



Extra Muros

Rules of Procedure

Version 24-5-2023

Table of Contents

1. General	1
1.1. General Provisions	1
2. Membership	2
2.1. Registration	2
2.2. Rights and Duties	3
2.3. Associate Membership	4
2.4. Membership Fee	4
3. General Assembly	4
3.1. Announcement	4
3.2. Mandatory Meetings	5
3.3. Motions	5
4. Board	6
4.1. Composition	6
4.2. Appointment and Dismissal	6
4.3. Transition	7
4.4. Tasks	7
4.4.1. President	7
4.4.2. Secretary	8
4.4.3. Treasurer	8
4.4.4. Public Relations Officer	9
4.5. Meetings	9
5. Committees	9
5.1. General Provisions	9
5.2. Composition	10
5.3. Planning and Evaluation	11
6. Independent Committee	11
6.1. General Provisions	11
6.2. Composition, Appointment, and Dismissal	11
6.3. Tasks and Responsibilities	13
7. Confidential Contact Person (CCP)	13
7.1. General Provisions	13
7.2. Composition, Appointment, and Dismissal	13
7.3. Procedures	14
7.4. Privacy and Data Storage	14
8. Final Provisions	15
8.1. Declarations of Expenses	15
8.2. Sensitive Information	15
9. Appendix	16

1. General

1.1. General Provisions

Article 1 (former article 1 RoP)

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 (former article 2 RoP)

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 (former article 46 RoP)

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

Article 4 (former article 3 RoP)

Changes to these Rules of Procedure can only be made by a decision of the General Assembly (see Article 86 of the Rules of Procedure).

2. Membership

2.1. Registration

Article 5 (former article 3 RoP)

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 8 of the Rules of Procedure.

2.2. Rights and Duties

Article 6 (former article 5 RoP)

Members have the right to:

1. Participate in all activities or events organised by the association. The Board may instate preconditions to the participation in activities and events precluding the participation of members who do not fulfil these requirements, provided these requirements are reasonable.
2. Attend, speak, vote, and make proposals at the General Assembly;
3. Authorise 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 7 (former article 6 RoP)

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.

2.3. Associate Membership

Article 8 (former article 11 RoP)

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 University College Tilburg.
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.

2.4. Membership Fee

Article 9 (former article 7 RoP)

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

Article 10 (former article 8 RoP)

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 11 (former article 9 RoP)

The association is allowed to charge members and participants for participating in an activity or event organised 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.

3. General Assembly

3.1. Announcement

Article 12 (former article 12 RoP)

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 (former article 13 RoP)

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.

3.2. Mandatory Meetings

Article 14 (former article 14 RoP)

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.

3.3. Motions

Article 15 (former article 17 RoP)

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.

Article 16

1. All motions raised during General Assemblies are to be recorded and stored until dissolution of the association.
2. Upon request by any member, the Board shall make any or all motions raised during General Assemblies public within two weeks.

4. Board

4.1. Composition

Article 17 (former article 24 RoP)

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

Article 18 (former article 25 RoP)

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.

4.2. Appointment and Dismissal

Article 19 (former article 15 RoP)

The Board is appointed annually by the General Assembly.

Article 20 (former article 16 RoP)

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 21 (former article 30 RoP)

When a board member, for any reason, ceases to form a part of the Board, the Board is authorised 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 22 (former article 21 RoP)

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).

4.3. Transition

Article 23

The appointed Board for next academic year will officially take office on July 1. If a Board for next academic year is appointed after July 1, the appointed Board will take office immediately.

Article 24

1. The Board is to make sure to transfer any and all available information and data having a direct or indirect relation to the association to the new Board.
2. The Board is to inform the new Board on any and all undocumented association matters.
3. The Board is to make sure that the new Board is registered at all relevant organisations. These include, but are not limited to, the Chamber of Commerce and the bank. The Board is to deregister themselves from aforementioned organisations.

