



STATUTES

STATUTES OF CIBJO

**CONSTITUTION OF CONFÉDÉRATION
INTERNATIONALE DE LA BIJOUTERIE, JOAILLERIE,
ORFÈVERIE, DES DIMANANTS, PERLES, ET PIERRES
(THE WORLD JEWELLERY CONFEDERATION)**

Article 1 Name, Domicile, Governing Law and Regulations

- 1.1. Under the name "CIBJO, The World Jewellery Confederation", an association of organisations involved in the jewellery supply chain is hereby created and organized under Swiss Civil Code, Articles 60-79.
- 1.2. The association is domiciled in Switzerland and shall be governed by Swiss national law.
- 1.3. CIBJO is a non-profit organisation and is governed by these Statutes, By-Laws, Code of Ethics and other rules and regulations as agreed to by the membership.

Article 2 Mission Statement / Aims

- 2.1. CIBJO, the World Jewellery Confederation, is a non-profit confederation of national trade associations involved in the jewellery supply chain, including national and international trade associations and commercial organisations.
- 2.2. CIBJO's purpose is to encourage harmonisation, promote international cooperation in the jewellery industry, to consider issues which concern the trade worldwide and to communicate proactively with members organisations. Foremost among these is to support consumer confidence in the industry.
- 2.3. CIBJO functions as an advocate for the well-being of the jewellery industry worldwide, a knowledge centre and a setter of standards. CIBJO relies upon the initiative of its members to support and implement its standards and to protect the public's trust in the industry.
- 2.4. CIBJO is dedicated to the formulation, promulgation and introduction of responsible and ethical business and social practices, and environmental, social and economic sustainability in the jewellery industry and among its stakeholders.
- 2.5. CIBJO works to develop tools, programmes and services for the benefit of its members and the participants, customers and stakeholders in the jewellery industry worldwide, in accordance with its stated mission.

Article 3 Membership

- 3.1. Membership is comprised of national and international not for profit associations, commercial organisations, governmental organisations or bodies and service entities, all of which to have a specific affiliation to the jewellery industry.
- 3.2. Other than those responsibilities elsewhere listed, each CIBJO member is expected to:
 - 3.2.1. Disseminate information relative to CIBJO, as appropriate;
 - 3.2.2. Comply with CIBJO standards and trade practices as set out in approved CIBJO publications, to the extent those standards and practices do not contravene the national laws in the locations where the CIBJO member does business;
 - 3.2.4. Provide statistics or respond to inquiries from the Secretariat as required;
 - 3.2.5. Designate representatives to CIBJO meetings.

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Article 4 Voting Rights and Mechanism

- 4.1. Only members in good standing are entitled to attend and vote at any meetings.
- 4.2. Guests may be invited to meetings, but attendance at the meeting assigns no voting rights.
- 4.3. Voting at any duly authorized meeting of any body of CIBJO is by a weighted system, with two thirds of voting assigned to national trade association members and one third of voting assigned to commercial or service organisation members, as further defined in the by-laws of CIBJO.
- 4.4. Written voting and attendance at meetings via electronic means is not accepted for the general assembly.
- 4.5. Votes and ballots take place in public unless one quarter of the members of the General Assembly present requests a secret ballot.
- 4.6. Votes of the Board of Directors, Executive Committee or President's Council meetings may be submitted in writing to the Secretariat upon notice of a regular or special meeting of any of these bodies of CIBJO by members who are entitled to vote no later than two weeks in advance of such meeting. All such written votes must be dated and signed by the member. Such votes can be submitted in electronic form.
- 4.7. A Member who is entitled to attend and vote at CIBJO Board of Directors, Executive Committee and or a President Council meeting, conducted by conference call may appoint, by fax or e-mail, a person as that Member's proxy to attend and vote for that Member at that meeting. Such appointee must be a member of CIBJO. Said proxy must be in writing signed by the appointer or signed by an attorney duly authorized in writing or, if the appointer is an organization, either under seal of said organization or signed by an officer or attorney duly authorized by said organization. The proxy must be provided to the CIBJO Secretariat in advance of the meeting. The proxy may specify the manner in which the appointee is to vote in respect of a particular matter under consideration and, if the proxy so provides, the appointee is not entitled to vote on the resolution except as specified in the instrument. The proxy must, as nearly as the circumstances permit, be in the format as provided by the Secretariat. The meetings minutes should reflect all votes conducted by proxy.

