 4.4. Termination of membership
  - 4.4.1. Withdrawal: a Member may terminate their membership by a written declaration, giving three months' notice and agreeing to cover their financial obligations.
  - 4.4.2. Dissolution: When an Organisation is dissolved without a successor entity, the membership is terminated immediately.
  - 4.4.3. The Presidential Board may terminate the membership of a Member through the framework of an expulsion procedure, if the Member seriously or repeatedly violates, by its actions or omissions, any law, the Constitution of IMEKO or a decision of the General Council. In particular, conduct shall be deemed to be such if a Member commits an act prejudicial to the interests of IMEKO or if its activities are contrary to the objectives of IMEKO, or if a Member is two years in arrears with the payment of its membership fee.

The Presidential Board shall, on the reasoned written initiative of any Member or Organs of IMEKO, carry out the expulsion procedure. In the course of the procedure, the Presidential Board shall notify the Member of the Presidential meeting in a verifiable manner, stating the circumstances and evidence giving rise to the procedure, and allowing sufficient time for the Member to prepare its response. At the Presidential meeting, the member shall be given the opportunity to present its response and submit any material in support that it wishes. At the meeting, the Presidential Board shall decide on the exclusion on the basis of all the information available.

The decision of exclusion shall be communicated to the Member in writing within 8 days. The reasons for the decision of exclusion shall include the facts and material on which the exclusion is based and information on the possibility of appeal.

The Member may appeal against the decision of exclusion within 30 days of receipt of the decision, addressed to the General Council through the Secretariat. The General Council shall consider the appeal at its next meeting, at which the Member shall be given the opportunity to speak in its defence. The General Council shall decide on the exclusion by means of a decision which shall be communicated to the Member in writing within 15 days.

## **5. MEMBERS' OBLIGATIONS**

- 5.1. A Member should fulfil membership obligations such as paying annual membership dues to the Secretariat in the subject year and participate in IMEKO activities.
- 5.2. The annual membership dues shall be based on the Unit of Contribution (UC) set for three-year periods by the General Council.
- 5.3. The Unit of Contribution (UC) for 2021-2024 is 450 euros.

- 5.4. A Member must not act in a way to undermine the reputation or achievements and goals of the Confederation and its activities.

## **6. MEMBERS' RIGHTS**

- 6.1. Member Organisations may practise the following rights.
  - 6.1.1. May send delegates to General Council Sessions, make recommendations relating to the agenda items, speak, make suggestions and remarks, and exercise their voting rights. Members in any arrears in their membership dues are not allowed to exercise their voting rights.
  - 6.1.2. May inspect the records of IMEKO.
  - 6.1.3. May organise IMEKO events.
  - 6.1.4. May propose IMEKO Officers.
  - 6.1.5. May delegate and endorse the Technical Committee (TC) members and TC Officers from their own country.
  - 6.1.6. May recommend removing a TC member or TC Officer from their own country.
  - 6.1.7. May use the name "Member Organisation of IMEKO".
  - 6.1.8. May use a name constructed with IMEKO and the country or name of the Member Organisation or any other logical name with the Presidential Board's prior consent.
  - 6.1.9. May use the IMEKO logo in context with its IMEKO activity.
- 6.2. A Sponsoring Member agrees with the aims and goals of IMEKO and pays a donation without participating in the business of IMEKO. A Sponsoring Member has the right to submit questions and proposals to IMEKO addressed to the Secretariat, participate in the General Council Session with consultation rights, and promote themselves as a "Sponsoring Member of IMEKO".

## **Chapter III – Organisation**

### **7. ORGANS AND OFFICERS**

- 7.1. The organs of IMEKO are:
  - 7.2. General Council (GC)
  - 7.3. Presidential Board (PB)
  - 7.4. Technical Board (TB)
  - 7.5. Advisory Board (AB)
  - 7.6. Supervisory Committee (SC)
  - 7.7. Secretariat (S)
- 7.8. The General Council is the decision-making body of IMEKO. The General Council consists of one or two delegates from each Member Organisation. Each Member has one vote at the General Council.

