



International Amber Association

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Regulations of the Board of Directors of the International Amber Association

1. The Board of Directors of the International Amber Association, hereinafter referred to as the Board of Directors, is the executive body of the Association and operates on the basis of the Law on Associations, the Charter of Association, Resolutions of the General meeting and these Regulations its purpose is to ensure the proper and effective functioning of the Association.
2. The Board of Directors manages the property and affairs of the Association, manages all the activities of the Association in the period between meetings of the General Assembly of Members, and represents the Association in judicial and extrajudicial actions. The work of the Board of Directors is based on the social work of its members.
3. The Board of Directors consists of 7 to 15 regular members of the association, elected by the General Meeting.
4. The Board of Directors consists of a President, two Vice Presidents, a Secretary, a Treasurer and a Deputy Treasurer, elected from among the members of the Board of Directors at the first meeting of the Board, and other members of the Board, from 1 to 9 in number. During the term of office, the Board of Directors may make changes in the filling of individual positions on the Board of Directors.
5. The Board's responsibilities include:
 - a) representing the Association externally to third parties,
 - b) directing the day-to-day activities of the Association,
 - c) convening the General Meeting,
 - d) implementation of resolutions of the General Meeting,
 - e) informing members about its activities,
 - f) setting the framework program of the Board's activities,
 - g) adoption of resolutions on the admission of ordinary and supporting members of the association,
 - h) adoption of resolutions on removal from the list of members or their exclusion from the Association,
 - i) adopting resolutions on hiring and firing employees,
 - j) management of the Association's assets,
 - k) adoption of resolutions on commissioning work to individuals and legal entities.
6. The Board of Directors may authorize the Presidium to make decisions on current issues, clearly specifying the type of such issues. Powers of attorney to make specific decisions on specific matters may also be granted to selected members of the Board.
7. The Board of Directors is elected by the General Meeting of Members by open or secret ballot, depending on the prior resolution of the General Meeting.
8. The term of office of the Board of Directors lasts 3 years and ends with the election of a new Board of Directors by the General Meeting of Members.
9. The Board of Directors is elected by the General Meeting of Members.
10. The mandate of a member of the Board of Directors expires in the event of resignation from participation in these authorities, termination of membership in the Association and in the event of dismissal by the General Meeting of Members.
11. Board members work on a voluntary basis, although they may perform other tasks in the Association as its employees.



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12. Chairman:

- a) directs the work of the Association and the Board of Directors,
- b) represents the Association and the Board of Directors to third parties,
- c) coordinates and supervises the activities of Board members,
- d) coordinates the implementation of resolutions of the Board and other authorities of the Association.

13. Board Secretary:

- a) takes minutes of the Board's meetings or coordinates the cohesion of documentation in the event of the appointment of another minute-taker,
- b) supervises the documentation of the work of the Board and the Association,
- c) coordinates the registration matters of the Association,
- d) is responsible for informing the members of the Association about the work of the Board.

14. Board Treasurer:

- a) performs day-to-day supervision of the status and use of the Association's funds,
- b) in consultation with the Chairman, prepares a draft budget resolution implementing the directions of substantive activities presented and approved at the General Meeting of Members
- c) prepares a draft report on the implementation of the Association's budget resolution for the past calendar year and presents it at the General Meeting of Members, with prior approval of the Board of Directors,
- d) presents a report on the financial activities of the Board of Directors to the Audit Committee,
- e) is responsible for the implementation of the Association's budget,
- f) is responsible for informing members of the Association on matters related to the financial and membership aspects of the Association, including correspondence and the timeliness of information about the Association made available to its members and third parties.

15. The Deputy Treasurer replaces the Treasurer in his absence.

16. Association Vice Chairmen:

- a) deputize the Chairman of the Board in his absence;
- b) support the Board in carrying out its tasks.

17. The Board of Directors makes decisions collectively by a simple majority of the members present at the meeting. In the event of a tie, the chairman of the meeting shall have the casting vote.

18. A meeting of the Board of Directors shall be considered to have been duly convened if all authorized persons are notified of the meeting 4 days before the date of the meeting (by e-mail or telephone), or with the consent of all members of the Board of Directors within a shorter period. The meeting of the Board of Directors may be attended by telephone or instant messaging.

19. Meetings are convened by the Chairman as needed, but at least once every 3 months.

20. Meetings of the Board of Directors and the Presidium are led by the Chairman or his designated Vice President.

21. The agenda is set by the Presidium. It may be supplemented as necessary at the request of any member of the Board of Directors or at the request of the Audit Committee.

22. The full Board of Directors establishes budget estimates for annual periods or shorter periods when it is impossible to establish year-round amounts.

23. Meetings of the Board of Directors and the Presidium are minuted. The Secretary or his Deputy is responsible for documenting the meeting.



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24. The minutes shall be signed by the Board members present at the meeting and the recorder.

25. The minutes of the Board of Directors meeting can be found at the Association's headquarters.

26. The protocol includes, in particular:

- a) meeting date,
- b) meeting agenda,
- c) a brief description of the course of the discussion,
- d) voting results,
- e) The numbers and titles of the resolutions adopted,
- f) dissenting opinions to the resolutions adopted,
- g) statements and requests submitted for the record.

27. The originals of the adopted resolutions and the attendance list of Board members are attached to the minutes.

28. Board members absent from the meeting shall take note of the content of the adopted resolutions and findings of the minutes at the next Board meeting.

29. For the implementation of programs and the conduct of its affairs, the Association maintains an office with a staff, appoints a director responsible to the Board of Directors and the General Assembly.

30. The Bylaws shall come into force as of the date of adoption by the General Meeting of Members of the Association pursuant to §12 paragraph 10 f. Amendments to the Bylaws require a resolution of the General Meeting of Members of the Association.

Recent amendments to the bylaws by resolution of the Association's General Meeting of Members on 20.06.2024.