

STATUTES OF THE INTERNATIONAL COMMITTEE FOR ANIMAL RECORDING (ICAR)

Article 1. Title

- 1.1 The International Committee for Animal Recording (ICAR) is a non-profit international organization with membership consisting of public and private entities accepting these Statutes and active in animal identification and in the recording and evaluation in animal production.

Article 2. Objectives

- 2.1 ICAR, as the leading global provider of Guidelines, standards and certification for animal identification, animal recording and animal evaluation, strives to improve the profitability and sustainability of farm animals production by:
 - a. establishing and maintaining guidelines and standards for best practice in all aspects of animal identification, recording and genetic evaluation;
 - b. certifying equipment and processes used in animal identification, recording and genetic evaluation;
 - c. stimulating and leading through continuous improvement, innovation, research, knowledge development, and knowledge exchange.
- 2.2 Draft articles, disseminate and publish journals and books, organise seminars and workshops, and grant fellowships to selected researchers or students.
- 2.3 Enter, within the scope of its activities, into any transaction having to do with movable or immovable property where such transactions are in pursuit of its Objectives.
- 2.4 For its activities the Association will make use of the services of relevant organisations.

Article 3. ICAR standards and guidelines

- 3.1 ICAR defines basic principles of animal identification, registration of parentage, performance recording and genetic evaluation and recording and evaluation of characteristics of production systems with a bearing on animal health, care, productivity, food safety and the environment.
- 3.2. ICAR develops and defines criteria to be applied consistently in the provision of recording and evaluation services, in the manufacture and supply of animal identification, performance recording and analytical devices and in testing of such and in analysis of animal products and performance for recording and evaluation purposes.
- 3.3 On the basis of sound scientific evidence, the ICAR guidelines recommend procedures and methods of animal identification, registration of parentage, performance recording and genetic evaluation and for recording and evaluation of characteristics of farm animal production technologies and systems with a bearing on animal health, care, productivity, food safety and the environment.
- 3.4 ICAR standards and guidelines shall be approved by Members in accordance with the procedure set in the related by-laws.

Article 4. Seat

- 4.1 ICAR's registered office is established in Rome (Italy).
- 4.2 Any change of address of the Seat shall be a matter for the decision of the Board. Any transfer elsewhere outside Italy shall be a matter for the decision of the Board, subject to ratification by the Extraordinary General Assembly.

Article 5. Languages

- 5.1 The official language shall be English.

Article 6. Membership

- 6.1 Membership, with full rights and privileges, shall be open to organisations involved in recording and /or evaluation-related activities, accepting the current ICAR Statutes.
- 6.2 Associate membership may be granted to other organisations wishing to support ICAR's objectives. Associate Members will not be allowed to vote.

Article 7. Rights and duties of Members and Associate Members

- 7.1 Each member is eligible to participate in the formulation of standards and guidelines for purposes of identifying animals, the registration of their parentage, recording their performance and evaluating their genetics. Other technical experts may be proposed by members to participate in such activities, but such experts shall be approved by the Board.
- 7.2 Each member involved in animal recording, registration and evaluation activities has the duty to inform annually the ICAR Board on standards and methods applied in animal identification, registration of parentage, performance recording and genetic evaluation and will provide number of animals serviced for fee calculation purpose only.
- 7.3 Members shall pay membership fees and are expected to be in good standing with regards payment of their dues.
- 7.4 ICAR Members, animal producers and organizations involved in animal identification, recording and evaluation may apply ICAR Guidelines free of charge.
- 7.5 Members may avail themselves of the various logos in strict conformity with the use of logo procedure policy as part of the conditions set forth in the Terms of membership.

Article 8. Admission to membership

- 8.1 Admission to membership of ICAR, with full rights and privileges, shall require approval by the Board and need to be proposed by an existing member of ICAR or the ICAR Secretariat.
- 8.2 Associate membership is open to other organisations supporting ICAR's objectives, and need to be proposed by an existing member of ICAR or the ICAR Secretariat and approved by the Secretariat.

Article 9. Cessation of membership

Membership shall cease upon resignation by the member in question.

