

# MAC-TEAM

Association Internationale Sans But Lucratif  
International non-profit Association



Internal Rules – v2019

<b>ARTICLE I. ARTICLE I. MEMBERS</b> .....	<b>2</b>
SECTION 1.01 SECTION 1.01 NATURE OF THE MEMBERS : .....	2
SECTION 1.02 SECTION 1.02 PROCEDURE OF REQUEST FOR AFFILIATION.....	2
<b>ARTICLE II. CONTRIBUTIONS</b> .....	<b>2</b>
SECTION 2.01 AMOUNT .....	2
SECTION 2.02 ASSOCIATED SERVICES .....	3
<b>ARTICLE III. MEETINGS</b> .....	<b>4</b>
SECTION 3.01 MODES OF CONVOCATION .....	4
SECTION 3.02 GENERAL PROCESS .....	4
SECTION 3.03 DECISION AND VOTING SYSTEM.....	4
SECTION 3.04 MINUTES AND COMMUNICATIONS.....	4
<b>ARTICLE IV. OPERATIONAL COMMITTEE</b> .....	<b>5</b>
<b>ARTICLE V. BODY OF ADMINISTRATION</b> .....	<b>5</b>
SECTION 5.01 DURATION AND ELECTION .....	5
SECTION 5.02 THRESHOLDS OF ENGAGEMENT.....	6
SECTION 5.03 ROLES WITHIN THE BODY OF ADMINISTRATION.....	6

**Only the French version validated by the General Body of Direction will be considered as binding. The English version is only provided to facilitate access to the information for non- French speaking people**

# MAC-TEAM

## Association Internationale Sans But Lucratif

In this document, the non-profit-making international association (aisbl) Mac-TEAM is taken again under the denomination "Association".

In complement of the statutes, this document "Internal Rules" of the aisbl Mac-TEAM defines the operating mode of the aisbl and the obligations of its members with respect to the Mac-TEAM aisbl Association.

Based on the Belgian law on which the statutes of the Association are established, French is considered as the official language of the Association. When several linguistic versions of a document or decision exist, the French version is considered as the reference version and other linguistic versions as only indicative.

When only foreign linguistic versions exist, the English version could be considered as a reference one provided it has been officially approved by the Executive Committee. In all other cases, information will not be considered as binding.

The working language could be decided at each meeting and should be a priori indicated in the agenda of the meetings.

### **Article I. Article I. Members**

#### **Section 1.01 Section 1.01 Nature of the members :**

No limitation in term of nature of member, of origin is imposed in so far as the members respect the object of the Association such as defined in its statutes and that they do not act in a contrary way to ethics of the Association.

In the event of conflict of nature or behavior, the Body of Administration can propose the exclusion members in question.

#### **Section 1.02 Section 1.02 Procedure of request for affiliation**

The candidates or people wishing to know the Association to adhere to it will need a welcoming godfather/mother or need to contact the Body of Administration which could help him or her in finding a godfather/mother. This welcoming godfather/mother will have the role of guiding the candidate and to be responsible for him/her near the Body of Administration of his respect of the ethics and the deontology of Association, until the end of the first full calendar year.

If an applicant is introduced by a member of Association, this last becomes automatically its welcoming godfather/mother. The founding members or present on the list of the potential founding members are exempted of this search for godfather/mother.

Any member of the Association up-to-date of his/her fees and who has more than one year of seniority in the Association can be godfather/mother. The founder members are considered as of their adhesion potential godfather without being obliged to fulfill this training period.

Any person or company who wishes to become member of Association must fill the corresponding form, and submit it to the approval of the Body of Administration, and commits him/herself respecting this present Internal Rules. The Board of Administration can request from the applicant additional information before accepting or refusing his/her admission.

His/Her acceptance is directly communicated to the person by individual mail after resolution of the Board of Administration.

After acceptance of the request by the Body of Administration, the applicant must then pay his/her contribution so that his/her affiliation is regarded as effective (except provisions or exemption voted by the Body of Administration), the General Secretary of Association proceeds then to the inscription of the applicant in the register of the members of the Association which becomes a new Member of Association.

