

## **Internal Rules of Procedure Machiavelli**

**Version: 21 February 2018**

### GENERAL REGULATIONS

#### *Article 1*

These Internal Rules of Procedure have the goal of:

- a. Determining the tasks of the board, the organs and committees, and the internal cohesion between the organs, committees and the board;
- b. Describing the specifics of the procedure of applying;
- c. Establish a procedure concerning donations and honorary members.

### STRUCTURE OF BOARD

#### *Article 2*

1. The board of the association consists of the chair, the secretary, the treasurer, the coordinator of education, the coordinator of political activities, the coordinator of social activities and the coordinator international.
2. The board of the association internally determines the contents of the tasks per member of the board.
3. It is possible that one member of the board fulfills multiple functions.

### TASKS OF THE BOARD

#### *Article 3*

1. The Board is collectively responsible for the coordination and execution of all their tasks.
2. The board is accountable to the General Member Assembly (after this called: ALV).
3. This includes:
  - a. Acquisition;
  - b. The setup and execution of the White Paper to improve the board transition;
  - c. The collaboration with other association that the Association provides financial support to.

## TASKS OF A COORDINATOR

### *Article 4*

1. For the execution of a task of the Board for which a committee, work group or other organ is installed, a member of the board can occupy a coordination function.
2. A member of the board with a coordination function is ought to lead the committee and carries the responsibility for this committee.
3. A member of the board with a coordination function takes care of the communication and exchange of information of their committee with the board and other committees.

## TASKS OF A CONTACT PERSON

### *Article 5*

1. For the execution of a task of the Association for which a committee, work group or other organ was installed, the Board can appoint a contact person.
2. A contact person of a committee, workgroup or other organ can also be a member of the Board.
3. A member with the function of a contact person takes care of the exchange of information of a committee, work group or the other organ with the Board and other committees.
4. A member with the function of a contact person is also part of the committee, work group or other organ, unless in these rules is stated otherwise.
5. The committees, work groups or other organs without a contact person as meant in article 5.4 are in any case:
  - a. The Selection Committee;
  - b. The Audit Committee;
  - c. The Advisory Board;
  - d. The Presidium.

## PROCEDURE OF APPLICATION

### *Article 6*

1. The Selection Committee takes care of the application procedure and an adequate proposition
2. The Selection Committee consists of four members:

- a. The Chair, who does not have to be a member of the Association;
  - b. A member of the Association that is not in the Board, which will afterwards be called ALV-member;
  - c. A member of the Board of the Association;
  - d. The Ad Hoc Member of the Board of the Association, as far as it concerns their individual task.
3. For the position of chair of the Selection Committee everyone can apply at the Presidium. A call for being a candidate will be added to the invitation for the ALV. The Board of the Association is required to be active in recruiting candidates. There is a preference for a chair that is not a member of the Association. If this is impossible, a chair can be found that is a member of the Association.
4. The position of the minutes secretary can be covered by two people alternatingly. There is one minutes secretary present per interview.
5. The task of making minutes will alternatively be executed by the ALV-member or the member of the Board of the Association.
6. The ALV-member will be chosen by the LAV on the basis of connection to and knowledge of the Board of the Association.
7. The ALV-member will be chosen on an ALV previous to the meeting, on which the proposition of the new Board will be presented. The nomination for the function of ALV-member can be announced until 24 hours before the start of the meeting, on which the nomination of this member will be announced. On the invitation for the said ALV, a call will be made to all members of the Association to make themselves a candidate for this function.
8. In case there are no candidates for the function of ALV-member or chair, the Board will choose this member of the Selection Committee. The Board will strive to fulfill this position in the best way they can. If there is no other possibility, the Board can choose people from their own members. In this case, the member of the committee is not the chair of the Selection Committee.
9. The Selection Committee will be filled with the person whose function is being applied for, if possible: the ad hoc member.
10. Where it concerns the application for the function of one of the fixed Board members in the Selection Committee, the Board will choose another member of the Board as ad hoc member.
11. In case a member of the current Board is applying for a position in the new board, he will refrain where possible from all participation in the selection procedure.
12. All members of the Selection Committee have equal voice.
13. Applying for a function in the Board of the Association will happen in writing to the address of the Selection Committee. It is not necessary to apply for concrete functions.

