

# **OITAF**

INTERNATIONAL ORGANIZATION FOR TRANSPORTATION BY ROPE  
office: Viale Pasteur 10, 00144 ROME, Italy

## **S T A T U T E**

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## **Art. 1**

### **Aim and Scope**

- 1) Membership of the International Organisation for Transportation by Rope (OITAF) is open to all administrations, associations, institutions, companies and persons who are interested in the technical, legal, administrative and economic problems of transportation by rope, including skilifts.
- 2) The aim of the organisation is the promotion of the growth and progress of transportation by rope. OITAF is a non -profit making organisation.
- 3) In order to pursue the aforesaid aims, the organisation proposes:
  - a) to collect any documentation relating to transportation by rope with technical, legislative, administrative or economic contents of special interest to the organisation, with the intention of setting up a documentation centre;
  - b) to make such documents available, by means of periodic publications sent to members;
  - c) to facilitate the exchange of information on issues related to transportation by rope;
  - d) to promote studies and experimental work which could be useful for the development and progress of transportation by rope;
  - e) to promote the standardisation of national norms in the field of rope transportation;
  - f) to propose standardised international guidelines and issue recommendations for the planning, construction, operation, maintenance and supervision of ropeways;
  - g) to organize international seminars at regular intervals;
  - h) to call International Transportation by Rope Conferences.

## **Art. 2**

### **Headquarters, official languages, publications**

- 1) The headquarters of the organisation is in Rome.
- 2) The Italian text of this statute is valid in all questions concerning the interpretation of its contents. The final decision in all cases where there are doubts about the interpretation of the text rests with the Management Committee.
- 3) The official languages of the organisation are French, English, Italian, Spanish and German.

- 4) When International Congresses are held, the papers and discussions should, when possible, be translated simultaneously into the languages referred to in paragraph 3, taking into account the nationalities of the participants. The Management Committee will decide if it is not necessary to translate into one or more of the official languages.

When the bodies referred to in Article 4.1 meet, the decision on whether to translate into one or more official languages rests with the bodies concerned.

- 5) Biannual information bulletins with reports on the organisation's activities occupying a central position.

### **Art. 3**

#### **Membership**

- 1) There are various categories of membership: corporate members (categories A to D), individual members (categories E and F) and honorary members.
- 2) Corporate membership is grouped in the following way:

Category A:

public administrative bodies responsible for granting authorisation for the construction of ropeways or responsible for the supervision of ropeway installations. One administrative body from each country is admitted into this category, the remainder are admitted into category D.

Category B:

international and national associations operating ropeways. Only one national association is admitted for each country, any others are admitted into category D.

Category C:

international and national associations of ropeway constructors (designers, constructors of installations, manufacturers of equipment). One national association from each country is admitted into this category, any others are admitted into category D.

Category D:

Supervisory bodies authorised by the public authorities, universities and public institutions who carry out research and experimental work in the field of rope transportation, notified bodies who carry out at the request of manufacturers conformity assessments of safety components and subsystems of ropeway installations and, in addition, all corporate members not admitted into categories A, B and C.

- 3) Individual members are grouped in the following way:

Category E:

companies involved in the planning, design, construction, operation, maintenance or supervision of ropeway installations or ropeway equipment

Category F:

individuals engaged in the planning, design, construction, operation, maintenance or supervision of ropeway installations or equipment or who carry out research and experimental work in this field.

- 4) Honorary members are people who have particularly distinguished themselves in the ropeways sector. They are nominated by the Assembly.
- 5) Applications for membership should be submitted in writing. They are then examined by the Secretary and submitted to the Management Committee, whose decision is then communicated to the applicant.

## **Art. 4**

### **Management bodies and representation**

- 1) The organisation has the following management bodies:
- the Assembly
  - the Management Committee
  - the Executive Committee
  - the Auditors
- 2) All documents legally binding on the organisation must be signed jointly by the President - or in the case of an impediment, by one of the Vice Presidents - and by the General Secretary (art. 8) - or in the case of an impediment, by one of his collaborators. The name of the organisation and the office held by the signatories must always be indicated.

## **Art. 5**

### **Assembly**

- 1) The Assembly is constituted by all the members of the organisation, corporate, individual and honorary.
- 2) The Assembly, which represents the supreme body of the organisation, determines the general lines of the organisation's activities.

