

## **Bylaws AIM Study Association**

### **NAME AND OFFICE**

#### Article 1.

1. These bylaws are made in addition to the statutes and are meant as a clarifying tool.
2. These bylaws can be amended with the consent of the majority of the General Assembly (GA) by vote with 10% of all members present in person.
3. Each article in these bylaws is themed in relation to same-numbered articles in the statutes.

#### Article 2.

1. The objective of the Association is to enrich members' PPLE experience by organizing social and academic events.
2. The general year-long composition of the Association includes:
  - a. The Presidium;
  - b. The Board;
  - c. The Committees;
  - d. The Advisory Board;
  - e. The Treasury Advisory Board;
  - f. The Members.

### **MEMBERS**

#### Article 3.

1. The Board has an online platform where a profile of each member of the association is kept.
  - a. A member should register in the platform, creating a profile where an active email address is provided.
  - b. The membership profile may include a home address in case of billing purposes.
  - c. In case the provided email becomes inactive or terminated, the member is responsible for providing the association with the new email address.

### **ADMISSION**

#### Article 4.

1. If a member admission is at risk of being refused by a simple majority of the Board, then said annulation of the profile can be turned to the GA to decide.
2. The Assembly is left to decide if said profile will be refused. Refusal is approved by a simple majority from the Assembly.

## **TERMINATION OF THE MEMBERSHIP**

### Article 5.

1. Termination of membership is to be conducted in accordance with Article 5 of the statutes.
2. If termination occurs during the association year, the member is not entitled to a refund.

## **YEARLY CONTRIBUTION**

### Article 6.

1. Membership requires a contribution determined by the Board.
  - a. This contribution is necessary in order to become an active member to the association.
  - b. Failure to pay the contribution may result in termination of the membership at the discretion of the Board.
2. The Board carries the discretion to relieve said contribution only when a situation reasonably justifies the relief of payment.

## **BOARD**

### Article 7.

1. The Board consists of the following positions, in following constitutional order:
  - a. Chair;
  - b. Secretary;
  - c. Treasurer;
  - d. Internal Commissioner Social;
  - e. Internal Commissioner Study;
  - f. External Commissioner.
2. The Board must consist of at least:
  - a. Chair;
  - b. Secretary;
  - c. Treasurer.
3. Only association members may vote in the installation of Board members in the Assembly.
4. In the case of the number of board members falling below the necessary number, the remaining Board members are required to hold an Assembly within 1 month to decide upon the fulfillment of this vacancy or vacancies.
5. Members can apply for the Board by sending the required documents by the required times as set by the application committee.

6. In case of an early departure of a Board member, the application committee selects a new candidate, which is then voted upon during the next GA. In case the next planned GA is not scheduled within 30 days, an additional GA must be held within those 30 days. Until the new Board member is chosen, the rest of the Board takes over the tasks of the departed member.
7. In case of a motion of impeachment by the GA of one of the Board members, the Presidium decides if the reason for impeachment is sufficient.

## **TERMINATION BOARD MEMBERSHIP - SUSPENSION**

### Article 8.

1. Every Board member may be discharged or suspended by the Assembly through special majority vote (two-thirds of present Association members at the Assembly).
2. Each voter in favor or against suspension must indicate their justification before the Assembly.
3. Grieving protocol
  - a. If one of the members passes away, the Board will take the following steps:
    - i. The family will receive a message of condolences
    - ii. Post a message on the website, in accordance with the will of the family
    - iii. Will make a book of condolence and will place it at the Board Room, in accordance with the will of the family.
    - iv. At the next GA, there will be one minute of silence to commemorate the member.
    - v. All activities that are planned before the funeral or cremation, with the exception of travels, will be postponed.
  - b. In case one of the Board members passes away, all activities will be postponed for at least one week, or as long as the Board deems it necessary.
  - c. The Board will in every situation have the final say in how to act in the time of grieving.

