



INTERNATIONAL UNION OF LEATHER  
TECHNOLOGISTS AND CHEMISTS SOCIETIES

## INTERNAL REGULATIONS OF THE UNION

Approved by the Executive Committee on 11. Oct. 2009 and adopted on 14. October 2009  
at the IULTCS Congress, Beijing, China

### Introduction:

The Internal Regulations, the Congress Guidelines and the Statutes of the Union comprise detailed information about the interaction between and the functioning of the different bodies within the Union.

To ensure efficient functioning of the Union the Executive Committee is empowered to make appropriate changes to the Internal Regulations of the Union. Such changes must be reported to the next meeting of the Council of Delegates.

### Contents:

Chapter 1: Member Societies, Associate Members and Supporting Members.	Articles 1 - 5
Chapter 2: Council of Delegates.	Articles 6 - 7
Chapter 3: Regional groups of Member Societies, Associate Members, Supporting Members.	Articles 8 - 9
Chapter 4: Executive Committee.	Articles 10 - 13
Chapter 5: IU Commissions and Study Groups.	Articles 14 - 18
Chapter 6: Union Congresses and Conferences.	Articles 19 - 20
Chapter 7: Financial Affairs.	Article 21
Chapter 8: Future Congresses.	Article 22

## Chapter 1: Member Societies, Associate Members, and Supporting Members

### Article 1

#### Membership

Member Societies are Associations or sections thereof covering one or more nationalities and being the official and unique representative of the leather chemists and technologists of each nationality involved may apply for membership of the Union by registered post, fax or e-mail to the Secretary of the Union. Member Societies have the right to vote at the Council of Delegates meetings during a Congress or by e-mail on IU methods for approval.

An Associate member would include organisations that are not societies of leather chemists and technologists but have an interest in leather and or leather technology. This type of membership is only available in countries that do not already have an organisation of leather chemists and technologists. The Associate Member is a member for purpose of attendance at Congresses and membership on Commissions but they do not have the right to vote at the Council of Delegates meetings during a Congress or by e-mail on IU methods for approval.

The application for membership has to be accompanied by:

- Either the Statutes of the Member Society or the description of the activities carried out by the Associate members or Supporting members.
- The list of members in the case of the Member Society.
- A declaration that the Society undertakes to abide by the Statutes and Internal Regulations of the Union.

The application is considered and, if accepted, approved by the Executive Committee. No reason for rejection of an application needs to be given. Once the appropriate subscription fee is paid then the new member is considered a member with the appropriate voting rights according to the membership status. New members are formally accepted and welcomed at the next Council of

Delegates. The Council of Delegates retains the right to request the Executive Committee reconsider new member applications

A Supporting Member may be a company or organisation that wishes to act as a “Sponsor” giving full support to the IULTCS whilst not in itself representing the interests of any particular group which is already covered by Members and Associate members. Examples of Supporting members may be large tanneries or chemical companies. The Executive Committee will approve Supporting Members. This status will cease with the end of the sponsorship.

## **Article 2**

### **Subscription fee for Member Societies, Associate Members and Supporting Members**

The annual subscription fee for Member Societies is USD 230.00 for each 100 of individual members of a Member Society. The scale of charges is for: 0/200; 201/300; 301/400; 401/500; 501/600; 601/700; 701/800; 801/and above Members.

The annual subscription fee for Associate Members is USD 150.00. This is a flat fee.

Subscription fees have to be paid to the IULTCS account at:

<b>Bank details:</b>	Basler Kantonalbank
<b>Address:</b>	Postfach CH-4002 Basel, Switzerland
<b>Account name:</b>	IULTCS
<b>Account number:</b>	16548459022
<b>BIC Code:</b>	BKBBCHBB
<b>IBAN Number:</b>	CH94 0077 0016 5484 59022

**Payment terms: Payment must be made within 60 days of the date of the invoice.**

## **Article 3**

### **Representation on the Council of Delegates**

Each Member Society shall nominate, according to its own rules, Delegates to the meetings of the Council of Delegates. For every 100 members or part thereof over 50, one Delegate as well as the President of the Member Society are allowed to participate. The maximum number of Delegates per Member Society is 8. Member Societies having 50 members or less shall be represented by their President or by one appointed Delegate. Each Associate Member can appoint a Delegate who will not be able to vote. Supporting members can appoint a Delegate who will not be able to vote.

