

**Spolek přátel ETF**  
**Association of Friends of the PTF**

Černá 9, P.O. Box 529, CZ – 11555 Praha 1  
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**Internal rules of procedure of the Association of Friends of the PTF**

**Section A. Election procedures**

Article I. Election of the executive committee and auditing committee of the Association of Friends of the PTF

1. The voting assembly shall be identical to the conference of members.
2. The term of office of all elected members of the executive committee and of the auditing committee shall be two years and shall commence from the time they are elected (see Statutes, hereafter referred to as St., VII, 5).
3. The president and the members of the executive committee and of the auditing committee shall be elected by secret ballot.
4. The conference of members shall determine in advance the number of members of the executive committee (St. VIII, 2) and of the auditing committee (St. IX, 2). Each voter shall vote for the maximum number of members that has been determined on for both the representative bodies mentioned. A candidate may not be entered more than once on one ballot paper. The candidates who receive the largest number of votes shall be elected. If two or more candidates receive the same number of votes, a second ballot shall take place, with each voter voting for only one of the candidates.

Article II. Election of the president

1. For the election of the president a two-thirds majority of all those present who are entitled to vote shall be required.
2. The minimum number of candidates shall be two.
3. Should the president not be elected in the first round of voting, a second ballot shall be held immediately, in which there shall be only two candidates, namely the two candidates who received the most votes in the first round of voting.
4. Each voter shall vote for only one of the two most successful candidates in the first round of voting.
5. A simple majority shall be required for the election of the president. If the two candidates receive the same number of votes, a further ballot shall take place with the possibility of further candidates taking part.
6. The president's mandate shall come to an end when the term of office comes to an end, if the president resigns, or if the president is dismissed.
7. A proposal to dismiss the president must be submitted in writing to the vice-president by at least one quarter of all the members of the Association. The vice-president shall inform all the members of the Association of the proposal. Should at least three quarters of the members be in favour of the president's dismissal, the vice-president shall inform the president, who shall be obliged to convene a meeting of the executive committee. The meeting shall then formally dismiss the president and appoint an acting president.
8. Should the president resign voluntarily, the president's powers shall pass to the vice-president. The executive committee shall appoint a further candidate to the post of vice-president at its next meeting.



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### **Section B. Other rules of procedure**

#### Article I. The conference of members (see St. VII)

1. The conference of members shall be convened by the executive committee, which shall inform all the members in writing at least two months before the appointed date.
2. The conference of members shall normally vote by a show of hands, with the exception of elections, dismissals (Internal rules of procedure, hereafter referred to as IRP, Section A, II:5), and cases when a simple majority of the conference of members is in favour of a secret ballot. A two-thirds majority of all those present shall be required to dismiss the president.
3. Unless stipulated otherwise, a simple majority shall be required to pass a motion or resolution.
4. At the start of the meeting, the conference of members shall elect a moderator and vice-moderator for the conference, two minute-takers and at least two vote-counters.
5. Minutes must be taken of each meeting of the conference of members; these minutes must be accessible to all members of the association.

#### Article II. Membership (see St. IV)

1. Applications to become a member shall be submitted in writing to any member of the executive committee.
2. Applications shall include written agreement with the conditions of membership of the Association and payment of membership subscriptions (see St. IV, 1).
3. Members shall receive confirmation of their acceptance as members from the treasurer.
4. Membership subscriptions shall be collected by the treasurer of the Association.
5. Members whose membership has been terminated by the executive committee may appeal against the decision of the executive committee to the conference of members. They shall notify the auditing committee in advance of their appeal, and the auditing committee shall investigate the whole affair. The conference of members may reverse the decision of the executive committee and renew the membership of the member in question.

