

PROFESSIONAL LIGHTING DESIGNERS' ASSOCIATION, REVISED STATUTES May 2008

Foreword

The architectural lighting designer in the sense of the Professional Lighting Designers' Association is an independent professional whose main activity is designing the light for the built human environment. The architectural lighting designer in the sense of the Professional Lighting Designers' Association will be referred to as the "Designer" in the document.

The Architectural Lighting Designers' Association PLDA (**P**rofessional **L**ighting **D**esigners' **A**ssociation) was originally founded as PLDA+ (**E**uropean **L**ighting **D**esigners' **A**ssociation) and supports the European idea and aims to promote the importance of quality lighting for the human environment and of the Designer as its creator. PLDA sees the profession as a productive and creative link between nations, in Europe and beyond.

Architects, engineers and designers are not confined to working within their country of origin. PLDA Designers identify themselves as a group of professionals dedicated to the common aim of promoting a better understanding and recognition of the critical role of light and lighting in the built environment. Although daylight, the culture of light and the application of electrical light differs from one geographical region to the other the qualifications for the Designer and the standards of his/her professional practice are essentially the same, wherever he/she may be. The purposeful application of light and the effect this has on architecture and the users of the architectural spaces know no boundaries.

Together, practising Designers can work towards the aim of increasing the awareness of quality lighting and continue to develop this through the active exchange of ideas and experience.

PLDA is interested in cooperating with other professional organizations, especially those involved with light and lighting.

§ 1 Name and Head Office

The association bears the name "Professional Lighting Designers' Association e. V "PLDA". Its Head Office is currently in Guetersloh, Germany. It is registered at the Municipal Court in Guetersloh, Germany and its structure is registered by article § 26 BGB (German Law VR 1005).

§ 2 Purpose, Function & Structure

- 2.1 PLDA is a voluntary, non-political, professional association of architectural lighting designers and lighting consultants who are active on a national and/or an international scale.
- 2.2 The long-term goals of PLDA are:
- a. Establish the profession in as many countries as possible.
 - b. Achieve the profession's official recognition in as many countries as possible.
 - c. Support its members by offering them tangible professional benefits.
- 2.3 The short-term objectives and responsibilities of PLDA include:
- a. Promoting a better awareness of the importance of quality lighting and establishing the need for purposeful lighting design.
 - b. Establishing and supporting existing education programs for future Designers and for related disciplines as well as offering continuing education and development to the members.
 - c. Supporting students of Lighting Design and young Designers at the onset of their careers.
 - d. Seeking professional benefits for the members.
- 2.4 PLDA's activities in view of fulfilling its goals and responsibilities are carried out by its council and members in the interest of all other members and of the profession as a whole.
- 2.5 PLDA has its base in its voting membership represented by the General Assembly that is the supreme responsible body of the association. There is no limitation as to the geographical location of members.
- 2.6 The members elect a Council that deals with all current affairs and carries-out the decisions of the membership.
- 2.7 All administrative issues, logistics and daily operations of the association are dealt with from PLDA's Head Office that is run by the Director General, who also sits on the Council.

- 2.8 Members of countries or regions with a critical mass of members can choose to form an PLDA section for the purpose of organizing local/national events. The modalities for the formation of such a section are set out in the periodically revised "Local Sections' Regulations" document. The "Local Sections' Regulations" are an annex to these statutes and constitute an integral part of them.

§ 3 Membership Categories and Qualifications

- 3.1 PLDA is a voluntary association. Membership is neither compulsory nor does any person have an automatic right to it.
- 3.2 Membership Categories:
- a. **"Fellow Member" (voting)** Membership awarded to Designers who are deemed to have excelled in contributing to the Architectural Lighting Design profession and to PLDA and continue to practice. Can qualify to this category only Professional members who have been so, in good standing, for a minimum of five years. Under exceptional circumstances, a Fellow membership with or without right of vote may be awarded to people who are not Designers but deemed by the General Assembly of PLDA to have excelled in contributing to PLDA and to the Architectural Lighting Design profession.
 - b. **"Professional Member" (voting)** Professional membership awarded to Designers in the PLDA sense. Members at this level must fulfil four criteria:
 - Prove a working experience as an **independent** Designer for a minimum of five years, during which the bulk of compensation originated in Lighting Design work, while holding an PLDA recognized lighting design qualification or for a minimum of seven years without a relevant qualification.
 - Demonstrate a commensurate knowledge of lighting design in a fashion set in the periodically revised Membership Criteria Document. The Membership Criteria Document is an annex to these statutes and constitutes an integral part of them.
 - Declare a current total independence from the lighting industry and commerce.

