



RULES OF PROCEDURE S.V. PARADOKS

Last edited by the 41th board of S.V. Paradoks – Fortuna Vitrum

NOTE: In case of deviations between the Dutch and the English version of this document, the Dutch version prevails.

PURPOSE

Article 1

The association tries to achieve its purpose by:

- a) holding meetings;
- b) organising social events;
- c) organising and cooperating with excursions;
- d) regular consultation with the relevant bodies of the University of Twente and
a) beyond;
- e) organising lectures;
- f) selling books required for the study;
- g) organising other activities;
- h) making use of all legal means that the association has at its disposal

MEMBERS

Article 2

The ordinary members have the following rights:

- a) to attend the general members' meetings, taking the floor and making proposals;
- b) have the right to vote at the general meeting of members;
- c) the proclamation of general members' meetings as described in the articles of
a) association, article 11, paragraph 7;
- d) to participate in all activities organized by them for the association;
- e) to apply as a candidate for committees;
- f) to apply as a candidate for board positions;
- g) to receive association publications.

Article 3

The honorary members, as defined in article 5 paragraph 2 of the articles of association, can be divided into:

- a) Honorary members;

Honorary members are members who have done special things for S.V. Paradoks but have not done them as a member of S.V. Paradoks. They have done this from the position they fulfilled outside S.V. Paradoks. They are members 'for the honour' they have achieved in this way.

- b) Members of merit;

Members of Merit are members who, within S.V. Paradoks, have shown an aboveaverage amount of commitment activities. They thus become a Member of Merit because of "their merits" to S.V. Paradoks. They have the same rights as the ordinary members.

Article 4

The external members, as defined in article 5 paragraph 3 of the articles of association, can be subdivided into:

- a) External members, they have the same rights as the ordinary members with the exception of Article 2 b, c and f;
- b) Alumni members, they have the same rights as the ordinary members with the exception of Article 2, paragraph b, c and f on the condition that they were members of S.V. Paradoks and obtained the title MSc., BSc. And/or Ir. at the University of Twente.

Article 5

The ordinary members have the following duties:

- a) payment of the contribution due;
- b) payment of the other amounts owed to the association;
- c) ensuring that the association is aware of the correct address details;
- d) safeguarding the good name of the association.

Article 6

The honorary members, as defined in article 5 paragraph 2 of the articles of association, have the same duties as the ordinary members with the exception of article 5, paragraph a.

Article 7

The external members, as defined in article 5 paragraph 3 of the articles of association, have the same duties as the ordinary members.

Article 8

Honours Committee:

The Honours Committee has set itself the objective of treating nominations for Honorary Members and Members of Merit objectively according to a protocol set up for this committee. This committee consists of at least 3 and at most 6 members, of which at least 1 person attending BMT and 1 who attends TG. A further requirement for the committee is that there is at least 1 representative from each of the following annual grades: B1-B2, B3-M1, M1-M3. Furthermore, members of the board, the RvA or the Kasco are not allowed to sit on this committee.

A proposal to appoint Honorary Members and Members of Merit shall be made on the recommendation of the Board or on a proposal submitted by at least ten members. This proposal must:

- a) be submitted to the Honours Committee or to the Board, which will pass it on to the Honours Committee;

- b) be accompanied by a motivation letter.

The Honorary Commission will decide on an advice and communicate this at the next GMM. This will be treated as a separate agenda item. The GMM then has the opportunity to ask questions in response to the advice, after which a vote will be taken. The Honours Committee has at least 6 weeks to formulate their advice on a nomination.

Article 9

If the board expels a member, this must be communicated at the next general members' meeting.

BOARD

Article 10

The tasks of the board are to:

- a) ensure the proper functioning of the association;
- b) execute decisions taken by the general members' meeting;
- c) decide on policy for the association and supervise the implementation of this policy;
- d) monitor the pursuit of the objectives;
- e) supervise the work of the committees;
- f) report the distribution of funds from the University of Twente profiling fund within Paradoks to the general members' meeting, in the event that it deviates from the standard distribution as determined by the University of Twente.

