

## **House rules of the Chemotechnisch Studentengenootschap ALEMBIC**

As proposed at the General Members Assembly of 20 February 2018.

### **CHAPTER 1 GENERAL**

#### **Article 1 Definitions**

For the purpose of these rules, the following definitions apply:

1. The society: The society Chemotechnical Student Society Alembic
2. The articles of association:  
The articles of association, as embodied in the memorandum of association, in compliance with changes or replacements made afterwards
3. The rules: The house rules, as meant in article 20 of the articles of association
4. The general members assembly:  
The general members assembly, as meant in article 14 of the articles of association
5. Annual meeting: The general members assembly, as meant in article 14, section 2a of the articles of association
6. The board: The institution meant in article 9 of the articles of association
7. Board chairman: The chairman of the board
8. The audit committee: The institution meant in article 13 section 4 of the articles of association
9. Study trip: A visit or exchange with the participants staying abroad for at least 14 nights, and visiting a future job situation.
10. Excursion: A visit or exchange to see a possible future employer, different from a study trip
11. The abroad fund: The financial provisions on the account of the society, to cover unforeseen shortages, or costs for an emergency during study trips.
12. The university: The University of Twente
13. The faculty: The faculty of Technical Natural Science at the university
14. Polling place: Person/persons who are responsible for the written vote taking place in an orderly manner, as meant in article 16 section 5 of the articles of association
15. He: He/she
16. His: His/her

#### **Article 2 Goal**

The society tries to reach its goals by:

- Holding assemblies and meetings
- Giving lectures
- Regularly consulting with, critically supporting of and stimulating the eligible institutions within the university, and especially the faculty
- The organization of and participation with excursions
- Publishing writings
- Keeping in touch with other societies that have the same goals and the society
- Selling study materials for the benefit of the members
- Using all legal means available to the society

### **CHAPTER 2 MEMBERSHIP**

#### **Article 3 Enrolment**

1. Enrolment for the membership should occur with the board.
2. The study that is meant in the articles of association, article 4 section 2b are the master's program Science Education and Communication for the subject chemistry.
3. The board should announce both the remunerated and the rejected requests for ordinary or extraordinary membership, as meant in the articles of association, article 4, section 2c respectively 3b, at the next general members assembly. For every decision, the board should give a motivation for the remuneration or rejection.

#### **Article 4 Rights of members**

1. The rights of the ordinary members are:
  - a. Participation in all the activities organized by the society, insofar as this belongs to the reasonable possibilities and in compliance with the articles of association and rules;
  - b. Reception of society publications, up to no more than a year after their publication;
  - c. Standing as candidate for a function within the society;
  - d. Nominate candidates for a function within the society;
  - e. The right to vote at all the general members assemblies;
  - f. Calling a general members assembly, in compliance with the relevant articles of association;
  - g. Making proposals to be discussed at the general members assembly;
  - h. The right to speak at general members assemblies;
  - i. Insight into final invoices of society activities.
2. Extraordinary members have the same rights as ordinary members, in compliance with provision 1, section e and f.
3. The rights of alumni members are:
  - a. Participation in activities organized by the society, which the board has made open to alumni members, as long as this is a realistic possibility and in compliance with the articles of association and the rules.
  - b. The specifics of provision 1, sections g, h and i.
4. Honorary members have the same rights as ordinary members.
5. Members of merit have the same rights as ordinary members.

#### **Article 5                    Obligations of members**

1. The obligations of ordinary members are:
  - a. To uphold the society's good name.
  - b. To                    pay                    the                    annual                    contribution.  
Ordinary members, who have enrolled after 1 July of the current society year and have paid the contribution for the current society year, are exempted from paying the annual contribution for the following society year.
  - c. To authorize the society for the automatic collection of the annual contribution from his bank or giro account. He should fill in the form for automatic collection for this purpose and sign it. Only by means of a written message to the board, a member can request to deviate from the arrangement above. Within two months after the reception of the invoice, the owed amount should then be transferred or paid in cash.
  - d. To report his address to the board.
  - e. To endorse the provisions in the articles of association and the rules, as well as the decisions of the society.
2. Extraordinary members have the same obligations as ordinary members.
3. Alumni members have the same obligations as ordinary members, with the exception of provision 1, section c.
4. Honorary members have the same obligations as ordinary members, with the exception of provision 1, section b and c.
5. Members of merit have the same obligations as ordinary members, with the exception of provision 1, section b and c.

