

# **INTERNATIONAL HOP GROWERS' CONVENTION**

## **STANDING ORDERS**

### **1 Name and Location of the Offices of the Convention**

The organization is called the International Hop Growers Convention (IHGC). Its registered offices are in Brumath (France), but may be transferred every 2 years to any other place following a resolution to that effect by the General Assembly Meeting.

### **2 Objectives**

- A) The International Hop Growers Convention has been set up to safeguard the common interests of hop growers.
- B) Its most important objectives are:
  - a) to collect and collate figures on acreage, crops, exports and imports, beer production and sales, and the dissemination of the information to member countries;
  - b) to estimate the world crop and to advise growers accordingly;
  - c) to promote research;
  - d) to collate reports on the state of the crops by member organizations. This collation to be done in such a way that the reports for each country by their respective organizations shall be integrated in the whole without changes in presentation, with the object that no member shall be able to use these reports for the purpose of national or regional propaganda;
- C) From the activity of the IHGC are excluded all political questions as also all questions not concerning the common interests of hop growers.

### **3 Membership**

Membership of the International Hop Growers Convention is opened primarily to all national organizations of hop growing countries. Apart from national hop organization a membership is opened also to interested hop trading companies. The Executive committee should refuse unreasonable number of memberships from subsidiaries of any merchant group.

Application for membership should be made in writing to the registered offices (IHGC secretariat).

Decisions on eligibility for membership rest with the Executive Committee. If an application for admission has not been accepted by the Executive Committee, the application can, within one month from the notification of the decision, appeal to the General Meeting through the President.

### **4 Termination of Membership**

- A) Membership lapses if the International Hop Growers Convention is dissolved.
- B) By resignation in writing, giving reasons, addressed to the Executive Committee. Resignations can be accepted only at the end of the financial year, and 3 months notice must be given.

- C) By expulsion. This to be considered only by reason of grave misdemeanor, such as gross violation of the interests of the International Hop Growers Convention or non-payment of subscriptions for more than 3 years.

The Executive Committee will decide on expulsion. An appeal to the General Meeting against decisions of the Executive Committee is possible. The appeal must be lodged within one month of the Executive Committee's decision and must be addressed to the Offices of the International Hop Growers Convention.

## **5 Rights and Obligations of Members**

- A) All members are entitled to attend the meetings of the International Hop Growers Convention and to receive reports regularly.
- B) Members are expected to support the work of the International Hop Growers Convention by prompt reporting; to act in accordance with Standing Orders and resolutions passed; and to pay their subscriptions when due.

## **6 Subscriptions**

- A) Subscriptions should be fixed annually when the vote on the budget for the ensuing year is taken at the General Meeting. They consist of a fixed amount and a sum proportionate to the respective acreages – which correspond to the number of delegates.
- B) The membership fee amount as well as other obligations and rights of new members from a hop trade are related to the number of 4 delegates.
- C) Payment of subscriptions is due within two months after receipt of demand.

## **7 Agencies of the International Hop Growers Convention**

- A) The General Meeting.
- B) The Executive Committee.
- C) The Commissions.
- D) The Secretariat.

## **8 The Ordinary General Meeting**

- A) The Ordinary General Meeting takes place during the congresses every two years at a place agreed upon at the preceding Ordinary General Meeting.
- B) It consists of delegates of all member organizations in accordance with the following scale:
  - 1 delegate per member country
  - 1 additional delegate per 500-1,000 ha
  - 1 additional delegate per 1,000-2,000 ha
  - 1 additional delegate per each further 2,000 ha

Each delegate is entitled to one vote subject to the provisions under C).

- C) Voting by proxy is permitted up to a maximum of 2 proxies for each delegate present. Proxies may be given by letter or telegram. Evidence of a proxy must be submitted to the President before voting takes place.
- D) The functions of the Ordinary General Meeting are as follows:
  - a) Biannual reports.
  - b) Exchange of views on the current hop situation.
  - c) Auditor's report.
  - d) Approval of accounts and budget, and fixing of subscriptions.
- E) Resolutions are not valid unless at least half the delegates are present or represented. Decisions require a two-thirds majority.

## **9 The Extraordinary General Meeting**

The Executive Committee is empowered to call an Extraordinary General Meeting in urgent cases or if at least half the members make a request to that effect in writing to the President stating their reasons. An Ordinary General Meeting may become an Extraordinary General Meeting.

