



Definitions

Article 1- Definitions

- a. The Executive Board: the Executive Board of S.I.B. Amsterdam;
- b. GM: S.I.B. Amsterdam General Meeting
- c. Advisory Board: The advisory body of S.I.B. Amsterdam, as described in Articles 17 and 18 of the Articles of Association
- d. Association year: The Association year as defined in the Articles of Association;
- e. Vice-Chairman: The member of the executive board charged with replacing the Chairman if the latter is not able to perform his duties;
- f. Vice-Treasurer: The member of the executive board charged with replacing the Treasurer if the latter is not able to perform his duties;
- g. Internal Supervisory Director: the member of the executive board charged with keeping oversight of the committees and associations;

Members

Article 2 - Registration

Registering as a member takes place by filling out the registration form completely and correctly and then submitting it to the Executive Board.

Article - Honorary Members

1. The GM can make a member or former member an honorary member if the member has made such a special positive contribution that such will have noticeable effect in the long term. Appointment is to take place as described in Article 7 paragraph of the Articles of Association.
2. The title, Honorary Member is kept for an indefinite period of time.

Article 4 - Members of merit

1. A member who has made an exceptional positive contribution to the Association can be made a member of merit by the GM in the same manner as appointment of honorary members.
2. The title, member of merit, is granted for an unlimited period of time.
3. Appointment as an honorary member causes the title, member of merit, to lapse.
4. The title, member of merit, is an honorary title and does not entail any rights or obligations.

Article 5 - Alumni

1. Members and former members, with the exception of legal entities, can become alumni by means of a registration form.
2. The goal of the alumni policy is the improvement of the continuity and structure of S.I.B. Amsterdam through the strengthening of the mutual bonds between former members and S.I.B. Amsterdam and between former members themselves.
3. The Executive Board is responsible for the design and the implementation of the alumni policy.
4. The Association has at least one alumni coordinator. That coordinator is appointed by the Executive Board.



5. The Executive Board consults with the alumni coordinator about the design and the implementation of the alumni policy.

Article 6 - Records

1. The written record of membership consists of the registration forms. This file is kept at the offices of S.I.B. Amsterdam and only the Secretary has access to it.
2. There are three digital copies of the written record of membership. The digital records of membership are secured by password known only to the Secretary and chairman.
3. The digital records of membership are kept:
 - a. on the private computer of the Secretary;
 - b. on a digital data carrier that is kept in the same place as the written record of membership;
 - c. in the cloud.
4. The record of membership contains at least the following data about members: name, date of birth, postal address, e-mail address, telephone number, academic institution, student number and bank account number.
5. The ex-Secretary is to delete the version of the record of membership found on his computer in the presence of his successor as quickly as possible after he has stepped down.

Article 7 - Privacy

1. The Executive Board has insight into the names, telephone numbers, and e-mail addresses of the members.
2. Committees only have insight into the names of members.
3. Only the Executive Board is authorised provide the personal data of members to third parties, unless it concerns personal data that was gathered explicitly to that end.
4. The Executive Board does not provide the personal data of a member to a third party without obtaining the consent of the relevant member in advance. If this pertains to the entire record of membership, the GM must grant permission before the Executive Board may provide that information.
5. The Executive Board exercises due caution with the use of individual member information for financial purposes.
6. Personal data, with the exception of the information contained in the record of membership and the accounting records, is to be deleted no later than the end of the association year.
7. The Executive Board can make an exception to the sixth paragraph for serious reasons.

Committees

Article 8 - Committees, general

1. The Association has committees.
2. Committees are established by the Executive Board.
3. There are two kinds of committees: management committees and activities committees. The kind of the committee must be indicated when it is established.
4. The Executive Board is ultimately responsible for all committees.
5. A committee has a chairman.



6. The Executive Board can decide to discharge the chairman of the committee if he neglects his duties. Such decision is announced at the next GM.
7. Unless these Internal Regulations determine otherwise, committee chairmen participate in the meeting of committee chairmen, which is chaired by the Internal Supervisory Director.
8. Committees have access to a file containing the contact information of their own committee members.

Article 9 - Management committees

1. The purpose of management committees is to perform a direct duty of the Executive Board. 2. At least one member of the board must participate in a management committee.
2. In principle, a member of the board is the chairman of a management committee.
3. The Executive Board invites members to participate in a management committee.
4. The Executive Board can decide to expel a member from a management committee.
5. The chairman of the management committee is not required to participate in the meeting of committee chairmen.
6. The Executive Board keeps the GM informed about the functioning and staffing of a management committee.

