



**SPOLEK PŘÁTEL ETF**  
**ASSOCIATION OF FRIENDS OF THE PTF**  
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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 III. 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 quorum of the conference of members is given if the members has been invited regularly. If there is any doubt about this the question shall be raised as soon as possible.
3. 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, 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.
4. Unless stipulated otherwise, a simple majority shall be required to pass a motion or resolution.
5. At the start of the meeting, the conference of members shall elect a moderator, one minute-taker and at least two vote-counters.
6. Minutes must be taken of each meeting of the conference of members; these minutes must be accessible to all members of the association.

### **Article IV. 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. If a member of the association has not paid any membership subscriptions the last 3 years this has to be seen as resignation (according to the statutes Article IV paragraph 1 and 3a). The membership could be renewed by paying the subscriptions.
6. 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 V. 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.



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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.

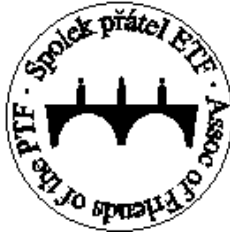
## Article VI. The executive committee (see St. VIII)

### Article VI: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. The quorum of the executive committee is given if the members has been invited regularly. If there is any doubt about this the question shall be raised as soon as possible. At least 3 members should attend the meeting.
3. Unless stipulated otherwise, decisions shall be taken by the executive committee if a simple majority of the members present is in favour.
4. 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. 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.
5. One of the duties of the president (or the vice-president) shall be to collect ideas and prepare a draft programme for meetings.
6. Minutes shall be taken of each meeting, and they shall always be discussed at the following meeting.
7. Unless indicated otherwise, the president shall be responsible for carrying out decisions.
8. 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.
9. Members of the executive committee shall hand in their resignation to the president.
10. 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.
11. 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.
12. The executive committee shall set up petty cash arrangements and a bank account so as to facilitate financial transactions.

### Article VI: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.



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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. The president shall deal with financial matters together and in consultation with the treasurer.
4. Both of them shall have the right to sign documents relating to the bank account independently of each other.
5. The president shall be responsible for convening the executive committee and for executive committee meetings (see St. VIII, 3).
6. 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.
7. The president shall be able to deal independently with financial matters. He or she has to inform the treasurer about this transactions and shall submit receipts for money spent to the treasurer at least one month before the annual meeting and to the end of January. ..If the president and the treasurer are discordant in financial matters the executive committee should decide as soon as possible.

#### Article VI: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 VI: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 St., VIII, 6 and IRP VI:2,3). 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. 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.
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 independently with financial matters. He or she has to inform the president about transactions for more than 9000 Kč or 300 €. If the president and the treasurer are discordant in financial matters the executive committee should decide as soon as possible. The treasurer shall keep receipts for money spent and file them in the accounts.



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6. The treasurer shall prepare a report on all financial operations for each meeting of the executive committee.
7. The executive committee shall, on the treasurer's demand, appoint a person to assist the treasurer especially in keeping the accounting records.

#### Article VI:5. Rules for accountancy

1. The Association's accounting year lasts from October 1 of the respective year till September 30 of the next 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 Article VI: 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 should not be closed with a negative balance.
6. The ledger book shall be run in Czech currency.
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. The ledger book shall be kept by the treasurer, who is responsible for its conduction.

#### Article VI:6. 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 VI:1.11.

#### Article VII. 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.



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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.

### Article VIII. The Ecumenical Fund

1. The Ecumenical Fund (hereafter referred to as the EF) was founded in 1995 by Mgr. Adelheid Reininghaus. The EF shall be administered separately from the budget and accounting of the Association of Friends of the PTF (hereafter referred to as the Association) and its funds. Funds donated by donors specifically to the EF shall be deposited in a special bank account for the EF.
2. Collecting funds for the EF:  
The funds of the EF shall consist primarily of:
  - a) Voluntary donations by international students of the Protestant Theological Faculty of Charles University in Prague (hereafter referred to as the PTF).
  - b) Voluntary donations by foreign organisations, groups and individuals who visit the PTF.
  - c) One-off donations, usually made to finance a particular purpose.
3. Use made of the funds of the EF:  
The funds of the EF are intended primarily for:
  - a) Financial assistance or scholarships for students from the former Eastern bloc and from the Third World who study theology at the PTF
  - b) Providing loans to students of the PTF to cover additional expenses connected with studying theology abroad (for example, travel costs).
  - c) Financing international and ecumenical student activities, such as participation in seminars and conferences, or financing meetings, seminars and conferences held at the PTF.
  - d) Partially covering expenses connected with the study programme for students from abroad.
  - e) Covering expenses connected with the administration of the EF.
4. Disposing of the funds of the EF:
  - a) The staff of the Office for International Relations shall be authorised by The executive committee of the Association to dispose of the funds of the EF. The Vice-Dean for International Relations of the PTF shall be informed about the use made of the funds of the EF, as proposed by the Office for International Relations.
  - b) The Office for International Relations shall enter into an agreement with a person (hereafter referred to as the EF accountant), whereby he or she shall be responsible for keeping accounting records of the income and expenditure of the EF, and whereby the remuneration for this work done by the EF accountant shall be covered out of the funds of the EF.
  - c) The Association shall receive once a year a written report on the use made of the funds of the EF during the previous year.
  - d) The report shall be drawn up by the EF accountant, who is responsible for keeping accounting records for the funds of the EF. The Vice-Dean for International Relations of the PTF shall also receive a copy of this report.
  - e) The EF accountant shall be responsible for filling in a tax return form and handing it in, on the basis of all the financial documents of the Association.
  - f) The Executive Committee of the Association (in conformity with the statutes of the Association, article VIII), the Auditing Committee on the basis of its



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competence under article IX of the statutes of the Association, or some other body elected ad hoc by the Conference of Members of the Association, shall be entitled to examine all financial transactions and accounting documents of the EF at least once a year, and that after the submission of the written report on the use made of the funds of the EF, drawn up by the responsible person (see point 4.c). This report shall form part of the annual report submitted by the Executive Committee of the Association to the Conference of Members.

- g) Changes to this article shall be approved by the Conference of Members of the Association after the prior consent of the Office for International Relations of the PTF and the Vice-Dean for International Relations of the PTF.
- h) On the basis of a decision by the Office for International Relations of the PTF and the Vice-Dean for International Relations of the PTF, the funds of the EF, after a statement of account has been presented to the Executive Committee of the Association and with the agreement of the Executive Committee, may be transferred to another account, set up for this purpose. In such a case the account for the EF with the Association shall be closed, with all expenses connected with the transfer of this account being covered out of the funds of the EF.
- i) Should the Association be dissolved, the Office for International Relations of the PTF and the Vice-Dean for International Relations of the PTF, after presenting a statement of account to the Executive Committee of the Association, shall transfer the funds of the EF to another account, set up for this purpose. The account for the EF with the Association shall be closed, with all expenses connected with this being covered out of the funds of the EF.

Approved by the conference of members on: 6 November 1999 and came into force on: 6 November 1999.

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