

# MARIE CURIE ALUMNI ASSOCIATION

## INTERNAL REGULATIONS OF THE ASSOCIATION

(Règlement d'Ordre Intérieur)

### 1. Objective of the Internal Regulations

- 1.1 The objective of the Internal Regulations is to establish specific guidelines for the daily operations of the Association.
- 1.2 In case of conflicts of interpretation between an article in the Articles of Association and one in the internal regulations, the interpretation given to the article in the Articles of Association prevails.

### 2. Language of the Association

- 2.1 English shall be the official working language of the MCAA.
- 2.2. All documents intended for publication in the Annexes to the Belgian Official Gazette will be written in French, unless otherwise provided for by the legal provisions governing the use of official languages in Belgium. An English translation will always be available. In the event of discrepancy between the French and English versions of above-mentioned published documents, the French version alone will be definitive.

### 3. The Tasks, Powers and Functions of non-statutory bodies of the MCAA

- 3.1. Chapters and Working Groups can be set up, on the initiative of an MCAA Member or on the initiative of a group of MCAA Members, on a geographical basis (e.g. National or Regional Chapters) or on an activity basis (e.g. thematic Working Groups). The creation of any such Chapter or Working Group is subject to the prior written approval of the Board.
- 3.2. The Board shall determine among others the mission, composition, including appointment of applicable Chairs, powers, conduct of meetings and governance, convening modalities and drafting of agendas, quorums and voting procedures, and drafting of minutes rules of the Working Group(s) and Chapter(s). Guidelines for Chapters and Working Groups may be adopted by the Board from time to time.
- 3.3. Chapters will encourage local networking, recruit and attract new members to the Association, and/or enhance the image of the MCAA within a defined geographic region. Chapters can have a regional, national or international dimension. Working Groups will have a defined operational focus and operate in support of the overall purpose of the MCAA. Each Working Group or Chapter shall be composed of a minimum of five Members.
- 3.4. Chapters and Working Groups shall present an annual work programme to the Executive Committee, which will grant an annual budget according to the proposed activities for each Chapter or Working Group .
- 3.5. A Chapter or a Working Group can be dissolved by the Board if it does not have a sufficient number of members over an extended period, or if the activities of the Chapter or Working Group are deemed by the Board to be contrary to the interests of the MCAA.

3.6. Working Groups and Chapter must be only composed of Members of the Association. Their mandate shall not be remunerated.

3.7. Chairs of Chapters and Working Groups are ex-officio guest members of the Board during the period of operation of the Group or Chapter. They have no voting rights.

#### **4. Guidelines for Members**

4.1. By applying for and/or accepting membership, all Members undertake to respect the Articles of Association, as amended from time to time, and the decisions taken by the Board and the General Assembly according to the competencies defined by the present Articles of Associations. Members also undertake to provide truthful information, to keep their on-line membership profile updated, and to respect and protect the image and reputation of the MCAA.

4.2. Members may resign at any time from the MCAA by delivering a written notice via registered mail with acknowledgment of receipt to the Executive Committee of MCAA. The withdrawal will be effective from the date of the written notice, provided that any obligation accepted by the member is fulfilled; the member loses all rights and duties from the date of notice.

4.3. The Board may decide to suspend the rights of any Ordinary or Honorary Member in the event he or she does not abide by the Articles of Association or the present Internal Regulations.

4.4. In such case, the Member concerned will have an opportunity to be heard before a decision is made by the Board. The suspension may not last longer than the time remaining until the next General Assembly.

4.5. Members abide by the administrative and logistical rules established and circulated by the Board ahead of general meetings.

#### **5. Protection of Data**

5.1. All members of the MCAA's bodies are required to maintain confidentiality regarding all personal or association-specific information to which they have access within the scope of their duties, and also regarding the content of the discussions in which they participate or of which they have knowledge.

5.2. MCAA ensures data privacy and security of existing information in the MCAA member's personal data. Only part of this data is for publication, and all individual members have the right to view, modify or delete data related to himself/herself. An exception to this right is related to those members who will sign the formal creation of the association, as their data has to be published in the official founding act.

#### **6. Incorporation by reference**

6.1. Ethics Committee Regulation (see Annex A)

6.2. Code of Conduct (see Annex B)