General Guidelines for IFHTSE Conferences

1. Chair, Ceremonies

The President of IFHTSE, or his delegate if not attending personally, is normally Co-Chairman of the event, and the formal opening ceremony should offer an opportunity for the President or his nominee to speak on behalf of IFHTSE. During the opening ceremony or a festive plenary session during the conference, the President or his nominee will present awards such as the IFHTSE Medal or Fellowship, if applicable. In the case of the Congress, this applies normally to the Tom Bell Young Authors Award for the awardee from the previous Congress.

2. Compilation of the Technical Programme

The conferences should contain a careful combination of invited and offered contributions (details see under 6). The selection of invited speakers and offered contributions, and their allocation to oral or poster sessions, must be the clear responsibility of the management group or an appointed committee which should comprise experts from several countries. IFHTSE can suggest committee members and invited speakers if requested.

All authors whose work is accepted for presentation must receive clear instructions and information from the organiser on the procedure and form of submission of the full text of their contributions.

A speaker guideline should be given to all authors whose work is accepted for oral presentation. It should cover the required file format (ppt etc) and shape (4:3, 16:9 etc) for video projection, minimum font size, and instructions how to transfer their file to the conference organizer (USB, email, cloud upload etc). Essentials on good presentation practice (e.g. showing the author’s name and a slide number “slide # x of y” on each slide, chapter structure, readable axis labels, elimination of unnecessary items, final summary) can do no harm.

Full texts or at least extended abstracts of all papers presented should be made available to all properly registered participants at the time of the event.

3. Announcement and Registration

3.1. The specific website of the conference should be the linchpin of the information and advertising for the event. It should be available as early as possible. Date and venue should be clearly visible at first sight on the top level and preferably also on lower levels.

3.2. Concise, short information sheets should be made available to IFHTSE and all cooperating associations, media, exhibitors etc to be included in their websites, newsletters etc. Formatted .pdf or .ppt, they should be optimised in shape (horizontal) and font size for screen viewing and video projection.

3.3. Printed leaflets may be made available to other IFHTSE member associations to be handed to participants of other conferences before the event.

3.4. Awards for Young Presenters: In the template or form for submission of papers, the applicant should be asked to state his or her date of birth in order to be eligible for such an award, if applicable to the particular event. IFHTSE will advise for each case.

3.5. A list of participants, including full name, affiliation, and country, should be given to each person registered at the beginning of the conference. Double listing is recommended with
alphabetical order to (1) name and (2) affiliation. Programmes and lists in electronic form should come with frozen top row to keep column headers visible while scrolling.

4. Language

All announcements, programmes, templates, inscriptions, signs, badges, maps, menus, plans, timetables etc, physical and electronic, before and during the conference must be in English and any other language(s) which the organisers may decide to be self-evident or economically possible.

Technical sessions are conducted in English, with simultaneous translation into other language(s) which the organisers may decide to be self-evident or economically possible. Such translation service is up to the decision of the organiser.

Session chairpersons with foreign-language capability should be distributed appropriately to aid discussion. Questions asked in the local language should be repeated in English by the chairperson. IFHTSE can suggest chairpersons if requested.

If desired by the organiser, the Secretariat will check the English-language quality and accuracy of documentation at no charge.

5. Logistics

The locations of the conference sessions, accommodation, side events, meeting points etc should be clearly published before and during the conference with postal address, marked on provided maps, and referenced by links to internet map services available in the country so that participants can navigate via GPS. They should be indicated by direction signs in English and the local language along the probable path which participants will follow.

Accommodation listed in registration documents should provide a range of price options and should be located as close as possible to the building in which the technical sessions will be held. Links to their websites should be provided. If deadlines for reservation apply, e.g. in the case of specific discounts, they should be indicated as early as possible.

Where accommodation is more than 15 minutes’ walk away from the sessions building, transport should be provided or transport options should be fully explained; it will always be assumed that locations will have some facilities and advice for participants with impaired mobility.