- Declare a total adherence to the Code of Professional Conduct. The Code of Professional Conduct is an annex to these statutes and constitutes an integral part of them.
- c. **"Associate Member" (voting)** Membership awarded to Designers in the PLDA sense who may not yet fulfil the experience or knowledge criteria as listed for Professional membership. Members at this level must fulfil four criteria:
- Prove a working experience as an **independent** Designer for a minimum of three years while holding An PLDA recognized lighting design qualification or for a minimum of five years without a relevant qualification.
 - Demonstrate a commensurate knowledge of lighting design in a fashion periodically set and revised by the official PLDA membership admission bodies.
 - Declare a total independence from the lighting industry and commerce.
 - Declare a total adherence to the Code of Professional Conduct. The Code of Professional Conduct is an annex to these statutes and constitutes an integral part of them.
- d. **"Design Member" (non-voting)** Membership awarded to Designers, including recent graduates from Architectural Lighting Design studies, but have not yet fulfilled the experience criteria as listed for Associate membership.
- e. **"Student" (non-voting)** Membership awarded to students of Lighting Design or related disciplines (such as lighting engineering, architecture, interior design, landscape architecture, electrical engineering, industrial design) at an PLDA recognized academic institution for the duration of their studies.
- f. **"Affiliate (Educator)" (non-voting)** Membership awarded to educators in the field of Lighting Design at an PLDA recognized course who devote the majority of their time to education, for the duration of their tenure.
- g. **"Affiliate (Commercial)" (non-voting)** Membership awarded to persons who are working as lighting designers, but also make profits from sales of lighting products. Commercial Affiliates are required to apply for membership renewal every two years. Like all members, Commercial Affiliates are also required to declare their support for the aims of PLDA.
- h. **"Affiliate (Allied)" (non-voting)** Membership awarded to persons who do not work as a professional Lighting Designer but as an architect, interior designer, theatre lighting designer or as an event specialist with an interest in lighting.
- i. **"Affiliate (Coordinator)" (non-voting)** Membership awarded to persons who work in a municipal planning department or on an urban masterplan, for example.

- j. **"Affiliate (Press)" (non-voting)** Membership awarded to members of the professional lighting design press or journalists who regularly report on lighting design issues. Press Affiliates are required to apply for membership renewal every two years. Like all members, Press Affiliates are also required to declare their support for the aims of PLDA.
- k. **"Member of the Circle of Sponsors" (non-voting)** Membership awarded to companies, associations, organizations etc. that support the aims of PLDA and contribute financially to PLDA's education activities. Rules of admission are set in the periodically revised Circle of Sponsors' Regulations. The "Circle of Sponsors' Regulations" are an annex to these statutes and constitute an integral part of them.

3.3 With the exception of the category "Member of the Circle of Sponsors", membership is always on an individual basis. "Membership of the Circle of Sponsors" is the only corporate category. The corporate members are, however, represented by permanent individual delegates in the CoS. Nevertheless, individuals wishing to adhere to the regulations governing the Circle of Sponsors may also be considered.

§ 4 Rights and Obligations of Members

4.1 Members' Rights:

- a. Members are entitled to participate in the events organized by PLDA.
- b. Every member is entitled to move motions to PLDA Committees.
- d. Only Professional members are entitled to use PLDA after their name.
- e. Fellow Members" have all the same rights as other voting members. They however are the sole members entitled to use FPLDA after their name.
- f. "Members of the Circle of Sponsors" may use the PLDA logo provided they add: "Member of the Circle of Sponsors of PLDA", a Responsible Body of the "PROFESSIONAL LIGHTING DESIGNERS' ASSOCIATION e. V." They are entitled to call upon PLDA's facilities and to participate in meetings/discussion groups directly involving the Circle of Sponsors and other events.

