

# 中国商务会展联盟章程

## Constitution of China Business Events Federation

(草案)

(Draft)

### 第一章 总则

#### Chapter 1 General Provisions

##### 第一条 名称

###### Article 1 Name

本联盟的名称为“中国商务会展联盟”，英文名称为 China Business Events Federation，缩写为 CBEF。

The Chinese name of this federation is "中国商务会展联盟", and the English name is China Business Events Federation, abbreviated as CBEF.

##### 第二条 性质

###### Article 2 Nature

本联盟是商务会展机构与有关人士间协商合作的非政府、非营利性国际组织。

The federation is a non-governmental and non-profit international organization for consultation and cooperation between business event organizations and relevant personages.

##### 第三条 宗旨

###### Article 3 Purpose

本联盟以“商务会展促进中国经济发展”为核心理念，以商务会展促进会议产业，展览及活动产业以及会奖旅游的发展、商务会展促进减贫、商务会展促进和平为目标，加强全国和全球商务会展界的国际交流与合作，增进共识、分享经验、深化合作，推动全球商务会展业可持续、包容性发展。

The federation takes "business events promoting Chinese economic development" as the core concept. Its aims are to promote the development of business meeting

industry including corporate event and activity as well as corporate meetings & incentive, poverty reduction and peace through business events, strengthen international cooperation and communication of domestic and international business event industry, so as to promote consensus, share experience, deepen cooperation and promote the sustainable and inclusive development of global business event industry.

本联盟所从事的活动不应违反中华人民共和国的法律、法规，本联盟尊重会员所属国的法律和会员社会道德与习俗。

The federation shall conduct activities in accordance with the laws and regulations of the People's Republic of China, and shall respect the laws, social morality and customs of the countries of the members.

#### 第四条 管辖

#### **Article 4 Jurisdiction**

本联盟登记管理机关是中国国际贸易促进委员会商业行业分会，接受中国国际贸易促进委员会的业务指导和监督。

The registration and management authority of the federation is China Council for the Promotion of International Trade Commercial Sub Council. The federation shall accept the business guidance and supervision of China Council for the Promotion of International Trade.

#### 第五条 总部地址和工作语言

#### **Article 5 Headquarters address and working language**

中华人民共和国北京市为本联盟总部的所在地。

The federation is headquartered in Beijing, People's Republic of China.

联盟的工作语言为汉语、英语。

The working language of the federation is Chinese and English.

## 第二章 业务范围

## **Chapter 2 Business Scope**

#### 第六条 业务范围

#### **Article 6 Scope of business**

（一）为会员提供专业服务，搭建会员之间对话、交流与合作平台，促进会员间业务合作与经验分享；

(1) Providing professional services for members, building a platform for dialogue, communication and cooperation among members, and promoting business cooperation and experience sharing among members.

（二）与重要国内和国际组织沟通协作，促进国内和国际商务会展合作；

(2) Cooperating with important domestic and international organizations to promote cooperation between domestic and international business events;

（三）组建高层次商务会展研究和咨询机构，研究全国和全球商务会展发展趋势；收集、分析、发布商务会展数据；提供规划制定服务、行业咨询，业务培训及会奖与活动服务机构评定；为政府及企业发展商务会展业提供咨询；

(3) Establishing a high-level business event research and consultation organization to study the development trend of national and global business events; collecting, analyzing and publishing data on business events; providing planning services, industrial consultation, business training, and evaluation of meeting and event service agencies; providing advice for the business events developed by government and enterprises;

（四）建立会员间商务会展市场互惠机制，开展商务会展市场宣传推介，促进资源共享，跨界跨业合作；

(4) Establishing a reciprocal mechanism in the business event market among members, promoting propaganda of business event market, and promoting resources sharing and transboundary and cross-industry cooperation.

（五）召开联盟年会、论坛、博览会等商务会展宣传推广活动，为民间和政府搭建交流与合作的平台。

(5) Convening the promotion activities including annual meetings, forums, expositions and other business events of the federation, and setting up a platform for communication and cooperation between people and government.

