



# HERALDIC INSTITUTE

## Statutes

### § 1 Name and registered office of the Institute, financial year

- (1) The Institute bears the name “Heraldic Institute”, referred to as “the Institute” hereafter.
- (2) The Institute is based in Breisach am Rhein, Germany.
- (3) The financial year is the calendar year.

### § 2 Purpose, non-profit status of the Institute

- (1) The purpose of the Institute is the promotion of heraldry in general and the propagation of the international aspects of heraldry in particular. The purpose of this statute is realised especially through the appointment of individuals of heraldic merit to Fellowships.
- (2) The Institute acts selflessly; it does not primarily pursue its own economic purposes.
- (3) Funds of the Institute may only be used for statutory purposes. Members do not receive any grants from the funds of the Institute.
- (4) No person may incur expenses that are alien to the purpose of the Institute, or be favoured by disproportionately high remuneration.
- (5) The Institute promotes art and culture through the advancement of heraldry.
- (6) The Institute is not
  - (1) affiliated with a university or a seat of higher learning
  - (2) a state-recognised organisation
  - (3) an independent research body
  - (4) in receipt of public funding or endorsement
  - (5) a teaching establishment.

### § 3 Acquisition of Membership and Fellowships

- (1) Anyone who supports the aims of the Institute may apply for Membership.
- (2) Honorary Members of the Institute shall be called Fellows.
- (3) Members can be put forward for Fellowships. Fellows may apply to be made members.
- (4) There shall be four classes of Fellows:
  - (1) Fellow – Herald, Heraldist, Heraldic Artist, Author or Researcher
  - (2) Honorary Fellow – Heraldic Antiquarian or Heraldically interested
  - (3) Fellow-Benefactor
  - (4) Companion-Fellow
- (4) Fellows may
  - (1) be nominated by existing Fellows (the Fellowship) or
  - (2) may be nominated by the Members of the Institute
  - (3) may be nominated from outside the Institute
- (5) Admission of Members and Fellows to the Institute is determined by a procedure agreed upon by the Board.
- (6) Admission must be applied for in writing to the Board. The Board decides on the application for Membership or Fellowship at its own discretion. A refusal of the application does not need to be justified.



## HERALDIC INSTITUTE

(7) A register of Members and Fellows shall be kept by a Registrar appointed by the board.

### **§ 4 Termination of Membership or Fellowship**

- (1) Membership in or Fellowship of the Institute ends upon death, resignation or expulsion.
- (2) The resignation must be declared in writing to the Board.
- (3) A Member or Fellow can leave the Institute by resolution of the Board.

### **§ 5 Rights and duties of the Members and Fellows**

- (1) Every Member and Fellow has the right to use the facilities of the Institute and to attend events. Each Member has equal voting rights at the Governing Body. Fellows have no voting rights unless they are also Members.
- (2) Each Member and Fellow has the duty to promote the interests of the Institute, in particular to pay the Membership or Fellowship fees (if raised) and, as far as he or she can, to support the life of the Institute through their participation.

### **§ 6 Admission fee and Membership fees**

- (1) Admission fees, Membership fees and Fellowship fees are determined by the Board.

### **§ 7 Organs of the Institute**

The organs of the Institute are the (Executive) Board and the Governing Body.

### **§ 8 The (Executive) Board**

- (1) The Board consists of the Director (chairperson), his or her deputy, and others, as determined by the Board.
- (2) The Director and his or her deputy, and others, as determined by the Board, each represent the Institute alone.
- (3) Remuneration may be paid to the Members of the Board. The amount of compensation is decided by the Governing Body.

### **§ 9 Tasks of the Board**

The Board of the Institute is responsible for the representation of the Institute and for the conduction of business. In particular, they have the following tasks:

- a) the convening and preparation of the Governing Body, including the drawing up the agenda,
- b) the execution of resolutions of the Governing Body,
- c) the management of the Institute's assets and the preparation of the annual report,
- d) the admission of new Members and Fellows.

