

Internal Regulations

Sirius

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INTERNAL REGULATIONS PURSUANT TO ARTICLE 19 OF THE STATUTES OF SIRIUS

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CHAPTER I: GENERAL

ARTICLE 1. DETERMINATION OF TERMS

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| 1. The association: | the association named Sirius; |
| 2. the statutes: | the statutes, as formulated in the association's certificate of incorporation, determined on the 26 th of January 1977, taking into account the possibility of changes afterwards; |
| 3. the regulations: | the internal regulations of the association, as referred to in article 19 of the statutes; |
| 4. the General Assembly: | members, honorary members, members of merit and patrons assembled together, as referred to in article 13 of the statutes; |
| 5. the Annual Assembly: | a general assembly as referred to in article 13.2 of the statutes; |
| 6. the Association Assembly: | members, honorary members, members of merit and patrons assembled together, as referred to in article 14 of the statutes with the goal of guaranteeing accountability over the implemented policy up until that point; |
| 7. the board: | the organ referred to in article 8.1 of the statutes; |
| 8. the Audit Committee: | the organ referred to in article 13.4 of the statutes; |
| 9. committee: | the organ operating by order of the General Assembly or the board which is responsible for carrying out a set of tasks determined upon appointment of the committee; |
| 10. the faculties BMS and S&T | the faculty of Behavioural, Management and Social Sciences and the faculty of Science and Technology; |
| 11. academic holidays: | the academic holidays as referred to in the Scientific Education Act |
| 12. student: | student from the study Public Administration, European Studies, European Public Administration, Management, Society & Technology and/or Health Sciences belonging to the faculty Behavioural, Management and Social Sciences and/or the faculty of Science and Technology at the University of Twente; |
| 13. candidate board: | the potential organ that strives to take over the tasks of the board, as referred to in article 8.1 of the statutes; |
| 14. policy plan: | the written rendition of the candidate board's plans for the association. |

ARTICLE 2. REGULATORY DETERMINATIONS

1. The regulations are subordinate to the statutes. Insofar as one or more clauses in the regulations are contradictory to one or more clauses in the statutes, they lose their effect.
2. A decision to change the regulations can only be taken by the General Assembly, which will be specially summoned under the notice that a change to the regulations will be proposed. The literal text of the proposed change must be noted in the summoning.
3. A change in the regulations will take effect as soon as the decision to make a change has been passed by the General Assembly, unless at the moment of deciding it is determined that the change will take effect at a later moment.
4. In case of disagreement regarding the explanation of one or more of the clauses in the statutes or the regulations, the explanation provided by the General Assembly is decisive. As long as the

General Assembly does not provide an alternative explanation, the board's explanation is decisive.

5. In all cases which are unforeseen in the statutes and regulations, the board has the authority to make an arrangement, as long as the General Assembly does not decide on an alternative arrangement.

ARTICLE 3. GOALS

1. To achieve the goals defined in article 2 of the statutes, the association organises:
 - a. Guest lectures, lectures and similar activities;
 - b. Excursions and study trips in the Netherlands as well as abroad;
 - c. The sale of study materials, sold at a discount where possible;
 - d. Drinks and other festivities
2. Apart from all its own activities, the association cooperates in organising general activities such as activities organised together with other study associations or on behalf of the faculty Behavioural, Management and Social Sciences or the faculty Science and Technology.
3. The association maintains contact with the public administration as well as the institutions connected to it and focuses its actions partially on increasing these contacts.

CHAPTER II: MEMBERS, HONORARY MEMBERS, MEMBERS OF MERIT AND PATRONS

ARTICLE 4. ADMISSION

1. The registration of a member occurs by paying the membership fee to the treasurer. If the board does not reject the registration of the aspirant member within two weeks of receiving the registration, the person in question is deemed admitted from that point on.
2. The definitions “primary member” and “secondary member” are wielded according to the regulations of the Student Union. This means that a primary member is someone who is a student of one of the study programmes that belong to Sirius. All other members are classified as secondary members.
3. Honorary membership begins at the point in time when the person in question accepts their appointment.
4. For membership of merit the same rule is exercised as stated in article 4.2 of the regulations.
5. The status of patron becomes effective from the moment the treasurer receives the first of the yearly contributions.
6. Membership, honorary membership, membership of merit and the status of patron are mutually incompatible. At the start of an honorary membership or membership of merit, the person in question is required to terminate their membership or cancel their status of patron immediately, insofar as this is the case.

