



## Rules of Procedure

1. Present rules of procedure regulate the management of ICARUS as far as this is not yet regulated within the bylaws and will be issued by the Executive Board until further notice according to the articles §12.7 of the constitution.
2. The external communication is carried out by the President, the Vice-President as well as the Administrator.
  - 2.1. Contact point to ICARUS and its projects is the respective association's headquarters or via E-Mail: [info@icar-us.eu](mailto:info@icar-us.eu).
  - 2.2. General requests will be processed by the secretary's office directly. Project or task area specific inquiries will be referred to the respective persons or institutions in charge.
3. The President holds the responsibility for the duly management of the association's administration.
  - 3.1. In case of prevention this task will be assumed by the Administrator.
  - 3.2. The Administrator and the association's secretary are available to carry out the operational implementation of the association's tasks and administration,
4. The Executive Board attends to the association's resources resp. its' secretary office to fulfill its tasks.

These tasks cover the following areas:

External relations, partner support: establishing and maintaining contacts to other institutions, initiation of projects, support for consortium partners, external representation of the association at various events (conferences, workshops etc.)  
In case of prevention these tasks will be assumed by the President.
5. The secretary office consists of at least one person who is employed adequately by befitting financial resources.
  - 5.1. In case of prevention this task will be attended by the President directly resp. a stand-in will be cared for.
  - 5.2. Tasks of the secretary office are the following:
    - 5.2.1. Administration of all association matters.
    - 5.2.2. External communication, when an Executive Board member is not required.
    - 5.2.3. Administrative coordination of the individual projects among each other.
    - 5.2.4. Tendering of the guest room.
    - 5.2.5. Facilities management (office, inventory, equipment etc.)
    - 5.2.6. Organization and coordination of events.
    - 5.2.7. Organization and preparation of Executive Board meetings.
    - 5.2.8. Minute taking at sessions.
      - 5.2.8.1. Executive Board meetings and General Assemblies: Support of the Secretary.

- 5.2.9. Internal cooperation.
- 5.2.10. Handling of funding applications.
- 5.2.11. Management of members' evidences.
- 5.2.12. Newsletter: editing and distribution.
- 5.2.13. Web site administration.

6. Projects are clearly defined individual enterprises with temporal, contextual and financial demarcations serving to reach the association's purpose.

- 6.1. Every project must have an assigned person responsible. Prior to the project start, said person must be acquainted by the Executive Board with the task of the project responsibility. In case of non-entrusting, the project responsibility is assumed by the President (in case of prevention the Administrator).
- 6.2. In justified cases project responsibilities can be assigned in retrospect.
- 6.3. The person in charge is held responsible for the duly contextual, financial and administrative handling of the project.
- 6.4. The person responsible is free to make personnel, budget and contextual related decisions in accordance to given project descriptions and funding agreements and bears liability for any irregularities.
- 6.5. The person is authorized to sign all project relevant documents (project applications, project reports, project accountings, etc.).

7. Non project specific personnel recruitment covered by the general association's funds requires an Executive Board resolution. (cf. constitution §12.6).

8. According to §13.7 of the constitution the Treasurer is responsible for the association's orderly conduct. By simple agreement by the Executive Board, the Treasurer may delegate the handling of the financial administration to a person/company assuming the following tasks:

- 8.1. Bookkeeping
- 8.2. Handling of bank transfers: these are only allowed to be processed after date stamping and signing by the Treasurer, Administrator or President.
- 8.3. Issuing of invoices.

Copenhagen, 17 Juni 2014