### 第三章会 员

### Chapter 3 Membership

## **第七条 会员范围**

### **Article 7 Membership scope**

联盟会员分为团体会员和个人会员。

The members of the federation include group members and individual members.

团体会员指国内和国际全国性商务会展协会、有影响力的商务会展企业、智库和科研院所等，上述机构的法定代表人或法定代表人指定的代表作为会员代表参加联盟活动。

Group members refer to the legal representatives of domestic and international business event associations, influential business event enterprises, think tanks and research institutes or their designated legal representatives who participate in activities of the federation.

个人会员指国内和国际商务会展相关专业组织负责人、各国卸任商务会展行业或协会的官员、商务会展著名企业负责人、著名学者等自然人。

Individual members refer to persons in charge of domestic and international professional organizations related to business events, officials retiring from business event industry or associations, heads of famous business event enterprises, famous scholars etc.

## **第八条 申请加入本联盟，必须具备下列条件**

**Article 8** To apply for the federation, the following conditions must be required:

（一）有加入本联盟的意愿并拥护联盟章程；

(1) Members shall have an intention of joining the federation and support the constitution of the federation;

（二）在国内和国际商务会展业界具有一定影响力；

(2) Members shall have certain influence on the domestic and international business event industry;

（三）团体会员应当具有民事权利能力和民事行为能力，依法独立享有民事权利和承担民事责任。个人会员应当年满十八周岁，具有完全民事行为能力，可

以独立进行民事活动；

(3) Group members shall have the capacity for private rights and civil capability, and independently enjoy civil rights and bear civil liability in accordance with law. Individual members shall be no less than eighteen years old and have full capacity for civil capability and may conduct civil activities independently;

(四) 无违法和刑事犯罪记录。

(4) Members shall have no record of illegal and criminal offenses.

## **第九条 会员加入的程序**

### **Article 9 Procedures for membership**

(一) 向联盟秘书处提交加入书面申请；

(1) Submitting a written application to the secretariat of the federation;

(二) 理事会审核；

(2) Being audited by the trustee council;

(三) 经理事会讨论通过；

(3) Being discussed and adopted by the trustee council;

(四) 联盟主席署名签发；

(4) Signed and issued by the chairman of the federation;

(五) 由理事会颁发会员证。

(5) Issuing a membership card by the trustee council.

## **第十条 会员享有的权利**

### **Article 10 Rights of members**

(一) 会员大会的出席权、发言权、表决权和提案权；

(1) Rights of attendance, speech, voting and proposal in the general assembly;

(二) 理事会理事的选举权和被选举权；

(2) Right to vote and right to be voted for the members of the trustee council;

(三) 对联盟工作的批评建议权和监督权；

(3) Right to criticize and supervise the work of the federation;

(四) 参加会员大会及联盟其他相关活动；

(4) Participating in the general council and other related activities of the federation;

(五) 使用联盟提供的行业数据信息;

(5) Using the industry data provided by the federation;

(六) 优先享有联盟举办各类活动的承办权和赞助权;

(6) Enjoying priority to the right of undertaking and sponsoring all kinds of activities organized by the federation;

(七) 以会员的名义使用“中国商务会展联盟”的标志;

(7) Using the logo of "China Business Event Federation" in the name of a member.

(八) 享有联盟给予的各种优惠待遇;

(8) Enjoying preferential treatment given by the federation;

(九) 享有联盟理事会赋予的其它权利;

(9) Enjoying other rights given by the trustee council of the federation;

(十) 享有联盟会议服务的优先权;

(10) Enjoying priority to the conference service of the federation;

(十一) 加入自愿、退出自由。

(11) Joining in the federation voluntarily and withdrawing from it freely.

#### **第十一条 会员履行下列义务**

**Article 11** Members shall perform the following obligations:

(一) 遵守联盟章程及会员大会、理事会决议;

(1) Abiding by the constitution of the federation and resolutions of the general assembly and trustee council;

(二) 参与、支持联盟工作;

(2) Participating in and supporting the work of the federation;

(三) 联盟规定的其它相关义务。

(3) Other related obligations stipulated by the federation.

