

TRANSLATION

Statutes of the CIBAR Association (Verband)

1. *Aim and purpose of the association*

The association known as the Conference of International Broadcasters' Audience Research Services, also abbreviated below as 'CIBAR', exists for purposes which include the following:

- a. Promotion of common interests in the fields of international market and media research, audience relations and associated fields of knowledge;
- b. Promotion of the acceptance and responsible application of methods of market and media research by international broadcasters,
- c. To represent international media research to the public,
- d. Information exchange and collaboration on members' work and research programmes,
- e. Commissioning of joint research projects for international broadcasters,
- f. Co-operation with international research and broadcasting associations, and with organisations with similar interests,
- g. Organising conferences on the subject of market and media research for international broadcasters
- h. Promotion and publication of serious books and papers concerning international market and media research,
- i. Ensuring good professional practice by producing research statutes and guidelines for harmonising methods.

2. *Name and seat*

The association is known as the 'Conference of International Broadcasters' Audience Research Services', abbreviated as CIBAR. Its seat is in Cologne. It will be entered in the register of associations.

3. *Status*

1. As expressed in its aims a - i listed in section 1, the association's objectives are exclusively and directly non-profit, as defined by the 'concessionary tax status' section of the tax law.
2. The association works for the common benefit of its members, not the personal benefit of individuals.

4. *Income and expenditure*

1. The financial assets of the association may only be used for purposes linked to the content of these statutes. Members receive no payments from the association's financial resources.
2. No person may receive payments for purposes which are not those of the association. Neither may persons receive excessively high recompense.

5. *Membership*

1. Membership is by organisation. Membership is open to organisations with a public service remit and operating on a non-profit basis whose primary purpose is to broadcast to countries other than the one in which they are based, and which use principally radio and TV as their principal vehicle for reaching audiences, and which actively carry out or participate in audience and market research, broadcasting and/or engage in postal, telephone and electronic dialogue with their audiences. Membership is also open to other persons who wish to promote international audience, market and media research for the common good
2. As a rule, member organisations are represented by a member of staff responsible for audience/market/media research and/or audience feedback. This person is nominated by the respective member organisation.
3. Any member may propose new organisations for membership. Such proposals must be accompanied by a supporting case. The Executive Committee then reviews the application. If this review is positive, then all members are informed of this decision. If no objections are raised within six weeks of this information being passed to members, the Executive Committee can ratify the decision. If the review is negative, or if objections are raised, this is conveyed to the member making the proposal, who may appeal against the decision to the General meeting. The General Meeting can then decide on whether to admit the organisation on the basis of a two thirds majority of those present.
6. Structure
 1. The association comprises two bodies:
 - a) The General Meeting
 - b) The Executive Committee

2. All participation within the bodies of the association is, without exception, on a voluntary basis.

7. General Meeting

1. Members have a seat and a vote in the General Meeting. Each member has a vote. More than one representative from each member organisation may participate in the General Meeting
2. The General Meeting is convened at least once annually, usually during one of the specialist conferences (CIBAR annual conference) organised by the association. In addition, the General Meeting can be convened by the Executive Committee as required.
3. The General Meeting is convened in writing by the Chairman. E-mail is understood as being in writing. The invitation and the agenda must be sent at least 21 days before the date of the General Meeting session.
4. Decisions of the General Meeting can be made as follows:
 - a. Simple majority of those present:
 - election and approval of the Executive Committee
 - appointment of the auditor
 - applications and proposals from members, with the exception of proposals detailed in 5/3
 - b. Two thirds majority of those present:
 - changes to the statutes
 - changes to the aims and purpose of the association
 - winding up of the association
 - decisions on disputed decisions of the Executive Committee
5. A quorum of members empowered to take decisions is reached when at least five members are present. Members may be represented by proxy by another member.
6. Minutes are to be produced of the General Meeting sessions and of the decisions taken. Each member receives a copy of these minutes.

8. Language and correspondence

All documents, information, notes and any general correspondence between members concerning the business of the association shall

be in the English language. Minutes shall be signed by the Chairman and the minute taker.

9. Executive Committee

1. The Executive Committee comprises 8 members, including a Chairman and a Vice Chairman as well as a special representative for legal matters. Five seats on the Executive Committee are allocated to the permanent members - BBC, Deutsche Welle, International Broadcasting Bureau, Radio Free Europe/Radio Liberty and Radio France International. Three seats are open to other members and are to be filled by election. Only one representative from any one member organisation may serve on the Executive Committee. Representatives are elected as individuals. In the event of such an individual resigning his/her membership before the term of office has expired, an election will be held to fill the vacant post thus created. The special representative for legal matters will always be the individual on the Executive Committee who represents Deutsche Welle.
2. Of the three electable members of the Executive Committee, one should represent the interests of international TV broadcasters, one the interests of small and medium size members who carry out research, and one the interests of members who do not carry out research. All members of the association are eligible to stand for these three seats, as long as they are not already permanent members of the Executive Committee as defined at 9/1.
3. Elected members of the Executive Committee serve for two years, and their period of office runs from November to November.
4. Elected members of the Executive Committee may be re-elected once. The maximum period for which an electable member may serve is four consecutive years.
5. Nominations for those seats on the Executive Committee to be filled by election may be submitted in writing up to one day before the General Meeting session: the Executive Committee will invite members, in writing, to make suitable suggestions, at the latest by the time the invitation to the General Meeting session is issued. The ballot is secret and in writing, and is held in the course of the General Meeting session, which usually takes place on the final day of the annual CIBAR conference.
6. Nominees who stand for election may prepare a short manifesto for their period of office, and distribute or publicise this up to the

beginning of the ballot. Members may cast up to three votes for each Executive Committee position in order of preference.

