

Articles of Association of the SZFF/CSFF – Swiss Centre for Windows and

Facades Art. 1 Name, Registered Office and Duration

A trade association operating under the name 'Swiss Centre for Windows and Facades', abbreviated to 'SZFF/CSFF', is established as an association within the meaning of Art. 60 et seq. of the Swiss Civil Code. Its registered office is located at the site of the permanent secretariat, and the association is established for an indefinite period. The association is entered in the Commercial Register.

The SZFF/CSFF is an SIA trade association and is assigned to the 'Technology' professional group.

Art. 2 Purpose

The SZFF/CSFF aims to promote the common interests of its members in the fields of technology, business and sustainability. It supports its members, represents their interests vis-à-vis third parties and is committed to the development of sustainable, environmentally friendly and digitalised technologies in the field of window, façade and building envelope construction. Furthermore, the SZFF/CSFF is actively committed to environmental protection and promotes sustainable building concepts, the use of renewable energies and the circular economy within the sector.

Art. 3 Membership

Any company specialising in the design, consultancy, manufacture or installation of window, façade and building envelope structures, or operating as a supplier or cleaning company in these sectors, may become an active member.

Furthermore, innovative companies from the fields of sustainable construction and digital construction processes, as well as general contractors, may become members.

Upon joining, members undertake to comply with the regulations issued by the association, as well as ethical and environmental standards.

Art. 4 Active members

4.1 Admission

Admission is granted by the Executive Board on the basis of a written application containing references or reference projects.

4.2 Categories

The SZFF/CSFF distinguishes between the following categories of active members:

- **Contractors:** manufacturers, consultancy, planning and design firms, engineers, installation companies and other specialists in window and façade construction.
- **Innovative firms:** Companies specialising in smart, digital or sustainable solutions for the construction industry.
- **Cleaning companies:** Quality-assured cleaning companies authorised to use the SZFF/CSFF quality label for professional façade cleaning, and general cleaning companies operating in the construction sector.
- **Suppliers:** Companies that supply systems, tools, finishes, materials or components for window and façade construction, as well as metalwork.

A registered office or representative office in Switzerland is required.

4.3 Termination of membership

Membership ceases upon resignation or expulsion. Resignation is possible at the end of the year, subject to three months' notice. Grounds for expulsion may include breaches of the Articles of Association, contracts or the Association's ethical principles.

The Executive Board shall decide on the expulsion of a member. The company must be informed of the reason for the expulsion.

Grounds for expulsion include, in particular:

- Committing a criminal offence
- Repeated breaches of the obligations set out in the Articles of Association, regulations and resolutions of the Association's governing bodies
- Disloyal or dishonourable conduct which is contrary to the association's objectives or causes harm to other members
- Other serious breaches of the principle of 'good faith' towards the Association or the public

In the event of bankruptcy or the cessation of business, membership and any claims against the Association shall automatically lapse.

Art. 5 Associate Members

Individuals, institutions and schools may become passive members of the SZFF/CSFF without voting rights. The Executive Committee decides on admission.

Art. 6 Honorary Members

Persons who have rendered outstanding services to the Association may be appointed as honorary members. Honorary members have no voting rights and are exempt from the obligation to pay membership fees.

Art. 7 Administration and Membership Fees

7.1 Administration

Administration is carried out by the Secretariat in accordance with the Executive Board's instructions. Costs are covered by membership fees, publishing activities, project-related income and services provided to members and third parties. Digital tools may also be used for administration and communication.

7.2 Membership Fees

Membership fees are based on the size and field of activity of the companies and are adjusted every two years to take account of inflation and economic changes. The fees are set out in an appendix to these Articles of Association.

7.3 Collection of Membership Fees

Membership fees are collected annually in January, with new members' fees calculated on a pro rata basis for the remainder of the year.

7.4 Extraordinary Expenditure

To cover extraordinary expenses for special outgoings, the General Meeting may, upon a motion by the Executive Board, resolve by a simple majority to levy additional contributions from all members.