### **§ 10 Appointment of the Board**

- (1) The Members of the Board are appointed by the Governing Body until death, resignation or upon being asked to leave by simple majority.
- (2) Only Members of the Institute can be Members of the Board.



## HERALDIC INSTITUTE

### **§ 11 Advice and decision-making by the Board**

(1) The Board meets as required. The meetings are chaired by the Director, or his or her deputy, if unable to do so. The board has a quorum if at least two Members are present. The decision-making process is by the majority of the valid votes cast. In the event of a tie, the vote of the chairman decides, or if he is unable to vote, that of his or her deputy.

### **§ 12 Tasks of the Governing Body**

The Governing Body is responsible for the deciding the following Affairs:

- a) amendments to the Articles of Institution,
- b) determining the Admission fees, the Membership fees and Fellowship fees
- c) the remuneration of Members of the Board
- d) the deselection of Members of the Board

### **§ 13 Convocation of the Governing Body**

- (1) The Board shall convene a Governing Body from time to time. The convocation is made in writing, subject to a notice period of two weeks and stating the agenda.
- (2) The agenda is set by the Board. Each Member can request an agenda item, in writing, to the Board, for Governing Body, no later than one week before the Governing Body. The Board decides upon the inclusion of the agenda item. The Board must publish all requested agenda items, even if not included in the agenda. Decisions are made by majority of the votes of the Members present; this does not apply to applications for a change in the statutes, changes in Membership fees or the dissolution of the Institute.
- (3) The Board must convene an extraordinary Governing Body if the interest of the Institute requires it or if at least one tenth of the Members so requested in writing, stating the purpose and reasons.
- (4) Fellows may only vote at Governing Body if they are also a Member of the Institute.
- (5) A scribe is appointed to record meetings of the Governing Body.

### **§ 14 Resolution of the Governing Body**

- (1) The Governing Body is chaired by the Director of the Board or his or her deputy.
- (2) The Governing Body has a quorum if at least one third of all Members of the Institute are present. In the event of no quorum, the Board is obliged, within four weeks, to convene a second Governing Body with the same agenda. This meeting will be quorate regardless of Members present.
- (3) The Governing Body decides in open voting, with the majority of votes of the Members present. Resolutions on an amendment to the Articles of Institution require the majority of three quarters, decisions on change of purpose or dissolution of the Institute require the approval of nine tenths of the Members present.



## HERALDIC INSTITUTE

### § 15 Dissolution of the Institute, termination for other reasons

- (1) In the event of the dissolution of the Institute, the Director of the Board and his or her Deputies jointly authorise liquidators, if the Governing Body does not appoint other persons.
- (2) If the Institute is dissolved the assets of the Institute fall to a legal entity promoting similar art and culture.

### § 16 Badge and Seal of the Institute

- (1) The badge of the Institute shall be four shields, between two crossed batons (Fig. 1).
- (2) The badge of Fellows of the Institute, shall be the badge of the Institute surrounded by a wreath of foliage and crowned by a coronet consisting of a band with four shields attached to it (Fig. 2).
- (3) Those elected to any type of Fellowship may wear the badge of Fellows in gold suspended from a powder-blue ribbon around their neck.
- (4) The seal of the Institute shall reflect the badge.
- (5) The seal shall be affixed by the Registrar to documents in the presence of a member of the Board.
- (6) The Registrar shall keep a record of all document bearing the seal of the Institute.

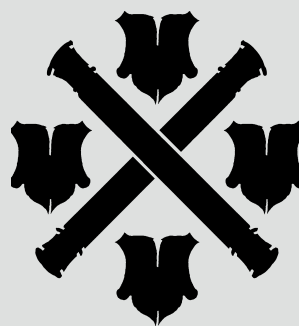


Fig. 1

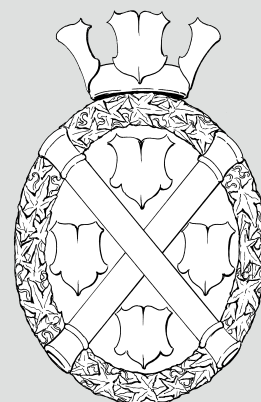


Fig. 2