#### **第十二条 退出**

**Article 12** Withdrawal

会员提前 2 个月向联盟秘书处提交书面申请, 经理事会讨论决定, 由联盟秘书长以书面形式签发。

Members shall submit a written application to the secretariat of the federation 2

months in advance and the withdrawal shall be signed and issued by the secretary of the federation in written form after discussion and decision by the trustee council.

### **第十三条 会员资格暂停与终止**

#### **Article 13 Suspension and termination of membership**

会员如有以下行为之一，会员资格终止：

If a member has one of the following acts, membership shall be terminated.

（一）违反联盟章程及会员大会、理事会决议；

(1) Violating the constitution of the federation and resolutions of the general assembly and the trustee council;

（二）损害联盟声誉；

(2) Damaging the reputation of the federation;

（三）长期不参与联盟工作或与联盟失去联系 2 年以上。

(3) Not participating in the work of the federation for a long time or losing contact with the federation for more than 2 years.

终止会员资格，须经秘书处报理事会同意，但应事前通知该会员，该会员有权要求举行听证会。有关听证会的程序性规定由理事会另行制定，经会员大会审议通过后实施。

The termination of membership shall be subject to the consent of the trustee council and reported to the secretariat but the member shall be notified in advance, and the member shall have the right to request a hearing. The procedural provisions relating to the hearing shall be formulated by the trustee council and implemented after consideration by the general assembly.

## **第四章组织机构**

### **Chapter 4 Institutional Framework**

### **第十四条 会员大会**

#### **Article 14 General assembly**

会员大会为本联盟的最高权力机构，由全体会员组成。

The general assembly is the highest authority of the federation, which is

composed of all members.

会员大会的职权:

The functions and powers of the general assembly:

(一) 审议本联盟章程或章程修正案议案;

(1) Considering the constitution or amendments to the constitution of the federation;

(二) 选举或更换理事会理事;

(2) Electing or replacing members of the trustee council;

(三) 审议由秘书处提交并经理事会审议的工作报告、计划等;

(3) Reconsidering work reports and plans submitted by the secretariat and considered by the Council;

(四) 讨论会议议程中规定的其它事项;

(4) Discussing other matters stipulated in the conference agenda;

(五) 讨论会员提出的提案;

(5) Discussing the proposals put forward by members;

(六) 讨论确定下一届会员大会举办地;

(6) Discussing and determining the place of the next session of general assembly;

(七) 决定终止事宜;

(7) Deciding on the termination of matters;

(八) 决定其它重大事项。

(8) Deciding on other important matters.

#### **第十五条 会员大会议事规则**

#### **Article 15 Rules of procedures of general assembly**

会员大会须有 2/3 以上的会员出席方能召开, 其决议须经到会会员半数以上表决通过方能生效。

The general assembly must be attended by more than 2/3 members, and the resolution shall be adopted only if being approved by more than half of the members present at the meeting.

#### **第十六条 会员大会召开时间及地点**

#### **Article 16 Time and place for the convening of the general assembly**



会员大会每一年召开一次。由本联盟秘书处负责召集并筹办，有关会议事宜应提前通知参会会员。因特殊情况需提前或者延期召开的，经理事会表决通过，按管辖权限及相关程序规定报批，但延期换届最长不超过 1 年。

The general assembly shall be held every year. The secretariat of the federation shall be responsible for the convening and preparation of the meeting. The members shall be informed of matters of the meeting in advance. If there is a special circumstance where the meeting needs to be held in advance or postponed, it shall be reported for approval according to the jurisdiction and relevant procedures after being approved by the trustee council by voting. But the delay shall not exceed 1 year.

首届大会在北京召开并决定下届大会的召开地点。

The first session of the general assembly shall be held in Beijing and decide on the place of the next session.

## **第十七条 理事会**

### **Article 17 Trustee council**

理事会是会员大会的决策和执行机构，在会员大会闭会期间领导联盟开展日常工作，对会员大会负责；理事会理事由会员在会员大会上以简单多数公开表决方式产生。

The trustee council is a decision-making and executive agency of the general assembly. During the closing period of the general meeting, it shall lead the federation to carry out daily work and be responsible to the general assembly. The members of the trustee council shall be formed by a simple majority of the members at the general meeting in the way of public voting.