## **BOARD POSITIONS – DECISION MAKING BY THE BOARD**

### Article 9.

1. The Board is jointly responsible for everything that goes on within the association.
2. The Board is held accountable for its conduct by the GA.
3. The specific tasks of the Board are specified in the position-specific white papers. The general tasks are specified by the Board white paper.
4. The Board strives to have at least one weekly meeting.
5. The Board strives to have at least one Board member present at the Board Room on weekdays from 11:00 to 17:00.

6. Upon registration with the Dutch Chamber of Commerce (KvK), each Board member is authorized to take responsibility for the signing of contractual agreements.
  - a. Two Board Members are required to sign necessary agreements.
  - b. The determination of these Board members may vary and may be determined by the Board.

## **BOARD TASK - REPRESENTATION**

### Article 10.

1. The Association is to be represented by either the Board, or by two board members acting in unison.
2. The Board may authorize Committee members to carry out the creation of chosen events or projects.
  - a. In this act, said members are representing the Association at the Committee level.
3. Committees
  - a. A committee is tasked with organizing events/projects and has at least the positions of Chair, Secretary and Treasurer, as well as preferably an External commissioner and a Marketing Officer or a version thereof.
  - b. At the time of writing these bylaws, the Association has the following committees:
    - i. Academic, responsible for organizing academic events.
    - ii. Awareness, responsible for raising awareness on societally relevant issues and diversity within PPLE.
    - iii. DamMUN, responsible for organizing MUN related events.
    - iv. Freshman Weekend, responsible for organizing Freshman Weekend.
    - v. Intreeweek, responsible for organizing AIM events during Intreeweek.
    - vi. Merchandise, responsible for designing AIM/PPLE merchandise.
    - vii. Party, responsible for organizing borrels and parties.
    - viii. Third Year Weekend, responsible for organizing Third Year Weekend.
    - ix. Travel, responsible for organizing trips.
    - x. Welcoming, responsible for integrating students throughout the years.
    - xi. Yearbook, responsible for creating the Yearbook.
  - c. The association has the following teams, which are independent organizations by members who are coordinated by the association through means of promotion and budget. Such groups aim to promote creativity and activity amongst our members.
    - i. Arts Community, promoting arts in any form.
    - ii. Football Club
    - iii. Hockey
    - iv. Women's soccer
  - d. The committee application procedure is handled as follows

- i. During the application period, which takes place in September - or February regarding Intreeweek and Freshman Weekend - committee members are selected by the Board after a personal interview. Selection is based on their motivation letter and past experience.
    - ii. One Internal Commissioner and one general Board member must be present at each interview to conduct the interview and take minutes.
    - iii. The selection of committee members is finalized at least three weeks before the Year Assembly.
  - e. Before the Year Assembly, the committees create their year plans in collaboration with the Board.
    - i. In the event of special circumstances, it is advised to alternatively create two half-year plans to increase stability and predictability.
  - f. The Board decides if the committee is eligible for a discount on its own activity.
  - g. In case of expenditure outside of the agreed budget by a committee, the costs of this are borne by the committee members.
  - h. Before the end of the academic year, but after the Nomination Assembly, all committees have to present a reviewed version of their version of their white papers to the newly elected board.
  - i. The Board holds the power to suspend, create, and dissolve committees, as approved by the GA.
  - j. If, during the association year, a member of a committee proves to be unfit for his/her position, the Board has the power to discharge the member of his/her position at any time.
  - k. In the event of a committee member no longer being part of the committee, the Board carries the procedural discretion in regards to filling the vacancy.
- 4. The Presidium
  - a. The Presidium consists of at least a chair and a secretary.
  - b. The Presidium is elected and installed at the Year Assembly, by the GA for the time frame of one year.
  - c. The Presidium is tasked with ensuring that the Board's acts are in compliance with the Statutes and Bylaws of the association.
  - d. Before the Nomination Assembly, a call for applications for the Presidium has to be sent out to all members by the Board.
  - e. Candidates for the Presidium will be voted for individually during the Year Assembly.
  - f. When a member of the Presidium resigns during the year, the Board and the Presidium will choose a new candidate together and let that candidate go through a vote in the next GA.
- 5. Advisory Board
  - a. The Advisory Board (AB) supervises and gives advice to the Board. More specifically:
  - b. The Board can ask for advice from the AB when needed.

