

Internal Regulations Study Association KOers

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A. General regulations

Article 1. Introduction

1. KOers is a formal association. The Articles of Association state that CHEOPS, study association for the Bachelor of the Department of the Built Environment, is the main association and KOers is an independent sub association. These internal regulations contain the additional regulations to the Articles of Association.

Article 2. Objectives of KOers

1. Representing the interests of the students of the Department of the Built Environment at the Eindhoven University of Technology in the field of Structural Engineering and Design.
2. Providing added value to the SED-oriented educational package;
3. Promote social contacts between the members themselves and between student members and employees of the university.

B. Board

Article 3. Board members

1. The board consists at least of the executive board, conform Article 12, paragraph 1 from the Articles of Association:
 - a) Chairman
 - b) Secretary
 - c) Treasurer
2. Next to the executive board, the following functions, i.a., may arise:
 - a) Commissioner of Public Relations
 - b) Commissioner of the Editorial Board
 - c) Commissioner of Education
 - d) In agreement with the executive board, additional functions may be added to the board.
3. The Vice-Chairman is chosen from the functions mentioned in paragraph 1 & 2, other than the chairman.
4. The functions can be described as follows:
 - a) The chairman will lead the board and promotes the life of the association, maintains contacts with third parties, takes on temporary positions and arranges for the convening of board and member meetings, for which he will draw up the agenda.
 - b) The secretary takes minutes of the meetings and distributes the minutes to the board, takes care of the incoming and outgoing mail, manages the archives, maintains the membership records and manages the examination database.
 - c) The treasurer takes care of the administration of the funds available to the association, manages the funds, writes to (potential) sponsors and members. The treasurer coordinates the sponsorship for the entire association. At the beginning of the board year he/she draws up a budget and has it approved by the daily board. Subsequently, he/she makes a financial overview for each General Members Meeting. In between, he/she reports to the daily board.

- d) The Commissioner of Activities will organize study-related activities such as excursions and lectures. The financing of these activities is done in consultation with the Treasurer. The Commissioner of Activities will promote and coordinate the registration of the activities.
- e) The Commissioner of the Editorial Board is responsible for the KOersief, which is the magazine of the study association. For this, he/she approaches people to report on activities or write general articles. He/she also takes care of the newsletter: K-M@il. The editorial board is ultimately responsible for the KOersief and K-m@il and ensures the distribution of these. He/she also coordinates the creation of leaflets and the management of the internet page.
- f) The Commissioner of Public Relations maintains all relations of KOers with external parties.

Article 4. Rights and obligations

1. The board is accountable to the General Members Meeting.
2. The board must present a policy plan and a budget for the coming year to the General Members Meeting within three months of appointment. The policy plan must be approved by the general members meeting.
3. The board meets at least once a month, with the exception of the summer holidays.
4. The meeting can start when at least two-third of the board members are present.
5. Decisions are made with at least two-third of the number of members with voting right present.
6. Unless the board decides otherwise, minutes of board meetings are not available for inspection by non-board members until the end of the board year.
7. The board will provide the audit a full financial overview at each change in the General Members Meeting.

Article 5. Election of board members and board transmission

1. Candidates for the vacancies of the functions must register at the executive board at least ten days before the General Members Meeting. Candidates must be ordinary members of Study Association KOers.
2. During the General Members Meeting, there will be voted for board changes.
3. A board member will in any case sit until the next General Members Meeting. He/she announces his resignation at least one month before the next General Members Meeting.
4. A board member sits for a maximum of one year, after that he/she can stand for re-election for the next term.
5. The purpose of the board transmission is to prepare and support the incoming board in its day-to-day tasks, and to draw up the policy plan. The transfer will take place in accordance with the protocol of board transmission. The implementation of this protocol is the responsibility of the outgoing board, supported by the advisory council.

C. Membership

Article 6. membership of the association

1. KOers has three types of members mentioned in the articles of association, in accordance with Article 5, paragraph 1:
 - a) Normal members are members who must be registered at the Department of the Built Environment of the TU/e and at the main association CHEOPS.
 - b) Extraordinary members, to be subdivided into:
 - Club 5: Normal members who can remain members for one year after graduation for a reduced rate. After this year, they can become a fund member of Study Association KOers.
 - Funding members: Former students, former members of Study Association KOers, employees of the Department of the Built Environment, as well as other people who have an affinity with structural design. The executive board decides on admission to Study Association KOers.
 - c) Honorary members are members who, because of their extraordinary services for the association, have been appointed for this by the General Members Meeting. They are exempt from paying membership fees.