理事会理事人数不超过全体会员的 30%，人数为单数，每届任期 4 年，可连选连任。理事构成应体现区域均衡原则，理事人数经会员大会批准后可进行增减。

The number of members of the trustee council shall be no more than 30% of all members, and shall be singular. The members of the trustee council shall have a 4-year term of office for each term and may be reelected and serve another term. The members of the council shall reflect the principle of regional equilibrium, and the number of members may be added or reduced after approval by the general assembly.

## 第十八条 理事会的职权

### **Article 18** The functions and powers of the trustee council

（一）执行会员大会的决议；

(1) Implementing the resolutions of the general assembly;

（二）选举和罢免联盟负责人（主席、副主席）、秘书长；决定联盟名誉职务（名誉主席、副主席）的设立和解除；

(2) Electing and recalling the head of the federation (chairman and vice chairman) and the secretary general; deciding on the establishment and dissolution of the honorary duties (honorary chairman and vice chairman) of the federation.

（三）批准会员大会的召开，并审议会员大会议程；

(3) Approving the convening of the general assembly and considering the agenda of the general assembly;

（四）审查由秘书处向会员大会提交的联盟年度工作报告和年度预决算报告，审核年度财务审计报告；

(4) Reviewing the annual report and annual budget and final account report submitted by the secretariat to the general assembly, and reviewing the annual financial audit report.

（五）接纳新会员，决定会员资格的暂停、退出或终止会员资格；

(5) Accepting new members and deciding to suspend, withdraw or terminate membership.

（六）决定设立办事机构、分支机构、代表机构；

(6) Deciding to set up an office, branch and representative agency.

（七）决定副秘书长、各机构主要负责人的聘任；

(7) Deciding on the appointment of the deputy secretary general and the principal responsible persons of the agencies;

（八）领导联盟开展工作；

(8) Leading the federation to carry out work;

（九）制定联盟管理制度，批准联盟的规章制度；

(9) Formulating the management system of the federation and approving the rules and regulations of the federation;

(十) 审议联盟章程修正案议案，负责对本章程的解释；

(10) Considering the amendments to the constitution of the federation, and being responsible for the interpretation of the constitution;

(十一) 决定其他重大事项；

(11) Deciding on other important matters;

(十二) 会员大会授权的其他职责。

(12) Other duties authorized by the general assembly.

### **第十九条 理事会议事规则**

#### **Article 19 Rules of procedures of the trustee council**

除本章程和有关规则另有规定外，理事会会议须有 2/3 以上理事出席方能召开，其决议须经到会理事 2/3 以上表决通过方能生效，到会的每位理事享有一个投票权。情况特殊时，理事会也可采取非会议形式对本会重大问题或紧急事项做出决议。

Except for the provisions of this constitution and the relevant rules, the meeting of the trustee council must be attended by more than 2/3 of the members of the trustee council, and the resolution shall be adopted only if being approved by more than 2/3 of the members present at the meeting. Each member present at the meeting shall have one voting right. When the situation is special, the trustee council may also take a non-meeting form to make a resolution on the major or urgent matters of the trustee council.

### **第二十条 理事会会议召开时间及地点**

#### **Article 20 Time and place of the meeting of the trustee council**

理事会每年举行一次会议，理事会会议可在会员大会召开地、联盟论坛或博览会举办地或总部所在地城市召开。联盟主席或半数以上理事提议可召开临时理事会，效力与定期理事会相同。

The meeting of the trustee council shall be held every year in the place of the general assembly, federation forum, exposition or the headquarters. With the proposal of the chairman of the federation or more than half of the members, a provisional meeting of the trustee council may be held and shall have the same effect as the regular meeting of the trustee council.

