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House rules of the Chemotechnisch Studentengenootschap ALEMBIC

5 As proposed at the General Members Assembly of 24 October 2019.

CHAPTER 1 GENERAL

Article 1 Definitions

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

1. The society: The society Chemotechnisch Studentengenootschap 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
- 15 3. The rules: The house rules, as meant in article 22 of the articles of association
4. The general members assembly: The general members assembly, as meant in article 15 of the articles of association
- 20 5. Annual meeting: The general members assembly, as meant in article 15, section 2a of the articles of association
6. The election moment: The election moment, as meant in article 16 of the statutes of the association
7. The board: The institution meant in article 10 of the articles of association
8. Board chairman: The chairman of the board
9. The audit committee: The institution meant in article 14 section 4 of the articles of association
- 25 10. Study trip: A visit or exchange with the participants staying abroad for at least 14 nights and visiting a future job situation.
11. Excursion: A visit or exchange to see a possible future employer, different from a study trip
12. The abroad fund: The financial provisions on the account of the society, to cover unforeseen shortages, or costs for an emergency during study trips.
- 30 13. The university: The University of Twente
14. The faculty: The faculty of Technical Natural Science at the university
15. Polling place: Person/persons who are responsible for the written vote taking place in an orderly manner, as meant in article 18 section 5 of the articles of association
- 35 16. He: He/she
17. His: His/her

Article 2 Goal

The society tries to reach its goals by:

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 - 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
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 - 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 or external relation 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.
- 55 3. The board should announce both the remunerated and the rejected requests for ordinary membership or an external relation, as meant in the articles of association, article 4, section 2c respectively article 5, section 1b, at the next general members assembly. For every decision, the board should give a motivation for the remuneration or rejection.
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Article 4 Rights of members and externals

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. Externals, who are part of a committee or of the board, have the same rights as ordinary members.
3. Externals, who are not part of a committee or of the board, have the same rights as ordinary members, in compliance with provision 1, section e and f.
4. 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.
5. Honorary members have the same rights as ordinary members.
6. Members of merit have the same rights as ordinary members.

Article 5 Obligations of members and externals

1. The obligations of ordinary members are:
- a. To uphold the society's good name.
 - b. To pay the annual contribution.
 - c. 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.
 - d. 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.
 - e. To report his address to the board.
 - f. To endorse the provisions in the articles of association and the rules, as well as the decisions of the society.
2. Externals 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 and externals 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.

- 125 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

- 130 1. Members or externals who do not comply with the provisions of the articles of association and the rules, or those whose behaviour, 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.
- 135 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

140 **Article 8 Board**

1. The chairman of the board has a coordinating task within the society
2. The secretary takes care of:
- 145 a. The formal written communication within and outside the society;
- b. The archive;
- c. The minutes of the general members assembly and the board meeting;
- d. The secretarial annual report.
3. The treasurer takes care of:
- 150 a. The income and expenses of the society;
- b. A financial annual report for the general members assembly about his term on the board;
- c. A budget plan for the next society year.
4. The treasurer is obliged to aid an audit committee appointed by the election moment with checking the financial administration.
5. The board takes care of the member administration.
- 155 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.
- 160 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.
- 165 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

170 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, ELECTION MOMENT AND ADVISORY BODIES

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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

- 180 society year. The secretarial report and the financial report cover as big a part of the previous
society year as possible.
2. For members who were present at the previous general members assembly or election moment,
or assent with notification, the convocation for the next general members assembly or election
moment will contain the minutes of the previous general members assembly or election moment.
185 This convocation will arrive via (electronic) mail. Members can collect the minutes and any other
documents with the board.
3. During the general members assembly, the executive offers of the board account for their period
of office.
4. The general members assembly or election moment can, at the request of the board, decide to
190 stop a voting member speaking or remove him from the meeting, if his presence jeopardizes the
order of the meeting.