Clear instructions on reaching the main location of the event by road, rail, and air should be provided. Recommendations should be made for sections where local experience is more helpful than internet research, e.g. for transfer from airports. Where fares are not fixed, e.g. for taxis, approximate fares should be indicated to assure that unexperienced foreign visitors are treated fairly.

Wherever practical, information documents and announcements should be sent in draft to the IFHTSE Secretariat before issue, so that names, terms, etc. can be checked and potentially useful extra information added.

6. Components of a Congress / Conference

The main component of a Congress or conference is obviously the set of working sessions in which the intellectual contributions are presented. Within limits of economics or practicality, however, an event can offer a wide range of components.
All components are likely to give rise to cost but many can also be used to generate income. The main fact to consider is that, within reason, ‘extras’ in the programme have their own attraction and can influence attendance decisions and budget allocations. Also, the social elements are an essential part of encouraging intercommunication, renewing and making new contacts, triggering useful ad hoc business discussions – i.e. all forms of networking.

6.1. Conference opening and welcome addresses from authorities, associations etc in this plenary session. The latter may enhance the level of the event and attract attention but their duration should be kept to the minimum necessary to explain from which entity comes the salute and why they support the event.

6.2. Papers on the study, development, and application of heat treatment and surface engineering, providing insight in new research results and new technology

6.2.1. Specially invited or ‘keynote’ lectures from well-known experts. Invited speakers of international reputation will attract interest and participation from many countries. Invited talks will often cover a wide area rather than individual research results, and trends and developments on a larger scale. Such lectures should be clearly distinct from the submitted contributions: The time allowance should be at least 30 minutes, they should be allocated in plenary sessions if possible, and be announced in a highlighted fashion in the website (normally long before the compilation of the programme) and in the programme. The invitation, to deserve its name and attract important speakers, should at least include free participation at the event, eventually also accommodation and other extras. It will not always be possible to obtain full papers of keynote lectures for the proceedings. Renowned speakers may be willing to give an interesting overview presentation but may not have the time to write a paper on their topic. Publication of slides is also an option.

6.2.2. Main working sessions containing submitted oral presentations (single-stream or parallel sessions). The time allowance should normally be 25 minutes including discussion. 20 minutes should be the absolute minimum, considering that foreign presenters often take a long travel specifically to make this presentation. Discussion is an essential part of the sessions, and care should be taken that in large halls microphones are available so that the questions can be heard and understood everywhere. The chairperson should ask questioners to say their name and affiliation when they take the word. A one-pager instruction for the chairpersons is recommended.

6.2.3. Submitted poster presentations. Poster authors must not be regarded as ‘second-class citizens’ and the poster displays should be an integral part of the technical programme. Poster locations should be easily accessible, indicated on all announcements, maps, and signposted in English from the entrance of the building and from the session halls. Specific timeslots for poster presentations may be provided and referred to by oral session chairmen. If possible, it is advisable to serve (the) refreshments in the poster area.

6.2.4. Seminars may, as a small satellite conference, gather experts on a specific subject within the field of the overall event. Different from a mere session, they may make part of a series of events dedicated to the issue, and have a scientific committee and proceedings of their own.

6.3. Tutorials

6.3.1. Educational lectures (a ‘master class’ on a basic or advanced subject by an acknowledged expert)

6.3.2. Short courses (teaching of essentials or introducing specialisms and resuming emergent technologies)
The intention here is to attract not only students but also professionals who want to obtain more insight in a subject in which they are not specialised. Such events need not necessarily cover novel knowledge but may also present the up-to-date state of the art. To enhance the learning experience for those who attend, numbers should be limited in line with the requirements of the lecturer. Proper documentation (all slides, full text) adds great value for the participants. A small extra participation fee and remuneration for the lecturer are to the discretion of the organizer.

6.4. An exhibition, specially organized because of a conference, of any serious scale from tabletop displays of literature to large stands with major equipment etc may also, depending on size, be treated as a separate project and professionally handled. Large exhibitions may generate substantial income. The time a person spends at the exhibition is, however, not available to attend conference sessions, so when considering the timetable with respect to parallel sessions, a large exhibition should be considered like one or two more parallel sessions.

