



## Internal Procedures

*This document is a free translation, approved by the Committee, of the Internal Procedures (Règlement Intérieur) of the Club. In case of difference or dispute, the French version shall prevail.*

### 1. Membership and fees

1. The Club membership year shall be the calendar year. The annual membership fee is proposed by the Committee and approved by the General Meeting before becoming effective.
2. The privileges of membership shall only apply to Ordinary Members who have paid their membership fees and to Honorary Members.

### 2. Certain Club activities

1. Club activities are open to both Members and non-members, as well as their children under 16 years of age, provided always that such children are accompanied by an adult who assumes responsibility for them. Where there is a waiting list, Members and their children under 16 years of age shall have priority.
2. It is recognised that not all activities are suitable for everyone and activity organisers are responsible for setting any conditions necessary to allow all participants to enjoy their activities whilst minimising the risk of injury or inconvenience. Any prospective participant who is excluded on account of such conditions has the right to appeal to the Committee whose decision is final.
3. All participants must register and pay in advance for certain Club activities, either in full or in part. In the event of cancellation by a participant for whatever reason, the Club will provide a refund in the amount in excess of any costs incurred.
4. Non-members and their children under 16 years of age may be asked to pay a small surcharge for participating in certain Club activities, the extent of which will vary from activity to activity and be determined by the Committee on the recommendation of the organiser of the activity concerned.
5. Organisers of activities are responsible for maintaining a list of those who have registered and where appropriate paid for the activity in question. Registration for an activity can be done via the organiser or the Club which will advise the organiser accordingly.
6. Unless otherwise authorised by the Committee, activity organisers shall do their utmost to ensure that the financial outcome of their activities (excluding non-member surcharges) is neutral.

### **3. Authority to commit the Club**

1. Only designated Committee members may commit the Club. Where such obligation has duration of more than 12 months, any contract or expense resulting therefrom must be signed by the President or the Treasurer or the Secretary and another member of the Committee.
2. A member of the Committee may not commit the Club to any unbudgeted obligation without the prior approval of the Committee, such approval to have been recorded in the minutes of the Committee meeting at which it was granted.

### **4. Authority to purchase goods and services on behalf of the Club**

1. Designated Committee members are authorised to incur expenses on behalf of the Club with a maximum value of €500. Such expense must have been provided for in the budget.
2. All purchases provided for in the budget with a value greater than €500 must first be verified and signed by the Treasurer, or where the Treasurer makes the purchase, by another Member of the Bureau.
3. For the purposes of this rule, commitments in connection with such activities as randonnées, visits, meals, etc. are considered as budgeted items, provided that they have been approved in advance by the Committee, such approval to have been recorded in the relevant Committee minutes.
4. Any expense not provided for in the budget is subject to the prior approval of the Committee, such approval to have been recorded in the Committee minutes.
5. To facilitate the operation of the Club, expenditures can be made in cash up to a limit of €200. Such expenditures must be supported by an invoice in the name of Club International du Quercy or, for amounts not exceeding €25, by a till receipt and approved by the Treasurer who shall make payment or reimbursement thereof. If the expenditure is made by the Treasurer it must be approved by another member of the Bureau. Any other invoice or request for reimbursement of expenses must be submitted to the Committee.

### **5. Operation of bank accounts**

1. There must be at least three authorised signatories for the Club's bank accounts: the President, the Treasurer and the Deputy Treasurer or otherwise the Secretary.
2. Any duly authorised payment by cheque or bank transfer in an amount up to €500 may be effected by one authorised signatory. All duly authorised payments by cheque or bank transfer in an amount in excess of €500 must be effected on the written authorisation of two signatories.

### **6. Conflict of interest**

A member of the Committee who may have a direct or indirect interest or the appearance thereof in a commitment of the Club, purchase of goods or services, approval or payment by

cheque or bank transfer must inform the President. If the President considers that there is indeed a conflict of interest, he shall refer the matter to the Committee. If there is no conflict of interest, the President shall authorise the member concerned to carry out the operation in accordance with these Internal Procedures. If the Committee deems that there is a conflict of interest, it shall decide how to handle the matter. All decisions of the Committee in this respect are final and shall be recorded in the minutes of the meeting concerned.

## **7. Communications**

1. The President is the official spokesperson of the Club. No other Member may represent or speak on behalf of the Club without the prior approval of the Committee. The President may delegate this function to another member of the Committee as appropriate.
2. The Secretary, assisted by the Deputy Secretary if appropriate, is responsible for dissemination of all information, letters, announcements, etc., if necessary in consultation with the President. No other Member may disseminate such information in any form unless duly authorised by the Committee. This does not apply to communications by activity organisers in connection with their activities.

## **8. Complaints**

If a member wishes to make a complaint of a material nature about any aspect of the Club and/or its activities, such Member shall do so in writing, addressed to the Club, for the attention of the President.

## **9. Amendments**

In accordance with Article 13 of the Constitution, these Internal Procedures are subject to the approval of an Ordinary General Meeting. The Committee may propose modifications thereto for approval by the Ordinary General Meeting. Other than in an urgent case, such modifications shall take effect only after such approval.

Signed:

President

Date: