

**BY-LAWS OF THE STUDY ASSOCIATION PSYCHOLOGY IN NIJMEGEN**

**TITLE 1**

*General provisions*

**Article 1**

These by-laws set out further rules based on article 23.1 of the articles of association for the Study Association Psychology in Nijmegen.

**TITLE 2**

*Membership*

**Article 2 Membership database**

Paragraph 1. The association has a membership database that contains essential information for the functioning of the association. This database is also used as an archive.

Paragraph 2. The association must register all the personal and other information of its members as specified by the GA.

**Article 3 Appeal**

Paragraph 1. If a person wishes to submit an appeal pursuant to article 6.3 or article 8.5 of the articles of association, he/she must inform the board of this in writing. The board is required, provided that the terms are met, to include the appeal on its agenda for the next general assembly.

Paragraph 2. The appeal must contain a motivated rebuttal of the grounds on which the board has decided to reject or terminate a membership.

Paragraph 3. The person who filed the appeal will be informed of the decision as soon as possible and no later than two (2) weeks after the general assembly.

**Article 4 Member discount**

If possible, members receive a discount and priority over non-members on participation fees for activities organised by or on behalf of the association.

**TITLE 3**

*Board of Directors*

**Section IIIa**

*General*

**Article 5 Board composition**

Paragraph 1. The board will ideally consist of seven members: a chair, a secretary, a treasurer, two board members for internal affairs, a board member for external affairs and a board member for education.

Paragraph 2. The board designates a member other than the chair as vice chair.

Paragraph 3. If no vice chair is appointed, the advice issued by the selection committee will be followed.

**Article 6 Compensation**

The association board members receive no financial compensation for the activities they undertake for the association.

**Article 7 Debt**

Board members must clear all debts to the association immediately.

Section IIIb

*Nomination and selection of the board*

**Article 8**

Paragraph 1. The board is responsible for the nomination and selection of new board members.

Paragraph 2. All regular members can apply for a position on the board.

Paragraph 3. A selection committee will be formed at the general assembly based on the board's recommendation. They will assess the candidates. The selection committee must consist of at least three people, of which at least one and no more than two will be from the currently incumbent board. The candidates for the selection committee are based on the board's recommendation and are voted on in the general assembly.

Paragraph 4. The selection committee issues its recommendations to the incumbent board regarding the candidates, the board positions and the vice chair. The selection committee also holds interviews with the applicants regarding the proposed division of tasks and composition of the nominated board.

Paragraph 5. The selection committee is responsible for drafting and updating a manual regarding its activities.

Paragraph 6. Members of the selection committee are excluded from applying.

Paragraph 7. Applications for board positions must be submitted in writing no later than 1 June of the current association year. Once the submission deadline has passed, the secretary of the board will provide the selection committee with the application letters.

Paragraph 8. Applicants will be assessed based on at least their application letter, the interview and (if applicable) their previous performance on a SPiN committee.

Paragraph 9. All nominated board members must have received positive binding study advice at the time of their appointment. If a nominated board member has not received a positive binding study advice by July 1<sup>st</sup> the person in question will be excluded from the candidate board and will not be able to be a part of the board in the association year in question. An extended binding study advice does not count as a positive binding study advice. The nominated board members will ideally also have completed the first-year programme but not yet the Master's programme.

Paragraph 10. All nominated board members should, at the time of their appointment, have already spent at least one (1) year as a committee member in the association.

Paragraph 11. All nominated board members should, at the time of their appointment, be enrolled for the Psychology degree programme at Radboud University Nijmegen.

Paragraph 12. Based on the recommendation of the selection committee, the board will select a prospective board from among the candidates.

Paragraph 13. In addition to the prospective board formed based on the selection committee's recommendation, other prospective boards may also present themselves to the secretary of the current board.

Paragraph 14. The prospective board and any other prospective boards will ideally present themselves to the GA at the general assembly prior to the policy meeting.

Paragraph 15. Each prospective board will prepare a policy (plan) with an annual schedule. This policy (plan) must be made available for inspection before the policy meeting in the manner described in article 13.4 of the articles of association.

Paragraph 16. Each prospective board that has presented itself must be given the opportunity to be informed about running the board by the incumbent board.