6.5. Welcome reception

6.6. Awards and prizes (using the occasion for the presentation of awards, medals, etc. and/or offering prizes for, e.g. the ‘best poster’; the IFHTSE Congress is also the occasion for offering the ‘Tom Bell Young Author Award’)

6.7. Banquet
It is advisable to hold the banquet in one room such that all participants can be reached for a short welcome and, eventually, for the awarding of a prize or technical announcements. The banquet is very often included in the ordinary admission fee of the conference while specially reduced fee options may come without this.

6.8. Breaks
Short breaks in morning and afternoon sessions are not a waist of time but contribute to the attention and attendace, and are an opportunity for networking. Catering must be included in the participation fee. A light lunch is usually also included in full day sessions.

6.9. Social or entertainment opportunities sponsored by local authorities or companies

6.10. Visits to industrial or research and development facilities

6.11. Social and/or cultural programme for accompanying persons during the conference or, before or after the conference, for all those interested or for specific groups, e.g. foreign guests.
1. PRESIDENT’S WELCOME AND OPENING STATEMENTS
   Attendance
   Approval of agenda and previous minutes

2. Elections
   - Vice President for 2018/2019: candidate Eva Troell
   Confirmation, for Swiss register, for 2016/2017 of:
     - Patrick Jacquot, President
     - Scott Mackenzie, Vice President
     - Reinhold Schneider, Past President
   Reappointment for 2018-2020:
     - Secretary General Stefan Hock
     - Treasurer Imre Felde
     - Auditor Bernard Kuntzmann
   Statements of acceptance of appointments
   Appointment for 2018/2019 to the EC:
     Holders of specific offices plus
     Messrs Blantern, Okumuya, Pellizzari, Petrova, Schneider, Xu, Zoch

3. Statutes
   Overview given by secretary, discussion and approval

4. GC procedure
   Overview given by secretary, discussion and approval

5. Approval of new members CHTA (China), MISAD (Turkey)

6. Honoraria 2018 onwards
7. Reports of Treasurer and Auditor
   Account for the operating year 2016
   Auditor’s report
   Status as of June 2017
   Budget for 2018

8. Ratification of the activities of the Executive Committee

9. Membership fees for research groups and companies
   To be based on Swiss Francs CHF just as association fee
   (slight reduction at present exchange rates)

10. Activity of IFHTSE in publishing
    Returns and conclusions from survey among member associations
    Options and offers for cooperation with member’s journals  H.-W. Zoch
    Contract suggestion to revive the journal IHTSE  St. Hock

11. Website renewal and further planning  I. Felde

12. Company membership and sponsoring
    Returns and conclusions from Survey

13. Conferences
    - Programme to date
    - Confirmation of Congresses in Xi’an, 2018 and Russia, 2019
    - Conference Guidelines
    - Modifications of the standard contract

14. AWARDS
    Two candidates for the fellowship have been selected by the EC to be suggested
    for decision to the GC

15. MISCELLANEOUS

16. NEXT MEETING OF THE GOVERNING COUNCIL

   Monday 10 or Tuesday 11 September, 2018
   Xi’an, China
IFHTSE Governing Council

Procedural Rules

1. Representation towards and contact with IFHTSE
Each member nominates to IFHTSE an official contact person including an official email address.

2. Nomination of voting representatives for the assembly of the Governing Council
Member associations of group “a” to art. 6 of the statutes may nominate representatives with the right to vote, if they have paid the due membership subscription fee on the first day of the month preceding the month of the assembly. If the assembly is held in the first half of the calendar year, payment in the previous year is sufficient. The nomination needs be made to the Secretary General
- by the official contact person from the official email address at least three days before the assembly or
- by the President or Secretary of the member association, if they are known to the President or Secretary General of IFHTSE.
EC members represent their national association unless other notice is given.
Individuals may be nominated by more than one member to represent them, including the right to vote for them, up to a maximum of three votes for three members.

3. Guests are admitted without the right to vote. The admission of any guest can be rejected if requested by three present members.

4. The assembly is called by the President at least two months before the assembly.

5. An Assembly of the Governing Council shall be quorate when either
- at least two thirds of the members who have nominated a representative are represented or
- at least half of the members who have nominated a representative are represented and half of the Executive Committee is present.