4.4. Tasks

Article 25 (former article 26 RoP)

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

Article 26 (former article 27 RoP)

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

4.4.1. President

Article 27 (former article 32 RoP)

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 over 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.

4.4.2. Secretary

Article 28 (former article 33 RoP)

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 announcements to members, writing emails to the new students at the beginning of the year, communicating with staff inviting them to events;
3. Perform non-financial administrative tasks within the organisation, such as 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.

4.4.3. Treasurer

Article 29 (former article 34 RoP)

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 organisation, such as overseeing the payment of the membership fee;
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. internationalisation 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.

4.4.4. Public Relations Officer

Article 30 (former article 35 RoP)

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, organisations, 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 and merchandize that is organisation 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 desire so, 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.

4.5. Meetings

Article 31 (former article 28 RoP)

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

Article 32 (former article 29 RoP)

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 a proxy for one other board member at a time.

Article 33

1. Official board decisions are to be recorded and stored until dissolution of the association.
2. Upon request by any member, the Board shall make official board decisions public within two weeks.

5. Committees

5.1. General Provisions

Article 34 (former article 36 RoP)

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

Article 35 (former article 37 RoP)

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 36 (former article 42 RoP)

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

Article 37 (former article 38 RoP)

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

5.2. Composition

Article 38 (former article 39 RoP)

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

Article 39 (former article 40 RoP)

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 35 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.

5.3. Planning and Evaluation

Article 40

The Board shall have at least one evaluative meeting per semester with each Committee Head. During this meeting, at least the functioning of the committee, Committee Head, and board contact person shall be discussed.

Article 41

1. Before any event or activity, the respective association body is to write a plan of action and draw up a budget for the event or activity.
2. After any event or activity, the respective association body is to write an evaluation after the event or activity took place.

Article 42

The Board, with support of the Committee Heads, shall create a preliminary planning with events and activities per semester.

6. Independent Committee

6.1. General Provisions

Article 43 (former article 3.1 ICCG)

The Independent Committee, as described in article 13.2, 13.3, 13.4 and 13.5 of the Regulations (Statutes), is tasked with maintaining both democratic and financial legitimacy of the association.

6.2. Composition, Appointment, and Dismissal

Article 44 (former article 3.3 and 3.4 ICCG)

1. The Independent Committee consists of at least two, but no more than three members of Extra Muros.
2. Board members and Committee Heads cannot be members of the Independent Committee.

Article 45 (former article 4 ICCG)

The selection of members of the Independent Committee is carried out by a consecutive procedure with the following elements:

1. An open vacancy issued and received by the Board;
2. All applicants will be introduced by the Board at the General Assembly;
3. A regular voting procedure in the General Assembly from which the appointment of applicants as members of the Independent Committee will follow.

Article 46 (former article 5 ICCG)

1. Members of the Independent Committee may resign.
2. Members of the Independent Committee may be suspended or dismissed by the General Assembly by a simple majority.

6.3. Tasks and Responsibilities

Article 47 (former article 6 ICCG)

The members of the Independent Committee have at least the following tasks and/or responsibilities. They:

1. Conduct one audit, including a review of finances, per semester. This report is published before and presented at the General Assembly at the end of the semester, or directly after the semester;
2. Have the right of initiative to propose financial recommendations to the Board;
3. Make financial recommendations, which are proposed and voted upon during the General Assembly at the end of the semester, or directly after the semester;
4. Checks voting procedures during General Assemblies, except for when the vote pertains to one of their audits.

7. Confidential Contact Person (CCP)

7.1. General Provisions

Article 48 (former article 7 paragraph 1 ICCG)

The primary objective of the CCP is to strive for social safety in and around the association. Their tasks are, but are not limited to:

1. Listen when people feel the need to share their personal and study related problems.
2. Giving people the tools to find help related to their problems.
3. Mediating conflicts between members/participants or between members/participants and the Board.