Article 5 Governance

- 5.1. The official bodies of CIBJO are:
 - a) The General Assembly
 - b) The Board of Directors
 - c) The Executive Committee
 - d) The President's Council
 - e) The Internal Finance and Audit Committee
 - f) The External Auditor

Article 6 General Assembly (Assembly of Delegations)

- 6.1. The powers and duties of the General Assembly are to:
 - 6.1.1. Elect the President, two to four Vice Presidents, and the Treasurer

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- 6.1.2. Elect the Board of Directors
 - 6.1.3. Elect the External Auditor
 - 6.1.4. Approve any proposed changes to the Statutes and the By-Laws;
 - 6.1.5. Distribute the assets of CIBJO in the event of dissolution;
 - 6.1.6. Receive notification of changes to any Blue Books.
- 6.2. The General Assembly will receive on an annual basis a copy of the report of the president, of the external auditor and a copy of the annual budget.
- 6.3. The General Assembly is the general meeting of all members of CIBJO. The General Assembly shall meet a minimum of once every two years.
- 6.4. Any member of CIBJO, with the written support of three other CIBJO members, at least two of which must be from national trade associations, and on written notice to the President no later than 30 days prior to a duly authorized meeting of the General Assembly, may present any matter for consideration by the General Assembly, including, but not limited to, membership fees, budget or amendments to any official CIBJO document.

Article 7 Board of Directors

- 7.1. The governance of CIBJO shall be vested in a Board of Directors consisting of thirty (30) members, each of whom must be members of CIBJO and include the Officers. The Board of Directors has a fiduciary duty to the General Assembly, including a duty pertaining to financial matters.
- 7.2. Twenty (20) members of the Board will be nominated representatives of national trade association members and ten (10) members of the Board will be nominated representatives of commercial or service organisation members.
- 7.3. The powers and duties of the Board of Directors are to:
- 7.3.1. Nominate candidates for the position of two to four Vice-Presidents, the Treasurer and the External Auditor;
 - 7.3.2. Elect no less than nine (9) and no more than eleven (11) non-officer members, to complete the fifteen (15) members of the Executive Committee, as set forth in Article 8.1;
 - 7.3.3. Elect the Internal Finance and Audit Committee as proposed by the President's Council;
 - 7.3.4. Approve the annual budget, as pre-approved by the Executive Committee, including membership fees;
 - 7.3.5. Approve the annual External Audit Report;
 - 7.3.6. Propose any changes to the Statutes and By-Laws for final approval by General Assembly;
 - 7.3.7. Approve any changes to the Blue Books;
 - 7.3.8. Approve expulsions of members;
 - 7.3.9. Propose the nomination of an honorary president and honorary membership to the General Assembly
 - 7.3.10. Approve membership of CIBJO in international organisation (such as ECOSOC, Global Compact, WTO etc.);
 - 7.3.11. Approve all matters of strategy and policy consistent with Article 2 of these statutes.

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- 7.4. The agenda for the Board of Directors shall be sent to members of the Board of Directors no later than two weeks prior to any meeting.
- 7.5. The Board of Directors shall meet a minimum of once per year.
- 7.6. Any function of the Board of Directors may be delegated to the Executive Committee by two thirds (2/3) vote of those members present and voting at a duly authorized meeting.

Article 8 Executive Committee

- 8.1. The Executive Committee shall consist of fifteen (15) members. The members of the Executive Committee shall be comprised of the Officers and no less than nine (9) and no more than eleven (11) other members of the Board of Directors to serve for two years. The Executive Committee has a fiduciary duty to the Board of Directors, including a duty pertaining to financial matters.
- 8.2. The membership of the Executive Committee shall consist of ten (10) members from national trade associations and (5) members from commercial or service organizations
- 8.3. The powers and the duties of the Executive Committee are to:
 - 8.3.1. Nominate an external Auditor;
 - 8.3.2. Propose amendments to the statutes and by-laws;
 - 8.3.3. Approve the annual budget, as proposed by the Internal Audit and Finance Committee, including membership fees for final approval by the Board of Directors;
 - 8.3.4. Approve new memberships;
 - 8.3.5. Recommend expulsions of members;
 - 8.3.6. Approve all commercial contracts, licensing arrangements and other binding arrangements over and above a monetary value set by the President's Council;
 - 8.3.7. Oversee the activities of the Sectors and Commissions, including:
 - a) Electing the three Chairmen of the Sectors from members of the Executive Committee;
 - b) Creating and dissolving Committees, Sectors and Commissions as required from time to time and to set their responsibilities and duties.
 - c) Electing Chairmen of Commissions.
 - 8.3.8. Propose amendments and or additions to the Blue Books to the Board of Directors. In the event that the proposed amendments and/or additions to the Blue Books are rejected, the matter is returned to the sector president, who will decide whether to resubmit them for discussion in the steering committee.

The Executive Committee formally proposes amendments and/or additions to the Blue Books for final decision by the CIBJO Board of Directors.

