

IFHB e.V. - Statutes -

Status after approved amendment by general meeting of 23.10.2021.

(Translated version. In case of doubt, the German version of the Statutes of the association shall apply)

§ 1 Name and Seat

The association bears the name:

IFHB – Internationales Forum Historische Bürowelt e.V.

with its seat in Cologne.

§ 2 Purpose of the association

The task of the association is the maintenance and documentation of all historical aspects of office techniques and their social concerns. This is done by:

- a. Exchange of information among members, with domestic and foreign museums, institutes, libraries, as well as companies and private collections.
- b. Publication of periodicals with the titles:

Historische Bürowelt and
Historische Bürowelt - aktuell

The periodicals cover the following areas, among others, with scientific and popular contributions on the history and development of office technology:

1. pre-mechanical writing techniques
 2. shorthand
 3. typewriters
 4. calculating machines
 5. data processing
 6. telephones
 7. duplicators
 8. other office equipment
 9. social history
- c. Organisation of collectors' meetings
 - d. Organisation of exhibitions
 - e. Promotion and research tasks on office and social history
 - f. Expert opinions
 - g. Development and provision of teaching, training and illustrative material

The association exclusively and directly pursues non-profit purposes within the meaning of the section "Tax-privileged purposes" of the German Tax Code. All funds may only be used for purposes in accordance with the statutes. All board activities are voluntary and free of charge. Members shall not receive any allowances or shares in profits from the funds of the Association. No person or institution may be favoured by levies that are alien to the purpose of the association or by disproportionately high remuneration.

§ 3 Admission of Members

1. Any natural or legal person of any nationality may become a member of the association upon written application.
2. The board decides on the admission of a member by majority vote.
3. Persons who have rendered outstanding services to the "IFHB" may be awarded honorary membership by a $\frac{3}{4}$ majority of the General Assembly. Other honours fall within the decision-making power of the Board.

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§ 4 Withdrawal of members

1. Membership of the Association shall be terminated by death in the case of natural persons or by the loss of legal capacity in the case of legal persons.
2. Resignation may only be effected by written declaration to the Board of Directors with a notice period of at least three months to the end of the business year. If the resignation is not made three months before the end of the business year, the membership fee for the following year shall still be payable.

§ 5 Exclusion of members

1. At least one third of the members or the Board of Directors may apply for the expulsion of a member in writing, giving reasons, if there is an important reason. Reasons for exclusion are in particular conduct detrimental to the Association and violations of the Statutes and interests of the Association and of the resolutions of the General Assembly.
2. The General Assembly shall decide on a request for exclusion by simple majority.
3. Members who have not paid their membership fees for more than six months despite a reminder shall be automatically excluded.

§ 6 Organs of the Association

The organs of the association are

- a. the Board of Directors,
- b. the General Assembly

§ 7 Membership Fees

Membership fees shall be decided by the General Assembly with a simple majority of the members present. Honorary members do not pay membership fees. Annual subscriptions shall be due by the end of the first month of the fiscal year.

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§ 8 Board of Directors

The Board of Directors shall consist of four members with equal rights, who shall be responsible for the management of the Association, the publication of journals and the keeping of the treasury. The Board of Directors shall itself elect the Executive President. The Board of Directors shall constitute a quorum if more than half of the members of the Board of Directors participate in the decision-making process. In the case of votes and elections within the Board of Directors, the Executive President shall have double voting rights in the event of a tie. This does not apply to the election of the Executive President.

The Board of Directors shall be appointed by the General Assembly or by postal ballot for a period of two years. Re-election is possible. The Board of Directors shall be elected in one ballot. Each member has up to four votes. The four persons with the most votes from postal votes and members present shall be elected. In the event of a tie, the decision shall be made by drawing lots.

Up to five months before the General Assembly, the Board of Directors shall invite all members to nominate candidates for the election of the Board of Directors. The nominations shall be submitted to the Board of Directors within one month from the date of the letter.

Applications for the General Assembly shall be submitted to the Board of Directors at least four weeks before the General Assembly. Applications which include an amendment to the Statutes must be submitted to the Board of Directors in writing eight weeks prior to the General Assembly, whereby notification in text form by email shall be sufficient. With the invitation to the General Assembly, the Board of Directors shall submit or deal with the following items in the agenda.

