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Article 1 (Article 4 paragraph 3 Articles of Association)

S.I.B.-Netherlands

1. S.I.B.-Utrecht has a representative on the board of the Stichting Studenten- en jongerenvereniging voor Internationale Betrekkingen-Nederland (hereinafter: S.I.B.-Nederland). This representative is a part of the board of S.I.B.-Utrecht.
2. The board of S.I.B.-Utrecht shall draw the attention of its members to vacancies in the executive committee of S.I.B.-Netherlands as soon as possible. Every member of S.I.B.-Utrecht shall have the opportunity to respond to such a vacancy.

Article 2 (Articles 5 and 11 Articles of Association)

Members

1. A member of S.I.B.-Utrecht is a natural person between the ages of sixteen and thirty-five, who has filled in and signed a registration form completely and truthfully.
2. The blank registration form must contain at least the following information: name, address, e-mail address, date of birth, account number.
3. To promote the integration of new members, the association organises several introductory activities, which can be attended by all new members. Introduction activities shall never infringe on the mental or physical well-being, or integrity, of the new member.
4. Members are liable to pay an annual subscription pursuant to Article 9 Articles of Association.
5. Members receive the association magazine and have access to all association-wide activities of S.I.B.-Utrecht.
6. Membership shall end in the manner provided for in Article 11, paragraph 1 of the Articles of Association, subject to the following provisions on expulsion:
 - a) Nomination for expulsion must be stated on the notice for the general assembly deciding on this nomination.
 - b) A member nominated for expulsion shall receive written notice thereof from the Board, before the notice of the general assembly is sent. The member's attention is drawn to the provisions of Article 11 Articles of Association.
 - (c) A member suspended by the board pending a decision on expulsion must be informed in writing.
 - (d) Both a suspension and a nomination for expulsion must be accompanied by a statement of reasons.
 - (e) A suspended member shall lose all rights attached to membership of the association, with the exception of the right referred to in Article 11, paragraph 1 of the Articles of Association to present their views at the general assembly at which the expulsion is on the agenda.

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Article 3 (Article 6 Articles of Association)

Reunionists

1. A reunionist of S.I.B.-Utrecht is a former member of S.I.B.-Utrecht who has fully and truthfully completed and signed a reunionist form.
2. The blank reunion form must contain at least the following information: name, address, e-mail address, account number.
3. Reunionists are obliged to pay an annual monetary contribution pursuant to Article 9 Articles of Association.
4. Reunionists receive at least once per association year:
 - a. an invitation to an activity deemed interesting to the reunionists by the board;
 - b. an invitation to drinks;
 - c. a reunion letter, updating them on the general state of affairs.
5. Reunionists are free to engage in activities for the benefit of the association, in consultation with the board.

Article 4

Members of merit

1. Members of merit are natural persons who are entitled to bear this title because of their special merits towards the association or within the framework of the association's objective.
2. Members of merit are appointed at the annual assembly by the board of the year in which their membership is terminated.
3. No rights are attached to this title.

Article 5 (Article 7 Articles of Association)

Donors

1. A donor is a natural or legal person who has fully and truthfully completed and signed a donor form.
2. The blank donor form must contain at least the following information: name, address, account number.
3. Donors have the option of paying a one-off contribution or a periodic contribution.

Article 6 (Article 9 Articles of Association)

Contribution and fees

1. The general meeting of members may decide, by a simple majority, to fix the membership fees and contributions for reunionists and donors.
2. The treasurer shall collect members' fees and contributions from reunionists and donors by direct debit, unless the collection is done otherwise and the treasurer has given one month's notice.
3. Members, reunionists and donors are free to contribute more than the contribution set by the general assembly.
4. Financial obligations entered into by members, societies or committees without the approval of the board shall not bind the

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association.