## **Article 4**

### **Representation on the Executive Committee**

Each Member Society and each Associate Member shall nominate a Representative to the Executive Committee of the IULTCS.

On the basis of mutual agreement of Member Societies and/or Associate Members directly involved, the societies may elect to be represented as a Regional group by a Regional Representative on the Executive Committee of the IULTCS. Application to be represented as a regional group must be made to the Secretary/Treasurer 2 months before a meeting and must be approved by the Executive Committee.

The Secretary of the Union will advise all Representatives and Regional Representatives about forthcoming vacancies in the Executive Committee at least six months in advance. Nominations for candidates to these vacancies shall be submitted to the Secretary of the Union at least three months before the next meeting of the Council of Delegates.

## **Article 5**

### **Relations with the Union**

Each Member Society shall undertake to inform the Union through their representative annually about:

- The composition of the board of the Member Society
- The address, telephone and fax number and e-mail address of the secretariat and the web page of the Society, if it exists.
- The dates of annual general meetings of the Society, publications and other important events

Each Associate Member shall undertake to inform the Union through their representative annually about:

- The appointed delegate of the Associate Member
- The address, telephone and fax number and e-mail address of the secretariat
- The important dates related to the leather industry.

## **Chapter 2: Council of Delegates**

### **Article 6**

#### **Meetings**

Meetings of the Council of Delegates shall be convened at least biennially, to be held on the occasion of a Union Congress. Meetings may also be called for a special occasion by the President at the request of at least one half of the Executive Committee or one half of the Member Societies in a written application to the President. Special meetings must be held at least 6 months after receipt of the application.

Member Societies shall notify their representative and the Secretary of the Union in writing, at least 3 months in advance, of the details of any candidates for vacancies on the Executive Committee, as well as any resolution or subject for discussion on the agenda of a meeting of the Council of Delegates. This notice shall contain details about proposed subjects for discussion so that this may be circulated to other Member Societies for their consideration.

The Secretary of the Union shall convene meetings of the Council of Delegates on behalf of the President at least two months in advance by sending the agenda and other relevant information such as reports of the Secretary/Treasurer of the Union, minutes of the last meeting of the Council of Delegates, reports of the chairmen of IU Commissions, names and curriculum vitae of candidates to the Executive Committee, resolutions or subjects etc., to representatives and Secretaries of Member Societies.

Every official Delegate shall be invited to the meeting of the Council of Delegates by his own Member Society. The Executive Committee may invite observers and experts. At least one month's notice shall be given to those entitled to attend a meeting of the Council of Delegates.

If a Member Society wishes to bring forward a resolution or subject for discussion which arises from events during the period of the Congress, or in the 3 month period referred to above, then written notice with full details shall be given by the Secretary (or other accredited Delegate) of the Member Society to the Secretary of the Union not less than forty eight hours before the meeting of the Council of Delegates. The Executive Committee will consider the urgency and importance of the proposed subject for discussion and will recommend to the Council of Delegates that it be included on the agenda or that it be deferred to a later meeting of the Council of Delegates.

The President of the Union, or in the President's absence, the Vice-President shall preside at a meeting. The Secretary/Treasurer of the Union shall attend and report. Officers and Members of the Executive Committee and Chairmen of IU Commissions and IU Study Groups shall attend and may be invited to speak; they may only vote if they are Delegates nominated by their Member Societies.

All official Delegates have the right to attend and to vote if the Member Society represented is up to date with membership fees. Associate members and Supporting members have no right to vote. Observers and experts may attend only by invitation of the Executive Committee; they may speak by invitation and have no right to vote.