6. Resolutions are carried by simple majority of the votes cast. This applies to assemblies and to online voting.

7. Admission of new members
Of new applications for membership, members are given notice and the opportunity to raise objections. If no objections are raised within one month from notification, the member is admitted. If objections are raised, the Executive Committee decides whether the admission is voted by the Governing Council during the next assembly or via online voting.

8. On-line voting
8.1. The voting right is with the member organisations of type a, not with individuals named as representatives as in the face-to-face-meeting, and with the individual members of the Executive Committee. Each member organisation votes on its own behalf; a representation through another organisation is not possible.

8.2. The right to vote is reserved to those who have paid the due membership subscription fee on the first day of the month preceding the month in which the motion is sent. If this is the case in the first half of the calendar year, payment in the previous year is sufficient.

8.3. E-mail addresses
The motion to be voted is sent to the official e-mail address at art.1, and the vote is collected from this address. A vote is considered valid only when it comes from this address as an answer to the request from the secretariat to cast the vote. The signature on that response e-mail is irrelevant.

8.4. On-line voting platforms
Appropriate websites (e.g. survey monkey, doodle) may also be used for voting. In this case the secretariat opens access for the member associations through the e-mail address as treated above.

8.5. Procedure
The need for a motion to be voted and the wording are decided by the Executive Committee. The secretariat sends the motion to the e-mail addresses or places them on the defined website and sends the link and access details.

In the case of online platforms, the secretariat will assure confidentiality by appropriate means if this is requested within two weeks from the sending of the motion.

To be valid, votes must be made within one month from the date of sending the motion or the link. The month of August is not counted in the voting period if this applies. Examples of voting periods are e.g. from February 12 to March 12 or from July 25 to September 25.

After the date of expiry, the secretariat counts the votes and reports the results to the EC and the member organisations.
I NAME AND SEAT

Article 1
The Federation shall be known as the INTERNATIONAL FEDERATION FOR HEAT TREATMENT AND SURFACE ENGINEERING (IFHTSE), shall have its seat in Winterthur, Switzerland, and shall pursue activities of a non-commercial nature within the meaning of Article 60 of the Swiss Civil Code.

II OBJECT

Article 2
The object of the IFHTSE shall be to serve as the premier organisation for facilitating and promoting the international exchange of information in the field of the science and technology of the heat treatment and surface engineering of materials, primarily metals, in particular among technologists, scientists, and institutes united in appropriate national organisations.

III ACTIVITIES AND RESOURCES

Article 3
The IFHTSE shall seek to achieve its objectives by way of:

a. Organisation of international scientific/technical conferences, or collaboration in their organisation.

b. Providing advance notices concerning national and international meetings in the field of interest in the countries concerned.

c. Appointment, where appropriate, of technical committees in fields of international interest.

d. Other activities of a nature compatible with the objects of the Federation; e.g. initiation and/or organisation of joint research and experimental work, publishing and others. Participation in c. and d. shall be voluntary, both technically and financially.

Article 4
The financial resources shall comprise:

a. membership subscriptions, the level of which shall be decided upon by the Governing Council

b. miscellaneous income.

Article 5
The financial resources serve to defray the current costs of the Secretariat, the cost of information and publications, specifically internet presentation, and to contribute to the costs of essential travel by members of the IFHTSE.

I Name und Sitz

Artikel 1
Der Verband trägt den Namen INTERNATIONAL FEDERATION FOR HEAT TREATMENT AND SURFACE ENGINEERING (IFHTSE) und hat seinen Sitz in Winterthur, Schweiz. Er verfolgt nicht-kommerzielle Zwecke gemäß Artikel 60 des Schweizerischen Zivilgesetzbuchs.

II Zweck

Artikel 2

III Tätigkeit und Mittel

Artikel 3
Die IFHTSE verfolgt ihre Zwecke mittels:


c. Benennung von technischen Komitees auf Gebieten mit internationalem Interesse, wenn sinnvoll.

d. Andere Tätigkeiten, die dem Zweck des Verbandes entsprechen; z.B. Anstoß und/oder Organisation von gemeinsamen Forschungsprojekten und Versuchen, Veröffentlichungen u.a.m. Die Teilnahme an c. und d. ist freigestellt, sowohl technisch wie finanziell.