5. Fundraising shall only take place with the approval of the board.

Article 7 (Article 22 Articles of Association)

The Audit Committee

1. The Audit Committee shall have a minimum of two and a maximum of four members.
2. Except in special circumstances, membership of the Audit Committee shall last for at least one year.
3. The Audit Committee performs an audit at least twice a year, one for the purpose of the semi-annual meeting and one for the purpose of the annual meeting and the accompanying annual financial report. **This audit shall be conducted in cooperation with the treasurer.** The audit is reported on by the Audit Committee at the respective general meetings.
4. The inspection, as referred to in article 7 paragraph 3 of the Internal Regulations, shall in any case consist of checking
 - (a) income and expenditure,
 - (b) financial procedures,
 - (c) debtors and creditors,
 - (d) provisions and reserves and
 - (e) the relationship between revenue and expenditure policy on the one hand and the applicable budget on the other.
5. The Audit Committee checks the financial continuity of the association by comparing the inter-relationships between the balance sheet, profit and loss account and the ledgers and also does so in relation to previous years.
6. The report referred to in **Article 22(4) of the Articles of Association** shall be signed by all members of the Audit Committee and presented in writing to the annual meeting. The treasurer shall make the accounts available for inspection by the Audit Committee at least two weeks before the annual meeting.
7. The Audit Committee is accountable to the general assembly.
8. At each annual meeting, in principle, the entire committee is (re)elected. At all other general assemblies it is possible to organise an election for new committee members.
9. If the Audit Committee is looking for new members, this will be announced **at least six weeks** before the next general assembly. Interested parties shall register with the Chairman of the Audit Committee. The Audit Committee decides whether or not to nominate the interested person to the assembly, and notifies the interested person in writing. If it is decided not to nominate the interested party to the assembly, they have the right to present themselves as a counter-candidate. Two weeks before the assembly, the Audit Committee presents a list of candidates. During the general assembly, the candidate presents themselves with their motivation and the general assembly votes whether the candidate is admitted to the Audit Committee.
10. The chairman of the Audit Committee, or a deputy chairman, briefly tells at each general meeting how the cooperation

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within the committee was experienced recently. There is room for questions from the general meeting.

Article 8

The General Assembly

1. An authorisation from a member who is not present at the general assembly shall be submitted in writing to the secretary before the start of this assembly. The authorisation shall be labelled by name and shall not contain any guidelines on voting behaviour. A member present at the assembly may vote by proxy for only one other member.
2. Unless it is explicitly reported prior to a vote that the vote will be by written ballot, the voting procedure shall be as described in Article 21(6) of the Articles of Association.
3. If a written ballot is held, the chairman of the meeting shall appoint a voting committee consisting of two of the members present, one of whom shall be a board member. The voting committee shall check that those present are entitled to vote. Only ballot papers identical to those issued by the voting committee may be used. The voting committee takes back the ballot papers. After the votes have been counted by the voting committee, the result signed by the members of the voting committee is handed to the chairman of the meeting, who then informs all those present of the result of the vote.
4. The following shall be considered invalid votes:
 - (a) Ballot papers containing wording other than that indicated by the chairman of the meeting,
 - (b) Signed ballot papers.
5. At the annual assembly, at least the following will be discussed:
 - (a) the treasurer's annual report and annual financial report,
 - (b) the appointment of the audit committee,
 - (c) the budget.
6. The election of a board member, in the cases provided for in Article 13(7) Articles of Association, shall take place in the last and final instance at the next general assembly.

Article 9 (Article 12 Articles of Association)

The Board

1. The president oversees and coordinates association life. The chairman shall be the official spokesperson of the association. The chairman shall ensure compliance with the Articles of Association, the internal regulations and all decisions taken by the general assembly and the board. The chairman sets the agenda of the board meeting, leads the board meeting, and leads the general assembly.
2. The secretary shall conduct correspondence in the name of the board and keep copies thereof. The secretary shall keep a register of members, reunion members and donors, send invitations to the general assembly, and ensure that all documents required for this purpose are available to the members. The secretary reports to the general assembly on the past

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association year and oversees the preparation of the annual report.

3. The treasurer shall be in charge of the financial management of the association, being bound by the policy determined by the board. The treasurer shall take care of the collection of the membership fees. Only the treasurer shall be authorised to open an account on behalf of the association. The treasurer shall draw up the conditions under which a member may be authorised for an account of the association. The treasurer shall keep records of all receipts and expenditures. The treasurer prepares the financial report and budget to be presented at the annual meeting. No sooner than five weeks before the annual meeting, the latter closes the books.
4. Board meetings shall take place at least once every six weeks. The board may draw up board regulations upon taking office. These regulations shall regulate the voting procedure at board meetings.
5. If an interim vacancy occurs, the other members of the board shall ensure a proper distribution of work until the general meeting of members, convened within a reasonable time, has found a solution.
6. A resolution to suspend or dismiss a board member adopted by the general assembly shall be notified to the board member in question in writing and with reasons as soon as possible. For the duration of the suspension, the board shall provide for the replacement of the suspended board member.