Article 10 - Activities committees

1. An activities committee organizes substantive as well as social activities, as stated in Article 3 paragraph 4 of the Articles of Association.
2. The chairman of an activities committee:
 - a. ensures good communication with the Executive Board;
 - b. leads his committee;
 - c. is aware of the financial situation of the committee and maintains sufficient contact with the Treasurer in that regard;
 - d. ensures that his committee is represented within the Association;
 - e. has an active role in the Association.
3. The chairman of an activities committee informs the GM about the status and staffing of the committee.
4. A committee chairman can expel a member from the committee in consultation with the Internal Supervisory Director.
5. Members of the Association are notified of a vacancy for a new committee member.

Article 11 - Appointment of the chairman of an activities committee

1. Any member of the Association is free to apply for chairmanship of an activities committee. For that reason, a vacancy for a chairmanship should be announced to the entire Association.
2. Members can apply for a chairmanship by sending an application letter to the Internal Supervisory Director before the deadline. That application letter is then provided to the Internal Supervisory Director and the members of the committee.
3. A chairman is elected by the committee members at a committee meeting to which the committee members, candidate chairmen, and the Internal Supervisory Director have been invited.



4. The candidate chairmen and Internal Supervisory Director are not permitted to participate in the vote.
5. The vote for the appointment of the chairman of an activities committee takes place anonymously.
6. The election of the chairman of the activities committee is only valid if the Internal Supervisory Director agrees to the outcome on behalf of the board.
7. In principle a member of the board cannot be a chairman of an activities committee unless the Executive Board deems it necessary.
8. After his election, the chairman is gavelled in at the next GM, but is entitled to perform his duties beginning after the election.
9. If there is no chairman, a committee member can fill the position for a maximum of two months.
10. The Internal Supervisory Director is authorised to remove a chairman from his position in case of negligence of duties as described in Article 10 paragraph 3.

Het Verdrag

Article 12 - Het Verdrag, general

1. The Association has an association magazine.
2. The association magazine is called, 'Het Verdrag'.

Article 13 - Editorial board

1. The editorial board of Het Verdrag functions in the same manner as an activities committee.
2. The chairman bears the name 'editor-in-chief'.
3. The editorial board strives for unanimous agreement concerning the placement in Het Verdrag or not of copy that has been submitted. If unanimous agreement cannot be reached, a decision is made by an absolute majority of votes cast. If the votes are tied the editor-in-chief makes the final decision about the placement of contributions.
4. If the editorial board rejects an article it must inform the person who submitted it of the decision with reasons.
5. The editorial board is only allowed to change copy if it has received the permission of the author to do so, with the exception of spelling errors.
6. The person who submits copy can reclaim it, after which the article cannot be published in Het Verdrag anymore. The latter must occur, however, at least one day prior to the publication of Het Verdrag.

Article 14 - Editorial freedom

1. Het Verdrag may not violate the general interest of the Association. In addition, no serious damage may be caused to the reputation of individual members.
2. Het Verdrag is obligated to submit content that will probably cause damage as mentioned in the previous paragraph to the Executive Board in a summarized form.

Societies

Article 15 - Societies

1. The Association has Societies.
2. Further rules regarding societies are drawn up in the protocol for societies.



3. The purpose of the protocol for societies is provide the members of S.I.B. Amsterdam with the possibility of actively participating in S.I.B. Amsterdam in an alternative manner and to provide an avenue for development of a more substantial nature with a view toward strengthening member loyalty within and with the Association. The societies that can be founded on the basis of this protocol are supplemental to S.I.B. Amsterdam and will never replace the other activities of the Association.

GM

Article 16 - Call to meet

1. A GM is convened in accordance with Article 23 of the Articles of Association.
2. A written call for the GM to meet is sent, in principle, ten days prior to the day of the GM.
3. 'All those affiliated with the Association' as stated in Article 23 paragraph 1 of the Articles of Association means: members, alumni, members of the AB, and national representatives of S.I.B. the Netherlands.
4. The call to meet must in any case state: the place, date, time of the GM, as well as the subjects to be discussed at the GM.
5. In principle, the documents to be handled are sent along with the call to meet. If such is not reasonably possibly, the documents must be distributed as quickly as possible to all those invited by means of a forwarded message.
6. If the Executive Board is unable to send the documents on time due to extraordinary circumstances, time will be designated for reading the documents at the GM.
7. If documents are sent too late, members can vote at the meeting about whether or not to discuss the documents at the GM that were sent too late. The aforementioned possibility must be made known in the forwarded message.
8. If applicable, a short description of the rules governing the proceedings of the GM that follow from the law, the Articles of Association or these Internal Regulations is to be attached to the call to meet.

