



**Verband Schweizerischer Human Präparatoren VSHP**  
**Association Suisse des Préparateurs Humains ASPH**  
**Associazione Svizzera dei Preparatori Umani ASPU**

# STATUTES

## **STATUTES**

Please send all enquiries and correspondence to the address of the respective President.

In the following statutes, the masculine form is deliberately used.  
However, all functions can of course also be performed by women.

### Art. 1 Name

Under the name "Association of Swiss Human Preparators" (VSHP) - formerly "Association of Swiss Anatomy-Pathology Preparators" (VSAPP) - an association exists in the sense of Art. 60 ff of the Swiss Civil Code.

### Art. 2 Seat

It shall have its legal domicile at the place of residence or place of work of the respective President.

### Art. 3 Purpose

The activities of the VSHP aim to promote:

- 3.1. Vocational education and training.
- 3.2. Recognition of the profession.
- 3.3. Cooperation with the institutes and clinic management.
- 3.4. Fostering solidarity and comradeship.

### Art. 4 Activities

The activities of the VSHP include the organisation of training events and the Membership recruitment.

### Art. 5 Means

The VSHP seeks to achieve its goal through practical and theoretical training of its members in exercises, courses and lectures.

### Art. 6 Financial resources

The financial resources of the VSHP consist of:

- 6.1. Membership fees.
- 6.2. Donations, gifts and patronage contributions.

### Art. 7 Membership

The association consists of:

- 7.1. Active members.
- 7.2. Passive members.
- 7.3. Honorary members.

7.4. Veterans.

7.5. Collective members and patrons.

Art. 8 Active members

The following may be admitted as active members

8.1. Women and men who work full-time or part-time as taxidermists.

8.2. All persons interested in dissection techniques and work in the fields of anatomy, pathology, forensic medicine and anthropology.

Art. 9 Passive members

Persons from outside the profession may support the efforts of the VSHP materially as passive members.

They shall pay one quarter ( $\frac{1}{4}$ ) of the annual subscription

Art. 10 Honorary members

Persons who have rendered outstanding services to the VSHP may, upon application of the Board of Directors may be appointed honorary members at the General Assembly (GA) by a relative majority of those entitled to vote.

They do not pay a membership fee.

Art.11 Veterans

Active members become veteran members after reaching retirement age.

They pay half ( $\frac{1}{2}$ ) the membership fee.

Art. 12 Collective members

Legal entities and companies that wish to support the VSHP's endeavours may be accepted as collective members or patrons.

They shall pay a subscription at their discretion, but not less than the amount of an annual membership fee.

Art. 13 Admission

Admission to the Association requires a written application addressed to the Executive Board.

The General Assembly shall decide on admission.

Art. 14 Withdrawal

Resignation from the Association shall be made in writing.

It should be made at the end of the association year.

There is no entitlement to a pro rata refund of the membership fee.

Art. 15 Deletion

Members who do not meet their dues obligation will receive a second registered invoice with CHF 15 reminder fees after 90 days.

If this invoice is not paid either, they may be removed from the list of members by the GA at the request of the Executive Committee.

Art. 16 Exclusion

Members who act contrary to the interests of the Association or damage the reputation of the Association may be expelled by the GA by a relative majority.

The persons concerned shall be informed in writing in advance.

They must be given the opportunity to justify themselves.

Art. 17 Rights

Active, honorary and veteran members have the right to vote and be elected.

Passive members, collective members and patrons have advisory votes.

They are entitled to participate in events.

Art. 18 Finances

The amount of the annual membership fee shall be determined at the GA.

The Executive Committee shall be authorised to waive annual dues in whole or in part in special cases.

The Association's assets shall be exclusively liable for the Association's debts.

Art. 19 Organisation

The organs of the VSHP are:

- a. Annual General Meeting.
- b. Extraordinary General Meeting.
- c. General Assembly.
- d. Board of Directors.
- e. Auditors.

Art. 20 General Assembly (GA)

The Annual General Meeting shall be held annually on the last Saturday in October.

The GA is responsible for:

- a. Acceptance of the protocol of the last GA.

- b. Acceptance of the annual reports.
- c. Acceptance of the cash report.
- d. Acceptance of the auditors' report and discharge of the Board.
- e. Admission and exclusion of members.
- f. Budget.
- g. Determination of the contributions.
- h. Elections of the members of the Board of Directors, Auditors and Audit Commission.
- i. Amendments to the Articles of Association.
- j. Treatment of applications.
- k. Dissolution of the Association.