In particular it:

- a) approves the Statute and any amendments;
  - b) elects the members of the Management Committee;
  - c) elects the Auditors;
  - d) in those years in which an Assembly is called, it approves the balance sheet of the preceding year;
  - e) approves the budget provisions for the next three years;
  - f) recognises the constitution of continental branches;
  - g) nominates the honorary members;
  - h) deliberates on the dissolution of the organisation.
- 3) The Assembly meets at least once every three years, in the venue decided by the Management Committee. An Extraordinary Assembly must be called when a number of members who control at least one-third of the total voting rights of the organisation requests this.
  - 4) The Assembly is called by the President of the organisation. Notice of the convocation must be communicated to the members at least three months before the date fixed for the meeting. Members must be notified of the contents of the agenda at least one month before the date fixed for the meeting. The notice of the convocation shall also specify the date of a second convocation if planned. The second convocation may also be scheduled on the day following the first convocation.
  - 5) When voting takes place at the Assembly, members are entitled to the following number of votes:

Corporate members:

Category A:	25 votes
Category B:	20 votes
Category C:	20 votes
Category D:	5 votes

Individual members:

Category E:	2 votes
Category F:	1 votes

Honorary members: 1 vote

- 6) Members who have paid their membership dues for the year preceding the General Assembly and have since submitted no application for withdrawal are entitled to vote. The same holds true for members who have been admitted as members by the last meeting of the Management Committee preceding the General Assembly and have paid membership dues.

- 7) A member can give another member written authorisation to vote for him. No member can accept more than one such written authorisation.
- 8) Corporate members can be represented at the Assembly by a maximum of five persons, only one of these representatives is entitled to vote. Individual members are limited to the presence of one person at the Assembly.
- 9) When the Assembly has to elect the Management Committee, a Chairman and Secretary are elected at the start of the proceedings by a relative majority of the votes present and represented. In the case of other Assemblies the Chairman is the President of the organisation.  
The Chairman is required to ensure that the work of the Assembly is carried out in accordance with the aims of the organisation and is empowered to limit the duration of each intervention, if this is necessary.
- 10) In the first convocation, the Assembly is validly constituted if at least half the total votes assigned to the members are present or represented. In a second convocation, the Assembly can adopt decisions by the majority of the votes present regardless of the number of members present.
- 11) The Assembly can only discuss subjects included in the agenda.
- 12) Voting is by a show of hands, taking into account the number of votes allotted to each member.  
If a majority of the votes present or represented so requests, voting can be carried out by roll-call or by secret ballot.
- 13) Decisions of the Assembly are taken on the basis of a relative majority of the votes present and represented.  
Discussion of amendments to the Statute must be conducted in accordance with the provisions of Art. 12.4, discussion of a possible dissolution of the organisation must respect the provisions of Art. 16.2.
- 14) The Assembly's decisions are binding on the members only in so far as they concern the members' activities within the organisation. Therefore, the members are not bound by these decisions in their other activities.
- 15) Minutes must be drawn up for each meeting, to be signed by the Chairman and Secretary (see paragraph a). Copies of these minutes must be sent to each member, in the official language of the member's choice. The Italian version of the minutes must be kept in the records of the Secretariat during the life of the organisation.
- 16) Both ordinary and extraordinary Assemblies may be held via audio/video conferencing. In this case, the following conditions shall be met and recorded in the minutes:

- The Chairman of the Assembly shall be able to verify the identity and the legitimacy of the participants, to chair the meeting properly and to confirm and announce the results of votes taken;
- The Secretary shall be able to observe and report the proceedings of the Assembly adequately;
- The participants shall be able to take part in the discussions of the items on the agenda and in votes as well as to see the necessary documents;
- The place where the Chairman is located is considered to be the venue of the Assembly.

## Art. 6

### Management Committee

- 1) The Management Committee is made up as follows:
  - Category A: 6 members
  - Category B 5 members
  - Category C 2 members
  - Category D 2 members
  - Category E 2 members
  - Category F 1 member

In so far as is possible, the composition of the Management Committee must reflect the various disciplines and countries most closely involved in rope transportation, with a maximum limit of three members from any one country. Representatives of international associations are excluded from this limitation.

The Management Committee can decide on the integration of up to five additional members of different nations that are not represented within the committee and further have to belong to one of the categories A to D (extraordinary members) and decide as well on the admission of the presidents of Continental branches.

