

## Deutsches Verpackungsinstitut e. V. Constitution

### Section 1 Name, Domicile

- 1.1 The name of the association is “Deutsches Verpackungsinstitut e. V.” (German Packaging Institute).
- 1.2 The association is domiciled in Berlin, Germany.
- 1.3 The financial year shall be the calendar year.

### Section 2 Purpose of the Association

- 2.1 The purpose of the association is to promote and represent the interests of companies in the packaging value chain.

In order to achieve its objectives, the association has the following mission in particular:

- 2.2 To promote developments in the field of packaging;
- 2.3 To disseminate to interested parties in Germany and internationally expertise and experience with regard to the latest packaging, procedures and methods;
- 2.4 To inform the general public about recent developments in the field of packaging;
- 2.5 To promote in-depth studies and the development of integrated solutions to packaging problems along the entire production process; and
- 2.6 To promote consultancy services and the assessment of packaging with regard to goods, ecology and business efficiency along the entire packaging production process.

The association also fulfils these tasks by

- 2.7 Undertaking comprehensive public relations work and organising lecture events, training courses, workshops and other suitable activities;
- 2.8 Producing studies and essays and documenting and evaluating other research and lessons learned in the field of packaging; as well as by
- 2.9 Ensuring that all events can be attended by the general public and that all findings are promptly published.

### **Section 3 Membership**

3.1 Any natural or legal person who is prepared to support the objectives stated in Section 2 may become a member of the Deutsches Verpackungsinstitut e. V.

3.2 The German Packaging Institute has ordinary members with voting rights as well as extraordinary members without voting rights. Membership may be acquired upon written application to and acceptance by the Executive Board.

Extraordinary members without voting rights are sponsoring members and start-up companies.

3.2.1. Associations / networks / chambers / foundations / universities with a legitimate interest in supporting the association's activities can become sponsoring members. They receive general information from the association but do not have the rights enjoyed by ordinary members. Further details are set out in the membership fee scale. The Executive Board decides on the amount of the sponsoring membership fee.

3.2.2. Start-up companies that fulfil the criteria for acceptance as ordinary members are given the opportunity to apply for start-up membership as an alternative to ordinary membership during a maximum period of three full calendar years following their establishment. Start-up membership is valid for a period of one calendar year. If a company joins in the fourth year following its establishment, then start-up membership is valid until the end of the next calendar year. The eligibility criteria as well as the rights and obligations of start-up members are determined by the Executive Board. Further details are set out in the membership fee scale.

3.3 The annual membership fee is set by the General Meeting.

3.4 Membership terminates upon departure at the end of the calendar year, by death, by removal from the list of members or by expulsion. Start-up membership terminates automatically at the end of the calendar year of joining and does not convert into ordinary membership.

It is the prerogative of the Executive Board to remove or expel members.

3.5 All members are entitled to submit suggestions and to ask for information about the activities of the association from the Executive Board.

### **Section 4 Constitutional Bodies**

The constitutional bodies of the association are:

1. The General Meeting;
2. The Executive Board;
3. The Advisory Board, if appointed.

## **Section 5 General Meeting**

- 5.1 The ordinary General Meeting is held every two years.
- 5.2 General Meetings are convened by the Executive Board in writing four weeks before the Meeting is held.
- 5.3 General Meetings may be held as purely in-person events or alternatively by way of electronic communication (e.g. via telephone or video conference) or as hybrid meetings conducted by both physical attendance by members and via a video conference / other media / telephone.

The Executive Board shall announce the form in which the meeting is to take place in the invitation.

- 5.4 A General Meeting must be convened if requested by one third of the members stating the purpose of the requested meeting.
- 5.5 The General Meeting is chaired by one member of the Executive Board.
- 5.6 Resolutions are adopted by secret ballot if requested by at least ten members.
- 5.7 The tasks of the General Meeting are to discuss and adopt a resolution on the approval of the annual report, to elect the Executive Board and auditors and to discuss amendments to the Constitution.
- 5.8 Each ordinary member has one vote at the General Meeting. Resolutions are passed by simple majority of the votes of members present.

A second member may be authorised in writing to cast votes in proxy. Such authorisation only applies to votes cast at the General Meeting for which it has been issued.

- 5.9 Minutes must be kept of resolutions adopted by the General Meeting and must be signed by the secretary and chairperson.

## **Section 6 Executive Board**

The Executive Board is elected by the General Meeting for a period of three years beginning on the day on which it is elected; the Executive Board shall remain in office until such time as a new Executive Board is elected. The Executive Board may co-opt two further members for its period of office. Such co-option shall be subject to confirmation by the next General Meeting. The co-opted members have the same rights as the other members of the Executive Board. Members of the Executive Board may be re-elected. Each member of the Executive Board shall be elected separately.

If a member of the Executive Board leaves his or her position in the course of his or her period of office, the Executive Board can appoint a replacement member for the period prior to the next General Meeting.

6.1 The Executive Board consists of

The Chairperson;  
The Deputy Chairperson;  
The Secretary;  
The Treasurer; and  
other persons, whose number shall be determined by the General Meeting.

6.2 The Executive Board stipulates the formal guidelines for the work of the Institute in line with resolutions adopted by the General Meeting and convenes the General Meeting.

6.3 The Chairperson and the Deputy Chairperson represent the association in and out of court. Each of these persons is authorised to represent the association alone.

6.4 The Executive Board can appoint Managing Directors.

6.5 The Executive Board can establish working parties and expert groups to work on tasks in line with Section 2.

## **Section 7 Consultative Bodies**

7.1. The Executive Board can appoint an Advisory Board. The Advisory Board advises the Executive Board regarding the pursuit of the objectives of the association by providing scientific assessments and contributing its long-standing professional experience.

7.2. The Advisory Board is made up of a maximum of 10 experts. The members of the Advisory Board are elected by the Executive Board for a period of three years, which may be renewed.

7.3. The Advisory Board elects a Chairperson and a Deputy Chairperson from among its members for the duration of its period of office.

7.4. Meetings of the Advisory Board shall be convened by its chairperson as necessary in consultation and agreement with the Executive Board. The members of the Executive Board have the right to participate in meetings.

7.5. Working parties shall be established for the tasks and objectives defined by the General Meeting and the Executive Board.

**Section 8    Accounting**

The accounts for each financial year shall be audited by auditors appointed by the General Meeting.

Berlin, March 2023