#### Article III. Membership subscriptions

1. The amount of the membership subscription shall be limited between a lower limit and an upper limit (see minutes of conference of members).
2. Each member shall contribute an amount depending on his or her possibilities.
3. The amount of the membership subscription, and the date and method of its payment, shall be determined by the conference of members (see St. V, 3).
4. Cases where these provisions are not respected shall be dealt with by the executive committee; they can lead to expulsion from the Association.

#### Article IV. The executive committee (see St. VIII)

##### Article IV:1. General

1. The executive committee shall be responsible for the activities of working groups it appoints under article VIII, point 7 of the Statutes.
2. Unless stipulated otherwise, decisions shall be taken by the executive committee if a simple majority of the members present is in favour.
3. Should a meeting of the executive committee be inquorate (see St. VIII, 8), then the president (or the vice-president delegated by the president) shall act as follows: He or she shall send his or her proposals in writing to all members of the executive committee for them to vote on in writing.



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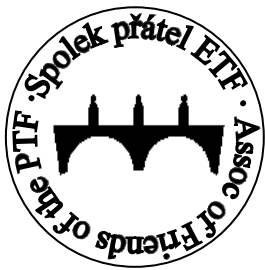


Every member of the executive committee shall react to the proposals in writing and send their reactions back to the president, and that without delay. The president shall evaluate the results of the written vote in accordance with IRP, Section B, IV:1:2. The members of the executive committee must be informed of the results of the voting.

4. One of the duties of the president (or the vice-president) shall be to collect ideas and prepare a draft programme for meetings.
5. Minutes shall be taken of each meeting, and they shall always be discussed at the following meeting.
6. Unless indicated otherwise, the president shall be responsible for carrying out decisions.
7. Should the number of members of the executive committee fall below the lower limit stipulated in Article VIII, point 2 of the Statutes, it shall be necessary to convene an extraordinary conference of members, which shall resolve the situation.
8. Members of the executive committee shall hand in their resignation to the president.
9. In the case of the resignation of a member of the executive committee who has a function defined in the Statutes (with the exception of the president), the next meeting of the executive committee shall elect someone to take over that function.
10. The executive committee shall provide regular information about its activities in the bulletin of the Association and shall make sure that proper records are kept of all members.
11. The executive committee shall set up petty cash arrangements and a bank account so as to facilitate financial transactions.

### Article IV:2. The president

1. The president shall be the head of the Association and of the executive committee of the Association (see St. VIII, 5).
2. The president shall have disposal of the Association stamp. The vice-president shall also use the stamp, with the president's agreement.
3. The president shall have the right to sign in the name of the Association all documents concerning the Association. He or she can delegate this right to the vice-president, with the exception of the right to sign documents relating to the bank account.
4. The president shall deal with financial matters together with the treasurer.
5. Both of them shall have the right to sign documents relating to the bank account independently of each other.
6. The president shall be responsible for convening the executive committee and for executive committee meetings (see St. VIII, 3).
7. The president shall be obliged to inform the members of the executive committee in writing of the date of the next meeting of the executive committee at least two weeks in advance. When doing so, he or she shall attach a draft programme for the meeting, thus making it easier for the members of the executive committee to prepare for the meeting.
8. The president shall be able to deal with financial matters up to an amount of 2000 Kč independently without consulting the treasurer. He or she shall submit receipts for money spent to the treasurer.



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### Article IV:3. The vice-president

1. The vice-president shall take over the duties of the president (see IRP, Section B, IV:2) should the latter be
  - a) absent
  - b) ill
  - c) incapable
2. The vice-president shall be responsible for the logistics of meetings of the Association.

### Article IV:4. The treasurer

1. The treasurer shall be responsible for keeping the Association's accounts and jointly responsible for the Association's bank account (see IRP, Section B, IV:1:9). He or she shall also be responsible for completing tax returns in accordance with the laws currently in force.
2. The treasurer shall collect membership subscriptions, issue confirmation of their receipt, and deposit money in the bank account.
3. The treasurer shall issue members with confirmation that they have been accepted as members.
4. The treasurer shall administer the Association's petty cash, the amount of which shall be determined by the executive committee.
5. The treasurer shall be able to deal with financial matters up to an amount of 2000 Kč independently without consulting the president. He or she shall keep receipts for money spent and file them in the accounts.
6. The treasurer shall prepare a report on all financial operations for each meeting of the executive committee.