7. The person elected is the nominee receiving the highest number of first preference votes. Should more than one person receive the highest number of first preference votes, the second and third preference votes will be taken into account.
8. Once a person's term of office has ended - usually two years, with a maximum of four consecutive years - this person may not stand for a seat on the Executive Committee for a further four years.
9. All members of the Executive Committee may present themselves for election to the posts of Chairman and Vice-Chairman of the association.
10. Nominations for the Chairman and Vice-Chairman of the association may be submitted in writing up to one day before the General Meeting session: the Executive Committee will invite members, in writing, to make suitable suggestions, at the latest by the time the invitation to the General Meeting session is issued. The ballot is secret and in writing, and is held in the course of the General Meeting session, which usually takes place on the final day of the annual CIBAR conference.
11. Nominees who stand for election may prepare a short manifesto for their period of office, and distribute or publicise this up to the beginning of the ballot. Members may cast up to three votes for the posts of Chairman and Vice-Chairman of the association in order of preference.
12. The persons elected as Chairman and Vice-Chairman of the association are the nominees receiving the highest number of first preference votes. Should more than one person receive the highest number of first preference votes, the second and third preference votes will be taken into account.
13. The term of office for the Chairman and the Vice-Chairman of the association is one year, and runs from November to November.
14. A Chairman and a Vice-Chairman of the association may present themselves for re-election, but may serve only for a maximum of two consecutive years
15. Once a Chairman/Vice-Chairman of the association has completed their term of office - usually after one year, with a maximum of two

consecutive years - this person may not stand for either of these posts on the Executive Committee of the association for a further two years.

16. All ballot results will be announced at the end of the annual CIBAR conference, which is when the General Meeting session is also held.
17. All members of the Executive Committee are expected to attend meetings of the Executive Committee and the CIBAR annual conference, unless prevented by exceptional circumstances.
18. The Chairman, his/her deputy the Vice-Chairman and the special representative for legal matters may represent the association externally. Each of these is authorised to represent the association.
19. The Executive Committee appoints one of its members as Treasurer. The Treasurer is responsible for ensuring that the association's financial affairs (income and expenditure) are conducted in a proper and orderly fashion. The Treasurer agrees the accounting with the Executive Committee.
20. The General Meeting appoints two of its members as auditors. The auditors may not be members of the Executive Committee. Each year they review the veracity of the accounts for the last financial year and report on their findings to the General Meeting. The General Meeting then votes, on a simple majority basis, to approve the work of the Treasurer.
21. The Executive Committee may appoint a consultant to take on organisational and administrative tasks and remunerate that person appropriately. The consultant is not a member of either of the association's bodies.

10. Complaints

Members, persons and organisations who avail themselves of the services of the association can at any time bring complaints to the attention of the Executive Committee. At its next meeting, the Committee will decide with a simple majority vote whether the complaint should be considered. Timely submission of the complaint three weeks before the meeting is required. If the Executive Committee considers the complaint to be serious and relevant to the full membership, it may recommend on the basis of a simple majority vote that it be placed on the agenda of the next General Meeting session. The General Meeting can decide on the complaint on the basis of a simple majority vote.

11. Business year

The business year of the association runs from one annual CIBAR conference to the next. This usually takes place in November.

12. Membership fees

The association levies an annual fee from its members. The Executive Committee proposes what this fee should be, and this proposal is voted on by the General Meeting.

13. Withdrawal from the association / Expulsion of members

1. Any member may withdraw from the association by giving one month's notice in writing to the Executive Committee of their intention to do so.
2. If a member is in arrears by more than one year's membership fee, membership is automatically cancelled. Membership may be reapplied for once the outstanding membership arrears have been paid.
3. The Executive Committee may expel a member if there is good cause. That member has the right of appeal, and that appeal is considered and decided by the General Meeting as outlined in 7/4. If no appeal is lodged, expulsion is effective four weeks after communication of the Executive Committee's decision.
4. Withdrawing and expelled members may make no claims on the association.

14. Winding up of the association

Should the association be wound up, then the assets of the association shall pass to the grouping of European broadcasting organisations established under public law, the European Broadcasting Union (EBU), headquartered in Geneva, where they shall be used to promote international market and media research.

(Translation: AC, 2.5.01)

Additions: AC, 1.6.01, 24.7.01, 28.3.02