

**STATUTES OF THE ASSOCIATION
OF FRIENDS OF THE CENTRE FOR EARLY MEDIEVAL STUDIES**

Art. I

Name, address and character of the Association

1. The name of the Association is the Association of Friends of the Centre for Early Medieval Studies (hereinafter referred to as the “Association”), company identification number: 09589996.
2. The address of the Association is Arne Nováka 1, 602 00 Brno (mailing address: Centre for Early Medieval Studies, Department of Art History, Faculty of Arts, Masaryk University, Arne Nováka 1, 602 00 Brno, Czech Republic).
3. Character of the Association – the Association is a voluntary, non-profit union of individuals and legal persons acting in accordance with the purpose of the Association.

Art. II

Purpose of the Association

1. The purpose of the Association is to support the academic, educational, publishing and popular science activities of the Centre for Early Medieval Studies, Department of Art History, Faculty of Arts, Masaryk University in Brno (hereinafter CEMS).

Art. III

Objectives of the Association and the subject of its activities

1. Support for academic, educational, publishing and popular science activities of the CEMS.
2. Promotion of CEMS activities in the Czech Republic and abroad.

Art. IV

Membership in the Association

1. Individuals over 18 years of age and legal persons may become members of the Association.
2. The application for membership is accepted by the Association Committee, which also decides on the admission of a new member of the Association. The application must contain the name and surname of the applicant, his/her permanent address, contact details and the applicant’s signature.
3. The founding members of the Association are:
 - prof. Ivan Foletti, MA, Docteur ès Lettres;
 - Mgr. Zuzana Frantová, Ph.D.;
 - Mgr. Marie Okáčová, Ph.D.

4. Each member is entitled to:
 1. obtain, free of charge, the *Convivium*, a leading scientific peer-reviewed journal focused on medieval art history in the Mediterranean (two issues of more than a hundred pages a year);
 2. get a significant discount on all publications of the CEMS;
 3. participate (both actively and passively) in conferences and sponsored sessions of the CEMS (Leeds, Klamazoo, Renaissance Society of America, and others);
 4. receive invitations to conferences and international congresses organized by the CEMS;
 5. join field trips organized by the CEMS (at the member's own expenses);
 6. obtain research funding by the CEMS (small research grants, support for publishing activities within the CEMS series);
 7. receive the CEMS newsletter (published twice a year);
 8. receive an official acknowledgement in the *tabula gratulatoria* in the journal *Convivium*;
 9. submit proposals, comments and suggestions for the activities of the Association; participate in all activities of the Association.
5. Each member has a duty to:
 1. observe these Statutes and act in accordance with the objectives of the Association;
 2. pay annual membership fee; the fee is paid for the calendar year from January to December and can be paid at any time during the respective calendar year.
6. The membership fees are determined by the Chairman of the Association for the respective calendar year.
7. Membership in the Association expires upon
 1. delivery of the member's notice of withdrawal;
 2. non-payment of the membership fee, even within a reasonable additional period, i.e. within sixty days after sending an email request for payment;
 3. death, dissolution of a legal entity – a member of the Association;
 4. dissolution of the Association;
 5. decision on exclusion.
8. The Association keeps a list of current members, i.e. members who have paid the membership fee for the relevant period, on the CEMS website, based on their consent (GDPR).

Art. V

Association Bodies

The Association organs are:

1. Statutory organ – Chairman
2. The highest organ – Association Committee

Art. VI

Statutory organ – Chairman

1. The statutory body of the Association is the Chairman of the Association.
2. The Chairman of the Association is entitled to act on behalf of the Association; in particular, he is entitled to decide on matters related to the functioning of the Association, including dispositions of its property, to accept employees of the Association, terminate their employment, and decide on all their work duties.
3. The founding Chairman of the Association is Prof. Ivan Foletti, MA, Docteur ès Lettres.
4. The term of office of the Chairman of the Association is five years.
5. If the Chairman of the Association is unable to exercise his function for more than 6 months, the Association Committee elects his deputy.
6. A member or an employee of the Association authorized by the Chairman may also act on behalf of the Association.

