

	<p style="text-align: center;">SUPICA Specialised Units Police Insignia Collectors Association</p> <p style="text-align: center;">Memorandum of Association Belgium</p>
<p style="text-align: center;">Bank account : KBC IBAN : BE08 7330 3265 8213 BIC : KREDBEBB</p>	
<p style="text-align: center;">SUPICA – Processieweg 3 – 2440 Geel – Belgium www.supica.be</p>	

1. Representation of the association

SUPICA is an actual association and non-profit agency, founded in 2006 permanently by Dominic Verstappen, Hans Moors, Jef Lauwers en David Rummens, after plans and preparations were made in 2005.

The acronym stands for ‘*Specialised Units Police Insignia Collectors Association*’. Specialised Units stands for all units which do not only carry out regular basic police duties, but perform specialised tasks or are part of a specialised branch. This could be special intervention and arrest units (“SWAT”), Riot Units, K9 Handlers, Investigation Units, Traffic Police etc...

The main goal is to bring collectors of this sort of insignias together and exchange information, strengthen the tie of friendship and avoid selling items against exorbitant prices.

Neither the association nor the members aim at direct or indirect profit. Our association will not compete with any national or foreign association. We will be supplementary and we aim at a specific public. We hope to keep good contacts with other existing associations.

The maximum number of members is unlimited. The minimum number – Board not included – is five. When there are less than five members, the association will be dissolved. In case of dissolving, all debts will be settled by the treasurer. Financial resources which remain, shall be divided proportionately between the Board and the members.

2. Board

President:	Dominic Verstappen
Secretary:	Jef Lauwers
Treasurer-webmaster:	Hans Moors
PR & members administration:	David Rummens

New Board members can be nominated by each active member of the Board and be accepted by the unanimous vote of the Board.

Members of the Board pay a unique working capital of 25,00 euro on the account of the

association.

Members of the Board are exempt from membership fees.

Members of the Board can resign at all time. This doesn't give any right to refund neither working capital nor any other compensation.

In case of for example theft of money which belongs to the association, a Board member can be resigned immediately through an unanimous decision of the Board. Membership of the association will be absolutely impossible. There is no right of refunding neither working capital nor any other compensation.

3. Mission

- members must be co-operators of a police or justice department, either functionary or civil staff member; also retired personnel can be accepted; an exception can be made by unanimous decision of the Board for members of a private security society or collectors with a well-known good reputation, or candidat-members presented by an active member of the association

- friendship is a high standard

- members refrain from - selling or act as middleman in sales actions - of insignias at incredible high prices

- the association will not contribute in offering items when this conflicts with the ethics of collecting nor when the safety of policemen or citizens could be at risk

- all members and others can contribute to the magazines; all of this is free of charge and in the interest of the association and her members; participation will never open the right to author's refunds; articles published in the magazine will not be circulated in any other way nor used for other publications

- members and others who provide pictures must be certain that these are not protected by copyright

- members who don't respect house regulations, do or try to damage the association or try to harm the association in any way, can be disbanned by unanimous decision of the Board after a written notification; being disbanned doesn't give any rights of indemnification nor refunding any paid fee

- members try to help each other regarding questions related to items which are dealt with by the association

- members agree that the following information will be available to all members: Name, First name, Address, Email (optional), Homepage (optional), Phone number (optional)

4. Fee - Membership

The fee is **15,00 euros** a year.

This fee can only be paid by transfer to our bank account before **January 15th** of the running year.

Payments within the European Union are free of charges using BIC and IBAN codes.
The fee can be raised by unanimous decision of the Board.

New members can join during the running year.

Those who join before **July 1st** need to pay the whole fee. They will receive all magazines which are already published that year.

For those who join after **July 1st** there are two options:

* or they pay **8,00 euros** fee and receive the two upcoming magazines;

* or they pay the whole fee and receive all published magazines of the running year.

You can also become supporting member for **30,00 euros** a year.

You will have all advantages of the regular members including a honourable quote at our site and in the magazines.

All new candidat-members can find the subscription form at our site, or can receive it by e-mail or regular post.

The subscription needs to be filled in and signed with the handwritten text 'READ AND UNDERSTOOD' and send back together with a copy of your service identity card, to the address mentioned on the subscription form.

As soon as we received your subscription and payment, the secretary will make your SUPICA-ID card which will be send to you.

An activation of your account on the SUPICA website will be provided by the webmaster, when this option was indicated on your subscription. In this case your e-mail address is necessary.

Disbanning a member: supra.

Termination by a member: the running year is valid, membership stops the next year.
Terminations never give any right of refunding fees.

Renewal: in each last magazine of the running year a request of payment will be added.
When an existing member hasn't paid before **January 15th**, he will receive a written recollection of the secretary. When there's no payment before **February 15th** the membership will end legally.

5. Members registration & administration

The administrator will maintain a database of the members.

All members agree to be put in this database.

All kept information is restricted to that which is provided by the member by his subscription.