- 9.1 Membership shall also be forfeited upon declaration to that effect by the Board on the grounds of the member's failure to pay its dues or for bringing ICAR into disrepute. The member, however, shall first be invited, by registered letter or electronic means, to come forward and present its explanation to the Board. Fees not paid for two clear years will forfeit membership.
- 9.2 Associate membership shall be forfeited if the yearly fee is not paid within the calendar year.
- 9.3 Members whose membership is forfeited shall cease to participate in Subcommittee, Working Group and Task Force activities and will not be allowed to access to ICAR members services and use of the ICAR logos.

Article 10. Resources

10.1 ICAR's resources shall consist of:

- membership dues, and
- subsidies and grants from public or private sources.

10.2 The Board shall establish the annual membership dues, subject to approval by the General Assembly.

Article 11. The Board

11.1 ICAR shall be governed by a Board consisting of from seven to eleven members, to be elected for a four-year term by the General Assembly. Board members may be re-elected once. The Board member term can be extended up till two years more after two four-year terms.

11.2 Board members shall be employed by, or own, an ICAR member organisation, or be mandated by a Full ICAR member, at the time of their election.

11.3 In the event of vacancy, the Board shall co-opt a member or members on an interim basis. The powers of so co-opted member shall cease at the following General Assembly.

11.4 The Board may further co-opt as a non-voting ex-officio member, for a fixed period of not more than one year, an individual with a specific skill-set whom the Board deem required.

11.5 The Board shall elect annually from among its members a President, one or two Vice-Presidents, a Treasurer and a Secretary.

11.6 The President of the Board shall also be the President of ICAR.

Article 12. The President

12.1 The President of ICAR shall represent ICAR at law and shall, for the term of his office, be vested with all powers to enter into all and any ordinary and extraordinary administrative transactions.

Article 13. Meetings of the Board – Powers of the Board

13.1 The President or, alternatively, not less than four members of the Board shall determine the place and date and frequency of meetings of the Board. Notice of convening shall normally be given not less than four weeks in advance. The Board shall meet face to face at least once a year and will convene regular conference calls throughout the year. Between General Assemblies, the Board and its President shall act on behalf of the ICAR members.

13.2 The Board shall appoint a Chief Executive, who will not be member of the Board, and shall agree his/her terms of reference.

13.3 The Board shall establish the annual budget of the association for presentation to the General Assembly for information only.

13.4 The Board shall prepare the financial statement annually for approval by the General Assembly.

13.5 The Board may establish Internal Regulations to define procedures not contemplated in these Statutes.

13.6 Decisions of the Board shall require a quorum of not less than four members, one of them to be the President or a member appointed by him to ensure such a quorum.

13.7 Board decisions may be taken by a simple majority. In the event of a tie, the President shall have a casting vote.

Article 14. The General Assembly (Ordinary)

- 14.1 An Ordinary General Assembly shall consist of ICAR Members. Ordinary General Assemblies shall convene in order to approve the Statement of Accounts and receive the budget, receive the President's report and receive the Inspectors' reports, elect Board members, and any other competent business brought by the Board or raised by members through due process.
- 14.2 The General Assembly may establish By-laws. The purpose of any such By-laws shall be to define matters not contemplated in these Statutes.
- 14.3 The Chief Executive shall give notice to all ICAR members not less than sixty days prior to the date set. Such notice may be given electronically. The agenda, to be determined by the Board, shall be attached to the notice. The President, or Vice President, shall take chair at such Assembly.
- 14.4 Members, other than Associate, are entitled to vote at General Assemblies, and shall confirm the name of such voting delegate to the ICAR Secretariat in advance.
- 14.5 Proxy voting shall be permitted. Only voting members may hold proxies. Not more than three proxies may be held by any voting member.
- 14.6 A quorum of fifty-one per cent of the voting members (present or represented by proxy) shall be required for decisions of the Ordinary General Assembly. Decisions shall be taken by a simple majority. In cases of a tie the President shall have a casting vote.
- 14.7 Only members who are in good standing shall be entitled to vote, that is having paid membership fees up to at least the 31 December of the year previous to the General Assembly in which the voting is taking place.
- 14.8 The Board may solicit the agreement of Members either in writing, or through electronic means, or at the time of a General Assembly.

