



CONSTITUTION GUIDE

IAF G.01 - V.02

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Contents

Article 1 — Name, Legal Form, and Non-Profit Character	3
Article 2 — Domicile and Offices	3
Article 3 — Purposes and Scope of Activities	3
Article 4 — Document Hierarchy and Precedence	3
Article 5 — Membership.....	4
Article 6 — Organs and Limits of Authority	4
Article 7 — General Assembly (GA)	5
Article 8 — Executive Committee (EC) and Officers.....	6
Article 9 — Committee System.....	6
Article 10 — Standards Development Procedure	6
Article 11 — Recognition and MR.....	6
Article 12 — Competition Law and Conflicts of Interest (COI)	7
Article 13 — Intellectual Property (IPR) and FRAND	7
Article 14 — Transparency, Data Protection, and Publications	7
Article 15 — Finance, Audit, and Reserve	7
Article 16 — Communications and Brand Use	8
Article 17 — Complaints, Appeals, and SLAs	8
Article 18 — Document Control, Entry into Force, and Transition	8
Article 19 — Amendments	8
Article 20 — Regional Structures and Languages.....	9
Article 21 — Dissolution	9
Article 22 — Governing Law and Arbitration	9
Annex A. Committee System Overview	10
Annex B. Forms and Document List.....	10

Article 1 — Name, Legal Form, and Non-Profit Character

- 1.1. The name of the organization is International Automotive Federation (IAF).
- 1.2. IAF is an international, independent, non-governmental and non-profit organization; all income and assets are dedicated to its purposes and no profit distribution is permitted.
- 1.3. Upon dissolution, after settlement of liabilities, the remaining assets shall be transferred to a non-profit organization with similar purposes designated by the General Assembly (GA).

Article 2 — Domicile and Offices

The Registered Office is in Texas, USA.

A Global Operations Center and Regional Hubs may be established by GA/EC decision; addresses and contact details shall be publicly disclosed.

Terminology is consistent across all documents and web content: Registered Office (legal domicile) ≠ Operations Center (operational headquarters).

Article 3 — Purposes and Scope of Activities

- 3.1. To develop standards, guidelines, and test protocols that advance automotive safety, quality, sustainability, and innovation.
- 3.2. To coordinate cross-market homologation and conformity assessment programs; to operate peer-assessment and multilateral recognition (MR) mechanisms; awards programs.
- 3.3. To conduct transparent standard-setting through public consultation and vote-based approval; to provide evidence-based policy guidance to regulators; and to deliver publications, training, and capacity-building activities.

Article 4 — Document Hierarchy and Precedence

- 4.1. Hierarchy: Statutes → Regulations/Bylaws → Policies → Procedures → Forms.

4.2. In case of conflict, higher-order documents prevail. A Governance Manual / Constitution Guide is explanatory and non-binding.

Article 5 — Membership

- 5.1. Classes: manufacturers; system/component suppliers; testing–inspection–research laboratories; homologation and certification bodies; industry associations; academic/research institutions; public authorities; individual experts; sales and service centers.
- 5.2. Eligibility: activity in the automotive field; commitments to impartiality, ethics and competition law; compliance with IAF documents; and payment of dues.
- 5.3. Application & admission: standard forms (IAF-F.001), Secretariat completeness check, SAC technical assessment, EC recommendation, and GA vote.
- 5.4. Rights: one vote at the GA; eligibility for elections; access to publications/training; use of the member mark under IAF-P.003.
- 5.5. Obligations: compliance with rules; timely payment of dues; COI declaration (IAF-F.006); respect for confidentiality and IP rights.
- 5.6. Suspension/termination: for non-payment, serious breach, loss of eligibility, or unethical conduct; the right to be heard and appeal is preserved.
- 5.7. Membership Memorandum: During application, members sign a memorandum acknowledging and agreeing to IAF standards, regulations, and GA/EC decisions.
- 5.8. Recognition and accreditation.

Article 6 — Organs and Limits of Authority

- 6.1. The General Assembly (GA) is the supreme decision-making body.
- 6.2. The Executive Committee (EC) implements GA decisions; oversees finance, risk, impartiality, and performance; appoints and supervises the Secretariat.
- 6.3. The Secretariat manages records, legal, finance, publications and communications; it administers iaf.com content and document control.
- 6.4. Committees (SAC, MR, TC/STC, MCC, Ethics & Impartiality, Complaints & Appeals, Audit & Risk) are established by the GA and operate under EC oversight.

6.5. Explicit limit (non-derogation at committee level): Committees and working groups may not alter, suspend, or repeal GA/EC decisions; they provide technical recommendations only.

