

Rules of Procedure

Extra Muros Liberal Arts Study Association

This are the Rules of Procedure from Study Association Extra Muros, as mentioned in article 17 from its Regulations.

General

1

Extra Muros is the name of the Study Association from Liberal Arts, belonging to Tilburg Univeristy seated in Tilburg.

2

These Rules of Procedure are based on the Regulations, described in the Articles of Incorporation of 16 Februari 2009. These rules of procedure are an addition to the conditions that are stated in and is subordinate to the Regulations.

3

A change in these rules of procedure can only be decided by a General Assembly of Members. Two third of the votes need to support this change.

Membership

4

Persons who want to become a member of the association need to make a written request to the board. Every member needs to fill in a registration form with a photograph attached. Persons who want to end their membership need to make a written notifaction to the board about this. Members can be (former) students or (former) employees who are related to the study Liberal Arts at Tilburg University.

5

Members have the right to:

1. attend, speak at, vote at, and propose a motion at the General Assembly of Members;
2. authorize an other member to vote in his/her place at the General Assembly of Members;
3. get acquainted with the Agenda and other pieces that are discussed at the General Assembly of Members at least one week in advance.
4. get acquainted with the Minutes of the last General Assembly of Members;
5. apply for a position in a committee;
6. apply for a board position;
7. participate to activities the association organises; provided that extra optional reasonable conditions stated by the board are fulfilled;
8. receive a discount on certain activities.

6

The members have the duty to:

1. pay the membership fee within the set time;
2. strictly follow the Regulations and the Rules of Procedure;
3. follow all the other duties that are derived from the Regulations, Rules of Procedure, decisions by a General Assembly of Members, or decisions by the board.

Membership fee

7

The membership fee can only be changed with approval of the General Assembly of Members.

8

Members have to pay their membership fee within three months after the beginning of the financial year. Those who have not paid after this term can be confined in accordance with article 4 of the Regulations.

9

The association is allowed to ask for a contribution for participating in activities organized by the association. The total of contributions is allowed to exceed the actual costs of the activity as long as the remaining will be entitled to Extra Muros.

Statement of expenses

10

Only properly written statements of expenses accompanied with the appropriate receipt are honoured. This means name, committee, date, and expenses are mentioned. It also needs to be mentioned if the amount is to be received in cash or received on a bank account; in case of the later, the bank/giro number has to be mentioned.

11

Statements of expenses need to be submitted at the latest one month after the date on the receipt. Statements of expenses which are submitted after will not be honoured. An exception on this are statements of expenses during the establishment which can be declared until one year after the date on the receipt.

12

Statements of expenses are paid by the treasurer within three weeks after submission. Only statements of expenses that date from during the establishment can deviate from this, which will be paid at the latest three weeks after having received subsidy.

Board

13

In accordance with the Regulations article 7 the board consists of at least a President, a Secretary and a Treasurer. Only in the case of more candidates the position of Vice-President should be occupied.

14

The board consists of at least one international student and one Dutch student. In this case an international student is in principle defined as someone who comes to the Netherlands with the intention to study there.

15

The board is responsible for the maintenance of the Regulations and the Rules of Procedure and the implementation of the decisions taken.

16

The board composes an annual report and a budget for the coming year.

17

The board holds meeting as often as the President or two other members of the Board find it necessary.

18

The board can only make decisions if more than the half of the board members is present or represented. A board member can be represented by a fellow member of the board, only written, during meetings of the board. A board member can only be plenipotentiary for one other member of the board at the time.

19

The board is can at all times propose alterations of the Rules of Procedure.

20

The board is authorized to, when one of more board members no longer form part of the board, fill the vacant positions by one or more persons of confidence. This is the board's responsibility until the next General Assembly of Members.

21

The appreciation of the efforts given to the board by the University of Tilburg will be paid out at the end of the financial year. The board is entitled to divide this amount among themselves. If the board is unable to settle among themselves the entire amount will be entitled to Extra Muros.

22 President

The president has at least the following tasks and/or responsibilities:

1. the general supervision of Extra Muros;
2. preside the General Assembly of Members;
3. monitor the proceedings of his members of the board;

4. compose, in consultation with the secretary, the agenda for the Assembly of Members;
5. make an evaluation and plan of action of his/her activities during his/her year as president.

23 Secretary

The secretary has at least the following tasks and/or responsibilities:

1. keep up the member administration;
2. control the incoming and outgoing mail in an orderly fashion;
3. placing the new agenda and minutes of the former meeting in the appropriate place at least seven days before the date of the Assembly of Members;
4. see to the implementations of the minutes;
5. assemble an archive which consists of all the minutes of the meetings held in the past year of the board, all the letters received that year by Extra Muros, and matters as newsletters. When necessary the secretary approaches people in possession of these documents.
6. make an evaluation and plan of action of his/her activities during his/her year as secretary.