Article 11

The board will include at least the following positions:

- a) chairperson;
- b) secretary;
- c) treasurer;
- d) internal commissioner;
- e) external commissioner;
- f) commissioner books;
- g) commissioner educational matters BMT;
- h) commissioner educational matters TG.

Article 12

The chairperson is responsible for:

- a) the general management of the association;
- b) the maintaining of order at general members' meetings and board meetings;
- c) the coordination of the activities of the board;
- d) maintaining contacts other than those with companies and institutions.

Article 13

De secretary is responsible for:

- a) taking minutes of the general members' meetings;
- b) the correspondence, of which a copy is kept;
- c) the timely publication of the general members' meeting;
- d) preparing the secretarial annual report;
- e) maintaining the archive;
- f) managing the membership administration.

Article 14

The treasurer is responsible for:

- a) the management of the funds of the association;
- b) supervising the management of association funds by committees;
- c) submitting the annual budget;
- d) preparing the financial annual report.

Article 15

The internal commissioner is responsible for:

- a) announcing activities with the exception of the general members' meeting;
- b) supervising the quality of the committee supervision.

Article 16

The external commissioner is responsible for:

- a) maintaining contacts with companies and institutions;
- b) obtaining sponsorship for club activities;
- c) supervising sponsorship commissioners.

Article 17

The commissioner books is responsible for:

- a) the ordering of the books;
- b) supervising of the book sales.

Article 18

The BMT Education Commissioner is responsible for:

- a) informing the other board members and, if desired, the members about the main points of the current topics and the consultation and decision-making structure of the Biomedical Engineering programme at the University of Twente;
- b) serving as a point of contact for the members with regard to all educational matters concerning Biomedical Technology;
- c) maintaining contacts with bodies that operate in a university-wide educational area;
- d) maintaining contacts with committees and councils involved in education within the Biomedical Engineering programme at the University of Twente.

Article 19

The TG Education Commissioner TG is responsible for:

- a) informing the other board members and, if desired, the members about the main points of the current topics and the consultation and decision-making structure of the Technical Medicine course at the University of Twente;
- b) serving as a point of contact for the members with regard to all educational matters concerning Technical Medicine;
- c) maintaining contacts with bodies that operate in a university-wide educational area;
- d) maintaining contacts with committees and councils involved in education within the Technical Medicine program at the University of Twente.

Article 20

In the absence of the chairperson at a general members' meeting, as announced in advance to the association, a member of the board will act as chairperson.

Article 21

In principle, administrative costs are borne by the association. If these costs deviate more than 10% from the budgeted administrative costs, extra explanation must be given to the general members' meeting.

Regarding board clothing applies that per board member:

- a) Board clothing with association logo can be claimed up to a total of maximum 75.00 euro;
- b) For a suit, a fee of 150.00 euro is available.

Article 22

Board members of S.V. Paradoks are allowed to receive a compensation for activities they attend. This is true for every activity which is organised by S.V. Paradoks. For every activity, the regular fee can be claimed up to maximum of 10.00 euro per person. Activities which span multiple days cannot be claimed. Per board member, a maximum of 100 euro is made available. The board has the freedom to distribute this money among themselves as they wish.

COMMITTEES

Article 23

The board can charge and discharge commissions and/or committee members. This must be communicated at the next general members' meeting. The board can delegate the performance of a specific task to a committee. The committee is accountable to the board for the tasks it has performed.

Article 24

Each committee submits a plan of action and a budget to the board for approval as soon as possible. The committee must adhere to the approved version. Important changes to the plan of approach and the budget must be submitted to the board as soon as possible for approval.

Article 25

For each committee, a board member is appointed who maintains communication between this committee and the board. This board member monitors the progress of the committee and compliance with the budget.

Article 26

The committee must submit an evaluation report and a settlement to the board prior to discharge and these must be approved.

Article 27

Members of the committee may only incur those expenses that serve the purpose of the committee and that fall within the budget approved by the board.

Article 28

Committees must submit committee clothing, printed matter and publications for printing or publication to the board for approval.

Article 29

Several committees that incur cost for participating in the committees are entitled to an additional compensation for these costs. These include participation costs for own activities, travel costs and special committee representation. The size of the participation fee depends on the bracket in which the committee sits.

