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EUROVENT

STATUTES

Adopted by the General Assembly on 07 June 1997

Modified by the Extraordinary General Assembly on 29 September 1999

Modified by the General Assembly on 28 May 2005

Modified the Extraordinary General Assembly on 07 November 2006.

Modified by the General Assembly on 28 May 2010

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I. NAME, REGISTERED OFFICE AND OBJECTIVES

Article 1

An international association representing associations from EU and non-EU countries has been formed under the name of "European Committee of Air Handling and Refrigeration Equipment Industries" abbreviated as EUROVENT

EUROVENT continues the activities of the associations EUROVENT and CECOMAF and takes over full rights and duties of those two associations.

The association is an international non profit association governed by the clauses under article III of the Belgian law of 27 June 1921 on non profit associations, foundation and international non profit associations

Article 2

The association's registered office is located in the Diamant Building, Boulevard Reyerslaan 80, B-1030 Brussels

The registered office may be moved to any other location in Belgium upon decision of the General Assembly and published in the Riders to the Belgian Official Gazette

Article 3

The purpose of EUROVENT is to study – primarily from a scientific, technical, pedagogical, economic and institutional point of view – topics of common interest to the air conditioning, air handling, heating, ventilation, refrigeration and related equipment industries: more specifically

- 3.1 to represent and promote efficient and environmentally friendly air conditioning, air handling, heating, ventilation, refrigeration and related equipment and to safeguard the supranational interests of members as appropriate, in particular by:
- exchanging information and experiences on issues that are important to the industry;
 - conducting joint technical and economic activities in order to ensure a level playing field for competition;
 - cooperating with similar European, international and worldwide associations
- 3.2 to represent and promote its members' common economic, technical and political interests before the European Commission, the European Parliament and other European and international bodies. These interests are important for the industries represented by EUROVENT
- 3.3 to cooperate with professional associations with a view to investigating common economic and technical issues.

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010

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- 3.4 the association will develop the following activities in order to reach the objectives set out
- 3.4.1. Enhance contacts and exchange of information as well as useful cooperation amongst the members by organising meetings, committees and product groups
 - 3.4.2. Enhance contacts and exchange of information as well as useful cooperation with other European and international organisations that share common interests
 - 3.4.3. Prepare and elaborate proposals which are economically viable and supported scientifically for general issues that confront the air conditioning, air handling, heating, ventilation, refrigeration and related equipment industries at European and international level, with the support of and in cooperation with the members and other interested parties
 - 3.4.4. Moral or other support to various initiatives taken at European or international level that favour and promote the development of the air conditioning, air handling, heating, ventilation, refrigeration and related equipment industries .
 - 3.4.5. Inform the members on issues of importance to the air conditioning, air handling, heating, ventilation, refrigeration and related equipment industries
 - 3.4.6. Organise, to the benefit of the members, action plans and activities, as approved by the Board or General Assembly
 - 3.4.7. Promote and support the development of product certification programmes for air conditioning, air handling, heating, ventilation, refrigeration and related equipment
 - 3.4.8. Promote co-operative pre-normative research and participation to European and international standardisation activities
 - 3.4.9. Publish guides and technical manuals for air conditioning, air handling, heating, ventilation, refrigeration and related equipment
- 3.5. the association and the activities it develops comply with Competition Law.

II. MEMBERS

Article 4

- 4.1 The association is made up of national associations and corresponding members.

Article 5

- 5.1 Any legally formed National Association which represents companies engaged in the air conditioning, air handling, heating, ventilation, refrigeration and related equipment industries of the European Economic Area and Turkey may become member of EUROVENT.
- 5.2 The General Assembly may decide to enlarge the countries that may join EUROVENT.
- 5.3 If several associations from a same country become member, each of them shall be represented individually within their country's national delegation.
- 5.4 In countries where there is no national association or where a likely national association does not wish to be a member of EUROVENT, individual companies engaged in manufacturing activities of air conditioning, air handling, heating, ventilation, refrigeration or related equipment may apply for status of "corresponding member".
- 5.5 Corresponding members from a same country are encouraged to set up a national association. As long as such an association has not been set up each company shall be represented individually within their country's national delegation.
- 5.6 Applications for membership must be addressed in writing to the President and forwarded through the General Secretariat.
- 5.7 The General Assembly is the sole body authorised to rule on membership applications.