Art. 21 Extraordinary General Assembly

The Board may convene an extraordinary General Assembly for urgent business that falls within the competence of the General Assembly.

It is also obliged to do so if requested by one fifth ( $\frac{1}{5}$ ) of the members.

Art. 22 General Assembly

The General Assembly decides on all matters that are not assigned to other bodies.

Art. 23 Board of Directors

The Board of Directors is composed as follows:

- a. President.
- b. Vice-President.
- c. Secretary and Mutation Leader.
- d. Treasurer.
- e. Recording Secretary.

The Board of Directors shall represent the VSHP externally.

The Board of Directors shall attend to the business incumbent upon it in accordance with the Articles of Association and resolutions.

The Board of Directors shall appoint two representatives to the Examination Commission; it is not mandatory that both representatives be members of the Board of Directors.

The Executive Board shall carry out the work assigned to it in the Audit Regulations.

The Executive Committee shall be elected by the General Assembly for a period of two years (term of office).

The Board of Directors may be re-elected.

All nominations may be made at the GA.

The election of the President shall take place in even years, that of the Vice-President in odd years.

The Executive Committee has a quorum if at least half of its members are present.

The work of the Treasurer may also be entrusted to an external trustee company.

The members of the Executive Board and the Examination Commission are exempt from the obligation to pay dues.

#### Art. 24 Authorisation to sign

Lead binding individual signatures:

- a. President, Vice-President. and Treasurer.
- b. Collective signatures for transactions exceeding CHF 1,500,-:  
President, Vice-President and Treasurer with a 2nd Board member.

#### Art. 25 Auditors

The auditors shall examine the annual accounts and the status of the assets and shall report in writing to the General Assembly.

Two auditors and one substitute shall be elected annually.

The first Auditor shall be eligible for re-election as a substitute.

The second auditor and the substitute shall normally move up.

A legal entity may also be elected as auditor.

#### Art. 26 Resignations

Resignations of members of the Executive Committee and auditors shall be submitted in writing to the Executive Committee at least 3 months before the end of the Association year.

#### Art. 27 Duties

Tasks and duties:

##### 27.1. President

Organise the meetings and sessions.

Chair the Board and Association meetings.

Representation of the Association to the outside world.

27.2. Vice President

Deputy to the President.

Organisation of courses and further education events.

27.3. Secretary

Recording of mutations, all written work of the Executive Committee and the Association.

Excluding the keeping of minutes and collection. Management of the archives.

27.4. Treasurer

Keeping the cash register and cash book.

Collection of contributions, including further processing of reminders.

Handling the current payments.

Preparation of the cash report for the attention of the General Assembly and proposal of the budget.

Organise and conduct the cash audit.

27.5. Recording Secretary

Drawing up the minutes of the Board meetings and the AGM. Run the electoral office.

Art. 28 Administrative period

The administrative period of the VSHP shall begin on 1 September and end on 31 August of the following year (association year).

Art. 29 Revision of the Articles of Association

A revision of the Statutes of the VSHP may be decided at the General Meeting by a relative majority of those present and entitled to vote, at the request of the Board or of individual members.

Art. 30 Dissolution

The dissolution of the Association may be decided by the General Assembly with a two-thirds ( $\frac{2}{3}$ ) majority.

The General Assembly shall decide on the use of the Association's assets.

If a new association is formed for the same purpose within five years, it shall be entitled to the corresponding inventory and cash balance.

Art. 31 Rules of Procedure

The Rules of Procedure shall form an integral part of the Statutes.

Art. 32 Approval

These statutes shall enter into force after the adoption of the new examination regulations.

At the same time, the renaming of the Association shall take place.

These Statutes shall be given to all members.

They replace all statutes in circulation.

**As resolved and approved at the AGM of 21 October 2023 in Zurich.**

For the VSHP:



Thomas Rost  
President

For the Audit Commission:



Marco Gagliano  
Vice President



## Rules of Procedure

§ 1 Invitations to meetings shall be issued by the Executive Board in writing to all registered members. To ensure that business can be conducted smoothly and that all members have the opportunity to express their wishes, the following deadlines must be observed:

- a. The date of the AGM shall be determined one year in advance.
- b. Invitations to a General Meeting must be sent 30 days in advance (date of postmark).
- c. Motions from members must be submitted in writing and justified at least 1 month before the GA.

