

Financial Regulations of Maritimes Cluster Norddeutschland e. V. pursuant to the Resolution of the General Assembly on 5 June 2019

We advert to the fact that this document is a translation from German into British English. In cases of doubt the original German document, available on [this link](#), is the sole legally valid document.

Financial Regulations History

- Resolved at the Foundation Assembly on 21 April 2016
- 1. Amendment to the General Assembly on 30 May 2017 in York
- 2. Amendment to the General Assembly on 5 June 2019 in Lüneburg

§ 1 Membership fee

- (1) The members of the MCN e. V. shall pay an annual membership fee, valid for the current year, to cover the costs of the MCN e. V. If membership commences during the course of the year a pro rata fee of 1/12 of the full annual fee for every month of membership shall be charged.
- (2) The membership fees are due on registration and thereafter at the beginning of every MCN e. V. financial year and shall be requested by the Association by invoice. On registration in the course of a current financial year the fee shall be paid solely pro rata.
- (3) The membership fee is:

| Category | Number of employees/ Turnover | Membership fee (€/annual/net) |
|----------|--|--|
| 1 | up to 1-3 employees or individuals | 250.00 |
| 2 | up to 10 employees or up to 2 million turnover | 500.00 |
| 3 | up to 50 employees or up to 10 million turnover | 1,000.00 |
| 4 | up to 100 employees or up to 20 million turnover | 1,500.00 |
| 5 | up to 250 employees or up to 50 million turnover | 2,000.00 |
| 6 | more than 250 employees or more than 50 million turnover | 2,500.00 |
| 7 | Research and scientific establishments | in accordance with decision of the Executive Board |
| 8 | Other | in accordance with decision of the Executive Board |

If in categories 2 to 6 the number of employees or the turnover is higher than stated in the respective category, the membership fee for the higher category must be paid.

The members are obliged, without being prompted, to report changes, which lead to an obligation to pay a higher fee. The Executive Board and the Managing Director are entitled, where necessary, to verify the individual membership fee classifications.

If the assessment bases for the payment of the membership fee change such that a lower fee would result for the respective member, the member may make application for the fee to be amended. The decision on any change rests with the Executive Board. A reduction in the membership fee is possible only on the written application, substantiated by evidence, of the member.

- (4) In their capacity as funding organisations the States of the Free and Hanseatic City of Bremen, the Free and Hanseatic City of Hamburg, Mecklenburg-Vorpommern, Lower Saxony and Schleswig-Holstein are exempt from paying membership fees.
- (5) The "Other" category also includes non-profit and charitable organisations from the maritime sector, whose membership is desirable for the cluster and/or whose work serves the maritime economy directly or indirectly, for example, the German Maritime Search and Rescue Association, the German Seamen's Mission and comparable organisations.
- (6) On request the Executive Board may in justified individual cases decide to amend the amount of the membership fee on a permanent or temporary basis. Permanent waiver of the membership fee is inadmissible.
- (7) It can be advantageous for the purposes of the MCN e. V to become a member of other Associations and federations or to agree reciprocal memberships. In the case of reciprocal memberships a membership fee of at least the same amount as that to be paid by MCN e. V. must be lodged. The Executive Board shall decide on the amount of the individual membership fee in each individual case.

§ 2 Regional allocation of the membership fees

- (1) As part of its financial capacity, in particular subject to the further grant of public subsidies by the North German federal states, the MCN e. V. operates a Central Cluster Management, from which the Association is managed, together with regional Branch Offices in the five North German federal states, some of which operate on the basis of a cooperation agreement.

- (2) Depending on the registered office stated on the admission form, each member of the Association is allocated to one of the five North German federal states. Divergent allocation requirements or the allocation of members with their registered office outside the North German federal states must be stated on the admission form.
- (3) The budget shows to what extent membership fees serve to cover the costs of the Central Cluster Management and to what extent the membership fees are allocated to the respective regional Branch Offices to co-fund the responsibilities and activities there. Predominantly the membership fees are used to cover the operating costs of the regional Branch Office, to which the member is allocated.

§ 3 Cost allocation

- (1) On prior written justification and disclosure of the total amount required and the apportionment in advance to the members for the purposes identified, the General Assembly may resolve on a cost allocation.
- (2) The resolution must be taken in good time, such that members not willing or not able to pay the membership fee may terminate their membership in accordance with the Articles of Association, before the cost allocation is levied. In such cases the members may terminate membership by special right of notice.

§ 4 Organisation and participation fees

- (1) The Association may raise participation or entrance fees for its own events; in this case a distinction between members and non-members must be made.
- (2) On the recommendation of the Managing Director or the managers of the regional Branch Offices the Executive Board decides in advance on the amount of the respective participation, entrance fees or similar.
- (3) Where necessary, the Executive Board may assign these decision-making powers to the Managing Director or the managers of the regional Branch Offices.

§ 5 Expenses and reimbursement of costs

- (1) As a matter of principle the Executive Board, the Advisory Board, the specialist teams and specialised working teams work in an honorary capacity.
- (2) The employees of the Association have a claim to the reimbursement of travel costs.

- (3) Members of the Executive Board or members, who take up responsibility on request or on behalf of the Association on a permanent basis or in an individual case and for whom no other sponsor can be found, may make application for reimbursement of expenses. Remuneration for travel costs applies for as long as the subsidies are pooled through the Free and Hanseatic City of Hamburg in accordance with Hamburg's legal provisions on travel costs.
- (4) Authorisation for business travel must be requested in advance, in order to claim remuneration.
The management's business travel applications must, like those for the members of the Executive Board, be requested from the Chairperson, in the absence of whom from his representative, the Vice-Chairperson, in the absence of whom from his representative, the Treasurer. The employees' business travel applications must be requested from the Managing Director.
Authorisation for business travel in the regional Branch Offices can be delegated to the Branch Office management.
- (5) The subsequent claim for reimbursement is verified by the Association's management and signed as true and accurate; thereafter the credit transfer is authorised.
Verification, that travel invoices from a Branch Office are true and accurate, may be delegated to the Branch Office management.
The financial consequences of the business travel must be taken into account in quarterly management reports to the Executive Board.

§ 6 Annual statement of accounts

- (1) The annual statement of accounts is prepared by the Treasurer with assistance from the management and submitted to the Executive Board in good time for preparation for the General Assembly.
- (2) Prior to being submitted to the General Assembly the annual statement of accounts must be audited by the internal and external auditors.

§ 7 Budget

- (1) With the assistance of the management the Treasurer prepares a budget for the next financial year.
- (2) The budget must show the total picture of the income and expenditure behaviour of the Association. The relevant assets of the Branch Offices bound under cooperation agreements must be shown for information only. In the case of long-term projects of the Association the budget must include a presentation of the forecast for the following year.

- (3) Projects of the Association or the cluster, which generate costs, must not be commenced until the respective project is reasonably profitable and secured.

§ 8 Accounting

The Association's assets are administered through the Association management in accordance with instructions from the Treasurer. The Association management may make use of external assistance for this purpose. Reports on the current financial status must be made at regular intervals to the Executive Board. The management shall submit the annual statement of accounts and the Treasurer submits the budget to the Executive Board.