6.6. Terminology (Board of Directors): In public-facing documents, the term “Board of Directors” refers to the General Assembly (GA) under these rules.

6.7. Non-derogation of GA decisions: Unless expressly provided in these rules or applicable law, GA decisions may not be altered, suspended, or repealed by any person/body (including the EC, Committees, Secretariat, or Regional Hubs). GA decisions may be changed or repealed only by the GA with the same or a higher majority required for the original decision, or by a competent court/regulator.

Article 7 — General Assembly (GA)

7.1. Powers: approve strategy, annual budget and policies; adopt standardization/homologation frameworks; conduct elections; amend these rules; and decide on dissolution.

7.2. Meetings: ordinary annually; extraordinary upon EC initiative or sufficient member request. Notice & agenda at least 30 days in advance. In-person/online/hybrid meetings are equivalent; verified remote participants count toward quorum.

7.3. Quorum: 51% of voting members; if quorum drops below this during the meeting, no binding votes may be taken.

7.4. Second call: if quorum is not met, a reconvened meeting may be held within 7–21 days with 33% quorum (ordinary agenda only).

7.5. Voting: simple majority unless otherwise stated; two-thirds (2/3) required for amendments. In a tie, the Chair has a casting vote.

7.6. Proxies: each member may hold at most two (2) proxies; proxies must be verified by the Secretariat 48 hours before the meeting (IAF-F.005).

7.7. Remote participation/voting: multi-factor authentication (MFA) is mandatory; ballot logs and audit trails are retained for at least 7 years.

7.8. Elections: nomination window opens 60 days in advance; secret ballot with two tellers may be used.

7.9. Minutes & archiving: attendance list, COI records, antitrust opening statement and decisions are archived by the Secretariat.

7.10. GA review of its own decisions: The GA may amend or repeal prior GA decisions with the same or a higher majority.

Article 8 — Executive Committee (EC) and Officers

- 8.1. EC composition: the Chair, up to 3 elected members, and such ex-officio members as required.
- 8.2. Term of office: 4 years.
- 8.3. Officers: the Chair plus three persons selected by the Chair.
- 8.4. The Chair may increase the number of EC members when needed.
- 8.4. EC meetings: quarterly; decisions by simple majority.
- 8.5. Representation: dual signature; financial thresholds are set by policy.

Article 9 — Committee System

- 9.1. SAC: standards, homologation and recognition criteria; public consultation and preparation for vote.
- 9.2. MR: MR operations; assessor competence; decisions on admission/scope/extension/suspension/withdrawal.
- 9.3. TC/STC: thematic technical committees (functional safety; cyber security/OTA; ADAS/automated driving; EV/battery; emissions/energy/LCA; braking/chassis; HMI/connectivity; manufacturing/quality).
- 9.4. MCC: brand integrity and global outreach; IAF Journal and Annual Report.
- 9.5. Ethics & Impartiality, Complaints & Appeals, Audit & Risk sub-committees.

Article 10 — Standards Development Procedure

- 10.1. Flow: NWIP (IAF-F.010) → Draft (TC/STC) → Cross-review → Public Consultation (60 days; IAF-F.011) → SAC Recommendation → GA Approval (2/3) → Publication → 3-year review.
- 10.2. Disposition Matrix: Public comments are published with accept/reject/modify decisions and justifications.
- 10.3. Emergency safety procedure: in cases of human-safety or serious market risk, consultation may be reduced to 30 days; the rationale and impact analysis are published.

Article 11 — Recognition and MR

- 11.1. Programs define technical requirements, assessor competence, impartiality, surveillance, and appeal routes.

11.2. Emergency suspension: where a material safety risk is credibly indicated, the Chair or EC may impose a temporary suspension up to 90 days, to be presented at the next GA for ratification.

11.3. Peer assessments: conducted by multidisciplinary teams; assessors must have no conflict of interest with the applicant; typical cycle 4 years with annual surveillance.

Article 12 — Competition Law and Conflicts of Interest (COI)

12.1. An antitrust opening statement is read at every official meeting; discussion of pricing, market/customer allocation, or other anti-competitive conduct is prohibited; upon breach, the Chair immediately suspends the discussion and the incident is recorded.

12.2. COI declarations are filed annually; where a direct interest exists, the person recuses from the decision; the recusal is recorded by name and organization in the minutes.

12.3. Cooling-off: persons involved in MR/peer assessments may not participate in GA/EC decisions concerning the same organization for 12 months.