Article 7. Rights and obligations of the members

1. All members are entitled to participate in all activities organized by Study Association KOers, or in which Study Association KOers participates, whereby the normal members are given priority over all other members.
2. All normal members are obliged to pay the contribution as laid down by Study Association CHEOPS. In addition, they have to indicate to the executive board Study Association KOers that they want to become a member of Study Association KOers, for which they have to pay a contribution, determined by the board to Study Association KOers. Extraordinary members are obliged to pay the contribution in the manner prescribed by the executive board.
3. Damage caused by a member to third parties cannot be recovered by Study Association KOers, unless the executive board or the General Members Meeting decides otherwise.

Damage caused by a member to Study Association KOers can be recovered from him, at the discretion of the executive board.

D. General Members Meeting

Article 8. General

1. The General Members Meeting will at least take place two times a year.
2. The General Members Meeting cannot be held during holidays, Saturdays, Sundays or generally recognized days of celebration and remembrance. Other festive and memorial days will be decided by the executive board.
3. All members receive an invitation with agenda at least 14 days before the General Members Meeting. Up to 10 days before the General Members Meeting, they are given the time to make new agenda items known to the board and, if necessary, to put themselves forward as candidates for a position on the board. The documents that are dealt with during a General Members Meeting must be available for inspection 10 working days before the General Members Meeting in question.

Article 9. Rights and obligations of the General Members Meeting

1. The Chairman has the right to deprive a member of the right to speak or to remove him or her from the meeting after a warning has been given. The member may then appeal to the meeting. The meeting must then express its opinion by a show of hands.
2. No member shall speak without the permission of the chairman. The chairman does not have to give the floor more than three times on the same subject to the same person.

Article 10. Voting during the General Members Meeting

1. The general majority is half + 1 of the number of valid votes present. A blank vote is invalid.
2. During a General Members Meeting, votes are cast orally or by show of hands, unless the executive board or at least five members present declare themselves in favor of written votes.
3. Persons who apply for a board position will always be voted on in writing, unless only one candidate has been nominated per vacancy. A written vote is anonymous.
4. Decisions taken by the General Members Meeting are binding on the members and executive bodies of the association, if at least 10% of the number of members is present. If

less than 10% of the members are present, a special members' meeting will be convened within four weeks. Here the subject will be brought up again. The result of the second vote is determined by a majority of at least two thirds of the number of members present.

5. When a person is absent at a General Members Meeting, a person present may be authorized by submitting to the secretary a certified letter stating the name of the authorized representative, the date of the meeting to which the authorization applies, the agenda item concerned, a notice of inability to attend and a certified authorization to the person in question. A person may only act as proxy for one person at a general meeting of members.

E. Committees

Article 11. General

1. In addition to the core activities of the board, there are also activities for which committees can be set up. When organizing these activities there should be consultation with the board. Study Association KOers has the following committees:
 - a) The Audit
 - b) The Advisory Council
 - c) Education Committee
 - d) Editorial Board Committee
 - e) International Study Trip Committee
 - f) Multiple Day Excursion Committee
 - g) Special Activities Committee
 - h) Drinks Committee
 - i) Party Committee

Article 12. The Audit Committee

1. The Audit Committee is described in the Articles of Association in Article 17, Paragraph 3.
2. The Audit Committee consists of two KOers members and a delegate from the board of the main association (CHEOPS). At each change of boards General Members Meeting an Audit Committee is nominated by the executive board. During the General Members Meeting, a voting will take place for the appointment of the Audit Committee. The Audit Committee will report during the next change of boards General Members Meeting and will make their approval known to the General Members Meeting by means of a letter or oral report. Subsequently, the General Members Meeting will vote on the final budget.
3. The task of the Audit Committee is:
 - a) Checking the financial overview of the treasurer
 - b) Checking the final budget
 - c) Reporting at the General Members Meeting

4. The executive board is obliged to provide the Audit Committee with all the information it requires, to show the cash and the values of the study association, and to allow it to inspect the books and documents of the study association.
5. If approval of the budget is refused, the General Members Meeting appoints another Audit Committee, which re-performs the auditing tasks. This Audit Committee will then report this within four weeks in a special General Members Meeting. If approval is again refused, the General Members Meeting decides on further measures. The old Audit Committee is discharged.

