

## STATUTES

### 1. Name

- 1.1. The name "Swiss Universities Communications Officers Conference" refers to a community of professionals with common interests.
- 1.2. This national conference called "Swiss Universities Communications Officers Conference (SUPRIO<sup>1</sup>)" represents Switzerland in the corresponding European association EUPRIO.

### 2. Mission and Vision

- 2.1. SUPRIO is concerned mainly with the scientific as well as the integrated external and internal communication of universities and institutions of its members.
- 2.2. The conference encourages the exchange of experience and ideas as well as the collaboration between its members.

### 3. Membership

Different types of memberships exist within SUPRIO:

- 3.1. Institutional Members: Usually represented by their head of communications. This refers to Swiss Universities, Swiss Universities of Applied Sciences and Teacher Education, ETH Board, both ETH and the four research institutes, associated federal or universities' institutions, the Swiss Academies of Arts and Sciences, Swiss National Science Foundation and institutions in charge of education and research politics.
- 3.2. Associated Members: Professionals active full-time or part-time in the field of communications and PR in member institutions.
- 3.3. Individual Members: People supporting the mission and vision of SUPRIO.
- 3.4. Donors: Institutions and organisations supporting the mission and vision of SUPRIO.
- 3.5. Honorary Members: Personalities who have acted for the benefit of SUPRIO. The annual fee is waived for them.

### 4. The Organisation

- 4.1. The conference holds a regular general meeting every year. The agenda comprises at least of the following points: elections, appointment of the honorary members, setting of the annual fees for memberships (for institutional and individual members), finance and budget as well as the presentation of the year's action plan.
- 4.2. In elections, the representatives of the institutions (or their representatives) are entitled one vote, according to Article 3.1.
- 4.3. The Conference is quorate if due and proper notice has been given and if the President or Vice-President are present; a simple majority is required.
- 4.4. To be elected, the candidate must obtain two thirds of the votes of the voting members present in the first round. In following rounds a simple majority is required. According to Articles. 3.1 und 3.2 all members are eligible.
- 4.5. The executive committee is composed of 5-8 members including the President, the Vice-President, the Treasurer, and the EUPRIO delegate. At least one representative of each of the three groups – Universities, Universities of Applied Sciences and Teacher Education or other institutions in charge of education and research politics – must also be part of the Executive Committee. Members are elected for three years and can be re-elected.
- 4.6. The secretariat is located at the institution of the elected President. Finance will be dealt with at the Treasurer's working place.
- 4.7. Changes of statutes require 2/3 of all votes.

### 5. Activities

The Conference

- 5.1. organises thematic days, exchanges of experience (at least twice a year);
- 5.2. undertakes joint communication actions for associations and gatherings of all kinds, or for national events;
- 5.3. supports further education for its members;
- 5.4. defines a yearly working plan;
- 5.5. develops international relations;
- 5.6. can work out position statements and studies, be they of individual initiative or upon a third party's request, and make them available to those interested.