Article 13 — Intellectual Property (IPR) and FRAND

13.1. Participants asserting essential patents for a standard must submit a Letter of Assurance (LOA) committing to FRAND licensing prior to publication; otherwise the relevant contribution is removed.

13.2. IAF publications are owned by IAF; limited, non-commercial use with attribution is permitted.

Article 14 — Transparency, Data Protection, and Publications

Statuten/registration details and an annual activity and finance summary shall be published.

Personal data are processed lawfully and transparently; incidents are reported to the Secretariat.

The Annual Report and a Public Risk Summary (with personal/confidential data removed) are published each year.

Article 15 — Finance, Audit, and Reserve

15.1. The budget enters into force upon GA approval; segregation of duties and dual signature apply.

15.2. Audit & Risk reports directly to the GA; the external auditor is rotated at least every 5 years.

15.3. Minimum operating reserve target: 6 months of operating expenses.

Article 16 — Communications and Brand Use

16.1. The name, logo and program marks may be used only under IAF-P.003 and with written authorization; misuse is subject to sanction.

16.2. The list of authorized spokespeople is appointed by the Chair and published by the Secretariat.

Article 17 — Complaints, Appeals, and SLAs

17.1. Complaints are submitted via IAF-F.003; acknowledgement within 7 calendar days; initial response target 30 calendar days; inquiry target 60 calendar days.

17.2. Persons with a conflict of interest may not serve on the investigation team; the EC issues the decision and notifies the parties; annual statistics (volumes, timelines, outcomes) are published.

17.3. Appeal: EC decisions may be appealed to the GA Appeals Session; the GA decision is final.

17.4. SLA definition: all time limits in these rules are calendar days.

Article 18 — Document Control, Entry into Force, and Transition

18.1. Every standard/policy specifies an effective date and a transition period (e.g., 12 months).

18.2. Previous versions sunset automatically on the specified date; all versions and redlines are archived.

18.3. Redline and archival practices are managed by the Secretariat.

Article 19 — Amendments

19.1. Amendments require a two-thirds (2/3) GA majority.

19.2. Proposals must be circulated at least 45 days in advance in full text and redline format and accompanied by a public note with rationale and impact analysis.

Article 20 — Regional Structures and Languages

20.1. The GA may establish regional structures.

20.2. The official language is English; translations may be provided; in case of discrepancy, the English text prevails.

20.3. Translation assurance: official translations undergo a two-stage technical and linguistic review.

20.4. Interpretation Bulletin: an interpretation bulletin mechanism is used to resolve translation/interpretation differences.

Article 21 — Dissolution

21.1. Dissolution and asset transfer follow Article 1.3; no distribution may be made to members or officers.

Article 22 — Governing Law and Arbitration

The governing law is the law of the State of Texas, USA; the official language is English.

Arbitration: After exhaustion of internal appeals, disputes shall be resolved by arbitration under the ICC Rules in Texas by a sole arbitrator/three arbitrators. The language is English. The award is final and binding.

Annex A. Committee System Overview

The following illustrates typical structures and reporting lines; the GA may adapt as needed.

- GA → EC → SAC/MR → Technical Committees and Sub-Committees.
- Independent lines to Ethics & Impartiality Committee and Audit & Risk Sub-Committee.
- Secretariat supports all bodies; Treasurer and Quality Manager provide cross-cutting oversight.

Illustrative Sub-Technical Committees (STC):

- STC-ADAS (sensors, perception, HIL/SIL/VIL validation).
- STC-AUT (automated driving safety cases and scenario libraries).
- STC-EV (battery safety, charging, interoperability).
- STC-CYB (cybersecurity, secure software development, OTA).
- STC-EMI (emissions, energy, life-cycle impacts).
- STC-FUSA (functional safety; interaction with cybersecurity).
- STC-QMS (automotive quality management systems and supplier assurance).

Annex B. Forms and Document List

- IAF-F.001 Membership Application Form
- IAF-F.002 Nomination Form
- IAF-F.003 Complaint / Appeal Form
- IAF-F.004 Complaint / Appeal Register
- IAF-F.005 Proxy Appointment / Delegate Form
- IAF-F.006 Conflict of Interest Disclosure
- IAF-F.010 New Work Item Proposal
- IAF-F.011 Public Comment Log
- IAF-P.001 Multilateral Recognition Policy
- IAF-P.002 Rules for Annual Membership Fees

- IAF-P.003 Branding and Use of IAF Mark
- IAF-P.004 Data Protection and Privacy Policy
- IAF-PR.001 Peer Evaluation Procedure
- IAF-PR.002 Standards Development Pro