- 5.8 Members and corresponding members undertake to promote the association's objectives and to comply with and implement any decisions taken in accordance with the present Articles of Association.
- 5.9 Members and corresponding may give a three months notice of their withdrawal by sending a registered letter to the Board at the address of the General Secretariat. The withdrawal shall take effect at the end of the year following that in which notice of withdrawal was given.
The member in question is obliged to meet its commitments prior to its withdrawal. A withdrawing member may not exercise any claim to EUROVENT's assets.
- 5.10 The member or corresponding member status may also be revoked if the General Assembly decides to exclude a member where the latter's actions contravene the Articles of Association (in such cases, the member may put their case) or where the member association or corresponding members ceases to exist. In all cases, the member in question is obliged to meet its commitments prior to its exclusion

Article 6

- 6.1 Members pay an annual fee set by the General Assembly following a proposal by the Board.
- 6.2 These fees are based on the budget approved in accordance with Article 9.3 of the present Articles of Association.
- 6.3 The fees for associations from each country are based on ratios set by the General Assembly and reflect the size of the market as expressed by GDP in each country.
- 6.4 Fees payable by a corresponding member are set at 25 % of its country fee. (No voting rights are allocated to corresponding members, except when there are four corresponding members for a country; in that case these four may exercise the countries voting rights.)
- 6.5 Projects pertaining to specific equipment are to be funded by contributions from participating members.
- 6.6 Membership fees and any specific costs are payable by no later than 15 February each year.

III Structure

Article 7

The structure of EUROVENT comprises:

1. the General Assembly
2. the President and Vice-President(s)
3. the Board
4. the General Secretariat
5. the Executive Directorate

III.1. General Assembly

Article 8

- 8.1 The General Assembly is composed of:
- One nominated representative of each national member association

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010

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- One nominated representative of each corresponding member
- Ex-officio: the President to chair the General Assembly and the Secretary General to draft the agendas and minutes

The nominated representative of each member association shall be appointed in writing by the member association and remains member of the General Assembly until his national association informs the General Secretariat of the appointment of a new nominated representative.

The nominated representative of a corresponding member shall be appointed in writing by the corresponding member and remains member of the General Assembly until his company informs the General Secretariat of the appointment of a new nominated representative.

8.2 Entitled to attend the General Assembly are:

- EUROVENT Board members
- The Executive Director
- The Secretary General or Director of the member associations

The (national) member associations may invite representatives of their member companies to attend the public part of the General Assembly.

The President may invite guests to the public part of the General Assembly.

8.3 The votes are allocated by country, where there is more than one member association from a country; the country's vote will be divided equally between the associations. When there are four or more corresponding members for a given country, they may exercise the vote or share in a vote.

An association may be appointed as a proxy by another association after notifying the General Secretariat in writing. An association may exercise a maximum of two proxies.

Article 9

9.1 The General Assembly is fully empowered to take all necessary action to enable the association to achieve its objectives.

9.2 The General Assembly is made up of delegates appointed in accordance with the provisions contained in the present Articles of Association.

9.3 The General Assembly is responsible for :

- a) approving budgets and accounts;
- b) electing (and dismissing) a president and up to six Vice-Presidents and their order of precedence
- c) appointing an auditor for a two-year term
- d) appointing and dismissing staff members
- e) examining the proposed annual action plans
- f) approving the annual accounts for the preceding financial year, adopting the budget and setting membership fees;
- g) ruling on membership applications;
- h) amending the present Articles of Association and set up and amend by-laws for the proper functioning of EUROVENT
- i) excluding members and dissolving the association.

9.4 The General Assembly's primary task is to rule on political, economic and technical policy.

9.5 The General Assembly is entitled to delegate part of its powers to the President, Board, General Secretary or Executive Director subject to the limits and conditions laid down by the General Assembly and for a specific period.

Article 10

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010

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- 10.1 The General Assembly meets at least every year and shall be chaired by the President.
- 10.2 The invitation to attend and draft agenda is sent out by the Secretary General on behalf of the President at least six weeks prior to the meeting of the general assembly meeting.

The invitation shall state the time, date, and venue for the meeting and include the draft agenda. If requests for additional items to be included on the agenda are submitted three weeks before the meeting, such items shall appear on the agenda, which will be distributed two weeks before the meeting of the General Assembly.