### **Article II. Contributions**

#### **Section 2.01 Amount**

For information, the lower and higher limits fixed by the General Body of Direction are respectively 50 (fifty) and 10000 (ten thousand) euro.

Within this framework, for the year 2019, the Body of Administration fixed the amount of the contribution according to various categories' of member in the following way :

# MAC-TEAM

## Association Internationale Sans But Lucratif

- **Effective members** (founders or members) contributions:
  - Individual members: 125€ exc. VAT (one hundred and fifty Euros exc. VAT)
  - Basic: 500€ exc. VAT (five hundred Euros exc. VAT)
  - Advantages: 2000€ exc. VAT (two thousand Euros exc. VAT)
  - Premium: 1200 € exc. VAT/yr + 500€ exc. VAT/mth (one thousand two hundred Euros exc. VAT/year + five hundred Euros exc. VAT/month).

The Belgian VAT rate is added on top of the Membership fees for the mandatory part of the Member category (not on the contributions made on a free basis and without services in return by MAC-Team aisbl). The intra-community VAT exemption system can be applied if the Member provides its VAT intra-community identifier in a relevant way.

Exceptions to these amounts can be decided by the Body of Administration, in particular:

- for benefactors who can be exempted of contribution for the current year or a period to be defined by the Body of Administration.
- for the members of the Executive Committee, as defined in the statutes, and for a potential general vice-president if any which can be all exempted of contribution for the current year if this(se) member(s) is(are) not paid by or do not receive any indemnity from the Association.
- for possible other associations or organization within the framework of relations which could be connected with a twinning-like or a crossing of objectives, members and/or activities. According to this framework a particular schema of retrocession of all or started from contribution or of implementation of an "extra-contribution" in exchange of services or cross advantages could be decided by the Body of Administration.
- **for the partners of projects in which MAC-Team aisbl is or was involved** whom they appear or not in the list of the potential Founding members which is at the end of the Statutes, and to encourage them to become Founding members, a preferential level of contribution is established for the year of foundation plus 2019 with a special reduction of 50% on the official annual membership fees for the Individual Members and for the Effective.
- and more generally, on an ad-hoc basis by decision of the Body of Administration depending on the case of each (new) member.

### Section 2.02 Associated Services

The services associated with the various categories of Members up to date with contribution are:

Services	Member Categories on the basis of contribution or recognition					
	Individual	basic	Advantages	Premium 12 months minimum	Honorary	
<b>Basic</b> Info and 'veille'	✓	✓	✓	✓	✓	
<b>Advanced</b> Info and "veille"	N/A	-50%	✓	✓	✓	
<b>Personalised</b> Info and "veille"	N/A	-15%	-20%	-30%	-30%	
Discounts on <b>Events</b> on inscription and possibly on logistic expenses (rents, subsistence...).	-10% personal	-10% Incl. employees	-15 à -20% Incl. Employees & direct guests	2days/month included in the pro-active relationship Member-MAC-Team (the monthly support is non-cumulative)	-15 à -20% Incl. Employees & direct guests	-15 à -20% à priori nominatif
<b>Help to project development</b> - - assistance to identify support programs - - assistance with formalization direct idea - - assistance in the search of partners	N/A	-15%	✓ For 1 project (1day maxi).  -15% on other projects in the year		✓ For 1 project  -20% on other projects in the year	✓ For 1 project  -20 on other projects in the year
<b>Project development</b> (including assistance with the detailed drafting)	N/A	-10%	-15%		-20%	-20%
<b>Monitoring &amp; Animation</b>	N/A	-10%	-15%	-20%	-20%	
<b>Consultancy &amp; expertise</b>	-10%	-10%	-15%	-20%	-20%	
<b>Trainings and tools</b>	-10%	-10%	-15%	-20%	-20%	

Other services could be set up later and possible preferential rates could be also proposed to the members of the Association.

# MAC-TEAM

## Association Internationale Sans But Lucratif

The above percentages must be understood as discounts to the public rates applied by the Association or its activity partners. These percentages or discounts could be revised without notice or could be revised case by case, but they could not exceed the operational margin of the Association except within the framework of events or actions being the subject of a specific support.