Article 13. Advisory Council

1. The Advisory Council preferably consist out of four persons, of whom one is also a member of the Audit. They are KOers members, who are old KOers board members or who have other relevant board experience. All members of the council remain for two years in the council. And during the changing of board general members meeting the new council is proposed by the new board. During this meeting the council will have to be voted in by the meeting.
2. The main task of the Advisory Council is to assist and support the current board with choosing, applying and maintaining their policy, the internal regulations and the articles of association. In the document "protocol board transfer" a more detailed explanation of the task of the council is written down.
3. The executive board meets at least twice a year with the advisory council. These meetings take place at least two weeks before the general members meeting. Both parties have the right to demand a meeting. The documents for the general members meeting need to be available for the council 21 days in advance.

Article 14. Education committee

1. The Education committee preferably consist out at least of two persons
2. The task of the committee is to improve the "structural design courses" by engaging in conversation with the students following the courses and relaying the information back to

the lecturers responsible for the courses. The committee functions as an intermediary between student and lecturer.

3. The education committee regularly organizes course evaluations of the courses thought by the unit Structural Engineering & Design. The results of these evaluations are discussed with the relevant lecturer. The results will be publicly published.

Artikel 15. Editorial Committee

1. The Editorial committee preferably consist out at least of two persons
2. The task of the Editorial committee is to compile, print and spread the magazine "The KOersief" among KOers members and sponsors.
3. The KOersief is the magazine of KOers which is published three times a year. Each editions is themed, chosen by the committee. The magazine is a means to inform KOers members and sponsors about current and relevant issues concerning the study subjects and activities of the association. This can be done by reports, columns and interviews.

Article 16. KOers International Study Trip & Multiple Day Excursion Committees

1. The committee consists out of at least two persons, who are regular members of study associations KOers and who obtained at least their propaedeutic certificate from the Built Environment at the Eindhoven University of Technology or have obtained the Bachelors degree at a University of applied sciences.
2. They organize either the Multiple Day Excursion or the KOers International Study Trip.
3. The announcement about the trip needs to be made minimally two weeks before the opening of the registration. These have to be placed in the KOersspace and the appropriate publications boards provided by the faculty. On the announcements the start and end date of the registration period needs to be mentioned.
4. The registrations have to be opened at least four weeks before departure and be open for at least five weekdays. Registrations can be arranged either by the website or the registration forms in the KOersspace. The final registration day, the maximum amount of registrations, the participation fee and possible registration fee. The registration fee will be 10% of the participation fee, rounded to a whole amount.

Article 17. Drawing procedure for the KOers International Study Trip & Multiple Day Excursion

1. During the registration period every member is able to subscribe for the trip.
2. Whenever the maximum amount of subscribers is reached as indicated by the announcement, a drawing procedure will determine the participants.
3. The registrations will be divided into the following **groups**:
 - a) Members of the trip committee. (Ensured of participation)
 - b) Academic employees of the unit SED, who will participate as tutor. (Ensured of participation)
 - c) Members of study association KOers (member at the moment of the opening of the registration period), who **have never** participated in a study trip (either MDE or KIST) of KOers.
 - d) Members of study association KOers (member at the moment of the opening of the registration period), who **have** participated in a study trip (either MDE or KIST) of KOers.
 - e) Other students of the faculty of the Built Environment at the Eindhoven University of Technology
 - f) Other members and honorary members of Study Association KOers.
4. To ensure a healthy mix of members who have joined a trip and who never joined a trip the amount of available spots will be divided. This division will be according to a set ratio. The committee is free to decide the ratio of members who have and who have not participated in the MDE or KIST before.
5. The ratio of 30% (members who **have not** participated) and 70% (members who **have** participated) is recommended during the KIST and vice versa for the MDE
6. The ratio will have to be approved by the board of KOers and will be announced before the drawing.
7. Group A and B will be divided into the groups who have and who have not according to the point 4.
8. For group C, the members who have not yet participated in a trip, the remaining spots are divided by a weighted drawing. The registrations will be divided into the next categories:

