

# Internal Rules and Regulations

## University College Twente Alumni Association

*In effect from 03-01-2020*

### Section 1: Definitions

#### Article 1

The following definitions are used in these rules and regulations:

1. Association: University College Twente Alumni Association;
2. Statutes: the statutes of the Association, as described in the founding act, which took place on 09 September 2019;
3. General Assembly (GA): General Assembly as described in Article 12 of the Statutes;
4. Annual Assembly: the GA described in Article 12.1 of the Statutes;
5. Executive Board: the body described in Article 7 of the Statutes;
6. Committee: a body tasked by either the Executive Board or the General Assembly with carrying out a set of tasks described at the moment of appointment;
7. Financial Rules and Regulations: additional set of rules regarding the (execution of) financial activities of the Association;
8. Association Year: the one-year period from September 1st to August 31st of the following year, as defined in Article 11.1 of the Statutes.

### Section 2: Executive Board

#### Article 2

It is the task of the Chair:

1. to provide general leadership to the Association;
2. to chair assemblies and meetings;
3. to monitor and coordinate the work of their fellow Executive Board members.

#### Article 3

It is the task of the Secretary:

1. to handle general correspondence, of which they keep a record;
2. to announce all assemblies, meetings, elections, and votes in time;
3. to maintain the archive;
4. to take the minutes of Executive Board meetings and General Assemblies;
5. to maintain the member administration.

## Article 4

It is the task of the Treasurer:

1. to manage the funds of the Association, for which they are accountable to the Executive Board and the GA;
2. to compose the annual financial report and provide it within eight weeks after the end of the Association Year for inspection by the Finance Committee; this deadline can only be deviated from after consultation with the Finance Committee;
3. to provide a quarterly overview of the financial state of affairs to the Executive Board and the Finance Committee;
4. to ensure the budget plan is adhered to;
5. to ensure that the financial records are at all times available to and accessible by the Finance Committee and Executive Board;
6. to set a period within which declarations have to be handed in and to clearly communicate this to members; if the Treasurer does not set a different deadline it is set at 4 weeks. The Treasurer may extend this deadline for individual members if there are special circumstances that prevent the member from handing the declaration in within this time frame;
7. to act in line with the Financial Rules and Regulations at all times, and to ensure that any communication with the Finance Committee happens accordingly.

## Article 5

The Executive Board is further tasked with striving towards achieving the Association goals as described in Article 2 of the Statutes.

## Article 6

Executive Board meetings are closed meetings, the minutes of which can be made public at the request of members. The Executive Board may redact personal or sensitive information from the minutes prior to publishing.

## Article 7

Executive Board decisions require a majority vote. A proposal is discarded at a tie.

## **Section 3: Committees**

### **Paragraph 3.1: General Committees**

#### **Article 8**

The Executive Board or the GA can appoint a committee. This committee is accountable to the body that appointed it at all times.

#### **Article 9**

1. The Executive Board can require a committee to keep books and to appoint a treasurer for this. The Executive Board can furthermore demand a financial report within a period determined by the Executive Board.
2. All committees that do keep books as described in Article 9.1 are required to make these books available to the Executive Board and the Finance Committee. Within four weeks after the end of the Association Year, an overview of the financial state of affairs as of the end of the Association Year has to be made available to the Executive Board and the Finance Committee.
3. Committee treasurers are obliged to fulfil their tasks in line with the Financial Rules and Regulations and, if requested by the Executive Board and/or Finance Committee, provide the Executive Board and/or Finance Committee with the required information.

### **Paragraph 3.2: Finance Committee**

#### **Article 10**

1. The Finance Committee advises the treasurer in various financial matters, both on request of the Treasurer as well as unrequested.
2. The Finance Committee consists of at least two, but no more than three members. Members are elected at the annual Executive Board Election GA by majority vote. Members of the Finance Committee are directly eligible for re-election.
3. The Finance Committee comments on each financial document as described in Article 13 and reports its findings to the GA. In particular, the Finance Committee must examine all documents for accuracy, and the budget plan and financial prognosis for feasibility. The findings from this audit must be reported at the GA.
4. The Financial Rules and Regulations further specify particular points of auditing.