#### **Article 6                    Debt settlement**

1. Debts arising when members do not comply with the obligations mentioned in article 5, provision 1 section b and if relevant section c should be paid back within two months after the debt has arisen. Debts are at all times to be paid before the rights in article 4 provision 1 section a to section e can apply, unless the board decides otherwise.
2. Debts of the society to all members should be paid within two months after the debt is arisen.
3. Facts about the board:
  - a. The current board cannot be changed if one of the board members is indicated as debtor in the accounts of the society, for an amount higher than EUR 50,-
  - b. During the current year of office, none of the board members may be indicated in the accounts as debtor with an amount higher than EUR 100,-.
  - c. The board members are not allowed to use the debit card of the society account for personal purposes.

- d. It is not permitted to withdraw cash from the society treasury, in order to reduce the creditor balance of the board member with regards to the society, which the treasurer can arrange through the bank. Board debt is meant to provide in cases of unforeseen expenses for board members related to work for/with Alembic. Bookings to this end should take place as all other bookings within the society. The maximum cumulative board debt should be complied with.

**Article 7                      Suspension**

1. Members who do not comply with the provisions of the articles of association and the rules, or those whose behavior, words or actions give cause, can be suspended for a period of time to be determined by the board, a maximum of one year.
2. A decision to suspend should be communicated to the member in question in a registered letter, stating the reasons.
3. Appeal against the suspension is possible on the next general members assembly. Pending the appeal, the suspension will be in effect. If the decision to suspend is not followed by a decision to dismiss, the suspension will end at the end of the term determined by the board.

**CHAPTER 3                      BOARD AND COMMITTEES**

**Article 8                      Board**

1. The chairman of the board has a coordinating task within the society
2. The secretary takes care of:
  - I. The formal written communication within and outside the society;
  - II. The archive;
  - III. The minutes of the general members assembly and the board meeting;
  - IV. The secretarial annual report.
3. The treasurer takes care of:
  - I. The income and expenses of the society;
  - II. A financial annual report for the general members assembly about his term on the board;
  - III. A budget plan for the next society year.
4. The treasurer is obliged to aid an audit committee appointed by the general members assembly with checking the financial administration.
5. The board takes care of the member administration.
6. The board has the right to dissolve the committees they appointed.

**Article 9                      Board meetings**

1. The chairman of the board or another board member appointed by him for this task heads the meetings.
2. Board meetings are open to board members and persons invited by the board.

**Article 10                      Committees**

1. A committee appointed by the board shall be responsible to the board and should take care of the board-approved financial management of its activities, until the board dissolves the committee.
2. Members of a committee should be members of the society, unless the board decides otherwise.
3. Non-members who are members of the society as meant in article 10, section 2, have the right to be present at events organized by the committee.

**Article 11                      Financial resources**

The budget plan of the treasurer is task-setting. If a budget is exceeded by more than 20 % with a minimum of EUR 200, it needs to be approved by the general members assembly beforehand.

**CHAPTER 4                      GENERAL MEMBERS ASSEMBLY AND ADVISORY BODIES**

**Article 12                      Convening and order of the meeting**

1. Convening the first general members assembly of the society year requires a proposal for the agenda, and also contains a financial report, a secretarial report and a budget plan for the following



8. The membership of the study tour committee ends:
  - a. By resigning;
  - b. By dismissal by the general members assembly.

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9. The audit committee checks the financial administration at least twice a year.