ARTICLE 5. RIGHTS

1. Every member, with the exception of the distinction made in article 7.4 of the regulations, has the right:
 - a. To attend and speak at the general assembly, in compliance with article 11 of the regulations;
 - b. To summon the General Assembly and to submit their subjects in compliance with article 14.2 of the statutes and article 8.4 of the regulations;
 - c. To vote during the General Assembly, in compliance with article 12 of the internal regulations;
 - d. To be a candidate for a function within the association;
 - e. To propose candidates for a function within the association;
 - f. To receive on or more copies of the regulations from the board;
 - g. To inspect the minutes of the General Assembly;
 - h. To receive publications by the association and to participate in activities organised by the association, with the exception of more detailed conditions that can be set by the board, if these conditions are reasonable;
2. With the exception of the distinction made in article 7.4 of the regulations, every honorary member and member of merit has the same rights as a member with exemption from the rights stated in article 5.1 under points d. and e. of the regulations;
3. Every patron has the same rights as a member with exemption of the rights stated in article 5.1 under points b., c., d. and e. of the regulations.

ARTICLE 6. DUTIES

1. Every member, through their accession, commits to compliance with the clauses in the statutes and the regulations as well as the decisions of the association.
2. Every honorary member and member of merit, through acceptance of their appointment, commits to compliance with the clauses in the statutes and the regulations as well as the decisions of the association.
3. Every patron, through their accession, commits to compliance with the clauses in the statutes and the regulations as well as the decisions of the association.

ARTICLE 7. EXPULSION

1. Provided that, in their own opinion, a member is wrongly expelled from the association, this member can appeal to the General Assembly as stated in article 6.6 of the statutes. This must take place through registered writing to the chairman. In this case, the chairman must organise a private General Assembly within four weeks.
2. One month after it was possible for the person in question to take notice of the board's communication as stated in article 6.6 of the statutes, the suspension of the person in question will transit into an irrevocable termination of the membership, provided that the person in question does not appeal to the General Assembly within the term determined in article 6.6 of the statutes. Provided that the person in question does appeal to the General Assembly within the term set, the suspension will continue until the General Assembly has taken a decision. If the General Assembly decides to maintain the expulsion, the suspension transits into an irrevocable termination of the membership from that point on. If the General Assembly decides to annul the expulsion, the suspension is cancelled from that point on.
3. Article 7.1 and 7.2 of the regulations are of equal effect on the expulsion of honorary members and members of merit.
4. During their suspension, a member, honorary member and member of merit only retain the rights stated in article 5.1 under points f. and g. of the internal regulations. However, they retain all their duties.

CHAPTER III: THE GENERAL ASSEMBLY

ARTICLE 8. SUMMONING AND THE AGENDA

1. The board summons a General Assembly when it is obliged to by law or by the statutes, or when then board sees it as desirable. During the academic holidays a General Assembly cannot be held.
2. The board summons a General Assembly by sending a written announcement to all members, honorary members, members of merit and patrons within a term of at least seven days of the General Assembly. This announcement must contain the date, starting time, location and the agenda of the assembly.
3. The board must send all documents for the General Assembly to all members by email.
4. The agenda must include the following points first: opening, incoming mail, announcements and the approval of the minutes from the last assembly. The agenda must include the question round and closing as the last points. Furthermore, the agenda must include all the other topics that need to be discussed.
5. The board is obliged to put a topic on the agenda if at least five members have handed in a written request to the secretary.
6. After the announcement has been sent to the members, honorary members, members of merit and patrons, the agenda can only be adjusted as a consequence of the incoming mail and the announcements, provided not a single present member, honorary member or member of merit has any objections to the adjustment.
7. The General Assembly has the authority to take up any topic. The General Assembly can only make decisions about topics that are included on the agenda.
8. The General Assembly has the duty to discuss all topics on the agenda. Unless the statutes or regulations rule it out, the General Assembly can refer the further discussion of a topic or making a decision about a certain topic to a following General Assembly, a committee or the board, either in consultation with the committee or not.
9. The agenda of the Annual Assembly must include at least the following topics:
 - a. The policy implemented by the board in the past year;
 - b. The secretary's report;
 - c. The treasurer's report;
 - d. The Cash Audit Committee's report;
 - e. The candidate board's policy plan;
 - f. Appointment of the board;
 - g. Appointment of the Cash Audit Committee;
 - h. Introducing new members of the Advisory Council;
 - i. Determination of the minimum annual fee for members and patrons;
 - j. Determination of the budget.
10. The board must disclose the date of the Association Assembly at least two weeks prior to the Assembly. The agenda of the Association Assembly must include at least the following topics:
 - a. The activities of the board up until that point;
 - b. The treasurer's intermediate report;
 - c. The Cash Audit Committee's intermediate report;
 - d. The activities of the board for the rest of the board year.