### Section IIIc

#### *Board transfer*

##### **Article 9** *Transfer*

Paragraph 1. The board must transfer its task to the successor board with due care and in any case in such a way that guarantees the continuity of the board.

Paragraph 2. The board will in any case immediately transfer the following at the time of its resignation:

- a) the beadle;
- b) the bank cards of which the association is owner, possessor or holder;
- c) all necessary passwords;
- d) the keys of which the association is owner, possessor or holder;
- e) the board manual and transfer document, further detailed in article 10 of the association's by-laws;
- f) the board pins.

##### **Article 10** *Transfer documents*

In order to ensure a smooth transfer, a board manual and transfer document have been created. These written documents must be updated annually by the board. The board manual contains all the relevant knowledge and information regarding the association. The transfer document contains a point-by-point summary of all ongoing matters.

### Section III d

#### *Board obligations*

##### **Article 11** *Representation*

Paragraph 1. The board must manage the association to the best of its ability.

Paragraph 2. At least two board members must be present at association activities.

Paragraph 3. The board will represent the association at third-party activities if this promotes the interests of the association, unless there are reasonable grounds not to.

Paragraph 4. In principle, the board should ensure that the association room is available throughout the association year for association committee members to carry out their tasks for the association.

##### **Article 12** *Activities*

Paragraph 1. With the aim of realising the objectives set out in the articles of association, the board organises the following activities each year:

- a. publication of the association magazine at least four (4) times a year;

- b. maintenance of and updates to the association's website;
- c. sale of study-related material;
- d. participation in organising the orientation week for the degree programme;
- e. at least four (4) lecturers and/or debates;
- f. at least one (1) activity related to the professional field;
- g. at least one (1) excursion abroad;
- h. at least three (3) excursions in the Netherlands;
- i. at least one (1) alumni activity;
- j. at least one (1) activity that promotes contact between students and lecturers;
- k. at least four (4) parties;
- l. at least one (1) activity for committee members;
- m. at least one (1) or more other activities, for example:
  - a gala ball;
  - a conference;
  - an activity specifically for international students;
  - an activity to promote the SPiN room;
  - an activity for first-year students;
  - a sports activity.

Paragraph 2. The activities listed in paragraph 1 that are held several times a year should be spread out evenly over the association year if possible.

Paragraph 3. If a study trip is organised, the following rule applies: when the previous board organised a study trip outside Europe, the current board needs to organise the study trip inside Europe.

### Section IIIe

#### *Assigning tasks*

##### **Article 13 Chair**

The chairperson's core tasks are:

- a. managing the board and overseeing its functioning;
- b. planning, preparing and chairing the board me/etings;
- c. observing the performance of the individual board members and the board as a whole, and identifying any problems;
- d. monitoring the progress made in implementing the policy;
- e. maintaining contact with the Advisory Council.

##### **Article 14 Secretary**

The secretary's core tasks are:

- a. taking care of correspondence for the association;
- b. keeping the association's membership records;
- c. at the request of the board, taking minutes during the board meetings;
- d. managing the upkeep of the association's archives;
- e. compiling the semi-annual and annual reports;
- f. maintaining, updating and expanding the website;
- g. recording, documenting and storing the decisions taken by the GA;

- h. providing all the required documents, as mentioned in article 13.4 of the articles of association, that are required for inspection.

**Article 15 Treasurer**

The treasurer's core tasks are:

- a. monitoring the financial position of the association and managing all financial resources within the association;
- b. taking care of all banking matters for the association;
- c. accurately managing the association's bookkeeping;
- d. managing the collection of membership contributions;
- e. managing the payments of claims made by debtors;
- f. managing the recovery of claims from creditors;
- g. drafting of the semi-annual financial report and the annual financial report;
- h. being responsible for the association's insurance of assets and liabilities.

**Article 16 Board member for internal affairs**

The core tasks of the board member for internal affairs are:

- a. recruiting active members;
- b. on behalf of the association, establishing and maintaining contacts with the members of the SPiN committees and providing these committees with recommendations on how to fulfil their tasks;
- c. updating and expanding the manual for the committees;
- d. coordinating, planning and overseeing the promotion of the activities that the association organises;
- e. organising meetings in which information is provided to committee members with specific positions.

