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ART. 1 THE FOUNDERS AND REGISTERED OFFICE

The following natural persons have agreed to found a permanent non-profit association called Complex Interactive Processes Institute, abbreviated as CIP Institute.

- Dr. Hugo H. M. Marynissen, born on 23 September 1966;
- Mr. Stijn A. A. Pieters, born on 7 February 1981;
- Mr. Tim Van Achte born on 8 October 1982.

The CIP Institute has its registered office with the company number 0553 488 532 at K. M. Hendrikaplein 57, 9000 Gent, Belgium.

The CIP Institute has been founded on 27th May 2014 with additional 14 Founding Members: Dalila Antunes, Juan Manuel Dominguez, Frank Vergeer, Bart Klijnsma, Jan Vervoort, Luc Adriaenssens, Daniel Alonso Modino, Ricardo Arrabaça, Ute Bock, Luc Claessens, Hugo Ketels, Eleonor Trehane-Jones, Anne-Marie van het Erve and Bram Monnier.

ART. 2 THE FINANCIAL YEAR AND LEGAL REPRESENTATION

The financial year of the CIP Institute shall run from 1 April to 31 March. Annually, the Board of Directors will review the accounts and the budget for the next year for the approval at the General Assembly. The bank where the account is held resides at Business Center - Koning Albertlaan 142, 9000 Gent, Belgium with the IBAN number BE87 0688 9978 8494 (BIC: GKCCBEBB). The CIP Institute is represented at law or as regards third

parties by the joint signatures of two members of the Executive Committee. The signature of only one member of the Executive Committee is required for certain actions when:

- The expenses are made by the treasurer;
- When the amount of 2.500,00€ is not expired.

ART. 3 THE OBJECTIVE AND ACTIVITIES

The objective of the CIP Institute is to bring together scientists and professionals from various disciplines in an inspiring and innovative platform to share and develop knowledge about managing the complex interactive processes around crisis, risk, performance and change.

For this purpose, the CIP Institute will - among other things - develop the following activities:

- Collect, develop, promote and disseminate knowledge;
- Execute research and development with the aim to innovate in the field of complex interactive processes;
- Organise an Annual Meeting and an Annual Member Meeting during the General Assembly;
- Promote members to participate in conferences related to the CIP Institute;
- Facilitate cooperation and knowledge-sharing among members;
- Encourage societal readiness, responsiveness, vigilance and resilience;

- Founding, structuring, supporting, stimulating and guarding the work process of the CIP Institute in local, regional, national and international branches by all means necessary decided by the Board of Directors.

This list of possible activities is not exhaustive.

ART. 4 THE MEMBERSHIP

ART. 4 - § 1 MEMBERSHIP LEVELS

The members are grouped in various membership levels, namely:

- The Honorary members;
- The Associate members;
- The Associate student members;
- The Supporting members.

The Honorary members (Annual Fee = 0 €)

Definition: An honorary member is a member with distinction or status to the CIP Institute with the honor being made member without fulfilling the usual requirements. The function is not remunerated.

Function: Honorary Member of the Board with a mandate of four years.

Requirements:

- Has to be nominated by at least three board members or by at least ten fellows;

- Has shown a significant contribution towards the CIP Institute or towards the discipline of Complex Interactive Processes in the field of Crisis as assessed and unanimously approved by the Board of Directors.

Task description:

- Upholds the general interest of the Institute;
- Remains vigilant for opportunities and threats on the part of management, coordination, finance and further development of the Institute.

The Associate members (Annual Fee = 350 €)

Definition: An associate member is a supporting member where the attendance of the annual member meeting is included in the financial contribution.

Requirements: Same as Supporting Member

The Associate student members (Annual Fee = 150 €)

Definition: An associate student member is an associate member with a discount on the financial contribution.

Requirements: Same as Supporting Member. Associate Student Memberships are exclusively for full time students and are asked to register using their university e-mail address. CIP Institute has a maximum of 10 Associate Student Memberships available.

The Supporting members (Annual Fee = 50 €)

Definition: A supporting member is a member who contributes to the CIP Institute and has the right to be informed about and to be invited for the institute's activities. The supporting member has access to the Institute's member platform via the website of the institute.

Requirements:

- Respect the internal regulations at all times;
- Pay the annual financial contribution;
- Uphold the values and abide by the ethical code.

ART. 4 - § 2 MEMBER FUNCTIONS: FELLOWS AND OTHER MEMBERS

The difference between fellows and other members lays in the voting rights at the general assembly.

All fellows and other members are required:

- To show a personal commitment towards the development of the CIP Institute;
- To promote the Institute in their own networks;
- To uphold the values and abide by the ethical code;
- To have paid the appropriate annual financial contribution;
- To submit the online member application form.

Fellows (Honorary, Board, Exco & Adco Members)

Fellows take up an official function within the CIP Institute and take up responsibility for the tasks they are accountable for. All fellows are members as well. Fellows have voting rights at the general assembly:

- Board and Exco: have full voting rights at the general assembly as stipulated in the articles and the internal regulations;
- Adco: have partial voting rights at the general assembly as stipulated in the articles and the internal regulations.

The rights and obligations of fellows are stipulated in the Belgian non-profit laws. Fellows are appointed as described in the articles and are assigned by the Board of Directors.

Fellows take part in one or more of these bodies:

- The Board of Directors (Board consists of maximum eight persons) presided by the President of the CIP Institute;
- The Executive Committee (Exco consists of maximum five persons) presided by the Chief Executive of the CIP Institute.
- The Advisory Committee (Adco consists of maximum thirteen persons) supports the Board of Directors and the Executive Committee.

Members (Supporting, Associate, Associate Student Member)

Members are individuals who joined the institute in order to have access to the benefits provided by the institute. Members have a personal commitment towards the CIP Institute. The efforts of members are not remunerated. They have no voting rights at the general assembly. The rights and obligations of members are stipulated in the articles of the institute.

ART. 4 - § 3 GENERAL RIGHTS AND OBLIGATIONS OF ALL MEMBERS

All members have the obligation:

- To respect the internal regulations at all times;
- To pay the annual financial contribution;
- To uphold the values and abide by the ethical code.

All members have the right:

- To be informed about and to be invited for the Institute's activities;
- To have access to the Institute's member register;
- To have access to the Institute's body of knowledge;
- To apply for a function in the Advisory Committee, the Executive Committee or the Board of Directors.

ART. 4 - § 4 ADDITIONAL RIGHTS AND OBLIGATIONS

Associate and associate student members have the right to attend the Institute's activities specifically for associate members:

- To attend the Annual Member Meeting.

All members of the Advisory Committee have the rights as an associate member and the additional right to attend the Annual Meeting.

ART. 4 - § 5 MEMBERSHIP FEE

The financial contribution for all members is collected annually. The fee is set for the various membership levels:

- 0 euro for honorary members;
- 50 euro for supporting members;
- 150 euro for associate student members;
- 350 euro for associate members.

Resigning, suspended or excluded members cannot reclaim their contributions of the current year.

ART. 4 - § 6 MEMBERSHIP APPLICATION, VALIDITY AND RENEWAL

PROCESS

People can apply for a membership via the website of the CIP Institute. The application for renewal of membership is proposed with the announcement of the date of the compulsory annual General Assembly. Members are obliged to review their personal data and profile while renewing their membership.

The yearly renewable membership covers the period from the 1st of January till the 31st of December of the current year. The annual fee must be paid in full on the bank account of the institute before the end of May.

ART. 4 - § 7 FOUNDING MEMBERS

Founding members are the initial members who founded the institute in 2013 according to the Articles of the Institute.

ART. 4 - § 8 MEMBER REGISTER

All members have access to the member register. Upon becoming member all members provide at least the following data:

- Full Name;
- E-mail Address;
- Home Address;
- Personal Profile.

Members upon becoming member explicitly agree that their data as held within the member register is used for internal purpose and shared with other members of the CIP Institute.

All members are obliged to inform the CIP Institute about any change of addresses or make the changes themselves via the website of the CIP Institute. None of the personal data stored in the member register shall be sold, publicly published or given to third parties.

ART. 5 THE COMPOSITION OF THE INTERNAL BODIES

The CIP Institute has three functioning bodies and a General Assembly. The composition of the bodies is detailed in the minutes of meeting at the Annual Meeting.

The bodies are:

- Board of Directors;
- The Executive Committee;
- The Advisory Committee.