Only the Extraordinary General Meeting is competent to adopt resolutions with regard to

- A) Alterations to Standing Orders.
- B) Dissolution of the International Hop Growers Convention.

Resolutions are not valid unless at least two thirds of the delegates are present or represented. Decisions require a two-thirds majority.

## **10 Invitation to the General Meeting and Agenda**

Invitations to the Ordinary and the Extraordinary General Meetings containing the agendas must be dispatched to members at least 3 weeks before the date of the General Meeting. Each member may submit items for the agenda.

## **11 The Executive Committee**

Membership is as follows:

One person per country, nominated by the member organization. Further one person per member from a hop trade.

The Executive committee elects its President and 4 Vice-presidents for the period of 2 years. At least one Vice-president comes from the member country that organizes a congress. Members from hop trade have the right to nominate one additional Vice-president.

The Executive Committee elects its President and 3+1 Vice-presidents for 2 years. They may be re-elected.

The Executive Committee is convened by its President or by request of a member.

The Executive Committee may invite experts to attend meetings in an advisory capacity.

Each member of the Executive Committee has one vote. In case of equality the President has a casting vote.

Minutes of the Executive Committee meetings are valid if one third of Committee members are present or represented. Resolutions require a two-third majority.

The principal functions of the Executive Committee are as follows:

- to direct and represent the IHGC,
- to convene the General Meeting,
- to prepare the Agenda,
- to implement the resolutions of the General Meeting or Committees,
- to admit and expel members,
- to interpret Standing Orders.

## **12 Committees**

The Executive Committee or the General Meeting may set up Committees to deal with specialized subjects, e.g. scientific, technical or economic.

### **Composition:**

Member organizations appoint one or more Committee members per country according to the composition recommended by the Executive Committee. If required, the Chairman of a Committee may invite experts to attend in an advisory capacity.

### **Chairman:**

At each Committee Meeting the Chairman is appointed by the Committee members. He remains in office until the next meeting.

### **Meetings are called:**

- by the Executive Committee of the IHGC;
- by the Chairman of a Committee either on his own initiative or by request of at least 3 countries.

### **Relations with the other Agencies:**

The General Meeting or the Executive Committee may consult the Committees who submit written reports on their activities to these bodies.

## **13 The Secretariat of the International Hop Growers Convention**

The Secretariat's address relates to working place of the secretary general if the Executive Committee does not decide otherwise. It deals with the day to day business, such as the preparatory work for meetings and the agenda, keeping of minutes, liaison with member organizations and acting as a central agency for the receipt and management of literature, documents, etc.

The Executive Committee appoints a Secretary General every 2 years and issues instructions to him.

The Secretary General is eligible for re-election and entitled to attend all meetings in an advisory capacity.

## **14 Remuneration**

Delegates to the General Meeting, the Executive Committee and the Commissions work in an honorary capacity. Travelling and out of pocket expenses are payable by the member organizations.

## **15 Auditor**

The General Meeting elects every two years 2 Auditors who must not be members of the Executive Committee. They audit the accounts and prepare a report for the Ordinary General Assembly Meeting.

## **16 Financial Year of the International Hop Growers Convention**

The financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

As adopted by the General Meeting 18<sup>th</sup> August 1951 amended by the Extraordinary General Meeting 14<sup>th</sup> August 1964 and 7<sup>th</sup> August 1970 and 12<sup>th</sup> August 1993 and 9<sup>th</sup> August 2001 and 7<sup>th</sup> August 2003.

Dr. Martin Pavlovic  
Secretary General IHGC

# CONSTITUTION FOR COMMITTEES OF THE I.H.G.C.

## International Hop Growers' Convention

### I. TASK OF THE COMMITTEES

1. The Committees of the I.H.G.C. deal with specialized aspects of hop cultivation (scientific, technical, economic, etc.). Their activities include, for example:

- exchanges of experience,
- research,
- exchange visits,
- the issue of publications and the compiling of specialised card indexes,
- the maintenance of contact with other organisations that are involved in any way with hops (e.g. the H.L.C.).

