

Rules of Internal Procedure of the non-profit registered association „Lexicon silvestre“ e.V.



§ 1 Generalities

The rules of internal procedure govern the activities of the association on the basis of the by-laws of the association. The rules of internal procedure apply additionally to the by-laws and to the stipulations of contracts. The rules of internal procedures are resolved upon by the annual general meeting.

§ 2 Management of Affairs

The management board conducts the business of the association on behalf of the annual general meeting within the limits of its authority.

§ 3 Duties and Responsibilities of the management board

- (1) The management board supervises the work of the association during the time between the annual general meetings. The management board is accountable to the annual general meeting. Some of its duties and responsibilities are:
 - Planning and development of the concept for the association's activities
 - Public relations
 - Support of the members.
- (2) The by-laws rule the composition of the management board.
- (3) All transactions and expenses must be justified by a decision of the management board taken in due form. The management board takes its decisions by a simple majority.
- (4) Correspondence which concerns the association's business must be distributed to all members of the management board. This applies particularly to the mail from the post-office box.
- (5) The Chairman represents the association externally. He invites to the meetings and publishes the Agenda. He chairs the meetings of the management board.
- (6) The Deputy Chairman can take over the duties and responsibilities of the Chairman in case of need.
- (7) The treasurer keeps the books, administrates the association's account and the members' contributions. He reports regularly to the management board about the assets and liabilities of the association.

§4 Contribution rules

- (1) The members' contributions must be paid before January 31 of the current year.
- (2) In case of a new membership the member's contribution is due immediately.
- (3) The honorary members appointed by the annual general meeting are relieved of the contribution.
- (4) The amount of the contribution is established by the annual general meeting. The contribution amounts at the present time to 15 Euro. Donations are welcome.
- (5) Members in default of payment during two years are deleted from the list of members. The cancellation of membership is done in written form.

§5 Expenditure and travelling expenses

- (1) Expenditure
For expenditure which occurs for the interest of the association the member gets reimbursement of out-of-pocket expenses after itemisation as far as the expenses are confirmed by the management board. In single cases a subsequent confirmation is possible.
- (2) Travelling expenses

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For travelling expenses which occur for the interest of the association and for the promotion of the association's purposes the member gets reimbursement of the travelling expenses amounting to the maximum flat sum allowed against tax as far as the travel was confirmed by the management board. In single cases a subsequent confirmation is possible. For certain regular travels the management board can take the decision to give its general consent.

(3) Expense allowances for members

The association can pay an expense allowance for the work of the members after decision taken by the management board.

§ 6 Board meetings

- (1) An Agenda is drafted before each meeting of the management board.
- (2) A final Agenda is confirmed by the members of the management board.
- (3) Minutes of the decisions are written at each board meeting.

The rules of internal procedure were confirmed at the annual general meeting of October 9, 2009

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Translation from German into English by Liliane Meier