



Mahjong Club Lausanne Regulation

This internal regulation aims to clarify the statutes of the Mahjong Club Lausanne association. It will be given to all members as well as to each new member.

It is also available on the association's website:

www.mahjongclublausanne.ch.

This english translation is for information only. The french version of these rules, signed by the Committee, is the official version.

Members

Membership fee

The amounts of the annual membership fee, decided by the General Assembly, are included in the statutes of the Association.

The deadline for payment of the annual fee is 1 March of the year concerned. Payment can be made by bank transfer to the Association's account, or by cash or transfer to the Treasurer of the Association (Twint acceptable if the Treasurer agrees).

Changes in amounts decided by the General Assembly take effect on 1 March of the current year.

Safe for exceptions decided by the Committee, members who have not paid their subscription by 1 March will have their membership temporarily withdrawn until payment is made.

Any membership fee paid to the association is definitively acquired. No refund of membership fees can be required in the event of resignation, exclusion or death of a member during the year.

Admission of new members

The Association can welcome new members at any time. The Committee is responsible for the acceptance of a membership, and is not required to indicate its reasons in the event of refusal (statutes, article 5). New members will need to complete the registration form and pay their annual fee in order to be officially registered.

Probation

In the event of non-compliance with the regulations or statutes of the Association, a member may at any time be placed on probation by the Committee or by decision of the General Assembly, without the obligation to prior warning. Probation must be re-evaluated after one year, but can be extended indefinitely if the Committee or the General Assembly considers it necessary.



The conditions of probation are as follows:

- The member on probation is excluded from participating in tournaments organized by the club;
- The member on probation cannot be part of the Committee or any other commission;
- The member on probation will be excluded from the Association for any other violation of the regulations or statutes;
- The member on probation will be excluded if a third of the members of the Association so request by signed petition.

Exclusion (statutes, article 7)

In the event of a decision to exclude a member, the Committee will be required to notify them by mail (postal or electronic). A notice will also be sent to members as well as to any parent organization, notably the Swiss Mahjong Association (ASM).

The exclusion decision is without appeal. The excluded person will not be able to rejoin the Association less than one year after their exclusion. After this period, in the event of a written request from the excluded person, the Committee will decide on the possibility of their reinstatement.

The reinstated member will automatically be subject to probation for the duration of one year following his reinstatement, with no possible shortening.

Resignation (statutes, article 7)

A resigning member must notify the Association in writing at least two weeks before the end of the annual financial year. If this deadline is not respected, he will be required to pay his annual contribution for the following year.

Functioning of the association

The Committee

In accordance with article 14 of the association's statutes, the purpose of the Committee is to execute the decisions of the General Assembly as well as to rule on all points which are not expressly reserved for the General Assembly.

It operates as follows:

The Committee meets in regular session four times a year. It is convened by the President of the Association, who will forward to each member of the Committee an agenda.

At the request of at least one of its members, the Committee may meet in an additional meeting as often as necessary.

During the regular meetings of the Committee, the Treasurer shows the quarterly accounts and the inventory of the association's assets to the members of the Committee.



The President

In accordance with article 15 of the statutes of the association, the President ensures the proper functioning of the Committee and compliance with the statutes, and directs the General Assembly.

The President must notably:

- Convene the General Assembly and the Committee, as often as necessary;
- Direct the General Assembly at meetings;
- Ensure the drafting of agendas and minutes of each meeting, by him/herself or, if necessary, by the designated person (secretary or other member of the Committee);
- Sign the official documents of the Association;
- Ensure the maintenance of the archives of the Association, by him/herself or, as the case may be, by the designated person (secretary or another member of the Committee);
- Ensure the good understanding of the members of the Association and resolve problems between the members;
- Keep informed of the events in which the Association participates and ensure their smooth running;
- Keep informed on current affairs.

The Vice-President

In accordance with article 15 of the statutes of the association, the Vice-President supports the President in his/her role. In the absence of the President, the Vice-President assumes the role of the President.

The Vice-President must keep informed on current affairs.

The Treasurer

In accordance with Article 15 of the statutes of the Association, the Treasurer shall ensure that the accounts of the Association are kept. It shall send the accounts for verification to the Auditor no later than 10 days before the General Meeting following the close of the annual financial year. The Treasurer also ensures that the inventory of the physical assets of the Association is kept.

The Treasurer shall in notably:

- Manage the bank account and act as contact with the bank;
- Collect membership fees;
- Make an annual budget, to be presented to the Committee at its first regular annual meeting;
- Present updated accounts and inventory at each regular Committee meeting;
- Inform the Committee of any major or unexpected financial movements;
- Inform the Committee of the current state of accounts at the request of one of its members and as often as necessary;
- Track expenses and file supporting documents;
- Manage financial relations internally and with third parties;
- Participate in the development of grant applications;
- Prepare annual accounts and financial report and present them at the General Assembly.



The General Assembly

The General Assembly meets once a year in ordinary session within 40 days following the close of the financial year. This regular meeting is open to the public.

Voting by proxy or by mail is permitted. The power of attorney must be in writing (telephone messages and emails are authorised).

Members under the age of 16 may not vote or be elected.

Members in probation retain the right to vote but may not be elected.

Miscellaneous provisions

Amending the regulation

The regulation of the Association is drawn up by the Committee in accordance with Article 14 of the statutes.

It may be amended by the Committee, on the proposal of a minimum of 5 members of the Association or a member of the Committee, in accordance with the following procedure:

- Forward to the Committee a proposal for amended text signed by the members who proposed the amendment;
- The Committee will decide on the amendment at its next meeting;
- The amendment must be accepted by an absolute majority within the Committee;
- The new rules of procedure will be sent to each member of the Association by e-mail, within 10 days of the date of the amendment.

In the event of major amendments to the Regulation, an ad hoc committee may be appointed by the Committee.

Vevey, July 12th 2024

In the name of the Committee

Xenia A. Despot
President

Marcos Alonso Blanco
Committee member