**第二十一条** 联盟设立常务理事会，常务理事人数不超过理事人数的 1/3。常务理事会由理事会选举产生，在理事会闭会期间行使第十八条第一、三、五、六、七、八、九项的职权，对理事会负责。

**Article 21** The federation shall set up a standing council. The number of standing directors shall be no more than 1/3 of the members of the trustee council. The standing trustee council shall be elected by the trustee council. It shall exercise the functions and powers stipulated in Items 1, 3, 5, 6, 7, 8 and 9 of Article 18 during the closing period of the trustee council, and shall be responsible to the trustee council.

**第二十二条** 常务理事会须有 2/3 以上常务理事出席方能召开，其决议须经到会常务理事 2/3 以上表决通过方能生效。

**Article 22** The standing trustee council shall be held with more than 2/3 of the standing directors present, and the resolution shall be adopted only if being approved by more than 2/3 of the standing directors present at the meeting.

**第二十三条** 常务理事会至少半年召开一次，情况特殊的也可采用通讯形式召开。

**Article 23** The standing trustee council shall be held at least half a year. When the situation is special, it may also be held in the form of communications.

**第二十四条** 本联盟负责人（主席、副主席）及秘书长必须具备下列条件：

**Article 24** The heads of the federation (chairman and vice president) and the secretary general must have the following qualifications:

（一）在本联盟业务领域内有较大影响；

(1) Having great impact on the business field of the federation;

（二）秘书长为专职；

(2) Holding a full-time job (for secretary general);

（三）身体健康，能坚持正常工作；

(3) Carrying out regular work with a healthy body;

（四）未受过法律剥夺政治权利的刑事处罚；

(4) No criminal penalties that lead to political rights being legally deprived of;

(五) 具有完全民事行为能力。

(5) Having full capacity for civil conduct.

**第二十五条** 联盟设主席 1 名、副主席若干名，任期均为 4 年，由理事会 2 / 3 以上理事表决通过选举产生，任期最长不得超过两届。

**Article 25** The federation shall have 1 chairman and several vice chairmen, whose term of office is 4 years. They shall be elected by more than 2/3 of the directors by voting, and the longest term shall be no more than two sessions.

因特殊情况需延长任期的，须经理事会 2 / 3 以上理事表决通过。

The extension of the term of office due to special circumstances must be passed by 2/3 of the directors by voting.

若主席因故不能履行其职责，第一序位副主席应担任代理主席，直至下一届理事会会议选举出新的主席，代理主席之任期应为前任主席余下之任期。

If the chairman is unable to perform his duties, the vice chairman of the first order shall serve as the acting chairman until a new chairman is elected at the next session of the meeting of the trustee council. The term of office of the acting chairman shall be the remaining term of office of the former chairman.

**第二十六条** 本联盟主席或秘书长为联盟法定代表人。本联盟法定代表人不得兼任其他国际性团体的法定代表人。

**Article 26** The chairman or the secretary general of the federation shall be the legal representative of the federation. The legal representative of the federation may not be the legal representative of other international organizations.

**第二十七条** 联盟主席、副主席行使下列职权：

**Article 27** The chairman and vice chairmen of the federation shall exercise the following functions and powers:

主席职权：

The functions and powers of the chairman:

(一) 召集和主持理事会；

(1) Convening and presiding over the meeting of the trustee council;

(二) 检查会员大会、理事会决议的落实情况；

(2) Examining the implementation of the generally assembly and the resolutions

of the trustee council;

(三) 代表联盟签署有关重要文件;

(3) Signing important documents on behalf of the federation;

(四) 行使理事会赋予的其他职责。

(4) Exercising other functions and powers entrusted by the trustee council.

副主席职权:

The functions and powers of the vice chairmen:

(一) 按照分工, 协助联盟主席行使职权;

(1) Assisting the chairman of the federation in the exercise of his functions and powers in accordance with the division of labor;

(二) 在联盟主席不能履行其职责时, 经授权代为行使联盟主席职责;

(2) Being authorized to exercise the functions and powers of the chairman of the federation when the chairman is unable to perform his duties;

(三) 行使理事会赋予的其他职责。

(3) Exercising other functions and powers entrusted by the trustee council.