- 10.3 An Extraordinary General Assembly may be convened if the members requesting it represent at least 25% of the votes. An Extraordinary General Assembly may only rule if 2/3 of the votes are represented.

Article 11

The General Assembly shall be duly empowered to rule if at least half of its members entitled to vote are present or represented.

If this quorum of the General Assembly is not achieved, the President postpones the meeting for at least two months and at most four months. The agenda of the postponed meeting includes at least all the items of the original agenda.

The reconvened General Assembly deliberates without the requirement of a minimum quorum for the items of the agenda of the initial General Assembly.

Article 12

- 12.1 Other than in the exceptional circumstances stipulated in the present Articles of Association, resolutions are passed by simple majority of the members present or represented; all members are notified of such resolutions.
- 12.2 No decision can be taken on any item not appearing on the agenda, If all members are present at the General Assembly may add items to the agenda and decide on these items during the meeting of the General Assembly.
- 12.3 The minutes of the General Assembly include the resolutions and are written by the Secretary General. Together with a copy of the signed attendance list the minutes will be circulated to the member associations and corresponding members within two months of the meeting. The minutes and the signed attendance list will be filed at the office of EUROVENT.

III.2. PRESIDENT AND VICE-PRESIDENTS

Article 13

- 13.1 The President must be presented by a national association.
- 13.2 The President is responsible to the General Assembly.
- 13.3 The President has the following powers:

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010

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- 13.1.1 to ensure the proper execution of decisions made by a General Assembly
 - 13.1.2 to supervise the work and activities of EUROVENT's employees;
 - 13.1.3 to convene and preside over meetings of the General Assembly, and the Board; and to ensure the proper preparation of these meetings;
 - 13.1.4 to appoint the persons to take the place of either of the vice-presidents, or the Secretary General, or the Executive Director, in case they are prevented for any reasons whatsoever from exercising their functions, until the next General Assembly.
- 13.4 The President is not entitled to vote whilst acting as President of EUROVENT in the General Assembly.
- 13.5 The President is entitled to delegate part of his powers to a vice-president subject to limits and conditions to be laid down by him and for a specific period.
- 13.6 Unless otherwise authorised, all documents binding on the association are to be signed by the President, who shall not be required to provide proof to a third party of his authorisation to sign.

Article 14

The General Assembly elects by a majority of votes the President and up to six vice-presidents amongst the candidates presented by the member Associations and lays down their order of precedence and their duties. One vice-president must act as financial auditor for EUROVENT (Article. 9.3).

The President and the First Vice-President must be presented by and belong to Associations of different countries.

If the President is unable to carry out his responsibilities, he shall be replaced by a Vice-President.

The Vice-Presidents are elected for the same period as the President (two years).

The vice-presidents are entitled, ex officio, to attend all meetings of EUROVENT, in a consultative capacity but may not vote whilst acting as Vice-President of EUROVENT.

III.3. BOARD

Article 15

The association is run by a Board.

The Board comprises:

- the elected President (casting vote)

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010

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- up to six elected Vice-Presidents (with each one voting right)

In the event of vacancies arising during a term of office, a temporary member may be appointed. In this case, the temporary member shall serve out the term of the member he/she is replacing.

Members of the Board may be dismissed by the General Assembly ruling by a two-thirds majority of the ordinary members present or represented.

A Board member not attending without a valid justification two subsequent Board meetings is expelled automatically.

Article 16

The Board meets at the request of the President.

The Board is only duly empowered to vote if half of the members are present.

Article 17

The Board has full management and administrative powers with the exception of those tasks falling within the remit of the General Assembly. It may delegate day-to-day management to its President, a Vice-President or to an Appointee. It may also confer special and specific powers to one or more individuals for which it shall ultimately be responsible.

The Board coordinates the association's activities.

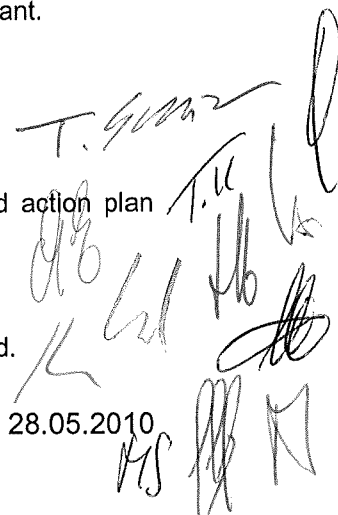
The President chairs the Board meetings and ensures that the decisions passed are implemented and represents the association in respect of other bodies. If the President is unable to carry out his responsibilities, he shall be replaced by a Vice-President.

