



STUDY ASSOCIATION COGNAC

Internal Rules of Operation

Established on 16th of February 2022

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1 General

1.1 Decision-making

Barring lawful clauses and the clauses stated in the statutes, the internal affairs of the association will be dealt with as determined by these internal rules of operations and by the decisions of the general members meeting, in this document further called the ‘General Members Meeting’ (GMM).

1.2 Association activities

Participation in association activities is only reserved for members and benefactors, unless the board decides otherwise. On all association activities there is a ban on the use of drugs with exception of alcohol, caffeine, nicotine and prescribed medicine. Additionally a separate Alcohol Regulation exists for consumption and serving of alcohol on association activities.

1.3 Surplus money

The association strives that the surplus money, obtained by services, eventually flows back to the members and benefactors of the association.

1.4 Language

1.4.1 Working Language

The working language of the association is English.

1.4.2 Board

At least one board member has to know the Dutch language. This means that the person in question should be able to speak, write, listen and read on language level C1.

2 Membership

2.1 Enrollment

All students that study Artificial Intelligence at the Radboud University in Nijmegen are eligible to enrol as a member of Study Association CognAC. One can enroll by completely filling in either a paper enrollment form or a digital enrollment form that can be found on the website of Study Association CognAC (svcognac.nl). Benefactors can also enroll using a similar form. Both groups can also fill in a SEPA authorization form to allow Study Association CognAC to

collect money from the provided bank account. When enrolling, members agree to the privacy statement of Study Association CognAC. Members are member as long as they are enrolled for the study Artificial Intelligence at the start of the financial year.

2.2 Deregistration

Deregistration is done by sending the board a written or electronic message. The contribution for the current financial year remains due. Year members (see section 3.1) and benefactors can choose to be deregistered automatically at the end of the bookyear.

3 Contribution

3.1 Contribution members

Members can register as an annual member or study member. If they register as an annual member, they give permission to Study Association CognAC to collect a contribution of €7.50 of their specified bank account each year that they are enrolled in the Artificial Intelligence program. If they register as a student member, they will owe a one-time contribution of €20.00 which will be debited from their specified bank account. If the SEPA-form has not been filled in and no money can be debited, the member is expected to pay cash with the treasurer.

3.2 Contribution benefactors

Benefactors pay an amount of contribution, at least equal to the fixed contribution of year members. Benefactors pay a contribution for a period of one financial year.

3.3 Fees

3.3.1 Activities

The association is free to request members to pay a participation fee for an activity organised by the association.

3.3.2 Excess amounts received

The total of the received participation fees may exceed the actual costs. This overrun must be paid to the participants of the activity as a return of the excessively incurred costs, unless the board decides that the surplus will flow into the liquidity of the association. This should be clearly identifiable as such in the annual financial report.

4 Properties and CognAC

4.1 Damage Claims

At first every member/benefactor of the association carries their own damages. If during an activity organised by the association damage is done to property of a member/benefactor, then CognAC is not responsible for this, unless the association directly used the property of the member/benefactor. Direct use means that the association asked for permission to lend and return the property of the member/benefactor, or if it is demonstrable that the damage has been caused by the association. In these two cases the member/benefactor can recover the costs from the association.

4.2 Lending from the Association

Members, benefactor or externals can lend or use stock and/or property from the association for an agreed upon time. For this a *lending form* or *inventory lending form* has to be filled in, depending on what is being lent or used. These are respectively in our bookkeeping-stock and in our stock outside of the bookkeeping.

The responsibility for the lent property is with the person who signed the lending form. If the property is not returned, returned broken or returned unusable, then this will be accounted for with this person, unless the board decides otherwise.

The value of the bookkeeping-stock is known and can be enquired from the board. The values of the remaining property will be based on the current purchase prices which can be found online.

5 Board

5.1 Board Members

The board of Study Association CognAC is tasked with performing certain tasks for the sake of the association. Below is an overview of the most important tasks of the board, divided over the several functions. The board is free to deviate from this division.