- 2) Members of the Management Committee are elected by the Assembly from a list of candidates. The outgoing Management Committee must prepare a list of proposed candidates for each category, bearing in mind the objectives referred to in the preceding clause and in clause 3 which follows. This list must be sent to the members, together with the agent of the Assembly.  
Each participant in the Assembly who has the right to vote is entitled to add the names of other candidates available in his category. The outgoing committee must make all necessary arrangements to ensure that voting is carried out correctly.
- 3) The office of member of the Management Committee is not paid. Members are elected to serve for three years. Extraordinary members are elected for only three years,



whereby several replays are possible. However extraordinary member can be relieved by the Management Committee.

- 4) The Management Committee elects from its members a Chairman, two Vice Chairmen and the two members of the Executive Committee referred to in Article 7, in accordance with the principles set out in clause 3.
- 5) The Management Committee is directly responsible to the Assembly for its activities. The Chairman of the Management Committee is also the President of the organisation.
- 6) All decisions taken by the Management Committee must conform to the general lines laid down by the Assembly. The Committee is responsible for seeing that its decisions are implemented correctly.  
The Management Committee has the following powers:
  - a) it decides on the measures indicated in Art. 1.3; decisions on matters referred to in Art. 1.3, sub-clauses d) and e) require the agreement of at least three members from category A.
  - b) it decides on applications for membership and defines the appropriate category of membership in accordance with the provisions of Article 3;
  - c) it nominates the General Secretary;
  - d) it appoints Work Committees;
  - e) it fixes the date of convocation of the Assembly and establishes the agenda;
  - f) it presents the budget proposals for the next three years to the Assembly;
  - g) it approves the annual budget forecasts in accordance with the guidelines fixed by the Assembly (Art. 5.2 sub-clause e);
  - h) it approves the balance sheet of the previous year in those years in which no Assembly is called;
  - i) in years in which an Assembly is not held, the Management Committee submits the balance sheet of the previous year for approval;
  - j) it decides on the dates and place of venue of international seminars and of International Ropeway Conferences, defines the relative programmes and nominates an organising committee of International Ropeway Conferences and its chairman;
  - k) it approves the report on the organisation's activities;
  - l) it approves the Statute of the continental branches;
  - m) it decides on applications for extraordinary membership and it decides on their exclusion.
- 7) The Management Committee meets at least once a year, and at any other time when the interests of the organisation require another meeting to be held.

- 8) The Chairman or the General Secretary are required to circulate the notice of convocation at least 40 days and the relative agenda at least 14 days before the meeting of the Management Committee to all members of the Management Committee, the Auditors and the Chairmen of the continental branches. Transmission of the notice by email is deemed to be acceptable.
- 9) Attendance at the meetings is obligatory. In exceptional and justifiable circumstances, a member can authorise in writing another member of the Management Committee or another member or the OITAF representing his category of members of his own country to act as his substitute. Members who have been elected by the General Assembly from the list of candidates drawn up by the outgoing Management Committee are required to notify to the Assembly their wish to appoint a substitute and to notify his name. The substitute remains in office as long as the member he is representing remains in office as member of the Management Committee. If, as specified in clause 14, the Management Committee appoints a new member, the new member is authorised to appoint a substitute.
- 10) The Management Committee is validly constituted to proceed if half the members with right to vote are present or represented.
- 11) Each member of the Management Committee has the right to one vote, with the exception of the Auditors, the extraordinary members and the Chairmen of Continental branches who have no right to vote. Voting is by a show of hand or by secret ballot, if one of the members with right to vote of the Committee requests this.
- 12) For a decision to be valid, two-thirds of the members with right to vote present and represented must vote in favour, or at least one-half of the total members with right to vote must vote in favour.
- 13) Items not included on the agenda cannot be discussed. If, for reasons of urgency, this becomes necessary, the decision taken becomes valid only after all the members who were absent on that occasion have given their agreement.
- 14) A member who, for no valid reason, is either absent or not represented at two consecutive meetings loses his office. Members may resign without giving their reasons for doing so.  
In both cases, the Assembly must elect substitutes when it next meets. In the meanwhile, the Management Committee has the right to appoint pro.tem. a new member from the category to which the previous member belonged. If the number of members drops below 12, the Management Committee is obliged to replace members who have resigned or who have lost office.

- 15) Minutes must be drawn up of each meeting, signed by the person who takes the chair at that meeting and by the person who acted as secretary. The minutes must be prepared in Italian and in the languages used during the meeting. Copies must be sent to all members of the Management Committee and to the Auditors in the original and in the language of their choice. Amendments must be proposed in writing to the Secretary in good time, so that they can be discussed at the next meeting of the Committee. The original minutes must be kept in the Secretariat files during the life of the organisation.
- 16) The meetings of the Management Committee may also be held via audio/video conferencing in application of art. 5 par. 16.