## **Article 7**

### **Voting procedures and elections**

The voting right is restricted to the Presidents of Member Societies and nominated Delegates. Member Societies must be up to date with membership fees in order to be able to vote. Official Delegates may hold a proxy vote on behalf of other Delegates of their Society who are not present in the meetings; they cannot represent Delegates of other Societies. The Associate Members and Supporting Members do not have the right to vote.

Normally decisions are taken by simple majority vote. In the event of a tie in voting concerning the nomination and discharging of persons, the relevant part of the voting procedure has to be repeated; in other cases the President shall have the casting vote. One third of the total number of Delegates entitled to vote shall be present in person to form a quorum.

The following subjects need at least three months notice to those entitled to vote:

- Recommendations by IU Commissions and provisional IU methods
- Formal acceptance and expulsion of Member Societies and Associate Members
- Alteration of Statutes

The dissolution of the Union needs at least six months notice to those entitled to vote.

The following subjects need a two-thirds majority vote:

- Formal acceptance and expulsion of Member Societies and Associate Member
- Alteration of Statutes
- Dissolution of the Union

Elections for vacancies in the Executive Committee shall take place every four years. Candidates for Officers of the Union can be nominated by Member Societies by tendering names and curricula vitae of candidates to the Union through their representative and to the Secretary of the Union by registered post, fax or e-mail not less than three months before the meeting of the Council of Delegates. In the same way candidates for membership of the Executive Committee should be nominated by the Member Societies through their representative.

The President and Secretary/Treasurer of the Union shall be elected from candidates presented by the Executive Committee and Member Societies; the Vice-President is elected by and from the Executive Committee. If no suitable candidate is available from within the Executive Committee then other candidates shall be considered.

Each of the members of the Executive Committee shall be elected by the Council of Delegates from the candidates to be presented by each society representative. In the event of several candidates for one vacancy, the one with the largest number of votes is elected. When there is a tie in voting the relevant part of the procedure has to be repeated. The newly elected Officers and Members of the Executive Committee commence their duties on January 1<sup>st</sup> following the regular meeting of the Council of Delegates. The mandate of Officers and Members of the Executive Committee shall last eight years.

The term of office for the President is normally two years, although re-election for a further two years is possible. The Secretary/Treasurer of the Union is eligible for re-election.

Not more than two officers of any Member Society shall serve on the Executive Committee at the same time. For this purpose, if the Secretary/Treasurer post should be held by two persons, then if they belong to one Member Society, they will count as only one representative.

Mail Voting procedures for IU methods

- The Secretary arranges that voting forms for approval of draft methods as printed in the official journal are sent to Council of Delegates
- The period of voting will be three months.
- A simple majority will constitute approval of an IU method.

### **Chapter 3: Representation of Member Societies.**

#### **Article 8**

##### **Appointment and tasks of Representatives and Regional Representatives**

Representatives shall be nominated by their societies for a period not exceeding four years; after this period they may be renominated. Approval of Representatives and Regional Representatives by the Executive Committee is required before they participate in Executive Committee business.

It is the task of the representative:

- To maintain regular contact between the Union and their Member Society(s)
- To help the Treasurer in the collection of membership fees
- To encourage and set a plan for incorporating new members in the Union as requested by the Executive Committee
- To assist with translations which are essential to exchange all relevant information in English between the Union and the Member Societies
- To inform the Secretary of the Union at least annually about any important alteration in the governance and membership of their member Society(s), contact information – e.g. addresses, telephone, fax or e-mail etc. - and other relevant activities such as conferences or meetings.
- To stimulate Union activities by promoting active participation in IU Commission and Study Group work, and by organization of regional conferences.
- To present to the Secretary of the Union nominations for Executive Committee vacancies as they arise, items for the agenda of meetings of the Executive Council and at least 3 months in advance, items for the meeting of the Council of Delegates.
- To promote the IULTCS website to major companies, (tanneries, chemical supply firms, Institutes, etc.), in order to gain “banners” to be included on the website and consequently obtain economic benefit for IULTCS.