The Members of the Board are responsible to the General Assembly. The President and the first Vice-President are legally responsible for all the actions taken, and, therefore, are appointed to act for the Association, in legal matters as both petitioner and defendant.

The Board is in charge of the management of EUROVENT.

The Board will draw up the annual accounts report, the budget proposals and action plan proposals and submit them for approval to the General Assembly.

The Board passes resolutions by a simple majority of votes present or represented.

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The minutes of the meetings of the Board will be filed at the office of EUROVENT.

III.4 GENERAL SECRETARIAT

Article 18

The General Secretariat is headed by the Secretary General.

The Secretary General is presented by the Board and appointed by the General Assembly.

The Secretary General will carry out specific tasks under the direction and supervision of the President of EUROVENT, following the broad strategic outlines set down by the General Assembly.

The Secretary General will ensure the proper functioning of EUROVENT's administrative services. He will prepare the draft agendas for the General Assembly, the Board meetings and will write the draft minutes, circulate and file the minutes of these meetings.

The Secretary General will be responsible for collecting the annual contributions from member associations and corresponding members, defined by the General Assembly, and releases the payments authorized. He will keep the books in good order.

The Secretary General is entitled to participate, as observer, in any meeting of EUROVENT.

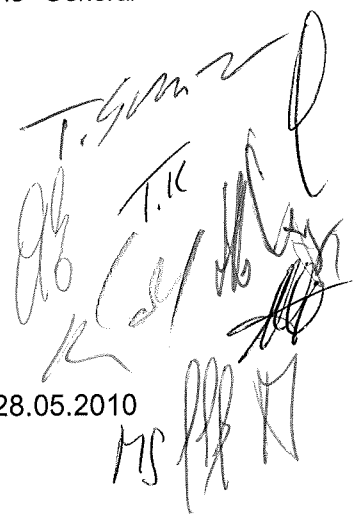
He must be informed of any decision taken by any Commission or Product Group and will inform the President of this decision.

All the documents officially dealing with EUROVENT's business must be signed by the President or the Secretary General.

The official administrative address of EUROVENT shall be the office of the General Secretariat.

III.5 EXECUTIVE DIRECTORATE

Article 19

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The Executive Directorate is headed by the Executive Director.

The Executive Director is presented by the Board and appointed by the General Assembly.

The Executive Director will carry out specific tasks under the direction and supervision of the President of EUROVENT.

The Executive Director is entitled to participate, as observer, in any meeting of EUROVENT.

Article 20

A permanent Commission is set up to discuss, examine and take actions on specific matters.

The Commission organizes its work at its own discretion, subject to the limits laid down by the General Assembly.

Notice of all meetings is to be provided to Members of the Commission, National Associations and the General Secretariat.

The Commission shall elect its own Chairman for a period of two years. The Chairman may be re-elected.

Commissions may set up Product Groups to deal with specific topics or interests.

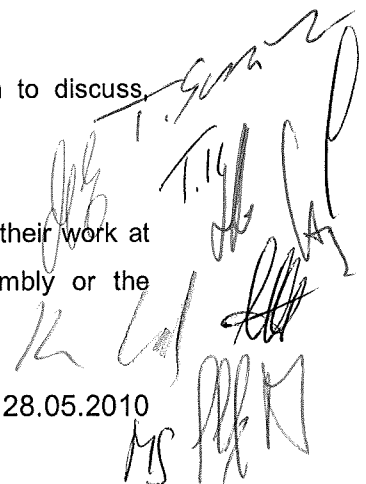
The Commission is required to submit a report on its activities during the year, to the General Assembly. The Commission is required to submit every year a working programme to the General Assembly for approval.

Allocation of votes, and voting majorities for the passing of resolutions, are laid down in the by-laws.

Article 21

Permanent or temporary Product Groups may be set up by the Commission to discuss, examine and take actions on specific matters.

Within the scope of the duties entrusted to them, the Product Groups organize their work at their own discretion, subject to the limits laid down by the General Assembly or the Commission.

