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To the Delegates:

## Notice of Meeting 2020

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Notice of the Executive Meeting of the Internationale Kommission der Detektiv Verbände to be held by video-link, on **Saturday 12<sup>th</sup> September 2020 at 10:00 hours** CET for the purpose of considering and dealing with the following business:

1. 10:00 hours – Introduction and welcome by the Secretary General
2. Apologies for absence
3. Minutes of the Executive Meeting 2019 held in Vienna, on Saturday the 16<sup>th</sup> November 2019 [click here](#)
4. Matters arising
5. To consider the report of the Secretary General
6. To consider the report of the Vice Secretary General
  - a. To discuss the proposed amended IKD Statutes annexed hereto
7. To consider the income and expenditure accounts for the year ending 31<sup>st</sup> December 2019 and to adopt the accounts together with the report of the Treasurer and Auditor
8. To consider the reports of the Member Associations



9. Any other business

- a. ABI GDPR Code of Conduct proposal, [click here](#)

10. To fix the date and venue of the IKD Annual Executive Meeting

- a. 2020 (Bucharest)
- b. 2021 (Slovenia)
- c. 2022
- d. 2023

Close of Meeting

A large, light green 'IKD' logo centered within a white oval shape, set against a light green background.



**Articles of Association**

**Internationale Kommission der Detektiv-Verbände (IKD)  
(International Federation of Associations of Private Detectives)**

Article 1

Name, Seat, Local Venue

The Federation's official designation shall be:

Internationale Kommission der Detektiv-Verbände

(International Federation of Associations of Private Detectives)

Abbreviation: IKD

The seat of the Internationale Kommission der Detektiv - Verbände (IKD) is in Vienna, Austria. The headquarter shall be in the Secretary General's country.

The IKD has been established as an international point of contact for defending the interests of professional investigators in the private sector, covering all countries worldwide.

In each country the interests of the IKD shall be represented by the member organisation's president, chairperson or their designated representative.

The following Associations shall be known as Founding Associations:

Österreichischer Detektiv-Verband (ÖDV), seated in Austria,  
Bundesverband des Detektiv- und Ermittlungsgewerbes (BuDEG)[former Bund Deutscher Detektive (BDD)], seated in Germany and  
Fachverband Schweizerischer Privatdetektive (FSPD), seated in Switzerland.

Article 2

Purpose of IKD

IKD is a not-for-profit organisation working internationally and acting as an international umbrella body for its members.

IKD's objective is to promote, co-ordinate, maintain, enhance and harmonize all subject matters that uphold and bring forward the highest professional standards of investigators in the private sector.

IKD considers issues affecting the interests of the profession and, if necessary, initiates and promotes petitions or deputations to interested stakeholder in this respect.

IKD will endeavour to support such necessary measures in an effort to overcome difficulties that may be raised by its national and / or international member organisations.

IKD will assist its members in an endeavour to find resolution to settle any inter-member issues, disputes and/or problems.

IKD publishes and distributes, as necessary, information on all matters affecting the profession.

IKD rejects any discrimination requiring its members to abide by the laws of the country or a union of countries where they exercise their profession as investigators in the private sector.



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IKD acts as an international point of contact to share experience without intending to exert influence on the internal developments of its member organisations, which remain independent.

IKD offers its members, governmental or non-governmental organisations or educational establishments support by way of sharing experience on matters relevant to the profession of investigations in the private sector.

IKD defends the rights of its member organisations against interference from any political, non-political, governmental or non-governmental bodies and institutions. Within such organisations, IKD shall bring to bear as much influence as possible.

IKD shall also promote the recruitment of additional members, irrespective of nationality.

Article 3

Funding

- 1.) The funding needed to achieve the goals of IKD shall be raised by membership fees from the IKD members. The amounts to be paid by members shall be decided by the IKD General Assembly. Such contributions shall be received annually, no later than the first of March.
- 2.) IKD may when necessary and/or appropriate raise funding to achieve the goals of IKD by ways of sponsorship and/or contribution.

