

Internal Regulations of Study-association of Knowledge Engineering 'Incognito'

October 30, 2013

Definitions

- The Association - the Study-association of Knowledge Engineering 'Incognito' of the University of Maastricht
- The By-laws - the By-laws of the Association
- The General Assembly (GA) - the General Assembly of the Association
- The Internal Regulations - the Internal Regulations of the Association
- The Membership records - the members of the Association according to the Bylaws
- The Association year - the association year is synchronised with the academic year
- The Financial year - the financial year lasts from the 1st of Augustus until July 31st

1 Communication

1.1 Means of Communication

a. All communication within the Association may be done by electronic mail. Whenever "Written communication" is specified, this includes electronic mail.

1.2 Official language

a. Because of the international character of the study it is preferred that all written communication within the Association is done in English. Exceptions to this rule are:

i. the agenda and the minutes of the board meeting, if so decided by the board;

ii. the agenda and the minutes of a committee meeting, if so decided by that committee with the approval of the board;

iii. the By-laws;

iv. and the Internal Regulations

b. An English translation of the Internal Regulations has to be made available on the request of a member, but only the Dutch version is valid as reference document.

2 Membership

2.1 Acceptance of the membership

- a. During the entire Association year it is possible to join the Association.
- b. The membership fee is the amount determined by the board or the GA. When the GA decides to alter the membership fee this decision is to be respected by the board.
- c. The membership starts at the moment of enrolment and lasts until the end of the academic year, unless the taken membership was specified for a longer period of time.

2.2 Extension of the membership

- a. The contribution required to extend the membership should be paid before the end of the first month of the new Association year.
- b. If a member of the Association has not paid the contribution due at the expiry of the term referred to in paragraph a, the board may send one reminder to this member. If the member has still fulfilled his financial obligations to the Association within 10 working days, the membership will be considered as non-renewed.

2.3 Contribution

- a. Under no circumstance is restitution of the contribution possible.

2.4 Termination of the membership

- a. Termination of the membership must be made known in writing to the board no later than one month before the start of the next Association year.

3 The Board

3.1 The Board Meeting

- a. Board meetings must take place at least once a month with the exception of the months of July and August.

- b. Board meetings are only accessible to the board and persons invited to the board meeting.
- c. If a vote ends in a draw in a board meeting, the chairman's vote is decisive.
- d. Minutes and agendas of the board meetings can be requested from the secretary.
- e. Requesting minutes or agendas is reserved for members of the Association.
- f. Board decisions are only valid when at least half of the board members have voted in favour. Non-present board members, if not on non-active, must also be taken into account.

3.2 Mutations within the board

- a. If a mutation in the board is to take place, or unexpectedly took place, all members must be informed of this and a GA will be held. If possible, this GA will take place before the mutation.
- b. During this GA the outgoing board member officially announces his / her withdrawal and is stripped of his / her duties and responsibilities.
- c. If no suitable solution has been found before the GA, the GA will still be consulted.

3.3 Responsibilities of the chairman

- a. Chairing the board meetings.
- b. Chairing the General Assembly.
- c. Representing the Association.
- d. The internal coordination of the board and the Association, including:
 - ii. the cooperation, division of tasks and control within the board;
 - iii. and communicating, controlling and ensuring the internal structure of the board.
- e. The execution of financial transactions related to the Association and the recording of trades. Every transaction in excess of 100 (one hundred) euros must be made in consultation with the other board, unless otherwise decided during the board meeting.

3.4 Responsibilities of the secretary

- b. Taking minutes of the board meetings.
- c. Taking minutes of the General Assemblies.
- d. The managing and archiving of:
 - ii. all incoming and outgoing correspondence;

- iii. the archive with all incoming and outgoing correspondence, minutes and important documents;
- iv. and the membership administration, where the (possible) Commissioner IT provides the technical aspect.
- e. The writing and sending the written communication to, among others, the members and the teachers:
 - i. to keep the various target groups informed about the activities and issues that play within the Association;
 - ii. and the distribution of important announcements from the Association or additional announcements of an activity.
- f. Maintaining contact with employees of the university and functioning as a point of contact for these employees.

3.5 Responsibilities of the treasurer

- a. Preparing the financial documents for the board meetings.
- b. Preparing the financial documents for the GA including:
 - ii. the preparation of the budget at the beginning of the Financial Year;
 - iii. the preparation of the half-yearly financial report halfway through the Financial Year;
 - iv. preparing the financial report at the end of the Financial year;
 - v. and the contact with the cash control committee.
- c. The management of financial resources.
- d. The execution of the financial transactions related to the Association and the recording of all transactions. Every transaction in excess of 100 (one hundred) euros must be made in consultation with the other board, unless otherwise decided during the board meeting.
- e. Management and updating of the cash and accounting.
- f. Checking the financial policy of the committees.
- g. Maintaining external contacts where financial matters are concerned.
- h. Organising the (possible) book sales. The treasurer may also appoint someone else for this task, but the treasurer remains responsible and holds a controlling function.
- i. The transfer of the Chamber of Commerce and Bank Enrolment to a management change.
- j. Timely intervention if financial problems are expected.