The invitation shall be accompanied by:

- a. Agenda.
- b. Annual Report of the President.
- c. Annual accounts and budget.
- d. Motions of the Board.

The agenda shall include all business which is within the competence of the meeting and which is pending at the time of the convocation.

§ 2 The Assembly shall be chaired by the President or, in his absence, by the Vice-President.

A Chairman of the day may be elected to preside over the General Assembly or individual items on the agenda.

§ 3 The Assembly shall appoint the office consisting of the Chairperson, the Secretary and two scrutineers.

§ 4 The minutes must contain:

- a. Order of the office.
- b. Number of members present and entitled to vote.
- c. Items of the hearing, motions made and resolutions.
- d. Indication of the number of votes in the counting of votes.

The reasons for a motion shall be recorded in summary form. A protest must be recorded at the request of a member.

The minutes must be sent out no later than 2 months after the meeting.

§ 5 The business shall be transacted in the order of the agenda unless the meeting decides to change it.

§ 6 The presence of at least one fifth ( $\frac{1}{5}$ ) of the voting members is required for resolutions and elections.

§ 7 During the discussion of an agenda item, the speaker appointed to present the item or the proposer shall speak first. The Chair shall then give the floor to the members in the order in which they requested it.

- § 8 In order to shorten a discussion, the meeting may decide to move to a bound debate, according to which a member may only speak once and may not speak for more than 5 minutes.
- § 9 The President shall only intervene in the debate if the maintenance of order, the explanation of points of order or the agenda and the preservation of decency so require. He shall be entitled and obliged to admonish speakers who digress, become too verbose or who make undue personal attacks, to the matter in hand, to brevity and to order, and to withdraw their right to speak if they continue to offend.
- § 10 The reading of documents relating to the subject matter of the deliberation must be permitted at any time.
- § 11a If no one else requests the floor, the President shall declare the deliberations closed. Afterwards, no one has the right to desire the word.
- § 11b At the request of the meeting, it must decide at any time to close the debate by a relative majority of those present entitled to vote. Once the debate has been closed, only the speaker or the proposer of the item under discussion may speak. Likewise, brief personal remarks may be allowed in order to rebut a personal attack or to correct a misunderstanding.
- § 12 Counter-motions may be made to an item under discussion. Likewise, members may submit amendments to the independent main motions relating to the item under discussion, which are intended to improve the wording or to supplement or restrict a motion.

Motions concerning business not included on the agenda may be acted upon by a simple majority vote.

- § 13 During the discussion of an agenda item, motions of order may be introduced at any time, namely:
- a. to close or adjourn the meeting.
  - b. to go back to business as usual.
  - c. to close the debate.
  - d. postpone the object for a definite or indefinite period of time.
  - e. refer the item back to the Executive Board for preparation.
  - f. to refer the matter to a commission for consideration.

If a motion of order is made, the deliberations on the item shall be suspended until the motion has been dealt with. Only one member may speak in favour and one against.

- § 14 Before the vote, the President shall compile the motions on the floor, announce them again in their exact wording and indicate their order for the vote. Objections to this shall be decided by the Assembly.
- § 15 Every vote shall be decided by a relative majority of those present and entitled to vote, unless a larger majority is required by the Statutes or the Rules of Procedure.

Voting on resolutions and elections shall be open by raising the voting card unless a member requests a secret ballot.

- § 16 The President shall have a casting vote in the event of a tie.
- He shall exercise the right to vote in elections.

§ 17 If an election is to be held and there is still no relative majority (tie) on the third ballot, the decision shall be made by drawing lots.

§ 18 The Rules of Procedure shall apply mutatis mutandis to the meetings of the Executive Board and the commissions appointed by the Association.

#### Explanations

Absolute majority: Half + 1 vote of those eligible to vote present.

Relative majority: The majority of the votes of those entitled to vote present.

These Rules of Procedure shall enter into force after the adoption of the new Examination Regulations.

At the same time, the renaming of the Association shall take place.

**As resolved and approved at the AGM of 31 October 2009 in Zurich.**

For the VSHP, the President:



Norbert Alder

For the Audit Commission:



Urs Königsdorfer