Article 17 - Content of the GM

1. A GM is held at least four times per year, in any case including a biannual GM, an election GM, and a changeover GM.
2. In principle, biannual GMs address:
 - a. the Executive Board's mid-year report;
 - b. the mid-year financial report;
 - c. the Audit Committee's mid-year report;
3. In any case, election GMs address:
 - a. the application committee's report;
 - b. the election of board members for the coming Association year.
4. In principle, the changeover GM addresses:
 - a. the annual report, the Executive Board's accounts from the year that is being closed.
 - b. the Audit Committee's report;
 - c. the discharge of the Audit Committee;
 - d. the installation of the new Audit Committee;



- e. the discharge of the current Executive Board;
 - f. the installation of the new Executive Board;
 - g. the new Executive Board's policy plan including the budget for the coming Association year.
5. All those present at the GM sign the roll call. the roll call is kept along with the minutes of the GM.
 6. At the changing of the board, the current Chairman discharges and installs the respective members of the board sequentially; transfers the chairmanship of the GM to the new Vice-Chairman, the Vice-Chairman discharges the current and installs the new Chairman, after which he transfers the chairmanship of the GM to the new Chairman.

Article 18 - Removal of board members

1. The GM decides whether the discharge is honourable or dishonourable.
2. The GM can determine to dishonourably discharge a member of the board if that member has seriously neglected his duties.

Application

Article 19 - Application committee

1. The purpose of the application committee is present candidates on behalf of the current Executive Board and to make a proposal as to the new Executive Board.
2. The Executive Board establishes an application committee.
3. The application committee is installed during a GM.
4. The application committee consists of three members:
 - a. one member of the board, delegated by the Executive Board;
 - b. one member of the AB, delegated by the AB;
 - c. one member who is neither a member of the Executive Board nor the AB, chosen by the GM as chairman of the application committee.
5. The chairman of the application committee is chosen before the AB and the Executive Board have chosen their delegations.
6. Members of the application committee are barred from applying for a position on the Executive Board.
7. The application committee is discharged after the complete number of the new Executive Board has been installed, or when the GM makes a decision to do so.
8. The rules laid down in the chapter titled 'Committees' of the Internal Regulations do not apply to the application committee.

Article 20 - Selection procedure

1. The application committee keeps the AB and the Executive Board informed concerning the progress of the selection procedure. No personal information about the applicants is shared in this regard, with the exception of the number of applicants and whether they come from within the association or from outside.
2. The Executive Board announces the commencement of the selection period both internally and externally by means of at least one announcement.
3. The Executive Board and the application committee bear joint responsibility for finding a sufficient number of applicants.



4. During the selection period, the Executive Board stimulates interest in possible candidates and encourages them to apply for a board position.
5. The call to apply for a position on the board must state the closing date for application. This deadline may be extended if the application committee deems it necessary.
6. Applicants are not obligated to apply for a specific position on the board.
7. The application committee takes stock of the applications and converses with all of the applicants or a portion of them in order to present a well-founded proposal to the GM.
8. Those who have not applied cannot present themselves as candidates for a board position at the GM.
9. Those who are turned down by the application committee are asked by the committee if they still want to present themselves as candidates at the GM. In principle, applicants who have been turned down can do so up to ten days before the GM.
10. If applicants who have been turned down by the application committee do not want to present themselves as candidates at the GM, they are asked if they want to be discussed by name at the GM. If they do not want that to happen their names are not stated in the application committee's report to the GM.
11. The application committee draws up a report about the selection procedure for the GM and provides a substantiated proposal for the members of the new Executive Board.
12. During the GM at which the application committee nominates the new Executive Board a discussion takes place among the members of the Association about the candidate board members. The candidate board members are not present during this discussion.
13. The GM selects candidates individually and per board position.
14. After holding internal discussions, the candidate board reveals at the time of the election who they nominate as Vice-Chairman and as Vice-Treasurer. The GM does not vote in this regard.
15. The Chairman may not also be Vice-Treasurer.
16. The current Executive Board ensures the proper transfer of the management activities to the new Executive Board.

Article 21 - Confidentiality

1. The application committee observes confidentiality with regard to all information that is entrusted to it in the context of the selection process. The application committee is only permitted to share information if the Articles of Association or the Internal Regulations allow it.
2. The aforementioned confidentiality obligation also applies to the Executive Board and the AB.
3. The application committee is responsible for the destruction of confidential information after the completion of the selection procedure.

