

<p style="text-align: center;">LU-CIX ASBL MEMBERS GUIDE (20180316)</p>

Preamble

The internal regulations constitute the charter of the Association, which organizes its specific requirements and its operation. The purpose of these internal regulations is to clarify and complete the statutes of the non-profit association LU-CIX, located in the Grand Duchy of Luxembourg at 4, rue A. Graham Bell, L-3235 Bettembourg.

These internal regulations are published on www.lu-cix.lu

Article 1: Membership and subscriptions

Membership of LU-CIX ASBL is in accordance with the statutes of the Association and for the duration of the Association, subject to and within the limits of the anticipated cases of early termination, particularly in the cases of exclusion or resignation of a member.

The membership subscription fee is set each year by the Executive Committee and ratified by the Ordinary General Assembly.

The members of LU-CIX ASBL must pay the annual subscription fee to LU-CIX ASBL and choose a "Member package" (Classic, Gold, Platinum or Diamond) that is inseparable from the subscription.

A candidate who submits their application for membership to the Association after the month of March will only pay a percentage of the annual fee calculated prorata temporis based on the month in which the application was submitted.

All contributions made to the Association are definitive. A refund cannot be given during the year in the event of resignation, exclusion or death of a member.

Article 2: Auditor

The accounting and financial operations of the Treasurer are audited annually by the Auditor before their approval by the General Assembly.

The Auditor is appointed by the General Assembly for a period of 2 years by a simple majority vote. No limit is imposed on the number of successive terms that can be undertaken by the Auditor.

The Auditor is obligatorily a member of the Association but cannot in any circumstance cumulate this function with that of Executive Committee member. The Auditor must have no subordinate relationship with the Treasurer.

Members wishing to be appointed to the position of Auditor may apply for this position during the Ordinary General Assembly following the financial year in which the term of the Auditor expires.

The General Assembly may also revoke the mandate of the Auditor at any time by a two-thirds (2/3) majority vote.

In the event of a vacancy or resignation of the position of Auditor, the members of the Executive Committee may provisionally appoint a replacement, whose appointment must be ratified at the next General Assembly.

The Auditor will not receive any remuneration for the mandate entrusted to him.

Article 3: Executive Committee

3.1 Term of office

The members of the Executive Committee are elected by the General Assembly for a period of three (3) years without any limit as to the renewal of their mandates, except if they resign their position as provided for by article 19 of the statutes. In this case, a new election will then be organized by the General Assembly.

3.2 Functions

The members of the Executive Committee have the following functions:

- The President chairs the Executive Committee meetings and represents the Association with third parties. The President is the first of the directors and the Executive Committee delegation to carry out the everyday management tasks of the Association. However, he cannot act without a general or specific mandate from the Executive Committee and always acts in consultation with the Committee.
- The Treasurer is responsible for the collection of subscription fees, the recovery of sums due to the Association, the payment of sums owed by the Association, and the maintenance of expenses and revenues.
- The Secretary is responsible for the management and monitoring of the day-to-day operations and development of the Association, the preservation of records, the keeping of registers, the convening of the Executive Committee and General Assemblies, and the drafting of minutes.
- The Vice President is responsible for promoting the work of the Association to the public. He or she may also be vested by the Executive Committee with the power to communicate to third parties, if necessary, the decisions taken within the General Assembly or the Executive Committee.
- Active Members are responsible for actively supporting the Association and promoting the Association's work to the public.

Article 4: Record Keeping

4.1 Register of accounts

The Association has a bank account.

The sole signature of the President, the Treasurer or the Secretary validly binds the Association for any expenditure for which the total amount is less than or equal to 10,000 euros.

Any expense totaling more than 10,000 euros requires the joint signature of two members of the Executive Committee.

The accounts of the Association are regularly monitored and kept up-to-date by a trustee (external company).

4.2 Record of proceedings

All the proceedings are transcribed in chronological order by the Secretary in the minutes of the Executive Committee meetings. In case of a vote, the questions are reproduced as well as the result of the vote. The deliberations of the General Assembly are recorded in minutes signed by the President, the Secretary and the Scrutineer, as well as by the members who so wish. The discussions of the Executive Committee are recorded in minutes signed by the Chairman of the Executive Committee or by two (2) members of the Executive Committee.

Article 5: Amendment of the internal regulations

The internal regulations are established by the Executive Committee in accordance with article 22 of the statutes of the Association.

They can be modified by the Executive Committee subject to ratification by the General Assembly for any reason and as much as necessary.

The internal regulations in force (including any modifications and subsequent updates) are published on the website www.lu-cix.lu. The members of the Association will be informed by email of any later version within a period of thirty (30) days following the date of its approval by the General Assembly.

26 June 2018, Bettembourg

In the event of a conflict, the French version of this document [LU-CIX ASBL Règlement d'ordre intérieur (20180316) "Members Guide"] takes precedence.