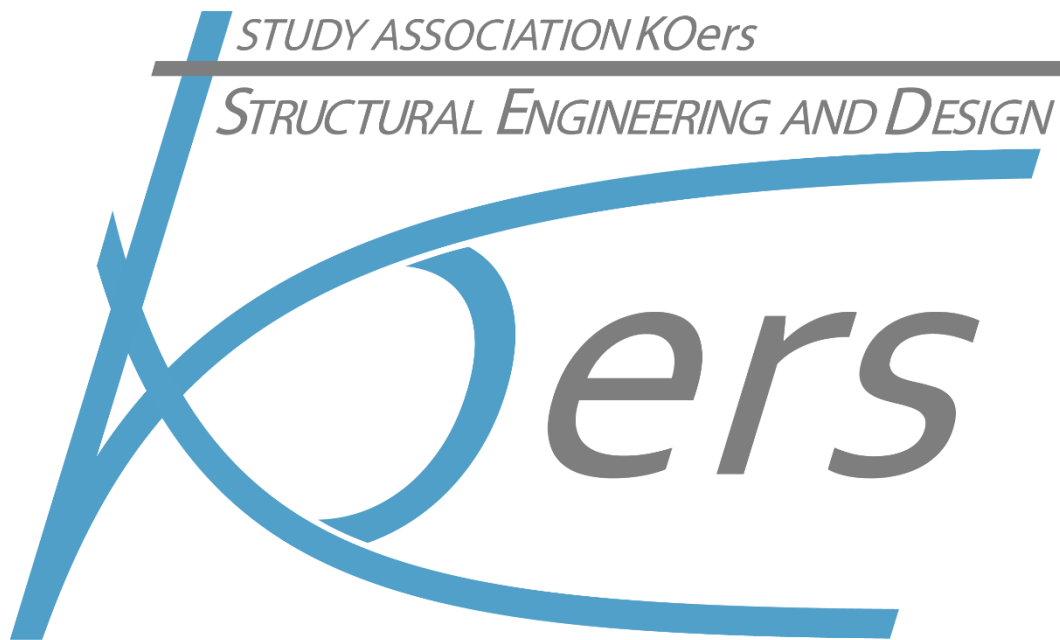


# Internal Regulations Study Association KOers



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Study Association KOers

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## **A. General regulations**

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### **Article 1. Introduction**

1. KOers is a formal association. The Articles of Association state that CHEOPS, the 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

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### 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.e., 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 article 3.1 and 3.2, 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 they 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, they draw up a budget and have it approved by the daily board. Subsequently, they make a financial overview for each General Members' Meeting. In between, they report 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, they approach people to report on activities or write general articles. They also take 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. They also coordinate 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 at the General Members' Meeting. The policy plan must be approved by the General Members' Meeting.
- 3. The board meets at least once a month, except for the summer holidays.
- 4. The meeting can start when at least two-thirds of the board members are present.
- 5. Decisions are made with at least two-thirds of the number of members with voting rights 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 with 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 twenty-one days before the General Members' Meeting. Candidates must be ordinary members of Study Association KOers.
2. During the General Members' Meeting, board changes will be voted for.
3. A board member will in any case sit until the next General Members' Meeting. They announce their resignation at least one month before the next General Members' Meeting.
4. A board member sits for a maximum of one year, after that they 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

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### 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 of the Articles of Association:
  - a) Normal members are members who must be registered at the Department of the Built Environment of the TU/e and 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 funding member of Study Association KOers;
    - Funding members: Former students, former members of Study Association KOers, as well as other people who have an affinity with structural design. The executive board decides on admission to Study Association KOers;
    - Unit staff: Employees of the Structural Engineering & Design department within the Department of the Built Environment. They are exempt from paying membership fees. Instead, they will be asked for an open donation.
  - c) Honorary members are members who, because of their extraordinary services for the association, have been appointed for this at the General Members' Meeting by either the board or at least ten members. A good criteria example is that you should be able to write a speech about what the person has done for the association. 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 must 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 in Article 6.
3. Damage caused by a member to third parties cannot be recovered from 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**

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### **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 an 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. 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 members 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. People who apply for a board position will always be voted on in writing. 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 10% of the number of members or, if there are fewer, 10 members are present. If less than 10 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

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### 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) Media committee;
  - d) Education Committee;
  - e) KOersief Committee;
  - f) Podcast committee;
  - g) KOers International Study Trip Committee;
  - h) Multiple Day Excursion Committee;
  - i) Special Activity Committees;
  - j) Drinks Committee;
  - k) Activity Committee;
  - l) Sports 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 the current Treasurer of KOers, the previous three Treasurers of KOers, and the current Treasurer 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 consists of at least four people, 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 one year in the council. And during the halfway 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 14 days in advance.