Art. 8 Governing Bodies

The governing bodies of the SZFF/CSFF are:

1. General Assembly
2. Executive Committee
3. Committees
4. Specialist Groups
5. Auditors

Art. 9 General Meeting

The Annual General Meeting takes place once a year and must be held by 30 June of the financial year at the latest.

The General Assembly is responsible for:

1. Approval of the annual accounts, the annual report, the budget and the programme of activities
2. Election of the Chair, the Treasurer, the members of the Executive Committee and the Auditors
3. Setting the ordinary and extraordinary membership fees
4. Dissolution of the SZFF/CSFF. A two-thirds majority of those present is required for this resolution.

Each active member in accordance with Article 4 has one vote. Representation by persons outside the organisation is not permitted.

Votes and elections are decided by a simple majority. Amendments to the Articles of Association require a two-thirds majority.

An extraordinary General Meeting may be convened by resolution of the Executive Committee or if 20 per cent of the active members so request. The request must be submitted in writing to the President or Managing Director, specifying the items to be discussed. The meeting must take place within two months of receipt of the request.

Art. 10 Executive Committee

The Executive Committee consists of between 5 and 10 members, who are elected for a term of three years. It is responsible for all matters not explicitly reserved for the General Assembly. With the exception of the President, it constitutes itself.

Art. 11 Committees

To deal with specific issues, the Executive Board may set up committees comprising experts from the sector.

Art. 12 Specialist Groups

Specialist groups are formed to address the diverse needs of members. They organise themselves autonomously, with the Association providing basic support.

Art. 13 Confidentiality and Data Protection

Members of the Executive Board and the committees are obliged to maintain confidentiality regarding confidential information. Furthermore, the SZFF/CSFF undertakes to ensure data protection in the management of digital data in accordance with applicable laws.

Art. 14 Auditors

The General Assembly elects two auditors and one substitute auditor for the internal audit. An audit in accordance with the Swiss Standard on Limited Audits must be carried out by a recognised audit firm.

Art. 15 Liability

The liabilities of the SZFF/CSFF are covered exclusively by the association's assets.

Art. 16 Dissolution of the SZFF/CSFF

In the event of the dissolution of the SZFF/CSFF, the General Assembly shall decide on the allocation of the remaining assets.

Art. 17 Relations with other organisations

The SZFF/CSFF maintains close relations with national and international trade associations in order to promote the exchange of knowledge and represent the interests of the sector at a global level. This also includes regular exchanges via digital platforms and networks.

Art. 18 Entry into force

These Articles of Association were approved by the General Assembly on 15 May 2025 and replace the previous version dated April 2016. They come into force immediately.

SZFF/CSFF**Swiss Centre for Windows and Facades**

Pascal Schwarz
President



Fabio Rea
Managing Director

Appendix to the Articles of Association of the SZFF/CSFF

Membership fees

Membership fees from 1 January 2025 are set as follows:

Category A – Contractors

Manufacturers/production companies, consultancy, planning and design offices, main contractors, technical offices, installation firms, cleaning firms

Number of employees	Category	Membership fee in CHF excl. VAT
1 to 2	A0	1,190
3 to 5	A1	1,590
6 to 20	A2	1,940
21 to 40	A3	2,640
41 to 60	A4	3,440
61 to 100	A5	4,740
101 to 150	A6	7,040
151 to 200	A7	9,040
More than 200	A8	On request

Category B – Suppliers

Number of employees	Category	Membership fee in CHF excl. VAT
up to 40	B1	2,340
40 to 90	B2	4,540
90 to 120	B3	6,540
More than 120	B4	On request

Relevant number of employees:

The total number of employees in the business divisions involved in window and façade construction applies, including areas such as doors, canopies, glazing of all kinds, sun and weather protection, and general metalwork.

In the case of supplier companies, the total size of the business, both domestically and abroad, must be taken into account appropriately.

For categories A and B, a subscription to the trade journal FASSADE is included.

Passive members

The membership fee for associate members, in accordance with Article 5 of the Articles of Association, is a flat rate of CHF 100 per year, excluding VAT.

Adjustment of membership fees

The set membership fees may only be adjusted by a resolution of the General Assembly.