

Internal Rules of the Association of competent authorities EurHeCA

adopted by the General assembly meeting on the 20th september 2011.

Article 1: PREAMBLE

These internal rules define the terms of the Association EurHeCA as well as the attributions of each of its organs as defined in articles 9 to 12 of the statutes of Association. These rules are adopted by the General Assembly. They are given to every member and to every new member.

Article 2: ORGANIGRAM AND MISSIONS OF THE VARIOUS ORGANS OF THE ASSOCIATION

§ 1: The General Assembly

The General Assembly is composed of the Ordinary Members and the Observer Members. They are represented by one delegate and are eventually assisted by experts or technicians. The General Assembly meets at least once a year before April 15th under the presidency of the President of the Administrative Board or, failing this, of a Vice-president or any other Ordinary Member designated by the Association, at the head office of the Association or in any other place indicated on the Invitation to the General Assembly meeting.

The President of the Administrative Board is responsible for the organization of the Annual General Assembly and chairs this one. He/She ensures that any invitation shall be sent by letter, fax, email or any other means of communication, to all the Members of the Association at least 30 days before the date of the meeting. The invitation specifies the date, the time and the place of the General Assembly and contains the agenda.

The agenda is set by the Board which must take into account the requests made by the Ordinary Members.

An Extraordinary General Assembly must be convened by the President in the event of exceptional circumstances, on request of the Board or the Bureau, or on written request for at least 1/5 of delegated Ordinary Members addressed to the Board; in this last case, the meeting must take place in the 45 days which follow the application.

The representatives of the Ordinary Members have a mandate allowing them to express the position of the member(s) they represent.

The General Assembly deliberates validly if at least half of the delegated Ordinary Members are present or are represented. The decisions are made with a majority of 2/3 of the voices of present or represented members.

Except the votes intended for the individual nominations, which are obligatorily organized by secret ballot, the votes are organized either by show of hands or by secret ballot if at least one Ordinary Member requests it to the Chairman.

If a competent authority represents several professions, she has a number of votes equivalent to the number of professions represented.

The board President is responsible to establish the deliberations and prepare minutes of the General Assembly by the

secretariat which is available.

§ 2: The Administrative Board

The Administrative Board, whose members are elected pursuant to article 10 paragraph. 1 of the statutes, is at least composed of 5 representatives of the Ordinary Members of the Association, including 1 Member representing each profession concerned (doctors, pharmacists, dental surgeons, midwives and nurses) and is composed of a maximum of 15 representatives of the Ordinary Members of the Association, including 3 representatives of each profession concerned.

As long as the Administrative Board has not reached a maximum number of 15 Members, any new membership leads eventually to an adaptation of the composition of the Administrative Board. In this case, and if necessary, a new representative is designated under the same conditions, and in the same manner, for the remaining time of office of the other Members of the Administrative Board.

It takes the decisions relating to the objectives, operation and future of the Association.

The Administrative Board meets at least once a year.

Any invitation is made by the President of the board, on his initiative or on request of the Bureau or request of 1/5 of the Board Members and is sent by letter, fax, email or any other means of communication, to all the members of the Board at least 15 days before the date of the meeting. The invitation specifies the date, the hour and the place, and contains the agenda.

For the renewal of its members, the applications for the Administrative Board are sent to the President of the Association which is charged to stop the list of the candidatures the day of the general meeting.

The President chairs the Board meetings. In the absence of the President, he is replaced by a Vice-president. To treat a question validly, it is necessary that it is registered within the agenda. Points can be added to the agenda if a simple majority of the Administrative Board Members is present. The points thus added to the agenda can only be a subject to discussion and not to a decision.

The Administrative Board can officially deliberate if at least half of his members are present. However if the quorum is not reached, a second meeting takes place in the two following weeks. This meeting can validly deliberate whatever the number of attending members is.

The vote in the Administrative Board takes place by a show of hands, or by secret ballot if at least one Member requests it to the Chairman.. The decisions are taken by a simple majority. In the event of tied vote, the President shall have a casting vote.

The Secretary of the council writes and submits to the Bureau minutes presented each year to the approval of the General Assembly.

