

Rules of Procedure

General provisions

Article 1

Extra Muros is the name of the Study Association of the University College Tilburg: Liberal Arts and Sciences Bachelor program at Tilburg University. The association is registered with the City of Tilburg, The Netherlands.

Article 2

These Rules of Procedure are based on the Regulations. The Regulations can be found in Extra Muros's founding document, which was made up on February 16, 2009, with the official document no. 2009.000146.01/HS (The Dutch original and the English translation are available from the Extra Muros website). The Rules of Procedure are an addition to the Regulations and are subordinate to the Regulations.

Article 3

Changes to these Rules of Procedure can only be made by a decision of the General Assembly (see Article 23.1 of the Rules of Procedure).

Membership

Article 4

1. Persons who want to become a member of the association need to fill out a registration form.
2. Persons who want to terminate their membership need to make a written notification to the Board about this.
3. Students or employees at the Bachelor program University College Tilburg: Liberal Arts and Sciences at Tilburg University may become Members.
4. Persons who do not fall into this category but wish to be associated with Extra Muros may become Associate Members, as described by Article 11 of the Rules of Procedure.

Article 5

Members have the right to:

1. Participate in all activities or events organized by the association. The Board may instate preconditions to the participation in activities and events precluding the participation of members who do not fulfill these requirements, provided these requirements are reasonable.
2. Attend, speak, vote, and make proposals at the General Assembly;
3. Authorize another member to vote in their place at the General Assembly;

4. Get acquainted with the Agenda and other matters discussed at the General Assembly at least one week in advance.
5. Get acquainted with the minutes of the last General Assembly;
6. Apply for a position in a Committee;
7. Apply for a Board position;

Article 6

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. Perform all other duties that derive from the Regulations, Rules of Procedure, other decisions or documents ratified by a General Assembly, or decisions by the Board.

Article 7

The membership fee can only be changed by a decision of the General Assembly (Article 6.1 of the Regulations).

Article 8

Members have to pay their membership fee within a period set by the Board. Those who have not paid before November can be confined in accordance with Article 4 of the Regulations.

Article 9

The association is allowed to charge members for participating in an activity or event organized by the association. Revenue made this way is allowed to exceed the actual costs of the activity. Extra Muros is entitled to all revenue made this way, and it is to be spent in accordance with the goals of the association.

Article 10

Only members are entitled to participate in activities organized by the Association unless the Board decides otherwise.

Associate Members

Article 11

Associate member is another name for Donor, as described in article 5 of the Regulations.

Associate members:

1. Are those who want to participate in or be associated with the association but cannot be members as they are not students and/or staff members at UCT.
2. Can participate in General Assemblies, but do not have voting rights.
3. Cannot be a member of the Board in an administrative capacity, but, at the request of the Board, they can have a consultative voice.
4. Pay to the association the donor fee provided for by the present Article 5.2 of the Regulations.
5. Shall be entitled to participate in all of the Association's activities, unless the Board decides that participation in a certain activity shall be limited to a group of members to be determined by the Board.

General Assemblies

Article 12

General Assemblies should be announced at least one month in advance. In case of emergency, a General Assembly can be announced on shorter notice.

Article 13

The agenda and all other documents that will be discussed at the General Assembly of Members must be communicated to the members in writing at least one week in advance of the GA, as described in article 14.3 and 14.4 of the Regulations.

Article 14

A meeting of the General Assembly must be convened during the first half of the academic year for the purpose of reviewing the past year, as described in Article 13.1 of the Regulations.

1. During this meeting, the Board presents a report about the implementation of its policies, and about the state of the association in general.
2. During this meeting, the Board is required to motivate and submit a budget proposal for the rest of the academic year to the General Assembly for approval.

Article 15

The Board is appointed annually by the General Assembly.

Article 16

A meeting of the General Assembly must be convened during the second half of the academic year for the purpose of appointing the Board for the next academic year.

1. Generally, the Board nominates a candidate board which it proposes to this meeting of the General Assembly.
2. During this meeting, any member may run as candidate for any board position. Members may also propose a candidate board. The Board should be informed about any candidate boards proposed by members at least two weeks before the General Assembly. In the announcement of this General Assembly it should be stated that members may propose candidate boards and may run for Board positions.
3. At least two months in advance of this General Assembly, the members should be informed of the fact that they can apply for a board position.

Article 17

Members have the right to propose a motion during the General Assembly. If this motion is approved by two thirds of the General Assembly, it has to be taken into consideration by the Board. The Board has the right to request further explanation about the motives. The Board also has the right to defend itself against a motion.