### **Chapter 4: The Executive Committee**

#### **Article 10**

##### **Activities**

The Executive Committee shall meet at least once every two years either in person or via electronic means and shall be convened by the President of the Union and coordinated by the Secretary. Periodical exchange by e-mail of some agenda issues may take place in order to simplify the actual Executive Committee meeting.

The Executive Committee shall consider all matters relevant to the Union, including:

- The general policy of the Union concerning the world wide encouragement of the technology, chemistry and science related to leather
- The promotion, organisation and review of Congresses, Conferences and the like
- The activities of IU Commissions and IU Study Groups and the approval of recommendations of the IU Commissions to be presented to the meeting of the Council of Delegates
- The encouragement of correct application of IU methods
- The activities that are carried out by the member societies
- To update the information of members
- To encourage new members
- To plan and discuss the budget

- To up date and introduce innovative ideas for the IULTCS website
- The periodical revision of the Internal Regulations, Congress Guidelines and the Statutes of the IULTCS to reflect changing conditions.

## **Article 11 Meetings**

- Meetings are normally convened and presided over by the President, or the President's representative, the Vice-President
- Extraordinary meetings shall take place, upon request of the President or by six people serving of the Executive Committee, on a specific agenda within three months after receipt of the request. These meetings can be held in the form of a virtual meeting by electronic means
- Virtual meetings are convened by the President, or the President's representative, the Vice-President
- At least three month notice shall be given to all people attending meetings and one month for answering the virtual meetings' specific questions
- All Officers and members have the right to attend meetings of the Executive Committee and participate in the virtual meetings or virtual discussions, etc. Chairmen of IU Commissions and IU Study Groups and other experts may attend by invitation of the President
- A quorum is formed when the President, or the President's representative, and five people serving on the Executive Committee are present
- Decisions are taken by a simple majority vote. Only Officers and members may vote
- Officers and members shall receive minutes of the meetings of the Council of Delegates, the Executive Committee and the Virtual meetings, and conclusions of virtual discussions, which take place during their mandate
- Chairmen of IU Commissions and IU Study Groups shall be informed about all relevant items discussed during meetings.

## **Article 12 Important subjects in relation to Union Congresses**

### **Before a Congress:**

- To approve the choice of languages of the next Union Congress to be presented by the Host Society.
- To approve the agenda and facilities of this Union Congress by the Officers of the Executive Committee.
- To present and discuss items which need at least three months notice to the Council of Delegates.
- To prepare for elections and voting at the meeting of the Council of Delegates.

### **During a Congress:**

- To prepare and review the meetings of the Council of Delegates; important facts are:
- Reports of the Secretary/Treasurer of the Union and of the Chairmen of IU Commissions and IU Study Groups
- Preparation of elections
- Forthcoming Congresses and Conferences
- Reactions in the meetings of the Council of Delegates
- To improve contacts with Member Societies:
- During a Union Congress at least two people of the Executive Committee should be permanently available to give a hearing to those people who wish to discuss Union affairs.
- To evaluate the Union Congress:
- The Members of the Executive Committee will form an Evaluation Committee to review the quality of the Congress in a constructive way and to obtain an objective and balanced idea about the merits of the current Congress and about the possibilities for improvement. The evaluation procedure shall be coordinated by the Vice-President, who will also present the report in the concluding meeting of the Executive Committee in the presence

of the Presidents of the current and forthcoming Host Societies. This evaluation will serve as a feed back for future events and as a means of updating the Congress Guidelines

- To nominate the Vice President.