### Article IV:5. The secretary

1. The secretary shall be responsible for keeping minutes of the meetings of the executive committee. Once they have been signed by the president, the minutes become valid as an official document. The minutes must be written up and approved within two weeks of the date a meeting takes place, at the latest.
2. The secretary shall maintain and update records of Association members and an index of members' addresses in liaison with the treasurer.
3. The secretary shall be responsible for Section B, IV:1:10.

### Article V. The auditing committee (see St. IX, 5)

1. The members of the auditing committee shall be given access to all the Association's documents, should they request this of the president. The president must comply with this request. When the documents are examined, at least one member of the executive committee shall also be present.
2. The auditing committee may ask for a copy of any of the Association's documents. This request must be complied with. Should the auditing committee work only with copies of documents, a member of the executive committee does not have to be present when they are examined.
3. All members of the executive committee shall be obliged to reply to questions from the auditing committee about the Association, if they are asked.

Approved by the conference of members on: 6 November 1999

And came into force on: 6 November 1999

These Internal Rules of Procedure are an appendix to the Statutes of the Association of Friends of the PTF.



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Appendix no. 1 - Amendment to the election procedures Article IV: 4. The treasurer, paragraph 2:

**The article IV:4. The treasurer, paragraph 2 has been replaced with the following text:**

The treasurer shall collect membership subscriptions, issue confirmation of their receipt, and deposit money in the bank account. The executive committee shall, on the treasurer's demand, appoint another three people (preferably members of the committee) which can collect membership subscriptions and issue confirmation of their receipt (particularly chairman and employee of the Foreign department).

Appendix no. 2 : Amendment to the election procedures Article IV: 4. The treasurer, paragraph 7:

**The article IV:4. The treasurer has been extended with paragraph 7 of the following text:**

Rules for accountancy conduction of the Association

1. The Association's accounting year lasts from January 1 of the respective year till December 31 of the same year. The treasurer shall work out a short report on the actual financial situation for the conference of members. A comprehensive (complete) financial report follows at the Association's meeting the following calendar year.
2. The Association's expenditures must be released in exchange for a confirmation. No financial amount can be drawn without a confirmation.
3. Numbered accounting receipts shall be issued if a financial amount is received in cash. For incomes received by a bank transfer special (unnumbered) confirmations should be issued, and on a request only. Accounting receipts and confirmations are valid with a stamp and a valid signature (see the election procedures Article IV: 4. paragraph 2).
4. Incomes and expenditures shall be sorted in accordance to their categories (positions) and recorded and archived in a ledger book. Last year's balance shall be transferred to next year (plus or minus). In addition, a balance of expenditures shall be created by every financial year's end, so the sum of expenditures and incomes is equal. This balance shall be taken for an income (positive or negative).
5. Two years in a row must not be closed with a negative balance.
6. The ledger book shall be run in Czech currency (Kč), exchange rate for currency calculation shall be taken from December 1 of the respective year.
7. All documents of every position shall be numbered in the course of the one year's period. For incomes collection the respective confirmation's number shall be recorded.
8. If there are more expenditures (financial positions) written on one receipt, the receipt shall be archived in accordance to the first position. For the other positions copies shall be issued, each with its own number.
9. The ledger book shall be kept by the treasurer, who is responsible for its conduction.

The appendixes no. 1 and no. 2 have become a part of the Internal Rules of Procedure which are an appendix to the Statutes of the Association of Friends of the PTF. They have come in force by the day of their approval by the 2. conference of members of the Association of Friends of the PTF, at 4th November 2000 in Prague.