

These, the

## **S t a t u t e s**

of the *Institut für Fenstertechnik e. V.*  
were passed by the general meeting  
on the 14<sup>th</sup> of October 1988, and  
amended on the 18<sup>th</sup> of October 1996 ( §9 par. 4)  
amended on the 16<sup>th</sup> of October 1998  
(§6 par. 7 / par. 8; §7 par. 1 / par. 2;  
§9 par. 1 / par. 2 / par. 3 / par. 4)  
amended on the 19<sup>th</sup> of October 2002  
(§2 par. 1 / par. 4; § 3 par. 8; § 6 par. 7 / par. 8;  
§ 7 par. 1 / par. 2; § 9 par. 1 / par. 3 / par. 4)  
amended on the 16<sup>th</sup> of October 2009  
(§ 6 par. 2; § 7 par. 2; § 7 par. 3)

## § 1

### Name, Registered Seat and Business Year

- (1) The society shall bear the name: "*Institut für Fenstertechnik e.V.*".
- (2) Its registered seat is Rosenheim.
- (3) The business year is identical to the calendar year.

## § 2

### Aims of the Society

- (1) The *Institut für Fenstertechnik e.V.* (hereinafter referred to as "**ift**") pursues exclusively and directly aims that are to the benefit of the public, in particular through scientific research and publication on the design, manufacture and testing of windows, glazed facades and doors, as well as light enclosing walls including glazing and accessories.
- (2) The **ift** makes the results of its research available to the public. Any one may make use of the published research findings. The institute exists not only for the good of its members, but also for the good of government bodies, associations, companies and private individuals. The **ift** disseminates information within the scope of the knowledge gathered in the institute.
- (3) It is possible to sign research contracts with the **ift**, the results of which research, including rights to any patents, belong to the ordering party.
- (4) In order to pursue the aim of the society, the **ift** can, with the permission of the chairperson and vice-chairperson of the committee, found and dissolve companies; the **ift** has the right to purchase or to participate in companies, inasmuch as this furthers the aim of the society.
- (5) Profits must be used for statutory purposes only. The members receive no reimbursement out of the funds of the **ift**.
- (6) The **ift** must not favour any individual by means of expenditure that is not reconcilable with the aims of the society, or by means of disproportionately high payments.
- (7) The **ift** shall observe the principles of neutrality and objectivity.

### **§ 3** **Membership**

- (1) The **ift** has ordinary, extraordinary and honorary members.
- (2) Ordinary members of the **ift** are the members of the *Verband der Fenster- und Fassadenhersteller e.V.* (hereinafter referred to as "VFF"), inasmuch as they have obtained membership according to Par. 4.1 of the statutes of that society.
- (3) Extraordinary members may be individuals or corporate bodies, or government bodies. The committee shall decide on acceptance to membership.
- (4) Honorary membership is possible for persons who have served the **ift** with great merit.
- (5) All members have the duty to participate in the work of the **ift** at all times to the best of their ability, through ideas and information. They have the corresponding right to be informed by the **ift** about its work, except work as defined in § 2 (3).
- (6) Ordinary membership expires
  - a) With termination of membership in the VFF,
  - b) Through resignation of membership by the VFF in the name of the members that belong to it.

Ordinary members cannot resign their membership individually.

- (7) Extraordinary membership expires
  - a) Through resignation,
  - b) Through loss of legal personality in the case of a corporate body,
  - c) At death,
  - d) Through expulsion, which shall be passed by the committee.  
A member may be expelled for
    - Non-fulfilment of the statutory duties, or
    - Behaviour that is contrary to the tasks of the **ift**.

The obligation to pay the contributions for the current year are not affected by expulsion.

- (8) For members of both kinds, resignations shall be handed in to the committee of the **ift** in writing, with notice of 18 months to the end of the calendar year.

## **§ 4 Contributions**

- (1) The **ift** is financed by the contributions of the members and other income.
- (2) The amount of the contributions shall be decided by the committee.
- (3) In addition to the regular members' contribution, special contributions in the form of a levy is permissible. Their use must conform to the statutory aims of the institute. The general meeting shall decide upon the amount of such levies at the proposal of the committee.

## **§ 5 Constituent Parts of the ift**

The constituent parts of the **ift** are:

1. The committee,
2. The advisory council,
3. The general meeting.

## **§ 6 The Committee**

- (1) The committee of the **ift** shall consist of at least eight members. Of these, at least five must be ordinary members and at least two extraordinary members. The spokesperson of the advisory council shall automatically be a member of the committee.
- (2) The members of the committee shall be elected by the ordinary general meeting for a period of four years. Re-election is permissible. The committee remains in office until replaced or re-elected.
- (3) The committee shall elect one of their number as chairperson and one as vice-chairperson. Re-election is permissible. The chairperson must be an ordinary member of the **ift**.
- (4) The committee shall make decisions by simple majority. In the event of a tie, the chairperson shall have the casting vote.