14. All normal members of the Association, not including members of the Selection Committee, can apply for a function in the Board.
15. At least 14 days before the opening of the period in which letters of application can be sent in, the Board will announce the exact dates around the application procedure, guided by the Selection Committee. The announcement happens in writing to the address of every members, as known by the Association.
16. The data mentioned in Part 14 concern at least the data and periods mentioned below:
  - a. The opening of the period in which letters of application can be send in
  - b. The closing of the period in which the letters of application can be send in;
  - c. The period when the Selection Committee prepares the proposition, through interviews and, when necessary, follow-up conversations, starting at the maximum of a week before the closing of the applications and lasting a maximum of three weeks;
  - d. The data of the public announcement of the proposition, at the maximum of a week after the period in which the proposition is prepared.
17. The Selection Committee determines, considering these rules and the statues of the Association, her own way of working. She will use the information sent to her confidentially.

## PROPOSITION OF THE BOARD

### *Article 7*

1. The Selection Committee will recommend a new Board to the ALV
2. The proposition should be send alongside the invitation for this ALV
3. At the ALV, the Selection Committee will explain the proposition done. It is possible to ask questions here.
4. At the same ALV, all proposed candidates will shortly explain their general vision concerning the coming Board year.
5. At the ALV, the Board will give an advice in voting concerning the proposition
6. After the explanation from the Selection Committee and the candidates, a voting will take place in writing about the proposition in general. Votes will be made in favour, against or withholding. The proposition is approved when there is a majority in votes. After the approval, the proposition is definite and cannot be changed.
7. If the proposition is denied, then the chair of the Selection Committee will request the members that voted against to raise their objections in writing or orally to the committee. The Selection Committee will now prepare a new proposal. In case time pressure demands it so, there will be an extra ALV.

8. From the statements of the candidates and the Selection Committee no rights can be derived. The selection committee, ALV and candidates can only be held accountable for explanations as named in articles 7.3 and 7.4.

## INSTALLMENT OF THE BOARD

### *Article 8*

1. On the yearly meeting, at the latest to be held in the month October, the ALV will install the new Board.
2. If one or more members of the approved board have been removed, the new board, the current board and the Selection Committee will have to explain at the yearly meeting.
3. The new board can, in collaboration with the current board and the Selection Committee act as specified in Article 10.
4. The procedure of the installment is specified in the Regulation of Order.

## DISCHARGE OF THE BOARD

### *Article 9*

1. On the yearly meeting, to be held before the start of a new association year, at the latest to be held in the month October, the ALV will discharge the Board of the previous Association Year.
2. The board to be discharged can only be discharged when the ALV has agreed to:
  - a. The year report
  - b. The financial report
3. If the year report or the financial report are rejected by the ALV or cannot be put to vote on the ALV about this, as determined in article 9.1, the board should report as soon as possible. For the treatment of this report, a new ALV will be planned.

## EARLY DROP-OUT OF A BOARD MEMBER

### *Article 10*

1. In the case that a member of the Board drops out, for whatever reason, the board is authorized to:
  - a. Find an appropriate replacement to take care of the execution of the tasks of the board member that has dropped out;

- b. Distribute the tasks of the board member that has dropped out within the Board and take care of the execution of those tasks.
2. The board will inform the members in writing 14 days after the drop-out of the board member at the latest.
3. The board will organise an ALV 30 days after the dropout of the board member at the latest, to explain the situation. In the case of a planned ALV in that period, no separate ALV needs to be organised.
4. At the drop-out of a member of the proposition board between the Proposition meeting and the Yearly meeting, the new board needs to present a plan for the execution of the board tasks of this person. In case the new board chooses to install a replacement for the member that dropped out, the yearly meeting needs to vote on this replacement.