## **第二十八条 名誉职务与顾问**

### **Article 28 Honorary posts and advisers**

经理事会同意, 联盟可以邀请社会知名人士担任联盟名誉主席、名誉副主席和顾问, 并根据联盟发展成立主席团和顾问委员会, 任期与本届理事会相同。

With the consent of the trustee council, the federation may invite celebrities to become honorary chairmen, honorary vice chairmen and advisers of the federation, and establish a presidium and advisory committee according to the development of the federation. The term of office shall be the same as that of the current trustee council.

**第二十九条** 本联盟设秘书长 1 名, 由副主席兼任, 负责领导秘书处开展工作, 任期 4 年, 经理事会批准可连任, 任期最长不得超过两届。秘书长不得在其他社会团体兼职。

**Article 29** The federation shall have 1 secretary. A vice chairman shall also serve this post. It shall be responsible for leading the secretariat to carry out work. The term of office shall be 4 years. It can be reelected through the approval of the

trustee council. The longest term shall be no more than two sessions. The secretary general shall not hold a concurrent post in other social organizations.

秘书长职权:

The functions and powers of the secretary general:

(一) 负责领导本联盟的日常行政管理事务;

(1) Leading the daily administrative affairs of the federation;

(二) 组织实施年度工作计划;

(2) Organizing and implementing the annual work plan;

(三) 协调各办事机构、分支机构、代表机构开展工作;

(3) Coordinating the work of various offices, branches and representative agencies;

(四) 提名副秘书长以及各办事机构、分支机构、代表机构主要负责人, 交理事会决定;

(4) Nominating the deputy secretary general and the principal responsible persons of the offices, branches and representative agencies and submitting to the trustee council for approval.

(五) 负责主持除联盟会员大会及理事会会议之外的联盟所有会议;

(5) Presiding over all meetings of the federation except the general assembly and the meeting of the trustee council;

(六) 聘用、提拔升职及解聘秘书处职员;

(6) Employing, promoting and dismissing the staff of the secretariat;

(七) 提出调整秘书处职能部门或区域办事处机构的方案, 报理事会审议批准;

(7) Putting forward proposals of adjusting the secretariat's functional departments or regional offices and reporting to the trustee council for approval;

(八) 负责执行理事会委托或授权的其它事务。

(8) Implementing other affairs entrusted or authorized by the executive trustee council.

本联盟设副秘书长若干名, 副秘书长协助秘书长工作, 副秘书长可由秘书

长提名，由理事会聘任，任期 4 年。经批准可连任。

The federation shall have several deputy secretary generals. The deputy secretary generals shall assist the secretary general. The deputy secretary generals may be nominated by the secretary general and appointed by the trustee council with a 4-year term of office. They may be reappointed after approval.

副秘书长职权：

The functions and powers of the deputy secretary generals:

(一) 负责分管领域日常工作并组织实施；

(1) Organizing and implementing daily work in their charge;

(二) 参与联盟秘书处的相关会议，提供专业意见和建议；

(2) Participating in the relevant meetings of the secretariat of the federation and providing professional advice and suggestions;

(三) 秘书长无法履行其职责时，经授权代为行使秘书长职责。

(3) Being authorized to exercise the duties of the secretary general when the secretary general is unable to perform his duties.

(四) 秘书长委托或授权的其它事务。

(4) Other affairs entrusted by the secretary general or authorized by the secretary general.

### 第三十条 秘书长、副秘书长职务终止

**Article 30** Post termination of the secretary general and the deputy secretary generals

秘书长或副秘书长有下列情形之一的被终止职务：

The secretary general or the deputy secretary generals shall be terminated in one of the following cases:

(一) 向理事会提出书面辞呈并获批准；

(1) Submitting a written resignation to the trustee council and obtaining its approval;

(二) 有严重渎职行为或无法履行其职责者，理事会通过对其罢免决议。

(2) In case of serious malfeasance or inability to perform its duties, the trustee council passes a resolution on its dismissal.



### 第三十一条 秘书处

#### **Article 31 Secretariat**

秘书处为联盟的日常行政管理机构，由秘书长 1 人、副秘书长若干人及各部门若干人组成。内设若干内部机构，由秘书长根据工作需要提出设立建议，提交理事会批准。

The secretariat is a daily administrative agency of the federation, consisting of 1 secretary general, several deputy secretary generals and departments. Several internal departments shall be set up, and the secretary general shall put forward proposals on the basis of work requirements and submit to the trustee council for approval.