**Article 16                      Graduation support**

1. The total number of activism grants granted to the board of the association by the University, will be presented at the yearly general members assembly.
2. The total amount of extra and incidental activism grants granted to members of the association, will also be presented at the yearly general members assembly.

**CHAPTER 5                      EXCURSIONS AND STUDY TRIPS**

**Article 17                      General provisions**

1. Registration for an excursion or study trip is done via the designated registration list, by e-mail to the board or via the website of the study association.
2. Participants of a study trip or excursion must pay the established financial contribution. If a study trip or excursion for whatever reason does not take place, the participants are entitled to a refund of the contribution already paid by them.
3. The organisation of the relevant study trip or excursion may impose obligations and conditions on the participants insofar as this is deemed necessary for the quality of a study trip or excursion and as long as this is not in breach with the provisions of this article.

**Article 18                      Excursions**

1. Registration for an excursion obliges to participation. In case of oversubscription, a lottery shall take place, unless the party to where the excursion goes has other selection procedures. Unallocated participants are automatically placed on a reserve list, provided the party to where the excursion goes, agrees herewith.
2. In the case of an annually repeated excursion, members who have not previously participated in this excursion have priority over members who have already been on a previous occasion. Members who have already participated in the excursion will automatically be on the reserve list. An exception to this are members of the committee that organizes the excursion.
3. The participation fees for excursions are determined at the annual meeting.
4. The travel expenses incurred by the participants in the excursions will be reimbursed by the association based on a second-class train ticket for a return trip from Enschede to the place of destination, unless the board decides otherwise.
5. Cancellation must be done in writing or orally to a board member in the boardroom of the association, no later than seven days before the excursion. Cancellation within seven days obliges the participant to pay the participation fee, unless a substitute can be appointed by a board member.
6. In case of withdrawal of a participant or if additional places are available for an excursion, those who are placed on the possible reserve list shall automatically become a participant. In this case the substitute has the right to refuse participation.

**Article 19                      Study trips**

1. In case there are more applicants than available places, a drawing will take place. The applicants will be divided in three groups, these groups will be formed as follows:
  - I. Applicants who have been a primary member of the association for two years or longer and have never participated in a study tour organised by the association.
  - II. Applicants who have been a primary member of the association for less than two years and have never participated in a study tour organised by the association.
  - III. Applicants who have participated in a study tour organised by the association in the past.Initially the drawing will only include applicants from group 1, if everyone in this group has been given a place there will be a second drawing which will include applicants from group 2. If there are still places left after this second drawing there will be a third and final drawing between the applicants in group 3. All interested parties have the right to attend the drawing.

