

USE61400-25 – Constitution – approved on the 1st user group meeting held in Salon de Provence, France, March 19-20, 2009

Version: 2.0
Date: 20.03.2009

Paragraph 1	The purpose of the user group is to motivate and support a global use of the IEC 61400-25 standard series within wind power. The purpose shall be supported by global promotion, advertising and marketing activities in order to expose the standard series as much as possible, including a modern and updated user group web site.
Paragraph 2	The name of the user group is USE61400-25.
Paragraph 3	The official postal address of the user group is the address of the chairman.
Paragraph 4	Everybody can apply for membership according to Annex C. Membership categories are as defined in Annex A. Membership of the user group is personal which means that a member shall be identified with a name, company, address, phone and an e-mail address. Each member might request a membership handover via the membership application form. A Membership will be automatically renewed every twelve months until the chairman has acknowledged the receipt of a written notification of membership termination with at least a three month notice period prior to the renewal date.
Paragraph 5	The main aims of the member services are to ease the use of the standard series and provide support to the users of the standards. Member services are as defined in details in Annex A. The list of services is related to the budget and reviewed accordingly at the general assembly as stated in Paragraph 12.
Paragraph 6	The membership fees are regulated every year and are to be agreed on by the general assembly as stated in Paragraph 12.
Paragraph 7	The members are obligated to actively contribute to support the aim of the user group according to Paragraph 1. Members are also obligated to follow any decision taken by the general assembly of the user group. In case a member is not following the obligations an exclusion action can take place according to Paragraph 22.
Paragraph 8	The user group are managed by a chairman and a management team consisting of up to five members including the chairman. Nomination period for chairman as well as management team members is two years. The nomination shall take place on the general assembly as stated in Paragraph 12. At the first general assembly all management team members are nominated. Thereafter every year half of the management team members are nominated.

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Paragraph 9	The member services and support activities on technical issues are operated and managed by a technical team nominated of minimum six members. The nomination shall take place on the general assembly as stated in Paragraph 12.
Paragraph 10	The user group management team shall secure cooperation with partners of relevance with the aim to maximize the promotion and ease the use of the standards. A list of cooperation partners as given in Annex B shall be maintained continuously and published on the user group web site.
Paragraph 11	The general assembly is the highest authority for the user group and all decision taken in this forum shall be respected. Any decision taken in majority on the general assembly can't be exposed to any legal trial.
Paragraph 12	<p>The general assembly shall be held within the first half of a year with the minimum the agenda as follows.</p> <p>Agenda for the ordinary general assembly:</p> <ol style="list-style-type: none">1. Nomination of a chairman for the general assembly2. Appointing a secretary for the general assembly3. Yearly management team report4. Financial report for the year in discussion5. Proposals from members6. Proposals from the technical team7. Proposal for services offered to members8. Proposal for membership fee for the coming year9. Proposals from the management team10. Proposed budget for the coming year to be agreed.11. Nomination of a user group chairman12. Nomination of members for the management team13. Nomination of members for the technical team14. Nomination of a financial auditor15. Date and place for next year general assembly16. Miscellaneous
Paragraph 13	The user group chairman shall in close cooperation with the management team represent the user group in all aspects. The chairman can transfer his responsibility to any of the management or technical team members if preferable.

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Paragraph 14	The user group management team shall secure a book keeping following the constitutional regulations and all international and any local legislation for trustworthy and ethic correct book keeping. The book keeping and the related management team report shall illustrate the expenses related to the various services offered.
Paragraph 15	The financial year for the user group book keeping shall follow the calendar year.
Paragraph 16	The user group management team is defining its own business procedures in order to obtain the objectives set by the general assembly. The established business procedures shall be accepted by the general assembly and published on the user group web site.
Paragraph 17	No member of the management team or the technical team can be personally responsible for any financial obligation on behalf of the user group as long as the disposition is legal and taken within the rules agreed at the general assembly. None of the management or the technical team members can be exposed to any legal trial if no criminal act has taken place.
Paragraph 18	The management team has the right to establish task force teams with dedicated objectives in order to promote the user group, study specific details, and perform specific cooperative tasks to obtain the objectives set by the general assembly. If no dedicated budget is allocated to the task force established the additional expenses if any shall be covered within the yearly budget agreed.
Paragraph 19	Members are obligated to pay the membership fee at the due date defined by the management team and shall at least have paid all pending membership fees before the general assembly in order to have access and voting rights on the general assembly.
Paragraph 20	Member voting can only be accepted by personal voting on the general assembly. In case of absence a representative can be appointed to attend the general assembly as a substitute for a member. One person can represent multiple votes for one membership according to annex A.
Paragraph 21	All voting are made by the rules of majority. Votes are granted according annex A.