The administrator gives all necessary information to:

* the treasurer with the purpose of managing all payments and all accounts for the forum;

* the secretary who's responsible for sending out the magazines.

Each month the administrator gives a summary of the members to the whole Board by e-

mail or post.

At each general meeting the administrator gives a summary of the membership file. The Board signs for acknowledgement.

6. Advantages

On a yearly base each member receives four magazines which will be send by post. The magazines will be available in Dutch and English. It will be printed full colour. Members who have internet, get access to the SUPICA forum. It gives you the opportunity to exchange information, ask questions, make announcements ... The language at this forum will be English.

All members get full access to information of other members which is indeed restricted to Name, First Name, Address and optional E-mail, Homepage and Phone number.

Each new member has the opportunity to introduce himself with an article of maximum two pages.

All members may contribute to the magazine, make announcements, ask questions ...

On a long-term base the association wants to organise yearly events like a tradeshow, an organized expedition ...

7. Post

The address will be established at : SUPICA – Mannestraat 71 – B-2440 GEEL – BELGIUM. All shipments are standard.

8. Financial transactions

The treasurer is responsible for all financial transactions.

All members of the Board have authority to use the account.

The SUPICA account, **KBC** 733-0326582-13, **IBAN** : BE08 7330 3265 8213, **BIC** : KREDBEBB, will be administered online.

Each month the treasurer will make a summary of the resources and mail it to the Board. This contains: the balance, expenses and incomes of the past month and also expected expenses and incomes.

On each general meeting of the Board a half yearly summary will be submitted, which all members of the Board will sign for acknowledgement.

The expenses are divided into three categories:

Type 1 : expenses less than 25,00 euro: “regular operational costs” like printing, mailing costs, presentation costs (member ID, business cards) etc.

This category will be managed autonomously by the treasurer.

Type 2 : for “regular operational costs” between 25,00 and 50,00 euro, previous agreement will be asked to the president, or by his absence, to the secretary.

This agreement can be given by e-mail.

Type 3 : for expenses above 50,00 euro or all other costs no matter the amount which are not regular operational costs - like investment in material, organisation, excursions – the Board has to agree unanimous.

This agreement is written and signed by all members of the Board.

The treasurer shall keep a financial record in which he keeps the following documents: summaries of monthly and general meetings, all invoice and receipts, correspondence referring to financial transactions, all bank receipts, all agreements for expenses type 2 & 3. The administrator gives notice to the treasurer when a new member signs in. This in order to follow up a correct payment.

The treasurer informs the administrator of all payments and non-received payments of fees.

When other members of the Board make expenses for the association, the treasurer needs to be notified.

The treasurer can transfer the expended money to the account of the involved member of the Board.

Each expense needs to be justified with an invoice or receipt which will be delivered to the treasurer.

Changes to the financial memorandum can only be provided by unanimous decision of the Board.

9. General meetings of the Board

The Board will have at least one “general meeting” each semester (one will be at the end of the year to close the running year) to:

- discuss the state of affairs related to members and finances;
- discuss future plans;
- brainstorm about new initiatives and renovation;
- considerate the contain of future magazines;
- record the fee of the coming year.

The secretary shall plan and organise each general meeting.

In consideration with the Board he will decide the location.

He will prepare a schedule and hand it over to all the members of the Board.

The treasurer will elucidate the state of ressources.

The secretary will make a report of each general meeting which will be signed by all members of the Board.

The secretary is responsible to arrange all other meetings (called “exceptional meetings”) in case this is necessary or requested by one or more members of the Board.

10. Board administration

This administration will be hold by the secretary and it contains:

- a copy of the memorandum of association;
- all reports of general and exceptional meetings;
- copies of financial summaries of each semester;
- copies of member summaries of each semester;
- all relevant correspondence;

- contracts with sponsors and all other partnerships;
- all other relevant documents

11. Editor-in-chief - magazine

The president is also the editor-in-chief of the magazine. He is responsible for the contain, putting it all together and have it all printed.

He informs all other members of the Board in time about the planning or about problems. He collects all articles and follows them up. He makes sure that all members of the Board receive a copy in time.

The shipment of the magazine will be done by the secretary.

12. Website

A website has been created at www.supica.be and is accessible for all.

There is also a forum, only accessible to members, using login.

13. Sponsors

Sponsoring with or without a printed publicity is permitted as long as it doesn't damage the moral nor the integrity of our association.

25,00 euros only for printed publicity (4 magazines, promo 8 x 12 cm);

25,00 euros for a link at our site;

50,00 euros for printed publicity and a link to the sponsor's website at our site.

Each magazine will contain maximum 2 pages of publicity, which means maximum 8 written pubs.

14. Disputes

Belgian Civil Law is of application.

In case of any dispute, the Civil Court of Antwerp is authorised.

Antwerp, January 1st, 2006.

Dominic Verstappen
President

Jef Lauwers
Secretary

Hans Moors
Treasurer-webmaster

David Rummens
PR & members administration