ARTICLE 9. ATTENDANCE LIST

1. During every General Assembly the secretary must keep track of the attendance. On the attendance list the following must be noted separately:
 - a. The names of the present members;
 - b. The names of the present honorary members;
 - c. The names of the present members of merit;
 - d. The names of the absent members who have authorised a present member, in accordance with article 12 of the regulations.Every present member, honorary member or member of merit must sign the attendance list by their name.
2. Before the first vote takes place, the chairman must inform the General Assembly of the number of present members, the number of present honorary members, the number of present members of merit, the number of absent members who have authorised another member in accordance with article 12 of the regulations and, accordingly, the number of votes that can be cast.
3. Insofar as changes take place during the General Assembly regarding the details stated in article 9.1 of the regulations, the secretary must take note of this in the attendance list.

ARTICLE 10. QUORUM

1. The General Assembly can only make decisions if at least twenty members who are eligible to vote are present, with the exception of decisions about a motion which can be taken regardless of the number of members present who are eligible to vote, as referred to in article 11.3 of the regulations.
2. Insofar as there are less than twenty members present at a General Assembly, the General Assembly is authorised to take a draft decision. The board must send a written draft decision, at the latest within seven days of the Assembly, to all members and specifying the details determined in this article.
3. Within three weeks of the General Assembly at the latest, every member can request to have this draft decision presented to a General Assembly, summoned especially for this cause. Accordingly, article 14.2 of the statutes is of effect on such a request.
4. A General Assembly summoned in the manner described in article 10.3 can decide on the draft decision regardless of the number of members present that are eligible to vote.
5. Provided that the request to summon a General Assembly, as referred to in article 10.3, is not filed, the draft decision takes effect three weeks after the General Assembly.

ARTICLE 11. ORDER

1. The chairman decides on the order of the General Assembly, taking into account the statutes, the regulations and the adopted order proposals as referred to in article 11. 3 of the regulations.
2. People other than the chairman may speak when the chairman gives them the floor. If required, the chairman must give everyone present the floor. However, the chairman does not have to give everyone present the floor more than twice on the same topic, unless it is decided otherwise in the order proposals as referred to in article 11. 3 of the regulations.
3. Every present member, honorary member, member of merit or patron can make an order proposal. An order proposal is relevant to the procedure of the General Assembly and may not be contradictory to the statutes or the regulations. The person who tabled the proposal may give a

short clarification, after which the chairman, if desired with a short commentary, but without debate, immediately puts the proposal to a vote.

4. The chairman must put all proposals to a vote, unless decided otherwise by an order proposal. Proposals which concern the same topic will be put to a vote in a sequence of comprehensiveness, which is decided by the chairman.
5. The General Assembly is public. As an exception to this, the General Assembly can decide through an order proposal to discuss one or more of the topics on the agenda in a private assembly. Only member, honorary members, members of merit and patrons can be present at a private assembly.
6. Insofar as someone present disturbs the order of the Assembly, the chairman can refuse to give them the floor or even restrict access to the assembly, until they are prepared to accept the order of the assembly.
7. The board can suspend the General Assembly at all time if they see fit.

ARTICLE 12. VOTING RIGHTS

1. Every member, honorary member or member of merit casts a vote during the General Assembly. Provided a member cannot attend the Assembly, that member can authorise another member to cast their vote for them.
2. The authorisation must include at least the name of the authoriser, the name of the authorised member and the date of the General Assembly for which the authorisation is given.
3. A present member can only be authorised to cast a vote for a maximum of one other member.

ARTICLE 13. VOTING

1. Voting over matters takes place by raising the hand, unless the board or at least five members request an individual vote.
2. A decision is taken through an absolute majority. In determining the number of votes cast, blank votes and abstentions are disregarded. If the vote is tied, a second vote will take place. If the vote is tied again, the chairman decides, in consultation with the present board members.
3. Voting about a person takes place via a written and anonymous vote.
4. If a written vote takes place, the chairman appoints three present members to form the polling office. The polling office members distribute the voting forms, collect the forms, count the votes, determine the outcome and share this outcome with the Assembly.