### **Art. 7**

#### **Executive Committee**

- 1) The Executive Committee is elected by the Management Committee to serve for three years. It consists of the President and Vice Presidents of the organisation, three members of the Management Committee, one each from categories A, B and C, and the General Secretary.
- 2) The task of the Executive Committee is to take all the measures necessary for the implementation of the objectives of the organisation and to supervise current activities.
- 3) Meetings of the Executive Committee are called by the President or the General Secretary.
- 4) The office of member of the Executive Committee is unpaid. However, in certain cases, the Management Committee has the power, at its discretion, to reimburse documented expenses.
- 5) The meetings of the Executive Committee may also be held via audio/video conferencing in application of art. 5 par. 16.

### **Art. 8**

#### **Secretariat**

- 1) The Secretariat is composed of the General Secretary, his collaborators an office staff, in accordance with the decisions of the Management Committee.

- 2) The General Secretary is appointed by the Management Committee to serve for three years, which can be extended for further three year periods, without any limitations. He must not be a member of the Management Committee.  
His collaborators are appointed by the Management Committee on the proposals of the General Secretary. Office staff are appointed directly by the General Secretary.
- 3) The task of the Secretariat is to concern itself with all questions regarding the current management of the organisation and, in particular, to:
  - a) organise and update the membership list;
  - b) keep the books and supervise all cash transactions;
  - c) prepare the annual balance sheets and budgets; prepare the reports on the organisation's activities;
  - d) store all documentation,
  - e) prepare the information bulletins referred to in Art. 2.5;
  - f) coordinate the activities of the Work Committees;
  - g) coordinate the activities of the continental branches;
  - h) organise the Assembly and meetings of the Management and Executive Committees and, in addition, implement the decisions taken by them;
  - i) collect and conserve the minutes.

The membership lists must indicate the number of votes each member is entitled to. Bookkeeping entries and justificatory documentation must respect the classifications used in the budget and balance sheets.

- 4) The General Secretary is a member of the Executive Committee and has the right to vote. He is not entitled to vote in the Management Committee or in the Assembly.
- 5) The General Secretary and his collaborators can be given a special fee, to be decided on each year by the Management Committee, on the basis of the work they have contributed. In special cases, at the discretion of the Committee, documented expenses can be reimbursed. The General Secretary will decide on the payment to be made to the office staff, within the limits laid down in the budget forecast.

## **Art. 9**

### **Auditors**

- 1) The Auditing Committee is made up of three auditors.  
The Assembly will elect three regular Auditors and two supplementary Auditors. They must not be members of the Management Committee or the Secretariat. Elections are held every three years and the Auditors can be re-elected.
- 2) The task of the Auditors is to ensure that the Statute is respected, and to control all accounting procedures. They have the right to inspect all account books and justificatory documentation at any time. Any comments they may have must be notified in writing to

the Management Committee within 30 days and notified verbally to the Executive Committee at the next meeting held.

- 3) The position of Auditor is unpaid.

## **Art. 10**

### **Work Committees**

- 1) The Management Committee has the right to appoint Work Committees to carry out the programme directives laid down by the Assembly, and to decide on the tasks and composition of such Work Committees. Work Committees need not necessarily be composed only of members of the organisation.
- 2) Each Work Committee elects a Chairman from among its members. The Chairman acts as a link with the Executive Committee and is entitled, with the agreement of the Executive Committee, to make contact with bodies not associated with the organisation.
- 3) Each Work Committee must draw up a work programme for submission to the Executive Committee, which includes an estimate of the costs involved, particularly with regard to translations. The Executive Committee can make available a fund to cover the aforementioned costs. The Chairman of the Work Committee is responsible for the administration of this fund and must submit justifying documents.
- 4) Each Work Committee must present a written account of its activities to the Management Committee.
- 5) The Management Committee is empowered to terminate a Work Committee, giving reasons for this action, even if the work programme of the committee has not been completed.
- 6) The office of member of a Work Committee is unpaid. In special cases, the Management Committee can reimburse documented expenses, either fully or partially.

## **Art. 11**

### **Continental branches**

- 1) The constitution of continental branches must be recognised by the Assembly (Art. 5.2, letter f). The aims and scope of the continental branches must conform to the principles of the organisation. A branch must include at least three members of the organisation of the continent in question. One of these members must belong to Category A.

