

## STATUTES

### Article 1

- a) There is established an association, which will be regulated by the present Statutes and will take the title of Comité Européen du Thé/European Tea Committee.
- b) The European Tea Committee/Comité Européen du Thé was established in 1960 by a number of European National Tea associations. A list of current members is given in Annex I.
- c) The office of the Committee and of the Secretariat will be situated in one of the EU member countries, as decided by the General Meeting.
- d) There shall be provision for admission to associate membership of national tea associations in European non-EU member countries. In case that such an association does not exist in a country, associated membership may also be granted to a single company, if decided in the General Meeting.

Associate members shall be entitled to be present, but not to vote, at General Meetings and TC-Meetings. An associate member shall not be entitled to be eligible for appointment as President or Vice-President.

As soon as the State of the associated national association becomes member state of the European Union, the associated member association will automatically become a full member.

### Objectives

#### Article 2

The Comité Européen du Thé/European Tea Committee has for its objectives mainly:

- a) To facilitate close contact between member organisations thus ensuring an open forum for the exchange of views on all relevant matters,
- b) To discuss matters of relevance to members with a view to taking joint action on matters affecting their common interest,
- c) To actively promote contact with EU officials and collaborate constructively with them and other Trade associations and organisations in the business interests of members,
- d) To do all such other lawful things as are in the interests of members.

### **Article 3**

The organs of the European Tea Committee are:

- a) The General Meeting
- b) The Standing Committee
- c) The Technical Committee.

### **General Meeting**

#### **Article 4**

Each member may be represented at the General Meeting by a delegation consisting of one or more individuals. The size of each member's delegation is at the discretion of the member's national association.

Each delegation has one vote, which will be cast by the leader of the delegation who will have been designated before the start of the meeting.

The meeting will only be valid if a quorum representing at least five eighths of the full members is represented.

The General Meeting has the following powers, notably:

1. To propose some subject for initiation and to confirm the activities of the Standing Committee and the Technical Committee.
2. To decide on the admission of full members and associated members.
3. To agree to amendments of the Committee's Statutes and to decide on its dissolution.
4. To elect the President as well as the Vice-president and to appoint the Chairman of the Technical Committee.
5. To approve the budget.
6. To decide on where the Office of the Committee and of the Secretariat are situated.

The General Meeting has to be held once a year and will meet as often as the interests of the European Tea Committee necessitate. The notice convening the meeting, which must contain the agenda, shall be issued at least three weeks before the date of the General Meeting; in case of urgency this notice can be reduced to one week.

The job descriptions of the President, Vice-President and Chairman of the Technical Committee are given in Annex IV.

## **Standing Committee**

### **Article 5**

Except where the Standing Committee decides otherwise, the proceedings of the Standing Committee must be kept confidential within the ETC and must not be disclosed to third parties.

The Standing Committee is formed by the President, the Vice-President, the Technical Committee Chairman and the Secretary General.

In addition to any further powers, which may be accorded by the General Meeting, the Standing Committee has the following powers:

1. To facilitate fast decision making during long gaps between formal meetings
2. To take any urgent action with the object of defending the general interests of the organisation.

The Standing Committee will keep the membership fully informed on its decisions.

## **Technical Committee**

### **Article 6**

The Technical Committee deals with all tea related subjects such as food law, product safety, standardisation, analysis, health, consumer protection and consumer information.

Project teams headed by lead-countries (Champions) can handle specific subjects coming up from the agenda of the Technical Committee.

The role of the Technical Committee is information sharing through reports from Project teams and decision making by finalising and preparing positions for approval by the by the General Meeting including proposals for a consistent and effective lobby to political decision-makers.

All members may be represented on the Technical Committee. The Technical Committee normally meets twice a year however Project Teams may meet more frequently as their project demands.

The General Meeting appoints the chairman of the Technical Committee in his job. His mandate is up to revision every five years.

## **Votes**

### **Article 7**

The decisions of the General Meeting and of the Standing Committee require a two thirds majority on all questions.

