

House Rules IManage

PURPOSE AND INTENT

Article 1

The association aims to achieve its objectives through:

- a) The organisation of gatherings and meetings;
- b) The organisation of social events;
- c) The organisation of and cooperating with excursions;
- d) The regular consultation of the therefore suitable organisations within and outside Saxion University of applied sciences;
- e) The organisation of lectures;
- f) The organisation of other activities;
- g) Making use of all legal means available to the association.

MEMBERS

Article 2

The regular members have the following rights:

- a) The right to be present at general member meetings, to speak there and to make proposals;
- b) The right to vote during general member meetings;
- c) The right to proclaim a general member meeting as described in the statutes, article 12, paragraph 2;
- d) The right to participate in all activities organised by the association intended for them;
- e) The right to apply for a committee;
- f) The right to apply for a board position;
- g) The right to receive association publications.

Article 3

The external members, as defined in article 5, paragraph 3 of the statutes are divided into:

- a) External members, they have the same rights as the regular members with the exception of article 2, paragraph b, c, and f;
- b) Alumni members they have the same rights as the regular members with the exception of article 2, paragraph b, c, and f; with as requirement that they have been a member of study association IManage and obtained their Bachelor degree from the Saxion university of applied sciences.

Article 4

The regular members have the following obligations:

- a) The paying the contribution due annually;
- b) b) the paying of the any other amounts due to the association;

- c) ensuring the association is aware of their current address;
- d) propagating the good name of the association.

Article 5

If the board expels a member from the association, this must be communicated at the next general meeting of members.

BOARD

Article 6

The main management has the task:

- a) to ensure the proper functioning of the association;
- b) executing decisions taken by the general members' meeting;
- c) design policy for the association and supervise the implementation of this policy;
- d) monitoring the pursuit of the objectives;
- e) supervise the work of the committees.

Article 7

The board has at least the following functions:

- a) chairperson;
- b) secretary;
- c) treasurer.

Article 8

The chairperson is responsible for:

- a) the general management of the association;
- b) finding a technical chairman. He / she is responsible for the order of the general meeting of members;
- c) the coordination of the activities of the management;
- d) maintaining contacts other than companies and institutions;
- e) representative of the association.

Article 9

The secretary is responsible for:

- a) taking minutes of the general meeting of members;
- b) the correspondence, of which a copy is kept;
- c) the timely publication of the general meeting of members;
- d) preparing the secretarial annual report;
- e) maintaining the archive.

Article 10

The treasurer is responsible for:

- a) the management of the funds of the association;
- b) supervising the management of association funds by committees;

- c) submitting the annual budget;
- d) preparing the financial annual report.

Article 11

The internal affairs is responsible for:

- a) announcing activities with the exception of the general members meeting;
- b) supervising the quality of the committee supervision;
- c) Managing the membership administration.

Article 12

The external affairs is responsible for:

- a) maintaining contacts with companies and institutions;
- b) obtaining sponsorship for club activities;

Article 13

In the absence of the chairperson, as announced in advance to the association, a member of the board will act as chairperson.

Article 14

The financial year of the association is the same as the school calendar

COMMITTEES

Article 15

The board can charge and discharge commissions and/or committee members. The new committees and/or committee members must be notified at the next general members meeting. The board can delegate the performance of a specific task to a committee. The committee is accountable to the board for the tasks it has performed.

Article 16

Each committee deliberates with the internal affairs when the plan of approach has to be completed. Each committee submits a plan of action and a budget to the board for approval as soon as possible. The committee must adhere to the approved version. Important changes to the plan of approach and the budget must be submitted to the board as soon as possible for approval.

Article 17

An I.C. appointed to maintain communication between this committee and the board. This board member monitors the progress of the committee and compliance with the budget.

Article 18

The commission must submit an evaluation report and a settlement to the board prior to discharge. After approval by the board, the committee members can be discharged by the general members meeting.

Article 19

Members of the Commission may only incur expenditure which serves the purpose of the Commission and which is covered by the budget approved by the Board.

Article 20

Committees must submit committee clothing, printed matter and publications for printing or publication to the Board for approval.

GENERAL MEMBER MEETING

Article 21

A board must organise at least one general meeting of members in a board year, at least a general meeting bill, an annual general meeting.

At least the secretarial annual report and the financial annual report of the incumbent board as well as the policy and budget of the candidate board must be presented at the general meeting of members.

Article 22

At least 7 days before a general meeting, a general meeting must be announced to the members by e-mail. The announcement must contain at least the agenda and documents to be discussed.

Article 23

At least one week before the general meeting the agenda & documents can be viewed in the associations room.

Article 24

The members can add or change agenda items during the setting of the agenda of the general meeting. This must be submitted in writing to the secretary at least 36 hours before the start of the meeting. In the absence of the secretary, this must be done at another board member.

Article 25

All persons present at the general meeting must sign the attendance list.

