

Internal Regulations



University of Twente

As drawn up on the 21st of February, 2022.

1. General

1.1. These internal regulations govern the actions and responsibilities of the board and the committees of the study association W.T.S. Ideefiks.

1.2. These internal regulations are meant to supplement the tasks as specified by the most recent version of the **statutes** of W.T.S. Ideefiks (instated the 2nd of december 2021).

1.3 In case the internal regulations are in conflict with the articles of the **statutes**, the statutes take preference.

2. The board

2.1. At the GMA in **July**, the new board is elected from the 1st of July until the 1st of July next year.

2.2. The board preferably consists of four people: one chair, one secretary, one treasurer and one **officer of educational affairs**. Three board members is the minimum amount, five is the ideal maximum.

2.3. The board has final responsibility for all activities within the association. The board members are allowed to delegate tasks to committees.

2.4. Functions and tasks that are not discussed during the GMA can be assigned to board members internally.

2.5. The board is responsible for:

- Recruiting new Ideefiks members and keeping membership administration up to date.
- Organizing regular GMA's and board meetings.
- Set up the estimated budget of the association and keep track of the finances.
- Selling books to the students and keeping our website updated.
- Organizing a range of activities, as stated in **the policy plan in accordance with the agreements made with the faculty**.
- Making a yearly policy plan, budget plan and annual report.
- Finding a candidate board.
- Providing a training period for the candidate board to ensure continuity.
- Keeping an overview of the committees and help wherever needed.

2.6. The board is obliged to provide any Ideefiks member a copy of these internal regulations in case they ask for one.

3. The cash audit committee

- 3.1. A cash audit committee will be charged at the GMA.
- 3.2. The cash audit committee consists of at least two people who are not part of the board.
- 3.3. The cash audit committee checks the finances at the end of the year and reports this during the GMA.
- 3.4. The cash audit committee has the right to ask for the administration of the board and the committees at any time.
- 3.5. The cash audit committee advises the treasurer about the method of administration and reporting.

4. The committees

- 4.1. A committee is charged by the board, except for the cash audit committee. Admitting new committee members always includes consulting board members.
- 4.2. Preferably, one board member is also part of the committee. If this is not the case, one board member should be appointed as contact person.
- 4.3. The functions and tasks of the committee are determined by internal consultation.
- 4.4. The committee is obliged to communicate any change in their constitution to the board of the association.
- 4.5. A committee is accountable to the board for all the work that they do. These activities cannot violate the statutes and cannot interfere with the policy plan of Ideefiks.
- 4.6. A committee should endorse the budget. As long as the committee stays below the budget, they can spend the money without approval of the treasurer. Exceeding the budget is only possible after approval of the board.
- 4.7. Committees are responsible for ensuring that knowledge is transferred, e.g. via a continuity document.

5. Members

- 5.1. The rights and obligations of members can be found in the statutes.
- 5.2. Ideefiks makes a distinction between primary and secondary members based on the Student Union regulations.

5.3. Primary members are obliged to pay a yearly contribution fee of 10 euros. Secondary members are obliged to pay a yearly contribution fee of 5 euros.

6. Patrons

6.1. The rights and obligations of patrons can be found in the statutes.

7. Final provision

7.1. When in conflict about the interpretation of the statutes or the internal regulations, the board has the final say. If there is still disagreement, one can file a complaint at the GMA at which it will be dealt with in a formal way.