4.2 Members' Obligations:

- a. Every member is required to promote and represent the objectives of PLDA and to recognize and adhere to the Statutes.
- b. Every member is required to provide PLDA with information about his/her person, in so far as this is necessary for administration purposes and for fostering PLDA's aims.
- c. Every member is required to pay a membership fee in accordance with the "Fees" Regulations.
- d. Every Professional member is requested to dedicate a minimum of 10 hours per year to educational activities. For this purpose, giving lectures, heading an PLDA workshop, teaching in a formal course, writing a course program, writing articles for the professional press are all construed as such. Members will be asked, on an annual basis, when renewing their membership, to declare their appropriate activity during the past year.
- e. Every member is required to act in accordance with PLDA regulations and the PLDA Code of Professional Conduct in all aspects of his/her professional activity.
- f. In the case of disputes between members, the persons concerned shall endeavour to reach an amicable settlement before having recourse to a regular court of law or a court of appeal. Should this situation arise, the Council shall create an ad-hoc Arbitration Committee to this effect.

§ 5 Suspension and Termination of Membership

- 5.1 Upon death or resignation of a member, all the rights and obligations shall end.
- 5.2 The resignation of a member needs to be submitted in writing to PLDA Head Office and will take effect at the end of the membership year.
- 5.3 The Council may censure, suspend or terminate membership for deviation from membership qualifications or violation of these statutes and their annexes.
- 5.4 The Censure, suspension or termination of membership procedures are laid down in the periodically revised Regulations Concerning Acceptance document. The "Regulations Concerning Acceptance" are an annex to these statutes and constitute an integral part of them.

§ 6 Membership Fees

The membership fees are set annually by the Council and submitted to the approval of the General Assembly.

§ 7 The Responsible Bodies of PLDA

7.1 The responsible bodies of PLDA are:

- a. The General Assembly
- b. The Council
- c. The Local/National section Chair
- d. The Circle of Sponsors

7.2 The General Assembly

- a. The General Assembly is the Supreme Responsible Body of the Association.
- b. The General Assembly is quorate if at least 10% of the voting members are present.
- c. It decides on all matters of principle and procedure and all issues brought in front of it by the Council.
- d. It votes to adopt the Statutes and their Annexes.
- e. It approves all Annual Reports, Budgets and Year End Reports.
- f. It decides on all amounts of compensation and expenses of the Council and its Directors proposed by the Treasurer
- g. It elects and exonerates the members of the Council according to the election procedures.
- h. It determines the amounts of the membership fees and decides on any permanent or temporary amendments to the Statutes and their annexes.

- i. Unless decided otherwise by the General Assembly on any specific issue, only voting membership categories are entitled to vote.
- j. All issues are brought forward by motions moved by voting members that need to be seconded by at least one other voting member or by Council decisions. Unless the matter is of extreme urgency, all issues brought up by voting members shall first be brought before the Council for preparation of a motion that will subsequently be submitted to the membership for vote. In exceptional cases, an issue can be voted immediately without prior Council preparation.
- k. The General Assembly is sovereign to confer the Status of Fellow Member upon the Council's recommendation or upon the motion of a voting member appropriately seconded by another voting member. It may also exceptionally confer the permanent honorary status of FPLDA, with or without voting rights to persons who are deemed to have excelled in contributing to PLDA and to the profession, even if they do not answer professional membership criteria.
- l. The General Assembly is sovereign to remove the Status of Fellow Member from any member, upon recommendation of the Council or upon the motion of a voting member appropriately seconded by another voting member. However, such a removal can only be passed with a 2/3 majority of the full-voting members present at the General Assembly.
- m. In all issues, except those brought hereinafter, resolutions are taken by a simple majority vote. In case of a tie, the motion is rejected.
- n. All issues are voted by mail or online. Elections of PLDA Council members and officers of PLDA will be done by secret ballot. No issue will be voted unless it has been notified to all voting membership at least 30 days before the date of the vote. If the number of votes returned by the set date of vote is deemed insufficient by the Council, it may postpone the vote till the nearest General Assembly and resume the vote during the meeting.
- o. All resolutions are to be announced to the General Assembly and recorded in the Minutes, signed by the President and the recorder of the Minutes and announced in the official organ of PLDA or in the PLDA Newsletter.

7.3 The Council

- a. The Council consists of eight voting members and one non-voting member and comprises the President, the past-President or the President-elect, the Treasurer, the Director for Membership, the Director for Education, the

Director for Standards of Professional Practice, the Director for International Development and the Director for Sustainability. The Director General (formerly known as General Secretary) attends all Council meetings. The Chair/s of the local/national section/s of PLDA are invited to participate in the Council's meetings in observer capacities without right of vote (unless they happen to be one of the official members of the Council).

