

Internal rules of the ESBS Alumni Association

Adopted by the General Assembly of 12/12/2020

Definitions

- **Directors:** means the members of the Board of Directors.
- **General Assembly (GA):** designates the general assembly of the association as defined by the article 9 of the statutes.
- **Association:** designates the ESBS alumni association.
- **Executive committee (EC):** designates the executive officers of the association, as defined by article 7 of the statutes.
- **Board of Directors (BOD):** designates the board of directors of the association, as defined by article 6 of the statutes.
- **Website:** website of the association <https://esbsalumni.com/>.
- **Statutes:** refers to the statutes of the association

Title I - Administration and internal procedures

Article 1. Language of the rules of procedure

The internal rules of the association are written in French. A translated version in English is available for information purposes.

Article 2. Code of ethics

The members of the association shall refrain from any activity or position within the association that is denominational, partisan or trade union oriented. They may not mention their membership of the association outside the association in the context of such activities. Apart from the president, no one may speak in the name of the association, or represent it, if he has not received an express mandate to do so.

Article 3. Approvals of new members

Persons wishing to become members of the association must create an account on the association's website and then fill out a membership form and send it to the executive committee. The latter will study its conformity with the statutes and the present regulations. If the application is in conformity, the person is declared a member.

Membership as an active member requires an annual fee of 15€. In accordance with article 4 of the statutes, members that just graduated during the year are exempt from paying this fee for the following year.

The membership of a ChemBioTech graduate engineer is joint between the AAE and the Association des Ingénieurs de Chimie Strasbourg (AICS), within the framework of a partnership agreement between the two associations, which sets the amount and terms, as well as the procedure. The membership is so-called “double membership”.

Membership fees are to be renewed after the closing date of the accounts. Non-payment of this fee results in the loss of active membership of the association. There is no passive member.

Active members have the right to vote and, in accordance with Article 6 of the Statutes, are eligible for the functions of the association.

Student, benefactor or honorary members do not pay membership fees. They can take part in the activities of the association, but they do not benefit from the specific rights of active members, except for students who cannot acquire the status of active member.

Article 4. Resignation - Exclusion - Death of a member

The resignation must be addressed to the President by mail or e-mail. It does not have to be motivated by the resigning member.

The exclusion of a member can be pronounced by the general assembly for serious reasons. The following in particular are deemed to constitute serious grounds:

- a sentence for crime or misdemeanor;
- any action likely to harm, directly or indirectly, the activities of the association or its reputation.

In any case, the interested party must be given the opportunity to present his defense, prior to the decision of exclusion. The decision of exclusion is adopted by the General Assembly by a two-thirds majority of the members present.

In the event of the death of a member, the heirs or legatees cannot claim any maintenance in the association.

The contribution paid to the association is definitively acquired, even in case of resignation, exclusion, or death of a member during the year.

Article 5. Procedures for the General Assembly

The General Assembly meets at least once a year.

The president convenes the general assembly by e-mail at least 1 month in advance. The convocation is accompanied by the agenda, set by the board of directors.

The convocation is in French and English. The written documents sent to the participants with voting rights are in French accompanied, if possible, by an English translation. The

minutes of the meeting are written in French; they are accompanied by a version translated into English for information purposes.

During the meeting, the language spoken orally is English. Any participant with the right to vote may request a translation into French of a particular item or a summary in French of the main points discussed. The chairman of the meeting reminds the participants of this paragraph at the beginning of the meeting. He ensures that each participant can understand the information necessary for an informed choice.

The other provisions relating to the general assembly are described in articles 9, 10 and 11 of the statutes of the association.

Article 6. Procedures for the Board of Directors

The board of directors meets at least twice a year.

The president sends the convocation to the directors by e-mail at least 15 days in advance. It is accompanied by the agenda, drawn up by the president after consultation with the executive committee.

