

Regulations for Country Groups

Version 1

Effective from 2011-02-01

Board decision as of 2011-01-28

1. Name

The official name of a tekomp country group (CG) is „tekomp“, followed by the respective country name or the name of the respective region. Consequently the following notation applies to the CG „tekomp Country“.

2. Scope

The country group (CG) is acting dependently as part of the Gesellschaft für Technische Kommunikation – tekomp e.V., headquartered in Stuttgart.

These country groups are acting in line with the statutory purpose of the association on a country or regional level outside of Germany, Austria and Switzerland.

The focus of the CG work is the organization and implementation of events that

- foster the contact with and the exchange of knowledge among tekomp members in the respective country or region,
- support the development of structures in education and further training in Technical Communication in the respective country or region,
- strengthen the ties between tekomp and its members,
- increase awareness, create new leads, and gain new members.

3. Area

The tekomp board of directors will decide on the allocation of a CG to a country or region.

4. Affiliation

Each member is automatically assigned to the CG that is in charge of the country or region of his or her residence. This notwithstanding each member can request to be assigned to another tekcom CG or regional group.

5. Foundation

5.1. Initiative

The board of directors decides upon the formation of a CG. This decision comprises

- the assignment to a country or a region
- the assignment of at least 10 tekcom members to the CG
- the appointment of one board member as a mentor to the CG (henceforth referred to as CG mentor in this document)
- the appointment of one full-time staff member at the head office as CG advisor (henceforth referred to as CG advisor in this document)
- the appointment of a voluntary initiative committee to the CG
- the determination of a timeline for the startup period
- the budget of the CG

5.2. Foundation meeting

The formal foundation of the CG takes place at a foundation meeting that is initiated by the CG mentor. At the foundation meeting representatives of industry, services, training and further education, operating in the CG area, should be present.

The voluntary initiative committee and the full-time advisor will be introduced at this foundation meeting.

6. Startup period

Following the formal formation at the foundation meeting, the startup period begins.

6.1. Duration

The startup period lasts three years.

The CG mentor compiles a yearly progress report on the CG for the board of directors.

Upon a decision of the board of directors, the startup period can be extended twice for a maximum of one year each.

A board decision of the board of directors determines the end of the startup period.

6.2. Procedure

Administration

The CG mentor is formally in charge of managing the CG during the startup period. In close collaboration with the CG advisor, the CG mentor has to ensure that

- the composition of the initiative committee is well-balanced
- the number of membership expands and that relevant industries, services and universities of the CG area are represented
- at least four member events are organized each year
- training and further education in the CG area are promoted

The CG mentor should attend at least one event of his / her country group per year. This applies especially to the event after which the CG mentor will prepare the progress report.

Initiative Committee

The local activities will be carried out by the voluntary initiative committee, which is supported by the CG advisor. The initiative committee members are assigned to the following tasks:

- organization of events
- budget accounting
- contact with educational institutes and industry
- communication and public relations
- membership promotion

The members of the initiative committee meet at least four times a year either in person or via virtual conferences in order to discuss the progress of the CG and to plan upcoming activities.

During the first meeting of the year the annual planning should take place. Members can be invited to attend this planning meeting.

Support

The full-time CG advisor supports the CG mentor and the initiative committee in realizing their tasks. This includes in particular

- support for the development of an event plan
- ensuring the realization of at least four CG events per year
- support for the acquisition of speakers

- creating new leads and establishing contacts for the CG
- support for membership promotion
- accounting support for the CG budget

Finances

The allocated funds of the budget are only to be used within the terms of the tekomp financial regulation. The expenditures are incurred and documented by a designated member of the initiative committee and are audited and approved by the CG advisor.

7. Liquidation

The CG can be liquidated by a decision of the board of directors, especially if the progress report does not meet the expectations. The members will be assigned to another tekomp CG or regional group.

8. Transition

After completion of the startup period the CG will be transferred into a self-organized CG. The tekomp regional group regulation applies analogously to a self-organized CG.