

Rules and Regulations for the *CuttingEEG* Association

FOREWORD – GENERAL INTRODUCTION OF THE ASSOCIATION’S FUNCTIONING

CuttingEEG is a non-profit association governed by the French law of 1901. The first statutes were filed at the prefecture on the 22nd of January 2018. The latest version of the statutes can be found at this web address (cuttingEEG.org/about).

This association aims to disseminate methods for analysing electrophysiological data such as electroencephalography (EEG), magnetoencephalography (MEG) or any related methods, to study cognition and for clinical application. It aims to support research both in cognitive and clinical neurophysiology.

CuttingEEG members can either be **Users** (they support the association and receive benefits but do not take part in its operations), **Active** (they take part in the associations’ functional operations) or **Guests**.

CuttingEEG is governed by the **College of Representation and Animation** (CRA). The CRA, which is constituted of 2 to 6 active members, guides the association’s activities, organises the administrative and budgetary aspects and represents the association to any third party. Moreover, it ensures the well-functioning of the association in compliance with the statutes, current rules and regulations (RR) and the code of ethics (ARTICLE 7).

CuttingEEG’s actions are carried out by active members constituted in Work Groups (WG) when they are not directly carried out by the CRA.

ARTICLE 1 – MEMBERS

ARTICLE 1.1 – USER MEMBERS

Purpose:

- Benefit from the purpose of the association and have privileged access to the association’s activities (see [statutes](#) and foreword of the present RR).
- Financially contribute to the association ([ARTICLE 2](#)).

Scope:

- Do not take part in the decisions.
- Could be asked to express their opinion (as a consultant) at the CRA’s discretion.

Liability:

- Join the association ([ARTICLE 2](#)).
- Abide by the charter/code of conduct.
- Take part in different events (optional).
- Never take action in the name of the association nor communicate about internal information without prior consent from the CRA.

Incorporation:

- Join the association ([ARTICLE 2](#)) and settle the yearly subscriptions.

ARTICLE 1.2 – ACTIVE MEMBERS

Purpose:

- Lead and facilitate the proper functioning of the association.
- Enable suggestions from everyone.

Scope:

- To define the scope of the WG(s) that they're a part of, in line with the point of contact within each WG and the members of the CRA.
- Never take action in the name of the association nor communicate about internal information without prior consent from the CRA.

Liability:

- Take part in the discussions.
- Take part in at least one WG and/or the CRA.

Incorporation:

- Join the association ([ARTICLE 2](#)) and take part in a WG.
- The CRA can decide whether a User Member becomes an Active Member, in which case the yearly subscription is not reimbursed (unless stated otherwise by the CRA).

ARTICLE 1.3 – GUEST MEMBERS

Purpose:

- To share their expertise and cutting-edge skills with the association.
- Take part in promoting the association (promoting information within their network, being a representative for the association).

Scope:

- The scope of Guest Members is defined on an individual basis as agreed with the CRA.
- They are consultants, therefore, do not take part in the decision making.
- Never take action in the name of the association nor communicate about internal information without prior consent from the CRA.

Liability:

- Engage in their consulting role.
- Discuss with the CRA.

Incorporation:

- Members invited by the CRA to become Guests.
- Accept the invitation to become a Guest.
- Join the association.

ARTICLE 2 – NEW MEMBERSHIP

ARTICLE 2.1 – PROCEDURE

To join the association, new members must follow the procedure corresponding to their category, on the website (cuttingeeg.org/Join). They will have to:

- Fulfil the subscription for the current calendar year via a third-party platform (e.g. HelloAsso).
- Accept the [code of conduct](#) of the association as well as the present [rules & regulations](#) document.

Note: A person becomes a member only after having received an **acceptance email** from the CRA.

ARTICLE 2.2 – SUBSCRIPTION

Subscriptions cost, as defined by the [GA on the 14th of April 2022](#) are as follows:

- **User Member:** 50€/year. This cost may be exceptionally waived upon request and at the discretion of the CRA.
- **Active Member:** 0€/year
- **Guest Member:** 0€/year

ARTICLE 3 – OPERATING INSTANCES

ARTICLE 3.1 – WORK GROUPS

Purpose:

- Carry out a particular action/project/activity within a defined time frame and/or within the scope defined during the WG design
- A Point of Contact is appointed during the WG design. They will take responsibility for the WG and ensure communication with the CRA
- During the WG design, if required, a budget may be defined and attributed

Scope:

- All the activities that are related to the aim of the WG as long as they do not fall within the scope of another WG
- Mandate for the duration of the project or, if necessary, one year (renewable)

Liability of the point of contact:

- Lead the WG's action
- A WG point of contact must maintain exchanges with at least one CRA member/
- Lead regular meetings for the WG
- Take part in the oGA (see article 4.2), eGA (see article 4.3).