- b. All the voting members on the council are elected by the General Assembly in secret ballots that can also be mailed. The Head Office informs the voting membership of the upcoming vote for positions on the Council and requests nominations. Candidates for any position can be nominated by any voting member and can nominate themselves. Only nominations of voting members in good standing will be retained. PLDA Head Office will ascertain with the Treasurer that the nominees have, indeed paid their dues. Nominations need to be received by PLDA Head Office at the latest 40 days before the vote. PLDA Head Office will then inform all the voting membership, at least 30 days before the vote, of the two nominees for each position on the Council who have received the most nominations. In the case of a tie between more than two nominees, the President shall have the casting vote.
- c. All official (elected) members of the Council have one vote save the Director General who does not have right of vote. Voting on all issues can be done by mail, electronic mail or online unless decided otherwise by the Council. If the number of Council members at any given vote is even, the President's vote will count double in case of a tie.
- d. The Director General and any other member of the PLDA Council represent the Association jointly, judically and extrajudically.
- e. Terms of Office:
 - 1) President, President Elect, Past President
 - The President is first elected as President Elect (future President) at the General Assembly one year before beginning his tenure. During that year, the President Elect functions as vice-President, supports the President in his functions, replaces him if need arises and is assigned ad-hoc assignments by the Council.
 - The President Elect needs to have been a Professional member in good standing for a period of at least five years prior to his/her election.

- The transition from President Elect to President is automatic, occurs at the General Assembly every other year.
- The President, having served for one year as President Elect, serves as President for two consecutive years, after which, when the new President begins his tenure, becomes, for an additional year, the Past President and assists the President during his first year of tenure in a similar fashion and with the same responsibilities as the President Elect.
- The President has the overall responsibility for the functioning and coordination of the Council and the specific Responsibility for Strategic Development.
- The President and President Elect or Past President shall report to the Council of their contacts, activities and progress in any specific assigned task since the last Council meeting.
- The President shall preside at all meetings of the Council and general membership. In his absence, the President-Elect or the Past President will act as a substitute for the President.
- The President Elect may be elected in his/her absence, provided he/she has submitted a signed declaration of his/her willingness to accept the office should the case arise.
- A Past President can only present himself again for office after a minimum of two years from the end of his Past Presidency.
- Should the President be incapable of assuming his responsibilities during his/her first year in office, the Past-President immediately takes back the office in function of Acting President, and nominates a member of the Council to assist him. When a new President Elect is subsequently voted in, the acting President remains in office for an additional 6 months and the President Elect becomes President after 6 months at which point, he nominates a member of council to assist him until the next vote for President Elect.

2) Director of Membership

- The Director of Membership is in charge of all membership and Code of Professional Behaviour issues.
- The Director of Membership needs to have been a Professional member in good standing for a period of at least four years prior to his/her election.
- He/she nominates ad-hoc membership committees of at least four voting members including himself/herself, two

of which have to have professional member status, for each "batch" of applications for voting grades. Non-voting grades are accepted by the Director General who informs the Council of their acceptance.

- He/she coordinates the meetings of the committees that review the applications and decide if they can recommend to the Council the acceptance of the applicants to the membership level they request or to another one.

3) Director of Education

- The Director of Education is in charge of all issues pertaining to the installation of education programs, the support for existing ones and teacher training. Other related educational events such as workshops, mini-workshops and seminars, conferences and master classes, are dealt with by the Director General.
- The Director of Education needs to have been a Professional member in good standing for a period of at least four years prior to his/her election.

4) Director of Standards of Professional Practice

- The Director of Standards of Professional Practice is responsible for all issues pertaining to the establishment and updating of standards of professional practice.
- The Director of Standards of Professional Practice needs to have been a Professional member in good standing for a period of at least four years prior to his/her election.
- He/she nominates ad-hoc SPP committees to deal with one or more Professional Practice issues. The outcome of these committee deliberations shall be generic documents related to Professional Practice that can serve as templates for the professional membership.
- He/she nominates ad-hoc committees of at least three professional members, including him, that review any official complaint against a member of PLDA and recommend to the Council the measures that need to be taken if any.

5) Director of International Development

- The Director of International Development is responsible for initiating contacts with other associations and potential members in countries where no membership exists and for developing and expanding existing relations and membership in countries with limited membership.
- The Director of International Development needs to have been a voting member in good standing for a period of at least 2 years prior to his/her election.