**Article 17 Board member for external affairs**

The core tasks of the board member for external affairs are:

- a. recruiting active members;
- b. on behalf of the association, establishing and maintaining contacts with persons and organisations outside SPiN;
- c. recruiting sponsors;
- d. on behalf of the association, establishing and maintaining contacts with alumni and planning and organising activities for alumni.

**Article 18 Board member for education**

The core tasks of the board member for education are:

- a. coordinating the sale of books;
- b. maintaining contact with the School of Psychology and Artificial Intelligence;
- c. representing the association in university and national consultation bodies;
- d. coordinating and/or maintaining all the student support services/materials that the association offers;



- e. maintaining contact with all Master's associations for the degree programme in Psychology at Radboud University Nijmegen.

**Article 19** *Alternative board composition*

If the board positions have not all been filled, or if the board decides a different division of tasks is needed, the tasks listed in this section will be assigned to other board members.

Section III f

*Representation*

**Article 20**

Paragraph 1. A board member needs a verbal or written authorisation from the entire board in order to commit the association to a financial liability that exceeds €200. The authorisation can only be given for one (1) concrete obligation.

Paragraph 2. The GA needs to grant permission for the board to enter into any financial commitments outside the budget that exceed €400.

Section III g Meetings

**Article 21** *Minutes*

Paragraph 1. Board meetings and the minutes of these meetings are generally not public, but can be requested from the board. The board is free to decide whether to grant this request.

Paragraph 2. In principle, board meetings are held weekly.

**Article 22** *Decision-making*

Paragraph 1. More than half of the board members must be present at a board meeting for the board to be able to take decisions.

Paragraph 2. Decisions are preferably taken with full consensus, and otherwise by a simple majority of votes.

Paragraph 3. Board members can vote for, against or blank or may withhold their vote.

Paragraph 4. Blank votes will be counted as votes cast. A blank vote is neither for or against the proposal, but indicates that the blank voter does not agree with the voting procedure or is not sufficiently informed. This blank vote raises the voting threshold.

Paragraph 5. In the event of a tied vote, the proposal concerned will be rejected.

Paragraph 6. The board is required to support decisions taken in the board meetings towards both internal and external parties.

TITLE 4

*Committees*

**Article 23** *Committees*

Paragraph 1. The association has at least one cash audit committee.

Paragraph 2. If the GA or the board deems it necessary, the association will have the following committees:

- magazine committee;
- one or more committees that organise activities related to the study programme;
- one or more committees that organise activities related to the professional field;

- one or more committees that organise excursions in the Netherlands or abroad;
- one or more committees that organise activities for regular members and/or alumni that are not related to the study programme;
- a committee that designs promotional material;
- a committee that, under the direction of the board member for external affairs, makes and maintains contact with sponsors and possible sponsors.

Paragraph 3. The board may decide to appoint new committees during an ongoing association year. In principle, these committees will be appointed for the duration of the remaining association year. The board may decide to deviate from this.

Paragraph 4. Members are free to submit motivated proposals to form a committee. This proposal can be submitted to the secretary of the board, who will decide within two (2) weeks whether to allow the proposed committee.

**Article 24** *Cash audit committee*

If needed, the committee may be assisted by an expert during the investigation at the expense of the association. The cash audit committee must submit a request for an expert in advance of a general assembly meeting.

## INTERNAL SPiN REGULATIONS

### **Article 25** *Active membership*

Paragraph 1. In accordance with article 2.2 of the articles of association, activities can be organised and carried out by committees.

Paragraph 2. No later than twelve (12) weeks before the end of the association year, the board will organise a meeting at which board members can put forward their candidacy for committees.

Paragraph 3. No later than in the second week of the academic year, the board will organise a meeting at which (new) members can put forward their candidacy for committees.

Paragraph 4. Committee members are appointed by the board.

Paragraph 5. Each committee is managed by a board member or by the chair of the committee appointed by the board. In addition, each committee will have a secretary and treasurer, if necessary.

Paragraph 6. In principle, committee members will be appointed from among the regular members.

Paragraph 7. In principle, committee members will be appointed for the duration of one association year.

### **Article 26** *Division of tasks in committees*

Paragraph 1. Each committee chairperson regularly consults with the board about the state of affairs in the committee that he or she manages and provides the board with any information that the board requests.

