

BUNDESVERBAND DIGITALE WIRTSCHAFT (BVDW) e.V. – REGULATIONS FOR ORGANISATIONAL BODIES

Passed by the Executive Committee and the Panel of Experts on 8 June 2009 in Berlin

These Regulations for Organisational Bodies replace the Special interest group Regulations dated 27 November 2006 and the Regulations for Organisational Bodies from February 2006

§ 1 Preamble

The Executive Committee passes these Regulations for Organisational Bodies as procedural rules in accordance with Article 20 of the Articles of Association. The following conditions apply equally to all organisational bodies of the Association under Article 15 and 15 a of the Articles of Association.

These Regulations for Organisational Bodies govern the description of responsibilities, procedures and working conditions relating to the establishment and operations of the particular organisational bodies.

In agreement with the heads of the organisational bodies, the Executive Committee supervises the organisational bodies in such a way that their work, even while they are organisationally and politically independent, is internally and externally in line with the concerns and interests of the Association.

All heads of organisational bodies are obliged to respect the interests and concerns of the whole Association and to work actively to maintain the unity of the Association.

§ 2 Membership

All members are entitled to suggest to the Executive Committee the setting up of a special interest group or another organisational body and to become involved in the work of the organisational bodies of the Association.

§ 3 Responsibilities and establishment of organisational bodies

A. Special interest groups

1. The special interest groups represent the sectors of the industry in which the members operate. They represent at institutional level the specific interests of these industry sectors both internally and externally, with the aim of creating transparency, establishing the position of the digital industry on key subjects, developing the expectations and positions of the Association and enabling a mutual exchange of experience. At the meetings of the special interest groups, current developments are discussed and new trends presented. The focus is on networking.
2. A special interest group is set up by order of the Executive Committee.
3. When it is established, the special interest group is assigned one employee of the Association by management to provide assistance.

B. Forums

1. The purpose of the forums is to take account of the underlying and overriding aims of the Association, especially in the fields of education and personal development, market research, law and media politics.
2. Their aim is to provide products and services of essential importance to the industry.
3. A forum is established following a request by a member to management.
4. When it is established, the forum is assigned one employee of the Association by management to provide assistance.

C. Units

1. Special interest groups can use the organisational form of a unit for structuring purposes within their industry sector. Each unit is assigned to a special interest group.
2. The purpose of units is "homogeneous networking" and bringing together the relevant labs.
3. Units are set up at the request of the head of a special interest group to the Executive Committee.

D. Labs

1. The purpose of the labs is to develop the specific content and products of the Association in a results-oriented manner and in this way to provide added value for the members of the Association.
2. The formation and supervision of these labs is the responsibility of the Panel of Experts.
3. A lab can only be set up subject to an application accompanied by a definite budget, a qualitative objective and a finishing date for its work.
4. The application for a lab must be presented in writing and contain a brief description/briefing, the intended objective/result, the need for it/political dimension, timings/project duration, information about the budget and financing and the preferred membership composition.
5. The Panel of Experts decides on the setting up and operation of labs.
6. Each lab is assigned to a special interest group or a forum.
7. In the case of labs serving more than one special interest group or forum, the initiating special interest group/forum takes the lead.
8. When it is established, the lab is assigned one employee of the Association by management to provide assistance.
9. A lab can be dissolved by the Panel of Experts if it fails to observe the rules or is not expected to achieve its objectives.

§ 4 Organisation and work of the organisational bodies**A. General conditions**

1. Membership subscriptions guarantee the general services of the BVDW such as Member Services and Administration, the costs of the office, general market research activities, organisation of trade fairs and events, press work, website maintenance, legal advice, lobbying.
2. The equipping of the labs (the cost of outside services) can be funded by levies on the members or by sponsorship.
3. The special interest groups and other organisational bodies are supported by employees of the Association in setting up labs.
4. Announcements by the special interest groups and other organisational bodies must, unless otherwise stated in writing for particular cases, only be made through the head office of the Association.

