



INTERNATIONAL NETWORK OF CUSTOMS UNIVERSITIES MEMBERSHIP GUIDELINES

1. Objectives

The International Network of Customs Universities (INCUCU) is an international non-profit organisation established to:

- promote academic excellence in customs law and administration,
- generate greater public awareness of customs matters,
- provide the World Customs Organization and other organisations with a single point of contact with universities and research institutes that are active in the field of customs research, education and training,
- manage the production of the World Customs Journal, and
- provide a global resource for governments and the private sector, and an educational source for students wishing to further their knowledge in the field of customs, international trade, and logistics.

2. Classes of Affiliates

The INCUCU consists of the following classes of Affiliates:

- (a) Universities and Research Centres; and
- (b) Other Affiliated Institutions.

3. Eligibility

- (a) The INCUCU membership is only open to universities, research institutions and other academic establishments as well as certain non-academic organisations involved in customs-related activities.
- (b) Individual membership is not available at present.
- (c) Any organisation that has an active interest in customs matters, and in the opinion of the Management Group is interested in the objects of the INCUCU, may be admitted as an Affiliate.

4. Application

- (a) To be considered for admission, potential applicants must submit their application to the INCUCU Secretariat in the form approved by the Management Group. An application for membership may be lodged online or at the office of the INCUCU Secretariat.
- (b) All applications shall be accompanied by the authorisation from the senior management of the applicant (such as CEO, Director, Chairman, Head of Department, etc). For customs administrations authorisation shall be from Deputy Director-General or equivalent officeholder.

International Network of Customs Universities (INCUCU MG Inc)

Building 22, University of Canberra, Bruce ACT 2617, Australia

Phone: +61 2 6201 5487; Fax: +61 2 6201 5746

E-mail: info@incuc.org Web: www.incuc.org

5. Determination of Applications and Admission of Affiliates

- (a) All membership applications and representative appointments shall be considered by the Management Group after receipt.
- (b) The Management Group shall determine whether or not to approve each applicant for admission to membership of the INCU.
- (c) The Management Group may require an applicant to give such further information as it desires before approving the admission of the applicant to membership of the INCU.
- (d) An applicant for membership is taken to be admitted to membership upon the Management Group approving the application, and the applicant being listed on INCU website in the appropriate category.

6. Representatives

- (a) Upon application, each Affiliate must appoint in writing at least one natural person (being a partner, director, principal or employee of that Affiliate) to be its Representative on the INCU and to be listed as the first point of contact with an Affiliate.
- (b) A Representative remains a representative of the Affiliate concerned until written notice of the cancellation of the appointment is given by the Affiliate to the INCU Secretariat, that the Representative resigns as a representative or the Affiliate resigns as an Affiliate.

7. Membership Fees

There are currently no membership fees or annual contributions.

8. Membership Rights

- (a) Membership of the INCU is personal and not transferable whether by operation of law or otherwise.
- (b) Without limiting any other rights conferred on Affiliates, an Affiliate has the following rights:
 - i. to be given notice of, attend and vote at any general meeting of the INCU;
 - ii. to be given all notices issued to Affiliates generally;
 - iii. to participate in seminars, conferences, discussion forums and other activities of the INCU;
 - iv. to appoint one representative, who is a natural person, to the INCU;
 - v. to have their description and contact details listed on the INCU website; and
 - vi. to receive all services and publications of the INCU.
- (c) All rights and privileges of the INCU membership cease upon cessation of the membership, whether by resignation, death, winding-up or otherwise.

9. Membership Obligations

The obligations of Affiliates are limited to the following:

- (a) providing accurate information to the INCU;
- (b) keeping their details on the INCU website up to date;
- (c) complying with these membership Guidelines; and
- (d) responding to and complying with reasonable requests of the INCU Secretariat and/or Management Group.

10. Cessation of Membership

- (a) An Affiliate may resign from the INCU by giving notice in writing to the INCU Secretariat.
- (b) The Management Group may at any time terminate the membership of an Affiliate in any of the following cases:
 - i. if the Affiliate ceases to satisfy the criteria for admission to membership of the INCU;
 - ii. if the Affiliate being a body corporate is wound up, except for the purposes of reconstruction or amalgamation;
 - iii. if the Management Group is of the opinion that in the interests of the INCU the membership should be cancelled.
- (c) If any Affiliate refuses or neglects to comply with the provisions of the Constitution or any applicable by-laws or is guilty of any conduct which in the opinion of the Management Group is unbecoming of the Affiliate or prejudicial to the interest of the INCU (including but not limited to situations where the Affiliate intentionally or carelessly continues to disclose confidential material such as login details for INCU website or distribute any copyright material such as any of the INCU publications to unauthorised parties without prior approval of the INCU and refuses to comply with requests of the INCU), the Management Group may censure, suspend or expel the Affiliate from the INCU.
- (d) The Management Group will, in most instances, give the Affiliate an opportunity to comment on any of the alleged breaches, before proceeding with termination.
- (e) An Affiliate may be dealt with pursuant to this clause on the basis of any act or omission of any of its representatives, directors, partners, principals or employees.

11. Removal from Website

Upon the cessation of membership of an Affiliate for any reason, the name and contact details of the Affiliate shall be immediately removed from INCU website and the Affiliate and its Representatives (if any) will cease to have the rights and privileges of membership.

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