Article 4

Membership & Affiliation

- 1.) Full Member:
  - a.) National Organisations of Investigator in the private sectors: Such bodies are eligible when their membership comprises of not less than three individual members (licensed as necessary), and the bodies are registered lawfully, have implemented articles and a code of ethics or similar suitable instruments and commit to the IKD standards. They shall be represented at IKD by a designated representative.
  - b.) International Organisations of Investigator in the private sectors: Such bodies are eligible when their membership comprises not less than fifty members (licensed as necessary), from at least ten different political nations, and the bodies are registered lawfully, have implemented articles and a code of ethics or similar suitable instruments and commit to the IKD standards. They shall be represented at IKD by a designated representative who also holds membership in good standing of a National Organisation regardless whether a member to IKD or not.
- 2.) Qualifying Member: A body corporate or individual, practicing as a professional investigator in the private sector and committing to the IKD standards is temporarily eligible as qualifying member only from nations where independent organisations of investigators in the private sector do not exist or have not been accepted into membership of IKD.
- 3.) Honorary Member: A body corporate or individual having rendered meritorious services to the profession of investigation in the private sector.
- 4.) Affiliated: An individual or corporate member of an IKD Full Member. They may refer to oneself as "affiliated to the IKD" or a similar proper term but not "Member". An Affiliated Member is not entitled to vote or make motions to the organs of IKD as long as not being a designated representative to IKD but entitled to attend any notified meetings.

Article 5

Rights and Obligations

All members are obliged to uphold and enhance the standing of the profession of investigation in the private sector and the IKD objectives.



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Members shall commit to IKD standards and implement recommendations.

Members of IKD are to act with honesty, integrity and must not compromise the reputation of IKD and use best endeavours to ensure their respective members also act within the spirit of this obligation.

Depending on the type of membership a Member has the right to vote, table motions, call for the Grievance Committee, stand for election, attend meetings or appeal on a decision of the General Secretariat.

All Members and Affiliated are permitted to use the EUIPO<sup>1</sup> registered figurative mark "IKD" in compliance with the trademark law specifically not altering its colours or wording or resize it disproportionately.

Article 6

Appointment of Members

Membership shall be granted provisionally by the current IKD General Secretariat. Decisions on permanent membership shall be taken at the next Executive Committee or General Assembly following the acceptance of a provisional member.

Article 7

Termination of Memberships

IKD membership can be terminated by a decision of the General Secretariat, the Executive Committee, a General Assembly or the Grievance Committee.

The membership of a Qualifying Member expires by the end of the year in the event permanent membership being granted to a National Organisation according to Article 4, paragraph 1.) a.), of the same country.

The membership of Full Members and Qualifying Members failing to pay their dues by the first of March of the current year, and who did not respond to requests for payment from the General Secretariat, may be suspended temporarily by the latter. A vote for the definite exclusion of any such member shall be cast at the next General Assembly or Executive Committee following the temporary exclusion.

Members may terminate their membership at the end of a calendar year after having given two months' written notice.

With the termination the member must remove any and all reference to IKD membership within thirty days. Full Members shall notify their respective Affiliated about the termination and ensure their respective removal of references to the IKD.

Article 8

Makeup of IKD

- 1.) The IKD General Assembly comprises the designated representatives of Full Members and Qualifying Members in accordance with Article 4, paragraph 1.) and 2.) and the General Secretariat.
- 2.) The IKD Executive Committee comprises the designated representatives of Full Members and Qualifying Members in accordance with Article 4, paragraph 1.) and 2.) and the General Secretariat.
- 3.) The IKD General Secretariat comprises the Secretary General, the Vice Secretary General and the Treasurer.
- 4.) The IKD Audit comprises the Auditor and the Deputy Auditor.
- 5.) The IKD Grievance Committee comprises of three professional investigators in the private sector.

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<sup>1</sup>EUIPO: European Union Intellectual Property Office, ES-03008 Alicante, Spain; trademark number:005942751



Article 9  
IKD General Assembly

A regular General Assembly shall be held every four years.

An extracurricular General Assembly shall be convened by decision of the regular General Assembly, the General Secretariat, a recommendation of the Auditors or a quorum of one-third of the Members according to Article 4, paragraph 1.) and 2.) providing a motion in written form to the General Secretariat, specifying the reasons. The extracurricular General Assembly is to be held within two months after the properly decided call for the extracurricular General Assembly and proper notification thereof has been given to the General Secretariat.

A General Assembly and the Executive Committee shall be convened in written or electronic format by the Secretary General who shall notify the designated representatives of the IKD's Full Members and Qualifying Members at least two months before the date suggested for the meeting, sending at the same time the Agenda. The venue shall be decided by the General Secretariat.

The designated representatives of Full Members and Qualifying Members are eligible to stand for election to the IKD Makeup according to Article 8, paragraph 3.) and 4.), have the right to table motions and appeal on a decision of the General Secretariat at a General Assembly or the Executive Committee.

At a General Assembly or Executive Committee only Full Members are entitled to vote, each having one vote. A Full Member may transfer the vote to an intra-organisational proxy only. Each officer of the General Secretariat also has one vote.