- (5) All members shall have the right to nominate candidates for the committee.
- (6) The management committee in the spirit of § 26 BGB (German Civil Code) shall be the chairperson and the vice-chairperson, each of them separately.
- (7) The principal of the **ift** and the commercial vice-principal shall take part in the committee meetings in an advisory capacity.
- (8) Acting on the decisions of the committee, the chairperson shall employ the principal of the **ift**, the technical vice-principal and the commercial vice-principal, or serve notices of dismissal for these positions, as the case may be.
- (9) After hearing the advisory council, the chairperson shall draw up the guidelines for the activities of the **ift**.
- (10) Committee members who have served the **ift** with great merit can, at the suggestion of the committee, be elected to honorary chairmanship by the ordinary general meeting.

## **§ 7** **The Advisory Council**

- (1) The advisory council of the **ift** consists of:
  - a) Representatives of the ordinary and extraordinary members,
  - b) The chairperson of the committee of the **ift**,
  - c) The principal of the **ift** and the technical vice-principal of the institute.  
The material groups and the supplier industry shall be appropriately represented in the advisory council.The advisory council may be supplemented by a representative of the public (e.g. of a government body).
- (2) The advisory council shall consist of at least 8 and not more than 17 members, not counting the principal of the and the technical vice-principal of the **ift** institute. Of these members, at least three must be ordinary members, and at least five must be extraordinary members.
- (3) The members of the advisory defined under 1a) and 1b) shall be elected by the ordinary general meeting for a period of four years.  
Re-election is permissible.  
The members of the advisory council shall elect one of their number as a spokesperson.

- (4) Meetings of the advisory council shall take place at least twice a year. They shall be convened by the chairperson of the committee.
- (5) The duties of the advisory council are:
  - a) Receipt of the report of the principal of the **ift** on the work of the institute.
  - b) Consultation on the work and research programme for submission to the chairperson, according to § 6 (9).

## **§ 8** **The General Meeting**

- (1) An ordinary general meeting shall be convened every year. The agenda must include the following items:
  - a) Receipt of the annual report
  - b) Approval of the annual accounts for the past business year
  - c) Formal approval of the committee and the management of the institute
  - d) Approval of the budget, which shall be drawn up by the principal of the institute and agreed by the committee,
  - e) Elections only in election years.
- (2) Extraordinary general meetings shall be convened if:
  - a) This is necessary in the interests of the **ift**, or
  - b) At least 20 % request one, submitting an agenda.
- (3) The general meetings shall be convened by the chairperson in writing and with notice of 14 days, and accompanied by an agenda. They shall be conducted by the chairperson and are considered to bear a quorum irrespective of how many attend.
- (4) Motions shall be passed by simple majority vote. In the case of a tie, the motion shall be deemed to have been rejected. Each member has one vote. This vote can be transferred to another member in an informal written document. Any member may exercise the voting rights of no more than two other members.

Any amendment of the statutes requires a three-quarters majority of the votes of the members present.
- (5) Minutes shall be kept of the general meeting, and signed by the person conducting the meeting and by the principal of the **ift**.

## **§ 9** **Management of the ift**

- (1) The **ift** shall have a Principal of the Institute and one technical and one commercial vice-principal.
- (2) The principal of the **ift** shall, in agreement with the chairperson of the **ift**, employ the necessary staff or serve notices of dismissal, as the case may be.
- (3) The principal of the **ift** shall bear the overall responsibility for the orderly management of the institute for window technology as a whole.
- (4) In the execution of building-supervisory duties and of activities in the context of certification according to DIN EN ISO/IEC 17025, the principal of the **ift** and his or her representatives are not bound by the instructions of the committee or any other constituent parts of the society.

## **§ 10** **Dissolution**

- (1) The **ift** can be dissolved only by a resolution of the general meeting.
- (2) Any motion to dissolve the society must have been placed on the agenda distributed with the invitation to the meeting.
- (3) The motion for dissolution of the **ift** can be passed only by a three-quarters majority of all the ordinary members present or officially represented at a general meeting.
- (4) On dissolution of the **ift**, its assets shall be transferred to an institution in the public interest. The provisions of the BGB (German Civil Code) apply.