

By-Laws of the International Panel on Chemical Pollution, IPCP

1. Name, domicile and purpose

1.1 Name and domicile

The IPCP – International Panel on Chemical Pollution – is an association (“Verein”) according to Article 60 ff. of Swiss Code of Civil Law with its domicile in Zürich, Switzerland. The domicile can be moved at any time to any other location in Switzerland.

1.2 Purpose

The IPCP is formed to provide a non-profit organization for independent scientists to work together on all aspects of chemicals and their impact on environment and human health, each scientist contributing with their expertise, to make their contribution to improve the basis of decision-making in relation to the use of chemicals, chemicals in goods, materials, chemical byproducts and transformation products of chemicals, formed in the abiotic environment or in biota.

The IPCP objectives are:

- *to initiate, prepare and disseminate condensed state-of-the-science documentation on all aspects of environmentally relevant chemicals, i.e.*
 - to review the available scientific knowledge about environmentally relevant chemicals and discuss the uncertainties of this knowledge, to identify agreement and disagreement between relevant scientific findings, to identify most important research needs and to summarize all these aspects in a documentation (“IPCP Reports”)
 - to provide this documentation to the public, national governments, international institutions, and various other stakeholders
 - to promote improved general understanding of impacts of environmentally relevant chemicals, known or being potential environmental contaminants or health-threatening compounds
 - to apply a holistic view on chemicals and their environmental and health benefits and/or undesirable effects
 - to foster exchange and development of scientific knowledge at the global level and to support decision-making processes in all parts of the world.
- *to act internationally and in countries with particular needs for improving knowledge regarding chemicals for them to manage issues related to chemicals, i.e. including*
 - global integration of interdisciplinary knowledge on chemical pollution issues based on state-of-the science
- *to offer the scientific expertise accumulated within IPCP to international organizations, national governments and other parties for discussions and review of all aspects of the scientific basis for regional and/or global management of chemicals.*

The means employed by the IPCP to pursue the above objectives are:

- to direct and coordinate the work offered by scientists within IPCP to contribute to the above-mentioned objectives
- to establish working groups on selected topics and to present condensed state-of-the-science IPCP reports
- to establish project consortia
- to encourage international collaboration and exchange of information through the work of different and *ad hoc* formed task forces
- to form expert panels of IPCP members to respond to requests from international organizations, national governments and other parties
- to initiate and organize international scientific meetings
- to foster scientific education and training by establishing exchange and collaboration with partner institutions
- to promote scientific research in specified areas

2. Membership

2.1 Regular members: eligibility and commencement of membership

Regular members of the IPCP

- have to be employed by or affiliated to academic or independent research institutions
- have to be free to unconditionally share their full scientific knowledge; if there is a conflict of interest, this has to be declared at the time of membership applications or whenever such a conflict arises.

Individuals who want to become a regular member of the IPCP should apply for membership by submission of the application form for regular IPCP membership, including the declaration on potential conflicts of interest and other information specified on the form.

The board of the IPCP decides on the acceptance of applications for regular membership. The board can deny membership without specifying reasons.

Exemptions: The board can accept individuals who are not employed by or affiliated to academic institutions as regular members of the IPCP. These individuals have to be free to unconditionally share their full scientific knowledge; if there is a conflict of interest, this has to be declared at the time of membership applications or whenever such a conflict arises.

2.2 Associate members: eligibility and commencement of membership

Associate members of the IPCP

- can be students and/or individuals affiliated with any organization as long as the conflict-of-interest requirements (section 2.1 above) are fulfilled
- will be invited to the general assembly like regular members and can make statements at the general assembly

- do not have a vote at the general assembly, cannot stand for election to the IPCP Board, and cannot vote for IPCP Board candidates
- cannot participate in IPCP working groups and other activities of the IPCP unless invited by the IPCP board.

Individuals who want to become an associate member of the IPCP should apply for membership by submission of the application form for associate IPCP membership. The board of the IPCP decides on the acceptance of applications for associate membership. The board can deny membership without specifying reasons.

2.2 Membership withdrawal and exclusion

Each member (regular and associated) of the IPCP can withdraw their membership at any time. This needs to be declared to the board in writing or by e-mail.

The board of the IPCP can exclude a regular or associated member from the IPCP if the member seriously violates the by-laws of the IPCP or if the member does not pay the membership fee even after receiving a reminder.

3. Financial resources

3.1 Sources

The financial resources of the IPCP derive from:

- the membership fee
- donations
- grants and other types of funding from funding institutions
- any other kind of financial support

3.2 Membership fee

An annual membership fee is decided by the Board. Upon request, individuals from low- and middle-income countries can have their fees waived. There is no membership fee for associated members.