- a. Report of the Board of Directors
- b. Report of the Treasurer
- c. Report of the cash auditor
- d. Discharge of the Board of Directors
- e. Election of the Board of Directors and the auditor
- f. Confirmation or change of the membership fee

The invitation to the General Assembly may also be sent to the email address last communicated by the member, if the member confirms this to the Board of Directors. The Board of Directors shall remain in office until a new Board of Directors is appointed. The Association shall be represented externally by the Executive President and one other member of the Board of Directors. The Board of Directors members are not exempt from the provisions of § 181 BGB.

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§ 9 The General Assembly

1. The General Assembly shall be convened every two years by simple letter or as a publication in the journal "Historische Bürowelt - aktuell" with the agenda, observing a period of 30 days from the postmark or publication date of the journal. It shall have the following duties and powers, among others:
 - a. Election, discharge and possibly dismissal of the Board or individual Board members,
 - b. Deciding on amendments to the Statutes
 - c. Confirmation or change of the subscription rate
 - d. Dissolution of the Association
2. An extraordinary General Assembly may be convened by the Board of Directors with a 2/3 majority for a given reason.
3. If a convened General Assembly cannot be held in person, the Board of Directors may decide to postpone the meeting to another date in the near future or to carry out decisions according to paragraph 1. according to the principles of postal voting.

§ 10 Quorum

1. A quorum shall be any duly convened General Assembly.
2. A member is entitled to vote if its subscription account is balanced. Only members entitled to vote shall count towards the quorum.
3. 2/3 of all members must vote in favour of a resolution to dissolve the Association. If a member is prevented from voting, that member must exercise his or her right to vote in writing.
4. Amendments to the Statutes require a majority of 2/3 of the members present.
5. Unless otherwise provided, resolutions shall be adopted by a simple majority of the members present.
6. For the election of the Board of Directors, a postal ballot by name shall be arranged for all members with the invitation.
7. For the actual election/brief ballot, all candidates who will stand for election shall be listed. It is the responsibility of the Board of Directors to ask whether a proposed candidate would accept an election.

§ 11 Fiscal year

The fiscal year shall begin on 1 January and end on 31 December of each year.

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§ 12 Data Privacy

1. The association collects personal data such as name, address, date of birth, telephone numbers, email addresses and bank details for the purpose of membership administration by means of electronic data processing. The data shall be stored by means of suitable Association software in the computer systems of the Board of Directors members or their representatives. The members of the Board of Directors and the representatives of the Board of Directors have undertaken to maintain data protection in accordance with § 53 of the German Federal Data Protection Act (BDSG-neu).
2. The association informs about special events not only through its own magazines but also through the local daily press. The individual member may object to such publication at any time vis-à-vis the Board of Directors. Insofar as this contains personal data.
3. On leaving the Association, the name, address and date of birth of the member shall be deleted from the list of members stored in the computer systems. Personal data of the member concerning the cash administration shall be kept for up to ten years from the date of resignation in accordance with the provisions of tax law.

§ 13 Foundation

On 28 November 1981, Uwe H. Breker (Cologne), Alfred Findeisen (Düsseldorf), Jörn Holzmann (Hamburg), Tjitte de Jong (Breda, Netherlands), Harmut Koch (Hamburg), Dr. Gerd Krumeich (Düsseldorf) and Ulrich Rüscher (Lahstedt) founded the "IFHB" in Bielefeld.

§ 14 Final provision

In the event of the dissolution or annulment of the Association or in the event of the cessation of its previous purpose, liquidation shall take place. Unless the General Assembly decides otherwise, the liquidators shall be the members of the Board of Directors in office at the time of dissolution. After the liabilities have been settled, the assets remaining to the Association, in particular any collection (machinery, equipment, literature) acquired up to that time, shall be transferred to a public body (such as the Deutsches Museum, Munich) to be determined by the General Assembly, which shall use them directly and exclusively for charitable purposes.

§ 15 Authentication of resolutions of the General Assembly

Minutes shall be taken of the resolutions passed at the meeting and shall be signed by a member of the Board of Directors and a member of the Association.

Date 07.01.2022

Detlef Zerfowski

Uwe Bethmann

Matias Rajkay

Claus-Peter Soelter