## **Office of the President**

### **Article 8**

- a) The President and Vice-President shall not be from the same EU member country or the same company.
- b) The office of the President of the Comité Européen du Thé/European Tea Committee is to be undertaken by a delegate from the Tea Trade from one of the full member countries, proposed by his national organisation and elected by the General Meeting. The President will have no vote by virtue of this office.
- c) The President is to be elected for the duration of two years by the General Meeting and his mandate may be renewed once. The Vice-President is to be elected for the duration of one year only and his mandate cannot be renewed. He will be automatically chosen from the predetermined order (procedure of rotation) as listed in Annex III; it is up to the individual country concerned to provide a suitable person to perform this role.
- d) In addition to any further powers, which may be accorded by the General Meeting, the president has the power to take any urgent action with the objective of defending the general interests of the organisation. If time permits, he should act in agreement with the other members of the Standing Committee.

## **Office of the Vice-President**

### **Article 9**

So as to ensure the continuity, policy making, etc. of the Comité Européen du Thé/European Tea Committee, the Vice-President, in principle, will be prepared to take the office of President, if the President is unable to complete the full two-year term.

## **Budget and expenses**

### **Article 10**

- a) The Members of the Comité Européen du Thé/European Tea Committee will be divided into two groups of member countries for the purpose of the calculation of Members' financial contribution. When becoming associated member the respective country will be grouped in A or B by the General Meeting. The current grouping of countries is given in Annex II.
- b) The administrative work of the Comité Européen du Thé/European Tea Committee will be carried out where the secretariat is situated. Payment of the secretariat's expenses will be as determined by the General Meeting.

## **Resignation and cancellation**

### **Article 11**

- a) Each member group can resign from the Comité Européen du Thé/European Tea Committee by means of a formal written declaration tendered to the President at least three months before the end of the current calendar year or financial year.  
The resigning member remains bound by his financial obligations for the whole calendar year or financial year in the course of which his resignation was tendered.
- b) On decision of the General Meeting, a membership may be cancelled if the member has failed to pay the annual subscription within six month's time after the receipt of the invoice from ETC's Secretariat. Paragraph 11 a) will apply accordingly.
- c) If any member of the Committee commits a breach of these statutes, or shall be guilty of conduct, which in the opinion of the members of the Committee makes him unfit to continue as a member of the Committee, the members in General Meeting may if they shall think fit cancel his membership.

## **Revision of Statutes**

### **Article 12**

The present Statutes can be modified only by means of a General Meeting provided that one month's notice of the proposal shall have been given. In order to be effective any modification must receive the unanimous votes of delegations.

Amendments of the annexes are not regarded as modification of the statutes. Editorial changes are possible at any time.

## **Dissolution**

### **Article 13**

Any proposal for winding up the organisation must emanate from the General Meeting. In order to be effective any such proposal must receive the unanimous votes of delegations.

Any notice of meeting having on its agenda the winding up of the organisation must be addressed at least three months in advance, by registered letter, to each President of the national groups.

\*\*\*

revised:

Brussels, 28<sup>th</sup> April, 1960

Amsterdam, 26<sup>th</sup> November, 1973

Berlin, 23<sup>rd</sup> November, 1979

Hamburg, 27<sup>th</sup> September, 1985

Amsterdam, 27<sup>th</sup> September 2002

Genoa, 26<sup>th</sup> September, 2008.

**NOTE:** The Annexes are not part of the statutes and can be modified whenever there is a need especially due to a change in ETC-Membership.

**ANNEX I – Current Members**

1. Comité Belge du Thé et des Infusions asbl (CBTI), Brussels.
2. Vereniging von Nederlandse Koffiebranders en Theepakkers (VNKT), Rijswijk, together with Nederlandse Vereniging van Thee Importeurs en Thee-Exporteurs, Rotterdam.
3. Syndicat du Thé et des Plantes à Infusion (S.T.E.P.I.), Paris.
4. Deutscher Teeverband e. V. (TEE), Hamburg.
5. Associazione Italiana Industrie Prodotti Alimentari, Sezione Té, estratti di té, bevande di té, (A.I.I.P.A.), Milan.
6. United Kingdom Tea Council (UKTC), London.
7. Irish Tea Trade Association (ITTA), Dublin.
8. Oesterreichischer Kaffee- und Tee-Verband, Vienna.
9. Danish Association for Coffee and Tea, Copenhagen.

