

RULES AND REGULATIONS

SECTION ONE: COMPOSITION OF THE ASSOCIATION

Article 1

Any person who satisfies the conditions stipulated in Article 4 of the Articles of Association is entitled to be a member of the Association.

Said status shall only be withdrawn in the event of resignation or suspension.

Article 2

The Executive Committee rules unanimously on the participation of any person without Association member status in symposia, conferences and seminars held by the Association.

SECTION TWO: SUBSCRIPTIONS

Article 3

The subscription amount is set by the Annual General Meeting, in accordance with Article 10 of the Articles of Association.

Article 4

Subscriptions shall be paid to the General Secretariat by 31 March.

Association members overdue with the payment of their subscriptions may not claim any assistance from the Association. The Annual General Meeting may grant exceptional arrangements in certain cases.

SECTION THREE: SYMPOSIA, SEMINARS AND CONFERENCES

Article 5

The Association's prime purpose is the holding of symposia, seminars and conferences. These events are organised under the Chairmanship of the organising country.

Article 6

The Association's Executive Committee is tasked with preparing the arrangements and the programme for these events in co-operation with the organising country.

The Executive Committee ensures that all the members can share their experiences and exchange their ideas with a view to improving the running of the treasury services and the management of public finances.

Article 7

The General Secretariat sends participants all the documentation produced for these events (working papers, presentation media, proceedings, etc.).

SECTION FOUR: ANNUAL GENERAL MEETINGS

Article 8

The members of the Executive Committee shall set the agenda. On circulation of said agenda to the members of the Association, each member shall have the possibility of proposing the inclusion of any additional item.

Requests for the inclusion of additional items on the initial agenda must be made to the General Secretariat one month before the date on which the annual general meeting is held.

The final agenda shall be decided on by the Executive Committee the day before the opening of the annual general meeting.

Article 9

Should a member be prevented from attending, he or she may be represented by the proxy that he shall appoint in writing on plain paper.

The written proxy must be given to the General Secretariat at the opening of the Annual General Meeting.

Article 10

The General Secretariat counts the votes. The Chairman reiterates the majority voting terms before each vote.

Article 11

The General Secretariat shall draw up the minutes of the Annual General Meeting. A copy of these minutes is sent to all the members of the Association.

SECTION FIVE: ORGANISATION OF THE GENERAL SECRETARIAT

Article 12

The General Secretariat is tasked with the implementation, under the Chairman's authority, of:

1. The provisions provided for by Article 3 of the Articles of Association.
2. The decisions of the Annual General Meeting and the Executive Committee.

It provides the Association's permanent Secretariat: keeping the registers, drafting and recording the Annual General Meeting minutes, and drafting and recording Executive Committee proceedings. It publicises the Association and receives applications for membership. It collects the subscriptions, subsidies and grants.

Article 13

The Secretariat makes the preparations for the Executive Committee meetings and the Annual General meetings. It drafts the minutes of the Annual General Meetings and sends a copy of said minutes to all the members of the Association.

It disseminates the documentation produced for the events held by the Association (working papers, presentation media, proceedings, etc.).

Article 14

The General Secretary is the Association's Treasurer. S/he keeps the accounts and all the bookkeeping vouchers concerning the execution of the Association's budget.

SECTION SIX: ORGANISATION OF THE EXECUTIVE COMMITTEE

Article 15

The Executive Committee is tasked with setting the final agenda for the Annual General Meeting. It rules on all requests for the inclusion of additional items.

The Executive Committee meets in keeping with the conditions laid down in Article 14 of the Articles of Association. The meetings are held on the last Friday of January and on the first Monday of June in a place set by the previous meeting. The Executive Committee meetings may be held in conference call form.

Article 16

The Executive Committee is tasked with organising the circulation of information to inform the exchanges and debates on the reforms concerning the treasury services and the management of public finances. It is tasked with making the preparations for the events held by the Association (symposia, seminars, conferences, etc.) in co-operation with the organising country. It is responsible for the publications produced for these events (working papers, presentation media, proceedings, etc.).

Article 17

The Executive Committee assists the General Secretary in the implementation of the decisions of the Annual General Meeting. It steers the General Secretariat's work.

SECTION SEVEN: THE ACCOUNTS

Article 18

The General Secretary is Treasurer of the Association. S/he keeps the accounts in a book of original entry and centralises the accounting records. S/he presents the financial year's accounts to the Annual General Meeting for approval.

The execution of the Association's Budget pursuant to the provisions of Article 20 of the Articles of Association is placed under the half-yearly supervision of the Chairman.

Article 19

The General Secretary commits and pays the Association's expenditure. S/he collects the subscriptions, subsidies and grants and manages the Association's bank account. S/he is authorised to sign the cheques in his/her own name.

S/he ensures that all funds available to the Association are judiciously invested. S/he keeps all supporting documents.

Article 20

The end of the financial year is set on 30 June.

The General Secretary sends the Chairman the annual accounts, closed on 30 June, by 30 September at the latest to enable the Executive Committee to present the Association's general accounts to the auditor for analysis before the Annual General Meeting.