Voting Procedures

The following is a summary of the rules on voting and voting procedures as found in the Regulations. It is intended to group the rules and make these navigable for all members. NB: the following text is not binding, whereas the text in the Regulations is binding.

Article 18

The President:

1. The President has the power to determine the manner in which voting during the General Assembly takes place, as outlined in Article 11.4 of the Regulations.
2. Judgements made by the President during the General Assembly regarding a vote are to be considered binding.
3. If a motion has not been issued in writing, then the President's judgement regarding that decision is binding, as described in Article 12 of the Regulations. If the President's judgement is questioned, a vote shall take place to issue a binding decision, overruling the President's previous judgement.

Article 19

Decisions and elections:

1. A General Assembly can be requested by Extra Muros members, assuming a request is made in writing with at least one-tenth of the members with voting rights having cast their vote. Extra Muros is then obliged to organise a meeting within fourteen days as outlined in Article 14.2 of the Regulations
2. If decisions aren't by law or by the Regulations required to be voted upon by a qualified majority (i.e. > 2/3 of the votes), they require an absolute majority (i.e. > 1/2 of the votes) in order to be accepted by the General Assembly (Article 11.5 of the Regulations). When the votes are tied, the motion is not accepted.
3. A member of Extra Muros can give their vote to another member, to have their vote cast on his behalf (Article 11.2 of the Regulations).
4. Decisions made via the issuance of votes can be binding even if no official meeting has been convened, assuming all members of Extra Muros with the right to vote were present and the Board has been informed prior to the voting. Such decisions are as binding as decisions made during the General Assembly of Members (Article 11.2 of the Regulations).
5. Voting for the election of candidates must be conducted by lot if the votes are tied, as described by Article 11.5 of the Regulations.
6. Elections with more than two candidates, and with a vote that resulted in no absolute majority requires a re-election to take place between the candidates with the most votes. The candidate with the majority of the votes is elected (Article 11.5 of the Regulations).

Article 20

Suspended and dismissed members:

All members suspended for reasons mentioned in the Regulations under Article 4.4 are not permitted to exercise their voting rights.

Article 21

Suspended board members:

The General Assembly can suspend or dismiss a member of the Board by a two-thirds majority (Articles 7.3 and 7.4 of the Regulations).

Article 22

Associate Members/Donors do not have the right to vote at the General Assembly, but they are permitted to voice their opinions (Article 5 of the Regulations).

Article 23

Changing the Rules of Procedure and the Regulations of Extra Muros

1. The Rules of Procedure may be altered by the General Assembly with a simple majority vote (Articles 11.5, 15.1, 15.2, 15.5 and 17 of the Regulations).
2. The Regulations may be altered by the General Assembly with a majority vote of two-thirds of the vote, as described by Article 15.3 of the Regulations.

*Board***Article 24**

In accordance with the Regulations Article 7.1 the Board consists of at least a President, a Secretary and a Treasurer. The fourth board member should be a Public Relations Officer.

Article 25

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.

Article 26

The Board is responsible for the upkeep of the Regulations and the Rules of Procedure and the implementation of the executive decisions taken.

Article 27

The Board composes annual reports and budgets, as described by Article 14 of the Rules of Procedure.

Article 28

The Board meets as often as the President or two other members of the Board find it necessary.

Article 29

The Board can only make decisions if more than half of the board members are present or represented by proxy. Another board member may act as proxy for another board member, for which the latter must give their consent in writing. A board member can only act as proxy for one other board member at a time.

Article 30

When a board member, for any reason, ceases to form a part of the Board, the Board is authorized to appoint a trusted person to the vacant board position. This appointment is the responsibility of the Board until the next General Assembly appoints a candidate to this position.

Article 31

At the end of the financial year, Tilburg University awards board members a Board Grant.¹ Board members coordinate with Tilburg University how much funds each board member is awarded from this grant. The Association is in no way entitled to funds in the Board Grant.

Article 32

The President has at least the following tasks and/or responsibilities. They:

1. Establish the macro level vision of Extra Muros, in agreement with the rest of the Board;
2. Maintain internal connections, i.e. connections with current members, alumni, previous Boards, university staff & core staff, relevant (Tilburg University) study/student organisations, and university institutions such as Studium Generale;
3. Take public responsibility of the conduct of Extra Muros;
4. Chair Board meetings and create the agenda with the Secretary;
5. Preside the General Assemblies;
6. Have a tie-breaker in decisions when it goes to a vote during Board meetings, i.e. when the vote is tied at 2-2, the President decides;
7. Address the members and future members in public statements;
8. Supervise the proceedings of the committees which fall under their responsibility;
9. Make an evaluation and plan of action for their activities during their year as President.