The board usually exists of six persons. In case there are less than six persons in the board this particular board will deviate from the standard function division of the association.

5.1.1 Chair

The chair is the primary representative of the association regarding contact with the faculty and the university. The chair will keep supervision over the association and is responsible for leading the board meetings in the right direction. The chair also coordinates the writing of the policy of the association and its execution. The chair decides the order of treating the agenda points in the GMM, and he keeps himself to the model agenda under the article 8.4.1. The chair also keeps an overview of the functioning of the other board members. Moreover the chair makes sure all board members know the association documents.

5.1.2 Secretary

The secretary checks and manages the correspondence within the association and reacts, unless it is the task of another board member, to correspondence from outside. The secretary will also make a draft of the minutes of the board meetings. The secretary is also responsible for the member administration and archiving documents that should be saved. Examples of this are: copies of minutes of the GMM and copies of minutes from board meetings. The secretary is also responsible for announcing the GMM.

5.1.3 Treasurer

The treasurer is responsible for the funds of the association, during their board year. The treasurer is responsible for keeping the financial administration (including the inventory) up to date sufficiently, such that at any moment the financial administration can be handed over to any other member of the board for inspection. Besides this the treasurer is responsible for the course of events during a till duty. The treasurer will do this according to the till regulations. At the end of every association year the treasurer will set up a financial year report, on which the audit committee will give an advice.

5.1.4 Chief of External Affairs

The chief of External Affairs is the primary representative of the association regarding contact with companies and other sponsor related parties. The Chief of External Affairs is also responsible for the administration of sponsor contracts, partnership meetings and the contact database. The Chief of External Affairs is obligated to report the new founded partnerships and newly yielded sponsor money on behalf of the association. This should be reported in at least the halfyear GMM and discharge GMM.

5.1.5 Chief of Internal Affairs

The Chief of Internal Affairs is responsible for the committee related business, such as planning of activities, organisation of activities and promotion of activities. The Chief of Internal affairs is also responsible for the communication

between committees and the board. In this way the board should be informed on the state of affairs within the committees. The Chief of Internal Affairs is also responsible for starting up the committees and for recruiting new committee members.

5.1.6 Chief of Education

The Chief of Education is responsible for the education related activities of the association. Moreover the Chief of Education is the primary representative of the association regarding contact with the study programme. The Chief of Education also has an advisory role in both the Bachelor DPC and Master DPC of Artificial Intelligence.

5.2 Board Meeting(BM)

5.2.1 Accessibility

A meeting from the board is not accessible for non-board members, unless the board decides otherwise.

5.2.2 Minutes

The minutes of the board meetings are not publicly accessible, but members or benefactors can request to see them. The board holds the right to only share the minutes in censored form. The senate always receives uncensored minutes of the board meetings.

6 Committees

The board of the association can establish committees to fulfil specific tasks. The board is tasked with the conservation, as far as possible, of at least the following committees:

- Activities Committee
- Audit Committee
- Orientation Committee
- Study Committee

Furthermore, all members of committees should be acquainted with the committee regulations and keep themselves to it.

6.1 Activities Committee

The activities committee concerns itself with organising activities for members.

6.2 Audit Committee

The audit committee is the audit committee as mentioned in article 13, sub-clause 4.5 of the statutes. In addition to its tasks as mentioned in the statutes, the audit committee will also determine the value of the stock. This will happen at least as much as regular audits.

The audit committee is also tasked with auditing the budget of activities and committees that have an expenditure which is larger than €500.00. The audit committee will give advice about this budget to the board and the concerning committee as soon as possible. The board will be ultimately responsible for the audited budget.

The board seeks to deliver the documents that have to be audited in time, namely before the first expenses are made by the committee for the activity, or before the first agreements are signed in which the association is obliged to make expenses for the activity. If this proves to be impossible, then the budget for the activity must be handed over at least one month in advance of the concerning activity. It is desired to hand over this budget outside of the regular audits, to prevent higher workloads during the regular audits.