ART. 5 - § 1 BOARD OF DIRECTORS

Definition: The members of the Board of Directors shall administer the CIP Institute and have all the powers not forming part of the powers of the General Assembly for the minimal duration of four years.

Maximum: Eight Directors

Current members (mandated until 2018):

- Hugo Marynissen, President
- Dalila Antunes, Director
- Juan Manuel Dominguez, Director
- Stijn Pieters, Director
- Tim Van Achte, Director

Have resigned and will end their mandate immediately after the General Assembly of June 2017:

- -

Have applied for being elected as a Board of Directors member and will be put on for election at the General Assembly of June 2017:

- -

ART. 5 - § 2 EXECUTIVE COMMITTEE

Definition: The members of the Executive Committee are responsible for the day-to-day management of the CIP Institute for the minimal duration of two years.

Maximum: Five Members

Current members (mandated until 2018):

- Juan Manuel Dominguez, Chief Executive
- Luc Claessens, Chief Advisor
- Stijn Pieters, Secretary
- Tim Van Achte, Chief Communications
- Jan Vervoort, Treasurer

Have resigned and will end their mandate immediately after the General Assembly of June 2017:

- -

Have applied for being elected as a member of the Executive Committee and will be put on for election at the General Assembly of June 2017:

- -

ART. 5 - § 3 ADVISORY COMMITTEE

Definition: The Advisory Committee provides upon request counsel for the Executive Committee.

Maximum: Thirteen Members

Current members (mandated until 2018):

- Luc Adriaenssens, Advisor
- Daniel Alonso Modino, Advisor

- Ute Bock, Advisor
- Dirk Busschots as Advisor
- Luc Calluy as Advisor
- David Matthys as Advisor
- Wim Uyttenhove, Advisor
- Dimi Vercammen, Advisor
- Stina Wessling, Advisor

Have resigned or did not reapply and will end their mandate immediately after the General Assembly of June 2017:

- -

Have applied or reapplied for being elected as a member of the Advisory Committee and will be put on for election at the General Assembly of June 2017:

- -

RT. 5 - § 4 RESIGNATION OF A MEMBER

A member is deemed to be resigning in case of one of the following circumstances:

- After announcing his/her resignation by written request to the Board of Directors;
- After the expiry of a mandate without re-submitting an application for that mandate;
- If the member has not paid his/her financial contribution within one month following a written warning;

- If the member no longer complies with the substantive conditions to be a member of a body;
- If a fellow or member of the Adco attends the General Assembly with a certain function and then loses that function;
- If the member infringed the internal regulations.

ART. 5 - § 5 ASSEMBLY OF A BODY

The President or Chief Executive can assemble its body if the interests of the CIP Institute so require or at the request of minimum two members of that body. The members of a body are only able to deliberate validly with normal majority when half of its members are present or represented by proxy. Each member has one vote. Each member may represent only one other member at the meeting.

The President or Chief Executive has the casting vote in the event of a tied vote and may decide to postpone a decision. Minutes shall be drawn up for every meeting. Two members shall sign the minutes for the board meetings and at the annual meeting. All bodies gather at least once a year. The President or Chief Executive convenes the assembly of the body. The convening notices will be sent in writing at least five days before the time of the meeting. The convening notices state the date, time and place of the meeting and also its agenda. The arrangements for both the convocations and the contents of the agenda will be done via e-mail or other digital means of communication.

ART. 6 THE GENERAL ASSEMBLY

The General Assembly is composed of at least two member meetings. Both meetings are considered as structural member meetings:

- The Annual Meeting with the fellows;
- The Annual Member Meeting with all members of the CIP Institute.

ART. 6 - § 1 ANNUAL MEETING

Definition: The annual meeting is a meeting that the official bodies of the CIP Institute are required to organize by Belgian law, the articles of the organization and the internal regulations. The annual meeting is a part of the general assembly.

Requirements:

- The President chairs the Annual Meeting; in his/her absence a designated member of the Board of Directors chairs the meeting.
- The meeting can only deliberate on all points if a minimum quorum of 50% has been achieved (67% if amendments of the articles are on the agenda). Each member of the meeting may represent only one other committee member at the meeting. The President has the casting vote in the event of a tied vote.
- An attendance list with all names of the fellows to be individually signed by the attendees.
- The Board of Directors shall convene the Annual Meeting every year within six months after the closing of the financial year.