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Paragraph 22	Exclusion of a member shall be motivated by the user group management team for the general assembly which forum shall approve the exclusion as the final act. The act of exclusion can be taken at any time by the user group management team if a member has been working against the constitutions or obstructing obtaining the objectives agreed on the general assembly. The excluded member has the right to present her/his private opinion in front of the general assembly before the final general assembly voting on the exclusion will take place. The general assembly voting is final and can't be exposed to any legal trial.
Paragraph 23	Change(s) in the constitution can be implemented after obtaining 67% of all membership votes in favour of the change proposed. If the representation on the general assembly is lower than 67% of possible votes a call for an extraordinary general assembly can be announced with a minimum period of 3 months. At the extraordinary general assembly shall be obtained a positive vote from minimum 67% of the members present in order to implement changes to the constitutions. The regulations stated for constitutional changes here are not affecting the annexes to the constitution.
Paragraph 24	In case of insolvency or closing of the user group a team of three persons shall be elected by the general assembly to take care of the closing activities including recommendation for closing any financial accounts of the user group if any.

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Annex A

USE61400-25 user group services, member categories and prices

USE61400-25	Membership categories						
Services	Individual	Utility	Manufacturer	System Integrators	Consultants / Service Providers	Institutional	Non member
Votes granted	1	2	2	2	2	1	0
Annual Membership Fee - EUR	500	2000	2000	2000	2000	1000	
TISSUE Data Base	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Technical issues - resolutions	⊗	⊗	⊗	⊗	⊗		
Information Centre news, success stories, calendar, events, blog, RSS	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Discussion Forum /Group share point	⊗	⊗	⊗	⊗	⊗	⊗	
User group meeting access	⊗	⊗	⊗	⊗	⊗	⊗	
Username / Passwords	1	Up to 5	Up to 5	Up to 5	Up to 5	Up to 3	
Overview of solution provider	⊗	⊗	⊗	⊗	⊗	look	look
Conformance tested product area – list of products incl. spec.	⊗	⊗	⊗	⊗	⊗	look	look
Permission to use the user group logo		⊗	⊗	⊗	⊗	⊗	
Marketing & advertising Support	On Request (OR)	OR	OR	OR	OR	OR	
Banner on user group web site		⊗	⊗	⊗	⊗		
Product Feature of the Month	look	⊗	⊗	⊗	⊗	look	look
Brochures in user group booth where present		⊗	⊗	⊗	⊗		
Conformance testing		OR	OR	OR	OR		

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Annex B

USE61400-25 user group cooperation partners – proposal

USE61400-25	In cooperation with the following partners					
Technical areas						
Information Modelling	IEC TC57 WG10,17,18 TC88	IEEE1547	VDE	EN	VDI	
Information Exchange Modelling	IEC TC57 WG10,17,18 TC88	IEEE1547	VDE	EN	VDI	
Mappings	Web services - MUG	OPC/XML - OPC Foundation	MMS - UCA	IEC 60870-5-101/104 - TC57 WG10	DNP3 – DNP3 user group	
Conformance test institutes	KEMA, NL	Labein, ES	AEP Dolan, US Kinectrics, Canada			

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Annex C

USE61400-25 user group – membership application procedure – proposal

Tbd – application form + procedure described at the web site.