- board members, active members, non-active members. These categories will get the followings amount of lots: board members: 3, active members: 2, non-active members: 1.
9. For group D, the members who have participated in a trip, the remaining spots are divided by a weighted drawing. The registrations will be divided into the next categories: board members, active members, non-active members. These categories will get the followings amount of lots: board members: 3, active members: 2, non-active members: 1.
 10. The registrations more than the maximum amount of participant are placed on two separate waiting list, divided according to their group.
 11. Notes:
 - a) If in any of the drawings of lots, either point 8 or 9, the maximum amount of participant is not reached as indicated by point 4. The remaining spot will be appointed to the other drawing.
 - b) When the maximum amount of participants is exceeded by either group E or F the time of registration is determining who can participate.
 - c) When the entire board is drawn a place by lot, the board arranges a KOers member who stays at home to be the contact person.
 - d) The reference period for active members and board is 2 years. The current academic year, and the previous academic year.
 - e) The maximum amount of lots is 3. Multiple committees does not provide more lots.
 - f) Registrants will ultimately be informed about their participation a week after the registration period.
 12. Changes in the participation list can occur due to:
 - a) Registrants who have not paid their registration fee at the final day of the registration period, can be removed from the participation list.
 - b) Registrants who have not paid their participation fee on time, the final payment term will be ultimately two weeks before departure, unless otherwise determined by the board, can be removed from the participation list.
 - c) Withdrawing yourself from the registration is only possible during the registration period. Afterwards this is only possible in dire circumstances, to be assessed by the executive board. The executive board decides about refunding the participation fees.

Article 18. Special activities committee

1. Concrete Canoe Race

The concrete canoe race committee preferably consisting out of at least two KOers members, arranges the materials, the built of the canoes and the race itself.

2. Batavierenrace

The batavierenrace committee preferably consisting out of at least one KOers member, arranges the organization of the race.

3. In agreement with the executive board the other activities can be organized by KOers

- a) The announcement about the trip needs to be made minimally two weeks before the opening of the registration. These have to be placed in the KOersspace and the appropriate publications boards provided by the faculty. On the announcements the start and end date of the registration period needs to be mentioned.
- b) The registration period is at least 5 weekdays. And registration is via the website.
- c) During the registration period KOers members may register for the activity
- d) Possible financial conditions have to be announced before the start of the registration period and will have to be satisfied before the set deadline. The registration can be annulled by the executive board if the registrant has not fulfilled the condition.
- e) Withdrawal of the registration is only possible during the registration period. The executive board decides about refunding the participation fees.

Article 19. Drinks committee

1. The drink committee preferably consisting out of at least two KOers members.
2. The committee regularly organizes a drink for KOers members, students and staff.
3. The committee provides the promotion for the drink.
4. The committee is responsible to for the place where the drinks are held. And needs to make sure it is returned to the original state.

Article 20. Party committee

1. The party committee preferably consisting out of at least two KOers members.
2. The committee organizes each year the KOers party for all members and relatives.

3. The committee provides the promotion and sale of tickets for the party.

Article 21. Expenditures and Income of the committees.

1. Before a committee can have expenditures outside their own budget, the committee has to make a budget or justification with an activity plan. This has to be approved by the treasurer, who could discuss it with the executive board.
2. If expenditures have been made without the approval of the executive board, the executive board and the general members meeting will decide on the measure to be taken.
3. Sponsor income by the study association is normally arranged by the treasurer. In the case of committees providing their own sponsor income consultation must take place with the treasurer.
4. The treasurer has the right to check all the incomes and expenditures of all committees.
5. The special activity committees can qualify for sponsorship by KOers. This is in consultation with the executive board.

F. Final provisions

Article 22. Final provisions

1. Everywhere in this Internal Regulation where the male person indication is used, a person of female gender as well as male gender could be intended.
2. The board is responsible for explaining the Articles of Association and the Internal Regulations.
3. Proposed changes of this document shall be made available for all members at least one week prior to the General Members Meeting in which these changes will be handled. Members may submit a request to change this document with the executive board. Who have to make it available for all members at least one week prior to the General Members Meeting.

Amendment of this document may only occur if at least two-thirds of the present persons with voting rights approve the adjustment, in accordance with Article 10 Section 4 of the Articles of Association.

4. These Internal Regulations shall enter into force immediately when the General Members Meeting approves them.