2. Participants and/or committee members have to meet the following requirements before they are allowed to join the study tour:
  - a. The participant needs to have been an ordinary member (as meant in the articles of the association article 4 section 2) of Alembic for at least 2 years and be an ordinary member at the time of the end of the registration period.
  - b. The participant needs to have finished subjects worth at least 100 EC's inside the curriculum of Chemical Engineering at the time of the closing of the registration period to participate in the study tour. The registration period is determined by the BuCo head committee and is at least after the announcement of the last grades of the third quartile.
  - c. The participant has to meet one of the following requirements:
    - I. The participant needs to have finished 4 of the following 7 subjects with at least a 6 (option choice module 8a): kinetics and catalysis, industrial chemistry and processes, physical transport phenomena (flow theory, energy transport and matter transport), (bio)organic chemistry (theory and practical), introduction to separation methods, introduction to reactor engineering and project process design. When a subject has a name change, the new subject will be applicable.
    - II. or the participant has finished 4 of the following 7 subjects with at least a 6 (option choice module 8b): kinetics and catalysis, industrial chemistry and processes, physical transport phenomena (flow theory, energy transport and matter transport), (bio)organic chemistry (theory and practical), chemistry and technology of inorganic materials, chemistry and technology of organic materials and advanced materials science. When a subject has a name change, the new subject will be applicable. The subjects from module 8b can also be followed during the minor.
  - d. The board can give members that do not meet all requirements the right to join the study tour with a board decision, if advice from the study tour advisory committee about the deviations to the requirements.
3. For every study tour the board needs to take care that for every participant and committee member a contract is set up.
  - a. For participants every contract needs to be signed by four different people, which are: the participant, a member of the study tour head committee and two board members. The board will take of compliance to this contract.
  - b. For the study tour head committee members every contract needs to be signed by three different people, which are: the study tour head committee member and two board members.
  - c. In the case of all participants are also study tour head committee members, the contract needs to be signed by four different people, which are: The participant, the chairman of the study tour head committee and two board members. The participant is not allowed to be one of the meant board members. The contract of the chairman of the study tour head committee is signed by the chairman of the study tour head committee, a by the board appointed member of the study tour head committee and two board members. The board will take care of compliance to this contract.
4. Signing out to the study tour can be done until signing the contract, unless the contract states otherwise. When someone signs out, the highest placed person on the potential reserves list gets the chance to sign the contract.
5. The contract referred to in paragraph 3 must at least include:
  - IV. the requirements to be met by a participant or committee member;
    - a. the requirements which a participant or study tour head committee member needs to meet, as described in section 2.
    - b. the rights and obligations of the participants;
    - c. the target contribution of a participant or committee member;
    - d. the date of decision when the study trip occurs on the basis of the existing financial situation at that time;
    - e. a description of the package for which the organisation of the study trip in question takes both organisational and financial care. This package should at least contain:

- I. the outward and return journey from the country or countries to be visited;
- II. the necessary transport on site;
- III. primary subsistence;
- IV. visits to companies and/or institutions
- V. reasonable travel and accident insurance.
- VI. the contract may not breach the provisions of these regulations.

**Article 20 Settlement and responsibility of study trips**

1. A final statement must be completed within six months of the end of each study trip.
2. If a deficit appears to exist when the final participation fee of a study trip is determined, the organisation of the trip must justify itself to the Board. If there is no intentional act or gross negligence on the part of the organising committee, the deficit shall be remedied by increasing the participation fee to a maximum of 110% of the target contribution set for the trip. The remainder of the deficit allocated to Alembic is paid from the foreign fund. If the balance of the foreign fund is insufficient, the aforementioned remaining deficit will be charged to the association.
3. In the case of study trips, if a surplus is found when the final participation fee of a study trip is determined, the participation fee shall be reduced to at least 80% of the target contribution set for the trip. The remainder of the surplus allocated to Alembic shall fully benefit the foreign fund as described in paragraph 6.
4. The foreign fund is held by the Treasurer of the Association. The foreign fund must be present in the form of cash and cash equivalents during the period of 2 months before the departure date until 2 months after the return date of the study trip. During the remaining months at least EUR 5,000.- of the foreign fund must be present in the form of cash and cash equivalents.
5. Exceedances of paragraph 4 shall be tolerated up to a minimum of EUR 5,000.- in the period of 2 months before the start date until 6 months after the end date of a lustrum association.
6. If the balance of the foreign fund is higher than EUR 7,500.-, surpluses may be in favour of (foreign) activities organised by the association or funds to promote study trips. If the balance of the foreign fund exceeds EUR 15,000.-, surpluses must be in favour of (foreign) activities organised by the association or funds to promote study trips.

**CHAPTER 6 AMENDMENTS AND FINAL PROVISIONS**

**Article 21 Amendment of the regulations**

1. A proposal to amend these regulations shall be adopted by a majority of votes at the General members assembly of Members.
2. The amendments must be notified to the members.
3. If at least ten members subsequently object within four weeks, the amendments shall not be implemented, but shall be dealt with again at the next General members assembly of Members. After this meeting, no further objection is possible concerning the point in question.
4. The Board is obliged to retain the regulations that have become invalidated for ten years when an amendment to these regulations comes into force.

**Article 22 Final provisions**

In all cases not provided for by the articles of associations or regulations, the Board shall decide.