The committees that have to be audited are allowed, with admission of the treasurer, to make expenses under the €50.00 without approval of the budget. This is sometimes necessary to start a committee up or to keep it running.

6.3 Orientation Committee

Every study year the introduction committee will arrange an introduction for the first year students. In the introduction, the first years will get acquainted with their study peers, the programme and the university.

6.4 Study Committee

The study committee concerns itself with organising study related activities for the members.

6.5 Other committees

Committees not explicitly mentioned in these regulations are expected to perform the tasks they were appointed to do. The board can call these committees at any moment to ask them to account for tasks that are directly or indirectly involved with the tasks they were entrusted with as described in the committee regulations.

6.6 Forming and Disbanding Committees

The board can decide to form a committee or subcommittee or to disband a committee or subcommittee. This will be mentioned at the next GMM. Mem-

bers and/or benefactors can also form a committee or subcommittee. This can be done according to the guidelines specified in the committee regulations. The board will decide if they approve the formation of this new committee or subcommittee.

6.7 Committee members

Each committee exists of one or multiple members of the association, possibly supplemented by benefactors. Besides that the committee chooses a chair, secretary and treasurer between the members. In the event that the board desires it, they keep the right to appoint a chair, secretary and treasurer for the committee. One or more of the aforementioned functions does not have to be fulfilled with approval of the board.

6.8 Committee chair

The chair of a committee is responsible for the organisation of the committee. The chair of the committee should also be able to defend the committee reports in the half-year and year reports of the board. The chair has to account for the state of affairs within their committee to the board.

6.9 Finances

6.9.1 Till duty

Those who have till duty are responsible for all the in-and outgoing money of the till of that specific till duty. They should adhere to the regulations in the till regulations.

6.9.2 Advances arrangements at large activities

In the event that a member has to advance a large sum of money, the member can utilise an advances arrangement. The member should comply with the terms stated in the advances regulations and advances form and fill in and sign the advances form together with the treasurer.

7 Senate

Alongside the committees and the board the association also has the senate. The senate consists of one or more members or former members of the association and can be complemented by externals if these have added value. The senate manages her own succession. In the event that the senate does not function properly, the board has the right to add **or remove** one or more members to the senate.

7.1 Tasks

The senate provides the board of warranted and unwarranted advice concerning the association. The senate receives inspection on all documents of the association if desired. The senate obligates itself to provide feedback on the documents to be discussed on the GMM and deliver this feedback to the board before the GMM.

7.2 Senate meeting

The senate gathers with the board in a senate meeting. The board should strive to hold a senate meeting at least two week prior to the distributions of the GMM documents to the members and benefactors. Besides that a board member and/or senate member could cause a senate meeting to take place. The board organises the senate meeting.

8 General Members Meeting (GMM)

The board is obligated to organise at least three GMMs per year, under which the discharge-GMM, half-year-GMM and the election-GMM. The agenda of the GMM should be sent to the electronic adresses of the members and benefactors at least two weeks in advance. Documents that are presented for approval should be sent to the electronic addresses of the members and benefactors at least one week prior to the GMM.

8.1 Discharge-GMM

The discharge-GMM takes place at the start of the study-year. On this GMM the committee chairs should be able to justify their committee parts in the year-report. In the event that a chair cannot be present at the GMM, a delegate of the committee should be able to justify the half-year report. The to be discharged chair presents the year report and the to be discharged treasurer presents the financial year report. Moreover there will be a vote on the members of the Audit committee of that year. At least the undermentioned documents should be discussed during this GMM.

- Balance
- Financial year report
- Year-report
- Profit and loss accounts

The ledger is not discussed at the GMM, however it is saved every year and members/benefactors can at all times request to see it.

