



Internal rules

Version 2023 07 03

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A. INTERNAL RULES FOR ALL MEMBERS

A.1. Official name, emblem

A.1.1. Name

The official name of our non-profit organisation is: "Ikebana International Hana Chapter of Belgium #248".

The board expects that everyone, in good conscience and in a spirit of friendship, takes up his responsibility towards the non-profit organization.

Company number :O 860.139.778

This name must appear in all deeds, invoices, announcements, notices, letters, orders and other documents emanating from the association, immediately preceded or followed by the words 'non-profit association' or by the abbreviation 'npo', with precise indication of the registered office: Den Huysman 31, 1600 Sint- Pieters-Leeuw.

A.1.2. Emblem : cherry blossom



A.2. How to become a member

Who can become a member of: 'Ikebana International Hana Chapter of Belgium #248'?

As a member, every natural or legal person who is accepted by the board can join the association. The request for admission of a candidate member has to be made in writing (by mail, ordinary or registered letter) to the governing body.

Recruitment method

When a person expresses his/her wish to become a member or when a member proposes to become a member, a membership application form will be sent to him/her.

At the same time, he/she receives, internal rules and privacy statement.

These are sent digitally or by post. After returning the membership form, the interested party will be informed whether or not he/she is a candidate member. This decision is taken by the Board. The board requests her/him to pay the amount (as determined by the general meeting) as membership fee and transfers the password for members regarding the website. After payment, she/he is a full member and agrees to the statutes, internal rules and privacy statement. She/he is a non-effective member.

A.3. Membership Types

A.3.1. Effective Member



The full rights of membership, including the right to vote at General Assemblies, shall accrue exclusively to Full Members, which are included in the register of effective members..

Name of founding member and member of general assembly: member S

Name of member of general assembly: member A

Name of member of the board: member B

A.3.2. Non-effective member

Non-effective members are only members to enjoy the activities of the association.

They have no voting right at the general meeting.

Name member: C-member

Name member and foreign member: D member

Name foreign member who is also a member in her/his own country: member E

A.3.3. Honorary member

Honorary members are natural persons, who have rendered their services to the Association in a particularly positive manner and who have been awarded the title of honorary member upon recommendation of the Board. They have all rights of members and no obligations towards the Association.

A person who has been granted the title of "honorary chairman" shall be equated with an honorary member.

Name of member: Member F

A.3.4. Patron member

Patron members shall be natural persons who have rendered special service to the Association and who have been awarded the title of Patron member on the recommendation of the Board.

They have no rights like members and no obligations towards the Association.

Name member: member G

A.4. Rights ,obligations and liability

A.4.1. Rights and obligations of the members.

A.4.1.1. By paying the annual membership fee, members declare that they agree with the latest version of the statutes, the internal rules, the privacy statement and the publication of their arrangements in projects such as workshops and others.

A.4.1.2. They are entitled to participate in workshops, exhibitions and regional conferences.

A.4.1.3. They shall be entitled to participate in debates and voting in the members' meetings, provided that they are effective members.



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- A.4.1.4. They are entitled to submit proposals, complaints and requests. The Executive Committee is obliged to deal with these as soon as possible, or have them dealt with, or have them investigated, and to notify the member who submitted the proposal, complaint or wish of the outcome.
- A.4.1.5. They have the duty to notify the Board immediately of any change in their personal data (p.ex to notify it of the change of their address) and to enter the changes in the membership register within eight days after notification.
- A.4.1.6. They have the duty to pay the membership fee in time.
- A.4.1.7. They have the duty to observe the rules of the non-profit organization Ikebana International #248.
- A.4.1.8. The provisional members pay the participation fee as visitors when they attend the workshop for the first time. If they decide to become members, they will pay the participation fee at all subsequent workshops.
- A.4.1.9. Contribution of the members of the non-profit association
The members can report their input via communication to someone of the board or in writing to the president.
- A.4.2. Liability
- A.4.2.1. Each member and teacher shall be liable for the damage he or she causes to the property of the association. Any damage ascertained shall be deemed to have been caused by the person or persons who last used the object in question, if and to the extent that the person or persons concerned do not prove otherwise.
- A.4.2.2. Buildings of the Association.
The Association shall not bear any responsibility for the property of any kind belonging to members and third parties present in the buildings.
- A.4.2.3. The organisation shall be civilly liable under Article 5 for any damage caused by a member to a third party. It shall take out a civil liability (CL) policy to cover the risks for members and for the Board.
The following risks are covered.
- * Civil liability: damage to third parties (not to members)
 - * Physical damage insured amount: € 1,239,467.62
 - * Material damage insured amount: 123,946.76€.
 - * Legal aid: insured amount: €6,197.34
 - * Harm to self or other members: not insured (own insurance)
- A.4.3. Procedure for reporting absences



Absences should be reported to the president and treasurer no later than seven calendar days prior to, for example, the workshop.