3.6 Responsibilities of the vice-president

- a. The vice-chairman must be elected from among the board, with the preference that both the treasurer and the secretary do not hold the position of vice-chairman.
- b. The vice-chairman will take care of the responsibilities of the chairman if:
 - ii. the Association no longer has a chairman due to circumstances;
 - iii. the chairman is prevented from carrying out the responsibilities referred to in article 3.2.
- c. The vice-chairman is responsible for the state of all areas managed by the Association.

3.7 Responsibilities of Commissioner External

- a. The Commissioner External will check the functioning of the (possible) public relations.
- b. The Commissioner External will maintain contact with companies and sponsors.
- c. The Commissioner External will maintain cooperation and contact with brother and sister associations.
- d. The External Commissioner is preferably the chairman of the (possible) public relations committee.

3.8 Responsibilities of the Commissioner Internal

- a. The Commissioner Internal will audit committees that do not fall under other board members.
- b. The Commissioner Internal will monitor internal coordination within the Association, including:
 - i. the composition, cooperation, division of tasks and control of the committees;
 - ii. and the communicating, controlling and ensuring of the internal structure.
- c. The Commissioner Internal will prepare the annual schedule and submit it to the Board for approval.
- d. The Commissioner Internal is preferably chairman of the (possible) activities committee.

3.9 Responsibilities of the Commissioner IT

- a. The Commissioner IT will be responsible for all electronic systems that fall under the management of the Association. This includes, but is not limited to, the servers, the PCs, the websites and other web services.
- b. The Commissioner IT will take care of the technical aspect of the membership administration and

support the secretary with the members administration.

c. The Commissioner IT is preferably the chairman of the (possible) IT committee.

3.10 Responsibilities of all board members

a. Complying with the By-laws, the Internal Regulations and the board policy.

b. To train and support the successor of his/her board function.

4 General Members Meeting

4.1 The convocation

a. The convocation of the GA is to be done in by letter to the membership records and any other guests.

4.2 The vote

a. At the beginning of the GA, the members shall elect a voting control committee from at least one person. The voting control committee may consist of only members of the board if the GA prefers this.

b. The voting control committee is responsible for counting the votes together with one board member.

c. The chairman will announce the result of the vote after counting the votes.

4.3 Main Language

a. The main language during the GA is English. If the GA is unanimous, it can be decided otherwise for the current GA.

5 Committees

5.1

a. A committee is appointed by the board or the GA.

b. A committee has an clear task description that is determined by the board or the GA.

5.2 Composition

a. Members of the Association have the right to apply for a committee.

b. A committee appoints from its members a committee head and a secretary with the approval of the board or the GA and the majority of the committee members.

c. A committee can only decide in consultation with the board on the removal of a committee member from the relevant committee.

d. Changes in the composition of a committee will be reported in writing to the Commissioner Internal. If no Commissioner Internal has been appointed, the Secretary will be informed in writing.

e. If the actions of a committee member conflict with the interests of the Association, the By-laws, the Internal Regulations or the board policy, the Board may decide to remove the relevant member from the relevant committee.

5.3 Duties of the committee

a. Each committee, in the person of the committee head, is responsible for this committee to the board.

b. The secretary of the committee is responsible for reporting the meeting. He/she must hand over this report to the board.

5.4 Activities committee

a. The activities committee aims to organise activities for members. These activities must be of a social, relaxing, sporting and / or study-related nature.

b. The activities committee must meet at least once every two months with the exception of the months of July and August.

c. The activities committee also has the following responsibilities:

i. The organisation of block opening drinks, at the beginning of each block.

ii. Taking care of at least one activity per block next to the block opening drink.

iii. Announcing activities at least one week in advance to all students of The Department of Knowledge Engineering.

5.5 Public Relations Committee

- a. The Public Relations Committee aims to maintain contact with organisations outside the university. The Public Relations Committee also has the task of arranging all sponsor related matters.
- b. The Public Relations committee meets at least once every two months with the exception of July and August.
- c. The Public Relations committee also has the following responsibilities:
 - i. The organisation of the annual Business Day, in block 5 of the academic year.
 - ii. Maintaining contacts with companies.
 - iii. Organising any activities in collaboration with companies.
 - iv. Create opportunities for sponsor agreements.

5.6 Information Technology Committee

- a. The IT committee aims to ensure that all IT related matters within Incognito function properly.
- b. The IT committee must at least once every two months with the exception of the months of July and August.
- c. The IT committee should support the board or other committees, where IT related matters are concerned.
- d. The IT committee is responsible for the management and development of all software and systems that fall under the management of the Association.
- e. The IT committee must inform the board directly of security or other serious IT related problems.
- f. The IT committee can provide services to third parties, possibly for a fee which benefits Incognito.

6 Final provisions

6.1

- a. In cases not provided for in the By-laws or the Internal Regulations and the cases where there is a disagreement between the board and a member of the Association, the board decides.

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