Executive Board

Article 22 - Executive Board, general



1. The Executive Board bears joint responsibility for its duties.
2. Individual members of the board perform the duties that fall under their range of duties.
3. The Executive Board takes care, among other things:
 - a. that the Association keeps active and running;
 - b. that contact with external parties is maintained;
 - c. that the Association is financially sound;
 - d. of that which the committees and societies organize.
4. Decisions of the Executive Board can override decisions of the committee or replace them if the decisions of committees conflict with that which has been determined by or by virtue of the Articles of Association or these Internal Regulations, or if the Executive Board deems that such decision harms the interest of the Association.
5. The Executive Board strives to reach decisions unanimously. When unanimity cannot be reached a decision is made by absolute majority. If the votes are tied the chairman has the deciding vote.
6. The Executive Board keeps a digital record, to which the entire Executive Board has access, of all the documents that are relevant for the Executive Board.

Article 23 - Interim vacancy

1. If the Executive Board loses a member during the association year a new member is nominated in consultation with the AB.
2. If the Treasurer is lost, the Vice-Treasurer takes over his duties in cooperation with the Audit Committee.
3. In the case described in paragraph 1, the Executive Board organises a GM as quickly as possible and no later than within two weeks at which the GM votes on the new board member.
4. The candidate board member can function as a board member as long as the GM has not yet voted on the new board member, with the exception of access to financial and personal data.
5. If the GM turns down the new board member, a new board member is sought as quickly as possible. The aforementioned procedure applies here.

Article 24 - Meetings of the Executive Board

1. In principle, the Executive Board meets once a week.
2. Only board members and those invited to attend have access to meetings of the board. Such invitation can be limited to a certain portion of the board meeting.
3. The Secretary keeps minutes of the board meeting.
4. Once the other members of the board have approved the minutes, the Secretary sends them to the AB and includes the minutes in the archive.
5. If the Secretary is not able to perform his duties, another board member takes on the duties mentioned in paragraph 3 and 4.
6. The Executive Board holds a policy day twice a year.

Finances

Article 25 - Rules regarding the payment of contribution

1. Levying of the contribution for members and alumni takes place in the month of



November if they are registered before November. Otherwise, levy of the contribution takes place after registration.

2. The annual contribution for members of the Association is 50 Euro for the entire year.
3. The half-year rate is 29 Euro and applies if:
 - a. one chooses for the half-year rate, beginning on or after commencement of the association year up to 1 February, after which the membership, subject to cancellation, is immediately continued as if it is an annual membership and payment of the remainder of the annual contribution is made;
 - b. One becomes a member on or after 1 February, after which a half-year rate is paid for the remainder of the association year.
4. The minimum for alumni is 10 Euro for the entire year. No half-year rate applies.
5. The Executive Board can decide to deviate from the aforementioned amounts temporarily and with the approval of the GM. Conditions are attached to such non-standard amounts.

Article 26 - Accounting

1. The Treasurer is responsible for the systematic administration of all finances related information with the exception of the bank account numbers of the members.
2. The budget is approved separately from the policy plan by the GM.
3. Two copies of the digital financial statement are kept:
 - a. one on a digital data carrier, and
 - b. one on the computer of the Treasurer.
4. The Treasurer provides the Executive Board with a summary of the Association's financial situation at least once a month.
5. The Treasurer, the Vice-Treasurer, and the Chairman are registered at the bank. In addition to the Treasurer, the Vice-Treasurer and the Chairman are also authorised to perform financial transactions on behalf of the Association.

Article 27 - Audit Committee

1. The purpose of the Audit Committee is to audit the entire accounting of the Association for the correct settlement of the financial accounts.
2. The Audit Committee audits the financial situation of the Association on paper at least twice a year. At least two members of the Audit Committee must be present hereby. As a very rare exception, a member of the AB can replace the second member of the Audit Committee.
3. The Audit Committee receives a summary of the financial situation of the Association from the Executive Board each month.
4. The Audit Committee is the point of contact for questions from the Treasurer.
5. For clarity's sake a financial summary is attached to the minutes of a GM at which the financial situation of the Association is discussed.

Rule regarding changes to the Internal Regulations and protocols

Article 28 - Changes to the Internal Regulations and protocols

1. A decision to amend the Internal Regulations is adopted by the GM with two thirds of votes cast in accordance with Article 27 of the Articles of Association.
2. A decision to change protocols attached to the Internal Regulations occurs conform



Article 22 of the Articles of Association.