- 2) The Statutes of continental branches must be approved by the Management Committee (Art. 6.6, letter f).
- 3) Each continental branch must elect a Chairman, who must keep in contact with the Management Committee. The Chairmen must keep the Management Committee informed on the proceedings of the branch meetings and, at least once a year, must send the committee a written report on the activities carried out.

## **Art. 12**

### **Amendments to the Statute**

- 1) A request for an amendment to the Statute can be examined if at least half the votes of the corporate members have been cast in support of this request or if all members of the Management Committees who have the right to vote have voted in favour or the request.
- 2) Any request for an amendment to the Statute which has not been made by the Management Committee must be submitted to the approval of the Management Committee.
- 3) The Management Committee submits the final text of the proposed amendment to the General Assembly.
- 4) Approval by the Assembly requires an absolute majority of the total votes of the members. If there is only a relative majority, not an absolute majority, a new vote must be carried out, possibly by electronic means, using the procedure established by the Management Committee.
- 5) All members must be informed of amendments to the Statute.

## **Art. 13**

### **Subscriptions and contributions**

- 1) When joining the organisation, each member (apart from honorary members) has to pay an annual subscription plus a further extraordinary contribution, which is fixed at a later date.  
This extraordinary contribution is intended to meet extra expenses arising from International Ropeway Congresses or particularly expensive research projects or experimental work.

- 2) The annual subscription is fixed in EURO in the following way:

Corporate members:

Category A	1.639,00 €
Category B	1.314,50 €
Category C	1.314,50 €
Category D	825,00 €

Individual members:

Category E	660,00 €
Category F	165,00 €

(with increase of 10% due to change membership fees in line with the devaluation of currencies approved by the general assembly on October 24, 2011)

The Assembly has the right to revise the subscriptions to take into account currency devaluation. This does not constitute an amendment to the Statute. In addition, University members (category D) can be granted a reduction of up to 50 % of the normal subscription as well as for members of category F who are older than 65 years.

- 3) The extraordinary contribution fixed by the Management Committee must not exceed 50% of the respective annual subscription.
- 4) Annual subscriptions and supplementary contributions must be paid to the Secretary not later than March 1st of each year. New members must pay their subscriptions and contributions within 60 days of the date of confirmation of their acceptance as members.
- 5) The Organisation is authorised to accept, on any conditions and in any form, help, donations, legacies and subsidies offered by public organisations, private individuals or others.

## Art. 14

### Budget and balance sheet

- 1) The financial year runs from January 1st to December 31st.
- 2) The normal budget, financed by receipts from the subscriptions referred to in Art. 13.2, is intended to cover current expenses.
- 3) The budget forecast for the organisation's revenues and expenses for the next financial year must be prepared each year in good time, according to the directives of the Assembly (Art. 5.2, letter e).
- 4) The Management Committee must decide on the budget forecast before December 31st. If the budget is not approved by that date, the items on the balance sheet must be included proportionally in the next financial year.

- 5) The annual balance sheet, together with the books and other documents, must be submitted to the Auditors in February of each year. If the Auditors have any objections, they are authorised to refuse their approval or to approve the books and documents with certain reservations. The Management Committee must be informed of this.
- 6) The balance sheet, duly approved by the Auditors, must be sent to all members of the organisation in the month of March following the year to which the balance sheets refer, so that any objections which the members may have can be raised by the end of April.
- 7) The annual balance sheet must be approved by the Management Committee before July 31st of the year following the year to which the balance sheets refer. The final decision on any objections raised by the members of the organisation rests with the Management Committee, after having consulted with the Auditors.
- 8) During the approval of the balance sheet, the Management Committee, or the Assembly in the years when this meets, will also discuss the use to be made of any residual assets and the way to cover any residual liabilities.

### **Art. 15**

#### **Resignation of members**

- 1) A member of the organisation who wishes to resign must inform the Secretary of this fact. The Management Committee must take due note of the resignation of any member of the organisation.
- 2) Any member who has not paid the annual subscription or contribution after three requests to do so have been made is automatically considered to have resigned. The Management Committee will take the appropriate action.

### **Art. 16**

#### **Duration of the organisation**

- 1) No fixed term has been set to the duration of the organisation.
- 2) The Assembly will decide on the dissolution of the organisation. This will occur only when at least one-third of the total membership of the organisation has requested such dissolution, and only after said request has been discussed in the way laid down in Art. 12.4.
- 3) If the organisation is dissolved, the Assembly must appoint two liquidators.