

RULES OF PROCEDURE OF CARTONG (LOI 1901 ASSOCIATION)

Text adopted on 26 June 2021

ARTICLE I. PURPOSE

In accordance with article XI of its Statutes, the purpose of the present Rules of Procedure is to define a certain number of elements of the association's Statutes, which explicitly refer to them.

ARTICLE II. MEMBERSHIP FEES

In accordance with the provisions of Article 4.2 of the Statutes, members of the association are required to pay a membership fee for the calendar year, the amount of which is set annually by the General Assembly.

The fee gives members access to various services and tools that may evolve over time (NextCloud account, Calls for Expressions of Interest...)

This fee is differentiated according to the quality of the members; Member or Member Organization.

The fee for a Member Organization must be at least double that of a Member.

ARTICLE III. LOSS OF MEMBERSHIP

Not abiding by the values of CartONG, as defined in its Associative Project and outlined here below is a cause of loss of the quality of membership of the association:

- **Human-centric:** we put the dignity of individuals and populations at the heart of our choices and actions, respecting their rights and the principles of economic, ecological and social justice.
- **Professionalism:** going the extra mile, we aim for the highest technical quality yet seek pragmatic solutions.
- **Agility:** an integral part of our DNA, our team is continually looking for ways of innovating and adapting itself to each context and request.
- **Autonomy:** thanks to CartONG's unique organizational structure and continuous transfer of skills, our approach is designed to empower its own members as well as our partners. Our greatest achievement is your autonomy.
- **Collaboration:** at all stages of our projects, in the spirit of transparency and sharing, we aim to involve each and every stakeholder.
- **Connectedness:** CartONG is a community nurturing mutual support, new relationships and individual fulfilment. We look out for one another, valuing our cultural diversity.

As a member of Coordination Sud, CartONG is also a signatory of its Charter "*Une éthique partagée*" ("A shared ethic" in English) which stipulates that its members "undertake to guarantee and promote the

principle of humanity in all circumstances, in the spirit of the Universal Declaration of Human Rights (UN 1948), its protocols and additional conventions”.

In this respect, it adds that its signatories "fight against all forms of domination and discrimination".

These values and principles will be included in a future CartONG Ethical Charter, which will be respected by the association's members.

ARTICLE IV. GENERAL ASSEMBLY

ARTICLE 4.1 MEETINGS

In accordance with the provisions of article V of the Statutes, paragraph 2°, devoted to the General Assembly, in addition to its ordinary methods of convening by the Board, it may be convened at the request of a quarter of the members, according to the following procedures:

- Requests to hold a General Assembly made by members are reserved for those of them who are up to date with the payment of their membership fees at the date of their request.
- They are established, on plain paper, and addressed to the Secretary.
- They must specify the matters to be included in the agenda, and be sent, by registered mail with proof of receipt, to the headquarters of the association.
- They can also be sent by e-mail.

As soon as this quorum of one quarter of the members requesting the convening of a General Assembly is reached, the association has a maximum period of 30 working days to hold the meeting.

ARTICLE 4.2 CONVENING

In application of the provisions of article V paragraph 3°, the agenda and the documents necessary for the deliberations, including the Statutory Auditor's report, are sent to the members, by e-mail, to the address communicated to the association, at least 15 working days before the date of the General Assembly.

ARTICLE V. BOARD

ARTICLE 5.1 APPLICATIONS

The incumbent Board may form a list.

All members of the association who are up-to-date with their membership fees may also form a list. A minimum of four and a maximum of eight candidates must be nominated. Candidates for the position of President must be members of the association or have proven effective commitment and have personally carried out concrete actions on behalf of the association, for example as a former employee, for at least two years.

Each list must specify the full names of the candidates and their respective occupations. It must specify who will hold the positions of President, Secretary, Treasurer and Conciliator. Each list must also be provided with a profession of faith.

The lists thus constituted and the professions of faith, must be addressed by e-mail, to the President of the association, at least 10 days before the date of the election.