- 7.9. The Presidential Board consists of the President, the Advisory President and the President-Elect.  
The Presidential Board is supported by the Secretariat and the Officers.  
The Secretary-General is an observer with consultation rights.  
The Presidential Board meets at least twice a year.
- 7.10. The Technical Board oversees the technical activities of IMEKO, in particular of the Technical Committees and the Editorial Boards. It makes decisions on technical events and forwards them to the General Council for approval.
- 7.11. The Advisory Board:
- 7.11.1. recommends new Members;
  - 7.11.2. nominates Officers for election; and
  - 7.11.3. formulates recommendations to the President, President-Elect and the General Council.
- 7.12. The Supervisory Committee
- 7.12.1. The Supervisory Committee oversees the lawfulness and correctness of the activities of IMEKO, especially whether activities comply with legal requirements, the IMEKO Constitution and its rules.
  - 7.12.2. It consists of at least three members. No IMEKO Officer may be a member of the Supervisory Committee.
  - 7.12.3. The General Council shall elect the members for a fixed time, preferably for three years. Membership of the Supervisory Committee shall be effective upon acceptance.
  - 7.12.4. Supervisory Committee members shall participate personally in the work of the Supervisory Committee. Supervisory Committee members shall be independent of the management of IMEKO and shall not be instructed in their activities.  
The Supervisory Committee shall adopt its resolutions by a majority of its members present. Any provision of the instrument of incorporation requiring a lower voting proportion shall be null and void. It shall meet once a year.  
The Supervisory Committee shall assess all submissions brought before the General Council and make its position known at the GC session.  
The Supervisory Committee shall have access to the documents, accounting records and books of IMEKO. It may request information from the officers and employees of IMEKO and inspect or have an expert inspect the payment account, petty cash, securities portfolio, inventories, and contracts of IMEKO.  
  
The current members of the Supervisory Committee are:  
Mr Aiwen Ma, Dr Viharos Zsolt János, Dr Zafar Taqvi.
- 7.13. The Secretariat is the administrative and executive body of IMEKO. The Secretariat carries out the decisions of the General Council. It conducts its business following the guidelines set by the General Council and Presidential Board. The Secretary-General is the executive officer of IMEKO.  
The Secretariat's operation and its specific representation of IMEKO are determined by the country in which IMEKO is registered.

- 7.14. The General Council and the Presidential Board may set up standing and temporary committees to carry out specific tasks. The General Council approves the rules of operation and reporting of such committees.
- 7.15. The Officers of IMEKO shall serve on an honorary and unpaid basis.
- 7.16. The Officers are:
- 7.16.1. President (P)
  - 7.16.2. Advisory President (AP)
  - 7.16.3. President-Elect (PE)
  - 7.16.4. Vice Presidents (VP)
  - 7.16.5. Treasurer (T)
  - 7.16.6. Secretary-General (SG)
  - 7.16.7. Information Officer (IO)
  - 7.16.8. Publication Officer (PO)
  - 7.16.9. Editors-in-Chief (EiC)
- 7.17. The President heads and represents IMEKO, chairs the General Council and approves its agenda. The President acts in consultation with other Officers.  
The scope of the President's right of representation is general. He/she exercises this right independently.  
The current President is Dr.-Ing. Prof. Frank Härtig,
- 7.18. The Advisory President is the chair of the Advisory Board. The Advisory President is usually the Immediate Past President.
- 7.19. The President-Elect shall chair the Technical Board.
- 7.20. A Vice President is in charge of a specific duty, such as chairing committees or organising major events such as the IMEKO World Congress.
- 7.21. The Treasurer oversees the financial activities of IMEKO.
- 7.22. The Secretary-General
- 7.22.1. The Secretary-General is the executive officer and the legal representative of IMEKO with general representation rights. He exercises this right independently.
  - 7.22.2. The Secretary-General is elected by the General Council for a three-year term which ends on the last day of the IMEKO General Council Session of the 3<sup>rd</sup> year following his/her election. The appointment of the Secretary-General shall be effective upon acceptance.
  - 7.22.3. His responsibilities include performing daily administrative tasks and taking decisions within the competence of the daily management. The Secretary-General follows the guidelines set by the General Council and the Presidential Board in directing the activities of the Secretariat according to relevant legal practice and the finances available.
  - 7.22.4. The current Secretary-General is Mr Zoltan Zelenka.