Article 10 (Article 16 Articles of Association)

Board of Advisors

1. The (re)election of members of the Board of Advisors will in principle take place during the annual meeting. At least one spot will be available for candidates during the annual meeting. Candidates are members who have never served on the Board of Advisors. In exceptional circumstances, it is possible to organise an election for new committee members during another general assembly.
2. Members wishing to stand for (re)election to the Board of Advisors should make this known in writing at least three weeks before the annual meeting by sending a letter of motivation to the secretary of the board and the current Board of Advisors.
3. The election shall consist of two rounds: a round for re-electable members, and a round for new candidates. The voting procedure during both rounds consists of voting for each individual eligible member. Members have the option to vote 'for', 'against', or 'abstain'. If more members are elected than there are available places, the candidates with the most 'for' votes take a seat on the Board of Advisors until it reaches the maximum number of members as described in Article 16(1) of the Articles of Association.
4. The board and the outgoing members of the Board of Advisors give a reasoned advice to the general assembly on re-eligible members of the Board of Advisors. The board may give positive, negative, or neutral advice. The outgoing members of the Board of Advisors give positive or negative advice.

5. For reasons of continuity and effectiveness of the Board of Advisors, it is important that re-electable members, unless there is a weighty reason, are given the opportunity to be appointed for a new term. The first round of voting will therefore consist only of the election of re-electable members. Weighty reasons consist of:

- (a) A negative advice by the board, or;
- (b) A negative advice of the outgoing members of the Board of Advisors, or;
- (c) $\frac{2}{3}$ of the votes cast are votes 'against' the re-election.

In the event of a weighty reason, the member eligible for re-election shall take part in the second round of voting. The provisions of paragraph 6 shall then also apply to the member eligible for re-election.

6. The board and the Board of Advisors give a reasoned advice to the General Assembly for the election of a new candidate. The board may give positive, negative, or neutral advice. The Board of Advisors gives positive or negative advice. The board and the Board of Advisors explain their advice at the meeting where the member is (re-)elected.

7. Candidates for the Board of Advisors shall be elected by a simple majority of the votes cast during the second round of voting.

8. After the election procedure at the annual meeting, current members of the Board of Advisors are discharged and newly elected members are installed in their positions. In interim elections, only the member just elected shall be installed.

9. The Board of Advisors shall internally appoint a chairman from among their members by consensus. If no consensus can be reached, candidates will be voted on; a candidate must obtain an absolute majority of votes.

10. The number of meetings of the Board of Advisors shall be at least equal to the number of general assemblies in the relevant Association year.

11. When taking decisions, the Board of Advisors shall aim for consensus; otherwise it shall decide by majority.

12. The Board of Advisors shall attend the general assembly. The chairman of the Board of Advisors, or a deputy chairman, shall briefly report on the cooperation and work within the Board of Advisors at each general assembly.

13. If the Advisory Board acts as an interim board in accordance with the Articles of Association, it must register with the Utrecht Chamber of Commerce. In all their publications, the interim board shall make it clear that it has a limited mandate by adding 'ad interim'.

14. The interim board shall observe the ongoing affairs of the association until a new board takes over their duties. The interim board meets at least once every fortnight and distributes board portfolios among their members.

15. The election of a new board shall take place as soon as possible but no later than three months after the interim board takes office. Not later than fourteen days before the election the interim board shall invite the members in writing to attend.

16. The interim board may make a nomination for an entirely new board. This nomination must be included in the invitation

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as referred to in Article 10(15) Rules of Procedure. Article 13(4) Articles of Association shall apply accordingly.

17. Individual nominations for the Board must be made in writing to the interim board not later than forty-eight hours before the election. The nomination must be supported in writing by the Interim Board or at least ten members. Article 13(1) Articles of Association shall apply accordingly.
18. In the period following their election and **at least** until their installation, elected board members shall be trained by the interim board.
19. No more than three months after taking office as interim board, the term of the interim board shall end at a general meeting convened for that purpose. At the same time, the elected board shall be installed.

