

DOMESTIC REGULATIONS OF HONOURSVERENIGING OCKHAM, ENSCHEDE

With effect from September 18th, 2018

NAME

Article 1:

1. The name of the association is “HonoursVereniging Ockham” and was founded at the 29th of October 2009. The association is established in Enschede.
2. For the goal and duration reference is made to Article 2 and Article 12, paragraph 1 of the Statute.

DEFINITIONS

Article 2:

In these Domestic Regulations we purpose:

“association”:	Honours Vereniging Ockham;
“board”:	the board of the association;
“members”:	natural individuals described by Article 3 of the Statutes and Article 4 of the Domestic Regulations;
“Statutes.”	Articles of Association of the association;
“D.R.”:	Domestic Regulations of the association;
“G.M.M.”:	General Members’ Meeting of the association;
"A certain majority of votes":	a certain majority of votes of the valid votes cast.

FINANCIAL YEAR AND ASSOCIATION YEAR

Article 3:

1. The financial year of the association runs from 1 September till 31 August of the following year.
2. The association year for members is equal to the board year

MEMBERS

Article 4:

The association consists of members.

- a) The members are divided into primary and secondary members as described in Article 3 of the Statutes..
- b) By a proposal of the board or at least five members, the general members’ meeting may nominate a current member or a former member as honorary member for his

- outstanding contribution to the association. For an appointment, a two-thirds majority of votes is required.
- c) There will be a list of honorary members. A record on this list is permanent, even after the death of the honorary member.

RIGHTS OF THE MEMBERS

Article 5:

1. The rights of the primary members are:
 - a) Casting their vote during votings at a G.M.M.
2. The rights of members are:
 - a) Attending G.M.M.s, speaking there, making proposals, interpellating and tabling a motion;
 - b) Protesting against imposed fines and penalties;
 - c) Occupying committee- and board functions;
 - d) Taking a look, at own initiative, at a (digital) copy of the Statutes. and the D.R..
3. Supplementary rights of the members are: participating in association activities.

OBLIGATIONS OF THE MEMBERS

Article 6:

1. The obligations of the members consist of:
 - a) Complying with the Statutes. and the D.R. of the association, together with the decisions of the board, the G.M.M. or another body of the association;
 - b) Passing on changes in for the association important personal details to the board within 14 days after commencement;
 - c) Paying the yearly contribution fee within the by the D.R. established period of time;
 - d) Honorary members are exempted from the obligation to pay the contribution fee. Every member (apart from honorary members) is allowed to sign an authorization (direct debit). By doing this he or she authorizes the treasurer of the association to collect the yearly contribution fee of the concerned member once a year maximum. The to be collected amount of money will be announced at least 14 days before the collection. The authorization is valid till the termination of membership, if all payments have been paid (according to article 6 of the Statutes). If a member reverses an entry without informing the treasurer in advance, the board is allowed to exclude the concerned member from the association. By sending a written message to the board, in which the member objects to the system of automatic collection, there is a possibility to deviate from the concerned arrangement. If the concerned member makes use of this arrangement, he or she will receive a written confirmation by the board;
 - e) Paying fines within 14 days after imposition;
 - f) Abiding by the sponsor agreements of the association, if present and if applicable by the member;

PENALTIES

Article 7:

1. The board is able to impose penalties in the following punishable cases:
 - a) Omission of the payment of contribution fee(s);
 - b) Omission of the payment of fines at the latest 14 days after imposition;
 - c) Violating the terms of the Statutes and/or the D.R.;
 - d) Improper behaviour.

Article 8:

1. A member that does not fulfil the obligations found in the D.R. and Statutes, can be fined by the board with a maximum of 5 Euros.
2. When a member does not meet his financial obligations within three months after the determined direct debit moment by the treasurer, that member can be fined with a maximum of 5 Euros.
3. When a member does not meet his financial obligations within four months after the determined direct debit moment by the treasurer, the member can be suspended from the association.
4. Members can be suggested for suspension by at least 10 members or 2 board members. The suspension is carried out by the board and the board also chooses the duration of the suspension. The maximum duration is 1 year.
5. A suspended member loses for the time of his suspension all rights connected to his membership, but is not exempted from his duties.
6. The board is obligated to invite the suspended member with a written invitation to attend the general members' meeting that is held after the proclamation of the suspension, and the board is obligated to give the suspended member a chance to defend himself.

Article 9:

1. Damage to or loss of association belongings or property managed by a third party, caused by other reasons than normal use can be charged by the board onto the member in question.
2. The by the board chosen compensation should be paid to the treasurer within 30 days after the written command to pay.

CONTRIBUTION

Article 10:

1. The contribution for the association year is set at the G.M.M.
2. The annual membership contribution is collected at once and should be paid within three months after the direct debit moment as determined by the treasurer (see article 3 of the Domestic Regulations). This moment of collection will be repeated yearly until a member is exempt from paying the membership contribution. The contribution is collected by the association's treasurer by means of debit, transfer or cash.

