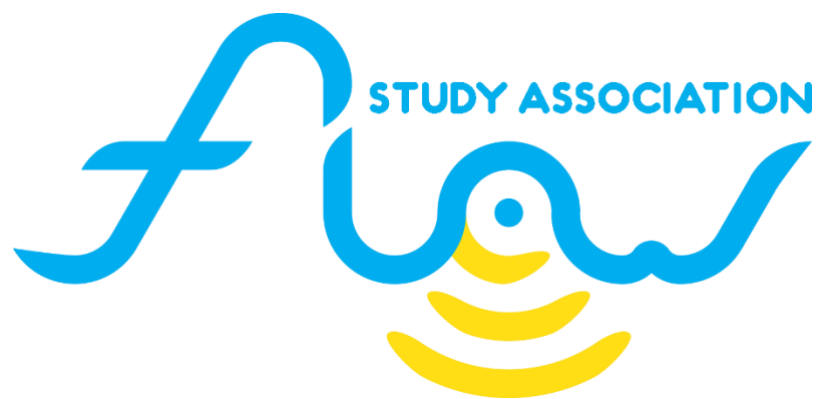


# Internal Regulations

*Association year 2019-2020*



Dore de Smidt – Chair  
Fenna Lambregts – Secretary  
Alieke Bakker – Treasurer  
Ivo de Haan – Internal Affairs  
Anne Ninteman – External Affairs

## 1. The Board

### 1.1 General description

The board consists of the Daily Board and the General Board. The Daily Board is the part of the General Board that performs the daily tasks within the association and consists of at least three and at most six people. The General Board consists of the members of the Daily Board, the commissioners of the committees, and the International Officer.

### 1.2 Tasks Daily Board

#### 1.2.1 *The general tasks of the Daily Board are:*

- Leading the association;
- Deciding to enter into agreements;
- Representing the association.

#### 1.2.2 *The tasks of the Chair are:*

- Establishing the policy for the academic year;
- Chairing every board and members meeting;
- Composing the agenda for every board and members meeting;
- Supervising the course of events within Flow;
- Monitoring the goals that have been established in the policy and making sure that they are accomplished;
- Establishing the annual report and script of his/her activities during the year;
- Registering the new board at the Chamber of Commerce.

#### 1.2.3 *The tasks of the Secretary are:*

- Taking minutes at board and members meetings;
- Working out the minutes and making these available for members of the board and all members of the association respectively;
- Collecting mail from the mail room and putting them in the right inbox of the board and the committees;
- Reading and archiving all mail received through the e-mail system;
- Informing members about activities organised by Study Association Flow;
- Conducting correspondence, when this is not a task for any other board member or committee;
- Establishing an archive with all minutes of meetings of that year, and all letters, newsletters and other mail Flow has received. When necessary, the Secretary connects with people who have archive items in their possession;
- Keeping track of a complete, subject to change, list of members in the administration software. It should contain: first and last name, hometown, nationality, e-mail address, bank account number, date of birth, study track, study phase and phone number of every member;
- Disclosing information when asked for;
- Establishing the script of his/her activities during the year;

- Keeping track of the alumni that indicated at their deregistration that they want to be in Flow's alumni contact list;
- Connecting with and keeping in touch with alumni.

#### *1.2.4 The tasks of the Treasurer are:*

- Establishing the budget at the beginning of the financial year (from September 1<sup>st</sup> to August 31<sup>st</sup> the next year). The budget can be disclosed on request;
- Keeping track of money transfers and bank accounts concerning Study Association Flow in a manner that the bookkeeping can be checked at any time;
- Checking up on the Treasurers of the committees;
- Keeping track of the money stocks, among which the cash box. When exceeding the amount of two hundred euros, the amount needs to be cut;
- Checking the cash book for mistakes once a month;
- Drawing up a closing balance sheet at the end of the financial year (running from 1 September to 1 September of the following year);
- The Treasurer is being checked by the Cash Check Committee. This check needs to be established at least twice a year. The Cash Check Committee consists of the two previous Treasurers. When this is not possible due to whatever reason, there will be searched for a solution;
- Transferring all bank accounts in name of the current Treasurer and Chair;
- Establishing the script of his/her activities during the year.

