

Internal Regulations Study Association Artemis

June 2023

This document concerns the Internal Regulations of Study Association Artemis, henceforth referred to as 'the association'.

1. General

- 1.1. The study Geo-Information Science (MGI) is comprised of the master's programme Geo-Information Science (MGI) at Wageningen University (WU).
- 1.2. The official logo of the association is a crescent moon with the name "Study Association Artemis" on the left side of it (Appendix A). This logo is to be used in its original form to preserve and promote the recognisability of the association.
- 1.3. All letters sent on behalf of the association should carry one of the standard letterheads (Appendix B) or another letterhead, approved by the board, with a textual adaptation in the upper two lines regarding the name of the committee. Standard letterhead 1 is meant for internal letters and standard letterhead 2 for external letters.

2. Finances

- 2.1. The financial year of the association runs from the 1st of September up to and including the 31st of August.
- 2.2. The change of contribution for members must be determined in accordance with the members at the General Members Meeting (GMM) or financial General Members Meeting (fGMM) prior to the study year in which the change is implemented.
- 2.3. Membership of the association commences after completion of the registration form by which the member engages to pay the yearly contribution, as mentioned in article 2 paragraph 2.
- 2.4. The contribution for benefactors is at least an amount equal to the contribution fee for members as mentioned in article 2 paragraph 2.
- 2.5. Benefactorship of the association commences after completion of the registration form by which the association is authorised to debit the yearly contribution as mentioned in article 2 paragraph 4.
- 2.6. Budget from the association can only be used for association purposes. It cannot be used for personal purposes.

3. Material

- 3.1. All materials and equipment owned by the association are to be used only by board and committee members for association purposes.
- 3.2. As an exception to article 3 paragraph 1, with permission from the board, materials and equipment of the association can be lent out for other purposes.

4. Reimbursements

- 4.1. The association may reimburse members when they incur personal expenses in name of the association, provided a receipt or printed invoice was submitted. The receipt or printed invoice must be submitted within one of the following periods:
 - 4.1.1. Within the financial year in which the expense was incurred;
 - 4.1.2. Within three months since the expense was incurred.
- 4.2. Exceptions to article 4 paragraph 1 section 1 and section 2 can be made if the cash control committee discovers a discrepancy;
- 4.3. The amount the association reimburses is determined by the board. The board acts in accordance with the association's reimbursement policy. With substantiation, the board is allowed to deviate from the reimbursement policy. Every member has the right to request the reimbursement policy to view it.
- 4.4. The association may reimburse in the following situations:
 - 4.4.1. The association reimburses members when they incur personal expenses for the organisation of activities. These expenses must directly contribute to the organisation of an activity. These reimbursements count towards the budget of that committee or the therefore intended financial post.
 - 4.4.2. The association reimburses members when they incur personal expenses directly for the association.
 - 4.4.3. The association partly reimburses board members when they incur personal expenses for the purchase and modification of a board uniform.
- 4.5. If a committee or financial post has enough budget left over after an activity to refund €5 or more to paying participants, this money is distributed over the paying participants. This is done in proportion to the participants' contribution, provided that the association's budget allows this and the association financially contributed to the activity.

5. Activities

- 5.1. Members are entitled to a discount on activities of the association, if non-members are allowed to participate and there is a contribution fee.
- 5.2. Members who wish to take part in activities of the association at which alcohol is distributed by the association must:
 - 5.2.1. Be at least eighteen years old;
 - 5.2.2. Or sign a contract in which they state that they will not drink alcohol during activities and that the association retains the right to have these people removed from activities in case this contract is violated.

6. Board

- 6.1. The board takes care of the proper functioning of the association, pursues the goals described in article 3 of the statutes of the association and presents the goals for the future year of the association during the GMM around February.
- 6.2. The board organises the meetings that are mentioned in article 9 of the Internal Regulations.
- 6.3. The board sees to it that at least one activity is organised per year. This is open to all members of the association and all employees of the chair group connected to the study as mentioned in article 1 paragraph 1.
- 6.4. Every new board member should be registered in the Dutch Chamber of Commerce (*Kamer van Koophandel*).

- 6.5.** Every new board member should be registered as Ultimate Beneficial Owners (UBO) of the association.
- 6.6.** The board consists of the following functions: the board functions Chair, Secretary and Treasurer, as described in article 9 paragraph 1 of the statutes. The GMM determines whether and which candidate is entrusted with which function.
- 6.6.1.** The function of Chair involves drawing up an agenda for the board meeting and the (f)GMM meeting and chairing these meetings.
- 6.6.2.** The function of Secretary involves taking minutes of the board meeting and the (financial) GMM.
- 6.6.3.** The function of Treasurer involves making a final settlement, a balance and a budget for the new financial year, a financial overview, and keeping the ledger (*kasboek*). They cannot resign until the final settlement of the association has been approved and they have been relieved from function by the GMM.
- 6.6.4.** Other tasks and responsibility include keeping lists of members and benefactors up to date, taking care of the incoming and outgoing mail (physical and e-mail), keeping the association's agenda up to date, keeping the archive organised, taking responsibility for the contact between external parties and the association and sponsoring, taking responsibility for the contact between educational organisations within WU and the association, remaining informed about developments relevant to the study. These tasks can be distributed between board members according to the board members preferences.
- 6.7.** The Treasurer is the authorised representative for all financial accounts of the association; at least one of the other board members is also a representative for all financial accounts of the association.

