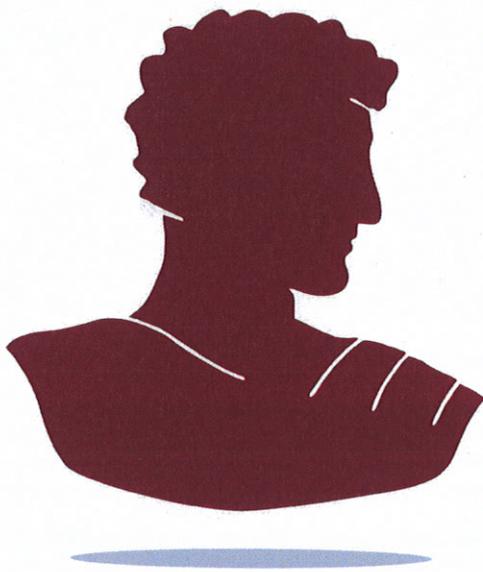


Internal Regulations



StudieVereniging
Technische Bestuurskunde
CURIUS

Study association Technische Bestuurskunde (S.V.T.B.)
“Curius” February 22, 2023

Chapter 1 - On the Members

Article 1 - Honorary Members

- 1.1 Honorary members of the association are those who have been appointed as such by the General Assembly because of their exceptional contributions to the association.
- 1.2 Honorary members are appointed by the General Assembly on the recommendation of the Board, with a two-thirds majority of the votes cast.
- 1.3 The rights of honorary members are the same as those of regular members, with the exception of Articles 3.2 and 3.5.

Article 2 – Merit Members – “Friends of Curius”

- 2.1 Members of merit, also known as 'Friends of Curius', are those who have been appointed as such by the General Assembly because of their special contributions to the association.
- 2.2 Members of merits are appointed by the General Assembly on the recommendation of the Board, with a two-thirds majority of the number of votes cast.
- 2.3 Members of merit do not pay annual contributions.
- 2.4 The rights of members of merit are the same as those of regular members with the exception of Articles 3.2 and 3.5.

Article 3 - Members' rights

The rights of the regular members are:

- 3.1 to attend the General Assembly, to speak here, and to make proposals;
- 3.2 to attend excursions, subject to the provisions of Article 11;
To speak as a speaker at a General Assembly
- 3.3 To request the convening of the General Assembly, provided that it is a written request addressed to the secretary of the association and signed by at least one-tenth of the regular members.
- 3.4 to cast their vote;
- 3.5 to introduce non-members according to Article 24.

Article 4 – Board of Directors

- 4.1 Former board members can join the Board of Directors if they have performed a board task at S.V.T.B. Curius.
- 4.2 The Board of Directors has the right to attend the General Assembly If they are not members, they do not have voting rights.
- 4.3 The purpose of the Board of Directors is to provide advice on the quality of the policy, as well as to ensure the continuity of the association.
- 4.4 The Board of Directors provides requested or unsolicited advice to the board regarding the policy and the activities to be organized. In addition, the Board of Directors evaluates he policy and the organized activities.
- 4.5 The Board of Directors meeting is closed. Introduction of competent persons for reasons of points on the agenda is possible at the discretion of the association’s board.

Chapter 2 - On the Board

Article 5 – Board composition

The board consists of

- a President
- a Secretary
- a Treasurer
- a Commissioner for Bachelor Education
- a Commissioner for Master Education
- a Commissioner for External Affairs
- a Commissioner for Internal Affairs

Article 6 - Meetings

The board meets as often as it deems necessary, and where and when it deems necessary.

Article 7 - Burden

The board is responsible for enforcing the articles of association and bylaws, and for implementing the decisions taken.

Article 8 – (Vice)President

- 8.1 The president is responsible for the general management of the association and for maintaining order at meetings.
- 8.2 He/She is responsible for supervising the activities of his board members.
- 8.3 The vice president is elected by the board from among the board members
- 8.4 The vice president replaces the president in his/her absence

Article 9 – Secretary

- 9.1 The secretary keeps minutes of the board meetings and General Assembly, which minutes must be discussed and approved at the next meeting.
- 9.2 He/she ensures that the following are available at every General Assembly: a printout of the statutes, a printout of the internal regulations and the introduction book.
- 9.3 He/she ensures that the internal regulations, bylaws and changes therein are reproduced and that they are available to members at cost price
- 9.4 He/she ensures that all announcements and notification of meetings, elections and votes are published in a timely manner.
- 9.5 He/she is responsible for drafting the annual secretarial report
- 9.6 The secretary, together with the president, is charged with the management of the archives.

Article 10 – Treasurer

- 10.1 The treasurer is responsible for the collection and management of the funds.
- 10.2 He/she is obliged to maintain the bookkeeping and keep all letters sent by him/her
- 10.3 He/she is obliged to keep the letters addressed to him/her regarding finances in the designated books for a period of five years
- 10.4 He/she makes a financial annual report, in which the budget for the expenses of the following association year must be included. This budget requires approval from the General Assembly in the new association year

Article 11 – Excursions

If the number of participants in an excursion or a General Assembly may not exceed a certain number, the Board has the right to limit participation, whether or not by applying selection.