CHAPTER IV: THE BOARD

ARTICLE 14. GENERAL

1. The General Assembly decides on the number of members of the board.
2. The board is as a whole responsible for the tasks instructed to them by statutes, the regulations or the General Assembly. The board as a whole is also responsible for the general policy and the activities further developed by the association.
3. Board decisions are taken through a majority of the votes. If the vote is ties, the chairman decides.

ARTICLE 15. TASKS

1. The board is responsible for managing the association, drawing up the budget, maintaining the statutes and the regulations and the implementation of decisions made by the General Assembly.
2. The chairman is responsible for:
 - a. The general direction of the association;
 - b. Leading the General Assembly and the board meetings;
 - c. The coordination of the board activities.
3. The secretary is responsible for:
 - a. Keeping track of names of members, honorary members, members of merit and patrons;
 - b. Taking minutes during the General Assemblies and the board meetings;
 - c. Managing the association's archive;
 - d. Handling the correspondence, of which he/she keeps a copy;
 - e. Summoning the General Assembly and other assemblies;
 - f. Writing an annual report for the Annual Assembly regarding the activities and the condition of the association.
4. The treasurer is responsible for:
 - a. Managing the monetary means of the association;
 - b. Writing a financial report per activity for the Association Assembly;
 - c. Writing a financial report per activity for the Annual Assembly;
 - d. The accounting and accountability for his/her financial management in the annual account.
5. The board is responsible for providing, reasonably, an as big as possible proportion of the necessary study materials to the members.
6. The board is responsible for the implementation of an excursion programme for the members.
7. The board is responsible for the activities that have as their goal intensifying contact between members, honorary members, members of merit and patrons.
8. The board is responsible for the organisation of activities that facilitate a broad development of students as well as, in relation to this, gaining new contacts.

ARTICLE 16. APPOINTMENT

1. At least eight weeks before the Annual Assembly, the board must call for nomination for a new board, as well as for nomination for separate board functions.
2. After this, mentioned in the previous paragraph, call for nomination, candidates can sign up in writing to the secretary at least six weeks before the Annual Assembly.
3. If there are several candidates for one function, and the candidates cannot come to a division of functions themselves, an application committee holds an interview with each of the candidates.

Afterwards, the committee will provide a recommendation for a candidate with an argumentation for the nomination.

4. The application committee must comprise at least three people. The board decides on the composition of the committee. However, at least one board member and at least one member of the Advisory Board must take place in the committee. The committee must follow the regulations.
5. The names of the chosen candidates must be made known as soon as possible.
6. The members nominated by the application committee are regarded as chosen, unless at least five members request a vote about one or more of the candidates. The vote must take place according to what is determined in article 13 of the regulations.
7. If at least a week before the date of the Annual Assembly no candidates for the board have signed up, the Annual Assembly appoints an interim board. This board summons a General Assembly within ten weeks of the Annual Assembly. Until this General Assembly the interim board handles the current affairs and limits its activities to the legal obligations. In addition, the interim board must make its best efforts to present a candidate board after all to the General Assembly. If the interim board does not succeed, it must continue its activities until the next Annual Assembly. During this assembly, the interim board must propose to disestablish the association.
8. If, intermediately, an opening arises or if the General Assembly objects the appointment of one or more of the candidates for the interim board, in correspondence with article 16.7 of the regulations, the application committee nominates a candidate whose name must be made known to all members, in writing, four weeks after the opening arose at the latest. At the latest, two weeks after this announcement has been sent, at least five members can nominate another candidate in writing to the secretary.
9. Board membership ends intermediately through:
 - a. Written resignation to the secretary;
 - b. Dismissal by the General Assembly;
 - c. Cancellation of membership of the association;
 - d. Resignation to the General Assembly.If the treasurer cancels his/her membership intermediately, he/she must present the accounts and be held accountable by the rest of the board members within two weeks.
10. If the whole board resigns before finishing their board year, they must be held accountable by the General Assembly within four weeks. Furthermore, four weeks before the Assembly, as noted in this paragraph, must call for a new board. The articles 16.3, 16.4 and 16.8 are of effect in accordance.

