

Internal Rules of the Association
Adopted by the General Meeting of May 29, 2015
Law of July 1, 1901 and the decree of August 16, 1901

Article 1 - Approval of new members

A new member must be introduced by a current association member. Members are appointed to the board when a majority of the Council's members agree.

Individuals wishing to join must fill out a membership form.

Article 2 - Contributions

The annual fee is € 30 (VND 750.000) for active members. Member of Honors are exempt from fees. Benefactor members pay an entrance fee of € 1,000 (VND 25,000,000) and an annual fee of € 300 (VND 7,000,000).

Each year, the General Assembly determines the amount of contributions based on its action plan and estimated budget.

Article 3 - Resignation - Termination - Death of a member

1. Resignations must be addressed to the chairperson of the board by official letter. Members are not required to specify a reason or motivation for resignation

2. As indicated in Article 8 of the statute, membership status can be terminated in serious cases. The following actions constitute just cause for termination:

- Non-participation in the activities of the association;
- A criminal conviction for a felony or misdemeanor;
- Any action likely to harm, directly or indirectly, the activities of the association or reputation.

Terminations must be approved by a two-thirds majority of Council members.

3. In the event of a member's death, the member's heirs or legatees are not entitled to any participation in the association.

Contributions made to the association are non-refundable, including in the event of a resignation, termination or death of a member during the fiscal year.

Article 4 - General meetings - Conditions applicable to votes

1. Votes of members present

These members vote by show of hands. However, a secret ballot may be requested by the Board or 20% of the members present.

2. Proxy votes

As stated in Article 10 of the statute, if a member of the association cannot personally attend a meeting, he or she may be represented by an agent under the conditions outlined in Article 10.

Article 5 - Board and office

The association ASIE is governed by a Board of Directors composed of four members who are elected by the General Assembly for three-year terms. The tasks and responsibilities are:

1. Chairperson

The Chairperson is the representative of the association mandated by the General Assembly. The Chairperson shall perform the following tasks:

- Ensure the implementation of decisions by the Board or the AG; develop action plans or coordinated efforts.
- Represent the association in dealings with partners; communicate with the press, media, and members.
- Take legal action or defend the interests of the association, if necessary.

The Chairperson must ensure the smooth operation of the association: administration, logistics, human resources, and management team.

- He/she must arrange meetings (office meetings, CA, AG) and lead discussions.
- He/she can supervise tasks of the treasurer (submission of accounts) and secretary (manage the special register).
- He/she could serve as the newspaper editor and is responsible for remarks made by the association.

2. Vice-Chairperson

He/she assists the Chairperson in the exercise of its functions. In the absence of the Chairperson, the Vice Chairperson conducts the General Assembly and Bureau meetings.

3. Treasurer

The treasurer is responsible for finances and accounts. He/she has the following functions:

- Carry out financial policies defined by the direction of the association
- Set objectives for expenditures needed for activities and programs
- Set objectives in terms of resources (monetary input)
- Establish the estimated budget and submit recommendations to the team

His/her mission is to handle the association's finances.

- He/she is the manager of the association's funds.
- He/she maintains books and records of accounts (expenditures and revenue).
- He/she handles tasks pertaining to financial returns: memberships, contributions, grants, and services.
- He/she performs expenditure operations as defined by responsibilities of the position.

Officer: reimbursement, bill payment.

- He/she ensures the relationship between the association and the banker.
- He/she periodically submits documents to the office of financial reports: available funds, expenditures to be incurred, revenue received.

- He/she maintains relations with the treasurer of the federation, of which the association is a member.
- He/she establishes the annual financial report for submission to the General Assembly.

4. Secretary

The Secretary's missions are to:

- Know and enforce the articles of the association and ensure compliance with the legal framework provided by the statutes
- Communicate any changes within the administration or the association's articles to prefectures within three months of the date of the AGM
- Maintain the special register (Article 5 of the 1901 Act)
- Inform members of upcoming meetings: plan and organize meetings of the association
- Produce meeting reports: take notes to issue reports, linked with past decisions, to ensure statutes are respected; be ready to respond in the event of problems
- Keep members updated: archive membership cards and create membership files
- Archive and classify all documents needed for the operation and management of the association

Article 6 - Reimbursement benefits

Only administrators and elected officers can claim reimbursement for expenses incurred while performing their duties and tasks, with a maximum cost of 2,000 euros for overnight stays, meals, transportation and phone bills. It is also possible for administrators and elected officers to reject refunds and donate the funds to the association for an income tax deduction.

Article 7 - Working Committee

Working Commissions may be formed by the Board of Directors

Article 8 - Rule amendments

These rules of procedure may be amended by the Board or by the general meeting if a majority of members are in agreement.

Done in Paris, May 5, 2015

Dorothy Leab

President