6) Director for Sustainability

- The Director for Sustainability is responsible for undertaking (or having undertaken) independent research on new technologies to verify the information provided by manufacturers and the results of research performed.
- The Director for Sustainability needs to have been a Professional member or an Educator member in good standing for a period of at least four years prior his/her election
- He/she nominates ad hoc committees to deal with one or more Sustainability issue(s), to consider activities performed by the association with regard to sustainability, and to act as a point of contact for any other issues relating to the construction, creation, operation, recycling and disposal of lighting.
- The Director for Sustainability will be responsible for promoting good practice in lighting design and demonstrating how professional intervention creates a benefit to the lit and physical environments.
- The Director for Sustainability will be responsible for dealing with issues and campaigns against misinformation on new technologies, working against misinformation about the reality of the impact of lighting both in detail and in the scale of energy use / CO2 generation attributable to lighting.
- The Director for Sustainability has an overview of the operation of PLDA to ensure that the organisation is also following reasonable sustainability policy.

7) Treasurer

- The Treasurer is responsible for all financial issues and budget planning of the association.
 - The Treasurer needs to have been a Professional member in good standing for a period of at least 3 years prior to his/her election.
 - He/she presents the Council and General Assembly with financial reports for past years and a detailed budget for future activities.
 - He/she is responsible for maintaining PLDA solvent
 - He/she is responsible for appropriating the finance of PLDA's planned and approved activities, requests of Directors, paying Council members compensation and reimbursing their expenses, for paying the salaries of the Director General and other approved administrative staff and for transferring funds to local/national sections of PLDA in accordance to their approved annual budget.
 - He/she is responsible for collecting PLDA's income from events and activities and from membership fees at all levels.
- f. All directors shall report to the Council of their contacts, activities in their spheres of responsibility and progress in any specific assigned task since the last Council meeting.
- g. An independent finance controller – not a member of the association - is to be suggested by the Council for the approval of the General Assembly to double check on all financial issues and help the treasurer in his/her tasks. The controller shall verify PLDA's books at least twice a year, before the official membership meetings so that he/she can report or send a written report to those meetings. The controller can be requested to make an appearance before the Council.
- h. Except for the President (President Elect and Past President), all other Directors and the Finance Controller are voted for a three years term on a rotational basis, i.e. two every year, to ensure continuity at the level of the Council. All departing Directors will assist their successors for a period of up to 6 months after the end of their functions.
- i. All Directors except for the President may stand for re-election. Any director is limited to two consecutive terms and can reapply for office after a minimum of two years from the end of his/her second term.

- j. The Council may charge Directors with ad-hoc assignments beyond their sphere of responsibility.
- k. Should a council member be unable to fulfil his/her duties, the Council is empowered to nominate one of its members to fulfil these duties until the next General Assembly at which the members' position will be put up for vote.
- l. The Council, as a body, and its members, individually, bear responsibility for the Council's decisions and actions including all financial issues.
- m. The Director General sits on all Council meetings. The Director General bears the responsibility of setting the agenda of the meetings (after consultation with all members of the Council), recording the minutes of the meetings, distributing the minutes of the meetings to all members of the Council and reporting on activities performed by Head Office. The Director General is responsible for the operation of Head Office and for the employment of any administrative staff approved by the Council.
- n. Chair/s of local/national sections of PLDA may be invited to attend Council meetings if any specific item regarding their section is on the agenda or if they wish to introduce such an item on the agenda.
- o. The Council shall manage the business and finances pursuant to the resolutions passed by the General Assembly in a self-responsible manner and in accordance with the law, the Statutes and the rules of procedure. Good management, the keeping of the accounts and budget management are incumbent to the Council. The Council is required to plan budgets carefully and economically.
- p. For purposes of good and efficient management, and in order to help and support the Head Office, the Council may opt to outsource administrative and/or logistical services providing they are compatible with the resolutions passed by the General Assembly and with the budget voted and approved by the General Assembly.
- q. Special committees and working groups can be formed ad-hoc by each director to help in the work they undertake. Should the director in charge of a committee deem it necessary, he/she can apply to the Treasurer for a budget to cover expenses of the ad-hoc committee. The Treasurer can approve such a request without requesting the approval of the Council. The Director is responsible for coordinating the work of the ad-hoc group he/she

has formed, keeping the minutes of the group's meetings and work and reporting the results of the work to the Council.