Article 33

The Secretary has at least the following tasks and/or responsibilities. They:

1. Set up the agenda for meetings together with the President;
2. Manage internal communications to members or the staff, inter alia, communicating
1. announcements to members, writing emails to the new students at the beginning of the year, communicating with staff inviting them to events;
2. Perform non-financial administrative tasks within the organization, such as
3. membership registration;
4. Take the minutes during internal meetings and General Assemblies;
5. Make sure the necessary documents are published prior to the General Assembly;
6. May substitute the President of Extra Muros in the case they are not present;
7. Supervise the proceedings of the committees which fall under their responsibility;
8. Make an evaluation and plan of action for their activities during their year as Secretary.

Article 34

The Treasurer has at least the following tasks and/or responsibilities. They:

1. Make the annual budget proposal, including budgets for committees, and present this during the first General Assembly;
2. Ensure the budget is up to date;
3. Perform financial administrative tasks within the organization, such as overseeing the payment of the membership fee;

¹ See: <https://www.tilburguniversity.edu/students/career/talent-development/active-a-board/board-grants>

4. Manage the budget of committees and the Board, i.e. reimburse members and make sure there is no overspending;
5. Make sure internal grants are applied for, e.g. internationalization grant, UCSRN membership grant;
6. Must have their budgetary reports reviewed by the Independent Committee;
7. Supervise the proceedings of the committees which fall under their responsibility;
8. Make an evaluation and plan of action for their activities during their year as Treasurer.

Article 35

The Public Relations Officer has at least the following tasks and/or responsibilities. They:

1. Maintain external connections, i.e. connections providing opportunities with outside sources such as: companies, charities, organizations, partners, think tanks, sponsors, i.e. anything which might be interesting to have an event or arrangement with outside of general university institutions;
2. Manage the promotional material that is organization wide, such as: Extra Muros pins, stickers, posters, banners, business cards, and clothing;
3. Manage the social media accounts of the association currently consisting of, but not limited to: Facebook, Instagram, LinkedIn, and the website;
4. Have the competence to, if they so desire, set up a committee to assist them with acquisitions or promotional work;
5. Supervise the proceedings of the committees which fall under their responsibility;
6. Make an evaluation and plan of action for their activities during their year as Public Relations Officer.

Committees

Article 36

A committee is a group of active Extra Muros members with a shared interest that organizes events or contributes to the association in another way.

Article 37

A committee has a demarcated purpose that is in line with (a part of) the association's purpose to enrich studying LAS at Tilburg University by means of the social, educational and academic pillars.

Article 38

A committee is recognised by the Board as an official Extra Muros Committee.

Article 39

A committee is supervised by a Board member who has been appointed to do so by the Board.

Article 40

A committee consists of a Committee Head and Committee Members.

1. The Committee Head:
 - a. Is appointed by the Board as Head of the Committee.
 - b. Chairs committee meetings.

- c. Is in close contact with the aforementioned supervisory Board Member about the committee's progress, activities and finances.
 - d. Is responsible for furthering the committee's goals and maintaining the connection to the association as a whole, as described in Article 37 of the Rules of Procedure.
2. The Committee Member:
- a. Is known to the Board as a member of the Committee.
 - b. Is registered for the Committee through the association's central registration procedure.

Article 41

A committee has a budget that must be approved by the first General Assembly of the academic year, or by the first meeting of the General Assembly that follows the founding of the Committee.

Article 42

A committee can be founded by any member or group of members by consulting the Board.

Declarations of expenses

Article 43

Only declarations of expenses that are filled out correctly and accompanied by the appropriate receipts are approved. A correct declaration of expenses should specify the expense, the date on which the expense was made, and the name and committee of the person who made the expense. It should also specify whether the reimbursement is to be received in cash or transferred to a certain bank account; in case of the latter, the appropriate account details should be specified.

Article 44

Declarations of expenses shall be submitted at the latest one month after the date on the expense in question's corresponding receipt. Declarations of expenses submitted after this term will not be approved.

Article 45

Declarations of expenses are approved and paid by the Treasurer within three weeks after submission.

Final provisions

Article 46

Every member and association body has to adhere to the provisions of these Rules of Procedure.

Established by the General Assembly of the Association dated 4-10-2022