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Notice of all meetings is to be provided to Members of the Product Group, Commission, National Associations and the General Secretariat.

Each Product Group shall elect its own Chairman for a period of two years. The Chairman may be re-elected.

Allocation of votes, and voting majorities for the passing of resolutions, are laid down in the by-laws.

IV By-laws and languages

Article 22

The detailed functioning of EUROVENT may, as appropriate, be determined in by-laws.

Article 26

EUROVENT's working language is English. All working documents, notices, agendas and correspondence must be drawn at least in English and may, additionally, also be drawn up in French for official administrative purposes.

V FINANCIAL YEAR

Article 27

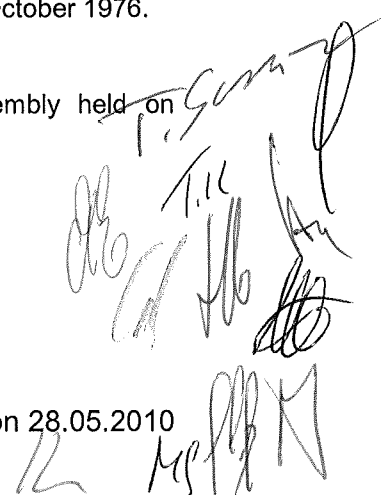
EUROVENT's financial year is the calendar year.

VI FINAL STIPULATIONS

These statutes replace the statutes of EUROVENT dated November 7th 2006, May 28th 2005, September 29th 1999, June 7th 1997, November 13th 1991, May 31st 1968, June 1963 and the convention of April 1959. They also replace the statutes of Cecomaf dated October 1976.

These statutes come into effect following approval by the General Assembly held on 28.05.2010 and their publication in the Belgian Official Journal.

Board 27.05.2010 proposal for approval by General Assembly on 28.05.2010



EUROVENT BY-LAWS

1. Finances

The aim of the budget preparation and follow-up is to keep, in the assets of EUROVENT an amount covering one year of activities (General Assembly 2001).

The following rules apply to all budgets and expenses within EUROVENT. Amendments to the budget or unforeseen expenses can only be accepted after discussion within the Board. This discussion will be submitted for final approval by the General Assembly.

- **Preparation of the Budget**

Before the 15.02 of each year, every Secretary of a Product Group submits the budget for the next year to the Executive Director. He consolidates these budgets and sends them to the General Secretary before the 01.04. The General Secretary prepares a draft budget to be sent to the National Associations in order to prepare the General Assembly.

Every significant change or new project should be clearly documented.

- **Follow-up of the Budget**

Before the end of the second month of each quarter (February, May, August, November) the Secretary of the Commission sends to the General Secretary a forecast for the expected expenses within the Commission (including the Product Groups) as well as a year-to-date situation. The General Secretary collects these data, checks if the expenses are still in line with the budgets and prepares a report for the Board.

- **Reimbursement of the expenses**

For all the approved expenses, an invoice with relevant documentation (receipts, tickets, invoices ...) shall be sent to the General Secretary twice a year, before the 01.11 and 01.02. No later invoices will be accepted. The General Secretary will pay the approved expenses and prepare the accounts to be submitted to the controllers during the month of April, but at least six weeks before the General Assembly.

- **Accounts and statements**

Accounts and statements, duly checked by the financial controllers, will be sent, together with their report and remarks, to the member associations by the General Secretary at the same time as the agenda for the General Assembly.

- **Special projects**

Members are encouraged to submit special projects that could be of interest for our members and their activities. Projects however should be well prepared and supported. Therefore the following rules will apply to every single project:

- > A Project Manager will be appointed for every project

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- > The Project Manager is responsible for the presentation and the management of the project, including the financial aspects.
- > The presentation will include a description of the project, but also a financial plan
- > Every project will be self-supporting. In principle, costs to EUROVENT will not be accepted. Real exceptions can only be approved by the General Assembly after submission to the Board.
- > The presentation of the project will be submitted to the Board at least one month before the meeting of the Board. In exceptional occasions, when deadlines are short, the Board may decide before the approval of the General Assembly.
- > After evaluation of the project, the Board may decide to reject it (and announce this to the General Assembly), to return it to the Project Manager with requests for amendments or to submit it for approval by the General Assembly.
- > The project Manager will submit a report once a year to the Board, including the financial situation, as well as a final report.