If reported within the stipulated time, 80% will be refunded.

The remaining 20% is a deduction for expenses already incurred.

After the seven calendar days the full amount will be retained.

A.4.4. Privacy Statement

A.4.4.1. Summary of main objectives

A.4.4.1.1 Members consent to the processing of personal data necessary to comply with a legal obligation applicable to the non-profit association II#248'.

A.4.4.1.2. They have the right to access and receive a copy of their data upon request. They have the right to update their data and the right to oblivion (removal of data), except when it is still necessary for example for the execution of the contract, ...

A.4.4.1.3. They have the right not to be included in the membership booklet.

They shall inform the management and in the following year they will not be included.

A.4.4.1.4. The addresses and details listed in the membership booklet shall under no circumstances be used by members or third parties for commercial purposes

A.4.4.1.5. Members, visitors, volunteers and instructors shall be bound by an obligation of discretion and, where applicable, by professional secrecy as referred to in Article 458 of the Penal Code, taking into account the legal grounds for professional secrecy.

A.4.4.1.6. The person responsible for the privacy policy in the Association is the Chairperson, he/she shall keep the necessary documents such as

* The data register that is kept by the Association.

* The individual member data kept by the association.

* Annual check to see if the data we keep are still correct.

* Ensuring that members who wish to inspect the records are provided with the necessary information and any changes.

* Regularly evaluate whether the measures are relevant.

A.5. Sanctions Policy

A.5.1. In general, it shall be punishable any act or refrain in a way that is contrary to the law, the Constitution, the Internal Rules and/or the decisions of the Members of the Board or that harms the interests of the Association.

A.5.2. The Board is authorised to enforce a penalty given to a member, subject to the principle of hearing both sides of the argument.



- A.5.3. In the event of a decision as referred to in paragraph 2 of this article, the member concerned shall have the right of appeal to the general meeting of the association. This appeal must be lodged with the general meeting six months after the penalty was imposed by the board by means of a registered letter addressed to the secretary of the association.
- A.5.4. The disciplinary procedure provides for the following possible penalties in three phases:
- * the reprimand,
 - * the blame,
 - * the dismissal.
- A.6. Meetings of the non-profit association #248
- A.6.1. General Meeting
- A.6.2. The founding members and those who are nominated by the governing body are members of the general meeting.
- A.6.3. The General Assembly shall take place in September of each working year (for the first workshop). If necessary, a second, third, etc. General Assembly shall be held.
- A.6.4. A call for a General Assembly must be received by the members of the General Assembly at least 15 calendar days before the start of the meeting.
- A.6.5. The competence of the General Assembly is to approve the various cost proposals of the Governing Body (such as membership fees, budget, annual account, statement of income and expenditure, inventory of assets, rights, debts commitments, workshops, etc.).
- A.6.6. At the general meeting of each working year, the following shall be communicated to the members.
- * The planned workshops, events or the programme of the entire working year. ...
 - * The decisions taken in the Governing Body, including the annual membership, the registration fee for the workshops and the acceptance of new members.
 - * Mentioning that the accounts, budget, etc. are available for perusal by all members.
- A.6.7. The decisions taken in the Governing Body shall always be communicated at the subsequent meeting of the General Assembly.
- A.6.8. The General Assembly shall meet without remuneration.
- A.6.9 Proxy for the General Meeting
Each effective member of the association, whose membership must be evidenced by the member's entry in the membership register, shall have the right to attend the general meeting. The member may be represented by granting a written proxy to an effective



member and this proxy has one additional vote at the general meeting. The board members are not effective members of the general meeting and have no right to vote.

A.7. Final Provisions

- A.7.1. Every member and association body shall comply with the provisions of these Internal Rules.
- A.7.2. After approval of the internal rules by the Board, the text shall be made known to the members. These internal rules and all subsequent amendments of these regulations shall enter into force 14 days after approval of the text.
- A.7.3. Each set of internal rules shall state the version date when it was drawn up. The current version shall be available on the website.



