



## BY-LAWS

### I. FINANCIAL RULES

#### 1. Budgets

- a) At the General Meeting the Executive Committee shall submit its proposed budget for approval, containing estimated receipts and disbursements of the subsequent year. The form and contents of the budget shall be consistent with the format of the annual Financial Report and Audited Accounts.
- b) Budget proposals shall normally be prepared in such a way that estimated disbursements do not exceed estimated receipts in any given year. Of the Life Membership income received, annual budgets shall contain only those portions under the heading "receipts" which are attributable to the budget years in question.
- c) Budgets approved by the General Meeting constitute general authority for the Executive Committee to receive and utilise financial resources for the intended purposes during the year in question, and up to the amounts so approved. The Executive Committee is authorized to cover unexpected increases in individual disbursement lines by shifting resources between lines, provided that the over-all disbursement total is not affected.

#### 2. Membership fees

- a) Annual membership fees, and the annual portions of the Life Membership fees, shall be accounted for in the Administrative Fund. The deferred portions of the Life membership fees shall be accounted for in the Life Membership Account in equal portions per annum for twenty-two years, for all people who become life members after 1 January 2019.
- b) Proposals for membership fees shall be submitted by the Executive Committee for approval to the General Meeting, to take effect in the subsequent year.
- c) Membership fees shall be paid for the current year when joining and thereafter within the first quarter of the year.
- d) Non-payment of membership fees. A Member who has not paid his or her membership fee in the first quarter for the current year and for the preceding year shall cease to be a member of the Association. The Treasurer will send a reminder.

#### 3. Receipts and accumulated funds

- a) Current year receipts and the current year portions of the Life Membership contributions are available to carry out the activities of ARICSA for any given year, within the limitations of the approved budget concerned.
- b) Annual receipts of contributions received from Members shall be recorded in such a way that total income in any given year, as shown in the Financial Report and Audited Accounts, can be reconciled with the membership records.
- c) Any excess of actual receipts over the budget shall be added to the accumulated funds, unless the General Meeting decides otherwise. Any shortfall of actual receipts compared to budget shall be covered by the accumulated funds available.

- d) The Executive Committee shall ensure that accumulated funds in the amount of at least one year's members' annual contributions are available at all times to cover unexpected financial obligations which cannot be met from the current budget.

#### **4. Disbursements**

- a) The Executive Committee is authorised to disburse funds for the intended purposes, and up to the amounts foreseen in the approved budget.
- b) The Treasurer is authorised to effect payments up to Euro 750 if foreseen in the approved budget, by his/her sole signature.
- c) Payments in excess of Euro 750, as well as payments for unbudgeted items regardless of the amount, require the signatures of the Treasurer and the President, or in the absence of the latter, of one other member of the Executive Committee.
- d) Unavoidable payments for items in excess of individual budget lines shall first be covered by transfers from other lines within the budget. If this proves insufficient, funds shall be transferred from accumulated funds available.

## **II. ELECTION OF THE EXECUTIVE COMMITTEE**

1. Six weeks before a General Meeting at which an election is to be held, the Nominations Committee shall send out a notice of the election and invite nominations, together with a nominations form and instructions for its completion. Completed nomination forms must be received by the Nominations Committee at least two weeks before the date of the meeting.
2. The completed nomination form must include the following information:
  - a) The name of the nominee/candidate together with his/her mailing address and e-mail address, a brief curriculum vitae (CV) indicating pertinent experience for an Executive Committee member, and a signed and dated statement indicating willingness to serve if elected;
  - b) An indication as to whether the nominee is standing for election as President, or as another member of the Executive Committee, or both; and
  - c) The names, mailing address and email address of the proposer and of at least two seconders, together with their signatures; the nomination is valid provided the proposer, at least two of the seconders, and the nominee are full members of ARICSA.
3. Having checked that all nominees, proposers and seconders are full members and have paid their membership fee for the current year, the Nominations Committee will prepare two master ballot forms: one for President and one for other members of the Executive Committee. Should there be more than one nominee for President, the names of those willing also to serve as a member of the Executive Committee if not elected President, shall also be included on the ballot for another Executive Committee office. The list of names shall be drawn up in alphabetical order, starting with a name drawn by lot.
4. At least one week before the date of the election, the Nominations Committee will present to the Executive Committee the master ballot forms and a report on the nominations process.
5. The Executive Committee will ensure that there are sufficient copies of ballot papers on hand at the meeting.
6. The Executive Committee will make CVs of nominees available at the meeting.

