

# **CEFA**

Central European Fair Alliance

## **STATUTES AND BASIC RULES**

APPROVED BY CEFA GENERAL ASSEMBLY AT  
THESSALONIKI, ON 17 JUNE, 2016

# CENTRAL EUROPEAN FAIR ALLIANCE

## STATUTES AND BASIC RULES

(AMENDMENT TO THE CEFA CHARTA AS SIGNED IN 1995 IN VIENNA)

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### **ARTICLE 1: NAME OF THE ORGANIZATION**

The name of the organization is “Central European Fair Alliance” (hereinafter referred to as CEFA). The initials CEFA may be used as the abbreviated name of the Alliance

### **ARTICLES 2: GOAL, OBJECTIVE, MISSION OF THE ORGANIZATION**

The goal of the founder companies was to build up a knowledge centre for our business, to create a regionally well balanced co-operation and mutual support wherever possible. Members created a think tank, for combining marketing, sales, branding and organizing expertise based on a record more than 80 years of trade fair business in the region.

The objective of CEFA is to tackle problems in an age of globalization with future oriented solutions. European Union has created a new market that offers new diversity, new opportunities and new sales potential in Central and South East Europe

CEFA’s mission is to offer high quality gateways to business in the growing markets of our region, turning them into hubs for spreading contacts and contracts through the region and contribute European integration.

### **ARTICLE 3: DURATION OF THE ASSOCIATION**

The duration of CEFA is unlimited.

### **ARTICLE 4: LEGITIMATE STATUS, MEMBERSHIP**

CEFA is self-governed as an international network in lean structures and does not aim to turn into an official legal body.

CEFA composed of:

a, Full Members

b, Associate Members

a, There are three preconditions for becoming a CEFA Full Member:

- Full members have to be members of UFI (The Global Association of the Exhibitions Industry, Paris) and have to cover its standards of quality. CEFA has been an associated member of UFI since 2008.
- CEFA Full Members have to strictly follow the regulations of auditing organizations like FKM, FKM Austria, CENTREX or at least national bodies with similar aims for correct figures in trade fair report.
- Full members have to run a trade fair venue of their own, and/or to organize trade fairs located in the CEFA region. This region is defined by the General Assembly, i.e. in the Alps-Danube-Adriatic Region. In the last year CEFA welcoming a significant membership extension toward South and East Europe.
- Full members may be either legal entities (private, public or mixed) or natural persons.

b, An associate membership can be granted to persons or entities that have bonded a close relationship with the CEFA network. These persons or entities must be proposed as associate members by at least one full member or the acting CEFA President, while the final decision shall be taken by the General Assembly. Associate Members shall be entitled to participate in the events and activities organized by CEFA, they are kept informed of all CEFA activities and may participate in the meetings of the General Assembly and the Steering Committee but do not have a voting right. Additionally, they provide moral, financial, material or any other support to CEFA.

## **ARTICLE 5: CONDITIONS OF ADMISSION – WITHDRAWAL OR REMOVAL FROM MEMBERSHIP-TERMINATION OF MEMBERSHIP**

All applicants may revert to Secretary General of CEFA if interested in becoming CEFA full or associate member and send an official letter of intent. The application shall be examined by the General Assembly, who shall decide upon it.

Withdrawal from CEFA membership is possible with a simple letter addressed to Secretary General. The withdrawal takes effect at the end of the period covered by the subscription, or immediately, failing payment.

Removal from membership may be requested either by the CEFA President or by any three full members who shall have to justify their inquiry. In all cases the General Assembly is in charge of taking the final decision.

The General Assembly may terminate membership, if the member has not paid its subscription after three reminders, one of which is sent by recorded delivery. The General Assembly should be informed before any memberships are terminated.

#### **ARTICLE 6: GENERAL ASSEMBLY, OFFICERS, DUTIES**

The CEFA members are represented by their Presidents or CEOs at the General Assembly. The General Assembly convenes once a year in a regular meeting. It holds the authority to decide in all fundamental subjects of CEFA, particularly in personal and financial matters, and on applications for new memberships. Every regular CEFA member has a single vote at the General Assembly; associate members do not hold a voting right. The scheme of the membership fees is stipulated by the General Assembly. Their categories should be fixed due to the size of the member companies – defined by their turnover.

The General Assembly votes a President for a two years term. One reelection is permitted. The President represents the CEFA network in public. He is organizing and managing the annual General Assembly.