Article 13 Voting rights and voting

1. In case of a written vote, the chairman of the meeting should announce a polling station.
2. A written vote is invalid when it:
- 195 a. contains unclear text;
b. contains a signature;
c. contains a vote for more persons or different persons than are eligible;
d. is blank.
3. The results of the written vote are made announced by the board during the meeting.
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Article 14 Adopting agenda and reporting

1. At the start of the general members assembly, the board adopts the agenda in consultation with
the present voting members.
- 205 a. Minutes are made of the general members assembly and election moment, as meant in
article 19, section 2 of the articles of association. Minutes contain at least the following parts:
an overview of present, cancelled and authorized voting members and the decisions made
under every point of the agenda.
- b. In addition to section a, a digital audio file of the general members assembly and election
210 moment should be archived, in which it is simple to find the points on the agenda and the
decisions that were taken.
- c. The digital audio file should be made available to the members of the society no more than
four weeks after the meeting was concluded.
2. During the general members assembly, the minutes of the previous general members assembly
215 should be handed over for approval, as meant in article 14, section 3.a of the articles of association.
If the minutes are rejected, they should be corrected to the satisfaction of the general members
assembly, pending the meeting.
3. During the general members assembly, the minutes of all past election moments since the
220 previous general members assembly need to be submitted for approval as meant in article 15,
section 3b of the statutes. In case of rejection of the minutes, these need to be corrected to
satisfaction of the general members assembly during the assembly.

Article 15 Advisory bodies

1. Committees appointed by the election moment have the responsibility to represent and be
225 accountable to the general members assembly.

Advisory board

2. The advisory board advise the board and general members assembly. The members of the
advisory board are charged by the election moment.
- 230 3. The membership of the advisory board ends:
- a. By resigning;
b. By dismissal by the general members assembly or the election moment
4. The advisory board consists of at least six members.
5. The advisory board meets with the board at least once a year.

Study tour advisory committee

- 235 6. The study tour advisory committee advises the board, study tour committee and general
members assembly concerning the study tours and their continuity.
7. The study your advisory committee consists of at least four members with experience concerning
240 study tours (preferably old study tour committee members) and a contact person of the board
(that is not entitles to vote) that chairs the meetings. The members of the study trip advisory

- committee are charged by the election moment.
8. the study tour committee ends:
- a. By resigning;
 - b. By dismissal by the general members assembly or the election moment.

245 **Audit committee**

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

Article 16 Graduation support

- 250 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.

255 **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.
- 260 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.

265 **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.
- 270 2. In the case of an annually repeated excursion, members or externals who have not previously participated in this excursion have priority over members or externals who have already been on a previous occasion. Members or externals who have already participated in the excursion will automatically be on the reserve list. An exception to this are members or externals of the committee that organizes the excursion.
- 275 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.
- 280 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.
- 285 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:
- 290 a. 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.
- b. 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.
- 295 c. 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.

- 300 2. Participants and/or committee members have to meet the following requirements before they are allowed to join the study tour:
- 305 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.
- 310 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.
- 315 c. The participant has to meet one of the following requirements:
- 320 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.
- 325 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.
- 330 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.
- 335 3. For every study tour the board needs to take care that for every participant and committee member a contract is set up.
- 340 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.
- 345 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.
- 350 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.
- 355 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.
- 360 5. The contract referred to in paragraph 3 must at least include: IV. the requirements to be met by a participant or committee member;
- 365 a. the requirements which a participant or study tour head committee member needs to meet, as described in section 2.
- 370 b. the rights and obligations of the participants;
- 375 c. the target contribution of a participant or committee member;
- 380 d. the date of decision when the study trip occurs on the basis of the existing financial situation at that time;
- 385 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:

- 360
- 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

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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.

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 - 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.

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 - 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.

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 - 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.

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CHAPTER 6 AMENDMENTS AND FINAL PROVISIONS

Article 21 Amendment of the regulations

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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.

