



EUROLAW

EUROPEAN ECONOMIC INTEREST GROUPING (EEIG)
PARIS

EUROLAW WORLD NET

ASSOCIATION FOUNDED UNDER FRENCH LAW
PARIS

RULES OF PROCEDURE
2004

Article 1: ADMISSION OF A NEW MEMBER

1.1 Requisite profile

All candidates for membership of the EEIG Eurolaw or the association Eurolaw World Net must meet the following criteria :

- It must be a legal firm made up of individuals (with between 5 and 15 professionals),
- It must be located in a political or business capital or in another major town or city in its home country,
- With its major activity focused on business law (working nationally and internationally) and/or Community law,
- It must have an international client base of SMEs or SMIs,
- Have English-speaking capability,
- Enjoy a good reputation in its home country.

1.2 Procedure for membership

The admission process consists of four consecutive steps:

(1) A firm which is interested in joining

- The EEIG Eurolaw, should send its application to the EEIG's managing director.
- The Eurolaw World Net Association, should send its application for membership to the Association's chairman.

The application can be made by letter, fax or e-mail. It must be accompanied by a brochure providing a detailed description of the applicant firm (composition of the firm, partner CVs, fields of business, etc.) as well as any other document providing a description of the applicant firm.

On the basis of these documents the EEIG's managing director and the chairman of the Association respectively will decide whether the applicant meets the criteria set out above.

(2) In the event of a favourable decision, the EEIG managing director or the Association chairman will inform their fellow members of the application, with a proposal to see the applicant at the next Eurolaw meeting.

If no major objection from any of the members to the candidate's possible membership is made within 15 days from the e-mail notification by the managing director or the chairman, the firm concerned will receive a letter from the managing director or the chairman, indicating the date and place of the next meeting to which he is invited.

The provisions of article 4 below apply to invited observers.

EUROLAW G.E.I.E.

**66, avenue Victor Hugo, F – 75116 PARIS, Tél.: 01.45.00.02.03, Fax: 01.45.00.60.99
www.eurolaw.org - info@eurolaw.org - RCS Paris C 402 155 709**

(3) A candidate invited to a meeting, accepted by a meeting of the members, will enter an observation period. This candidate will have the status of Eurolaw observer.

In this capacity, the candidate must attend at least two consecutive Eurolaw meetings, to allow a mutual evaluation of the interest his candidacy represents.

During this observation period the candidate will be treated exactly as all other Eurolaw members and notably included in the exchange of and joint work on files.

(4) At the end of the observation period the EEIG managing director or Association chairman will decide whether to submit the candidate's application to an extraordinary general meeting.

A unanimous vote is required for membership (right of veto).

At this extraordinary general meeting, the firm applying to Eurolaw must present all legal documents required for membership. The list of documents is available from the Eurolaw head office.

Article 2 : ENTRY FEE AND SUBSCRIPTIONS

2.1 Membership is conditional on payment of an **entry** fee set by a decision taken by the college of members at the time of joining.

The entry fee must be paid in two parts:

- The first half is to be paid at the start of the observation period. In the event that this observation period does not lead to membership, this sum will not be reimbursed,
- The second half is paid when membership has been approved.

The entry fee for EEIG Eurolaw and the Eurolaw World Net Association **for 2004** has been set at **€4,000**.

2.2 All members must pay an **annual subscription**. The amount of this annual subscription is set by a general meeting of members.

For 2004, the annual subscription for the EEIG Eurolaw and the Eurolaw World Net Association has been set at **€3,000**.

Payment of the subscription must be made in the month following invoice.

Non-payment of the subscription fee automatically results in freezing of the member's voting right until the date of payment, without any specific warning being required.

Non-payment of two subscription fees consecutively can be cause for exclusion of the member.

EUROLAW G.E.I.E.

**66, avenue Victor Hugo, F – 75116 PARIS, Tél.: 01.45.00.02.03, Fax: 01.45.00.60.99
www.eurolaw.org - info@eurolaw.org - RCS Paris C 402 155 709**

Article 3 : TECHNICAL COMMITTEES

The EEIG and Association chairman has technical committees. The number of these committees depends on current events.

A committee is made up of five to 15 representatives from member firms. The list of members who make up a technical committee is held at the Eurolaw head office and published on the intranet.

A committee is set up simply on request of the chairman or on the occasion of a meeting, or by any other means (telephone, fax, e-mail). The chairman presents the project to be carried out and constitutes the membership of the committee.

To carry out the project which has been defined the committee is free to decide the most appropriate modus operandi. Requisite decisions can be taken by any means, without necessarily having to hold meetings.

At the next Eurolaw general meeting the chairman will report on projects underway and their progress. The meeting will accept or reject the projects.

The following committees have been set up on a permanent basis:

- General strategy for Eurolaw,
- Marketing,
- External relations,
- Development and know-how.

Article 4 : FINANCING OF EUROLAW MEETINGS

Meetings of the EEIG or the Association are financed entirely by members.

Travel and accommodation for the EEIG managing director, the Association chairman and the General Secretary only can be met, if need be or where appropriate, by the annual budget of the relevant body.

Fixed costs for the organization of meetings (meeting room, projector, secretariat, business gifts, etc.) will be invoiced to all members, whether or not they attend the meeting.

Variable costs (meals, participation in social programme, etc.) will be invoiced only to those members who take part in the meeting or as long as members have notified attendance or non-attendance by the deadline set by the team organizing the meeting.

In general, travel and accommodation will be paid directly by the member concerned, who will organize his/her own travel. However, the team responsible for organizing the meeting offers to reserve rooms in the hotel of its choice in the town or city where the meeting will be held.

A provisional invoice covering the anticipated budget for a meeting will be issued in good time ahead of a meeting and must be paid in full before the meeting.

Following the meeting a detailed break-down of costs will be drawn up by the team responsible for organizing the meeting. In the event that

- The provisional invoice covers all the costs incurred, this will be confirmed to members by letter, fax or e-mail,
- There is a substantial surplus over and above the provisional invoice, this surplus will be credited to each member's account in his/her respective association's books,
- The provisional invoice does not cover all costs incurred by the meeting, a further invoice covering the balance will be issued and accompanied by the detailed break-down on which the invoice is based. This invoice must be paid on receipt. Any dispute relating to the final budget must be sent by registered letter with receipted delivery to the EEIG managing director or the chairman of the Association within 15 days.