Artikel 4
Die Einkünfte sind

a. Mitgliedsbeiträge, deren Höhe vom Governing Council festgelegt wird

b. weitere verschiedene Einkünfte.

Artikel 5
Die Einkünfte dienen zur Deckung der laufenden Kosten des Sekretariats, der Kosten für Information und Veröffentlichungen, insbesondere
of the Executive Committee in performance of their duties, insofar as those costs cannot be covered in other ways. Exceptionally, similar contributions may be made to the travel costs of chairmen and active members of the Technical Committees.

Application of funds shall accord with the budgets approved annually by the Governing Council, with the allowance to Article 14, 2nd paragraph.

**IV MEMBERSHIP**

*Article 6*

Members of IFHTSE may be:

a. Independent or state scientific or technical institutions, societies, associations,

b. research groups, or

c. enterprises

with a main or significant interest in heat treatment and/or surface engineering. A maximum of four members of type a are admitted from one country.

The Governing Council has the right to refuse any application for membership from any organization of any type.

**V STRUCTURE**

*Article 7*

The organisational components of the Federation are:

- The Governing Council (GC)
- The Executive Committee (EC)
- The Auditor(s)
- Committees and Groups

**V.1 The Governing Council**

*Article 8*

Members of group “a” to Article 6 who have paid the due membership subscription fee may nominate a delegate to represent them in the Governing Council with the right to vote. The totality of the representatives and the Executive Committee constitutes the Governing Council.

*Article 9*

The Governing Council shall be the highest authority; in general it shall exercise its authority through its Assemblies, but decisions may also be taken by correspondence, especially by electronic means.

*Article 10*

The authority of the Governing Council comprises:

a. Appointment of the Executive Committee and Auditor(s)

b. Approval of the report of the Executive Committee and of the Treasurer’s accounts and the Auditors’ reports; ratification of the activities of

Internetauftritt, and as Beitrag zu wesentlichen Reisekosten der Mitglieder des Executive Committee in Erfüllung ihrer Aufgaben, soweit diese Kosten nicht in anderer Weise getragen werden können. Ausnahmsweise können solche Beiträge auch zu Reisekosten von Vorsitzenden und aktiven Mitgliedern technischer Komitees geleistet werden. Die Mittel werden in Übereinstimmung mit dem jählich vom Governing Council festgelegten Budget verwendet, mit der Option gemäß Artikel 14, Abs. 2.

**IV Mitgliedschaft**

*Artikel 6*

Mitglieder der IFHTSE können sein:

a. Unabhängige oder staatliche wissenschaftliche oder technische Einrichtungen, Gesellschaften, Verbände,

b. Forschungsgruppen, oder

c. Unternehmen

Mit einem hauptsächlichen oder wesentlichen Interesse an der Wärmebehandlung und/oder Oberflächentechnik. Maximal vier Mitglieder sind aus einem Land zugelassen.

Das Governing Council hat das Recht, jeden Mitgliedsantrag einer Organisation eines jeden Typs abzulehnen.

**V. Aufbau**

*Artikel 7*

Die Organe des Verbandes sind:

- Das Governing Council (GC)
- Das Executive Committee (EC)
- Die Revisoren/der Revisor
- Komitees und Arbeitsgruppen

**V.1 Das Governing Council**

*Artikel 8*


*Artikel 9*

Das Governing Council ist das höchste Organ; im allgemeinen übt es seine Vollmachten in Versammlungen aus, aber Entscheidungen können auch in Korrespondenz getroffen werden, insbesondere elektronisch.