7.2. Composition, Appointment, and Dismissal

Article 49 (former article 3.3 and 3.4 ICCG)

1. The association has at least two Confidential Contact Persons. These shall be (associate) members of two different gender expressions.
2. Board members cannot be Confidential Contact Persons.

Article 50 (former article 4 ICCG)

The selection of members of the Confidential Contact Persons is carried out by a consecutive procedure with the following elements:

4. An open vacancy issued and received by the Board;
5. All applicants will be introduced by the Board at the General Assembly;
6. A regular voting procedure in the General Assembly from which the appointment of applicants as members of the Confidential Contact Persons will follow.

Article 51 (former article 5 ICCG)

3. Confidential Contact Persons may resign.
4. Confidential Contact Persons may be suspended or dismissed by the General Assembly by a simple majority.

7.3. Procedures

Article 52 (former article 7 paragraph 2, 3, and 6 ICCG)

1. Any member may approach the CCP at all times. This can happen verbally, through text messages, using the official email address (ccp@extramuros.nl) or by letter addressed to the respective Confidential Contact Person.
2. When a formal complaint is filed, one CCP is solely responsible for handling the case. If the complaint is submitted to a specific CCP, said CCP will handle the case.
3. The CCP is obliged to respond to the formal complaints within two weeks.

Article 53 (former article 7 paragraph 4 and 5 ICCG)

1. The CCP is obligated to investigate formal complaints with care, precision and to the best of their abilities.
2. The CCP must strive to engage with all involved parties.
3. The CCP is required to review each case as objectively as possible.

Article 54 (former article 8 ICCG)

1. Members are able to schedule 1 on 1 meetings with the CCP.
2. At request of the member in question, other members may be asked to be present during the meeting.
3. At the discretion of the CCP, but always with the explicit agreement of all parties, a meeting can be held with all parties involved.

Article 55 (former article 7 paragraph 8 ICCG)

The CCP does not have the power to take disciplinary action; disciplinary action is to be taken in cooperation with the current board.

7.4. Privacy and Data Storage**Article 56 (former article 9 paragraph 2 and 3 ICCG, paragraph 3 new)**

1. Contact with the CCP is as confidential as possible. The CCP must take all precautions possible to ensure the anonymity of members reporting to them.
2. Information about a complaint is only shared with another CCP or the Board after explicit agreement of the member who filed the complaint.
3. The CCP is able to break confidentiality when the CCP suspects criminal behaviour and/or when the CCP questions the person's own safety.

Article 57 (former article 9 paragraph 4, 5, and 6 ICCG)

1. Any formal complaint must be registered in a log maintained by the CCP(s). These logs must contain as little information as possible, namely the name of the member in question, dates of meetings, and possible warnings and agreements. These logs are encrypted and stored safely for seven years, after which they will be permanently deleted.
2. After a formal complaint has been settled, the CCP needs to ensure that all sensitive information is deleted, excluding the logs.
3. Members have the right to request all their information known about to the association. However, confidential logs are not accessible by any Board since this information is only known with the current CCP(s). A separate request should be filed with the current CCP(s).
 - a. Requested information which also includes sensitive data on other (former) members must be redacted.
 - b. The expected retrieval time of these documents is four weeks.

8. Final Provisions

8.1. Declarations of Expenses

Article 58 (former article 43 RoP)

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 59 (former article 44 RoP)

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 60 (former article 45 RoP)

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

8.2. Sensitive Information

Article 61

Any and all sensitive information that can be traced back to individuals is to be redacted from reports, decisions, and logs that are, upon request or not, made publicly available by any association body, unless the association body has explicit permission of the individual in question. These include, but are not limited to, compromising personal details or otherwise common personal details in a sensitive context.

9. Appendix

9.1. 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 62 (former article 18 RoP)

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 63 (former article 19 RoP)

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 64 (former article 20 RoP)

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

Article 65 (former article 22 RoP)

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 66 (former article 23 RoP)

1. The Rules of Procedure may be altered by the General Assembly with an absolute 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.