ARTICLE 5.2 VOTING SYSTEM

The ballot is plurinominal (list ballot), with a majority of votes cast in one round.

The elected list is the comprehensive list (i.e. the one containing at least four names each associated with one of the four functions of President, Secretary, Treasurer and Conciliator) that obtains a simple majority (the most votes) of the votes cast by the members present or represented.

The electors have neither the possibility of modifying the composition of the lists, nor of proceeding to a "mixing" (to cross out one or more names of the list to replace it/them by one or more names appearing on another list).

ARTICLE 5.3 COMPOSITION

In accordance with Article 6.1 of the Statutes, the Bureau shall comprise a President, a Treasurer, a Secretary and a Conciliator.

Their missions result from their appetite for the various actions induced by the piloting of CartONG and from the distribution of the missions and responsibilities decided between the members of the Board.

Nevertheless, certain tasks are obligatorily devolved to them:

- The President leads the governance bodies of the association (Board, General Assemblies) and represents them in all acts of public life. By delegation of the Board, he/she takes all measures to ensure the proper functioning of the association, and as such, he/she is the guarantor of the implementation of the Associative Project.
- The Secretary is, in particular, in charge of organizing the times involving the members of the Board, as well as the drafting of the reports of the governance bodies' meetings, as well as their communication to the competent authorities.
- The Treasurer is in particular responsible for ensuring, on behalf of the Board, the implementation of the association's management policies, in accordance with its strategic orientations and in order to guarantee its sustainability.
- The Conciliator is an interlocutor for any CartONG staff member who wishes to contact him/her for any difficulties related to his/her mission (uncertainties about his/her responsibilities, unhappiness at work, conflict with a colleague...), or to report ethical problems (harassment, fraud, illegal acts...). His/her role is to establish a dialogue, to help resolve conflicts between individuals, and to take all necessary actions to follow up on the reports he/she receives.

ARTICLE 5.4 MEETINGS

In application of the provisions of article 6.3 of the statutes, the Board may meet at the request of one third of its members, subject to the following conditions:

- Requests should be sent by email to the Secretary.
- They must specify the subject(s) to be included in the agenda.

As soon as this quorum of one third of the members requesting a meeting of the Board is reached, the Secretary informs the President, who then has a maximum of 10 working days to hold this meeting.

ARTICLE 5.5 ATTENDANCE

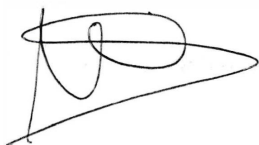
In accordance with article 6.3, paragraph 2 of the statutes, any member of the Board who, without a valid reason expressly addressed to the President, has not attended three consecutive meetings, will automatically be considered to have resigned. He/she will no longer be invited to its meetings and will no longer be able to use the title of member of the Board.

ARTICLE 5.6 REIMBURSEMENT OF EXPENSES

In accordance with the provisions of article 6.3 of the Statutes, the members of the Board may be reimbursed for expenses incurred in a personal capacity for the association under the following conditions:

- In general:
 - Only meetings in which their participation is either statutory (Board meetings, General Assemblies) or necessary, insofar as they effectively participate in their facilitation/organization, may give rise to reimbursement of expenses. Expenses incurred in a personal capacity to attend a meeting as a simple participant are not eligible.
 - Finally, for the part not reimbursed by the association, they can either waive the reimbursement or, if they took an active part in the organization / facilitation of the meeting, ask to benefit from an “abandon de frais” (i.e. relinquishing the costs), a procedure that then allows the Board member to deduce the expenses incurred for CartONG – and for which a reimbursement has not been requested - from his/her income tax (“impôt sur le revenu” or IRPP in French).
- With regard to the conditions for the reimbursement of these expenses:
 - Board members must, like employees and other volunteers, choose the most economical solution available,
 - Reimbursement of expenses shall be made only on presentation of a receipt (invoice or mileage record) for the expenditure, endorsed by the President,
 - The rates of reimbursement will be on the same basis as those applied to employees.

June 26th, 2021,



Cécile Borreil, President



Nicolas Grosjean, Secretary