- To be able to participate in the Annual Meeting, attendees must register at the latest three days before the time of the meeting by submitting the online form on the CIP Institute website.
- The decisions of the Annual Meeting are collected in the minutes and signed by two members of the Board of Directors.

Powers with Adco:

- The appointment and dismissal of fellows in the Board of Directors and Executive Committee, and members in the Advisory Committee;
- The exclusion of fellows and members;
- The approval of amendments to the internal regulations.

Powers without Adco:

- The approval of amendments to the articles;
- The adopting and approval of the budget and the annual accounts;
- The appointment, dismissal and discharge of the external auditors and the determination of their remuneration in the event a payment is granted;
- The transformation of the CIP Institute into a company with a social purpose;
- The dissolution of the CIP Institute;
- The appointment of liquidators if the CIP Institute is to be dissolved.

Procedure

The Board of Directors shall send the convening notices in writing at least fourteen days before the date of the meeting. The President shall sign the convening notices. The convening notices shall state the date, time and place of the Annual Meeting and shall contain its agenda. The Board shall draw up the agenda. All resolutions, which are signed by two-fifths of the fellows and Adco members, must be entered on the agenda. The Board of Directors must receive resolutions emanating from fellows at the latest ten days before the date of the Annual Meeting. It is not possible to add items to the agenda on the day of the meeting or during the meeting itself. If necessary and with the agreement of at least half of the attendees present, the agenda can be waived.

The Board of Directors shall also convene an Exceptional Meeting in the following situations:

- If the Board deems this necessary;
- If two-fifths of the fellows so request.

ART. 6 - § 2 ANNUAL MEMBER MEETING

The Executive Committee annually organizes a member meeting in the form of a conference. An attendance list with all names of the members has to be individually signed by the attendees. The contents and organization of this event covers the core objectives and the aim of the CIP Institute:

- Collect, develop, promote and disseminate knowledge;

- Present research and development with the aim to innovate in the field of complex interactive processes;
- Promote members to participate in conferences related to the CIP Institute;
- Facilitate cooperation and knowledge-sharing among members;
- Encourage societal readiness, responsiveness, vigilance and resilience.

ART. 7 MEMBER & FUNCTION REQUIREMENTS, TASK DESCRIPTIONS

The functioning bodies in the CIP Institute stipulate various functions that a member is voted on. A candidate for a function in the Board, Exco or Adco shall send a written request to that effect to the Board of Directors. If an application for the Board, Exco or Adco is approved, the candidacy is voted on the next Annual Meeting. Restraint in candidature is required on suspicion of a conflict of interest. If an application is approved, the candidacy is immediately valid after the payment of the set fee. All members can apply or get nominated for the following functions:

Board of Directors with a mandate of four years:

- President of the Board;
- Director of the Board;
- Honorary Member of the Board.

Executive Committee with a mandate of two years:

- Chief Executive of the Executive Committee;
- Secretary of the Executive Committee;

- Treasurer of the Executive Committee;
- Chief Advisor of the Executive Committee;
- Chief Communications of the Executive Committee.

Advisory Committee with a mandate of two years:

- Advisor.

Other members for one year who have no additional specific requirements or tasks and whose applications the Exco can approve immediately:

- Associate member;
- Associate student member;
- Supporting member.

ART. 7 - § 1 PRESIDENT OF THE BOARD

Function requirements:

- Has to be a founding member and a two-year fellow in good standing;
- Has participated in at least eight structural organized events of the CIP Institute;
- Has at least seven years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Determines the long-term vision of the Institute;

2. Upholds the general interest of the Institute;
3. Remains vigilant for opportunities and threats on the part of management, coordination, finance and further development of the Institute. In charge of all tasks coherent to the Institute as stipulated in the articles.

ART. 7 - § 2 DIRECTOR OF THE BOARD

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has at least seven years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Upholds the general interest of the Institute;
2. Remains vigilant for opportunities and threats on the part of management, coordination, finance and further development of the Institute.

ART. 7 - § 3 HONORARY MEMBER OF THE BOARD

Function requirements:

- Has to be nominated by at least three board members or by at least ten fellows;
- Has shown a significant contribution towards the CIP Institute or towards the discipline of Complex Interactive Processes in the field of Crisis as assessed and unanimously approved by the Board of Directors.

