



General Statutes of the SAC Working Groups

Each Working Group appoints a member as a liaison person (for example the President of the Working Group) with the Board of the Swiss Aerospace Cluster (in the following called SAC). Each Working Group must have a recognizable structure with a Board, regulations, periodical assemblies, yearly reports to the Board and the General Assembly, a membership list and keep their records, which have to be submitted to the SAC Secretariat when they cease activities or events. If a Working Group is approved the new Working Group members will become paying members of the SAC.

- Art. 1 A SAC Working Group falls fully under the terms of the SAC Bylaws.
- Art. 2 A SAC Working Group elects among its members a Board consisting of a Chair, at least one Co-Chair and a Secretary (which can be a Co-Chair as well). The Board of the SAC can overrule this decision.
- Art. 3 A SAC Working Group holds regular business meetings. A slot is reserved for at least one meeting in the program of the SAC General Assembly that takes place every year. Minutes will be made of every business meeting. These minutes will be sent to the Cluster Office of the SAC.
- Art. 4 The agenda of the business meeting of a SAC Working Group includes the (re-) election of the Chair, Co-Chair and Secretary at least once every four years. This applies even if the Chairs elected at the last business meeting are willing to serve for another term. Chairs can be re-elected for a maximum of three terms. The SAC Board can give dispensation on these term limits.
- Art. 5 Working Group members are paying members of the SAC. The Working Groups proposes new members to the Board of the SAC. The Board of the SAC can elect and dismiss members of the Working Group. It is possible to attend a scholarly meeting of a Working Group without a SAC membership, but only SAC members can be members of the Working Groups. The Board of a SAC Working Group keeps and regularly updates a list of members, which it also sends to the SAC Cluster Office.
- Art. 6 A Working Group has to write a small position statement, which has to be kept on track and be published at the yearly General Assembly of the SAC. The position statements should at least include the following sections:
- (1) **Introduction** (Starting position, basis for work, reason of existence)
 - (2) **Background and Objectives of the Working Group** (Vision, Strategy, Values, Regulations)
 - (3) **The focus of its work** (Goals)
 - (4) **Activities** (Periodic assemblies, Main activities, Events)
 - (5) **Organization** (Organizational Structure: Chair, Co-Chair, Secretariat, Members)
 - (6) **Publications** (Statutes, yearly report at the General Assembly of the SAC, yearly report in the Annual Report of the SAC)
- Art. 7 In all other issues, SAC's Executive Board decides. It reserves the right to dissolve a Working Group if it deems it in SAC's best interests (e.g. if a Working Group is dormant or if it refuses to abide by the bylaws of SAC).

St. Gallen, 23. April 2018

Der Präsident

Roland Hengartner

Der Geschäftsführer

Erik Linden