

**Internal Regulations on Membership
in the Arbitration Association of Central and Eastern Europe z.s. (“ArbCEE”)
adopted on 4 June 2023 by the Board of ArbCEE**

In accordance with the provisions of the Articles of Association of ArbCEE, the Board of ArbCEE (the “Board”) has officially adopted the following Internal Regulations on Membership (“Regulations”). These Regulations comprehensively establish the criteria for membership, outline the procedure for admitting new members, define the rights and the obligations of members, and address the termination of membership.

Article 1. Criteria for Membership

- 1.1 Any natural person over 18 years of age and any legal person may be a member of ArbCEE (“Member”) if it fulfills the following criteria (“Eligibility Criteria”):
 - 1.1.1 has a particular interest in, affinity with, or attachment to, Central and Eastern Europe;
 - 1.1.2 accepts the objectives of ArbCEE and complies with the obligations arising from ArbCEE’s Articles of Association and ArbCEE’s Internal Regulations as adopted from time to time;
 - 1.1.3 respects the rule of law and international order in his, her or its professional life; and
 - 1.1.4 meets high professional and ethical standards.
- 1.2 Members must comply with the Eligibility Criteria throughout the duration of their membership with ArbCEE. Members must promptly inform the Board if they no longer meet the Eligibility Criteria.

Article 2. Admission to Membership of ArbCEE

- 2.1 Application for membership in ArbCEE may be filed by any natural or legal person satisfying the Eligibility Criteria set out in Article 1.1.
- 2.2 Applications shall be filed by completing the Application Form provided in Annex 1 to the present Regulations. Completed Application Forms shall be sent to ArbCEE’s Registered Email Address at contact@arbcee.org. Application Forms may also be submitted directly via the website of ArbCEE by completing the online Application Form, available at www.arbcee.org.
- 2.3 The Board or ArbCEE’s Membership Officer appointed by the Board may request supporting documents from the applicant to confirm the accuracy and authenticity of the information supplied in the Application Form.

- 2.4 Applications are assessed by the Board, which decides on the admission of the applicant to ArbCEE at its discretion.
- 2.5 If the Board approves the applicant's application, the applicant's membership of ArbCEE commences on the date of the decision of the Board.
- 2.6 The personal information of Members and applicants for membership of ArbCEE shall be processed in accordance with ArbCEE's internal regulations governing the processing and protection of personal data.

Article 3. Rights of Members of ArbCEE

- 3.1 Members of ArbCEE have equal rights.
- 3.2 The exercise of the rights of Members is subject to the payment of the membership fee, unless the Board, at its absolute discretion, decides to waive the membership fee.
- 3.3 The rights of Members cannot be transferred to third parties.
- 3.4 Members of ArbCEE have the right to:
 - 3.4.1 participate in and be informed about the activities of ArbCEE;
 - 3.4.2 participate in and vote at the Meeting of Members;
 - 3.4.3 make proposals for items to be included in the agenda of the Meeting of Members;
 - 3.4.4 be informed of the reports, accounts and annual budgets prepared by the Board;
 - 3.4.5 submit proposals, suggestions and comments on the activities of ArbCEE;
 - 3.4.6 take part in the procedures for electing the governing bodies of ArbCEE;
 - 3.4.7 be elected to the governing bodies of ArbCEE to the extent they are natural persons or natural persons representing corporate Members that are legal persons;
 - 3.4.8 approve and modify the Articles of Association of ArbCEE;
 - 3.4.9 be included in the List of Members of ArbCEE and request access to the List of Members of ArbCEE;
 - 3.4.10 request access to the personal information stored by ArbCEE about the Member;
 - 3.4.11 propose the organization of seminars and other events by ArbCEE;
 - 3.4.12 make financial contributions, donations and other contributions to ArbCEE;
 - 3.4.13 withdraw from membership of ArbCEE; and
 - 3.4.14 exercise other rights envisaged by law or by the Articles of Association of ArbCEE.

The Board may issue separate regulations determining specific rules relating to the exercise of the rights listed in 3.4 above.

Article 4. Obligations of Members of ArbCEE

- 4.1 Members of ArbCEE are obliged to:
 - 4.1.1 pay membership fees in a timely manner and in the amount and currency determined by the Board;
 - 4.1.2 actively participate in the activities of ArbCEE and contribute to the realization of its purpose and objectives;
 - 4.1.3 actively participate in the governing bodies of ArbCEE to which the Member has been elected or appointed;
 - 4.1.4 cooperate with ArbCEE in all matters relating to the tasks of ArbCEE;
 - 4.1.5 inform ArbCEE about any facts / events that may affect the activity / reputation of ArbCEE;

- 4.1.6 provide information required for the performance of the activity of ArbCEE;
 - 4.1.7 refrain from performing actions that would run contrary to the purpose of ArbCEE, or impair its reputation;
 - 4.1.8 refrain from disclosing confidential information regarding the activity of ArbCEE;
 - 4.1.9 adhere to the highest principles of professional ethics;
 - 4.1.10 observe the Articles of Association of ArbCEE and these Regulations, and comply with the decisions of the Meeting of Members and of the Board; and
 - 4.1.11 promptly inform the Board if they no longer meet the Eligibility Criteria set out in Article 1.1.
- 4.2 Members shall notify the Board or the ArbCEE Membership Officer appointed by the Board of their Registered Email Address to which notices are to be directed in accordance with the Articles of Association of ArbCEE. Members are responsible for notifying any changes to their Registered Email Address in a timely manner. In the absence of such notification, notices sent to the previous Registered Email Address will be deemed duly notified.