Article 12 – Restriction of Legal Acts

The board requires permission from the General Assembly for legal acts exceeding an amount of EUR 50,000.

Chapter 3 – On the representation of interests

Article 13 - Board

The board represents the interests of the members of the association.

Article 14 - Interests

It must represent these interests:

- 14.1 by acting at its own discretion in matters concerning only the Faculty of Technology, Policy and Management.
- 14.2 By having the Commissioner of Bachelor Education and the Commissioner of Master Education represent the association in the educational committees.

Article 15 – Written Comments

The board shall investigate written and signed comments related to the study or organization of the Technical University, provided they are submitted by one or more of the registered members and pertain to the Faculty of Technology, Policy and Management.

Chapter 4 – On the Verification Committee

Article 16 – Appointment of the verification committee

- 16.1 Every year, during the changing General Assembly, the board appoints a Verification Committee from among the members, consisting of at least two members, which must be approved by the General Assembly.
- 16.2 Those who would be required to report on their own management are excluded from appointment to the Verification Committee.

Article 17 – Report of the Verification Committee

- 17.1 The Verification Committee shall submit a written report on the financial condition of the association and on the management carried out by the treasurer during the past association year no later than fourteen days before the annual meeting.
- 17.2 The board is obliged to provide the Verification Committee with access to the books and all necessary information.
- 17.3 The report shall be made available for reading for at least fourteen days, after which it is automatically adopted unless a General Assembly is requested by at least ten members within that period to discuss the report.
- 17.4 By adopting its report and appointing a new committee, the Verification Committee is dissolved

Chapter 5 - On the Meetings

Article 18 – Types of meetings

- 18.1 Meetings are distinguished into board meetings, General Assembly meetings and special member meetings
- 18.2 In a board meeting, at least the current board members of the association are present, and after the board's assessment, knowledgeable persons may attend.
- 18.3 General Assembly meetings are meetings that deal exclusively with housekeeping matters regarding the association and any presentations.
- 18.4 Special member meetings are meetings where special events take place, such as the nomination of an honorary member

Article 19 – General provisions of the General Assembly meetings

- 19.1 General Assembly meetings are held preferably in the months from September to June. No General Assembly meetings may be held during holidays, Saturdays, Sundays, and public holidays.
- 19.2 At the beginning of the association year, before the Christmas holidays, a General Assembly meeting is held, during which the board reports on the past association year.
- 19.3 At the same time, the treasurer reports on the receipts and expenditures during the past year. The budget for the current association year must be approved by the General Assembly meeting.

Article 20 – Conditions for convening a General Assembly

A General Assembly is convened,

- 20.1 if the articles of association or the bylaws so require;
- 20.2 if the board deems it necessary;
- 20.3 if a written request specifying the points of discussion has been submitted to the secretary by at least one-tenth of the members who have voting rights, in which case the meeting must take place within fourteen days after receiving the request.

Article 21 – Convening General Meeting of Members

The board convenes the General Assembly meeting. The call is made via email based on the membership register and, if desired, through the faculty newsletter. If the board deems it necessary, the call is made in writing to the addresses of the members according to the membership register. The notice period for the call is at least seven days

Article 22 – Speaking at a General Meeting of Members

No member may speak without the permission of the chair. The chair does not need to grant the same person the floor on the same topic more than three times unless the meeting decides otherwise. The chair has the right to remove a member from the meeting to maintain order, subject to appeal to the meeting.

Article 23 - Voting

- 23.1 The chair must put all proposals and motions to a vote, in the order of submission, except for Article 7. Amendments to the proposals are considered in the order of the furthest-reaching proposal, at the discretion of the chair.
- 23.2 Decisions on all proposals are taken by an absolute majority of the valid votes cast, unless the articles of association or these regulations provide otherwise. In the event of a tie, the proposal is deemed to have been rejected.
- 23.3 Once a proposal has been adopted or rejected, it may not be brought back to the table within three months. Two consecutive meetings may grant an exemption from this article.
- 23.4 If a list attendees has been signed by the members present at the meeting beforehand, voting may be conducted verbally or by a show of hands, unless the board or one member declares themselves in favour of a written vote
- 23.5 Only slips of paper containing one of the words "for", "against", or "blank" shall be considered valid votes in written voting, with the exception of the voting procedure described in Article 26.

Article 24 – Introduction of persons at General Assembly

Each member has the right to introduce individuals at the General Assembly. This may not occur more than once per association year. The board may make exceptions to this rule if it deems necessary. The person introduced may be admitted to the General Assembly if approved by the board. This person does not have voting rights.