§ 3: The Bureau

The Bureau is designated by the Administrative Board. The Bureau is composed of five members:

A President

Two Vice-presidents

A Secretary

A Treasurer.

This Bureau is responsible for the daily management of the Association and the realization of its goal. It meets whenever it deems it necessary.

The Bureau Members exercise their mandate for one duration equal to their mandate at the Administrative Board.

Any engagement on behalf of the Association which arises from daily management is signed by the President, or, in his absence, by a Vice-president. The latter must nevertheless have a mandate of the Bureau:

- to open or close an bank account,
- to obtain a credit or a loan,
- to incur an expenditure exceeding the sum of the contributions collected during the current year.

For amounts higher than 5 000 € (Euro), the signatures of the President or a Vice-President and of the Treasurer are necessary to carry out the payment.

The Treasurer carries out payments only on presentation of an accounting record signed by the President, of a Vice-president or the Secretary.

At the financial level, the Bureau is responsible for the accountancy of Association. It draws up the annual accounts which it submits for approval to the Administrative Board. It must determine, according to activity of Association, which are the resources it will need to carry out his objectives, and must pass this information to the Administrative Board so that it can determine the contribution to be taxed to the various Members.

At the level of the realization of the objectives of Association, the Bureau ensures the implementation and the monitoring of the records relative to the realization of the various objectives of Association. It is in charge to find the necessary financial means to support new projects (the resources can come partly from the members of the Association in various forms: annual contribution of the members, advances in running account, the provision of personnel within the framework of work groups, the provision of material resources,... the funding sources can also be external to the association: Community grants, national, regional,...).

The Bureau is also responsible for the drafting of a management report which it presents for approval to the Administrative Board.

§ 4: Working groups.

Working groups can be created by the General Assembly or the Administrative Board. Working groups are technically oriented. They have the role of making specific studies within the framework of a particular subject. These working groups are partly made up by representatives of the various Ordinary members and/or Observer Members of Association and partly by health professionals. They are made up on the initiative of the Bureau.

The participants in these groups place their knowledge and their know-how at the disposal of Association, while helping with the realization or by carrying out research and studies. The assistance of Ordinary Members or Observer Members, and of their mandatories, does not give place to remuneration.

§ 5: Control committees

Two auditors are appointed by the General Assembly among the Ordinary Members, other than the Members of the Administrative Board. They are elected for one period of three financial years. Their mandate is renewable. They have the role, other than any interference in management, to control and check the regularity and the sincerity of the accounts of

Association.

They write a report on the achievement of their mission which they submit for approval to the General Assembly, after presentation to the Administrative Board.

Article 3: PROVISION OF INFORMATION

The Members of Association commit themselves to make available to the Association all the necessary information for the realization of its goal.

Article 4: MODIFICATION OF THE STATUTES OF ASSOCIATION

Any request or proposal coming from one of the Members of the Association, whose consequences lead to a modification of the statutes of Association or its internal rules, must be presented to the Bureau at least a month before the General Assembly takes place.

Article 5: OPERATION

§ 1: Personnel of Association

The Association does not have its own personnel.

Each member of Association agrees to designate a referent person who will be the privileged contact person for any contact with Association.

The preparation of the statutory meetings is equitably distributed between the Members according to their localization and their role established by the Bureau.

§ 2: Material and buildings

Association has neither materials nor buildings. The organization of statutory meetings and working groups is equitably distributed between the Members according to their localization and their role established by the Bureau.

Article 6: ANNUAL CONTRIBUTION

Each year, the Administrative Board shall determine the amount of the contribution to perceive from the Members. The amount of the contribution of the various categories of Members is fixed, each year, by the Administrative Board which shall also consider payment and cost recovery aspects. This contribution must cover the operation costs of Association (organization of the General Assembly and Bureau meetings).

The President shall initially propose the amount of the contribution for an opinion to the Bureau. The President shall then submit this annual contribution to the Administrative Board.

The annual contribution must be paid by Members within two months after the General Assembly meeting.

If a competent authority represents several professions, this authority carries out a number of contributions equivalent to the number of professions represented.

20-11-2011.