Three disks are defined:

- a) Disc 0: Commissions in this disc do not receive any additional compensation for participation costs incurred.
- b) Disc 1: Committees in this disc are entitled to a maximum of € 5 participation in the cost reimbursement per committee member per year.
- c) Disc 2: Committees in this disc are entitled to a maximum of € 10 participation in reimbursement of costs per committee member per year.

The following applies to the disks:

- d) Exceptionally, commissions cannot be added to any of the disks. Different rules apply to these committees with regard to the participation in reimbursement of costs. These deviating rules are determined by the general meeting of members.
- e) The board is free to add (new) committees to disk 0.
- f) When there are changes in disc 1, disc 2 or the exceptions, this must be determined by the general meeting of members.

GENERAL MEMBERS' MEETING

Article 30

During a board year, a board must declare at least three general members' meetings, a changeover general members' meeting, a semi-annual general members' meeting and a two-third general meeting of members. At least the secretarial annual report and the financial

annual report of the current board as well as the policy and budget of the candidate board must be presented at the change-over general meeting.

At least the secretarial semi-annual report and the semi-annual financial report of the current management must be presented at the semi-annual general meeting.

At the two-third general meeting of members the candidate board is announced, if no candidate board is known, a notice must be provided about this at this general meeting.

Article 31

At least two weeks before a general members' meeting, it must be announced to the members by mail or by email. The announcement must at least contain the agenda.

Article 32

At least one week before the general members' meeting, the documents can be requested from the secretary. The way in which the documents are made available is to be determined by the secretary.

Article 33

The members can submit agenda items to the secretary in writing up to 72 hours before the general members' meeting. In the absence of the secretary, this must be done to another board member. The secretary ensures that the members are reasonably informed of the submitted agenda items at least 36 hours before the start of the meeting.

Article 34

All persons present at the general members' meeting must sign the attendance list.

Article 35

The chairperson leads the general members' meeting with the exception of the situation as referred to in article 11, paragraph 7 of the articles of association and in article 20 of the rules of procedure.

Article 36

The chairperson of the general members' meeting gives the floor to an attending party on request. If a member has been speaking on the same subject three times, the chairman does not have to give this person the floor on this subject again, unless the general meeting disagrees with this decision.

Article 37

The chairperson of the general members' meeting has the right, in order to maintain order, to remove a member from the general members meeting, unless the general meeting of members disagrees with this decision

Article 38

The chairman of the general members' meeting must, unless the general meeting disagrees,

put all proposals and motions to the vote. For proposals and motions relating to the same subjects, the widest ranging is put to the vote first.

Article 39

Voting is preferably done by show of hands. When the vote is about persons or if the board or at least 5 members indicate they want a written vote, this is done in writing. As a vote cast by a written vote, only officially certified notes that are filled in by voting members are valid. A written vote is invalid when they:

- a) is unclear;
- b) is signed;
- c) expresses a choice for more or other items or persons than have been made eligible;
- d) is not filled in.

Article 40

The following options exist for a vote:

- a) voting in favour;
- b) voting against;
- c) abstention from voting;
- d) a blank vote.

Blank votes are counted when determining the total number of votes. Abstentions from votes are not counted in the total and therefore have no influence on the vote.

Article 41

Any votes, with the exception of votes on amendments to articles of association or rules of procedure, shall be decided by an absolute majority of the number of valid votes cast. In the event of a tied vote, a second vote is taken on the proposal of the chairman. If the votes are tied again, the board will make a decision.

Article 42

The votes are counted by two board members independently at the general members' meeting and the result of the vote is announced immediately after the count.

Article 43

The minutes of the general members' meeting are submitted for approval at the next general meeting. The minutes must be approved by a general meeting as soon as possible. After approval, the minutes are signed by the chairman and secretary.

Article 44

The board ensures that light refreshments are available at the general members' meeting.