ARTICLE 17. POLICY PLAN

1. The policy plan, including the policy resolutions of the candidate board members for the upcoming board year, is presented to the General Assembly before the appointment of the board members.
2. The policy plan includes at least:
 - a. A description and interpretation of the functions of the board members, other than the chairman, secretary and treasurer.
 - b. The activities that will be organised in any case.

ARTICLE 18. BUDGET

1. The budget is determined by the General Assembly during the Annual Assembly. The budget, composed of a general part and a part per committee, covers the period of a board year.
2. The candidate treasurer presents the candidate board's budget.
3. In the budget, as referred to in article 18.2 of the regulations, changes can be made during the same General Assembly in which the budget is approved of, so that the General Assembly can approve of the, possibly adjusted, budget in the same Assembly.
4. Every member can propose a change to the budget during the Association Assembly.
5. The board requires approval from the General Member's Assembly for expenses above €750 which were not included in the budget.

CHAPTER V: COMMITTEES

ARTICLE 19. GENERAL

1. The General Assembly as well as the board can, for special tasks, establish committees.
2. The committee must be held accountable by the organ that established it.
3. Every decision to establish a committee must note at least:
 - a. The name of the committee;
 - b. The composition of people, whereby at least a chairman and secretary are appointed;
 - c. The committee's task;
 - d. The term of the committee;
 - e. The organ by which the committee is held accountable.
4. The organ that established the committee can dismiss one or more members of the committee provided these members no longer fulfil their tasks.

ARTICLE 20. COMMITTEES OF THE BOARD

1. The chairman, secretary and treasurer cannot be members of a committee.
2. Minutes must be taken during the committee meetings. These minutes are passed on to the board.
3. The board coordinates the committee's activities and provides guidelines for the implementation where necessary. To this cause, the board maintains regular contact with the committee chairmen.
4. The committee chairmen provide the board solicited and unsolicited advice in regards to the activities of the committee.
5. The board organised, for what is determined in article 20. 3 and 20.4, a committee chairman consultation, further to be called the CCC. During this consultation, at least the chairman of the board, the committee chairmen and the commissioner internal affairs take part.
6. The CCC meets as noted in article 20.3 or if one or more committee chairmen request a consultation.
7. The Advisory Board is a committee of the board:
 - a. The new members are presented during the General Member's Assembly as stated in article 8.9 of the regulations;
 - b. The Advisory Board's task is to give solicited and unsolicited advice to the board;
 - c. Board members of Sirius cannot be a member of this committee while still fulfilling their function.

ARTICLE 21. COMMITTEES OF THE GENERAL ASSEMBLY

1. Every year the General Assembly appoints at least the Cash Audit Committee during the Annual Assembly, as referred to in article 13.4 of the statutes.
2. The appointment has effect until the following Annual Assembly.
3. The nomination takes place separately during the Annual Assembly.
4. The board has the obligation to make notice of the possibility to nominate oneself for the Cash Audit Committee when sending the announcement for the Annual Assembly.
5. If what is determined in article 21.1 of the regulations is not possible, the board must then send a proposal for the composition of the Cash Audit Committee to all members within six weeks. If, within four weeks of sending the proposal, no use has been made of the right stated in article 14.2 of the statutes, then the proposal as referred to here is accepted as the decision.

6. Board members cannot be members of the Cash Audit Committee. Former board members cannot be members of the Cash Audit Committee within one year of their discharge unless the General Assembly sees this membership as necessary for the functioning of the Cash Audit Committee.
7. The Cash Audit Committee must consist of at least two people.
8. The Cash Audit Committee is responsible for supervision of the financial management of the association and the accounting thereof.
9. During the biannual Association Assembly, the Cash Audit Committee presents to the General Assembly an intermediate written report per activity by the Cash Audit Committee concerning the task determined in article 13.4 of the statutes.
10. During the Annual Assembly the Cash Audit Committee presents a written report to the General Assembly, concerning the task determined in article 13.4 of the statutes, with a non-binding and supported advice per activity to reject or approve the treasurer's annual report.

Chapter VI: Privacy Policies

Article 22. GENERAL

1. The formulated Privacy Policy, approved on the 12th of February 2018, is valid.
2. Every member has access to the Privacy Policy via the personal log in on the website www.siriusenschede.nl.

Article 23. POLICIES ON PHOTOGRAPHY

1. During activities, organised by Sirius or in which Sirius participates, photographs can be taken.
 - a. The photos have the sole purpose of giving a general impression of the activities.
 - b. The photos will be published on the secured page of the website.