3. On written request the board can grant members postponement of payment.

BOARD AND BOARD MEETINGS

Article 11:

1. The board manages and represents the association in and out of court. The board is charged with, among other things,:
 - a) maintaining the Statutes. and the D.R.;
 - b) posing candidates for all the functions as said in article 16 of this D.R.;
 - c) implementing the decisions of the G.M.M.'s;
 - d) maintaining of the remaining regulations.
2. The board has the right of access to all the associational meetings that take place, except to that of the cash committee.
3. Board members have the right to act on behalf of the board in emergency cases where mutually consultation on beforehand is not possible.

Article 12:

1. The chairman is among other things responsible for the general leadership of the board, monitoring that the board members the imposed tasks by the D.R. perform properly and conducting the meetings
2. The secretary is among other things responsible for:
 - a. keeping the minutes of meetings
 - b. announcing meetings, gatherings, elections and voting
 - c. keeping the members list up to date
 - d. conducting correspondence and tracking copies of all letters sent by him and preserving of copies of by him received letters, all to the extent that this is not a part of the work of another board member.
3. The treasurer is among other things responsible for:
 - a. the collection and management of the funds and is personally liable for its negligence;
 - b. keeping track of the financial books;
 - c. conducting correspondence about financial business and tracking copies of all letters sent by him/her and preserving of copies of by him/her received letters, all to the extent that this is not a part of the work of another board member.
 - d. the annual filing of the budget and the drafting of the financial annual report;
 - e. keeping track of and approving declarations and keeping track of participants fees for activities.
4. The commissioner of internal affairs is among other things responsible for:
 - a. supervising the committees and maintaining contact with the committees
 - b. serving as a point of contact for members with regard to the Honours programme at the University of Twente and by the association organized activities;

- c. supervising website related cases
5. The commissioner of external affairs is among other things responsible for:
 - a. maintaining contact between the association and external associations, companies and institutes;
 - b. obtaining sponsoring for the association;
6. The board is responsible for:
 - a. drafting an annual report
 - b. writing all the new regulatory provisions and changes in the official copy of the Statutes and the Domestic Regulations., located in the archive, with notation of the date at which they take effect.
 - c. the treatment of cases related to the Honours programme at the University of Twente
7. In case of only four board members, the functions commissioner of internal affairs and commissioner of external affairs can be merged into the function commissioner of general affairs.

It is also possible to cancel the function commissioner of internal affairs or the function commissioner of external affairs and distribute the tasks of the cancelled function amongst the board members or outsource them to committees.
8. In the case of only three board members, the functions of commissioner of general affairs, commissioner of internal affairs and commissioner of external affairs are cancelled. The tasks of these functions will be divided over the board members or outsourced to committees.
9. When needed six board members can be appointed. This sixth board member is responsible for the tasks which are not explicitly stated to be tasks of other board members.

Article 13:

1. Board meetings are scheduled as needed by the chairman or at the proposal of a majority of the board members.
2. A board is not authorized to decide, if not at least a majority of the board members is present.

GENERAL MEMBERS' MEETINGS

Article 14:

1. G.M.M.'s cannot be held during academic holidays, on Saturdays, Sundays or public holidays.
2. Motions have to be tabled to the board in writing and signed by at least five members. Motions need to be addressed immediately, with the suspension of the agenda item under discussion.
3. All votes will occur orally, unless the board or five members ask for a written vote.
4. Written votes have to be cast on papers certified by the board; the (in)validity of a vote is defined in the Statutes. (article 17).

5. The board has the right to make decisions about the order, which is binding for itself and the members.
6. When a member asks for the third time to discuss a certain item, the chairman has the right to decline the request of the member, unless it is about a submitted proposal, amendment, or motion by this member.

ELECTIONS

Article 15:

1. The spoken language at a G.M.M. is English, unless there are only Dutchspeaking members present. A member is always allowed to express himself in English.
2. Should a member find difficulties in expressing himself clearly in English during an English spoken G.M.M., he can express himself in Dutch. The board is obliged to immediately provide a translation.
3. The minutes of the G.M.M. will be published in English.

Article 16:

1. When possible, the association will have a boardroom in one of the buildings Citadel, Ravelijn, Zilverling or Carre.
2. The boardroom will be open when a boardmember can be present. This will be at least during the hours before an Honours lecture.
3. The boardroom is in principle a study- and breakroom. Furthermore, committee meetings can take place here and speakers can be welcomed.

Article 17:

1. When a vacancy in the board occurs, the board is obligated to propose candidates.
2. The candidates proposed by the board are prepended by the secretary for seven days. During this time, a group of at least three members with the right to vote can propose oppositional candidates to the board. The oppositional candidates will be announced as soon as possible by the secretary.
3. When the seven days are passed and no oppositional candidates are proposed, the candidates will be appointed, with consideration of the Statutes. (Article 8, clause 3). If there are oppositional candidates, a written voting will occur.

FINAL PROVISIONS

Article 18:

1. Members should be familiar with the implications of the Statutes and D.R, and should consult these when they are uncertain about a current subject.
2. Proposals to change the D.R. (Statutes, article 20) has to be presented to the secretary in writing. The proposed changes, with any additions from the board, needs to be presented at least 14 days before the general members' meeting in writing to the members.
3. The association is not responsible for sickness, death, accidents or damage, of any nature whatsoever, of her members.

4. In case of any obscurities or incompleteness of the regulations, the board has the right to decide.
5. (*extra point*) If there is a difference between the English and Dutch D.R., the Dutch D.R. are regulatory.