B INTERNAL RULES FOR THE BOARD MEMBERS

B.1. Board meetings shall take place by appointment with the exception of the months of July and August. In addition, the board shall meet as often as the chairman or at least 3 (unless otherwise stipulated in the articles of association) members of the board so desire. A call for a meeting must be received by the board members at least 8 days before the start of the meeting, while a meeting must be called within a maximum of one week at the request of board members.

B.1.1. The board shall consist of at least six members, including chairman, secretary and treasurer.

B.1.2. The board shall be governed by the statutes and internal regulations.

The board members shall, each from their function and their capacity, and together in consultation, take care of the board tasks as defined in the task list for the board. This task list is a working tool and is updated annually on the basis of the annual planning and the needs.

The tasks of the board are as follows:

B.1.2.1. Designation of members of the General Assembly, with the exception of those who sit on it ex officio (founders)

B.1.2.2. the general management of affairs,

B.1.2.3. the execution of resolutions passed by the general meeting,

B.1.2.4. supervision of compliance with the articles of association and regulations,

B.1.2.5. appointing, dismissing and suspending persons working on behalf of the Association,

B.1.2.6. accepting new members and applying sanctions,

B.1.2.7. determining the cost of, among other things, the annual membership fee, workshops, etc.

B.1.3. Duration and composition

B.1.3.1. The duration of the appointment is 2 years, board members are eligible for re-election.

B.1.3.2. An effort shall be made to have all Ikebana schools sit on the governing body.



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- B.1.3.3. A rotation system will be applied so that each school can appoint a chairperson on a regular basis.
- B.1.3.4. Power of attorney for managing body
A managing director may be represented by granting a written power of attorney. A managing director may only be represented by one other managing director.
- B.2. The Executive Board
- B.2.1. The mandate is valid for two years and is renewable once, in the following two working years.
- B.2.2. The President, the Secretary and the Treasurer shall constitute the Executive Committee. The executive committee shall take all decisions that cannot be postponed until a regular board meeting. The executive committee shall announce its decisions for ratification at the next board meeting.
- B.3. Organisation of the workshops
- B.3.1. Six workshops are foreseen per working year (1 July till 30 June).
- B.3.2. The amount for participation in the workshops shall be determined by the Board.
- B.3.3. One of the directors shall make the arrangements with the respective teachers. This is done by means of, among other things, an appointment card. The fee shall be determined by the Board. Belgian teachers get a fixed compensation of three days for a half-day lesson and double for a full day. In addition, they receive a kilometre allowance according to the official rates and a packed lunch. Foreign teachers who come for one day receive four times the lump sum for a full day's lesson and, if necessary, one day's hotel. For teachers who stay for two days, we provide two days hotel and also the four times lump sum. For both, we pay a kilometer allowance and one lunch (on the day of the lesson). For other fees, special arrangements are made in advance, such as an invoice from the teacher. An assistant to the instructor does not receive compensation from vzw #248.
- B.3.4. The material the participants have to bring along is discussed and determined by the teacher. If necessary, the non-profit association buys the flowers at the request of the teacher/lecturer.
- B.3.5. The invitations are sent in 3 languages (nl, fr, eng).



- B.3.6. By mutual agreement and based on the list of tasks within the board, all organisational tasks related to the smooth running of the workshop, the reception and care of the teachers and participants, the necessary material, will be taken care of by the members of the board and possible assistants.
- B.4. Website
- B.4.1. In accordance with the law on privacy, the website contains a 'public' section and an encrypted section 'for members only'.
- B.4.2. The director who takes responsibility for the content and management of the website (the web manager) shall determine annually the 'members only' access code.
- B.4.3. Furthermore, this manager, together with the webmaster, shall ensure the updating of the website.
- B.5. Exhibitions or other activities
If necessary, a working group shall be set up that is responsible for the arrangement and the organisation of an exhibition or other activities. This working group can consist of members and/or board members.
- B.6. Cost reimbursement
- B.6.1. The board works on a voluntary basis and receives no fixed compensation.
- B.6.2. For special assignments, a flat-rate allowance and/or a kilometre allowance may be applied.
- B.7. Final provision
- B.7.1. The Internal Rules may be amended by the Board by simple majority vote.
- B.7.2. The Internal Rules will be retained by the Chair and published on the website.

Signature and date for approval by the directors

Siska Van de Steene

Mit Ingelaere

Annie De Sutter

Chris Van Damme

Martine Duthie

Trees De Keyser