2. Communication

- All the documents (letters, invitations, agenda, minutes ...) will only be produced on the official letterhead of EUROVENT carrying also the name and address of the responsible editor.
- All the invitations and all the minutes of EUROVENT meeting shall be sent to all the national associations (and all the members of the Board)
- For filing purposes, a copy of each document sub 1. shall be sent to the General Secretariat.
- All documents, except those strictly intended for internal use only, must carry the wordings "Responsible editor: M. (name), address". It is obvious that this person should give his preliminary and (preferably) written approval for the contents of the document.
- Statements or Press releases should first be approved by the Board. If, for reasons of deadlines, this approval can not be obtained before issuing the document, consultation with the President and the Vice-President in charge of this matter can be accepted before a formal approval at the next Board meeting.
- Each statement shall indicate if the decision is a unanimous or a majority position. Each National Association shall take care to clarify its own position regarding the statement.

3. Vice President

When a Vice-President resigns from his mandate before the end of it, his national association will nominate another candidate for election by the next General Assembly. This Vice-President will complete the mandate of the resigning Vice-President with all his rights and all his duties.

If a national association chooses not to present another candidate, the General Secretary will announce this to the member associations. In this case, any member association may nominate a candidate for election by the next General Assembly.

4. Duration of the mandates

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Except in the case mentioned under 3. above (Resignation of a Vice-President), where the completion of the mandate starts immediately all mandates will start immediately after the election by the General Assembly.

5. Participation in the activities of Product Groups

5.1. Composition of Product Groups

- Participation to the activities of the Product Groups is one of the assets of Eurovent's membership and is strictly reserved for company members and staff members of member associations
- Participation of a non-member should be exceptional and subject to prior approval by the National Association involved. In case a National Association is not a member of Eurovent, participation of a non-member should be submitted to the President.
- Punctual participation of external experts is at the discretion of the Chairman.
- Enforcement of this rule is the task of the Chairman and/or Executive Director of the Product Group.
- Participation shall be formalised by the Executive Directorate. The member associations notify their participants to the Product Groups to the Executive Director who will keep these records.

5.2. Election of Chairmen

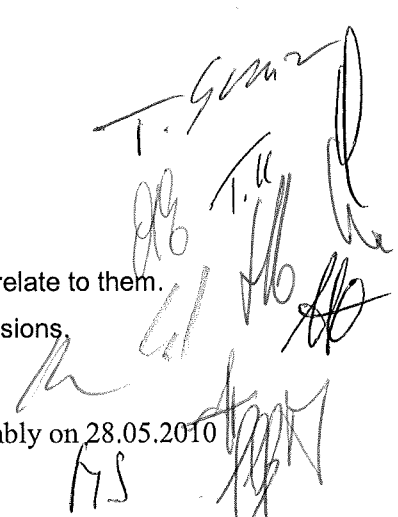
- The Chairman and Vice-Chairman of each Product Group shall be elected on a two years term by members of the Product Group and confirmed by the Board that will communicate these confirmations to the General Assembly.

5.3. Meetings

- Meetings are to be held when necessary. Conference calls, video conferences and web conferences should also be taken into account. The invitation to attend is sent out by or on behalf of the Chairman.
- The invitation shall be sent out by e-mail at least two weeks prior to the meeting to the members of the Product Groups with a copy to the member associations. The invitation states the date, time, venue, membership to the meeting and contains a draft agenda. In the case of conference calls, video or web conferences the relevant data (phone number, code...) shall be provided with the invitation.
- No decision can be taken on any item not appearing on the agenda.
- The Executive Director takes care of the secretariat of the Product Groups and keeps the list of decisions. The minutes are drafted and circulated within two weeks of the respective meeting.
- A copy of the invitations and minutes are sent to the General Secretariat and Executive Directorate.

5.4. Role of the Product Groups

- The Product Groups clarify and monitor the specific topics that relate to them.
- They summarise these matters and report these to the Commissions.

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- The reports may take the form of draft positions which are submitted for approval by the Commission(s).