*Artikel 10*

Die Aufgaben des Governing Council umfassen:

a. Wahl des Executive Committee und des Revisors/der Revisoren

b. Annahme des Berichts des Executive Committee und des Schatzmeisters accounts
c. Approval of annual budgets
d. Determination of the annual membership subscriptions
e. Establishment of committees and other groups and panels
f. Resolutions concerning the expansion or curtailment of the activities of the Federation
g. Approval of amendments to the Statutes
h. Dissolution of the Federation

Article 11
Assemblies of the Governing Council shall be called annually by the president, normally in conjunction with an international conference. Extraordinary Assemblies must be called by the president at the request of one half of the members of the Executive Committee or two thirds of the members of the federation.

Article 12
The Governing Council regulates the procedure of nomination of representatives, voting and further procedures in appropriate rules.

V.2 Executive Committee

Article 13 Appointment, terms of office and compensation
The members of the Executive Committee are appointed by the Governing Council. The Executive Committee consists of: the President, the Past President, the Secretary General, the Treasurer, all of which are individually appointed to these functions by the Governing Council, and other members who may be from time to time approved. The terms of office of these other members shall be two years. The terms of office of the Secretary General and Treasurer shall be three years; reappointment shall be permitted. The President, the Past President, the Vice President, and any additional members shall carry out their duties in an honorary capacity, whereas the work of the Secretary General and Treasurer shall be compensated by honorarium.

Article 14 Functions
The Executive Committee manages the business of the Federation in accordance with the resolutions of the Governing Council and takes all measures necessary to conduct the activities of the Federation as laid down by the Statutes. When amendments to the Statutes are required, proposals are formulated by the Executive Committee for the approval of the Governing Council.

sowie des Revisionsberichts; Entlastung des Executive Committee und des Vorstands
c. Festlegung des Jahresbudgets
d. Festlegung der jährlichen Mitgliedsbeiträge
e. Einrichtung von Komitees und Arbeitsgruppen
f. Beschluss über Ausdehnung oder Beschränkung des Arbeitsgebiets des Verbandes
g. Beschluss über Satzungsänderungen
h. Auflösung des Verbandes

Artikel 12
Das Governing Council regelt die Benennung von Vertretern, den Ablauf von Abstimmungen und weitere Vorgänge in einer Geschäftsordnung.

V.2 Executive Committee

Artikel 13 Wahl, Amtsperiode und Aufwandsentschädigung

Der Vorsitzende, der vormalige Vorsitzende, der stellvertretende Vorsitzende und die zusätzlichen Mitglieder sind ehrenamtlich tätig, wohingegen die Tätigkeit des Generalsekretärs und des Schatzmeisters durch ein Honorar entschädigt wird.

Artikel 14 Aufgaben
Das Executive Committee führt die Geschäfte des Verbandes in Übereinstimmung mit den Beschlüssen des Governing Council und ergreift alle Maßnahmen, die für die satzungsgemäßen Tätigkeiten des Verbandes nötig sind. Wenn Satzungsänderungen nötig sind, werden Vorschläge vom Executive
If necessary between Assemblies of the Governing Council, the Executive Committee is entitled to redirect resources in the budget to other items serving the objectives of the Federation.

For the performance of special tasks, the Executive Committee may appoint special committees whose members are not necessarily members of the Executive Committee or the Governing Council.

**Article 15 Appointment and terms of office of the President**
The term of office of the President shall, normally, be two years. For two years before holding the office of President, he shall hold that of Vice President, and for two years after his Presidency he shall hold the office of Past President. The period of office as Vice President, President, and Past President and member of the Executive Committee shall, therefore, total six years, with function changing every two years.
The Vice President shall be appointed by the Governing Council in the year preceding his first year of office. This appointment is valid throughout his total term of six years without the need for confirmation upon changing function.

**Article 16 Functions and power of representation of the President**
The President serves as Chairman of the Assembly of the Governing Council and of meetings of the Executive Committee. If the President is unable to take the Chair at an Assembly of the Governing Council or a meeting of the Executive Committee, his place shall be taken by the Vice President. If the Vice President is unable to do so, a chairman will be elected from among those present. The President calls meetings of the Executive Committee in conjunction with the Secretary General. He shall be informed of the progress in carrying out the resolutions of the Governing Council and the Executive Committee through the Secretariat, to which he shall offer all support. He shall represent the Federation in dealings with other organisations with countersignature from the Vice or Past President, or the Secretary General. He is empowered to dispose of the financial assets of the Federation with individual signature, within limits to be set by the Executive Committee. The Vice President and the Past president represent the Federation in dealings with other organisations with countersignature from another of the Presidents, or the Secretary General.