7.4 The Local/National Chair

- a. The local/national Chair will be voted by the local/national section according to the procedures set in the "Local Sections' Regulations".
- b. The local/national Chair will be a voting member of PLDA.
- c. The local/national Chair will be responsible for the following:
 - Present a budget for PLDA Council's approval before the beginning of the fiscal year.
 - Set-up a bank account for local/national operations on which he/she **and PLDA's treasurer** will have right of signature.
 - Set modalities of transfer of approved funds with PLDA's treasurer.
 - Manage all local activities of the section.
 - Be responsible for contacts with local sponsors for local activities that are not budgeted by PLDA.
 - Transfer all income from activities to PLDA's bank account
 - Hold books of account-receivables to be controlled bi-annually by PLDA's treasurer and finance controller
- b. For the purposes of easy management, the local/national Chair can appoint a local/national treasurer. If the need arises, the Chair will request the approval of the Council for adding the local/national treasurer's right of signature on the local/national bank account.

7.5 The Circle of Sponsors

- a. The CoS is responsible for helping PLDA in its education efforts by funding them through its membership fees.
- b. It is also responsible for propagating among its peers the importance of the Designers for the industry.
- c. Purpose of creation of the CoS, acceptance conditions, composition, administration and titles are set out in the Circle of Sponsors' Regulations.

§ 8 Government

- 8.1 The Council is responsible for the general management & affairs of PLDA.
- 8.2 The Council shall hire a Director General to handle all daily and practical operations of PLDA.
- 8.3 The Treasurer shall suggest a salary and social benefits (all in accordance to the laws of the place of work of the Director General), to be approved by the Council.
- 8.4 The Council shall be sovereign to terminate the employment of the Director General.
- 8.5 The Director General shall be responsible for the following:
- a. Attend each Council meeting, keep their minutes and report them to the members of the Council in a timely fashion.
 - b. Act as coordinator between the Council and the membership.
 - c. Handle all general correspondence with the Council and the membership.
 - d. Notify the membership of all PLDA events in a timely fashion.
 - e. Organize all scheduled events and activities of PLDA.
 - f. Manage all PLDA's marketing and P.R. activities according to decisions of the Council.
- 8.6 Budget allowing and with the Council's consent, the Director General will hire and manage a full-time administrative help to assist with daily operations of PLDA.
- 8.7 The members of the Council and the Council as a whole will be allocated specific annual amounts they will be entitled to spend at one time on PLDA related activities, at their discretion, without requiring approval of the Council, while fulfilling their obligations as members of the Council as follows:

All directors will be allocated one amount.

The President and President Elect/Past President will be allocated one amount.

The Director General will be allocated one amount.

The Treasurer, with the approval of the President or the President Elect/Past President will be allocated one amount.

Beyond a certain amount and under another one, any expenditure will require the approval of the Treasurer, the Director General and the President or the President Elect/Past President.

Any expenses beyond a specific amount will require the approval of the majority of the Council.

All amounts to be decided and updated annually and brought for approval in front of the General Assembly."

§ 9 Meetings

9.1 Members' meetings:

a. Annual meetings:

- The annual General Assembly (AGM) shall be held once a year, at springtime at a place determined by the Council. At such a meeting, the annual reports of the Council members shall be presented, all elections (save urgent exceptions) will officially take place and all major issues that need the membership's decision will be voted upon.
- A semi-annual meeting (Autumn Meeting) will be held once each year, at autumn-time at a place determined by the Council. At such a meeting, urgent issues that cannot be postponed for the AGM will be discussed and dealt with and, if need, voted upon providing the meeting is quorate (see 7.2 above). At this meeting, the President and/or President Elect/Past President as well as the Director General will give an interim report on the state of affairs in the association.

b. Special Meetings

- The Council may call special meetings of the members at any time. All requests for special meetings shall include a statement of purpose and a date and location.
- The members may call special meetings of the members at any time providing 10% of the voting membership has petitioned to hold the meeting. The request needs to be presented and justified to the Council through the Director General. The Council will subsequently, and in a timely fashion, advise the membership of the date and location of the meeting.