The CEFA Secretary General is also appointed by the General Assembly. He/She is voted for a three years term. He/She is responsible for everyday operative management of the association.

His/Her duties are taking care of the inner relations in accordance with the acting President, organizing CEFA events like seminars, think tank meetings for the CEOs, etc. He/She is the CEFA's liaison person to European and international institutions with activities related to the exhibition businesses, too, and acts as a relationship broker for cooperation projects of any kind.

To present CEFA activities to the media and to promote the network by public relations a Press Officer is nominated by the General Assembly for a three years term. This work can be realized either by a member's management or media department, or by a freelancer engaged by CEFA.

All financial matters are dealt with by the CEFA treasury. The Treasurer is also appointed by the General Assembly for a three years period. This person sets up yearly a balanced budget and presents it to the General Assembly for approval. Using the membership fee questionnaire she/he completes the CEFA members annual Business Report. She or he sends out the invoices for membership fees, controls the payment, and allocates the amounts for CEFA's expenses in due time. Once a year the Auditor – also appointed by the General Assembly for a three years term – carries out the examination accounts and testifies the correctness.

## **ARTICLE 7: REGULAR CEFA EVENTS**

The General Assembly is usually in June organized and moderated by the acting President. The agenda is set in coordination with the Secretary General and consists of all the current matters subject to authorization by the President. A press conference should follow the assembly to communicate its results on a national level. The Press Officer will afterwards disseminate a communiqué on an international level.

CEFA CEO Think Tank is organized at some place and one day before the annual General Assembly. The subject of discussion is decided by the host, the President and Secretary General using the Members proposals.

To assist the CEFA President and the Secretary General every member identifies one staff employee as a regular contact person in all CEFA subjects. These persons together form the Steering Committee. They come together at least once per year for a Steering Committee meeting.

It is chaired by the President or the Secretary General. The Steering Committee supports the President/the Secretary General with reference to events planned and to formulate suggestions to the General Assembly for decision making.

Every year a CEFA Professionals Seminar (CPS) is to be organized by the Secretary General. The host will be determined and the main subject will be approved by the General Assembly on the Steering Committee's suggestion. This seminar is open to in general to CEFA member's staff and in special cases also to cooperation partner organizations. The Secretary General is looking for appropriate contributions by the CEFA members themselves and by external experts. The total costs must be covered either by the hosts, by the previously determined budget, or by sponsors.

#### **ARTICLE 8: BALLOTS**

The votes of a single majority are necessary for the decision on admission of new members and election of CEFA officers. Votes of the General Assembly are cast by a show of hands unless at least a quarter of the members who are present, or are represented demand a written ballot. If one member is unable to participate at the General Assembly, he/she can empower to vote another member who is present. Votes of Steering Committee are cast by show of hands.

#### **ARTICLE 9: OFFICIAL LANGUAGE OF THE ASSOCIATION**

The official language of CEFA is English.

#### **ARTICLE 10: FUNDS**

The Association's funds are composed of:

- Membership fees paid by full and associate members, the amount of which is determined at least every two years by the General Assembly.
- Subsidies and donations that may be granted.
- Income generated from services (sales and sponsorship, advertising, education, etc.) or from the organization of events (congresses, seminars, etc.).
- Any other income authorized by the laws and regulation in force.

#### **ARTICLE 11: FINANCIAL CONTROL**

At the end of each financial year, the Treasurer draws up a financial report on the annual accounts of the past financial year and prepare the budget forecast for the following year, which are submitted to the General Assembly for approval, together with the balance sheet and the results. The balance sheet is attested by the Auditor.

CEFA and the bodies created by it, may not incur expenditures on behalf of CEFA in excess of the funds at their disposal.

#### **ARTICLE 12: DISSOLUTION**

Only the General Assembly can decide to dissolve CEFA. Dissolution resolution must be supported by at least two-thirds of the voters present in the event of dissolution of CEFA, its assets shall be ceded to an international charitable organization approved by the General Assembly. An Administrator will be nominated by the General Assembly as part of the dissolution process to ensure the wishes of the General Assembly are adhered to and that legal obligations related to dissolution are fulfilled.

#### **ARTICLE 13: AMENDMENT OF ARTICLES**

Adoption of any amendments to the Statutes shall be decided by the General Assembly and requires an affirmative vote of two-thirds of the voters present.

#### **ARTICLE 14: FINANCIAL YEAR**

The financial year of CEFA shall run from the first day of January to the thirty-first day of December.

June 17, 2016