**Article 17 Secretary General**
The Secretary General shall be responsible for the execution of the resolutions of the Governing Council and the Executive Committee. He shall organise and manage the Secretariat and remain in contact with the national organisations. He is empowered to dispose of the financial assets of the Federation with countersignature.

Falls dies zwischen den Versammlungen des Governing Council erforderlich ist, ist das Executive Committee bevollmächtigt, Mittel aus dem Budget auf andere Gegenstände umzuwiden, welche dem Zweck des Verbandes dienen.
Für besondere Aufgaben kann das Executive Committee spezielle Gremien benennen, deren Mitglieder nicht unbedingt Mitglieder des Executive Committee oder des Governing Council sein müssen.

**Artikel 15 Wahl und Amtsperiode des Vorsitzenden**


**Artikel 16 Aufgaben und Vertretungsbefugnisse des Vorsitzenden**

**Artikel 17 Generalsekretär**
individual signature, within limits to be set by the Executive Committee, and to represent the Federation in dealings with other organisations with countersignature from any of the Presidents.

Article 18 Treasurer
The Treasurer shall prepare budget drafts for submission to the Governing Council. He manages the finances in accordance with the budget as approved by the Governing Council, with the allowance to Article 14, 2nd paragraph, and provides annual reports. He is empowered to dispose of the financial assets of the Federation with individual signature, within limits to be set by the Executive Committee.

Article 19
The President, the Vice President, the Past President, the Secretary General, and the Treasurer are the Board of Directors in the sense of the Swiss Civil Code.

Article 20
On the authority of the Executive Committee the Secretary General or Treasurer may each represent the other.

V.3 The Auditors
Article 20
For the purpose of examining the financial statements, the Governing Council shall appoint one or more auditors with a term of office of three years; reappointment is permitted. The auditor(s) shall provide annual certification of the accounts for presentation to the Governing Council.

V.4 Committees and groups
Article 21
Committees, groups, panels, etc. may be established by the Governing Council on the recommendation of the Executive Committee or of a member.

Article 22
Members of committees shall be competent persons proposed by national delegations.

Article 23
Each committee shall be led by a chairman appointed by the Governing Council. The Governing Council may delegate this power of appointment to the Executive Committee.

The chairman of a Committee convenes meetings in agreement with the Secretariat.

VI AMENDMENTS TO THE STATUTES AND DISSOLUTION
Article 24
Amendments to the Statutes shall be made by simple majority of the Governing Council.

Amendments to Article 2 shall require a majority of two-thirds.

The Executive Committee shall prepare and submit to the Governing Council proposals for these purposes.

*Article 25*
The Federation may be dissolved by resolution of a majority of two thirds of the Governing Council.

If, in the event of dissolution, assets shall remain after the fulfilment of financial obligations, such assets must be donated to a non-profit research or training organisation active in the field of heat treatment and/or surface engineering.

Der Vorsitzende eines Komitees beruft Sitzungen in Abstimmung mit dem Sekretariat ein.

**VI Satzungsänderungen und Auflösung des Verbands**

*Artikel 24*
Satzungsänderungen werden mit einfacher Mehrheit des Governing Council beschlossen.

Änderungen an Artikel 2 bedürfen einer Mehrheit von zwei Dritteln.

Das Executive Committee erstellt zu diesem Zweck Vorschläge und legt diese dem Governing Council vor.

*Artikel 25*
Der Verband kann auf Beschluss einer Zweidrittelmehrheit des Governing Council aufgelöst werden.

Wenn im Falle der Auflösung nach Erfüllung der finanziellen Verpflichtungen Mittel verbleiben, müssen diese einer gemeinnützigen Forschungs- oder Bildungsorganisation gestiftet werden, die auf dem Gebiet von Wärmebehandlung und/oder Oberflächentechnik tätig ist.