

INTERNAL REGULATION

(adopted at the Brussels Board meeting, on the 29th of April 2009, and modified by the Sofia Board on the 1st of November 2012)

Article 1 – Regulation scope

These by-laws of GEMME Europe specify, in accordance with article 11 of the statutes, certain points not specified in these statutes.

Article 2 –Working languages

The languages used will be French and English. All texts intended for any members must be written in both languages or in one of them. The use of other languages is optional, particularly for messages and communications intended essentially for a specific language group.

Article 3 - Members, dues

1 – The regular members of GEMME acquired their capacity ex officio at the time of their application sent to the association or the president of the national section after making the first dues payment. The national section involved examines whether candidates meet the statutory criteria and if not, notifies the Executive Committee.

2 – Upon the proposal of the Executive Committee, the board of directors delegates admission of associate members to the national sections.

3. Dues are paid annually during the first quarter of each calendar year.

This rule does not hinder the admission of a person as a GEMME member after this date. GEMME can wait for the annual dues to be paid for as long as the date of the next meeting that the respective member wishes to attend.

4. Dues are generally paid via the national sections. If a payment is made directly to GEMME, the treasurer will inform the representative of the national section concerned. The member list with the respective names, titles and e-mail addresses is sent to the treasurer and the secretary-general, for as much as the person agrees that his/her e-mail be communicated.

5. The Board establishes each year the amount of dues for individuals and companies.

6. The Board can fix a threshold above which the national section may keep the dues received.

Article 4 -Reports

1. The General Assembly votes on the moral and activity reports of the passed two years, as presented by the president, as well as on the financial report presented by the treasurer, which reports will have had to be previously communicated to the board. The assembly decides by vote on the guidelines to be followed for the next two years.

2. The board must observe the guidelines voted by the general assembly.

Article 5 - Board

The board of directors organizes and watches over management of the association's activities, in compliance with the guidelines of the General Assembly. In particular, it plans annual or extraordinary activities, draws up the budget for the association and the accounts to be submitted to the General Assembly and prepares the General Assemblies.

In the event of resignation or dismissal of a member by the board of directors during the course of his term of office, it will select his replacement for the duration of the term of office remaining.

Decisions of the board of directors may be made electronically if necessary.

At its own initiative, the board of directors issues recommendations to the Community authorities and assists national authorities upon the request of the corresponding national section.

Article 6 - Bureau

The Executive Committee prepares the decisions of the board of directors and administers current affairs under the control of the board of directors. It may deliberate validly by electronic means.

Article 6 A- General Secretariat

The general secretariat is coordinated by the secretary-general. It also includes a deputy secretary general and possibly an alternate secretary general, as well as a treasurer and an assistant treasurer; it is also comprised of members of the Board to whom the board has assigned specific tasks and who will act as a support task force, especially with respect to the following aspects:

- the site
- the discussion list
- the relationship with international Institutions
- the liaison concerning conferences, translations and publications.

Article 7- President

1- The GEMME Europe association is represented by its president or if he is absent or prevented from being present, by a vice president appointed for that purpose by the president. In accordance with article 8a of the statutes, the president has the option of having himself replaced for purposes of a specific activity by any member of the board of directors.

2 – If the president has not appointed a vice-president, the temporary replacement will be made by the vice president who has seniority in this post, then by the vice president, who has seniority on the board of directors, then by the vice president who has seniority at GEMME.

Article 8 - Quorum

1 – Decisions of the board of directors are made by majority vote of the members present or represented. The quorum necessary for deliberating validly is the majority both of the elected members and representatives of the national sections, with it being specified that elected members may have themselves represented by another member and that this representation is taken into account in determining whether the quorum has been reached.

2 – The preceding paragraph is applicable to Executive Committee decisions.

Article 9 – Section representatives

The representatives of national sections may also have themselves replaced at meetings of the board of directors by another member of the section in question, who will have the right to participate in the discussion and vote.