7. An election of or to the Executive Committee shall not be held before the meeting has considered the report of the President, the annual financial report and accounts submitted by the Treasurer and the report of the auditors thereon - provided such activities are foreseen for this particular meeting.
8. The Chief Polling Officer will preside over the meeting during the election. The other two polling officers will distribute the ballot forms, collect completed forms, count the votes cast and record the result. The Chief Polling Officer will announce the results.
9. Each full member of ARICSA who is present shall receive a copy of each ballot form and shall have one vote for President and as many votes as there are places for the other positions on the Executive Committee. A full member voting may choose to use all, some or none of these votes. Votes shall be checked next to the name of candidate(s) in the space provided. A candidate may receive only one vote on each ballot form.
10. The President shall be elected first. If there is only one candidate he/she may be elected by acclamation, unless a member present requests that a secret ballot takes place.
11. After the election of the President, the remaining members shall be elected. The newly elected Executive Committee elects from among its members the four other officers.

### **III. ELECTION OF THE AUDITORS**

1. The auditors shall be elected at the General Meeting.
2. The names of candidates shall be distributed with the draft agenda for the meeting.
3. The polling officers shall supervise the election, held by a show of hands.
4. The two candidates with the most votes shall be declared elected. Should there be only two candidates, no election is needed and they shall be declared elected.

### **IV. POLLING OFFICERS**

1. The Executive Secretary shall keep a roster of full members who are willing to serve as polling officers and will ensure, in advance, that at least three members from this roster will attend the meeting at which an election is to be held.
2. At meetings where an election is to take place, three full members from the above-mentioned roster shall be elected as polling officers immediately following the adoption of the agenda. They shall select from among themselves the chief polling officer.

### **V. NOMINATIONS COMMITTEE**

1. Not less than three months before a General Meeting at which an election is to be held, the Executive Committee shall appoint three members in good standing to serve as a Nominations Committee. The term of the Nominations Committee ends with the election
2. No member of the Nominations Committee shall be a candidate in the election.

3. The Nominations Committee is responsible for organising nominations for the election, the objective being to secure sufficient candidates who would provide both continuity and new faces in the Executive Committee.

## **VI. COLLECTION AND USE OF PERSONAL MEMBERSHIP INFORMATION**

ARICSA recognizes the importance of protecting the private information of its members. ARICSA collects personal information about its members to facilitate communications with and among our members. This information is to be used solely to further ARICSA purposes and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of the ARICSA Newsletter and membership/officer information and updates and other news releases
- Compilation of membership profiles and trends to support membership growth
- Event planning
- Operation of ARICSA web site(s) in line with site policies
- Furtherance of public relations activities
- Disclosure of information as required by law

ARICSA protects personal information by using password-protected areas and by restricting access to such information.

The official membership directory is available to all ARICSA members. By default, the contact information for all members is included in this directory. A member can choose to have his/her contact information suppressed in the directory, in which case the information is only available to the ARICSA Executive Committee and office staff in the performance of their duties.

## **VII. NOTES**

1. See Article 7(1)(d) and (e) of the Statutes. It was agreed at the General Meeting of 26 November 1998 that the reports called for in Article 7(d) and (e) should be distributed to members with the draft agenda for the respective meetings.
2. See Article 7(1)(f) and Article 8(3) of the Statutes.
3. See Section I, Financial Rules, of the By-laws: It was agreed at the General Meeting of 17 October 2008 to amend the financial rules as given above.

The By-laws were approved 26 November 1998 and amended on 28 April 2005 and 17 October 2008. Amended December 2012 for new header. Amended 20 November 2014.