### **Article 13**

#### **Duties of Officers and Members of the Executive Committee**

##### **The President:**

- To represent the Union in legal and other matters that may arise
- To direct and propose the topics to discuss during the meetings, virtual meetings and virtual discussions, when necessary
- To maintain a permanent contact with his officers and members of the Executive Committee
- To sign with the Treasurer the expenses of the Union
- To convene and preside at meetings of the Council of Delegates and of the Executive Committee
- To sign with the Secretary approved minutes of meetings of the Council of Delegates
- To guide Host Societies in the preparation and the organisation of Union Congresses
- To follow up the goals set by the Executive Committee related to membership, incomes, projects, publications
- To stimulate the affiliation of new members to the Union
- To advise the incoming Vice-president on their future roll as President
- To maintain a direct contact with the chairman of the IU commissions and to encourage the contacts with ISO
- To name a temporary Representative, Regional Representative or an Officer in case the goals set by the Executive Committee are not being fulfilled, with the previous approval of the majority of the members of the Executive Committee.

##### **The Vice-President:**

- To act for the President during any absence or incapacity
- To aid the President in the preparation of topics to be discussed in meetings and virtual meetings
- To assist in the preparation and organisation of Union Congresses
- To lead and coordinate the activities of the Evaluation Committee and to report the conclusions of this committee at the end of the Union Congress during the concluding meeting of the Executive Committee
- To incorporate important items of the evaluation into the Congress Guidelines.
- To maintain a direct and permanent contact with the existing President so that during the period the Vice-President becomes fully aware of the duties and activities of the Union. It must be understood that the two year period as Vice-President is intended to be a preparation period.

##### **The Secretary:**

- To assure the contacts between the Executive Committee and the Member Societies via the Regional Representatives and/or the Secretaries of Member Societies
- To prepare the minutes of the meetings as soon as possible
- To order the information relevant to Member Societies and to make this information available to Member Societies applying for it.
- To maintain a direct and constant contact with the members of the Union and with all members of the Executive Committee
- To assist in the preparation and the organisation of Union Congresses.
- To convene on behalf of the President meetings of the Council of Delegates and the Executive Committee by sending in good time, giving at least the prescribed 2 months notice, the agenda and relevant papers.
- To report the meetings of the Council of Delegates to the Member Societies and of the Executive Committee to the Officers and Members of this Committee.

- To report to the Executive Committee and afterwards to the Council of Delegates about the Union activities since the last Union Congress.

**The Treasurer:**

- To manage the finances and the financial administration of the Union.
- To execute payments which the Treasurer is authorised directly or indirectly by the President of the Union or the Executive Committee.
- To report annually to the Executive Committee and at least biennially to the Council of Delegates:
  - the approved audited account reports
  - the budget on 31<sup>st</sup> December preceding the Union Congress
  - an estimate of the development since that date at meetings of the Executive Committee
  - the budget for the next two years
- To collect the subscription fees of the Member Societies.
- To assure that the accounts of the Union shall be audited biennially according to the legal requirements of the country in which the Treasurer of the Union resides and by auditors who are approved by the Executive Committee.
- To assist in the preparation and organisation of Union Congresses.

**Society Representatives and Regional Representatives**

There is one Representative nominated from each Member Society and one from each Associate Member Society, or societies may collaborate and elect to be represented by a Regional Representative. Duties of each type of representative is the same.

- To support Union activities by ensuring contribution from their society(s) to the work of IU Commissions and Study Groups
- To stimulate interest in Union activities through clear communication
- To contribute to the organization and evaluation of Union Congresses and regional conferences.
- To attend meetings of the Executive Committee.
- To update the Union on information related to the activities carried out by their society(s)
- To provide updated information related to officers and contact addresses of their society(s) to the Secretary of the Union
- To set goals and plans for soliciting new members from specified areas as requested by the Executive Committee.
- To nominate candidates for Vice-president.
- To promote the economic welfare of the Union by ensuring fees are paid on time and by finding sponsors for the IULTCS website and supporting other Union economic initiatives

**IU Commission Chairmen**

There are three IU Commissions tasked with the development of leather testing standards:

- Physical Testing Commission (IUP)
- Chemical Testing Commission (IUC)
- Fastness Testing Commission (IUF)

There are four IU Commissions tasked with studying and compiling useful industry information that can be used to improve efficiency and focus of industry resources:

- Environmental Commission (IUE)
- Research Commission (IUR)
- Training Commission (IUT)
- Liaison and Communication Commission (IUL)

Commission Chairmen's duties are:

- To solicit members with commensurate skills to participate in commission tasks
- To assign responsibilities and hold meetings to further task objectives
- To report regularly to the Executive Committee on activities and decisions
- To ensure task objectives are achieved

### **Representatives from the IULTCS Congress host Country**

- To update the Executive Committee with information on the activities carried out by the organising committee.
- To follow up the suggestions presented in this document and by the Executive Committee.
- To include in the budget the prescribed premium of the Union currently fixed in US 30.0 per delegate.
- Two representatives, one from each of the next 2 upcoming Host Societies. These two new types of members should stay as members during a period of 4 years, starting two years before the date of opening of the Congress. During all this time they will also possess the right to vote as the rest of members of Executive Committee.

### **Representatives from the Affiliated Conference host Country:**

- One each from the host countries of any Regional Conference organised under the auspices of the IULTCS, for a term of up to four years prior to the Regional Conference. This person may be one of the Regional Representatives. The host Regional Conference Representatives shall have voting rights.

## **Chapter 5: IU Commissions and IU Study Groups**

### **Article 14**

#### **Aims**

IU Commissions and IU Study Groups shall be established and disbanded by the Executive Committee after approval by the Council of Delegates.

IU Commissions shall develop and formulate evaluation procedures.

IU Study Groups shall study any item or special interest to the Union.

### **Article 15**

#### **Existing IU Commissions**

Currently there are three IU Commissions for compiling Test Methods:

- Chemical Analysis Commission - IUC
- Fastness Commission - IUF
- Physical Testing Commission - IUP

and four IU Commissions for studying and communicating on important industry topics:

- Environmental Commission and Study Group - IUE
- Research Commission and Study Group - IUR
- Training Commission and Study Group - IUT
- Liaison and Communication Commission - IUL

The IULTCS, through the IULTCS Testing Commissions, provides PROTECTION for the leather tanning industry worldwide by the provision of properly formulated test methods that are totally relevant to leather manufacture and leather usage.

Without the work of the IU Commissions which develop these test methods, the leather industry would be open to inappropriate test methods devised by outside manufacturers trying to force performance standards on leather that bear no relationship to the reality of working with leather.

The IULTCS test methods are recognised by the International Organisation for Standardisation (ISO) and many of the IU methods are adopted by ISO as international standards.

Equally, the European Committee for Standardisation (Comite Europeen de Normalisation - CEN) has adopted many of the IU methods by parallel agreement with ISO. These CEN test methods are mandatory in EU member countries

Consequently, the work of the IU Commissions has led to leather test methods that are now adopted as International, European and National Standards. End users of leather are continually being persuaded that only official leather test methods (IU/ISO/CEN) can be used to judge the standards, characteristics and performance of leather.

The IU Commissions and Study Groups compile useful industry information which is referenced by outside agencies with an interest in the industry and play an important role in improving the efficiency of the industry and in focusing resources on the needs of the industry.

#### **Article 16**

##### **Chairmen of IU Commissions and Study Groups**

Each new IU Commission and Study Group is managed by a chairman to be nominated by the Executive Committee for a period not exceeding four years. For an existing IU Commission or Study Group the chairman is nominated by the Commission or Group and approved by the Executive Committee for a period of four years. Commission and Study Group chairmen can be re-elected for a further four years. After that period, if possible, a new chairman should be elected.

Chairmen of IU Commissions and Study Groups serve in an honorary capacity on the Executive Committee.