Task description:

1. Upholds the general interest of the Institute;
2. Remains vigilant for opportunities and threats on the part of management, coordination, finance and further development of the Institute.

ART. 7 - § 4 CHIEF EXECUTIVE OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has participated in at least five structural organized events of the CIP Institute;
- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Is the internal and external face and representation;
2. Is in charge of the day to day management;
3. Takes initiative, coordinates and executes projects;
4. Monitors the activities and presides the Advisory Committee;
5. Aligns all activities with the President.

ART. 7 - § 5 SECRETARY OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;

- Has participated in at least five structural organized events of the CIP Institute;
- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Prepares and organizes meetings of the Executive Committee;
2. Distributes letters and other documents on behalf of the Institute;
3. Is in charge of CIP Institute's archive;
4. Makes reports and minutes of meeting;
5. Is in charge of the member register.

ART. 7 - § 6 TREASURER OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has participated in at least five structural organized events of the CIP Institute;
- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Is in charge of the budget and the bank account;
2. Monitors all payments;

3. Composes the annual financial report;
4. Monitors the actions of the Exco on the basis of the budget.

ART. 7 - § 7 CHIEF COMMUNICATIONS OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has participated in at least five structural organized events of the CIP Institute;
- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Is in charge of the external communications of the organization;
2. Is available to support external communication initiatives for all bodies and projects;
3. Coordinates branding actions and promotional material of CIP Institute.

ART. 7 - § 8 CHIEF ADVISOR OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has participated in at least five structural organized events of the CIP Institute;

- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Prepares and organizes meetings of the Advisory Committee;
2. Monitors and reports on actions and projects of Advisory Committee;
3. Is in charge of or takes part in the advisory projects agreed with the Exco.

ART. 7 - § 9 MANAGING DIRECTOR OF THE EXECUTIVE COMMITTEE

Function requirements:

- Has to be a founding member or a two-year fellow in good standing;
- Has participated in at least five structural organized events of the CIP Institute;
- Has at least five years of experience with Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors.

Task description:

1. Is in charge or takes part of one or more executive projects.

ART. 7 - § 10 ADVISOR IN ADVISORY COMMITTEE

Function requirements:

- Has to be a member of the CIP Institute;

- Has at least five years of experience on a domain linked to Complex Interactive Processes in the field of Crisis in the last ten years as assessed by the Executive Committee and approved by the Board of Directors;
- Has committed to participate in at least one structural organized event of the CIP Institute per year.

Task description:

1. Is in charge or takes part of one or more advisory projects.

ART. 8 THE ETHICAL CODE

Because thousands of people are active in the fields of risk- crisis worldwide they engage in activities that affect the lives of millions of people, and because this power carries with it significant social responsibilities, the CIP Institute developed its Code of Ethics for all of its members.

The full CIP Ethical Code is available on the institute's website via <https://cipinstitute.wordpress.com/terms-and-conditions/>.

The headquarters of CIP Institute, through its professional development activities, encourages and supports efforts by CIP chapters to conduct meetings devoted to the topic of ethics and the CIP Ethical Code. New and renewing members of CIP network sign the following statement as part of their application: "I have reviewed and understand the CIP Code of Ethics for CIP members." As a service to members worldwide, inquiries about

ethics and questions or comments about the CIP Ethical Code may be addressed to the Chief Executive.

ART. 9 THE CIP INSTITUTE BRAND

The use of the CIP branding is reserved and encouraged for CIP Institute initiatives such as representation of the organization at conferences or public venues, papers and other scientific works, sponsorships, organizational achievements, ...

As part of membership application and registration, every member agrees on the following terms regarding presenting oneself as member and the use of the CIP Institute branding:

- Anyone presenting oneself as CIP Institute member:
 - Has to be on the CIP Institute member list;
 - Can only be a person. An organisation or company that a member is related to, cannot be presented as member or ‘partner’ of CIP Institute;
 - Has to include in the reference either the common term ‘Member’ or the correct bodies and/or Institute function of that member.
 - On LinkedIn profiles, all members are allowed to add CIP Institute to their ‘Organisations’ section. Exclusively, members of Board, Exco and Adco are allowed to add CIP Institute to their ‘Experience’ section.
- Regarding the use of the CIP Institute brand, logo and branding:
 - The use of CIP Institute branding for the purpose of referencing the membership of a person is allowed and encouraged;

- o Any use of CIP branding other than referencing the membership of a person requires a written permission by the Executive Committee, who will assess the relatedness to CIP Institute activities;
- o If applicable and technically executable, members will ensure that any CIP Institute logo image or textual reference of the term ‘CIP Institute’ is hyperlinked to the CIP homepage at <http://cipinstitute.org/>;

The Chief Communication guards the usage of the CIP Institute branding and is available for any question concerning the regulations of these topics. Members shall obey all brand related remarks stated by the Chief Communication.