Article 26

The chairman shall chair the general meeting of members, with the exception of the situation referred to in Article 13, Paragraph 1 of the Articles of Association and Article 8(b) of the Bye-Laws.

Article 27

In order to maintain order, the chairman of the general meeting of members shall have the right to remove any person present from the general meeting of members, unless the general meeting disagrees with this resolution.

Article 28

The chairman of the general meeting must, unless the general meeting disagrees, put all proposals and motions to the vote. Proposals and motions that concern the same subjects shall be voted on first.

Article 29

Voting shall preferably be by show of hands. If the vote is about persons or if the board or at least 5 members indicate that they want a written vote, this will be done in writing. Votes cast by written vote are only valid if officially certified notes have been filled in by members with voting rights.

A written vote is invalid if it is cast:

- a) is unclear;
- b) is signed;
- c) pronounces a choice for more or other matters or persons than have been put forward for election;
- d) is not filled in.

Article 30

In the case of a vote, the following possibilities exist:

- a) in favour of voting;
- b) voting against;
- c) abstention from voting;
- d) Blank votes.
- e) Blank votes are taken into account when determining the total number of votes. Abstentions are not counted in the total and therefore have no influence on the vote.

Article 31

Votes, with the exception of votes on amendments to the articles of association or internal rules, shall be decided by an absolute majority of the number of valid votes cast. In the event of a tied vote, a second vote shall be taken on the proposal of the chairman. If the votes are again tied, the Board shall decide.

Article 32

The votes are counted independently by two board members at the general meeting and the result of the vote is announced immediately after the counting.

Article 33

The minutes of the general meeting shall be submitted for approval at the next general meeting. The minutes shall be approved by a general meeting of members. After approval, the minutes shall be signed by the chairman and secretary.

Article 34

An advisory board may be appointed at the general meeting of members. This advisory board:

- a) is periodically provided by the board with information about the course of affairs in the association;
- b) consists of at least 3 persons who preferably have management experience;
- c) must hold at least 3 meetings a year with the chairman of the board;
- d) does not monitor, but advises.
- e) A member or former member of the advisory board must, under penalty of being expelled from the advisory board or being expelled from the association by the general meeting of members, ensure that the periodic information referred to in Article 34, paragraph a, is not disclosed to third parties.

BOARD ELECTIONS

Article 35

New board members are elected at the end of the Association's year. This takes place at the General Meeting as referred to in Article 11, Paragraph 1 of the Articles of Association. Board elections may also be held if the Board deems it necessary.

Article 36

Prior to the elections, the candidate board must present a policy and budget. In elections of new board, only a full board can be proposed and elected.

Article 37

The board proposes a candidate board, the composition of which must be announced to the members at least two weeks before the relevant general meeting.

Article 38

Members may submit counter-steering proposals up to 72 hours before the elections. This is done in writing to the secretary and must be signed by at least ten members with voting rights. In the absence of the secretary, this must be done with another board member.

Article 39

The Board shall be elected by a majority of the total number of valid votes cast. In the event of a tie, a second vote shall be taken within three weeks.

Article 40

In the event that, arising from the articles of association or the internal regulations, there is no board of the association in office, the general members' meeting must appoint at least a chairman, secretary and treasurer from among the members who will act as interim board. This board will only deal with current affairs and is also charged with proposing a board as soon as possible.

Article 41

Immediately after the election of the new Board, the old Board shall resign and transfer its powers to the new Board, without prejudice to the provisions of Article 11, Paragraph 3 of the Articles of Association.

EXCURSIONS

Article 42

The reimbursement of travel expenses for an excursion is discussed in the excursion regulations.

Article 43

Members have priority for excursions. The conditions of the excursion will be announced at the time of publication.

CONTRIBUTION

Article 44

The annual contribution is determined by the general meeting of members. For the 2018-2019 financial year the contribution is 12€.

AMENDMENT OF INTERNAL REGULATIONS

Article 1

Proposals to amend the internal regulations can be submitted by the board or at least ten members with voting rights. After submission, a general meeting of members must be held within seven weeks, with the exception of academic holidays, at which the proposals are voted on.

Article 2

Proposals to amend the Bye-Laws shall be decided on by a majority of at least a majority of the number of valid votes cast.

FINAL PROVISIONS

Article 1

All articles of these Bye-Laws apply except as provided in the Articles of Association.

Article 2

In all cases not provided for in the articles of association or these internal rules and regulations, the Board shall decide, subject to its accountability to the General Assembly.

Article 3

The Board is responsible for the interpretation of the articles of association and the internal regulations.

DISCLAIMER

Article 1

All activities organised by IManage are at the participant's own risk.

Article 2

The Board of IManage shall not be liable for loss of or damage to the personal property of members and/or third parties.

Article 3

All IManage publications have been produced with great care. The Board cannot be held liable for errors in IManage publications.