B. Special interest groups

1. Each special interest group elects a chairman and at least one deputy chairman.
2. At the request of a special interest group, the Executive Committee can decide that a special interest group should have up to a maximum of three more deputy chairmen.
3. The chairman of the special interest group is responsible for the content and strategy of its work and for the further development of the special interest group, and reports to the Panel of Experts on results and objectives in the relevant sector of the industry. He or she represents the special interest group to the general public, politicians, the Executive Committee, Panel of Experts and management team, and ensures that the work of the special interest groups is in line, both internally and externally, with the concerns and interests of the Association.
4. He or she has the right to propose content, publicity work, how their interests should be represented in business and politics and innovations of an organisational kind.
5. For each special interest group, the chairman, by agreement with the Executive Committee, formulates a mission statement, containing a definition of the special interest group and criteria for assigning members to it.
6. The chairman must keep the special interest group informed about his or her activities.
7. The chairman of the special interest group, once elected, is an automatic member of the Panel of Experts for the duration of his or her period in office. He/she keeps him/herself regularly informed about the current business of the Association and informs the Panel of Experts about his/her activities and those of the special interest group.
8. Each special interest group should meet at least once every six months. The meetings are mainly to discuss new topics and the results of lab work and to exchange views.
9. Reorganising or expanding the existing special interest groups and defining the criteria for a new special interest group are the responsibility of the Executive Committee.
10. A special interest group may issue rules of procedure for the group. These must be approved by the Executive Committee before being passed and published. Regardless of this approval, regulations which are in contravention of the Articles of Association or other higher ranking regulations of the Association are invalid.

C. Forums

1. Each forum elects a spokesperson and, if necessary, a deputy spokesperson.
2. The spokesperson is responsible for the content and strategy of the work of the forum and for its further development. He/she represents the forum and presents content to the Executive Committee, Panel of Experts and management team.
3. Each forum should meet at least once every six months. The meetings serve mainly to discuss new topics and the results of lab work and to exchange views. In addition to the direct members of the forums, the special interest groups should also nominate and send representatives.

D. Units

1. Each unit elects a leader. The chairman of the special interest group acts as his/her deputy.
2. The leader is responsible to the special interest group for the content and strategy of the work of the unit and for its further development.
3. Each unit should meet at least once every six months. The meetings serve mainly to discuss new topics and the results of lab work and to exchange views.

E. Labs

1. Each lab is the responsibility of the unit leader of the special interest group or forum which initiated it.
2. The equipping of the labs (the cost of outside services) can be funded by levies on the members or by sponsorship.
3. The work of the labs is continuously documented on the Intranet. The results are regularly presented at meetings, discussed and made visible on the market in the form of products.
4. The results also feed into the press and publicity work of the Association.

§ 5 Electing the heads of organisational bodies

1. Heads of organisational bodies can only be elected at meetings by direct voting by those members who are present. Heads of organisational bodies must be members of the Association.
2. All members of the special interest group are eligible to vote.
3. Heads of organisational bodies are elected for the period up to 31.12. of the following year.
4. The person receiving at least two thirds of the valid votes cast is elected as chairman or deputy chairman of a special interest group. If no such majority is achieved, the person who, in a further vote, receives the majority of the valid votes cast, is elected. If a majority of two-thirds is not achieved in the first vote where there are more than two candidates, a run-off is held between the two candidates with the highest number of votes.
5. If a member company to which the chairman or deputy of a special interest group belongs leaves the Association, or the chairman or deputy of the special interest group leaves the member company to which he/she belongs before the end of his/her period of office, the period of office is ended prematurely by this event. If the period of office comes to a premature end, then new elections or a new appointment must be made promptly. Until the new election or new appointment, the office is held by a deputy. If the office is not occupied, management holds the office on an interim basis.
6. The person who receives the majority of the valid votes cast is elected as leader or spokesperson.
7. If a member company to which the leader or spokesperson belongs leaves the Association, or the leader or spokesperson leaves the member company to which he/she belongs before the end of his/her period of office, the period of office is ended prematurely by this event. If the period of office comes to a premature end, then new elections or a new appointment must be made promptly. Until the new election or new appointment, the office is held by a deputy. If the office is not occupied, management holds the office on an interim basis.

§ 6 Publication

These Regulations for Organisational Bodies are published on the Association's website and recognised by every member who joins the relevant organisational body.