GLOSSARY - IN ALPHABETICAL ORDER

[Advisor](#)

[Function](#)

[Advisory Committee](#)

[General Assembly](#)

[Advisory Project](#)

[Honorary \(Board\) Member](#)

[Annual Meeting](#)

[In good standing](#)

[Annual Member Meeting](#)

[Internal Bodies](#)

[Articles](#)

[Internal Regulations](#)

[Associate Member](#)

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[Members](#)

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[Member Register](#)

[Body of Knowledge](#)

[Non-Profit Association](#)

[Chapter](#)

[Platform](#)

[President of the CIP Institute](#)

[Resilience](#)

[Chief Communications](#)

[Resolutions](#)

[Chief Executive of the CIP Institute](#)

[Responsiveness](#)

[Director](#)

[Secretary](#)

[Discipline](#)

[Societal Readiness](#)

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[Structural organized events](#)

[Exceptional Meeting](#)

[Supporting Members](#)

[Executive Committee](#)

[Treasurer](#)

[Executive Project](#)

[Vigilance](#)

[Fellow](#)

[Voting Rights](#)

[Founding Member](#)

GLOSSARY - IN ORDER OF ARTICLES

ART. 1 THE FOUNDERS AND REGISTERED OFFICE

Internal Regulations

A set of rules the members of the CIP Institute abides by in addition to the official rules as stipulated in the [articles](#) and the Belgian law. (Synonyms: By-Laws and Code of Conduct)

Non-Profit Association

The CIP Institute is an organization that uses its surplus revenues to further achieves its purpose, rather than distributing its surplus income to the organizations members as profit or dividends.

Founding Member

The CIP Institute has three official founders and an additional fourteen official original members.

ART. 2 THE FINANCIAL YEAR AND LEGAL REPRESENTATION

Board of Directors

The board is a [body](#) of elected members who jointly oversee all activities of the CIP Institute.

General Assembly

The yearly meeting of all the members of the CIP Institute. The CIP Institute divides the general assembly in two member meetings: the [annual meeting](#) and the [annual member meeting](#).

Executive Committee

The exco has well-defined executive powers spelled out in the [internal regulations](#) and meets frequently to manage the affairs and further the purposes of the CIP Institute.

ART. 3 THE OBJECTIVE AND ACTIVITIES

Discipline

A discipline is focused study and practice in one field or profession. A discipline incorporates expertise, people, projects, communities, challenges, studies, inquiry, and research areas that are strongly associated with a given discipline.

Platform

The official beliefs and goals of the CIP Institute implemented in an interactive form that allows the interaction among its members.

Annual Meeting

The annual meeting is a meeting that the official [bodies](#) of the CIP Institute are required to organize by Belgian law, the [articles](#) of the organization and the [internal regulations](#). The annual meeting is a part of the [general assembly](#).

Annual Member Meeting

The annual member meeting gathers all [members](#) of the CIP Institute to covers the core objective and the aim of the organization. The annual member meeting is a part of the [general assembly](#). (Synonyms: CIP Institute Conference)

Societal Readiness

The quality and state of the society of being fully prepared for difficulties.

Responsiveness

The quality and state of a society of effectively responding to difficulties.

Vigilance

The quality and state of a society of keeping careful watch for possible danger or difficulties.

Resilience

The quality and capacity of a society to recover quickly from difficulties, the degree of toughness of a society.

ART. 4 THE MEMBERSHIP

Fellow

A [member](#) of the CIP Institute with an official [function](#) in a [body](#).

Function

[Fellows](#) take up responsibility for the tasks they are accountable for subjected to a function.

Voting Rights

[Fellows](#) have official voting rights on the decisions to be made at the [annual meeting](#).

Articles

The official general terms or rules the members of the CIP Institute abide by in addition to the Belgian law. The [internal regulations](#) clarify the terms and rules stated in the articles and the Belgian law.