秘书处职权：

The functions and powers of the secretariat:

负责本联盟所有日常工作（含会议、活动等）的开展和筹办，具体执行会员大会和理事会的决议；起草本联盟年度工作报告和年度预决算报告，接受年度财务审计，向理事会提交各项报告；负责本联盟的资金筹措、运作及其使用，负责起草或修改联盟的规章制度，并报理事会批准；负责会员加入、退出、日常联络等相关事务；负责代表联盟协调处理涉及本联盟的法律事务；组织起草并受权发表与联盟业务相关的行动计划、行业标准、经济报告、研究成果；负责组织相关的展览、推广及相关活动；为会员和其它合作方组织提供规划制定服务、行业咨询，人力资源培训及评价认证等；负责在全球范围内建立工作网络及信息交流中心机制；负责理事会委托的其它事务。

Carrying out and preparing the daily work (including meetings or activities) of the federation, and implementing specific resolutions of the general assembly and trustee council; drafting the annual work report and the annual budget and final account reports of the federation, accepting an annual financial audit, and submitting reports to the trustee council of the federation; raising, managing and using the fund of the federation, drafting or modifying the regulations of the federation and reporting to the trustee council for approval; responsible for member enrollment, withdrawal, daily liaison and other related matters; dealing with the legal affairs of the federation in a coordinated manner on behalf of the federation; drafting and issuing action plans,

industry standards, economic reports and research results related to the business of the federation; organizing relevant exhibitions, promotions and activities; providing planning services, industry consultation, human resources training and evaluation certification for members and other partner organizations; establishing work network and information exchange center mechanism in the global scope; responsible for other affairs entrusted by the trustee council.

## 第五章资产管理和使用

### Chapter 5 Assets Management and Use

#### 第三十二条经费来源

##### Article 32 Source of funds

- (一) 会费;
- (1) Membership fees;
- (二) 社会捐赠;
- (2) Social donation;
- (三) 政府资助;
- (3) Government funding;
- (四) 在核准的业务范围内开展活动或服务的收入;
- (4) Income from activities or services within the approved scope of business;
- (五) 资产利息与收益;
- (5) Interest and income of assets;
- (六) 其它合法收入。
- (6) Other legal income.

#### 第三十三条会费

##### Article 33 Membership fees

本联盟按照国家有关规定收取会员会费。会费标准和收费日期由理事会决定。

The federation shall charge membership fees in accordance with the relevant regulations of the country. The standard and charging date of membership fees shall

be determined by the trustee council.

### **第三十四条** 经费使用

#### **Article 34** Use of funds

本联盟所有的经费应用于实现本联盟宗旨，且在本章程及其相关细则规定的业务范围内使用，不得在会员中分配。

All funds of the federation shall be used to achieve the purposes of the federation in the business scope stipulated in the constitution and relevant rules and shall not be allocated among members.

**第三十五条** 本联盟遵守总部所在地国家的会计法规准则及财务法规准则和国际公认的会计准则，确保所有会计资料合法、真实和完整。

**Article 35** The federation shall abide by the accounting rules and regulations, financial rules and regulations of the country where the headquarters is located as well as the internationally accepted accounting standards, so as to ensure the legality, authenticity and integrity of all accounting information.

**第三十六条** 配备具有专业资格的会计人员。会计不得兼任出纳。会计人员必须进行会计核算，实行会计监督。会计人员调动工作或离职时，必须与接管人员办清交接手续。

**Article 36** The federation shall be equipped with professional and qualified accountants. An accountant may not serve as a cashier. Accountants must carry out accounting and exercise accounting supervision. When the accountants are transferred or leave the job, they shall handle take over procedures with the person who takes over the job.

