

## ULIXES E.E.I.G. Internal Rules

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### Article 1

#### Functioning of EEIG

The technical and administrative functioning of the EEIG will be governed not only by the Articles of the Statute, but also by the present internal rules, which bind every Member. The functions of the EEIG will be carried out by the Membership, as indicated in Article 14 of the Statute, by the President and by two Vice- Presidents as outlined in Article 17 of the Statute.

### Article 2

#### Membership

Membership expresses both a desire to enter the EEIG and an acceptance of all the obligations involved therein.

### Article 3

#### The right to use the title "Ulixes European Union Training and Research EEIG"

A Member may choose to use the title "Ulixes European Union Training and Research EEIG" if he/she/it so wishes, providing that its use is in accordance with the rules formulated by the EEIG. Loss of membership, resulting from a breach of the relevant law and the internal rules of the EEIG, prohibits the use of the title.

In order to guarantee the lawful use of the title "Ulixes European Union Training and Research EEIG" and to keep the Membership informed of the projects in which the EEIG is involved, even if only among the Members themselves, on each occasion that a Member intends to participate in a project using the title "Ulixes European Union Training and Research EEIG" he/she/it must inform the other Members in writing.

A Member can, within five days of receipt of the communication, raise an objection if an abuse is noted.

Failure to reply will be taken as assent.

No Member can use the title "Ulixes European Union Training and Research EEIG" if he/she/it is participating in a project alone or with partners from outside the EEIG. If one or more Members object, the President, at the invitation of the Members themselves shall convene the Membership so as to adopt a position and fix appropriate penalties.

### Article 4

#### Members' contributions

As outlined in Article 10 of the Statute of the EEIG each Member must pay a contribution in the amount determined annually by the Members.

If, at the end of the financial year, after the deduction of all liabilities, any profit result, they will be carried in the budget of the following financial year and reinvested in the management of the group.

### Article 5

#### Penalties

The President if he is made aware of any breach of the contract or the internal rules or of non-compliance with the decisions of the organs of the EEIG shall invite the offending Member to make known his/her/its reasons and shall convene the Membership to decide the consequences and the financial penalty for such a breach.

The decision of the Membership will be communicated by the President to the Member concerned by registered letter.

The Member must then pay the fine within 20 days of receipt of the communication.

The Membership shall establish each year the minimum and maximum financial penalties in relation both to the gravity and to the type of the breach.

In particularly severe breaches, the minimum and maximum fines applicable may be doubled.

## **Article 6**

### **Method of organising the assembly of, and consultation between, Members**

The Membership can take decisions as follows:

- by a meeting of the Members;
  - by consultations to be held as outlined in clause b) below.
- a) The Membership shall meet at least once a year, within 2 months of the end of the financial year to approve the EEIG accounts. In that meeting or at another it must execute the tasks outlined in Article 15 of the Statute. The meeting shall be convened by the administration of the EEIG if an administrator or Member requests such a meeting. At least 15 days notice of the meeting must be given by fax. The invitation to meeting must indicate the agenda.
- b) In all other circumstances not covered by a) above of this Article, the consultations and decisions of the Membership may be effected without the physical presence of the Members being necessary, unless a Member objects. In this case decisions shall be taken by registered letter with a receipted reply or by fax: the Member concerned who wishes to have a decision made on a particular point shall inform the administrator who in turn shall forward the communication to each single Member via the "executive" as defined in Article 12 of the Statute by letter or fax, so that he/she/it can register a vote. The vote, or any objection shall reach "the executive" within 5 days of the invitation to vote being sent, unless the invitation indicates otherwise. Votes or objections reaching the "executive" after that period will not be accepted.

In case of opposition to the method of decision-making outlined in b) above, the administrator shall seek to convene the Membership as outlined in a) above.

## **Article 7**

### **Quorum**

The Membership shall decide **unanimously** as agreed in the Statute of the EEIG:

- on requests for admission to the EEIG;
- on the exclusion of a Member from the EEIG.

The Membership shall, moreover, as outlined in Article 17 of the EEC Regulations, decide **unanimously** on:

- modifications to the aims and objectives of the EEIG;
- alteration in the number of votes allocated to each Member;
- changes in the decision-making process;
- respite of the duration of the group, besides the term decided in the Statute;
- alterations in the contribution payable by each Member, or by one Member, to the financing of the EEIG;
- amendments to the duties and obligations of a Member;
- undertaking any modification of the contract not foreseen in this paragraph.

For all the other decisions, the Membership can legally make a decision where the number of Members present at a meeting to make such a decision according to the method outlined in clause a) of Article 5 above, or where the number of Members voting as outlined in clause b) of Article 5 above, is not less than two-thirds of the Membership itself; in such a case the decisions can be taken with a simple majority of those voting in favour.

Each Member has one vote.

## **Article 8**

### **Recording**

The decisions of the Membership will result from the book of the deliberations of the Memberships. The President nominates the Secretary for the recording of the decisions.

The recording will be signed by the President and by the Secretary and a copy may be given to the Member who asks for it.

## **Article 9**

### **The President and the Vice-Presidents**

The President and the Vice-Presidents are elected by the Membership and can only be relieved of their office and functions by the Membership itself.

The first Vice-President, who as outlined in Article 19 of the Statute will undertake the functions of the Manager of the EEIG shall have the following duties:

- to compile the profit and loss account and balance sheet, present them for approval to the Membership and file them within 4 months of the financial year;
- to bring to the attention of the Members the expenses incurred by the EEIG presenting from time to time a financial breakdown of such expenses;
- to use his/her power to sign documents within the limits stated in the Statute;
- to undertake to observe all the legal formalities required to announce any changes in the administrative organs and within the EEIG;
- to complete efficiently all duties assigned to him/her by the Statute or by the Membership.

## **Article 10**

### **Audit**

Any Member can at his/her/its expense request a financial audit: if the request comes at least from two-thirds of the Members of the EEIG, the EEIG itself will pay.