- c. Each Board member is matched to an AB member, who have (informal) meetings on a regular basis.
  - d. The AB consists of three members. In case of early dismissal of a member, the Board will install a new member.
  - e. The AB consists of the following members:
    - i. One previous Board member;
    - ii. Two external individuals with Board experience in another (study) association.
  - f. The AB and the full Board meet at least two times a year.
  - g. Everything that is discussed between members of the Board and members of the AB is confidential.
  - h. The AB is elected at the Year Assembly by the GA for the minimum period of a year.
  - i. The AB reports to the GA about its findings and observations and gives its own advice to the GA.
6. Treasury Advisory Board
- a. The Treasury Advisory Board (TAB) has the responsibility to investigate and supervise the financial situation of the association and the work of the Board's Treasurer.
  - b. The TAB is made up of at least three members, whereby:
    - i. At least one member fulfilled the role of Treasurer in the past.
    - ii. At least one member has not fulfilled the role of Treasurer in the past.
  - c. In case of early dismissal of a member, the Board will install a new member.
  - d. The TAB reports to the GA about its findings and observations and gives its own advice to the GA.
  - e. The Treasurer is obliged to provide the TAB with all required information
7. Application Committee
- a. The Application Committee (AC) is responsible with the application procedures of the Board.
  - b. The AC is made up of at least three members, whereby:
    - i. The chair is an external individual with Board experience in another study association.
    - ii. One general member is a current Board member of the association
    - iii. One general member who is well acquainted with PPLE, but does not have board experience.
  - c. The AC is elected at the Half-Year Assembly by the GA.
  - d. The AC decides its own course of action, in accordance with what is written in the Statutes and Bylaws.
  - e. The AC deals with the information given to it with discretion, until the new Board has been selected.
8. Brand Identity
- a. All promotion should be according to AIM's brand identity, as specified by an instructional document.

- b. The Secretary of the Board is responsible for providing the instructions to those handling AIM promotion.
- c. Advertisement of events or resources that are not organized by AIM, through the use of the Association's platforms, is encouraged if it is agreed to be beneficial to students.

## **ADMINISTRATION - FINANCIAL YEAR - YEAR REPORT - ACCOUNT AND RESPONSIBILITY**

### **Article 11.**

1. Relevant Association documents are to be uploaded and made visible to members on the Association website at least two weeks prior to the upcoming Assembly. These documents include:
  - a. Year Plan;
  - b. Financial Year Plan;
  - c. Half-year Report;
  - d. Year Report;
  - e. Financial Year Report;
  - f. Revised Statutes and bylaws, if applicable.
2. The necessary documents may be replaced by alternative forms (e.g. Half-year plan as opposed to Year plan) in special circumstances.
3. Such documents shall remain on the website public to all members.
4. The GA appoints the Advisory Board and Treasury Advisory Board, who are to review the corresponding documents before they are brought before the Assembly.
  - a. The Board is to provide these documents to the relevant Association Bodies at least two weeks before the Assembly occurs.
  - b. In the case of delay in this provision, the Board must provide the Association Bodies with justification, which then must be approved by the Bodies.

## **GENERAL ASSEMBLY**

### **Article 12.**

1. The association functions in yearly cycles. The year spans from Year Assembly to Year Assembly.
2. At each GA, the following rules must be obeyed:
  - a. All members can be authorized by a maximum of one other member, to cast a vote in their name.
  - b. At least 10% of the total members must cast a vote, authorizations included.
  - c. Each member with the right to vote has one vote at the GA, with the exception of those involved with Board related procedures.
  - d. Everyone with the right to vote can hand in motions, which then will be voted upon and decided by a simple majority.