7. Committees

- 7.1.** The committees of the association can be divided into two categories: ad-hoc committees and supporting committees.
- 7.1.2.** Ad-hoc committees are founded to organise one activity or a series of activities. Each ad-hoc committee draws up a plan of action for this activity, which is kept by the board. The Treasurer of an ad-hoc committee, should in addition to keeping a close eye on all financial affairs regarding the committee, provide a budget that should be approved by the board as well as a final settlement within three months after the activity. When the final settlement and evaluation have been received and approved, the committee will be dissolved by the board.
- 7.2.3.** The supporting committees have been established to support and check the board. These committees are not invited to the GCM.
- 7.2.3.1.** The cash control committee (KasCo) should be installed by and during the fGMM. Preferably, the committee is formed by the ex-treasurer and another ex board member. The cash control committee checks the final settlement and balance of the association for the financial GMM. The committee also checks the mid-term settlement and balance around March. Additionally, they can get insight into the financial means of the association at any moment.
- 7.2.3.2.** The committee of advice (CoA) consists of former board members who are still members of the association. The committee of advice can be asked for advice by the current board.

- 7.2.** Being active in a committee is fully voluntary. Therefore, the same obligations that apply to regular members participating in an activity are applicable to members of the committee that organises the activity.

8. Establishment of Committees

- 8.1.** In case a member wants to establish a new committee, they must communicate this through a proposal during a meeting with the board
- 8.2.** The proposal must contain the following subjects:
- 8.2.1.** A budget;
 - 8.2.2.** The goal of the committee;
 - 8.2.3.** Why the committee will be a valuable addition to the association;
 - 8.2.4.** Which functions this committee contains and who is going to occupy these functions.
 - 8.2.5.** What the proposed activity/activities will be.
- 8.3.** When the majority of the board is in favour of the committee, the committee will be established.
- 8.5.** An ad-hoc committee will be evaluated after its activity. The evaluation report will be archived for future ad-hoc committees.

9. Meetings

- 9.1.** A board meeting takes place once per week during the college period and serves to arrange and make agreements upon daily affairs regarding the association.
- 9.2.** The GMM is a meeting of all members and benefactors (the latter have no right to vote) of the association presided by the board, that is held with a frequency of at least one time per association year (around February). The fixed points for the GMM around February are the (partial) board change, the year summary and a financial summary.
- 9.3.** The fGMM is held once per year in November for all members. During the fGMM the final settlement and balance of the past financial year and the budget for the upcoming financial year are presented.
- 9.5.** The CoA meeting takes place shortly before the GMM and the fGMM. If applicable, the candidate board members, the current board members and the CoA are present. The CoA provides the board with advice on executive matters and on the progress of the upcoming GMM or fGMM.

14. Privacy and liability

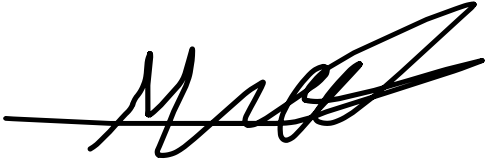
- 14.1.** The association collects personal data from its members, benefactors, and alumni to continue providing the services of the association. The exact data that is stored, how it is used, and the measures taken to secure them are documented in the association's privacy policy.
- 14.1.1.** The board is responsible for keeping the privacy policy up to date.
 - 14.1.2.** The association will not share any personal data with unauthorised third parties unless this is required to continue providing its services. A list of authorised third parties that are included in this category is given in the privacy policy.
- 14.2.** Only board members have access to the Member Database to ensure maximum privacy and to minimise the security risk.
- 14.2.1.** No copies of the Member Database are allowed to exist on board members' personal computers for longer than absolutely necessary. Copies of the Member Database are only allowed to be made on the network of Wageningen University and Research.

14.2.2. Every board member bears responsibility to process personal data according to the standards that are documented in the privacy policy. Whenever these standards are violated, the concerning board member is personally fully liable.

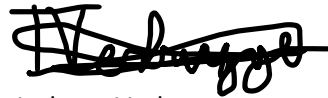
14.2.3. Board and committee members are not allowed to share personal data of members with unauthorised third parties.

14.3. In case of a data breach, the association has a protocol to ensure the damage is minimised and the appropriate authorities will be notified.

14.4. The Treasurer of the association is responsible for executing this protocol correctly unless the nature of the breach demands otherwise.

A handwritten signature in black ink, appearing to read "Annemieke Verhoek".

Annemieke Verhoek
Chair
Board I

A handwritten signature in black ink, appearing to read "Isabeau Verbrugge".

Isabeau Verbrugge
Secretary
Board I



Appendix A

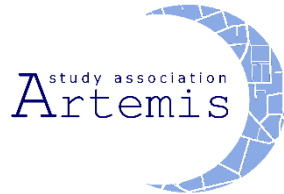
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study association
Artemis



Appendix B

Standard letterhead 1: Internal



Study Association Artemis

Droevendaalsesteeg 3

6708 PB Wageningen

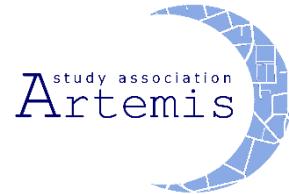
E-MAIL

sa.artemis@wur.nl

WEBSITE

www.sa.artemis.nl

Standard letterhead 1: External



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