

RULES OF PROCEDURE - IRLANDA ITALIANA CULTURAL ASSOCIATION

- 1) Enrolment with Irlanda Italiana Cultural Association is voluntary, subject to compliance with all articles of the Constitution of the Association; is personal and not transferable or assignable to third parties; is subject to payment of a fee which amount will be determined annually by the Board of Directors and is effective only for the fiscal year it refers to.
- 2) The membership fee for the year 2013 is set at € 15.00 per ordinary member and € 50.00 for each promoter member, payable in cash to a member of the Board of Directors of the Association or by online payment on the website of the Association.
- 3) The membership fee entitles to register as a member of the Association, as well as provides free access to each ordinary member and each promoter member to all the activities promoted by the Association for the duration of its year of validity, unless otherwise stated in specific events.
- 4) The membership card attesting the registration as an ordinary member of the Association may be used to avail of promotions or discounts agreed by the Association with organisations or businesses participating in specific initiatives publicised by Irlanda Italiana (the duration of such promotions or discounts is subordinate to the will of each organisations and businesses to extend them during each fiscal year of enrolment of members).
- 5) Access to the Association's activities can be extended to any person or organisation not registered as member of the Association and may be subject to payment of a fee, determined from time to time by the Board of Directors.
- 6) Access to the activities of the Association is open to persons who are at least 18 years of age. Access for people under the age of 18 may be granted when supervised by a parent and is subject to the approval of at least one of the members of the Board of Directors.
- 7) The President of the Association, received a positive opinion of at least two third of the Board of Directors, reserves the right to issue membership registration free of charge to individuals or organizations who hold institutional functions or might hold occasional support to the activities carried out by the Association.
- 8) Each member can unsubscribe from the Association at any time. Leaving the Association does not entitle to a refund (full or partial) of the fee paid for the registration to the Association.
- 9) Each member joining the Association is required to provide written consent to the processing of his/her personal data for the institutional purposes of the Association.
- 10) Any official claim related to the activities of the Association or misconduct by its members, must be submitted in writing via email to info@irlandaitaliana.com. Within two working days, the President or the Vice-President of Irlanda Italiana must provide feedback confirming the receipt of the complaint.
- 11) If the issue reported as an official complaint is of no urgency (ie not involving impact on the image of the Association or economic losses), it will then be evaluated in the first available meeting of the Board of Directors.

12) For each activity approved by a majority of the Board of Directors of the Association, all members of the Board of Directors are committed to support its implementation, even if they voted against its approval.

13) An extraordinary Board of Directors meeting, if it is necessary to address formal complaints of urgent nature, must be called at least with two weeks notice.

14) For each activity carried out by Irlanda Italiana Cultural Association requiring an economic outlay, the Board of Directors must approve a budget of expenditures, with funding available within the finance of the Association or either through contributions made by promoter members or sponsors outside of the Association. Any overshoot of the expenditure budget must be approved by the President and Vice-President of the Association, if there isn't sufficient time for the convening of a Board of Directors meeting.

15) All promoter members of Irlanda Italiana Cultural Association, during the validity of their membership, have the right to promote their business through the media adopted by the Association.

16) If a promoter member has, as part of its activities, more logos representing different brands belonging to the same promoter member, Irlanda Italiana will guarantee to promote on the media of the Association up to three logos. If there is the need to promote a fourth logo, a new annual subscription is required.

17) Within the activities promoted by Irlanda Italiana, each promoter member may, on a voluntary basis, contribute exclusively or in collaboration with other promoter members or external sponsor, to the realization of each event, through financial contributions sponsorship or donating products necessary for the implementation of the activities promoted by the Association.

18) Within the activities promoted by Irlanda Italiana Cultural Association, if a promoter member or an external sponsor has agreed, on a voluntary basis, to contribute to the realization of a specific event, they can promote their business during the event by distributing advertising material (brochures, banners, etc.). In addition to this method of promotion, Irlanda Italiana will mention the promoter members or external sponsor that have contributed to each event through the various forms of communication adopted.

19) Promoters members enrolled with Irlanda Italiana Cultural Association undertake, within the limits dictated by their business needs, to contribute to the activities promoted by Irlanda Italiana by displaying advertising material on their premises, as well as by offering, on a voluntary basis, discounts and promotions for ordinary members of the Association.

20) The above Rules of Procedure, made of twenty articles, are part of the Constitution of the Association. They are deliberate by the Assembly of Members and approved by the Board of Directors. Any amendment requires the approval of the Assembly of Members and the Board of Directors.

DATE _____

SIGNATURE (PRESIDENT OF IRLANDA ITALIANA) _____