Art. VII

Highest organ – Association Committee

1. The highest organ of the Association is the Association Committee; the Committee shall meet at least once a year.
2. The Committee consists of three members.
3. The members of the Committee are the founders of the Association (see Art. IV above). In the event of termination of membership in the Association or resignation as a member of the Committee, a member of the Committee is appointed by co-optation of the remaining members of the Committee.
4. The Committee shall have a quorum if a majority of the members of the Committee are present; if the required number is not met, an alternate meeting of the Committee shall be convened within six days at the latest. A new meeting of the Committee shall have a quorum regardless of the number of members present. The Committee shall take its decisions by voting; the approval of an absolute majority of the members present is required for the adoption of a decision, unless these Statutes state otherwise. Each member has 1 vote.
5. The Committee may be convened at the request of 1/3 of the members of the Association, within a period of one month, unless a later date is specified in the request.
6. The term of office of the Committee is not limited.
7. If the resolution of the Committee opposes good morals or contradicts these Statutes, it shall be treated as if it had not been adopted.
8. The committee
 - elects the Chairman of the Association;
 - decides on the admission of new members of the Association or, conversely, on the cancellation of membership of non-paying members;
 - approves the Statutes of the Association and their amendments, decides on the dissolution of the Association; for the adoption of these decisions, the approval of

- 2/3 of the members of the Committee is required;
- approves the budget, activity report, and management report for the previous period;
 - specifies activities for the next period.

Art. VIII

Management principles

1. **The Association is a non-profit organization.** The Association manages financial resources in the form of membership fees and sponsorship gifts.
2. The expenses of the Association are focused on the realization of the objectives of the Association in accordance with its main activities according to these Statutes and the budget of the Association.
3. The Chairman of the Association informs the Association Committee about the budget management results at least once a year.

Art. IX

Circumstances of the dissolution of the Association

1. In the event of the dissolution of the Association, any remaining assets after the liquidation will be handed over on the basis of the decision of the Chairman to a non-profit legal entity whose objectives are close to the objectives of the Association (CEMS).

Art. X

Final provisions

1. These Statutes were approved by the founders of the Association, which the founders confirm with their signatures.

GENERAL TERMS AND CONDITIONS OF THE ASSOCIATION OF FRIENDS OF THE CENTRE FOR EARLY MEDIEVAL STUDIES

PAYMENT AND DELIVERY CONDITIONS

Members of the Association of Friends of the Centre for Early Medieval Studies (hereinafter referred to as the “Association”) will receive an invitation to pay the membership fee at the beginning of the calendar year.

The membership fee can be paid at any time during the respective calendar year.

Payment of the membership fee can be made by credit card or by wire transfer, either in Czech Crowns or Euros. Any bank fees for this transaction are paid by the member of the Association. The member will receive a notification about the status of his/her payment to the e-mail address given in the registration form.

Selected publications will be sent to the member of the Association within two months after the payment of the membership fee.

SHIPPING AND PAYMENT

Online payments are provided by the ComGate payment gateway (<https://www.comgate.cz/cz/platebni-brana>). The provider of this service is ComGate Payments, a.s., a licensed payment institution operating under the supervision of the Czech National Bank. Payments made through the payment gateway are fully secured and all information is encrypted.

Credit card payment

The fastest way to pay online. In the ComGate payment gateway interface, enter the card number, validity date and CVC code, i.e. three numbers which you will find in the signature strip on the back of the card. Everything is secured by the 3D Secure standard, so you will probably be asked to enter a numeric code which you will receive via SMS from your bank.

Payment by bank transfer

Immediate payment via internet banking. The ComGate payment gateway redirects you to your internet banking, where you log in as usual and confirm the already prepared payment order.

After completing the payment process, you will be redirected back to the Association’s website. Payment is confirmed immediately.

Contact

ComGate Payments, a.s.
Gočárova třída 1754 / 48b, Hradec Králové
E-mail: platby-podpora@comgate.cz
Phone: +420 228 224 267

COMPLAINTS CONDITIONS

If the selected publications are not delivered to the member of the Association to the address given in the registration form within three months after the payment of the membership fee, the member is entitled to request a refund of the membership fee. Upon receiving the request for a refund, the Association will transfer the money back to the account from which it was paid without undue delay.

DATA PROCESSING AND PRIVACY POLICY

The protection of personal data of the members of the Association is provided by Act No. 101/2000 Coll. on the protection of personal data, as amended, and Regulation 2016/679 of the European Parliament and the Council from 27 April 2016 on the protection of individuals with regard to the processing of personal data, on the free movement of such data and on repealing Directive 95/46 / EC (General Regulation on the protection of personal data).

The Association processes the following personal data: name, family name, title, institution, e-mail and mailing address. These data will be kept only for the duration of the membership.

The Association processes personal data to keep records of its members and possibly publish their list in the *tabula gratulatoria* in the journal *Convivium*.

Consent to the provision of personal data can be withdrawn at any time.

The Association will not provide personal data to any third party.