

Annexes to the Statutes of the CLAIRE AISBL

Annex I: Template for the Information Form used for member registration

- Name of Unit (the name of the Laboratory, Research Group, University, or similar)
- Name of top level organization (the name of the University, Company, NGO, or similar, i.e. the legal entity)
- Location of the Unit (or Headquarters of organisation): City, Country
- Website/URL of the Unit (not personal website)
- Number of people employed in the Unit (researchers working on AI-related projects and their support personnel)
- Areas of Artificial Intelligence in which the Unit has activity/expertise
- Recent publications in relevant AI related journals or conference proceedings
- Conservative estimate for the annual budget of the Unit, including salaries of scientists and support staff
- Contact Person (needs to be a supporter of CLAIRE): Name, E-mail address

Annex II: Terms of reference for the Executive Board

- 1) The Executive Board has full powers of management and administration reserving the prerogatives of the General Assembly. It can, however, delegate daily administration to its Chair or a Board member or an employee. It can, furthermore, on its own responsibility, delegate special and specific powers to one or more persons.
- 2) All acts committing the Association will be signed by the Chair and Vice-Chair, who need not justify to third parties the powers delegated to them for this purpose.
- 3) Legal actions, whether as plaintiff or defendant, are pursued by the Executive Board, represented by its Chair or by a Board member designated by him for this purpose.

Annex III: Order of procedure for meetings of the Executive Board

- 1) Board meetings are called by the Chair and require a quorum of at least $\frac{2}{3}$ of the board members.

- 2) The resolutions of the Executive Board are passed by a majority of Board members present. In the case of a tied vote, the Chair has a casting vote.
- 3) The resolutions are recorded in a register kept by the Chair, who holds it at the disposition of the members of the Association.

Annex IV: Order of procedure for meeting of the General Assembly

- 1) The General Assembly includes one designated representative for each member. The representative for a member group or organisation is designated as part of the membership application and can be changed by the member at any given time, by communicating the change in writing to the Executive Board. In cases where two or more Members belong to the same legal entity (e.g., university or company), those Members will also designate one voting representative, who is tasked with voting on behalf of all Members belonging to that legal entity. This voting representative can be changed by the respective Members at any given time, by communicating the change in writing to the Executive Board.
- 2) Meetings of the General Assembly can be called by the Executive Board; by the Advisory Board; or by any Member, supported by at least one third of the non-profit Members and one third of the for-profit Members.
- 3) The convocation and the agenda are sent out by a representative of the Executive Board at least one month before the date of the General Assembly.
- 4) At the beginning of each meeting, the General Assembly will elect a chair and minimally one vice chair, using the common voting procedure.
- 5) Except in the exceptional cases foreseen in the Articles of the Association, resolutions are passed by simple majority, using the common voting procedure, and the resolutions are made known to all members. In the case of a tied vote, the Chair has a casting vote.
- 6) Topics not on the agenda cannot be decided upon.
- 7) The resolutions of the General Assembly are recorded in a register kept by the Chair of the Executive Board, who holds it at the disposition of the members of the Association.