To design a WG:

- Be a member of the association
- The member(s) suggests an action that has to be validated by the CRA
- The core of the WG is then nominated by the CRA
- If there is a hierarchy within the WG, it has to be defined by the CRA or the WG

ARTICLE 3.2 – PRESIDENCY

Purpose:

- Legal representative
- Ensure the application of the current statutes, Rules and Regulations and the Code of Conduct
- Lead the CRA

Scope:

- Are default members of the CRA
- Have the same scope as each of the CRA members
- Can appoint the association by signature
- Can delegate their signature but must give a written definition of the scope of such a delegation.
- Each member of the presidency may have a double vote in any voting circumstance that allows for resolving a stalemate.
- Each member of the presidency has veto power over a decision (even one made by the CRA) if they do not want to endorse its responsibility. Indeed, the chairman is the legal representative of the association. In the event of a veto, it must be justified in writing and ratified during a general assembly.

Responsibilities:

- As for the CRA
- Must ensure the well functioning of the CRA
- Must ensure that the association acts legally.

Constitution:

- There may be one or two members of the presidency. In the latter case, it is called co-presidency as described in the statutes: The co-presidency is full. Both presidents have the power to engage the association in all areas. The signing president is legally responsible.
- The candidate(s) for the presidency make themselves known beforehand or at the GA. Each president is elected during the GA for a two-year term. At the end of their mandate, the president(s) must put their mandate up for election at the following GA. They are re-electable.
- If a co-president does not want/cannot fulfil their responsibilities, the other co-president becomes the sole president. If there is no longer a president, the members of the CRA must ensure continuity and call for an eGA as soon as possible.

ARTICLE 3.3 – COLLEGE OF REPRESENTATION AND ANIMATION

Purpose:

- To represent the association to third parties, administer and lead the association. Note: legal representation is the responsibility of the presidency of the association.

Scope:

- The association in its internal life and its external actions.
- In particular, the CRA has the power to:
 - Set subscriptions amount (ARTICLE 2)
 - Financially and legally appoint the association (the presidency retains legal responsibility)
 - Operate administrative changes of a banking nature or global partnership with an organization. These must then be ratified at the GA.
 - Remove members (ARTICLE 5)
 - Suggest to a vote any decision that falls under its responsibility
- CRA decisions are made on a consensus basis (discussion until everyone is satisfied). If this is not achieved, the presidency may summon a vote. In this case, decisions are made by a two-thirds majority, and decisions to choose one proposal among several are made by majority judgment (e.g. name change; only one proposal "CuttingMEEG": 2/3 of the voters must accept. If n proposals: cuttingMEEG, cuttingCRA, cuttingEEG, etc.: majority judgment, the best average wins).

Responsibilities:

- To carry out the aims of the association described in the statutes.
- To orient the projects of the association.
- To allocate budgets that guide actions according to priorities, ensuring accounting follow-up and correct cash management by the entities in place.
- To organize GAs and plenaries, participate in them and official reports/minutes
- To represent the plenaries, to legitimize their decisions. In concrete terms, this means recalling the decisions of the plenary when necessary.
- To be up to date on the WGs' progress and help them coordinate, ensuring the coherence of their actions and the adequate circulation of information

Four main missions:

- CRA_{sov}: treasury, expense validation (+ implementation of a validation system),
- CRA_{com}: communication ((1) internally: to facilitate access to information by making sense of files, documents, and tables, (2) externally: writing emails on behalf of the association, creating and updating mailing lists, website and design identity, keeping an up-to-date summary document on existing WGs)
- CRA_{anim}: leading meetings (ensuring the proceeding of the agenda during plenaries, GAs, weekly meeting of the CRA and ensuring that the meeting minutes are collectively filled out, creating and managing the voting system for the plenary agenda), ensuring the collective drafting of the minutes of the GAs.

Constitution:

- Each member of the CRA is elected at a GAs. At each GA, two CRA positions are drawn. The outgoing members are re-electable.

ARTICLE 4 – MEETINGS

Meetings can be held in French or automatically in English if there is a non-French-speaking person present. Reports and minutes can be written in either French or English

	WHEN	WHOM	WHAT
WGMEET	At the WG's discretion	WG + options guests (CRA)	Monitoring activities
CRA MEET	Once /week	CRA	Association's admin
PLENARY	Once /2 year	Active membres (+CRA, WG) + optional guests (e.g. guest members...)	WGs' monitoring, designing new WGs, scientific direction
oGA	Once /year	Active membres (+CRA, WG) + optional guests (e.g. guest members ...)	Tresory, administration
eGA	occasional	Active members (+CRA, WG, guest members)	For urgent administrative changes (statutes, dissolution, etc.)

ARTICLE 4.1 – PLENARY MEETINGS

Meeting on the activities of the association:

Purpose:

- To enable horizontal transmission of information among active members.
- To enable collective decision-making by a vote of active members.

Scope:

- Scientific direction
- Follow-up of WGs and/or project assessment.
- Vote on the purpose of the association and possibly on operational points that must be ratified at the following General Assembly (GA). Decisions to adopt a proposal are made by a two-thirds majority, and decisions to choose a proposal from several are made by majority judgment (e.g. name change; only one proposal "CuttingMEEG": 2/3 of voters must accept. If n proposals: cuttingMEEG, cuttingCRA, cuttingEEG, etc.: majority judgment, the best average wins).