## **Section 4: Reporting**

### **Paragraph 4.1: Annual Report**

#### Article 11

The Executive Board has to provide a written annual report that is discussed by the GA, as described in Article 12.2 of the Statutes.

#### Article 12

The annual report consists of at least the following pieces:

1. Annual Financial Report;
2. Annual Policy Evaluation Report.

#### Article 13

The annual financial report consists of at least:

1. opening and closing balance of the main bookkeeping;
2. profit and loss account of the main bookkeeping;
3. balances and profit and loss account of each committee which keeps books;
4. the budget plan as approved by the GA at the start of the Association Year.

#### Article 14

Additional regulations regarding the execution of financial activities of the Association, including bookkeeping and reporting, are stipulated in the Financial Rules and Regulations. The Executive Board or Finance Committee can propose changes in the Financial Rules of Regulations to the GA. Changes go into effect only when approved with an absolute majority.

### **Paragraph 4.2: Minutes of Executive Board meetings**

#### Article 15

Minutes of Executive Board meetings contain at least:

1. location and date of the meeting;
2. list of present and absent people;
3. agenda of the meeting;
4. incoming and outgoing mail;
5. description of the discussed points;
6. action points.

## **Section 5: General Assembly (GA)**

### **Paragraph 5.1: GA Invitations and Documents**

#### Article 16

During every Association Year, at least two General Assemblies are held: the Annual Assembly and one approximately midway through the Association Year.

#### Article 17

1. The invitation for the General Assembly is sent at least two weeks prior to the General Assembly, in written form – either electronically or by post.
2. The documents for the GA have to be made available to the members in written form, either electronically or by post, at least two weeks prior to the GA.
3. At every GA, the Executive Board provides an update, either written or spoken, on the current state of affairs of the Association.
4. Agenda points have to be delivered to the Secretary at least a week prior to the GA, who promptly makes these agenda points available via the appropriate communication channels.

### **Paragraph 5.2: Executive Board Elections**

#### Article 18

1. A new Executive Board is elected by the GA annually.
2. The Executive Board changes on the day of the start of the new Association Year.
3. The Election GA takes place up to three months before the start of the new Association Year, but at least two weeks before.
4. Members can nominate themselves as candidates for Chair, Secretary, Treasurer, or General Member of the Executive Board of the Association by sending a written statement to the sitting Executive Board, at least one week prior to the Election GA. This also applies to sitting members of the Executive Board who want to nominate themselves for re-election.
5. A candidate is accepted into the Executive Board by a majority vote. The newly elected Executive Board members are ‘board-elect’ until the start of the next Association Year.
6. The Executive Board must consist of no more than eight members.
7. If more than eight candidates receive a majority of votes in their favour, the eight candidates with the largest number of votes in favour are chosen. If several candidates receive the same number of votes, the tie is broken with a final ballot in which the winner is determined by a simple majority.

8. If less than three candidates apply and/or if the candidates are not willing or able to cover at least the positions of Chair, Secretary, and Treasurer, the sitting Executive Board continues as interim Executive Board. A new GA is to be called within six months. If no new Executive Board is elected at this GA, the interim Executive Board is tasked with dissolving the Association.

### **Paragraph 5.3: Voting**

#### Article 19

The GA can only make decisions on proposals that have been made available at least two weeks prior to the GA. Proposals that have been made available less than two weeks before the GA may still be voted on if the Executive Board deems the provided notice to be reasonable. Members may raise an objection to such a vote, in which case a separate vote must be held on whether the objection is justified or not. If a simple majority agrees with the objections, the vote must be postponed.

#### Article 20

Votes at the GA can be cast electronically. The Executive Board must make an electronic voting platform available, which satisfies the following requirements:

1. Votes can be anonymised if desired;
2. Voting data is kept securely and deleted before the day of the vote ends;
3. It is ensured that a maximum of one vote is cast per member.