Chapter 6 - On the Elections

Article 25 – Vacancies within the board

- 25.1 Whenever one or more vacancies arise within the board, the board proposes a candidate for each vacancy in accordance with Article 15. The names of the candidates are communicated to the members by email.
- 25.2 Within seven days after the announcement of the candidates' names, groups of at least ten members may submit a counter-candidate in writing for each vacancy to the board. If the seven-day period has elapsed and no counter-candidates have been received, the board's candidates are elected.
- 25.3 If there are counter-candidates, the board informs the members of their names and the place and date of the election by email within fourteen days. The announcement of the election must be made at least four days in advance.
- 25.4 Candidates may not be announced during holidays.

Article 26 – Voting procedure for opposing candidates

- 26.1 The votes are anonymous and cast on stamped slips of paper provided by the board, which the members complete by hand and then deposit in a sealed box in the presence of the board. The box indicates the names of the candidates being voted on.
- 26.2 Board members are elected by an absolute majority of the votes cast. If no candidate receives an absolute majority of the votes, a second round of voting takes place within fourteen days. If there are only two candidates in the first round, no second round is necessary. In this case, the ordinary majority decides. If the votes are tied, the decision is made by lot.
- 26.3 No voting on candidates may take place during holidays or on Saturdays, Sundays, or public holidays.

Article 27 – Elected Board

- 27.1 The board designates a president, a secretary, and a treasurer from among its members. It may appoint a substitute for each of them from among its members. A board member may hold more than one position.
- 27.2 The election of a board member is valid for one year. After this period, the board member resigns, provided that his or her board duties have been fully completed. A retiring board member is immediately eligible for re-election.

Chapter 7 - On the Finances

Article 28 – Amount of membership fee and contributions

- 28.1 The annual membership fee for members is EUR 8.00.
- 28.2 In cases where membership is for those members who are only enrolled for a part of a faculty year, the fee remains EUR 8.00

Article 29 – Payment of the membership fee/contributions

Payment of the membership fee/contributions can be made:

- 29.1 by paying the amount by debit card in the boardroom;
- 29.2 by transferring the amount to the bank/giro account of S.V.T.B. Curius;
- 29.3 by authorizing S.V.T.B Curius for direct debit.

Article 30 – Fulfillment of financial obligations

- 30.1 A member who does not fulfill their financial obligations can be fined 10% of the obligation and suspended for a month after the set deadline. If the member still does not comply with their obligations, they will be suspended for another 14 days and then finally dismissed.
- 30.2 Suspension of a member is done by publicizing their name, how and where to be determined by the board.
- 30.3 Dismissal of a member is done by publicizing their name on the notice board of S.V.T.B. Curius.
- 30.4 Resignation from membership does not release one from financial obligations for the current year, so in that case, Article 28 remains in force.

Article 31 – Joint liability

A joint liability may be imposed if it is approved by a General Assembly. This joint liability must be paid within one month.

Chapter 8- Code of Conduct

Article 32 – Reputation S.V.T.B. Curius

Members are expected to uphold the good reputation of S.V.T.B. Curius

Article 33 - Drugs

During organized activities by S.V.T.B. Curius, a zero-tolerance policy applies regarding drugs (except for alcohol). Possession of drugs, drug use, or being under the influence of drugs is not allowed.

Article 34 - Transgressive Behavior

The board ensures a safe and trusted environment where members treat each other with respect. Physical or mental violence against/ by members is not tolerated by the board. This includes at least:

- Discrimination related to race, belief or societal opinion, gender, sexual orientation, origin, disability or disease;
- Force to perform humiliating actions;
- Abuse of power;
- Breach of bodily integrity, including hitting and kicking;
- (Sexual) harassment, both verbal and physical;
- Crossing boundaries.

Article 35 - Confidential advisors

The board provides members with confidential advisors. A member can turn to the confidential advisors if they feel it is necessary

Chapter 9 - Final Provisions

Article 36

Every member is obliged to behave according to the statutes and internal regulations. In case of non-compliance with this obligation, the member will be warned and, in case of persistence, expelled.

Article 37

In all cases not provided for by this regulation, the board decides and provides accountability to the General Assembly upon request.

Article 38

The board is responsible for the interpretation of the statutes and the internal regulations, subject to appeal to the General Assembly.

Article 39

A copy of the statutes and the internal regulations will always be available for members to view at a location determined by the board. In addition, the statutes and the internal regulations can be obtained by members at cost price.

Article 40

Changes to this internal regulation can only be made after approval by the General Assembly. Only those articles that have been made known to the members in advance can be changed or added during the General Assembly. This announcement must be made in the same way as when calling the General Assembly (see Article 21).

Article 41

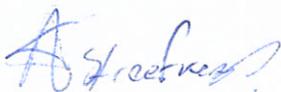
This internal regulation shall enter into force immediately after it has been approved by the members in the first General Assembly to be held.

These internal regulations of the SVTB Curius were last amended at the General Assembly of Members dated 22/02/2023

J. Buysschaert
President



A. Streefkerk
Secretary



M. Mazza
Treasurer



G. van Wijnen
Commissioner Bachelor Education



L.H. Rijnbeek
Commissioner Master Education



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Commissioner External Relations



L.J. Ximenez Bruidegom
Commissioner of Internal Relations