A special rate could also be applied to the active Members in the events where they are implied and to thus consider their investment corresponding to the development of the Association and the achievement of its objectives.

### **Article III. Meetings**

#### **Section 3.01 Modes of convocation**

The Executive Committee is entitled to possibly to set up and/or to ask the Effective Members and/or the Administrators to use an electronic system with certified identification. This certified system (electronic signature or electronic certificate-like using trust tiers) is not currently obligatory. At the request of the Executive Committee, the Members could be called to use such a system and must then implement it.

The expenses relating to the installation of such a system remain a priori within the own budget of each member for their respective part. However, the Association could possibly take in charge whole or part of the expenses linked to the security and validation part of the electronic communications for the Administrators within the framework of their activities for the Association.

In the absence of a protected or certified system of identification which makes it possible to receive in an unquestionable way the acknowledgement of delivery of the convocations, the communications carried out by emails will be doubled using systems of independent forum like public workgroups such as Yahoo!, Google, Smartgroups or others to be decided by the Executive Committee. The management of these tools of external collaborative working group is ensured by a member of the Body of Administration of the Association.

#### **Section 3.02 General Process**

For any working meeting or assembly must be identified: an agenda, a Chairman and a *rapporteur* who will be in charge of the first report.

Any working meeting or assembly must be followed by minutes.

Any mission is also subject to a report.

The Chairman has any authority for the course of the meeting, the attribution of the roles related to the course of the meeting, the attribution of the rights to speak, the management of the schedule and agenda, like any possible decision of stop, resumption and closure of meeting.

The Chairman establishes at the end of the meeting a synthesis of the meeting with indication of the principal points of immediate follow-up. The detailed synthesis and follow-up will be included in the minutes of the meeting.

#### **Section 3.03 Decision and Voting system**

The Executive Committee oversees the implementation of the voting systems. These voting systems can either be traditional (bulletins and manual calculation), or be based on face-to-face or remote electronic technologies. The Executive Committee indicates the means to use during the meeting or for the decision at the same time as the sending of the convocation and/or agenda.

Except contrary indication in the statutes, the decisions are made in the majority absolute at a first meeting or in the simple majority in the case of call of a second meeting.

Generally, the white votes are regarded as abstention. The null votes are not taken into account in the calculation of the votes. In the case of a second meeting, the abstentions are not taken into account in the calculation of the votes.

#### **Section 3.04 Minutes and communications**

The minutes and reports must be established by the designated secretary of the meeting and must be at least submitted to the Chairman to be checked before being transmitted to the General Secretary of the Association which will then proceed to the publication and filing formalities.

# MAC-TEAM

## Association Internationale Sans But Lucratif

The minutes or reports of meeting or mission must clearly indicate the points of required follow-up and the persons concerned and/or in charge of.

Any official document must be validated by the Executive Committee before publication.

Any minutes and report must be filed physically and published on Internet site or Intranet of the Association by respecting the concepts of confidentiality or internal or public document according to cases.

### **Article IV. Operational committee**

As defined in the Statutes, the Operational Committee is defined by the Body of Administration and its members are listed with the present Internal Rules for information. Although the Internal Rules are validated by the General Direction Body, the composition of the Operational Committee remains the responsibility of the Body of Administration without the General Direction body having to validate it.

The General Secretary must keep the list of the Members of the Operational Committee and the associated roles up to date in the Internal Rules.

### **Article V. Body of Administration**

#### **Section 5.01 Duration and election**

The Body of Administration is elected by the General Body of Direction for one five years period. There is no limit in a number of mandates. Except case envisaged with the statutes, the date of the elections of the Body of Administration is indicated by the Executive Committee during the meeting of the General Decision-making body in year four of a mandate.