A General Assembly and the Executive Committee shall be chaired by the Secretary General, in absence by the Vice Secretary General or, if both are absent, by the Treasurer.

The presence of half the members having voting rights and of one officer of the General Secretariat shall constitute a quorum. If this condition is not met at the date scheduled for a General Assembly or the Executive Committee the meeting will be held half an hour later at the same venue and a quorum will be constituted by any number of members with voting rights being present, who shall, in case of absence of an officer of the General Secretariat, choose one of the Full Members present to chair the meeting.

Decisions made at a General Assembly or Executive Meeting shall be by a show of hands and carried by a simple majority. Motions to dissolve the IKD or to amend the Articles or on an appeal require a two-thirds majority.

The minutes of every General Assembly and the Executive Committee shall be rendered to Full Members and Qualifying Members by electronic format.

A General Assembly, whether regular or extracurricular, will deal with the following items:

- 1.) Consider any amendments to the Articles.
- 2.) Establishing the amounts to be paid as application and membership fees.
- 3.) Establishing an IKD programme of work for the next four years.
- 4.) Receiving the financial statement and report from the Treasurer and the Auditors.
- 5.) Electing the makeup of the IKD in accordance with Article 8, paragraph 3.) and 4.). The Secretary General shall select one individual attending a General Assembly to administer the election. Once elected by the General Assembly the new Secretary General shall chair the further proceedings of that Assembly.
- 6.) Adopt the official language.
- 7.) Deliberating and casting of votes on any motions tabled for the General Assembly, deliberating matters in accordance with Articles 2, 4, 5, 6 and 7 as well as items under Other Business.
- 8.) Deliberating and casting of votes on appeals of Full Members and Qualifying Members. The decision on an appeal is final.



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- 9.) Any item not tabled on the Agenda may be accepted for deliberating and casting of votes by the General Secretariat.

Article 10  
Executive Committee

The Executive Committee shall be convened once a year except the year of a regular General Assembly.

The Executive Committee will deal with the following items:

- 1.) Reviewing the IKD programme of work for the next years.
- 2.) Receiving the financial statement and report from the Treasurer and the Auditors.
- 3.) Deliberating and casting of votes on any motions tabled for the Executive Committee, deliberating matters in accordance with Articles 2, 4, 5, 6 and 7 as well as items under Other Business.
- 4.) Deliberating and casting of votes on appeals of Full Members and Qualifying Members. The decision on an appeal is final.
- 5.) Any item not tabled on the Agenda may be accepted for deliberating and casting of votes by the General Secretariat.

The tasks of the Executive Committee include the preparation of any proposals for amendments to the Articles, actions to be taken on agenda items in accordance with the programme of work adopted at the last General Assembly, preparation of motions for the next General Assembly, and any other business.

Article 11  
IKD General Secretariat

The General Secretariat is required to prepare the IKD meetings, establish their agendas and conduct business in accordance with the programme of work adopted.

The General Secretariat meets annually at least once. Such a meeting may also be held by an exchange of information among the elected officers. It can also take place on the occasion of the meeting of the Executive Committee.

A presence of at least two of the officers shall constitute a quorum.

The term of office for the General Secretariat is four years. All offices are honorary.

The incumbent Secretary General, Vice Secretary General or Treasurer may be re-elected for further terms.

a.) Secretary General:

The Secretary General is responsible for IKD activities between two consecutive General Assemblies and shall report to the Members according to Article 4, paragraph 1.) and 2.). The Secretary General shall conduct affairs in accordance with the IKD statutes and the programme of work adopted by the General Assembly.

If reasonable the Secretary General may call experts or Affiliated Members for a committee to pursue the IKD's objectives.

The Secretary General represents the IKD on all external affairs. If prevented the Secretary General may delegate obligations.

b.) Vice Secretary General:

The Vice Secretary General has no special responsibilities other than those assigned by the Secretary General, a General Assembly or the Executive Committee. Normally the Vice Secretary General shall assist the Secretary General. If the Vice Secretary General cannot concur with the Secretary General about any item of the tasks assigned, the Vice Secretary General shall notify a General Assembly or Executive Committee at its next meeting.



The Vice Secretary General shall act as Secretary General when the latter is temporarily unable to fulfil the conveyed duties. In the event the Secretary General cannot resume the work for IKD, the Vice Secretary General shall notify a General Assembly or the Executive Committee as soon as possible.