#### *1.2.5 The tasks of the Board Member Internal Affairs are:*

- Maintaining and expanding tutoring options;
- Maintaining the contact with the faculty TSHD and other institutions of Tilburg University (TiU). This means that he/she keeps contact with someone from the department;
- Being the central figure for all ICT related issues;
- Being ultimately responsible for all media outlets;
- Establishing the script of his/her activities during the year;
- Guarding the GDPR policy of the association.

#### *1.2.6 The tasks of the Board Member External Affairs are:*

- Being ultimately responsible for all PR related issues;
- Establishing an acquisition target at the beginning of the year and being responsible for realising it throughout the year;
- Connecting with companies to establish collaborations and coordinating the sponsoring of the association;
- Keeping in touch with companies and other external parties Study Association Flow collaborates with;
- Keeping track of the database with company's details;
- Connecting and keeping in touch with members of the Club van 50;
- Keeping track of the internship and vacancy webpage;

- Establishing an end report and the script of his/her activities during the year.

#### *1.2.7 The task of the Vice Chair is:*

- Taking responsibility of the tasks of the Chair whenever he or she is absent.

The title Vice Chair is an emblem that will be appointed to one of the new board members, as soon as the Candidate Board is known. Logically, it is not possible for the Chair to obtain this title.

### **1.3 Tasks General Board**

#### *1.3.1 The tasks of the General board are:*

- Representing the association;
- Composing the agenda for the committee's meetings;
- Leading the committee's meetings;
- Performing the tasks that belong to their committee;
- Organising the activities that belong to their committee;
- Establishing the script of his/her activities during the year;
- Attending the General Board meetings;
- Attending the General Members meetings.

## 2. Board change

At least once a year a board change has to take place. This board change is established at the General Members Meeting (GMM) at the start of the academic year. The people attending the GMM will decide whether the Candidate Board is appointed. When voting at the GMM, it should be possible to vote in secrecy. The board appoints one attendant who, together with one member of the board, counts the votes.

The Daily Board is obligated to start a recruitment campaign in April in order to form a new Daily Board for the coming year. Candidates apply at the Daily Board. The Daily Board decides on the application process and they form the Candidate Board. The people who apply for the Candidate Board have to be a member of Flow or need to transfer the contribution fee as soon as possible. A member of the Daily Board is a member of Study Association Flow for the entire academic year, not a donator or an alumnus. When the Candidate Board is established and known, the Daily Board needs to announce it to the members of Flow.

### **3. Annual Report**

The Daily Board composes an annual report at the end of their board year. The annual report should contain at least a general report from the Chair, which states at least the year's policy and what has been accomplished, as well as an overview of activities and other relevant board issues. In addition, it should state the people who were in the Daily Board and the General Board and the amount of members and active members. Furthermore, the balance and realized budget should be added with an explanation. Finally, a realisation of the acquisition target should be composed and added. The annual report is presented at the General Members Meeting.

## 4. Membership

The Daily Board admits students who are following one of the following studies at Tilburg University to be admitted as members if they have applied in writing and have paid the contribution fee: the bachelor, premaster or master Communication and Information Sciences, the bachelor, premaster or master Cognitive Science and Artificial intelligence or the premaster or master Data Science and Society. When the Daily Board decides to not admit someone, the General Members Meeting can decide otherwise. The case is then to be discussed in the upcoming GMM.

### 4.1 Duration membership

The financial year (and therefore the association year) runs from the first of September to the 31<sup>st</sup> of August the next year. Membership has the same duration. Cancellation of the membership can only take place at the end of the financial year. Flow's deregistration process takes place via the deregistration form on the website. Just an email to the secretary is not sufficient. This email will be answered with a link to the deregistration form. A notice period of at least four weeks is to be taken into account. If the cancellation has not been established in time, the membership will continue until the end of the following financial year.

### 4.2 Contribution

Via direct debit the contribution fee of €15 is collected. For international students without IBAN this is not possible and these students should transfer the fee to bank account of Flow or pay it in cash at the Flow Office.

