

CHARTER OF THE INTERNATIONAL CIRCLE

Adopted June 6th, 1977 (Revised May 2017 and September 2025)

§1 Name and Seat

1.1 Title of the Association:

The association has the name

International Circle of Educational Institutes for Graphic-Media Technologies and Management

Internationaler Kreis der Lehrinstitute für die Druck- und Medien Industrie und deren Management

Cercle International des établissements d'enseignement supérieur pour les Technologies et la Gestion des Médias

hereinafter referred to as the International Circle or IC.

The International Circle operates as a non-registered International Association

1.2 Acronym: IC

1.3 Short name: International Circle

1.4 Logotype:



1.5: Seat: The location of the Association is coupled with the work address of the Chairperson.

§2 Mission

The IC is a free association of institutes and organizations legally operating in the area of higher education, research, and professional training, with a specific interest in the design, production, technology and management in the fields of graphic arts, graphic communication, printing, publishing, packaging, visual and digital media, graphic design and the creative industries.

The IC is operating as a platform for the exchange of expertise and joint action in the above-mentioned fields.

The IC is cooperating with other institutes and organizations of all types from the wider field of graphic communication and media technology, printing, publishing, and packaging around the world to promote this goal.

The IC contributes to the further professionalization of the staff of educational institutes and companies, students, and other individuals with a vested interest in media design and production and print in particular.

IC is organizing or co-organizing international events (conferences, scientific meetings, trade fairs etc.) and participates at such events worldwide.

As the organization has no financial resources of its own, all activities should be self-financing or self-sufficient. The IC operates thanks to the voluntary contributions of its members.

§3 Membership

Member institutions are

- Educational Institutes that promote the education, the research and practice in the fields of cross media, printing, publishing, packaging technologies and the creative industries including:
 - a) Higher education and adult training institutions (including formal and nonformal educational institutions).
 - b) Research professionals working in industries relevant to the interests of the IC.
- Knowledge and R&D centres, federations or associations specialized in the area of media design and production.
- Institutes offering a study program in one of the above-mentioned fields at the level of initial and continuous education and training.
- Federations or associations with a vested interest in graphic communications and media engineering, technology design and production.

Members subscribe to support the mission and contribute to furthering the objectives of the association and its outreach.

Honorary Chairperson:

The title of Honorary Chairperson may be bestowed upon persons whose long and distinguished contribution to the goals of the association is recognized by the General Assembly.

Membership Application:

Membership is free. Applications for membership are to be made in writing to the Chairperson. The decision will be made by the Board at its next meeting. New members are represented by the head of the institution or his/her delegate.

§4 Organization

§4.1 General Assembly

The IC is ruled by a General Assembly (GA). The General Assembly consists of the representatives of all member institutions that meet once a year usually during the annual conference. A remote participation is possible using appropriate online-tools.

The GA elects the members of the Board, the Chairperson, the Vice-Chairpersons, and the Editor of the IC Journal.

All major actions or decisions that may have a serious bearing on the policy, the financial situation, the structure, and the management of the organization, shall be first agreed upon and endorsed by the GA.

The General Assembly is convened annually. It takes place during the Annual Conference, usually in the venue of the institution that organizes it.

All members shall be invited well in advance and in writing by the Chairperson. The invitation shall be accompanied by a provisional agenda. Each member may make suggestions for the agenda to the Chairperson.

§4.2 Board - Structure and seats

The Board of the International Circle consists of the following seats:

- The Chairperson,
- Up to three Vice-chairpersons (VPs), with the following tasks:
 - VP1: Policy and strategy of the IC
 - VP2: Communication, Website, Membership
 - VP3 International relations, Participation at and organization of events (eg. drupa)
- The Editor-in-chief of the IC Journal/IC Circular

No expense allowance or other financial compensation is granted for assuming one of these offices.

The nominal term of office for the members of the Board is four years along with the election and term of the Chairperson.

It is automatically extended until the next General Assembly following the end of the term of office if there is no other candidate or the person does not resign.

In the case of a withdrawal or resignation of a Board member during a term, the Chairperson (or other member of the Board) sends a call of interest to the member institutes for appointing candidates for the position. The General Assembly will decide for a replacement of that position in its annual meeting.

§4.3 Election and voting process:

The election of the Board members is taking place during the General Assembly of the International Circle. Prior to the Annual Conference during which the General Assembly will take place, a call is sent by the Chairperson to the member institutes in order to appoint candidates. Self-nomination of member institutes is also possible. A list of candidates is made, and the members are voting during the next General Assembly. Every member institution has one vote. The voting procedure takes place by acclamation unless one or more members request a secret balloting. The voting can also be done using remote online tools.

Any member of the Board may be dismissed by a two-thirds majority vote of no confidence by the General Assembly. This is a constructive vote, in which a new candidate must be elected to the position.

§4.4 Tasks of the Board:

The Board shall be responsible for the implementation of the aims and objectives of the organization, the internal and external communication, and the publication of the IC-Journal.

The Board has the task of preparing the meetings, incl. the annual conference, in close collaboration with the host institution.

The Chairperson represents the IC in all its public activities and actions. He acts as the Chairperson of the Board meetings. The Chairperson is editing the electronic newsletter with the assistance of the members of the Board and participates to the organization of the annual conference of the IC

The Vice-Chairpersons replace the Chairperson in his/her duties in the event of his or her absence and represent the organization in assistance of the Chairperson.

They provide assistance to the Chairperson on issues requiring urgent consult on priority issues.

They can also be called upon to consult with the Chairperson or/and the GA regarding the structure, management, or objectives of the organization.

The Editor-in-chief is responsible for the review of the articles submitted, the publication and the distribution of the IC-Journal.

The Board will keep minutes of its meetings and major decisions.

The Board will meet (in person or online) at least three times a year, will act as collegial body and will strive for unanimity in its decisions. In case of discord, the Chairperson has a deciding vote.

If the Board deems it necessary and relevant, then it can decide to set up one or more sub-committees.

§5 Scientific Journal

The International Circle is editing its scientific journal with the name: **“International Circular of Graphic Education and Research” in short: “IC Journal”**. The GA appoints the Editor, and the Editor decides for the members of the Editorial Board. The IC Journal Editor is a permanent position in the Board.

§6 The website and social media of the IC

The Board is responsible for maintaining the IC Website (www.internationalcircle.net), and LinkedIn account (<https://www.linkedin.com/company/international-circle/>) as well as any other accounts on the social media, and for their content.

Preferably one of the vice chairpersons is functioning as the webmaster, but that task could also be delegated to a member institution.

§7 Changes to the present charter

This charter can be changed by a resolution. The resolution must be adopted and passed by at least two-thirds of the members present at the General Assembly.

§8 Final Provisions

This charter shall enter into force on 4 September 2025, as it was adopted by the General Assembly on 4 September 2025.