In the six-month period, which precedes the end by a mandate, the elections must be organized in the following way:

- Before the sixth month preceding the election: The Executive Committee must publish (on the Intranet of Association or failing this on Internet site of Association) the formalities and information necessary to the constitution of the candidatures. In the absence of publication, the former formalities will be regarded as always valid.
- The sixth month preceding the election: the candidates must make known themselves either in individual presentation or based on list which or in conformity with the Statutes and the Internal Rules. The candidatures must be lodged with the General Secretary of Association by registered letter or any form of deposit which attests the date of presentation.
- The fifth month preceding the election and as of the publication by the official lists by the Secretary-general, the official candidates or lists can present a detailed program of governorship and objectives for the mandate to come.
- From fourth month to one week before the elections, a tribune/forum on part Intranet of Association can be placed at the disposal for each list or official candidate.
- The course of the elections will be able to proceed with a debate followed of a vote in face-to-face mode and/or according to a remotely left system to the decision of the Executive Committee. This mode of vote will be stated at the same time that the official publication of the lists of candidature. Several turns of election can take place during the same Assembly.

The kick-off point for the new team is one month after the meeting of the General Body of Direction which has proceeded to the election of the new team or earlier is stated so at the electing general assembly. At this same meeting, the General Body of Direction will proceed to the analysis of the last accounts and the vote of the final discharge to the outgoing team. This exiting team will not be able to make any decision in the transition month and will only be able to carry out the daily management of the activities. The outgoing team must also prepare a log of the activities led during this transition month so that the new team takes note of these interim activities to the final discharge voted by the General Body of Direction.

The calendars of Mandate of the Body of Administration and financial year are independent. At the end of the elective mandate, the Body of Administration will proceed to a statement of the accounts at the end of the calendar month just prior to the elective assembly (to also be presented to the vote of final discharge by the general assembly). The activities and actions undertaken by the Body of Administration between the end of that month and the elective decision of the new team of administrators will be also consigned in the log of activities previously quoted.

# MAC-TEAM

## Association Internationale Sans But Lucratif

### **Section 5.02 Thresholds of engagement**

The Executive Committee and a fortiori the Body of Administration cannot engage any more of the three-quarters of the financial capacity of the Association without authorization of the General Body of Direction.

With regard to the participation in projects of co-operation such as for example the European projects, the Executive Committee will be able to engage the Association without reference to the financial standing of the Association provided that the Association is not directly the contractor or the coordinator of the aforesaid project. In the event of role of coordinator or contractor and insufficient financial standing of the Association compared to the amount of the project, the guarantee of the General Body of Direction is necessary. This guarantee could be required in express manner by electronic way without need for physically joining together the General Body of Direction and this, within very short notice information such as the day and even more quickly.

### **Section 5.03 Roles within the Body of Administration**

The Body of Administration elects in its centre at least:

- a President who in general chairs the meetings of the Body of Administration, the General Body of Direction, and to convene this one based on decision of the Body of Administration, to represent association in all the acts of the civil life.
- a General Secretary who collects and places at the availability of the Body of Administration all information on the needs and the state of the Association.  
He/She in general establishes the minutes of the meetings such as above mentioned and takes care of their diffusion.  
He/She also takes care of the convocations and agendas of the General Body of Direction and the Body of Administration with the president.  
He/She takes care of the scrupulous respect of the statutes, the Internal Rules and the possible confidentiality of the actions or data before publication or communication as well within the Association as with thirds.  
He/She manages the files and directory of the Members, the files and keeps the register of the meetings of the General Body of Direction and the Body of Administration.  
He/She makes sure that all the legal formalities are well regularly carried out.  
He/She ensures the representation and the missions of the president when this one is prevented.
- a Treasurer who answers in front of the General Body of Direction and the Body of Administration of the establishment and the management of the accounts, as well as budget estimates. He/She is responsible for the application of the budget adopted by the Body of Administration and of the respect of the financial orientations voted by the General Body of Direction. He/She draws up the budget for the following exercise which will be submitted to the General Body of Direction.
- Eventually, a Vice President could be elected within the Body of Administration to reinforce communication and promotion on/of the Association.

By simple meeting of the Body of Administration, this last will be able to name or finish the working Commissions or Topics and corresponding leaders. The General Secretary will then take care to respect the Statutes and to indicate the corresponding list of Commissions/Themes in progress and their respective leaders. The leaders can be simple Members of the Association without being obligatorily Administrators.

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(end of the Internal Rules)