#### **Article 17**

##### **Duties of Commission and Study Group chairmen**

- To attend meetings of the Executive Committee by invitation of the President of the Union.
- To improve international co-operation by convening, normally annually, and presiding at meetings of the Commission or Study Group, to promote and to coordinate their activities.
- To send annually to the Secretary of the Union a working program and a report on the work of the Commission or Study Group, which includes an outline of future activities. These reports will be sent to the Executive Committee to be discussed during the annual meeting.
- To report any recommendations of the Commission or Study Group to the Executive Committee for submission to the Council of Delegates.
- To report the activities of the Commission or Study Group to the meetings of the Council of Delegates.
- To execute procedures to stimulate correct use of IU methods.
- To promote worldwide acceptance of IU methods by stimulating the different representatives of Member Societies in the IU Commissions to present approved IU methods to their national ISO representatives and other national and international standards.
- To assist the Executive Committee in all technical affairs regarding the working field of the Commission or Study Group.

#### **Article 18**

##### **Procedure for approval of IU test methods and introduction into national and international Standards**

- Decision about approval to be taken by the Council of Delegates, at least three months after publication, by a majority of votes. This decision can be made either at a Council of Delegates meeting or by a postal/electronic voting procedure.
- Presentation of approved methods by the Member Societies to their national standards organisations which are associated with ISO and to all relevant national, regional and international standards to ascertain that IU methods are accepted without modification on a worldwide scale.

## **Chapter 6: Union Congresses and Conferences**

### **Article 19**

#### **Union Congresses**

- Every Member Society may apply for organisation of a Union Congress by means of a written application to the Secretary of the Union to be discussed in the next meeting of the Executive Committee. The application shall be sent at least four years in advance and contain headlines and topics of the Congress to be organised and languages to be used.
- The Union Congresses shall take place at least biennially
- The general organising of a Union Congress shall rest with the organising committee of the Host Society, in close liaison with the Executive Committee. The Union Congress shall follow the Guidelines issued by the Executive Committee and the detailed Congress organisation shall rest with the organising committee of the Host Society.
- Besides the official language (English) at least one additional language can be used. The additional language must be submitted to the Executive Committee by the Host Society to be approved at their meeting during the Congress preceding the Congress when the language will be used, or at the following annual meeting.
- The Officers of the Executive Committee shall approve the agenda and facilities of the Congress as soon as the communications have been received.
- Only members of Member Societies may submit communications to a Congress. The acceptance or rejection of a communication shall rest solely with the Host Society, who shall act on the basis of referees' reports on the paper submitted. In the absence of the author(s) a paper will not be read during a Congress.
- Non-members may attend Union Congresses; they may only present papers on the invitation of the organising committee of the Host Society
- All important experiences about Congresses shall be digested by the Vice-President of the Union in the Congress Guidelines to assist future Host Societies in the organisation of these events.
- The organising committee of a Union Congress shall make available to the Union a premium of 30 US Dollars for every participant who has paid the normal Congress registration fee. Student participants are exempt from this premium.
- The Host Society shall provide a list of registered delegates names, their company or organisation name and country of origin. This list should be made available to all delegates who register at the start of the Congress.

### **Article 20**

#### **Affiliated Regional Conferences**

Upon written request and following approval of the IULTCS Executive Committee, Regional Conferences that are affiliated to the IULTCS may be held. Regional Conferences can take place in years where there is no Union Congress. The main activity of a Regional Conference shall be reading and discussion of scientific and technical papers and the settlement of eventual regional administrative affairs. To facilitate travel and attendance, it is preferred that Regional Conferences take place either preceding or just after other leather industry events – e.g. a trade fair.

As an Affiliated Regional Conference is organised under the auspices of the IULTCS, the organising committee of a Regional Conference shall make available to the Union a premium of 30 US Dollars for every participant who has paid the normal Regional Conference registration fee. Under special circumstances an alternative premium amount may be negotiated with the IULTCS Executive. Student participants are exempt from this premium.

