

TEAM-PRRC

38 rue des Mathurins

75008 PARIS - FRANCE

**TEAM-PRRC INTERNAL REGULATION**

All persons who adhere to the TEAM-PRRC Statutes agree to also comply with this Internal Regulation, including the details of the implementation of the TEAM-PRRC statutes.

**ARTICLE 1 - ASSOCIATION MEMBERSHIP**

Membership in the Association is necessary to become a member and benefit in particular from the access reserved for members on the Association's website.

It is essential to be able to participate in conferences and other events organized by the Association.

Applicant must first meet the conditions set out in Article 7 of the Statutes.

**1.** **Membership process**

- Online

Applicant must complete the online membership form founded on the TEAM-PRRC website <http://www.team-prrc.eu> by ensuring that all the information requested from him is provided. This request must be followed by the settlement of the current year's assessment, as indicated on the website. The e-mail address is inform@team-prrc.eu.

- By mail

The applicant fills out the membership form printed from the website that he will send to the association's Headquarters (38 rue des Mathurins 75008 PARIS France) accompanied by supporting documents if necessary.

The annual fee must be settled by wire transfer (IBAN data on website) or online on the Association's website.

In both cases, the applicant is informed of the acceptance of his application by email. This email tells the new member how to access the space reserved for members of the Association's website.

**2. Commitment**

The member of TEAM-PRRC accepts without reservation by his membership and formally the Statutes, the Internal Regulations and the TEAM-PRRC Ethical Charter available on the Association's website.

**3. Access and correction of personal data**

Membership provides access to the space reserved for TEAM-PRRC members on the Association's website.

Members of TEAM-PRRC have the right to access and correct their personal and business data. They may exercise this right by applying at the headquarters of TEAM-PRRC, 38 rue des Mathurins 75008 PARIS, France, or by sending an email to the association's email address inform@team-prrc.eu.

The data is also available on the Association's website.

No personal data is transmitted outside of TEAM-PRRC.

TEAM-PRRC complies with the requirements of the General Data Protection Regulations (EU 2016/679).

**4. Amount and duration of contribution**

The amount of the contribution of an active member is set at 250.00 euros for a calendar year.

Membership before 26 May 2020, the date of application of the Regulation (EU) 2017/745 of European Parliament and of the Council of 5 April 2017 on medical devices, allows for a reduced contribution rate of 200.00 euros.

The amount of the contribution of a supporting member is 500.00 euros for a calendar year.

Membership takes effect on the day it is accepted by the Board of Directors. The member of TEAM-PRRC will have to pay an annual fee in the first month of a new calendar year, unless he resigns or is deletion.

**ARTICLE 2 – BROADCAST AND COMMUNICATION**

The applicant specifies his postal address and his e-mail address when applying for membership.

Up-to-date members receive information about activities organized by TEAM-PRRC as a priority.

**ARTICLE 3 - GENERAL ASSEMBLIES**

**1. Requirements**

Active members must be up to date with their dues to take part in the General Assemblies.

Supporting members do not take part in the General Assemblies

 **2. Votes**

The members present vote by show of hands for themselves and their constituents.

However, a secret ballot may be requested:

- by the Bureau or by a quarter of the members present or represented at an Ordinary General Assembly;

- by the Bureau or by at least five members present or represented at an Extraordinary General Assembly.

**3. Proxy Votes**

As stated in Articles 11 and 12 of the Statutes, if a member of the Association cannot personally attend a meeting, he may be represented by another member under the conditions indicated in these Articles.

A member of the Association may only hold a maximum of three proxies at a General Assembly.

**4. Attendance sheet**

An attendance sheet will be signed by each participant for himself and his or her potential constituents, and certified by a member of the Bureau at each General Assembly.

Active members must be up to date with their membership fee to take part in the General Assembly.

Supporting members do not take part in General Assemblies.

**ARTICLE 4 – MINUTES**

The minutes of the deliberations of the General Assembly and those of the Board of Directors are transcribed by the Secretary on a register or binder with movable slips and signed by him and the President or, failing that, two members appointed by the Board of Directors.

Each minutes of the General Assembly will be posted on the Association's website in the private area reserved for members no later than one month after the meeting is held.

The Secretary may issue any certified copies that are authentic to third parties.

**ARTICLE 5 - CONFERENCES**

**1. Attendance**

Attendance at the conferences and other events organized by TEAM-PRRC are reserved for TEAM-PRRC members. The members of the Bureau have the opportunity to invite free personalities, including those who make a certain contribution to the Association (former speakers, future speakers, personalities of the Regulatory Authorities or Notified Bodies).