Article 11

Societies

1. A society is a group within S.I.B.-Utrecht, freely accessible to members and reunionists, which has at least seven active persons, and organises at least one association-wide activity. This association-wide activity is planned in consultation with the board. **Further requirements for societies may be determined on a policy basis.**
2. Societies may impose requirements on their members, provided they are in line with the theme of the society in question and provided any **natural** person could meet the requirements.
3. Establishment of a society is as follows:
 - (a) Members shall submit a proposal to establish a society to the board. A society is allowed to draw up society rules.
 - b) If the proposal and any society regulations are not in conflict with provisions of the Articles of Association and the Rules of Procedure, the board shall approve the proposal and membership recruitment and/or organising activities may commence.
 - c) At the next general assembly, the board shall announce the formation and appoint two presidents of the society (**hereafter: captains**) for an indefinite period of time. This shall be done by means of an induction.
 - d) If the board does not approve the proposal to establish a society, this proposal to establish shall be submitted to the general assembly.
4. Societies are allowed to levy membership fees, it is also permissible to require society members to contribute to specific activities.
5. The **captains** shall keep the board informed about the composition and activities of the society through the Commissioner of Internal Affairs, as well as any changes to any society rules.
6. **Every society member has the opportunity to make themselves available as a captain. The sitting captains, and the board, may also approach a society member for this position. The candidate is nominated by the captains to the board, who**

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- decide in consultation with the captains whether they are suitable. In any case, the captains are hammered in or out at the succeeding general assembly.
7. The board may, in consultation with the society members, in the event of repeated failure of a captain to perform, appoint a captain ad interim to replace the captain for a period of two months.
8. A society member may be temporarily suspended from the society by a resolution of at least one captain. A suspended society member cannot participate in activities organised by the Society until at least the next general assembly, at which the suspension will be discussed.
9. A suspended society member may object to the suspension either to the board or at the general assembly. If the board finds that the member has been unreasonably suspended, it may overturn the suspension until the next general assembly. The general assembly may, by a simple majority, determine the total duration of the suspension, with a minimum duration of 'time already suspended'.
10. Dissolution of a society occurs when a society has no more captains: this is done by hammering out the captains without hammering in a successor. This only occurs after consultation between the board and the captains of the respective society, or if a majority of the members of the society submit a motion to that effect to the board.

Article 12 (Article 24 Articles of Association)

The association magazine

1. The general assembly shall determine the name of the association magazine.
2. The association magazine shall be published under the responsibility of the editorial board. The editors are obliged to include announcements from the board in the magazine.
3. The editorial board is responsible for the distribution of the association magazine.
4. Editorial board members are appointed at a general members' meeting for the remainder of the association year. They may be reappointed at the annual general meeting. Two weeks before the start of the general assembly, a list of candidates is presented with the nominated editorial board members.
5. During the general assembly, the chairman of the editorial board briefly shares how the editorial board and the magazine are doing, and there is room for questions from the assembly.
6. The editors are bound to serve the interest of the association.
7. The editors have the option of refusing documents. Any refusal must be justified by the editors. The editors can only change contributions in consultation with the submitter. The submitter can reclaim their article.

Article 13

The archive

1. The secretary shall manage the archives.

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2. The board shall ensure that the activities organised by the association are listed in the archives.
3. Members are entitled to inspect their own data in the register of members.
4. The disclosure of personal data to third parties shall be made only with the consent of the person to whom said data belongs.
5. The board decides on access to the archives.

Article 14 (Article 23 Articles of Association)

The Committee of Recommendation

1. Members of the recommendation committee shall receive at least the annual report.
2. Membership of the recommendation committee shall terminate by termination by the member, by termination by the board or by death of the member.

Article 15

Final provisions

1. Amendment of the rules of procedure is only possible pursuant to a resolution of the general meeting of members; the text of the proposed amendment shall be made available to the members no later than 14 days before the general meeting.
2. In cases not provided for in the Articles of Association or these regulations, the Board shall decide.
3. The board shall make written copies of the rules of procedure available to members.
4. Where in this document reference is made to written means, to the extent permitted by law, also by electronic means.
5. These regulations shall enter into force immediately.