Article 45

A general advisory board is appointed by the general meeting at the general members' meeting at which a change-over of board takes place. This advisory board:

- a) is periodically informed by the board with information about the course of affairs at the association;
- b) can only give the board unanimous unsolicited advice on the periodic
- c) information mentioned in this article, paragraph a;
- d) consists of at least 3 people who preferably have board experience;
- e) must hold at least 3 meetings per year with the chairman of the board;
- f) must consist only of members of S.V. Paradoks;
- g) does not check, but advises.

A member or former member of the advisory council must, under penalty of being removed from the advisory council or being removed from the association by the general meeting, ensure that the periodic information referred to in this article, paragraph a is not made known to third parties.

RECOGNITIONS

Article 46

A debating society can request recognition of S.V. Request Paradox from the board or a general members' meeting. The following requirements are imposed on this recognition;

- a) at least two-thirds of the debating society must be members of S.V. Paradoks;
- b) the members of the debating society must be known;
- c) the debating society must have a somewhat permanent character;
- d) the debating society must not damage the image of S.V. Paradoks;
- e) the conditions set by the general members' meeting must be granted.

Article 47

The recognition of recognized debating societies can be withdrawn by the general members' meeting and at the request of the debating society itself. They may also lose their accreditation if they do not meet the requirements set out in Article 44.

Article 48

- Establishment

A society can be established by at least 5 members who share a common interest. The recognition takes place by means of registration with the board of S.V. Paradoks, at least two weeks before a general members' meeting, and a subsequent approval by vote at the general members' meeting

- Purpose

The joint exercise of a shared interest.

- Conditions

A society enjoys the recognition of S.V. Paradoks as long as:

- a) All members are members of S.V. Paradoks;
- b) It is known who belongs to the society;
- c) The society does not damage the image of S.V. Paradoks;

- d) The Society must organise an activity at least once a year for members of S.V. Paradoks to make this activity known to members.
- e) The conditions set by the General Members' Meeting are met;

For recognised societies, recognition can be withdrawn by the general members' meeting and at the request of the Society itself. They may also lose their recognition if they do not comply with the requirements set out in this article.

BOARD ELECTIONS

Article 49

New board members will be elected at the end of the association year. This is done at the general members meeting as mentioned in article 11, paragraph 1 of the articles of association. Board elections can also take place if the board deems this necessary.

Article 50

Prior to the elections, the candidate board must present a policy and budget. In elections of new board only a complete board can be proposed and elected.

Article 51

The board proposes a candidate board, whose composition must be made known to the members at least two weeks before the relevant board elections.

Article 52

Members can submit proposals for alternative boards up to 72 hours before the elections. This is done in writing to the secretary and must be signed by at least ten members who are entitled to vote. In the absence of the secretary, this should be sent to another board member.

Article 53

The board is elected by a majority of the total valid votes cast. In the event of a tied vote, a second vote will be taken within three weeks at a new general meeting.

Article 54

In the event that, pursuant to the articles of association or the rules of procedures, no board of the association is in office, the general meeting of members must appoint at least one chairman, secretary and treasurer who will act as interim board. This board will only deal with current affairs and is also responsible for proposing a board as soon as possible.

Article 55

Immediately after the election of the new board, the old board resigns and transfers its powers to the new board, without prejudice to the provisions of article 11, paragraph 3 of the articles of association.

EXCURSIONS

Article 56

Members have priority during excursions. The conditions of the excursion will be announced by means of publication.

CONTRIBUTION

Article 57

The annual contribution is determined by the general members' meeting.

MODIFICATIONS TO RULES OF PROCEDURE

Article 58

Proposals to amend the rules of procedure can be submitted by the board or at least ten members who are entitled to vote. After submission, a general members' meeting must be held within four weeks, with the exception of academic holidays, at which meeting the proposals will be voted on.

Article 59

Proposals concerning amendments to the rules of procedure will be decided by a majority of at least two-thirds of the number of valid votes cast.

FINAL PROVISIONS

Article 60

All articles in these rules of procedure are subject to the provisions of the articles of association.

Article 61

In all cases not provided for in the articles of association or these rules of procedure, the board decides, subject to its responsibility to the general members' meeting.

Article 62

The board is responsible for the interpretation of the articles of association and the rules of procedure.