Paragraph 2. Each committee chairperson is responsible for preparing or updating the manual and preparing a transfer document at the end of the association year.

Paragraph 3. Each committee secretary takes notes during each board meeting and sends these to the other committee members and the board member for internal affairs. The secretary is also responsible for managing the committee's e-mail account.

Paragraph 4. Each committee treasurer is required to submit a budget for the planned activities.

### **Article 27** *Committee requests*

Paragraph 1. A commission is required to submit a request to the board as soon as possible, but at least two (2) weeks prior to an activity. This request should include a description of the activity and its relevance, as well as a financial overview of the activity.

Paragraph 2. The board will take a decision regarding the request as soon as possible, but no later than one (1) week after the request has been submitted. The treasurer of the committee concerned shall be immediately informed of the board's decision by the committee supervisor.

## TITLE 5

### *General assembly*

### **Article 28**

Paragraph 1. Authorisations are issued by the board and may be issued by a regular member to a regular member. The following must at least be specified on an authorisation:

- name of the person issuing the authorisation and a permission statement;
  - signature of the person issuing the authorisation;
- 
- name of the authorised person;
  - date of signature of the person issuing the authorisation and the authorised person;



- validity of the authorisation.

Paragraph 2. The authorisation can be submitted to the secretary of the board prior to the general assembly. The secretary of the board will draw up an overview of the authorisations issued,

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## INTERNAL SPIN REGULATIONS

specifying at least who the authorised person is, and provide this overview to the person taking minutes in the meeting.

### TITLE 6

#### *Advisory council*

#### **Article 29**

This title will apply if an advisory council is established in accordance with article 21 of the articles of association.

#### **Article 30 Objective**

Paragraph 1. An advisory council is established to advise the board at its request, where necessary, in order to preserve knowledge and experience within the association.

Paragraph 2. The advisory council may also provide advice to the incumbent board at its own initiative. This advice is not binding.

#### **Article 31 Membership**

Paragraph 1. The advisory council will ideally consist of former board members of the association and/or employees of the Faculty of Social Sciences at Radboud University Nijmegen and of people who have expressed commitment to joining the advisory council.

Paragraph 2. Former board members who have not yet received a discharge may not serve on the advisory council.

Paragraph 3. Ideally the advisory council will consist of no more than five (5) members.

Paragraph 4. Members of the advisory council may not serve in any other position in or on behalf of the association. The GA may decide to deviate from this.

Paragraph 5. The entire advisory council and its members are appointed for a period of one (1) year by the GA.

Paragraph 6. Notwithstanding paragraph 5 of this article, the advisory council will select two people from among its members who will maintain their position on the advisory council in the subsequent association year.

Paragraph 7. Candidates for the advisory council can announce their own candidacy for appointment (or reappointment), or can be nominated.

Paragraph 8. Members of the incumbent board may not serve on the board in the following association year.

Paragraph 9. Nominations must be submitted to the advisory council before one (1) July.

Paragraph 10. The incumbent board and the advisory council jointly nominate a candidate advisory council.

Paragraph 11. The candidate advisory council is put forward at the next general assembly meeting, and no later than one (1) October.

Paragraph 12. Notwithstanding paragraph 5 of this article, the advisory council is active from one (1) October to thirty (30) September of the following year. Paragraph

13. Membership of the advisory council may be terminated by the GA or by the member themselves.

### **Article 32 Chairmanship**

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### **INTERNAL SPiN REGULATIONS**

Paragraph 1. The advisory council elects a chair from among its members and informs the board of their decision. The chair acts as a contact person for communication with the board.

Paragraph 2. If no chair has been appointed, the longest-serving member of the advisory council will be considered chair.

**Article 33** *Disclosure of recommendations*

The advisory council may decide to make its recommendations public. It may do so before the next general assembly, in the manner described in article 13.4 of the articles of association.

TITLE 7

*Transitional and final provisions*

**Article 34** *Validity*

These by-laws are effective immediately but will not enter into force before the articles of association, as approved by the GA on 25-06-2014, have been authorised by the notary.

**Article 35** *Dispensation*

Dispensation of any provisions from this set of regulations may be granted by the GA by an absolute majority of valid votes or in urgent cases by the board, which will then be accountable for this decision at the next general assembly.

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