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 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

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

CHAPTER 7 ELECTION MOMENTS

405 **Article 23 General members assembly- committee member election**

1. A decision regarding the addition of members to a GMA committee is made by the committee itself. This can occur due to resignation of a committee member; this is not necessary.

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2. GMA committee(s) will draft one or more vacancy with a specific job profile. This profile, set up by the committee itself, describes concrete requirements and experiences of the candidates.
3. Interested members respond to the vacancy with a motivation letter. In this letter, the candidates will elaborate on why they consider themselves fit for the job profile and they will be sent this to the respective GMA committee and to the board.

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 - a. The receiving GMA committee has the right to decide to reject an application and therefore disallow the applicant to apply during the election moment, if the experiences of the applicant do not match the describe job profile of the vacancy. The GMA committee is hereby required

to give a clear and objective explanation about the rejection. The rejected applicant keeps the right to object the decision of the GMA committee during the election moment.

- 420 4. An election moment is planned by the board and at least two weeks in advance announced to the association.
- 425 a. An election moment is treated as referred to in article 18 of the articles of the association.
b. During an election moment the minutes of the previous GMA will not be discussed and therefore will be passed on to the next GMA together with the minutes of the election moment.
- 430 c. The vacancies have to be announced to the association at least four weeks before the election moment by the respective GMA committee and/or the board by written notice to all members entitled to vote; by letter or failing this, electronic mail or any other widely used medium.
d. Two weeks before the election moment the candidates will be announced by the board to the association via the in section 4c said method of written notification.
- 435 e. Anonymous question to or objections against candidates can be sent to the board and will be, during the election moment, read aloud and asked to the candidates by the board.
f. To declare the election moment valid, the quorum of at least 25 voting members of Alembic has to be reached. If during the voting there are not 25 voting members present, excluding the candidates, members that have drafted themselves as candidates for the vacancies, a new election moment has to be scheduled, in agreement with section 4a up to and including 4e.
- 440 5. During the election moment all present voting members of Alembic are allowed to anonymously vote on the candidates.
- 445 a. The candidates are not allowed to vote for the election of a GMA committee to which they apply.
b. Candidates are given the time and opportunity to present themselves, by means of a small motivation, to provide an image of themselves to the meeting.
c. Before the voting, after the presentation of the candidates, there is the opportunity to ask question to the candidates for the GMA committees and the anonymously submitted questions will be asked to the candidates by the board.
- 450 d. The respective GMA committee may issue a voting statement with preference for one or more candidates. In doing so the GMA committee is obliged to provide an explanation of the voting statement. A discussion with the rest of the attendees of the election moment may result from this.
- 455 6. During the anonymous voting there are three options for each candidate: for, against or abstain. All attending voting members of Alembic are given the opportunity to vote via an anonymous voting form.
- 460 7. A candidate will be directly admitted to the GMA committee if at least 75% of votes cast are in his favour of admission to the committee.
- 465 a. If, there are no candidates that reach the electoral threshold of 75% in favour, or not all vacancies are filled, a new voting round will be held in which the candidates with at least 50% of the total votes in favour, reached in the first voting round, will get a second chance for admission, when they reach 75% of the total votes in favour after the second voting round. When, after the second voting round there are still no candidates that reach 75% of the total votes in favour or if not, all vacancies are filled, no extra candidates will be admitted to the GMA committee.
- 470 b. If, more candidates reach the electoral threshold than open vacancies, the candidates with the highest percentage of votes in favour, equal to the number of vacancies, will be admitted to the GMA committee.
c. If, there are, after voting, candidates with an equal percentage of votes in favour, at least equal to the electoral threshold, an extra voting round will be held where all attendees, excluding the candidates, can anonymously vote on one of the candidates. The candidates with the highest percentage in favour, will be admitted to the GMA committee, in agreement with the number of vacancies.
d. If, after this voting round there are more candidates with an equal number of votes in favour, and that there are more than the number of vacancies, the GMA committee has the right to make the decisive choice of admission, within these candidates.