The board of directors can only meet if at least half of the directors are present, including at least half of the executive committee and, if applicable, half of the other directors. The directors present vote by a show of hands. However, a secret ballot may be demanded if any director so requests. In the event of a tie, the President shall have a casting vote.

The board of directors freely co-opts technical advisors from among the members of the association. The technical advisors are invited to take part in the meetings and activities of the board of directors. The cumulative duration of this mandate cannot exceed two years without the agreement of the general assembly.

Article 7. Minutes

Minutes are established for the meetings of the board of directors and the general assembly. The minutes are signed by the chairman and the recording secretary. They are drawn up without blanks or erasures. They are voted on at the next meeting of the body from which they originate and are archived in the register of the association.

The minutes of the meetings of the board of directors are submitted for proofreading and opinion only to the directors who attended the meeting. They must make their comments known within one week of receiving the draft minutes. The final minutes must be sent to all members of the board of directors within one month of the meeting.

Article 8. Register of the organisation

The association has a register with :

- all the versions of the statutes and internal rules, successively approved by the general assemblies;
- the agendas, minutes and reports of the board of directors and general meetings;
- the moral and financial reports of the association, voted by the general assemblies;
- all legal documents related to the association, in particular declaration receipts and contracts signed by the association;
- files for grant applications;
- any other document that the executive committee, the board of directors or the general assembly deems appropriate to add.

Documents of the register, except those with any personal or confidential information, are accessible to any member of the association. The paper register, containing the originals, is accessible upon request. An electronic version is freely accessible on the internet. However, the register remains exclusively reserved for internal use and none of its documents may be transmitted to a third party without the agreement of the executive committee. Confidential documents are transmitted upon the decision of the general assembly or the board of directors.

The executive committee is responsible for the proper maintenance and accessibility of this register. It cannot be reproached for the absence of documents related to previous mandates.

Article 9. Working committees

Working committees may be set up by decision of the board of directors.

Article 10. Closing of accounts and financial report

The accounts are closed on August 31 of each year.

In accordance with article 9 of the statutes, the treasurer prepares the financial report of the association for the fiscal year, including the balance sheet, the income statement and the projected budget, and presents it to the general assembly. After deliberation, the latter gives, if yes, discharge to the treasurer.

Article 11. Reimbursement indemnities

Only directors and technical advisors are entitled to reimbursement of expenses incurred in the course of their duties and upon justification. The treasurer carries out the necessary checks and then reimburses them.

The total sum of travel and accommodation expenses cannot exceed 200€ per member and per mission (meetings of the board of directors, representation of the organisation...). The association does not reimburse the food expenses.

Exceptionally, the board of directors may decide to reimburse more than the regulated amounts, as well as to grant reimbursements to members of the association outside the board of directors, ruling without the presence of the interested parties. Justifications must be produced and are subject to verification.

The paid agents of the association may be heard by the general assembly or the board of directors if the latter deems it necessary.

Article 12. Reserve Fund

A reserve fund shall be set up, into which shall be paid at the end of each fiscal year the part of the surplus resources which is not necessary for the operation of the association during the first half of the following fiscal year. The amount and composition of the reserve fund may be modified by the general assembly.

Title II - Data Management

Article 1. Data Management

The members registered on the website commit themselves to the accuracy of the information communicated and are fully responsible for the information given. The usurpation of identity is prohibited.

Members' information is divided into 2 categories:

- the main information including name, first name, email address and year of promotion;
- secondary information which is not mandatory.

By completing this information, the member accepts that this information will be contained in the association's database, until it is modified or deleted.

The information collected will have no other purpose than to be used for the directory of members and to publish anonymized statistics. They are exclusively reserved for internal use. The email address is used to send information about the association and is kept private in the association's database.

Article 2. Access and deletion of data

All persons with an account on the website have the right to access the data concerning them. The board of directors communicates them to the owner on simple request.

The deletion of the account entails the deletion of all information related to it on the account. To delete an account, it is necessary to no longer be a member of the association.