## PRESIDIUM

### *Article 11*

1. The Presidium takes care of the chairmanship, the secretary and the organisation of every ALV.
2. Every member of the Presidium is appointed by the ALV for the two-year period of the same position.
3. At the invitation to the ALV in which a new Presidium is installed, an invitation to becoming a candidate to become a Presidium needs to be added.
4. About the candidates for the function in the Presidium will be voted separately
5. When a member of the Presidium resigns in the meantime, the Board and the Presidium propose a member together and let the ALV vote about this in the following meeting. At the invitations for the ALV there also needs to be a call for becoming a candidate for the function that is now free.
6. The Presidium takes care of the call for an ALV. This happens in writing to the address of every member, as known by the Association, at least 14 days previous of the meeting. The call needs to contain a place and time of the meeting, as well as an overview of the subjects to be discussed, as far as these are known when sending the call.
7. The Presidium knows at least a chair and a secretary. Everything about their tasks in the ALV is specialised in the Regulations of Order.

## AUDITING COMMITTEE

### *Article 12*

1. The Auditing Committee consists of at least three members.
  - a. At least one member of the Auditing Committee should have been treasurer in the Association in the past years;
  - b. At least one member of the Auditing Committee should not have been a treasurer within in the Association.
2. The Auditing Committee has the task of researching the reliability and the completeness of the financial policy and the financial administration of the treasurer over the fiscal year it was appointed for.
3. Members of the Board of the Association cannot be a part of the Auditing Committee.
4. The Auditing Committee is nominated for one fiscal year. At the resigning, members can be reassigned at that instant.
5. The Auditing Committee presents the ALV their findings and declares, when this is deemed necessary, a voting recommendation. The Treasurer is obliged to provide the desired information in time.

## ADVISORY BOARD

### *Article 13*

1. The advisory board advises the Board about the functioning of the Board and the Association.
2. The Board informs the advisory board about their tasks. The advisory board and the entire Board meet at least 5 times per year. The chair of the Board organises these meetings.
3. Next to these meetings as named in part 2 the Board or individual Board members can ask advice from the Advisory Board as a whole or to individual members of the Advisory Board.
4. Everything that is discussed in the meetings of the Advisory Board with the Board is confidential information.
5. The Advisory Board can ask the Auditing Committee for information and advice.
6. The Advisory Board has the right to ask the Board to plan an ALV. If the Board does not follow up on the request within 14 days, the Advisory Board will attempt to plan an ALV in any other way possible.
7. The Advisory Board consists of three to five people. The Advisory Board loses her power if it has less than three members.
8. The Advisory Board appoints their own members.
9. If possible, the time period between the discharge of two members of the Advisory Board is six months.

10. Excluded from the Advisory Board are people in the Board, in committees and members of the Auditing Committee. A members of the Advisory Board appointed for three years and can be appointed for a second term.
11. A person cannot be in the Advisory Board for more than two terms.
12. The task of a member of the Advisory Board ends:
  - a. At the end of the time period;
  - b. At the death of the member;
  - c. At the resignation of the member;
  - d. At the dismissal by a majority of the votes in the Advisory Board;
  - e. At a unanimous decision of the Board. The Board needs to explain their decision at the following ALV.

## HONORARY MEMBERS

### *Article 14*

1. The appointment of an honorary member happens in the next ALV after the decision about the honorary membership of the person concerned. At the appointment, the Board will grant a certificate, proof of the honorary membership, to the new honorary member.
2. Honorary members do not pay contribution to the Association.
3. The Board consults with the honorary member about the active or inactive implementation of the honorary membership.
4. The Board keeps a list of addresses of honorary members, and sends a special invite before every lustrum.
5. If an honorary member passes away, the Board will place an obituary in De Derde Dinsdag.

## DONATORS

### *Artikel 15*

1. Donators are natural or legal people who support the Association with a monetary donation or another way of a minimum amount, established by the Board.
2. Each year, the Board establishes the minimum amount for donators.

## FINAL PROVISIONS

### *Article 16*

1. The provisions in these rules have to be read by taking the Statutes of the Association into account.
2. Provisions in these rules cannot be misused or abused.
3. Any amendments in these rules need the majority of the ALV.
4. These rules came into force the moment of acceptance by the majority at the ALV, on February 21st 2018.
5. These rules count nine pages.