- 7.23. The Information Officer directs the informatics activities of IMEKO, especially creating and maintaining an IMEKO online presence. The Secretariat provides help as appropriate to the Information Officer.
- 7.24. The Publication Officer directs and oversees the strategy of the publication activities of IMEKO.
- 7.25. Editors-in-Chief are responsible for the content of their scientific journals and the management of their Editorial Board.
- 7.26. When the President is unable to act, the duties of his or her office shall be performed by other Officers in the following order:
  - 7.27. the Advisory-President;
  - 7.28. the President-Elect.
- 7.29. Presidents must, and all other IMEKO Officers shall usually be nominated by the Member Organisation of his/her country.
- 7.30. The President, the Advisory President and President-Elect must be nominated from different countries. No person may serve twice as President.
- 7.31. The terms of office shall be three years. The term of office of a Vice President shall, in each case, be determined by the General Council, usually terminating with the completion of the task assigned.
- 7.32. If an IMEKO or TC Officer other than the President is permanently unable to act, the Presidential Board may appoint a substitute. The substitute shall serve until the next session of the General Council. The General Council elects a new Officer to serve the remainder of the President's term.

## **Chapter IV – Operation of the General Council**

### **8. SESSIONS**

- 8.1. A General Council session is held at least once a year. It can be held at a place other than the registered office of IMEKO.  
In the year of a World Congress, the session should be connected to the IMEKO World Congress.
- 8.2. The General Council may call for additional sessions by a common decision.
- 8.3. The Secretary-General shall call an Extraordinary Session of the General Council at the Presidential Board's request, or alternatively the President, a Member Organisation, or he may call it himself.
- 8.4. The General Council shall approve the Extraordinary Session by a common decision per correspondence.
- 8.5. No General Council session may be called at less than three months' notice to its delegates.
- 8.6. A General Council session of IMEKO can be an in-person, online or hybrid meeting. Any appropriate system (e.g. Zoom, Teams and Skype) can be used. The use of electronic means of communication must ensure the identification of members and mutual and unrestricted communication between members.

In case of a hybrid meeting, the participants who would like to be present in person shall notify the Secretariat in a time frame set by the Secretariat; otherwise, the participant may attend the session by electronic means only. An online meeting shall not be convened if five per cent of the Member Organisations object in writing (e.g. via email) within two weeks after receiving the invitation, stating the reason for the request to hold the meeting in person.

The identity of the representatives of the Member Organisations participating by electronic means must be verified.

The decisions taken at the session must be recorded, allowing subsequent verification.

- 8.7. A quorum will exist at a session when a simple majority of all Member Organisations is represented.
- 8.8. When a Member Organisation cannot send a delegate to a General Council session, it may empower another Member Organisation to vote on its behalf by proxy. Each Member Organisation can accept only one proxy. Proxies may be exercised if the session otherwise is not quorate.
- 8.9. All proxies must be counted for the quorum and all votes in such a case. The Secretariat approves the validity of each proxy. The Member Organisation may instruct how the proxy shall be exercised.
- 8.10. A non-quorate General Council session must be repeated within 15 days with the original agenda. The repeated session should be online or hybrid to provide the best chance to reach the quorum. The repeated session is quorate regardless of the number of represented Member Organisations. In the original invitation to the session, this possibility shall be included.

## **9. DECISIONS**

- 9.1. The General Council adopts decisions only at its session or by correspondence.
- 9.2. Decisions can be common or special.
- 9.3. The following matters require a special decision of the General Council:
  - 9.3.1. Changes to the Constitution;
  - 9.3.2. Membership in IMEKO;
  - 9.3.3. Affiliation of IMEKO to other organisations;
  - 9.3.4. Financial obligations to IMEKO;
  - 9.3.5. Declaration of the dissolution of IMEKO or its division into associations.
- 9.4. A common decision is adopted by an affirmative vote of a simple majority of delegates with voting rights present at the session.
- 9.5. The General Council's common decision may be adopted by correspondence when a simple majority of the Member Organisations notifies the Secretary-General. The voting shall be terminated when three-quarters of the Member Organisations have cast their vote or after three months have elapsed from the ballot communications' dispatching, whichever is the earlier. If fewer than the majority of the Member



Organisations cast correspondence votes, the item is to be considered as if no decision had been taken. The Secretariat is notifying the members of the result.