1. The Executive Committee of the I.H.G.C. co-ordinates the activities of all the committees.

### II. ORGANISATION OF THE COMMITTEES

3. The Committees are organised as follows:

- the committee itself,
- the chairman

4. Each country has the right to an identical number of representatives on the committee. Each country has one vote. Voting may be open or secret (in writing), as decided by the committee meeting.

5. The committee has a quorum when the majority at least of all the members are represented at the meeting. A resolution is considered to have been passed if the majority of those present and entitled to vote, vote in favour of it. In case of equality the chairman has a casting vote.

6. The committee elects its chairman normally for the period up to the next meeting, but for a maximum period of two years. Re-election is allowed.

7. The tasks of the committees are as follows:

- the determination and carrying out of specific tasks, subject to the guidelines set by the Executive Committee.
- Planning the committee's budget
- The election of the chairman, and secretary (if any) of the committee,
- Nomination of one person annually from its field of activity for the award of the Order of the Hop,
- Fixing the date for the next meeting, the outlines of the agenda and the venue for the meeting, or authorising the chairman to do this,
- Taking any other decisions for which is it competent under this constitution or by ruling of the Executive Committee of the I.H.G.C.

8. The election of the chairman can be conducted by the oldest member of the committee or by the representative of the host-country.

9. The committee normally will its meeting during the annual congress of the I.H.G.C.; however, meetings may also take place apart from the congress.

Apart from the official members, other delegates, guests and specialists may be invited to the meetings, but only in a consultative capacity. The chairman decides on invitations.

10. The chairman of the committee:

- convenes and presides at committee meetings,
- prepares the committee's budget,
- reports to the Executive Committee of the I.H.G.C. on the proceedings of meetings, and in particular on resolutions passed.

Meetings must be convened at least one month in advance. The agenda and relevant documents are to be enclosed with the notice of convocation.

Meetings will be convened:

- on the initiative of the I.H.G.C.,
- on the initiative of the committee chairman, or at the request of members from at least three countries.

### **III. FINANCE**

11. All offices in the committees are honorary offices.

The costs of participation by members will be borne by the members themselves.

Authority is, however, given to the committees for certain costs (organisations of meetings, special sessions, etc.) to be borne by the appropriate host-country, with the agreement of the committee members.

12. When the annual budget of the I.H.G.C. is being established, appropriate amounts may be set for the individual committees, in accordance with their proposals (for example, for the publication of studies of importance to all member countries, for their translation, and for payment of subscriptions to other organizations). These sums will be paid on presentation of the corresponding accounting documents.

### **IV. CONCLUDING PROVISIONS**

13. In the pursuit of their own activities, individual committees may follow the existing customary procedures, as they think fit; they may, for example:

- appoint a secretary for the committee,
- hold working meetings in a smaller circle, conferences, etc., apart from plenary sessions,
- select a deputy for the chairman,
- nominate particularly worthy members as honorary members (or honorary chairmen),

14. This constitution will take effect according to this § 12 of the Standing Orders of the I.H.G.C. on the day it is accepted by the Executive Committee of the I.H.G.C.

Paris, March 7, 1970

Leo Höfter  
President of the E.H.G.C.

This constitution for Committees of the E.H.G.C. was accepted in the meeting of the Executive Committee in Paris, March 7, 1970 and amended and in Poperinge, on 12<sup>th</sup> August 1993.

Secretary General  
of the I.H.G.C.

# IHGC AWARDS OF THE ORDER OF THE HOP

## STANDING ORDERS

Instituted by John the Fearless, who was born in 1371 at Dijon, the son of Philip the Bold, Duke of Burgundy and king of Brabant, the Order of the Hop was intended as a mark of distinction and an honor for all “gentlemen”, who contributed to the development and prosperity of the “noble” plant, which is so important for beer production.

The reason for resumption of the Order has not changed. The Order of John the Fearless will continue to be conferred in the 20<sup>th</sup> century on the descendants of those who already received the honor in the 14<sup>th</sup> century: hop growers and brewers, administrators and rectors of universities, employees and drinkers of good beer and all who are interested in “cultivation of the noble hop” and the “agreeable drink”.

Following a promise by Mr. M. Kaufmann (France) the previous Grand Maître of the Order of the Hop, the International Hop Growers Bureau took over the award of the Order of the Hop at the meeting of the I.H.G.C. on 5.8.1970 in Brussels. Their charter outlines the procedure for award of the Order to all who have merited it by their services in the field of hop production.