## Chapter 7: Financial affairs

### Article 21

#### Reimbursements

##### Travel expenses

The President, Vice-President, Members of the Executive Committee and IU Chairman should obtain funding from their employer, National Association or other sources for expenses incurred in attending IULTCS meetings.

However, the IULTCS may consider claims for expenses under exceptional circumstances. Any such claim should be lodged with the Secretary/Treasurer allowing sufficient time for consultation with other officers of the IULTCS by e-mail. The aim would be to give an answer to the applicant in time for them to decide if they could attend the Executive Committee or not.

The Secretary/Treasurer of the Union shall be reimbursed for the whole of their expenses when attending Union Congresses and meetings of the Executive Committee in the period between Union Congresses.

##### Other expenses

The external expenses of the costs involved in the secretariat and financial administration of the Union will be reimbursed.

### Article 22

#### IULTCS Logo, Flag and Anthem

##### A). IULTCS LOGO

The logo of the IULTCS is made up of a LOGO and the TITLE.

- **Logo:**

- **Title:**

INTERNATIONAL UNION OF LEATHER TECHNOLOGISTS AND CHEMISTS SOCIETIES

- **Standard setting:**

INTERNATIONAL UNION OF LEATHER  
TECHNOLOGISTS AND CHEMISTS SOCIETIES

The Logo is set to the left. The Title appears as two centred lines to the right of the Logo. For use on letter headings, faxes, envelopes, visiting cards etc.

- **Alternative settings:**

- a). The Logo may be used on its own without the Title and still represent the identity of the IULTCS. For example in conjunction with ISO for testing standards or for use in the IULTCS badge (pin) made on an old silver support.
- b). The Logo is set centrally, with the Title appearing as two centred lines underneath. For use on panels, advertising, Congress, Symposiums etc.
- c). The Logo is set centrally, with the Title appearing as three centred lines underneath. For use on rubber stamps.
- d). The Logo is set to the left and the Title appears as one line to the right of the Logo. As it appears on the IULTCS website.
- e). Logo and Title appear as two vertical lines on the left side of the IULTCS Flag.

- **Lettering format:**

COPPER-PLATE 33 BC

- **Corporate colours:**

Pantone 484. (0% Cyan; 87% Magenta; 83% Yellow; 30% Black). Background should be white. Alternatively it is acceptable to use Pantone 484 as the background and the symbol and logo lettering in white. In the case of the IULTCS website the background may be light blue.

- **Format:**

The Logo and Title are available in different formats:

- a). Vectorised, such as "eps" and "fh". For use when printing on various surfaces and sizes as this will always keep a perfect, tidy image.
- b). Pixel image, such as "jpg" or "gif". For use for printing on paper or similar surfaces.

- **Authorisation for use of IULTCS Logo**

Unauthorised use of the IULTCS Logo is not permitted. Permission to use the IULTCS Logo must be obtained in writing from the IULTCS Secretariat. No alterations to the format of the IULTCS Logo are permitted without the written authorization of the IULTCS Secretariat.

**B). IULTCS FLAG**

- **Background colour**

Pantone 279C (77% Cyan; 49% Magenta; 0% Yellow; 0% Black). This blue is identical to the United Nations Flag, giving the IULTCS an image of a worldwide organisation.

- **Logo**

The Logo appears in white centrally of the Flag, in a size that is proportional to the size of the Flag.

- **Title**

The Title appears in white as two vertical lines on the left, shorter side of the Flag.

**C). IULTCS ANTHEM**

At any official opening of any International or Regional IULTCS Congress, the IULTCS Flag will be set on the podium. At the same time the adopted Anthem of the IULTCS will be played.

Similarly, at the closing ceremony the Flag will be handed on to the next host association of the next Congress, whilst the Anthem is played.

The Anthem is the "**Air**" from **Handel's Water Music Suite No. 1 in F major**

**Article 23**

**Future Union Congresses and Affiliated Regional Conferences**

- **2011 Spain**

- **2013 Turkey**