If the Vice Secretary's position should become vacant the Secretary General together with the Treasurer shall appoint a temporary Vice Secretary General from all those Affiliated to the IKD until the next General Assembly. If no agreement can be reached on the appointee, the Secretary General's choice shall prevail until the next General Assembly.

c.) Treasurer:

The Treasurer is responsible for the IKD account management regarding all files, records, funds and accounts belonging to IKD. It is the Treasurer's duty to inform the Secretary General each year by the first of March of any outstanding contributions.

Each January the Treasurer shall forward to the Auditors the records of the IKD accounts.

If the Treasurer's position should become vacant the Auditor shall act as temporary Treasurer until the next General Assembly.

Only in case the entire General Secretariat steps down or becomes vacant coincidentally the chairpersons of the founding associations shall step in. The chairperson of Österreichischer Detektiv-Verband (ÖDV) shall act as temporary Secretary General, the chairperson of Bundesverband des Detektiv- und Ermittlungsgewerbes (BuDEG) as temporary Vice Secretary General and the chairperson of Fachverband Schweizerischer Detektive (FSPD) as temporary Treasurer. The temporary Secretary General shall convene an extracurricular General Assembly within two months under given terms.

All Full Members and Qualifying Members shall be informed of the names of incumbent presidents, chairpersons, designated representatives to IKD and the IKD officers.

IKD papers and announcements, except orders for the IKD account, are authentic when bearing the Secretary General's signature. IKD account orders require the multiple signature of the Secretary General and the Treasurer.

Article 12  
Audit

The term of office for the Auditor and the Deputy Auditor is four years. The incumbent Auditors may be re-elected for further terms. The offices are honorary.

If possible, the Auditors should not be a resident of the same country as the Treasurer. The Auditors shall review the files and records sent by the Treasurer by the thirty-first of January each year and may request further details from the Treasurer at any time.

They shall report annually to the Executive Committee and in the course of a General Assembly.

If the Auditor's position should become vacant the Deputy Auditor shall act as Auditor and shall, together with the Treasurer and the Secretary General, appoint a temporary Deputy Auditor out of those Affiliated to the IKD for the period until the next General Assembly.

If the Deputy Auditor's office should become vacant the Auditor shall, together with the Treasurer and the Secretary General, appoint a temporary Deputy Auditor out of those Affiliated to the IKD for the period until the next General Assembly.

Article 13





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Grievance Committee

Any differences between Members according to Article 4, paragraph 1.) and 2.) shall be settled by the Grievance Committee to the best of its knowledge and conscience within five months after being constituted.

If the Grievance Committee is called the General Secretariat shall appoint a chairperson from the Members according to Article 4, paragraph 3.) and 4.), and each party to the dispute an observer from those Affiliated to the IKD in accordance with Article 4, paragraph 4.) to constitute the Grievance Committee within thirty days.

All positions are honorary. The IKD cannot cover any expenses accruing from grievance proceedings unless authorized by the General Secretariat.

The Grievance Committee solely acts as an arbitration board in terms of the Austrian Association law.

The Grievance Committee shall act only when requested to do so, consider the representations from the parties and come to a reasonable decision with a single majority. A decision can be a settlement, conditions applying or an appropriate arbitrary measure. A decision is to be communicated by the chairperson to the parties involved and the General Secretariat in writing.

A decision of the Grievance Committee is final.

Article 14  
Use of IKD Funds

IKD funds shall only be used to pursue the IKD's objectives.

All expenses of the General Secretariat shall be reimbursed from IKD funds. The General Secretariat shall ensure that it will not incur more costs than can be covered by available funds. Compliance with this requirement is a responsibility of the Treasurer.

IKD funds must not be spent for meetings of the Executive Committee or a General Assembly. Such expenses shall be borne by Members according to Article 4., paragraph 1.) and 2.). They shall also be responsible for their representative's hotel and travel expenses.

Article 15  
Dissolution of IKD

A motion to dissolve the IKD shall be carried by a two-thirds majority of Members in accordance with Article 4, paragraph 1.). Such a motion can be tabled only at a General Assembly under given conditions.

If the motion is carried, the General Secretariat has to dissolve the IKD within six months, giving notice to all Members according to Article 4 paragraph 1.), 2.) and 3.), relevant authorities and bodies. Any remaining assets shall be transferred to SOS Kinderdorf, Societas Socialis, Austria, A-6020 Innsbruck.

Article 16  
Transfer Terms

The above statutes were adopted at the General Assembly in ..... on ....., 20.... and fully replace the statutes from 2003.

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Tony Imossi  
Secretary General