- 9.6. A special decision can only be adopted if it is on the agenda in advance.
- 9.7. A special decision is adopted by an affirmative vote of a 75% majority of the Member Organisations present at the session.  
An affirmative vote of a 75% majority of the Member Organisations is needed to decide on the dissolution or demerger of IMEKO.

## **10. RECORDS**

- 10.1. The records of each General Council Session consist of:
  - 10.1.1. Decisions are adopted at each session. The delegates represented at the session must sign the decisions. When the session was an online or a hybrid meeting, the procedure for signature must be adapted accordingly.
  - 10.1.2. Minutes of each meeting. It includes the
    - name and registered office of IMEKO
    - the place and time of the meeting
    - the names of the chairperson, the rapporteur of the minutes and a member present at the meeting and elected to serve as witness the minutes
    - the most important events that took place, the motions made
    - the proposals for resolutions and the distribution of votes castThe minutes shall be signed by the chairperson, the rapporteur and the witness.

## **Chapter V – Languages, Events, Publications, Finances**

### **11. LANGUAGES**

- 11.1. English is the adopted working language of IMEKO.
- 11.2. Other languages may be added exceptionally whenever it is considered necessary.

### **12. ORGANISATION OF EVENTS**

- 12.1. The organisation of a World Congress or other event is the responsibility of the Member Organisation entrusted by the General Council's decision. The entrusted Member Organisation must guarantee the equal opportunity of participation for all IMEKO members.
- 12.2. The entrusted Member Organisation may proceed only when the General Council's decision is known, taking financial liability and responsibility for the event.

### **13. FINANCES**

- 13.1. IMEKO income comes primarily from the following sources:

- 13.1.1. Membership dues from Member Organisations;
- 13.1.2. Contribution from participation fees of Technical Committee conferences and other IMEKO events. For a joint event with another organisation, the minimum contribution is proposed by the Technical Board and determined by the General Council;
- 13.1.3. Contribution from participation fees received at the IMEKO World Congress;
- 13.1.4. Royalties after publications based on IMEKO copyrights;
- 13.1.5. Profits from periodical publications;
- 13.1.6. Donations
- 13.2. Donations can be accepted from other sources as agreed by the General Council.
- 13.3. The Confederation or its Officers and Organs are not responsible for any expense of the World Congress, symposia, publications or any other activity carried out in the name of IMEKO by a Member Organisation.
  - 13.3.1. Each Member covers his, her expenses connected with participation in IMEKO activities.
- 13.4. The Member Organisation hosting a World Congress or Technical Committee event may charge a registration fee and use revenue from a parallel exhibition to cover its expenses. When hosting a World Congress, the General Council shall approve such an arrangement in advance.
- 13.5. Money may be remitted to the IMEKO Secretariat in the currency of the country of the Secretariat, the European Union or in US dollars.
- 13.6. The Treasurer shall submit an annual statement of accounts, an annual budget, and a three-year financial plan, including the Unit of Contribution (UC) value for the General Council's approval.
- 13.7. Member Organisations of IMEKO shall pay annual dues based on the Unit of Contribution (UC) fixed by the General Council for three-year periods. The list of actual annual dues are in the Annex.
- 13.8. The General Council determines the fees of other membership types.
- 13.9. If membership of a Member Organisation is terminated by the General Council or by the Member, the Member shall remain obligated to pay dues up to the termination date.
- 13.10. The General Council decides on the contribution from Technical Committee events and World Congress participation fees.

## **14. FINAL PROVISIONS**

- 14.1. Issues not regulated in the Constitution are governed by the provisions of Act V/2013 promulgating the Civil Code and Act CLXXV of 2011 on the Freedom of Association, Non-profit Status and the Operation and Support of Civil Organizations (Civil Act).
- 14.2. The General Council may adopt such by-laws or rules of procedure to guide the administration, operation or management of IMEKO or any part of it, not inconsistent with this Constitution.

## **15. TRANSITIONAL PROVISION**

- 15.1. This Constitution will take effect at the end of the final day of the 67<sup>th</sup> General Council Session in 2022.