5.5. Decisions within Product Groups

- Decisions shall wherever possible be reached by consensus.
- If no consensus is achieved, one or more proposals may be submitted to the Commission(s). The following provisions shall govern such a situation. The proposals have to be supported by at least one third of the productgroup members present-

6. Participation in the activities of Commission

6.1. Composition of Commission

- Participation to the activities of the Commissions is reserved for company members and staff members of the member associations. The chairmen of the Product Groups are ex officio member.
- Punctional participation of external experts is at the discretion of the Chairman.
- Enforcement of this rule is the task of the chairman and/or Executive Director of the relevant Commission.
- Participation shall be formalised by the Executive Directorate. The member associations notify their participants to Commission(s) to the Executive Director who will keep these records.

6.2. Election of Chairmen

- The Chairman and Vice-Chairman of the Commission shall be elected on a two years term by its members and confirmed by the Board that will communicate these confirmations to the General Assembly.

6.3. Role of the Commission

- The Commission clarifies and monitors topics that are submitted by the Product Groups.
- The Commission provides for coordination and ensures that the relevant documents are circulated amongst the Products Groups. Where appropriate the Commissions initiate joint Product Groups.
- The Commissions shall be proactive in legislative matters and deal with issues common to various Product Groups.
- The Commission(s) should be able to give advice to the Product Groups.
- The Commission(s) finalises the positions proposed by either Product Groups or the Commission(s) and takes on the responsibility.
- The positions are reported to the Board and General Assembly.

6.4. Voting Commission

- Decisions shall wherever possible be reached by consensus, but the following provisions shall govern such formal votes as may prove necessary.
- The votes are allocated by country.
- Each country present has one vote

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If a national association applies for membership of EUROVENT, the Board will verify if this candidate fulfils all the conditions laid down in Art. 3 of our statutes, and specifically if the association is representative for the HVACR industry in its country.

If the application of such a national association is accepted, the existing corresponding members will be invited to join this national association and their status as corresponding member will be terminated without prejudice, at the latest one year after the acceptance of the membership of the national association.

8. Procedure appointments to the Eurovent Certification Company

8.1. Introduction

The Eurovent Certification Company is a separate juridical entity with its own responsibilities.

Eurovent owns 748 of the 750 shares, the other two shares are held by two persons.

The Eurovent President acts as the shareholder representative (748 out of 750 shares).

The President ensures that the Eurovent General Assembly is informed about the shareholder activities. The Eurovent President is assisted by the Eurovent General Secretariat which has the following tasks:

- keeping the records of the documents relating to the shareholder meetings
- provide advice when requested by the President
- ensure that the item Eurovent Certification Company figures on the agenda of the Eurovent General Assembly

8.2 Composition Eurovent Certification Company Board

Eurovent, as the main shareholder proposed to have a board of the Eurovent Certification Company with a limited impair number of representatives:

a) Born members

President Eurovent: acting as representative of the interests of the Eurovent (association)

Managing Director of Eurovent Certification Company: representing its interests

b) Elected members

3 representatives* from industry proposed by the Eurovent General Assembly.

*The qualifications required to be proposed as representative for election are:

The candidature has to be submitted by a Member association

The candidate is employed by and in active service of a company that is member of a member association

The company is participating to at least one Eurovent Certification programme.

8.3. Procedure to elect representatives from industry to the Eurovent Certification Company Board

Six months before the end of the term of the Eurovent Certification Company Board, the Eurovent General Secretariat requests the member associations to propose candidates for election.

The member associations may propose one or more representatives from industry. The proposal of the member associations contains the following information:

- Name of the proposed candidate,
- Company,
- Address details

Handwritten signatures and initials in the bottom right corner of the page, including names like T. Sommer, T. FE, and others.

