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| <p style="text-align: center;"><b>LU-CIX ASBL</b><br/><b>Internal Regulations (20220630)</b><br/><b>MEMBERS GUIDE</b></p> |
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## **Preface**

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 ASBL, 202 Z.A.E. Wolser F L-3290 Bettembourg, Luxembourg.

These internal regulations are published on [www.lu-cix.lu](http://www.lu-cix.lu)

## **Article 1: Membership and subscriptions**

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

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

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

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 pro rata temporis based on the month in which the application was submitted.

All subscription fees paid 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 Treasurer's accounting and financial operations are audited annually by the Cash Auditor before their approval by the General Meeting.

The Cash Auditor is appointed by the General Meeting 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 must be a member of the Association but may not under any circumstances combine 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 Meeting following the financial year in which the term of the Auditor expires.

The General Meeting 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 Meeting.

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 Meeting 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.

#### **3.2 Functions**

The members of the Executive Committee have the following functions:

- The Chairman chairs the Executive Committee meetings and represents the Association with third parties. The Chairman is the first of the board directors and has 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 Chairman 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 Meeting 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 Association's accounts are regularly monitored and maintained by a fiduciary (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 together with the result of the vote. The deliberations of the General Meeting are recorded in minutes signed by the Chairman, 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: Authorisation of expenditure**

Extract from Article 20 of the Statutes:

*"...He [the Chairman] authorises expenditure and may delegate such powers if necessary, under the conditions laid down in the internal regulations..."*

*Article 22 of the Articles of Association stipulates that acts committing LU-CIX ASBL are subject to the signature of the Chairman of the Executive Committee or to the joint signature of two of its members.*

Extracts from Article 22 of the Statutes:

*"The Executive Committee:*

*- may, after consultation with the General Meeting, establish, as far as necessary and for any reason whatsoever, Internal Regulations laying down rules for the proper functioning of the Association and the realisation of its purpose, it being specified that, in the event of conflict between the rules thus established and the Statutes, the latter shall prevail.*

*The Executive Committee shall have the widest powers, with the option of sub-delegating, under its responsibility, all or part of its powers to one or more of its members or even to a third party. The only acts excluded from its competence are those reserved by law for the General Meeting.*

Authorisations:

The signature of the Chairman, the Treasurer or the Secretary alone is valid for any expenditure up to 10,000 euros. In addition, in the context of the organisation of events and marketing activities, expenses up to 10,000 euros may be validly incurred by the signature of the employee responsible for business development activities only. Authorisations of expenditure greater than 10,000 euros are specified in the Delegation of Signature Authority document.

## **Article 6: Amendment of the internal regulations**

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

They can be modified by the Executive Committee subject to ratification by the General Meeting 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](http://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 Meeting.

In the event of a conflict, the French version of this document [LU-CIX ASBL Règlement d'ordre intérieur (20220329) "Members Guide"] takes precedence.