9.2 Council Meetings

a. Regular Meetings:

- The Council shall meet at least three equidistant times a year. The exact time and venue will be coordinated between the Director General and the members of the Council.
- The Council may meet informally on any other occasion. However, an informal Council meeting may be considered a formal one for voting purposes if more than 50% of the voting members of the Council are present, among them, the President or the President Elect/Past President. In these cases, if the members present wish to make any decisions, they shall produce reasonable efforts to contact the missing Council members and inform them of their intent and, if necessary, get the missing members' opinion on the issues at stake.

b. Special Meetings:

- Any majority of Council members can request a special meeting to deal with any issue they deem that cannot wait for the next formal Council meeting or that cannot be dealt with by correspondence.
- The President can request a special meeting, without needing a formal majority backing from the Council, to deal with any issue he/she deems that cannot wait for the next formal Council meeting or that cannot be dealt with by correspondence.

c. Local/National section meetings

- The Chair of the local/national section has the authority to call for local/national section meetings. The membership affiliated to the local section is expected to attend but any member of PLDA can be present.
- The purpose of such meetings is to deal with plans for local activities that need to be approved by the Council or to deal with special requests the local/national section may have from the Council.
- The members affiliated to the local/national section can vote on local issues so that the Chair of the local/national section can bring these forward to the Council. These votes have indicative value only. No binding decision can be taken at these meetings.

d. Circle of Sponsors' meetings

- The CoS may meet as often as they wish and debate all issues that are within their prerogatives as per the Circle of Sponsors Regulations. No decision taken at an interior meeting of the CoS may be binding upon PLDA unless it has received the support (by vote) of the majority of the Council.

- PLDA will organize an official CoS meeting once a year at a location and time to be coordinated between the Director General and the CoS spokesman/spokeswoman. These meetings are open to all voting members of PLDA and to all representatives of the CoS. No binding decisions can be taken at these meetings. However, issues related to the CoS or to the relationship between the CoS and the association can, by majority vote of all present, be moved to the agenda of the nearest Council meeting, on the one hand and to the agenda of the nearest CoS meeting/consultation, on the other.

§ 10 Compensation of the members of the Council

- 10.1 All members of the Council, the Director General and the Chairs of local/national sections will be reimbursed for their expenses related to their work for PLDA. (Mainly travel and accommodation expenses).
- 10.2 The President, President Elect/Past President, Treasurer and Director General will be reimbursed for such same expenses even when these are related to an event involving the whole membership and not only the Council.
- 10.3 If the Council holds a meeting on the occasion of such an event, the other members of the Council will be reimbursed for their expenses directly related to the Council meeting.
- 10.4 The President and President Elect/Past President are deemed to invest whatever time and effort is required for them to fulfil their duties.
- 10.5 The other voting members of the Council are deemed to invest an average of 5 hours a week in their Council related duties for the duration of their tenure.
- 10.6 The President and President Elect/Past President will receive a monthly minimal compensation to cover office costs.
- 10.7 Compensation amounts will be brought to the General Assembly for approval. All payments of such compensations will be carried-out in a fashion compatible with the laws regulating the association.

§ 11 Amendments to the Statutes, Dissolution and Validation

- 11.1 Amendments to the Statutes and Dissolution of the Association
 - a. Permanent amendments to the Statutes and all annexes and the dissolution of PLDA can only be passed with a 2/3 majority of the full-voting members

present at the General Assembly. Motions to effect permanent amendments to the Statutes are to be delivered to the members in writing together with an invitation to a meeting at least 30 days before the General Assembly. In the case of dissolution of the Association, all assets are to be donated to a non-profit institution. The General Assembly must determine on dissolution which institution is to receive the assets.

- b. Temporary amendments to the Statutes and all annexes can be passed by simple majority. Temporary amendments will only have effect from one General Assembly to the next one and need to be reconducted by vote if the General Assembly wishes them to continue. Motions to effect temporary amendments to the Statutes are to be delivered to the members in writing together with an invitation to a meeting at least 30 days before the General Assembly

11.2 Validation

- a. The above Statutes were passed at the ELDA General Assembly held in Edinburgh/UK on 19th October, 1996.
- b. 1st amendment was passed at the ELDA semi-annual meeting held in Solingen on 10th November, 2001.
- c. 2nd amendment was passed on 31st July, 2004 by postal ballot.
- d. 3rd amendment was passed on 1st September, 2006 by postal ballot.
- e. 4th amendment was passed at the PLDA Annual General Meeting held in Milan/I on 21. May, 2007.
- f. 5^h amendment was passed at the PLDA Annual General Meeting held in Frankfurt/Main on 5. April, 2008.