- 8.3.9. Engage the services of a managing director;
- 8.4. The Executive Committee shall meet a minimum of twice per year.
- 8.5. Any function of the Executive Committee may be delegated to the President's Council by two thirds (2/3) vote of those members present and voting at a duly authorized meeting.

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Article 9 President's Council

- 9.1. The Officers of CIBJO and five other members of CIBJO shall form the President's Council, each of whom will be appointed by the President.
- 9.2. The powers and duties of the President's Council are to:
- 9.2.1. Nominate candidates for membership on the Board of Directors and Executive Committee, except as otherwise provided in these statutes;
 - 9.2.2. Oversee the day to day operations of the Managing Director and the Secretariat;
 - 9.2.3. Select from among its members for proposal to the Board of Directors, an Internal Finance and Audit Committee, chaired by the Treasurer with a minimum of two others for the purpose of the preparation of a proposed annual budget, to set membership fees and to oversee the activity of the External Auditor;
 - 9.2.4. Make recommendations to the Executive Committee on matters of policy and strategy consistent with Article 2 of these statutes.
- 9.3. The President's Council shall meet a minimum of twice per year.

Article 10 Officers, and Powers and Duties of Officers

- 10.1. The Officers of CIBJO shall be the President, two to four Vice Presidents and the Treasurer.
- 10.2. President
- 10.2.1. The President represents CIBJO externally, presides over all governance committees of CIBJO including the General Assembly, the Board of Directors, the Executive Committee and the President's Council.
 - 10.2.2. The President must be a member of a national trade association.
 - 10.2.3. The President is an ex officio member of all committees, sectors and commissions of CIBJO.
 - 10.2.4. The President reports to the General Assembly on amendments and/or additions to the Blue Books that have been approved by the Board of Directors.
- 10.3. Vice Presidents
- 10.3.1. The Vice Presidents shall, in the absence or disability of the President, select one of them to fulfil the powers and duties of the President.
- 10.4. Treasurer
- 10.4.1. The Treasurer shall be the Chair of the Internal Audit and Finance Committee.

Article 11 Committees, Sectors and Commissions

- 11.1 Committees, Commissions and Sectors consider standards for use in the jewellery supply chain. Sectors represent levels of trade in the jewellery industry. Committees address functions of CIBJO.
- 11.2 Each Committee, Sector and Commission shall be required to submit minutes of their meetings to the Executive Committee within one month of such meeting.
- 11.3 Proposals for amendments and/or additions to a Blue Book are submitted to the relevant commission president. The commission president submits the proposed amendments and/or additions to the relevant steering committee for examination and discussion. The steering committee recommends amendments and/or additions to the relevant CIBJO commission. The CIBJO commission decides whether to approve the proposed amendment and/or additions to the Blue Book, and reports approved changes to the president of its sector. In the event that the proposed amendments and/or additions to the Blue Books are rejected, the matter is returned to the sector president, who will decide whether to resubmit it for discussion in the steering committee. The sector president reports on all amendments and/or additions to the Blue Book to the Executive Committee and makes recommendations.

Article 12 Secretariat

- 12.1. The duties and responsibilities of the secretariat, under the general management of the managing director include: implementation of strategy set by the governance committees of CIBJO, management of day to day operations, and ordinary management of expenditures and within limits set by the approved annual budget.

Article 13 Language

- 13.1. The official language of CIBJO is English.

Article 14 Membership dues and fees

- 14.1. Annual membership dues and fees are payable annually in a manner and amount set by the Executive Committee.

Article 15 Limitation of Liability

- 15.1 Members' limit of liability for claims payable by CIBJO is no greater than their annual membership dues.

Article 16 Quorums

- 16.1. Thirty (30) members, of which at least twenty (20) must represent national trade associations, shall constitute a quorum at any regular or special meeting of the General Assembly.

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- 16.2. Ten (10) members of the Board of Directors, of which seven (7) must represent national trade associations, shall constitute a quorum at a regular or special meeting of the Board of Directors.
- 16.3. Six (6) members of the Executive Committee, of which four (4) must represent national trade associations, shall constitute a quorum at a regular or special meeting of the Executive Committee.

Article 17 Amendment of the Statues

- 17.1. These Statutes may be altered, revised and amended as follows:
By a majority vote of the members represented in person at any regular or special meeting of the General Assembly called for that purpose, provided that written notice of the proposed alterations, revision or amendment shall be given to all members in the notice of such meeting or fully set forth in a ballot.

**These Statutes were adopted by the General Assembly in Bangkok in November 2017.
These Statutes replace the old Statutes adopted in Istanbul on May 5, 2009.**