Article 10- Board minutes

1 – Deliberations of the board of directors will be recorded in the minutes of the meeting, which will be approved during the first meeting of the board of directors that follows.

2 – The draft of the minutes of the meeting will have to be approved in advance by the Executive Committee.

3 – The GEMME site may reproduce a summary or all of the non-confidential elements of the deliberations of the board.

Article 11 - Elections

- 1 – GEMME members who are candidates for an elective office within GEMME may propose their candidacy to the General Assembly, the board of directors, the Executive Committee or the president, or their candidacy may even be presented to these bodies by any other member.
2. All elections are conducted by secret vote, if requested by a member and supported by two other members.

Article 12 – General Assembly minutes

- 1 – The deliberations of the General Meeting will be recorded in minutes of the meeting that will be approved at the first General Assembly following that which carried out the deliberations.
- 2 – The draft of the minutes of the meeting will have to be approved in advance by the Executive Committee.
- 3 – The GEMME site may reproduce a summary or all of the non-confidential elements of the deliberations of the Assembly.

Article 13 – Discussion lists

The discussion lists are open to the members and correspondents. The manager of the list may remove a member from the list after having advised the Executive Committee and the interested party. In the event of conflict, the Executive Committee will decide whether to keep the interested party on the list.

Article 14 - Sections

- 1 – National sections are responsible for their own expenses. If they organize an activity bearing the GEMME name, they shall take care that payment of debts may not be charged to the association.
- 2 – National sections shall take care that a reasonable part of the net profits of activities organized on a European scale are turned over to the GEMME Europe association.
- 3 – However, by means of a decision of the Board of Directors, the association may participate in organization of certain activities and even subsidize certain activities that have a largely national scope. Before incurring any expenses, managers who organize activities shall agree with the association on the part that the latter will take in the organizing activities and the expenses and profits generated by such activity.

Article 15 – Travel expenses

Travel expenses engaged on account of GEMME activities are taken care of by the GEMME association, for current members of the board only, elected and representative, all dues paid (observers excluded), under the following rules, within a limit of 500 € per person, with an expense statement provided:

- 1 – transportation will be reimbursed, in accordance with the rate for train (2nd class) or plane (economy class in low cost if possible);
- 2- necessary accommodation expenses will be reimbursed up to a maximum of 100 € per night (a single night per meeting);

3- the bureau may set a lower threshold if the financial possibilities of GEMME do not allow for such a payment, on the President's proposal and after consultation with the Treasurer; the reimbursement guidelines are presented each year alongside the budget; apart from the members of the bureau, GEMME reimburses travel expenses for one board member only per national section, chosen among those who have filed their request in due time, without prejudice to any other limits mentioned in the regulations.

4- requests for expense reimbursement (transportation and /or accommodation) accompanied by the expenses statement must be submitted to the treasurer within 20 days of the meeting entitling to such reimbursement. Passed this period, the members of the board will be deemed to have waived any such refund.

Article 16 - Treasury

The treasurer and the assistant treasurer should:

1. Keep accounts organized, including a revenue and expenditure book. Give their documented opinion on the budget to the president as stated in Article 15, paragraph 3, a month prior to the date fixed for any meeting of the board.
2. Give their documented opinion on any expenditure whenever asked for.
3. Make payments that were authorized, sign checks or transfers.
4. Present the financial statement of GEMME to the president, in order for him to send it to the board, a month before each semi-annual meeting.

Article 17 – Expenditure approval

1. If the board appoints a member to organize a European event, this includes the authorization of expenditures that were included in the corresponding budget approved by the Board or by the bureau on behalf of the board, after consultation with the treasurer and the President.
2. Apart from the expenditures authorized by the board, the President may authorize expenditures up to a limit set by the board. The President may delegate this power to authorize certain expenditures to another member of the board.

Article 18 – Entry into force

The rules approved on the 1st of November 2012 shall immediately come into force.