Conference organizers attend free of charge.

**2. Registration and Rate**

When a member wishes to register for a Conference, he or she does so by mail or by filling out the form on the Association's website.

Registrations are valid only after receiving their payment by wire transfer or online on the Association's website.

The member then receives confirmation of his registration for the Conference.

The registration deadline must be met (late registrations may be refused).

The price of registration is shown on the registration form online or on paper, as well as on the association's website.

Any inscription is irrevocable.

However, the TEAM-PRRC Bureau may review applications for cancellations individually and respond on a case-by-case basis.

**3. Responsibility**

TEAM-PRRC is not responsible for the defection of one or more Speakers, nor for cancellations for force majeure.

Under no circumstances will TEAM-PRRC be liable for more than the amount of registration for the Conference (or event), the amount of prior membership excluded.

**ARTICLE 6 – WARNING**

Incidents such as late payments, non-compliance with the Internal Regulations, disputes over payment at Association events or undesirable behaviour during Association meetings may be to refer the Member to a Warning, specifying the facts alleged against him.

Any warnings are brought to the attention of the nearest General Assembly.

**ARTICLE 7 – LOSS OF MEMBERSHIP**

 **1.** The resignation must be addressed to the Chairman of the Board of Directors by recommended letter.

It does not have to be motivated by the resigning member.

**2.** Failure to pay the annual fee automatically results in:

- three months after its expiry: the loss of access to the private area reserved for members

- eighteen months after its maturity: active limb write-off.

**3.** As stated in Article 8 of the Statutes, the procedure for excluding a member may be initiated by the Board of Directors for serious reasons.

Among these reasons:

* Repeated warnings;
* a criminal conviction for a crime or offence;
* violation of the Association's statutes, its Internal Regulations or, if applicable, its Code of Ethics;
* Any action likely to cause serious harm, directly or indirectly, to the activities of the Association or its reputation.

The proposed removal of a member for serious reasons must be announced by a recommended letter outfitting the reasons and remedies for the member's effective exercise.

The member who is the subject of a delisting project presents his defences at a meeting of the Board of Directors, which is represented in the proportion of three-quarters of its members (present or represented).

The member whose delisting is being considered may be assisted or represented at every stage of the procedure.

Following this meeting, the Board of Directors sends a recommended letter to the member concerned indicating the decision adopted.

In the event that the delisting is pronounced, the recommended letter must specify the conditions for the member concerned to appeal, including the practicalities of such an appeal.

The appeal is to the Ordinary General Assembly for an active or supported member, and to the Extraordinary General Assembly for a founding or honorary member or of the Board of Directors.

The member whose delisting is pronounced must be able to speak to the General Assembly.

The General Assembly votes by a formal vote on the member's appeal.

**4.** In the event of the death of a member, heirs or legatees may not claim any retention in the Association.

The contribution paid to the Association is definitively acquired, even in the event of resignation, write-off, or death of a member during the year.

**ARTICLE 8- STATE OF THE COMMITMENTS GRANTED TO THE BOARD OF DIRECTORS BEFORE THE FIRST GENERAL ASSEMBLY**

The founding members of the Association give the Board of Directors a mandate to conclude the following contracts:

- Residence agreement relating to the premises intended to form the headquarters of the Association at 38 Rue des Mathurins at 75008 PARIS,

- Signing of various loans from individuals or legal entities that are not banks for a maximum amount of four thousand euros, repayable within a maximum of 24 months without interest, intended to meet the creating expenses of Association,

- Signing a loan from the bank Crédit Mutuel for a maximum of ten thousand euros, repayable within a maximum of sixty months and with a maximum interest of 1.5%, intended to meet the Association's first expenses.

The above commitments will be presented at the first General Assembly, in accordance with Article 11 of the Statutes.

**ARTICLE 9– BOARD OF DIRECTORS**

The composition of the first Board of Directors is as follows:

**- Elem AYNE;**

**- Jean-Louis DIVOUX;**

**- Anne JURY;**

**- Daniel PETIT;**

**ARTICLE 10– BUREAU**

The composition of the first Bureau is as follows:

**-Elem AYNE , President;**

**-Anne JURY, Vice-President ;**

**-Jean-Louis DIVOUX, Secretary ;**

**-Daniel PETIT, Treasurer.**

Paris, February 24, 2020