- e. In case of a rejection, the Presidium is allowed to ask an explanation of the negative voters.
    - f. A point of order can be made by any attending member and should be voted upon as soon as possible.
  3. In each Association Year, the following three GAs must be held and will discuss the points as described in paragraphs 4 through 6 of this Article.
  4. The Year Assembly
    - a. It takes place in October of that association year.
    - b. The departing Board presents its Year Report and Financial Year Report which must be approved by the GA with a simple majority.
    - c. The departing Board is discharged by the GA.
    - d. The new Board is installed by the GA.
    - e. The new Board presents its Year Plan and Financial Year Plan which must be approved by the GA with a simple majority.
    - f. A new Advisory Board and Treasury Advisory Board are elected by the GA by a simple majority.
    - g. The new AIM Committees are introduced and accepted without a need for voting procedure.
  5. Half-Year Assembly
    - a. Takes place in March
    - b. The Board presents its Half Year Report and Financial Half Year Report which need to be approved with a simple majority by the GA.
    - c. A new Application Committee is elected by a simple majority of the GA.
  6. Nomination Assembly
    - a. Takes place between the 15th of May and the 15th of June.
    - b. The nominated Board is announced and officially nominated by the GA as a whole.
    - c. Their nomination is announced by the Application Committee, and followed by a vote.

## **ACCESS AND VOTING RIGHTS**

### **Article 13.**

1. Each member of the Association has one vote.
2. A member present at the Assembly is authorized to vote in the name of two other members, if this is proven in writing by said non-present members.
3. Access to the GA and voting rights are granted to all members.
4. In case of the attendance of non-members, this is to be announced by the Chair at the beginning of the Assembly.
  - a. These attendees will not have voting power.
  - b. Attendance of non-members may be refused if the simple majority of the Assembly determines it so.



5. Association Bodies (Board, Advisory Board, Treasury Advisory Board, and Presidium) may not vote while holding their respective positions.

## **CHAIRSHIP - MINUTES**

### **Article 14.**

1. The Board is tasked with:
  - a. The chairship, the secretariat and the organisation of each GA. This includes chairing the GA, making minutes at the GA, and inviting all members by written electronic notice to the GA.
  - b. Handling each call for a GA.

## **DECISION MAKING OF THE GENERAL ASSEMBLY**

### **Article 15.**

1. All relevant documents ought to be provided by the specified time indicated in the statutes and bylaws in order to facilitate informed decision making of the GA.
2. All decisions made by the GA remain valid unless contradictory to the statutes or law.
3. The voting procedure is conducted anonymously.

## **CALLING OF THE GENERAL ASSEMBLY**

### **Article 16.**

1. The GA is called upon by the Board unless specified otherwise by article 12 paragraph 4 of the statutes.
2. Invitations to the GA must be sent out to all members at least one week before the Assembly.
  - a. It is recommended to start at least two weeks before.
  - b. Invitations should include all the relevant topics that will be discussed in the Assembly.

## **STATUTES AND AMENDMENTS**

### **Article 17.**

1. No changes other than the changes proposed by members in the GA will be made.
2. Amendments proposal should be written and made public to the members at least two weeks before the Assembly.
3. Statutes will be amended only when at least two-thirds of the members present at the Assembly have voted in favour of it.
4. Amended statutes may only be voted upon following the approval of the notary.

## **DISSOLVEMENT**

### **Article 18**

1. The dissolution of the Association shall follow the protocol as described by Article 18 of the statutes.

## **BYLAWS**

### **Article 19.**

1. Bylaws can be amended with the approval of the GA to the extent that they do not conflict with the law nor the statutes as approved by the notary.

## **FINAL PROVISION**

### **Article 20.**

1. When these bylaws, nor the statutes do not provide a decisive answer, the Board is empowered to decide on urgent issues.
2. Long term issues are decided on by the GA.