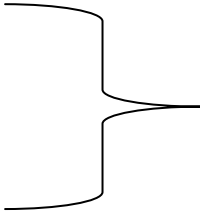
**ANNEX II – Grouping of members for the purpose of calculating the financial contributions**

Group A (the “big/biggest” of the consuming countries):

- The Netherlands,
- Germany,
- United Kingdom,
- Ireland

Group B (the “smaller” consuming countries):

- Belgium,
- France,
- Italy,
- Austria,
- Denmark,
- Spain,
- Portugal,
- Greece,
- Sweden,
- Finland,
- Luxembourg.



should they take up membership of the Comité Européen du Thé/European Tea Committee

**ANNEX III – Organisation of the General Meeting and office of the Vice-President**

The General Meeting will be organised in the following pre-determined order (procedure of rotation) by national member organisations. The Vice-President will be chosen from the same pre-determined order (procedure of rotation):

- The Netherlands (A)
- Austria (B)
- Denmark (B)
- Ireland (A)
- Belgium (B)
- Germany (A)
- France (B)
- United Kingdom (A)
- Italy (B)

**ANNEX IV – Job descriptions****A) ETC–President**Election and Tenure:

1. The President will be elected every two years at the ETC AGM.
2. Candidates, industrial delegates from full member countries, willing to stand for the position will allow their names to go forward to the ETC Secretariat.
3. Only those names received by a minimum of 90 days before the AGM will be eligible.
4. The ETC Secretariat will circulate the list of candidates to all member countries, latest 60 days before the AGM.
5. Full member countries will indicate their preferred candidate to the ETC Secretariat 10 days before the AGM. Only preferences received 10 days before the AGM will be eligible.
6. The new President (decided by unqualified majority – one country one vote) will be elected at the AGM.
7. Candidates will be allowed to put their names forward to successive elections (even if they are currently in the post of President) and a mandate can be renewed once.
8. If, due to unforeseen circumstances, the President is unable to complete the full two-year term, a new President will be elected by a similar means, i.e. a list of willing candidates will be voted on by full member countries. This extraordinary process will not necessarily be linked to the ETC AGM.
9. During the period between the resignation of the outgoing President and the election of the new President, the Vice-President will assume the role and duties of the ETC-President.

Duties:

The responsibilities of the President will include:

1. Chairing the AGM meetings of the ETC.
  2. Issuing communications as requested by the ETC members, e.g. signing letters drafted by the TC Chairman or the ETC Secretariat.
  3. Ensuring that the Secretariat carries out the duties as directed by the ETC. This including the timely establishment of dates for the respective meetings as required by the statutes and the meeting of deadlines for agenda's and action lists.
-

4. Ensuring that the Project Champions deliver to the timetable and objectives agreed by the ETC.
5. Working with the host country to ensure that the annual meetings are organised and realised as expected by the ETC.
6. Ensuring that meetings are attended, where needed, to represent the ETC to outside, bodies e.g. EC-Commission. This should include lobbying efforts of the ETC to the EU, attending ITC meetings and contacts with other associations (e.g. USA) if applicable.

## **B) ETC–Vice-President**

### **Election and Tenure**

The Vice-President will be elected every year at the ETC General Meeting according to Article 8 c) of the statutes.

### **Duties:**

The responsibilities of the Vice-President will include:

1. Organisation of the General Meeting in the host country.
2. To support the President in this work.
3. To represent the ETC if the President is not available.
4. To take the office of President if the President is unable to complete the full two-year term.

## **C) ETC–Chairman of the Technical Committee**

### **Appointment and tenure:**

The Chairman of the Technical Committee (TC) of the European Tea Committee (ETC) is appointed in his job by the General Assembly (GA) for five years.

### **Duties:**

The responsibilities of the TC Chairman will include:

1. Chairs the meeting of the Technical Committee usually called up twice a year and deals with all tea related subjects such as food law, product safety, standardisation, analysis, health, consumer protection and consumer information.
  2. Comes up with the agenda proposals for the TC meeting and sets the formal agenda together with the Secretary General (SG) and other TC-members.
  3. Initiates a first priority setting and a yearly Work program to be agreed by the TC and the AGM.
  4. Ensures that Project Champions/Teams on technical issues deliver to their timetables and objectives agreed by the TC and the AGM.
  5. Sees to set up and maintain an effective lobby to decision-makers (“Brussels”) together with the Secretary General and the Project Champion.
  6. Attends outside meetings to represent ETC on technical issues if necessary.
  7. Is the first line contact on technical issues for the Secretary General.
-