Article 5. Special regulations applicable to legal person Members

- 5.1 In addition to or in derogation from the above, the following regulations apply to legal person Members of ArbCEE:
- 5.1.1 Legal person Members shall have only one vote and shall inform the Board of the name of the natural person entitled to exercise the voting rights on their behalf and shall issue respective proxies as might be required by the Board.
 - 5.1.2 Legal person Members have the right to delegate up to six natural persons to participate in the activities of ArbCEE.
 - 5.1.3 Each natural person delegated by a legal person Member shall also meet the Eligibility Criteria and comply with the Articles of Association and these Regulations as if the delegate were a Member in their individual capacity, with the exception, however, of the obligation to pay the membership fee.
 - 5.1.4 Legal person Members shall inform the Board about the names of their delegates and submit their delegate application forms for approval by the Board.
 - 5.1.5 Legal person Members are entitled to replace or to revoke their delegates at any time and shall promptly inform the Board about such replacement or revocation. In case of a replacement, the legal person Member shall inform the Board about the name of the new delegate(s) and submit their delegate application form(s) for approval by the Board.
 - 5.1.6 Natural persons delegated by a legal person Member and approved by the Board shall remain delegates for the duration of membership of the legal person Member, unless the legal person Member revokes or replaces the delegates earlier or the Board decides to expel the delegates from ArbCEE.

Article 6. Membership Fees

- 6.1 Members of ArbCEE shall pay annual membership fees.
- 6.2 The amount of the annual membership fee is determined as follows:
- 6.2.1 full membership fee for natural person Members: 100 EUR/year;
 - 6.2.2 discounted membership fee for natural person Members (full-time students, full-time academics, in-house counsel, government representatives): 50 EUR/year; and
 - 6.2.3 legal person Members: 500 EUR/year.
- 6.3 The first annual membership fee is payable by the applicant within 30 (thirty) calendar days after receiving a request for payment from the Board.

- 6.4 The annual membership fee is due on June 1st of each calendar year. The annual membership fees are deemed paid upon receipt of the funds in the bank account of ArbCEE.
- 6.5 Payment of the membership fee must be made by bank transfer to the bank account of ArbCEE indicated on the website of ArbCEE.
- 6.6 In case of non-payment of the annual membership fee when due, the Board or a person authorised by the Board shall send a reminder to the Member granting an additional deadline of 30 (thirty) calendar days. If the Member fails to pay the annual membership fee within the extended deadline, the Member shall be deemed to have failed to comply with the obligation to pay membership fees.
- 6.7 Membership fees are used by ArbCEE to implement its statutory objectives, projects and programs. The Board shall prepare reports, accounts and annual budgets on the use of the funds by ArbCEE, which shall be submitted for information purposes to the annual Meeting of Members.
- 6.8 The amount of the annual membership fee can be modified at the discretion of the Board.
- 6.9 Members have the right to make further financial contributions and donations to ArbCEE in addition to the payment of the annual membership fee to allow ArbCEE to implement its goals and objectives and realize its projects and programs in accordance with its Articles of Association.

Article 7. Termination of membership with ArbCEE

- 7.1 Membership with ArbCEE may be terminated in one of the following manners:
 - 7.1.1 withdrawal from membership by the Member;
 - 7.1.2 termination of membership by decision of the Board; and
 - 7.1.3 automatic termination of membership upon death or winding-up of the Member.
- 7.2 Members may withdraw from membership with ArbCEE at their own discretion without the need to state reasons. Members wishing to withdraw from membership shall notify the Board of their intention to withdraw from membership by email sent to ArbCEE's Registered Email Address at contact@arbcee.org. Membership shall terminate upon receipt of the notification by the Board. The Board shall remove the Member from the List of Members and ArbCEE's databases within 30 (thirty) calendar days from receipt of the notification.
- 7.3 Membership of ArbCEE may be terminated by decision of the Board in the following cases:
 - 7.3.1 breach of an obligation arising from membership that the Member has failed to remedy within a reasonable period after a request has been sent to the Member's Registered Email Address. Such request for remedy shall not be required if the breach of duty cannot be remedied or if it has caused particularly serious damage to ArbCEE or any of its Members;
 - 7.3.2 failure to comply with the Eligibility Criteria;
 - 7.3.3 failure to comply with the obligation to pay membership fees; and
 - 7.3.4 dissemination of information that is untrue, misleading or false and is prejudicial to the interests, honor, dignity or business reputation of ArbCEE.
- 7.4 Membership shall terminate on the date when the decision of the Board is notified to the respective Member's Registered Email Address. The Board shall notify the Member of its decision of termination within 30 (thirty) calendar days from the adoption of the decision. The notification shall indicate the ground(s) for the decision on termination.
- 7.5 Membership with ArbCEE shall automatically terminate upon the death of a natural person Member or the winding-up of the legal person Member.

- 7.6 Upon termination of membership, the rights and obligations of the Member resulting from membership shall cease.
- 7.7 Upon termination of membership, the annual membership fees paid by the Member shall not be reimbursed.

Article 8. Procedure for approval, amendments to the Regulations

- 8.1 These Internal Regulations are approved by the Board.
- 8.2 Amendments to these Internal Regulations can be made by decision of the Board.