

# Doctoneuro Association

## Rules of procedures

### **Preamble**

*The rules of procedures are written and voted by the office. It provides additional information about Association's statutes to improve their understanding and utilization. However, this document does not replace the Association's statutes. In the context of the Association's activity, it permits to define the Charter of Corporate Behavior that each member, with up-to-date membership, must respect to ensure a durable development of the Association.*

*The rules of procedures and any modification will be accepted following a vote after an absolute majority by the office, as well as, a detailed report of the office's meeting available with the general secretary. The first edition of the rules of procedures is voted in a general assembly following an initial vote to modify any statutes of the Association. The actual rules of procedures are written without any gender distinction.*

### **Article 1: adherence and membership**

Adherence to the Association involved the agreement of Association's statutes and its rules of procedures, which are available and sent by post after a simple request to the Association ([doctoneuro@gmail.com](mailto:doctoneuro@gmail.com)).

Membership is 2 euros for the 2018-2019 scholar year. This fee is automatically applied for following years, except any modifications of the current rules of procedures by the office.

A member became a sponsor if the donation is 20 times more than the membership fee to the Association.

### **Article 2: Loss of the member's statutes**

Expulsion can occur after one serious or several small issues having consequences on the good progress of the Association's activity.

Definitions of serious mistakes:

- The revelation of members' personal data to any other person, whether legal or physical;
- The revelation of passwords from communication tools used by the Association (Slack, Google, social media...) to any other person without the approval of the general secretary or presidency;
- Using communication tools for a personal activity or against the Association's morals;
- Defamatory remarks about the organization of the Association or impacting its good progress;
- Using the Association's funds for personal goal;
- Lack of respect of values from the Charter of Associations of Strasbourg university/ Alsace area in the context of Association's activities.

Modality of this expulsion, explained in article 9 of the Association's statutes, is confirmed at the Extraordinary General Assembly (EGA) by the president of the Association or the person chairing the EGA. The banishment must be noticed by post to the concerned member the week after the EGA.

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A member banished by vote at the AGE can appeal this decision the following 2 weeks after reception of the letter.

### **Article 3: The Association's values**

The Association signed the Charter of Associations of Strasbourg university/Alsace site. Consequently, the office must check the respect of this charter by all members. During the Association's activities, non-respects of this charter can lead to the banishment procedure.

### **Article 4: Attributions of Office and its members**

The president speaks for the Association at the Neuropôle of Strasbourg's University. He can request another member of the Association, with up-to-date membership, to replace him for its 5-years term at the Neurôpole attributed to the Association. At the end of the president's term, the newly elected president can choose another Neuropôle representative within up-to-date members.

### **Article 5: Organization of the Office**

Members of the Office have access to tools of the Association:

- Slack, online software on computer or mobile phone, used by the Office to organize events of the Association. Access to the Slack is given by the general secretary or the president to all members with up-to-date membership and activities in the Association's activities;
- Google pack (Gmail, Drive, Agenda...) authorized by the president for a project manager;
- Web site (doctoneuro.wordpress.com) social media including Facebook, Twitter, Instagram, LinkedIn, in priority for the communication team of the Association.

### **Article 6: Data protection**

The Association keeps records of members. Personal data about participants can be collected during events. The Association will never share or communicate records or data to anyone, considering the rules of procedures about the data protection (RPDP).

The Association or representative of it must ask the consent for keeping personal information of members or person using tools which necessitate a collect of data. When adhering, this consent must be asked and saved by the Association.

### **Charter of protection of data, non-respect is considered as a severe mistake:**

Guarantors of personal data collected by the Association are:

- Président
- 1<sup>st</sup> Vice-Président
- Secretary

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### **Only data necessary for the good organization of the Association and tools used.**

Documents containing personal data are protected. The main tool of the Association is the electronic mailbox ([doctoneuro@gmail.com](mailto:doctoneuro@gmail.com)). It must be accessible only by elected members of the Office or chosen by the President. **It is forbidden to reveal this data to any other person.**

### **Legal mentions to communicate to the concerned person in case of the collection of data:**

*« By filling this form, you accept that Doctoneuro keeps and uses your personal data collected in this form (email address) to improve your experience and interaction with the Association. Indeed, you authorized Doctoneuro to occasionally communicate with you if it is necessary to provide additional information, using information collected in this form.*

*To ensure the confidentiality of your personal data, Doctoneuro commits to neither give, transmit and share your data with any other person, company or organism, as written in the general rules of data protection of 2018 about our politics on the protection of personal data. »*

### **Any person having personal data registered within the Association has the right of forgotten.**

Additionally, each communication from the Association using those data must precise the following mention:

*« In respect to the general rules of data protection about data protection, you can ask at any time to unsubscribe from the communication list used by Doctoneuro, as well as, the deletion of all your personal data».*