Responsibilities:

- Inform the meeting participants of the progress of the association in the form of a report.

Constitution:

- The plenary is composed of members, invited by the CRA, about twice a year. At least one member of the CRA must be present.

Process:

- Meets biyearly.
- The agenda is defined by the CRA.
- Any active member can submit a point/question. The CRA establishes an agenda taking into account the questions raised and the association's urgencies

ARTICLE 4.2 – ORDINARY GENERAL ASSEMBLY (oGA)

Meeting on the functioning of the association:

Purpose:

- To inform active members of the progress of the association = annual report of actions.
- To orient the functioning of the association with the voice of all its active members, except for members excused by the CRA.

Scope:

- Can act on the whole association but must particularly address administrative issues (outside the purpose of the association).
- Modify the structural organization of the association and the relationship with members (e.g. edit the internal regulations, elect the CRA, ratify the subscription amount established by the CRA).
- Bank administrative changes or global partnerships with an organization (outside of punctual events) can be made by the CRA but must be ratified in the oGA or eGA.

Responsibilities:

- Decide on the moral report and management of the past exercise, and vote on the summarized accounting report.
- Present the budget projections for the next exercise.
- Define new strategic orientations and present the actions of the next exercise.
- Elect the CRA
- Write the minutes of the GA.

Constitution:

- The oGA is composed of all active members, summoned by the CRA. Invited members may also be summoned.

Process:

- Meets once a year. The CRA is responsible for sending out convocations with the oGA's agenda. The CRA must do their best to find a date that suits the most people, especially those carrying the points to be discussed.
- Decisions to adopt a proposal are made by a two-thirds majority, and decisions to choose a proposal from several are made by majority judgment (e.g. name change; only one proposal "CuttingMEEG": 2/3 of voters must accept. If n proposals: CuttingMEEG, CuttingCRA, CuttingEEG, etc.: majority judgment, the best average wins)
- All items on the agenda are discussed and eventually voted on.
- The oGA ends with a time of gratitude, celebration, and conviviality... Hoooom-burger, JacuzziEEG, whatsapp call with Lindsay and mimosas...

ARTICLE 4.3 – EXTRAORDINARY GENERAL ASSEMBLY (EGA)

Meeting concerning the urgent/exceptional nature of deciding on an aspect of the association's functioning.

Purpose:

- To decide on one or more non-routine questions of the association, which therefore fall outside the scope of the CRA or an oGA.

Scope:

- Same scope as an oGA for points that cannot wait for the next oGA.
- Additionally, can decide on the dissolution of the association or the modification of the statutes.

Responsibilities:

To draft the minutes of the eGA.

Constitution:

- The eGA is composed of all active members, summoned by the CRA. Invited members may also be summoned.

Process:

- The CRA is responsible for sending invitations with an agenda. The CRA must do its best to find a date that suits the greatest number of people, particularly those carrying the points to be discussed.
- Decisions to adopt a proposal are made by a two-thirds majority, and decisions to choose a proposal among several are made by majority judgment. (e.g., name change; only one proposal "CuttingMEEG": 2/3 of voters must approve. If n proposals: CuttingMEEG, CuttingCRA, CuttingEEG, etc.: majority judgment, the best average wins)
- All items on the agenda are addressed, discussed, and voted on if need be.

ARTICLE 5 – RESIGNATION / REMOVAL OF A MEMBER

Resignation. The resignation must be addressed to the presidency of the association by email to contact@cuttingEEG.org. It does not have to be justified by the resigning member. In this case, the annual fee is not refunded (unless the CRA exceptionally decides otherwise).

Removal. In case of a serious breach of a member's behaviour promoted in the code of ethics, the CRA must decide on a possible removal from the association, or other disciplinary measures (e.g., reminder, the resignation of executive functions).

In any event, the person concerned must be allowed to justify and defend themselves before any decision to remove them. They shall be summoned by the CRA for this purpose.

If removal is decided, the annual fee is not refunded (unless the CRA exceptionally decides otherwise).

ARTICLE 6 – MODIFICATION OF RULES & REGULATIONS

The present Internal Regulations may be modified either in a GA or directly by the CRA. In the latter case, the CRA must inform all members by email, and the latest version must be ratified annually in GA.

ARTICLE 7 – CODE OF ETHICS

As written in the statutes: The Code of Ethics aims to ensure the association and its members carry out scientific, social, and environmental ethics rules. These rules are humanistic, non-discriminatory in nature, and aim to minimize the impact of the association's activities on the environment whilst promoting the application of adequate research practices.

As the association has a predominantly international audience, this code is written in English under the name of the Code of Conduct. It is publicly accessible on the association's website and subject to revision and improvement. It may be updated at any time outside of a General Assembly.

The code sets out the incentive or binding nature of each prerogative. A member of the association who does not respect the code of ethics may be reminded, dismissed from his or her executive functions, or removed.