8.2 Half-year-GMM

The half-year-GMM is held at the start of the calendar year. The Chair and Treasurer will respectively present the administrative half-year report and the financial half-year report. On the GMM the chairs of committees should be present to be able to justify their parts in the half-year reports. In the event that a chair cannot be present at the GMM, a delegate of the committee will justify the half-year report. During this GMM some time is reserved to announce the Board Application Committee and to vote on a member of the GMM to join the Board Application Committee as well.

8.3 Election-GMM

The election-GMM is held at the end of the study year. On this GMM the election of the successive board will be held. The board election is further specified in article 9. If a candidate board is presented by the Board Application Committee before the documents of this GMM are sent, the candidate board should present a policy and budget on this GMM.

8.4 Course of events during the GMM

8.4.1 Agenda

The agenda of the GMM ought to satisfy the hereunder model. Agenda components that are not of interest to the aforementioned GMM do not have to be included in the agenda. Agenda-components that are not included in this model, but that are of interest, can be included in the agenda. The only agenda items that may be voted on are those that are explicitly stated in the agenda as votes.

- Opening
- Establishing agenda
- Approval of minutes last GMM
- Announcements
- General agenda items
- A.O.B.
- Q&A
- Closing

8.4.2 A.O.B.

The on the agenda mentioned item A.O.B. (Any Other Businesses) serves to allow the discussion of points that come up during the meeting, after the estab-

lishment of the agenda. It is not allowed to have a vote that was not announced to all members of the association.

8.4.3 Election of a person

In the event of a vote on a person, this person should leave the GMM until after the vote.

9 Board Election

9.1 Vote

9.1.1 To vote

If and only if one or more **complete** boards applied as candidates for the board, the vote on exactly one board is the only legitimate vote during the election of new board members. In all other cases a vote on exactly one candidate is the only legitimate vote during the election of a function of a new board.

9.1.2 Board Application Committee (BAC)

The BAC is a committee comprising of a member chosen by the GMM, two board members and three senate members. If the GMM should be unable to appoint a member, this committee will exist of two board members and three senate members. If the senate should be unable to appoint three people, the GMM is able to decide to fill the open positions with members from the GMM or the board. The GMM can decide to allow a maximum of one external member to be member of the BAC. Members of the BAC are not allowed to make themselves electable for the board. This committee will present an advice for a complete board on the GMM. On the half-year GMM the members of this committee are proclaimed.

9.1.3 Leading a vote

The chair guides the election. If the chair is re-electable, the election will be guided by the secretary. When the chair and the secretary are re-electable, the election will be guided by the treasurer. When the chair, the secretary and the treasurer are re-electable, the election will be guided by the chief of external affairs, if possible. When the chair, the secretary, the treasurer and the chief of external affairs are re-electable, the election will be guided by the chief of internal affairs. When the chair, the secretary, the treasurer, the chief of external affairs and the chief of internal affairs are re-electable, the election will be guided by the chief of education. In all other cases the election will be guided by a by the senate appointed senate member.

9.1.4 Results of votes

After the vote, the result of the vote is announced by the leader of the election, as established in 9.1.3.

9.2 Board change

The resigning board is obligated to convoke an election GMM before the end of the study year. If the new board is elected, they will change on September 1st with the resigning board. During the discharge-GMM discharge will occur in the following manner: the chair of the board discharges the chief of education, the chief of internal affairs and subsequently the chief of external affairs of the to be discharged board, if these functions are taken. Afterwards the chair discharges the treasurer, the secretary and the chair of the to be discharged board in the aforementioned order.

9.2.1 To be discharged board

The year report composed by the board should, together with all other year documents, as defined in the statutes be approved during the discharge-GMM with a majority of votes and will be regarded as the discharge of all board members. A board can only be discharged as a whole. The resigning board is obligated to present the financial year report on the past financial year during the discharge-GMM. However, after the end of the financial year the treasurer should do the book-keeping until the newly elected treasurer can take over their tasks.