#### **Article 14. Media Committee**

1. The Media committee consists out of at least one person, that is, usually, a board member.
2. The task of the committee is to keep the KOers website up to date and make and spread promotion, both physical and on social media.

#### **Article 15. Education Committee**

1. The Education committee consists out of at least two people.
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 minutes will remain within the Education committee to ensure a more open conversation with the lecturers. During the general members’ meeting, the outcome of the evaluations will be given.

#### **Artikel 16. KOersief Committee**

1. The Editorial committee consists out at least of two people.
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 two times a year. Each edition’s theme is 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 through reports, columns, and interviews.

#### Article 17. Podcast Committee

1. The Podcast committee consists out of at least two KOers members.
2. The task of the Podcast Committee is to organize, record, produce, release, and promote the monthly podcast episodes.

#### Article 18. KOers International Study Trip & Multiple Day Excursion Committees

1. The committee consists of at least two people, who are normal 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 a bachelor's 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 at least two weeks before the opening of the registration. These must be placed on the KOers website, 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 must be opened at least four weeks before departure and be open for at least five weekdays. Registrations can be arranged by the KOers website. 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 19. Drawing procedure for the KOers International Study Trip & Multiple Day Excursion

1. During the registration period every member can subscribe for the trip.
2. Whenever the maximum number of subscribers is reached as indicated by the announcement, a drawing procedure will determine the participants. This drawing must be public and known to the participants of the trip so that they are able to attend.
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 tutors (ensured of participation);
  - c) Members of study association KOers (members 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 (members 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 number 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 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, and non-active members. These categories will get the following number 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, and non-active members. These categories will get the following number of lots: board members: 3, active members: 2, non-active members: 1.
  10. The registrations with more than the maximum number of participants are placed on two separate waiting lists, divided according to their group.

11. Notes:

- a) If in any of the drawings of lots, either point 8 or 9, the maximum number of participants is not reached as indicated by point 4. The remaining spot will be appointed to the other drawing;
- b) When the maximum number of participants is exceeded by either group E or F the time of registration determines 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 the board is 2 years. The current academic year, and the previous academic year;
- e) The maximum number of lots is 3. Multiple committees do 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 on 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 ultimately be 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. Afterward, this is only possible in dire circumstances, to be assessed by the executive board. The executive board decides about refunding the participation fees.



## Article 20. Special activities Committees

### 1. Concrete Canoe Race

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

### 2. Batavierenrace

The Batavierenrace committee consists of at least one KOers member, arranges the organization of the race, possibly together with CHEOPS and the other section associations.

### 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 at least two weeks before the opening of the registration. These must be placed on the KOers website, 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 working days. And registration is via the KOers website;
- c) During the registration period KOers members may register for the activity;
- d) Possible financial conditions must 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 21. Drinks Committee

1. The drinks committee consists of the previous board of KOers. They must be asked to join the committee and are free to decline.
2. The drinks committee helps during drinks of the association on a voluntary basis.

#### **Article 22. Activity Committee**

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

#### **Article 23. Sports Committee**

1. The Sports committee consists out of at least two KOers members.
2. The task of the committee is to participate in and organize several sports events so that a KOers team can participate.

#### **Article 24. Expenditures and Income of the Committees.**

1. Before a committee can have expenditures outside their own budget, the committee must make a budget or justification with an activity plan. This must 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 of KOers. In the case of committees providing their own sponsor income consultation must take place with the Treasurer of KOers, and possibly the PR commissioner of KOers.
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

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### Article 25. Final provisions

1. The board is responsible for explaining the Articles of Association and the Internal Regulations.
2. Proposed changes to this document shall be made available for all members at least one week before the General Members' Meeting in which these changes will be handled. Members may submit a request to change this document to the executive board. Who has to make it available for all members at least one week before the General Members' Meeting.  
  
Amendment of this document may only occur if at least two-thirds of the present people with voting rights approve the adjustment, per Article 10 Section 4 of the Articles of Association.
3. These Internal Regulations shall enter into force immediately when the General Members' Meeting approves them.