Members

Individuals who joined the CIP Institute in order to have access to the benefits provided by the institute. [Fellows](#) are also members.

Advisory Committee

The adco provides upon request counsel for the [executive committee](#). The members have limited [voting rights](#) at the [annual meeting](#).

President of the CIP Institute

The President is in charge of all tasks as stipulated in the [articles](#) and determines the long-term vision of the Institute. The President upholds the general interest of the Institute and remains [vigilant](#) for opportunities and threats on the part of management, coordination, finance and further development of the Institute. (Synonym: President)

Chief Executive of the CIP Institute

The chief executive is the internal and external face and representation of the CIP Institute. The chief executive is in charge of the day-to-day management and takes initiative, coordinates and [executes projects](#). In addition he/she monitors the activities of the [advisory committee](#) and aligns all activities with the [President](#).

Honorary (Board) Member

An honorary member is a [member](#) with distinction or status to the CIP Institute with the honor being made member without fulfilling the usual requirements. The [function](#) is not remunerated.

Associate Member

An associate member is a [supporting member](#) where the attendance of the [annual member meeting](#) is included in the financial contribution.

Associate Student Member

An associate student member is an [associate member](#) with a discount on the financial contribution.

Supporting Members

A supporting member is a member who contributes to the CIP Institute and has the right to be informed about and to be invited for the institute's activities. The supporting member has access to the Institute's member register and the member platform on the website of the institute.

Member Register

All members of the CIP Institute are listed in the register with the following data: full name, email address, home address and their personal profile.

Bubble of Knowledge

The bubble of knowledge is the complete set of concepts, terms and activities that make up the domain of Complex Interactive Processes as defined by the members of the institute.

ART. 5 THE COMPOSITION OF THE INTERNAL BODIES

Internal Bodies

The functioning bodies [directors of the board](#), the [executive committee](#) and the [advisory committee](#). The [members](#) of a [body](#) have taken up responsibilities attached to a [function](#).

Director

A director of the board upholds the general interest of the Institute and remains [vigilant](#) for opportunities and threats on the part of management, coordination, finance and further development of the Institute.

Chief Communications

The chief communication is in charge of the external communications of the CIP Institute and is available to support external communication initiatives for all [bodies](#), [executive](#) and [advisory projects](#). He/she coordinates branding actions and promotional material of CIP Institute.

Treasurer

The treasurer is in charge of the budget and the bank account and monitors all payments of the CIP Institute. He/she is responsible for the composition of the annual financial report and monitors the actions of the [executive committee](#) on the basis of the budget.

Managing Director

A managing director is a member of the [executive committee](#) in charge of, or takes part in, one or more [executive projects](#).

Secretary

he secretary prepares and organizes meetings of the [executive committee](#) and distributes letters and other documents on behalf of the Institute. He/she is in charge of CIP Institute's archive and the [member register](#). Also he/she makes reports and minutes of meeting.

Advisor

An advisor is member of the [advisory committee](#) and is in charge of, or takes part in, one or more [advisory projects](#).

ART. 6 THE GENERAL ASSEMBLY

Resolutions

A written motion of a [body](#) to be debated at the [annual meeting](#) with the intention to be adopted by a deliberative [body](#) or the CIP Institute as a whole.

Exceptional Meeting

A meeting of a CIP Institute [body](#), which occurs at an irregular time. An exceptional meeting is organized if an issue arises which requires the input of the entire membership of that [body](#) and is too serious or urgent to wait until the next [annual meeting](#).

ART. 7 MEMBER & FUNCTION REQUIREMENTS, TASK DESCRIPTIONS

In good standing

A person in good standing is a person in good terms with the [articles](#) and [internal regulations](#) of the CIP Institute.

Structural organized events

A structural organized event of the CIP Institute is either an [annual meeting](#) or an [annual member meeting](#).

Executive Project

A project properly proposed and validated by the [executive committee](#).

Advisory Project

A project properly proposed, validated by the [executive committee](#) and executed by the [advisory committee](#).

ART. 8 THE ETHICAL CODE

Ethical Code

The ethical code is provided by the CIP Institute to assist [members](#) in understanding the difference between 'right' and 'wrong' and in applying that understanding to their decisions.

All [members](#) abide by the ethical code.