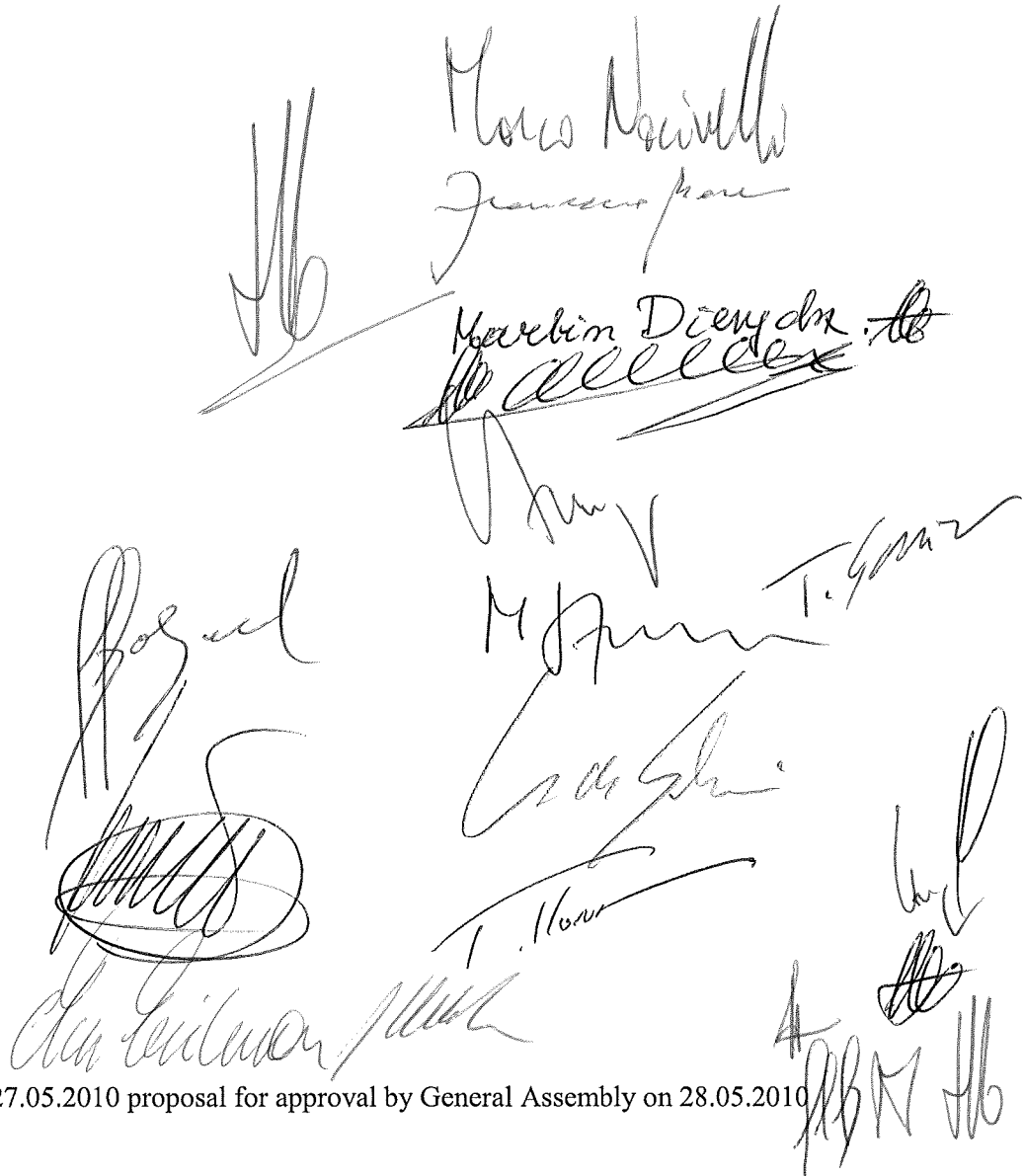
- The Eurovent Certification schemes to which the company subscribes.

The General Secretariat prepares the draft proposal that is submitted for evaluation to the Eurovent Board.

The General Secretariat prepares this draft proposal using the following criteria:

- All candidatures received are listed.
- The proposed selection of the representatives of industry should be representative of as many Eurovent Certification schemes as possible. To this effect the Eurovent Certification Company is requested to provide to the Eurovent General Secretariat a summary of the certification schemes: the respective number of participants and the financial impact per respective scheme
- The proposed selection that is submitted to the Board takes into account the interests of both the Certification Company and the Eurovent member associations.
- The selection rates the proposed candidatures first on the basis of the representation into the Eurovent Certification schemes. The second criterion is that the proposed candidates emanate from three different member associations.
- As the elected representatives may possibly leave or change companies during their term, a minimum of three candidates are proposed for substituting them during the term. They will take over in consecutive sequence if a nominated Eurovent Certification Board member is not able to fulfil his term.

The evaluation of the Board results in the final proposal to the Executive Committee and General Assembly.



 A collection of handwritten signatures and initials, including:

- Mario Novelli
- Francesco
- Marcelin Dierckx
- Roberto
- Michael
- T. Gorman
- T. Horne
- Other illegible signatures and initials.