The award of the Order of the Hop is designed to lead to further achievements and still greater advances in hop culture.

### Art. I

The order of the Hop has three ranks:

- 1) **Knight of the Order of the Hop** (Chevalier)
- 2) **Officer of the Order of the Hop** (Officier)
- 3) **Commander of the Order of the Hop** (Commandeur)

Hence there are different levels of recognition, i.e. the second decoration (Officer) is higher and the third one (Commander) the highest.

### Art. II

When the Order of the Hop is awarded the honored person receives an insignia or ribbon and a suitably completed certificate.

### Art. III

The insignia for a **Knight** is a medal approximately 4 cm in diameter and bearing a crown of hop leaves and cones, which encircles the arms of Burgundy with the lion of Flanders in the center. On the left-hand side of the arms are the initials C.I.C.H. (Comité International de la Culture du Houblon),

above the arms are the initials I.H.B. (Internationales Hopfenbaubüro) and on the right-hand side I.H.G.C. (The International Hop Growers' Convention). A Knight wears the medal on the left-hand lapel of his jacket.

An **officer** wears a green ribbon (12 x 5 cm), embroidered in gold with hop cones and hop leaves (size approx. 2 x 3 cm), on the left-hand of the jacket next to the medal.

A **commander** wears a green ribbon (75 x 2.6 cm) around his neck and the medal.

#### **Art. IV**

The certificate for award of the Order of the Hop measures 41.5 x 30 cm. The heading bears the following inscription:

- Ordre du Houblon, crée par "Jean sans Peur", né a Dijon en 1371.
- Hopfenorden, gestifted von Johannes Interpidus, geboren 1371 in Dijon.
- Order of the Hop, instituted by Jean sans Peur, born 1371 at Dijon.

The middle area, which is intended for the name of the recipient, is surrounded by hop leaves and cones (green color). At the bottom is the registered office of the I.H.G.C., to which is added the date of issue of the certificate.

The certificate is signed by the President of the I.H.G.C. (under the designation: Le Grand Maître , Der Großmeister, The Grand Master) and the Secretary General (under the designation: Le Vicaire General, The Generalvikar, The Vicar General).

The surname, Christian name and address of the recipient and the rank of the conferred order are written in the certificate.

#### **Art. V**

The list of nominees is approved by the Board at the Executive Committee Meeting, preferably at the Spring Meeting, so that the necessary arrangements can be made before the General Assembly Meeting (every 2 years during the IHGC congress) where the orders of the Hop are ceremoniously conferred on the recipients by the President.

#### **Art. VI**

As a rule the higher rank can only be awarded if the lower rank or ranks have already been conferred: this procedure can be waived only in exceptional cases for special reasons.

#### **Art. VII**

Every two years the member organizations can submit proposals for award of the Order of the Hop no later than the middle of March to the Secretary General, so that he can submit the proposal to the Board.

Each I.H.G.C. country representing member organization may submit the following nominations for award of the Order of the Hop:

- |  |          |
|--|----------|
| • Member countries with up to 2,000 ha of hops               | 2 awards |
| • Member countries with hop area from 2,001 to 5,000 ha hops | 3 awards |
| • Member countries with an area over 5,000 ha hops           | 5 awards |

The areas in the preceding years are taken into consideration.

Each of the three Committees may nominate a person for the award every second year.

By the way of exception the country where the Hop Congress takes place may nominate 2 additional persons for the award.

#### **Art. VIII**

The I.H.G.C. must provide the funds for purchase of the necessary material and services linked to these decorations.

#### **Art. IX**

A file in which all awards are entered according to member countries is kept by the Secretariat General. If possible, previous awards are also listed and are also fully recognized as such by the I.H.G.C.

#### **Art. X**

The Charter comes into force as soon as it has been accepted by the Board.

This Charter has been accepted at the Board Meeting of the I.H.G.C. on 30 September 1971 in Munich and latter amended by the Extraordinary Meeting of the General Assembly or Executive committee meeting on

14<sup>th</sup> August 1964 and 7<sup>th</sup> August 1970 and 12<sup>th</sup> August 1993 and 30<sup>th</sup> July 2008

COMITE INTERNATIONAL  
DE LA CULTURE DU HOUBLON  
(France)

Dr. Martin Pavlovic  
Secretary General