The association has the right to raise the contribution fee, when the General Members Meeting has approved of the raising.

### 4.3 Active membership

An active member is someone who is a member of one of the (ad hoc) committees, the Advisory Board or the IA Advice Committee, the EA Advice Committee or the Cash Control Committee. With the exception of the Advisory Board, the IA Advice Committee, the EA Advice Committee and the Cash Control Committee, an active member always needs to be a member or donator. Furthermore, an active member needs to study Communication and Information Sciences, Cognitive Science and Artificial Intelligence or Data Science and Society at Tilburg University at least one of the two semesters of the year concerned.

### 4.4 Participating in activities

When attending an activity of Study Association Flow or when members openly state their membership to the association, they refrain from discriminating, unnecessarily hurtful or violent statements or behaviour and from behaviour that can damage the image of the association. Furthermore, it is forbidden to use anything that is on one of the lists of the Opium Law at activities of Study Association Flow. Refusal to comply to these rules can result in cancellation of membership. The Daily Board may introduce general conditions for signing up for and attending activities. Refusal to comply to these conditions can result in exclusion from following activities.

Members of Flow will always have priority over donators for activities organized by Flow or for activities for which Flow is a ticket reseller. Donators have priority over non-members. Non-members may attend activities, but should pay more than members or donators. This fee



is variable and dependent on the costs of the activity. When the Daily Board signs up for an activity, they will have priority over other members. Furthermore, the members of the organizing committee have priority over others, even when a member is a donator. For an activity with limited spots available, the Daily Board, in consultation with the committee concerned, can decide that not the entire Daily Board and/or the entire committee attends the activity.

#### 4.5 Continuity of membership

Students who started one of the study programmes Communication and Information Sciences, Cognitive Science or Artificial Intelligence or Data Science and Society but have not completed or changed their study programme, that are still studying at Tilburg University, are considered full members until their graduation.



## 5. Committees

The association has twelve fixed committees and several ad hoc committees. The fixed committees are: Formal Activities Committee, Futurism Committee inFlow Committee, Informal Activities Committee, Introduction Committee, Premaster and Master Committee, Promo Committee, Ski Trip Committee, Sports and Games Committee, Study Trip Committee, Symposium Committee, Web Committee and Weekend Committee. The remaining (ad hoc) committees are: Family Day Committee, which is established once every two years, and the Lustrum Committee, which is established every lustrum year.

When there is a need for, new committees can be introduced or committees can be abolished by the Daily Board at any time. The Daily Board can also decide on releasing a committee from their obligations.

The following applies to every committee:

- the committee is composed by the Daily Board in a by them preferred manner;
- the committee is led by a commissioner appointed by the Daily Board who is responsible for the functioning of his/her committee;
- the committee consist of an amount of people determined by the Daily Board;
- the members of the committee are re-appointed every year;
- the Daily Board can, stating the reasons, dismiss a member of a committee at any time;
- in principle, members of the committee do not receive any compensation for their activities;
- the committee should always stay within the by the Daily Board assigned budget;
- the committee is responsible for the realisation and evaluation of their activities. Every commissioner appoints a Secretary and a Treasurer within their committee. Furthermore, one committee member is responsible for taking pictures and making reports. The Treasurer of the committee stays in contact with the Treasurer of the Daily Board;
- the committee is responsible for their own subsidy applications;
- the committee is responsible for composing a roadmap and script for their activities with time division, the budget and a list of participants;
- no committee is authorized to sign contracts independently;
- in consultation with and with permission of the Board Member External Affairs, committees can contact companies;
- the committee is responsible for promoting their activities;
- the committee takes minutes of the decisions they making during meetings and archive these minutes;
- the Daily Board is always authorized to change or reverse decisions made by committees. If both parties fail to directly come to an agreement, all activities related to the case are to be shut down. Then, the commissioner and another committee member will be invited to the next Daily Board meeting to come to an agreement.

### 5.1 Special activities for active members

Active members are rewarded for their work and effort during their active membership. For that, the Daily Board organizes certain activities for committee members during the year.

