



Multidisciplinary European Low Dose Initiative
ASSOCIATION
MELODI

Internal rules

The terms indicated below with a capital first letter have the same meaning as those indicated in the same manner in the Articles of Association.

SECTION I: GENERAL PROVISIONS

Article 1: Purpose

The present internal rules are intended to establish the operating procedures of the Association, the relations between the Association and its Members, and the relations between the Members as regards the operation of the Association.

This document does not constitute social legislation.

Article 2: Membership fees

Membership fees are fixed annually with the approval of the budget, of which they are an integral part.

They are payable at the beginning of the calendar year after being invoiced.

Article 3: Accounting period of the Association

The accounting period begins on the 1st of January and ends on the 31st of December of each year. Exceptionally, the first accounting period begins one clear day after the approval of the statutes of the Association and ends on 31 December of the respective year.

SECTION II: OPERATION OF THE ASSOCIATION

Article 4: General assembly

The General Assembly may only deliberate on issues listed in the agenda approved at the beginning of the respective meeting.

The General Assembly meets at the Association's headquarters or at any other suitable location stipulated in the invitation.

At the start of a meeting, an attendance sheet is drawn up, signed by the General Assembly members present or represented and certified by the chairperson and the secretary of the meeting.

Appointment of directors or auditors will take place by secret ballot if there is more than one candidate standing for a vacant position.

General Assembly deliberations are recorded in minutes containing a summary of the discussions, the text of the proposals presented for consideration as well as a copy of the attendance sheet as annexes, and the results of the votes. These minutes are signed by the chairman and the secretary. They are recorded in chronological order, without blanks or deletions, in the Association's register of minutes from meetings.

Article 5: Board of Directors – Renewal and cooptation of Board members

In cases of vacancies of one or more Board member positions, the Board may fill these positions via one or more provisional appointments. Provisional appointments are mandatory when the Board membership is reduced to five (5) members.

These co-optations are subject to approval by the next General Assembly. Co-opted Board members serve the remaining term of their predecessors.

Article 6: Bureau

Persons capable of providing specific advice on an issue in the agenda may be appointed as bureau members in a consultative capacity.

Article 7: President

The president ensures compliance with legal provisions, notably social requirements incumbent to the Association as employer.

Article 8: Treasurer

The treasurer manages the financial affairs of the Association in cooperation with the president. Payments and commitments with a single monetary value in excess of € 2.500 require the signature of the president and of the treasurer.

Article 9: Secretary

The secretary maintains the various registers of the Association and prepares, signs and certifies the minutes of the general assembly and the board meetings.

Article 10: Committee

The committee_____ appointed by the Board of Directors assists on _____ for_____.