**第三十七条** 本联盟的资产管理必须执行总部所在地国家规定的财务管理制度，接受会员大会和财政部门的监督。资产来源属于国家拨款、政府资助或者社会捐赠资助的，必须接受审计机关相关的监督和审计，并将有关情况以适当的方式向会员公布。

**Article 37** The federation shall carry out the financial management system for the assets management stipulated by the country where the headquarters is located and accept the supervision of the general assembly and the financial department. The assets from state grants, government funding or social donation shall be subject to

relevant supervision and audit of auditing agencies, and the federation shall publish relevant information to members in an appropriate way.

**第三十八条** 每年应由会计师事务所对本联盟的财务进行审计并出具审计报告，由秘书处提交理事会审核。

**Article 38** An accounting firm shall be hired to audit the finance of the federation and issue an audit report every year, which is submitted to the trustee council by the secretariat for review.

**第三十九条** 本联盟资产任何单位、个人不得侵占、私分和挪用。

**Article 39** The assets of the federation shall not be misappropriated, secretly allocated and embezzled by any unit or individual.

**第四十条** 本联盟正式职员工资及其它福利待遇，参照相关国内和国际组织规定和标准，并根据本联盟业务发展研究确定。

**Article 40** The salary and other benefits of the regular staff of the federation shall be determined in accordance with the relevant regulations and standards of the domestic and international organizations as well as the business development of the federation.

## 第六章章程的修改程序

### Chapter 6 Amendment Procedures of the Constitution

**第四十一条** 对本联盟章程的修改，须经理事会表决通过后报会员大会审议。

**Article 41** The amendments to the constitution of the federation shall be submitted to the general assembly for approval after the vote by the trustee council.

**第四十二条** 本联盟修改的章程，须在会员大会表决通过后 15 日内，经业务主管单位审查同意，并报社团登记管理机关核准后生效。

**Article 42** The amended constitution of the federation must be examined and approved by the competent business unit within 15 days after being passed by the general assembly by voting, and it shall be effective after approval by the registration and management authority of the federation.

## 第七章 终止及财产处理

### Chapter 7 Termination and Property Treatment

**第四十三条** 本联盟因完成宗旨目标、自行解散或分立、合并等情形需注销的，由理事会提出终止动议。

**Article 43** If the cancellation of the federation is required due to the completion of the purposes, voluntary dissolution or separation, and merger, the termination motion shall be proposed by the trustee council.

**第四十四条** 解散本联盟的动议须经会员大会表决通过，并报总部所在国业务主管指导和监督部门审查核准。

**Article 44** The motion to dissolve the federation must be passed by the general assembly and submitted to the departments of the country guiding and supervising the business for examination and approval where the headquarters is located.

**第四十五条** 本联盟在依法终止之前，应根据国际惯例和总部所在国的法律法规设立清算委员会，对联盟资产及债务进行清理。清算期间，不开展清算以外的活动。

**Article 45** Before the termination in accordance with law, the federation shall set up a liquidation committee according to the international practice and the laws and regulations of the country where the headquarters is located to liquidate the assets and debts of the federation. During liquidation, activities other than liquidation shall not be carried out.

**第四十六条** 本联盟经总部所在国社团登记管理机关办理注销手续后即为终止。

**Article 46** The federation shall be terminated after the cancellation procedures in the registration and management authority of the country where the headquarters is located.

**第四十七条** 本联盟终止后的剩余财产，可根据终止决议在注册机关的监督下进行处理，或按照有关法律规定，或捐予发展与本联盟宗旨相关的事业。

**Article 47** The remaining assets after termination of the federation may be processed under the supervision of the registration authority according to the

resolution of termination or in accordance with the provisions of relevant laws, or donated for the development of the cause related to the federation.

## 第八章附 则

### Chapter 8 Supplementary Provisions

第四十八条 本章程经 年 月 日会员大会表决通过。

**Article 48** The constitution is passed by the general assembly by voting on .

第四十九条 本章程的解释权属本联盟理事会。

**Article 49** The right to interpret this constitution shall belong to the trustee council of the federation.

第五十条 本章程自总部所在地的国家社团登记管理机关核准之日起生效。

**Article 50** The constitution shall come into force from the date of approval by the association registration and management authority of the country where the headquarters is located.