24 Treasurer

The treasurer has at least the following tasks and/or responsibilities:

1. collect and manage the funds and goods;
2. keep up the accounts precisely;
3. keep up and when necessary copy all the mail of the concerning finances of the association;
4. formulate a budget, which is to be approved by the General Assembly of Members
5. present a financial annual report concerning the past financial year at the first Assembly of Members of the new financial year;
6. hold responsible, in consultation with the committee, one of the members of the committee for the financial aspects within the committee;
7. make an evaluation and plan of action of his/her activities during his/her year as treasurer.

25 Vice-President

The vice-president has at least the following tasks and/or responsibilities:

1. substitute the president when he/her is not present;
2. lead and coordinate the proceedings of the committees which fall under his/her responsibility;
3. shares the end responsibility for all the committees activities with the president;
4. function as mediator between the board and the members of the committees;
5. make an evaluation and plan of action of his/her activities during his/her year as vice-president.

Committees

26

The tasks of committees are recorded in terms of reference established by every committee in consultation with the board.

27

Every committee has a committee president. The committee president presides the committee. He is responsible to the board.

28

The member from the committee that is appointed by the treasurer for the financial aspects of the committee is obligated to submit a budget to the treasurer preceding the event, unless the board decided otherwise.

29

Committee clothing is purchased on voluntary basis. Purchased and printed cloths are representative. Representative here means: name and/or logo Extra Muros, possibly logo's from sponsors and the name of the committee.

Treasury Committee

30

Annually a treasury committee of at least two members who are not a member of the board is created. This committee will be occupied with controlling the financial administration of Extra Muros. The administration has to give a realistic picture of the financial position of Extra Muros. During the General Assembly of Members the controlling committee presents a report to the members and the board. If there happen to be any mistakes in the report these mistakes will be presented to the members as well as the board, initially however the treasurer of the board of Extra Muros will be made aware of the mistake.

31

The committee will, in the case that they find it necessary, suggest improvements concerning the budget to the board. These suggestions are always without any engagement; the board is not obliged to act on these suggestions. The suggestions made by the committee will always be part of the treasury committee's control report of the General Assembly of Members.

32

The expenses will be checked on effectiveness. Furthermore the incomes and expenses are checked on acceptability, sufficiency, reliability and legitimacy.

33

The treasury committee has a controlling function and is not allowed to make changes in the organization or to sanction. Book keeping is the responsibility of the board. From several committees of Extra Muros, incomes and expenses are checked. The yields will be controlled in first instance on completeness and the expenses will be controlled in first instance on correctness.

34

The tasks of the treasury committee are:

1. Checking of the begin and end balance of the bank account;
2. Checking the declarations and receipts, whether they are explained in the budget;
3. Counting the supplies of Extra Muros;
4. Counting the cash and checking the ledger;
5. Checking the expenses of the study organization on the importance for its members;

6. Checking the sponsor contracts and observance for both parties;
7. Checking the subsidy arrangements observance for both parties;
8. Checking the expenses and incomes of the committees of Extra Muros. Here the same aspects are important: checking the expenses of the committee on the importance for the members of the study organization;
9. optionally formulating suggestions that can be followed in favor of the study organization
10. Writing a financial control report, that will be presented during the General Assembly of Members of Extra Muros, to both its members and board

General Assembly of Members

35

During the General Assembly of Members the past year is discussed and the board presents its annual report about the progress of the organization and the implemented policy.

36

The board is appointed annually by the General Assembly of Members.

37

The General Assembly of Members in which the new board is chosen should be announced at least one month in advance. In the announcement it should be stated that members have the possibility to put forward candidate boards. The sitting board should be informed about the candidate boards at least two weeks before the General Assembly of Members. The board is allowed to make a nomination of a candidate board.

38

At least two months in advance of this General Assembly of Members, the members should be informed of the fact that they can apply for a board position.

39

Members have the right to put forward a motion during the General Assembly of Members. If this motion is accepted by two thirds of the people who have the right to vote it has to be taken in to consideration by the board. The board has the right to ask for the motives of a certain motion. The board also has the right to defend itself against a motion.

Other Aspects

40

During activities of Extra Muros pictures are taken. These pictures will be placed on the website of Extra Muros (www.extramuros.nl), so they can be viewed.

41

Participation to activities organised by the association is only for members unless the board decides otherwise.

Opgemaakt d.d.: April 2009

President Extra Muros
Lucas Noordhoorn

Secretary Extra Muros
Sandra Wagemakers

Treasurer Extra Muros
Marthe Nijkamp

Vice-President Extra Muros
Kayleigh van Oorschot