#### Article 21

A member can vote on behalf of another member if:

1. The authorizing member has notified the Executive Board of this authorization at least 24 hours before the start of the GA;
2. The authorized member is physically present at the GA.

## **Section 6: Personal Information**

### **Paragraph 6.1: Personal Information Contents**

#### Article 22

In the member administration, the following information is kept of every member:

1. name;
2. address;
3. post code;
4. place of residence;

5. phone numbers;
6. date of birth;
7. date of graduation;
8. email address;
9. type of membership;
10. Payment information, e.g. a withdrawal authorisation
11. Records of debts owed by the member to the Association, or vice versa
12. Objections and affirmations as described in Article 30 and 31 respectively
13. Previously held positions within the Association of (former) Executive Board members and (former) committee members.

## **Paragraph 6.2: Acquisition of Personal Information**

### Article 23

The personal information of members is acquired through:

1. the form that is filled in when registering as a member;
2. changes requested by the member;
3. confirming the stored information with reference to external sources.

### Article 24

The Executive Board only informs a member of changes in their stored information when the changed information has been acquired as described in Article 23.3.

### Article 25

Every member must report changes in their personal data in due time.

## **Paragraph 6.3: Storage and Access to Personal Information**

### Article 26

The personal information of members is stored in an automated system. Only Executive Board members and individuals with special permission from the Executive Board have access to the system.

### Article 27

Every member has the right to obtain a copy of the information stored about them. Potential costs associated with this can be passed to the member, up to the legally permitted maximum amount.

## Article 28

The personal information of members is only stored during their membership. After the membership ends, only the name (Article 22.1), graduation date (Article 22.7), and, where applicable, information on functions and executed tasks within the Association (Article 22.13) may be kept for historical purposes.

## Paragraph 6.4: Use of Personal Information

### Article 29

The personal information of members may only be used:

1. to send invitations for a GA;
2. to send information about events;
3. to verify sign up and participation in events;
4. to set up statistics used in policy formation or decision making by the Executive Board or the GA;
5. to send information on behalf of third parties;
6. to place a list of all members into a yearbook or other publication of the Association;
7. to calculate, set and collect contribution;
8. for other purposes that are in line with the statutory goals of the Association.

### Article 30

Every member can object to the use of personal information to the Executive Board as described in Articles 29.5 and 29.6. Such an objection has to be registered in the member administration so that the usage of personal information in question no longer occurs. The remaining use of personal information as described in Articles 29.1 - 29.4 and 29.7 - 29.8 is inseparable from membership of the Association.

### Article 31

For the use of personal information as described in Article 29.8, explicit permission from the concerning member, or members, has to be sought.

## Paragraph 6.5: Accountability

### Article 32

When a third party is commissioned with one or more revisions concerning member information, the Executive Board has to conclude a written agreement concerning the use of the information with said third party. The agreement serves to ensure the security, integrity, and legitimate use of the personal information of the members.



## **Section 7: Contribution**

### **Paragraph 7.1: Membership**

#### Article 33

1. The cost of membership is €10 per Association Year.
2. For honorary members, membership is free.
3. The membership will automatically be renewed until revocation.
4. Under extraordinary circumstances, the Executive Board may exempt or reduce the membership fee for individual or groups of members. The Executive Board must announce any such decision at the next following GA.

### **Paragraph 7.3: Contributors**

#### Article 34

For contributors, the minimum annual contribution is €10.

## **Section 8: Internal Rules and Regulations**

#### Article 35

Changes in the Internal Rules and Regulations can only be made by the GA. In order to change, add, and/or remove Articles, they have to be included in the GA documents.

## **Section 9: Final Clause**

#### Article 36

In the event of a disagreement over the interpretation of the Statutes and/or the Internal Rules and Regulations, the Executive Board makes the final decision. It is possible to appeal to this decision at a GA.