3.3 Liability

To meet liabilities of the IPCP, only the financial resources of the IPCP can be used. Members of the IPCP are not liable for any obligations of the IPCP.

4. Organization

4.1 Organs of the IPCP

Organs of the IPCP are:

- the General Assembly (GA)
- the Board
- the Auditors

4.2 General Assembly

The General Assembly of the IPCP is called once per year by the board.

The board or a quarter of the members of the IPCP can call for an extraordinary general assembly, which has to be held no later than three months after the call.

The invitation to the GA has to be made in written form (e-mail is equivalent) and has to include the agenda of the GA.

The chair of the IPCP is the chair of the GA or, if the chair cannot attend the GA, then the vice-chair is the chair of the GA, and if the vice-chair also cannot attend the GA, any other member of the board can chair the GA. The chair of the GA appoints a secretary, who keeps minutes of the GA.

Decisions can only be made about items included in the agenda. Each member of the IPCP has one vote. Decisions at the GA are based on the majority of the votes.

Each regular member of IPCP can transfer their right to vote to another regular IPCP member by a written and signed statement (email is equivalent).

The GA has the following responsibilities:

- approval of the annual report of the chair and of the annual budget; exoneration of the board
- election of auditors
- changes of the bylaws
- decision about membership fees
- decision to dissolve the association and to liquidate its financial resources and distribute the proceeds.

4.3 Board

The IPCP board

- consists of at least three but not more than 14 regular IPCP members.
- elects the chair and vice-chair of the IPCP.

Members of the board are elected for four years, can be re-elected, and must attend at least half of the board meetings per year unless a board member informs the Chair or Vice-chair or Executive Director about extenuating circumstances. Board members must not bring the IPCP into disrepute and have to remain in good standing. The board proposes candidates for the next board election. This list can include current board members running for re-election and/or new board member candidates. Names of additional candidates can be added by any regular member in good standing including self-nominations within three weeks after announcing the election process. Candidates running for board election must have at least two years of regular membership and have to be in good standing. A candidate for the board is elected as a board member if the candidate receives at least 50% of the votes cast in the board election.

Meetings of the board are held according to need. Meetings are called by the chair. Every board member has the right to ask for a board meeting. Board meetings have to

be called in written form (e-mail is equivalent). At a board meeting, minutes of decisions made at the meeting have to be taken.

The board has a quorum if at least 50% of its members are present. This can be done, for example, by e-mail. Board members who cannot attend a board meeting can also indicate to the chair of the board that they want to abstain. This can be done, for example, by e-mail. In this case, they are not included in the determination of the quorum. Decisions are based on a two-thirds majority of the board members present. The chair has the final ballot.

Responsibilities of the board of the IPCP: the board

- is responsible for the general organization of the work of the IPCP
- decides on the use of the financial resources available to the IPCP
- is responsible for implementation of decisions of the GA
- represents the IPCP
- calls for a GA
- decides about membership
- decides on the establishment of IPCP working groups
- decides on the establishment of IPCP project consortia
- decides on the establishment of IPCP task forces
- decides on organization of international scientific IPCP meetings
- approves results from working groups, project consortia and task forces
- prepares regulations for organization of the work of the IPCP.

4.4 Auditors

The GA elects two auditors from the regular members of the IPCP. The auditors are elected for two years and can be re-elected. The auditors approve the annual budget and report to the GA.

5. Further regulations

5.1 Dissolution, changes of purpose

Dissolution of the IPCP as an association according to Swiss law, change of the association's purpose, or a merger of the IPCP with another association can only be decided by an extraordinary GA that is called for this particular purpose; the required majority for such a decision is 75% of the votes.

5.2 Entry into force

The initial version of these bylaws was approved at the constituent assembly of the IPCP on November 24, 2008, and entered into force upon approval on November 24, 2008.

Zürich, November 24, 2008

Signatures

Dr. Martin Scheringer
Dr. Noriyuki Suzuki

Dr. Åke Bergman
Dr. Cornelius Zetzsch

1st modification of the by-laws: The present version of the bylaws was approved at the general assembly of the IPCP on May 21, 2012, in Berlin, Germany.

2nd modification of the by-laws: The present version of the bylaws was approved at the general assembly of the IPCP on May 27, 2019, in Helsinki, Finland.

3rd modification of the by-laws: The present version of the bylaws was approved at the general assembly of the IPCP on November 27, 2023.

4th modification of the by-laws: The present version of the bylaws was approved at the general assembly of the IPCP on October 2, 2024.