

VaLoo Internal Regulations

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I. Objectives of the Internal Regulations

The purpose of this document is to precise the practical interpretation and application of the Statutes of the VaLoo and to regulate the day-to-day running of the Association, in order to facilitate a relationship built on mutual trust.

II. Application

The Board is responsible for the justified application of the internal regulations. Amendments to the internal regulations can be proposed by the Board or by Members, who must write to the Board with their proposal. Only the GA can approve the changes to the Internal Regulations.

III. Membership types

Membership types and fees are found in the table below. Each member has 1 vote.

Type	Annual Membership fee (CHF) (no pro rata)	
Individual	50.- Students / Unemployed / Retired: 25.-	
Company	Based on number of employees:	
	< 5	200.-
	5<20	400.-
	20<100	1'000.-
	> 100	1'500.-
> 1'000	2'500.-	
Association / cooperatives (non-profit)	100.-	
Universities / research institutes	500.-	

Legal entities (Companies, Associations, Research institutes, ...) have the right to one vote though there is no limit on the number of people per legal entity who can participate in the events of the association, including the general assemblies.

IV. Admission Process

The process for becoming a voting Member is the following:

- 1) Interested members must fill out the adhesion form and sign the statutes and ethical chart if existing. All documents must be sent to the Board.
- 2) The Board makes a temporary decision concerning the adhesion of the member. If necessary, the Board may ask to meet the adhering member before making its decision.
 - a) If temporarily accepted, the Member will be asked to pay the yearly membership fee. Once the fees have been received, the membership will be initiated and the Member will be invited to participate in the activities of the association and added to the appropriate mailing lists.
 - b) If denied, the adhering member has the right to appeal and present her or himself during the General Assembly. In this case, the Board must send out the adhesion form of the denied adhering member and an explicative note with the agenda for the General Assembly (GA).
- 3) An adhering member is finally accepted or denied during the GA.
 - a) The GA can decide to deny a member who was temporarily accepted by the Board via a vote with a 2/3rds majority.
 - b) The GA will hear the appealed denial case and make the final decision via a vote with a 2/3rds majority.

V. Resignation Process

Resignation from the association is possible at any moment during the year and shall be communicated to the Board in writing via a letter stating the date of the resignation.

VI. Exclusion Process

The Board is responsible for assuring that the Members do not fall within the reasons for exclusion (see article 2, paragraph *End of Membership*).

In the case that a member violates the statutes or the interests of the association, the Board may send out a warning email and/or organize a discussion with the member before excluding the member. Nonetheless, the Board reserves the right to exclude Members without a warning.

Members who fail to pay the invoice despite 2 reminders are excluded.

The Board must write a letter to the excluded member, stating the reason and the date of the exclusion. The excluded member has the right to appeal during the GA. To do so, she or he must send a letter explaining the citation to the Board at least 45 days before the GA. The Board must send this letter along with an explanation for the expulsion with the agenda for the GA. In the case that a member is expelled during the 45 days previous to the General Assembly, a letter must be sent at the briefest delay.

The GA will hear the appealed cases and resolutions are made via a vote with a 2/3rds majority.

VII. Managing Memberships

In general, the Board is responsible for managing memberships (admissions, resignations and exclusions) and prepares a summary list of membership changes which occurred during the year. This list is to be sent out with the agenda for the yearly GA. A Member in disaccord with a decision of the Board must write to the Board within a delay of 7 days prior to the GA. Complaints will then be discussed during the GA. The GA withholds the right to accept or deny the decisions made by the Board.

VIII. Election Processes

Both the Board and the Auditors are elected during the GA (see section IV, paragraph *Responsibilities and Powers, f.*).

The election process for both Board and Auditor roles, as well as for new elections and re-elections, is the same. Members wishing to run for a position must send in their name, the legal entity which they represent (if applicable) and their motivation for running to the Board 2 weeks prior to the GA. The current Board is responsible for compiling the applicants' profiles and sending the list of candidates to the Members no later than 1 week prior to the GA.

IX. Operating Processes

The bodies of the association make decisions by consensus. If a consensus is not reached, a vote will be held. Only members who are up to date with their membership fees can participate in the decision-making process.

X. Working Groups

Aside from the bodies, the association is composed of working groups (WGs) which organize all other activities.

Members can take part in the WGs based on their desire and their availability, though are not obliged to participate in a WG.

WGs can be formed at any moment and may have a definite or indefinite temporality. To create a WG, at least one Member must propose the group to the Board. The proposal must include:

- Name of the WG
- Members who wish to participate, including the name of the member proposing the group
- Objectives and actions of the WG
- Needed budget (if necessary)

The Board will assure that the proposed WG is in the interest of the association, and share the proposal with all Members. The WG is officially created during its first meeting, in which at least one Board member must be present. Two leaders will be chosen by the Members present at the meeting. These leaders will be responsible for communicating the WG's activities with the Board and during the GA. In the case of a change in the leaders, a written notification should be sent to the Board. The leaders are also responsible for managing the budget allocated to the WG.