Article 15. The General Assembly (Extraordinary)

- 15.1 An Extraordinary General Assembly shall decide on:
 - amendments to the Statutes;
 - transfer of the seat in another country; and
 - the winding-up of ICAR.
- 15.2 Extraordinary General Assemblies may be convened not less than sixty days prior to the date notified to the members, by instructions of the Board or at the request of not less than one-third of the voting members. Notice of such an Assembly may be done electronically.
- 15.3 Proxy voting shall be permitted. Only voting members may hold proxies. Not more than three proxies may be held by any voting member.
- 15.4 A quorum of 51 per cent of voting members - present or represented by proxy - shall be required for decisions of the Extraordinary General Assembly. Such decisions shall be taken by a two-thirds majority of the quorum.

Article 16. The Secretariat

- 16.1 The Secretariat shall be under the direction of the Chief Executive.

Article 17. Accounting and Inspectors

- 17.1 The ICAR Financial Statement shall require approval each year.
- 17.2 The financial year shall run with the calendar year, i.e. from 1 January to 31 December.
- 17.3 ICAR accounting shall be inspected each year by at least one of two Inspectors elected from the membership, who will represent members of the Association and will not be members of the Board.

Inspectors shall be elected by the General Assembly for a term of four years. The term of office can be renewed once. Inspector's terms can be extended up till two years more after two four-year terms.

Article 18. Sub-Committees

18.1 The Board shall determine the terms of reference of Sub-Committees and shall appoint the chairperson and approve members of the Sub-Committee(s) delegated by ICAR Members and in accordance with the internal regulations and approved policy.

Article 19. Working Groups and Task Forces

19.1 The Board shall appoint Working Groups and Task Forces as need arises in order to deal with particular areas of activity having to do with the Objectives of ICAR.

19.2 The Board shall approve the terms of reference of Working Groups and Task Forces and shall appoint the chairperson thereto in accordance with the internal regulations and approved policy.

Article 20. Certification

20.1 ICAR certifies products and services used in identification, recording and genetic evaluation of farm animals.

20.2 ICAR may accord accreditation to suitably equipped centres and laboratories to provide analytical services and to test products used in animal identification and recording.

20.3 The Board may certify the quality of services provided by ICAR Members to their respective clients and issue certificates thereon.

Article 21. ICAR brand and logos

21.1 ICAR is proprietor of the ICAR Guidelines, the ICAR brand, the ICAR logo, the Interbull logo and the InterBeef logo. Any new logos or amendments to logos need to be approved by the Board and the same conditions shown in Article 7 will apply.

21.2 Forfeiture of ICAR membership shall entail forfeiture of the entitlement to make use of the logos.

Article 22. Co-operation with other international organisations

22.1 ICAR, in pursuit of the Objectives as described in Article 2 hereof, will and shall co-operate closely with other similarly concerned international organisations.

22.2 The Board, on behalf of ICAR, may invite representatives of such organisations or other persons whom it considers may be able to make a useful contribution to its deliberations. Persons so invited may attend and take part in ICAR meetings in a consultative capacity only.

Article 23. Internal regulations and Standard Operation Procedures

23.1 The Chief Executive may establish Standard Operation Procedures to define methods to be applied in the management and governance of ICAR.

Article 24. Winding-up

- 24.1 The winding-up of the Association shall be a matter for the exclusive decision of an Extraordinary General Assembly and shall require a two-thirds majority of members present or represented.
- 24.2 Any proposal for the winding-up of the Association shall be notified in writing to members not less than sixty days prior to the date of the Extraordinary General Assembly.
- 24.3 In the event of winding-up for whatever cause, the Association shall make over its assets to non-profit organisations or those of social usefulness, or to public utility following consultation with the Authority contemplated in section 3 (190) of the law of 23 December 1996, No. 662, save where another destination for such assets is statutorily required.

Article 25. Applicable law

Any matters not provided for in these Statutes shall be governed by the rules on non-commercial bodies contained in the Civil Code of Italy.



Signed Jay M. MATTISON (ICAR President)