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## STATUTES OF THE SALZBURG CONGRESS ON URBAN PLANNING AND DEVELOPMENT (SCUPAD)

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*Summary in English of the SCUPAD Statutes including all revisions as decided by the General Assembly 1994. The original and legally binding version is in German and written according to Austrian law, as SCUPAD is an association registered in Salzburg.*

15. July 1994

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### **§1 Name, seat of and range of activities**

Name: Salzburg Congress on Urban Planning and Development (SCUPAD),

Registered at Schloss Leopoldskron, Salzburg.

The activities of SCUPAD extend to all countries. The official language is English.

### **§2 Purpose**

SCUPAD has as its purpose the furtherance of contacts among Salzburg Seminar fellows and the exchange of experience in the field of urban and regional planning and development, specifically through professional meetings, social gatherings and other events, as well as through a newsletter.

SCUPAD is a non-profit organization according to Austrian law.

### **§3 Financial means**

SCUPAD's financial means derive from membership fees, donations and other contributions.

### **§4 Members**

The association accepts only individuals as ordinary members.

Institutions may become extraordinary members.

### **§5 Membership**

The committee decides on the acceptance of new members; no justification is required when membership is refused.

### **§6 Termination of Membership**

Membership terminates through resignation (written notice), elimination by the committee (if the membership fee has not been paid for two years) or death.

Overdue payments continue to be owed to SCUPAD.

### **§7 Membership fee**

The General Assembly decides the amount of the membership fee each year.

The business year of the association is the calendar year.

### **§8 Rights of members**

Ordinary members have active and passive voting rights and the right to profit from the benefits of SCUPAD. Extraordinary members (institutions) have no voting rights.

**§9 Duties of the Members**

To safeguard and to further the interests of SCUPD; to pay the membership fee in due time; to follow the statutes of SCUPAD and the decisions of its bodies.

**§10 Bodies of the Association**

General Assembly; Committee; Auditors; Arbitration Board.

**§11 General Assembly**

- The General Assembly takes place once a year.
- The invitation is to be sent by the committee two months in advance, including place, time and agenda.
- Members can make written proposals only, to be sent to the committee at least one month before the General Assembly.
- Quorum: one third of the members; if this number is not attained, a second General Assembly will be called half an hour later, without quorum.
- Changes in the statutes require a two-third majority of the ordinary members present, other matters a simple majority; in case of a tie, the chairperson decides.
- On demand by at least one third of the members present, a secret ballot must be taken.
- The General Assembly is chaired by (1) the President, (2) one of the Vice-Presidents, (3) the oldest committee member present.
- The minutes must contain the number of attending members, the content of the decisions and the vote count.

**§12 Rights and Duties of the General Assembly**

Approval of the financial report; election of the committee and the auditors; objections to the elimination of members; membership fee; changes in the statutes.

**§13 Committee**

- Members: President, one or two Vice-Presidents, Secretary, Treasurer and up to eight Deputies.
- If a committee member resigns during the year, the remaining committee members have the right to replace him/her by co-optation to be approved at the next General Assembly.
- The committee is elected for two years.
- The committee can make binding decisions by majority vote when at least half of the members are present.
- Meetings are called by the President, the Secretary, or by any two committee members, any time, to be held within four weeks.
- The minutes are to be signed by the President and the Secretary.

**§14 Rights and Duties of the Committee**

The Committee leads and oversees the activities of the association, especially in matters of finance, invitation to and preparation of the General Assembly, implementation of the General Assembly decisions, acceptance and elimination of members, and all other matters that are not reserved to the General Assembly.

**§15 Tasks of the Committee Members**

- The president represents SCUPAD in all matters and chairs the committee meetings and the General Assembly. Important documents are signed by him and by the Secretary or the Treasurer.
- The Vice-president(s) support(s) the President in leading the association.
- The secretary is in charge of correspondence and the minutes of meetings
- The Treasurer is in charge of financial affairs and book keeping.
- Specific tasks may be assigned to Deputies by common decision of the committee members.

**§16 Auditors**

One or two auditors are elected for one year. They report to the General Assembly.

**§17 Arbitration Board**

In case of severe conflict within the association, an Arbitration Board will be instituted. It will consist of five SCUPAD members; each side designates two members as its representatives. The four together select their chairperson from the other members by majority vote; a tie is resolved by lot. The Arbitration Board is absolutely free in its decisions; its decisions are final.

**§18 Dissolution of the Association**

Only a General Assembly called in specifically for this purpose can decide on the dissolution of the association. This decision requires a two-thirds majority. All remaining assets must be transferred to another non-profit organisation with a similar purpose.