## 5.2 Association's clothing

Active members are asked to purchase a member's T-shirt for a price determined by the Daily Board. Members of the Family Day Committee, the Informal Activities Committee, the Introduction Committee, the Premaster and Master Committee and the Promo Committee are obligated to wear a member's T-shirt during activities organized by their committee. Non-active members can also purchase a member's T-shirt, but have to pay the total amount the T-shirt costs. Every members can purchase other association's clothing like sweaters and sweatpants. Committees may purchase committee clothing, but this is financed from their own money or money offered by a sponsor. Subsidy is not intended for this purpose.

## 5.3 Signing up for activities

When signing up for an activity, this person has to agree actively with the Terms of Agreement through a checkbox. These Terms of Agreement are to be found at <https://www.svflow.nl/vereniging/huishoudelijk-reglement/>. The content is as follows:

“Whenever you sign up for an activity through the website you officially confirm your participation. When cancelling your sign up after the signing up period is closed, or when there is a draw, you are charged with all costs made. For questions about these Terms of Agreement you can send an e-mail to [treasurer@svflow.nl](mailto:treasurer@svflow.nl)”

When participants have a delay in payments from previous activities, the Treasurer can exclude them from participation for the next activity.

The board has authorization to ask a fee to non-members of Flow. This fee is dependable on the cost of the activity for Flow and the target audience.

## 5.4 Draw

The organizing committee of an activity can always join the activity and therefore do not participate in a possible draw. However, a committee can decide, in consultation with the Daily Board, to include some committee members in the draw when preferred, when there are limited spots for instance. The Daily Board is excluded from draws for all activities and can therefore join all activities.

In the situation that a person cannot join the study trip, ski trip, city trip or association weekend, due to them being on the waiting list or them being drawn out, this person will have priority on the same activity in the following year. The following year only, in the same order as the waiting list or the drawn. This only applies if the person is still a member the following year.

### 5.4.1 Draw procedure

When a draw is to be made for an activity, the names of the participants are written on equal pieces of paper. These lots are folded up and placed in a bowl, dish, or something similar, from which the number of lots to be drawn is then drawn. The order in which the lots are drawn is also the order in which the participants are placed on the waiting list. To clarify: the first lot to be drawn from the bowl is first on the waiting list, etc. At least two members of the Daily Board are present to check if the draw is fair. The draw will be filmed and all participants may request



this video if they wish. The lots are shown on the camera before folding and then put in the bowl. The video will be removed after the activity has taken place.

## 6. Advisory Board, Cash Control Committee, IA Advice Committee and EA Advice Committee

Study Association Flow has four supporting bodies, consisting of the Advisory Board, Cash Control Committee, IA Advice Committee and EA Advice Committee. Goals and tasks of these bodies are further defined in sections 6.1, 6.2, 6.3 and 6.4.

### 6.1 Advisory Board

In principle, the Advisory Board consist of the previous Daily Board. The Advisory Board serves as a critical sounding board that can give solicited as well as unsolicited advice to the Daily Board. However, this advice is never binding. Former board members are not obligated to be a part of the Advisory Board if they are not capable of doing so due to circumstances.

### 6.2 Cash Control Committee

The goal of the Cash Control Committee is checking the financial administration of Study Association Flow. The financial administration should reflect the financial position of the association. At the General Members Meeting, the committee presents a report of the check to the members of the board. Any inaccuracies or imperfections of material interest will be noted and communicated to the board and the members. The committee will, when necessary, propose improvements concerning the bookkeeping. These proposals/advices are always without obligation. The board can decide not to comply to the advices given. The advice will always be enclosed in the cash control report for the General Members Meeting. The expenses of the association are checked on functionality, acceptability, adequacy, reliability and legality.

The Cash Control Committee has a controlling position and is not authorized to make changes or to sanction. The bookkeeping is the responsibility of the Daily Board. The expenses and earnings of the various committees of Flow are checked; the expenses on correctness and the earnings on completeness. The Daily Board remains responsible.

The tasks of the Cash Control Committee are:

- Checking whether the start and end balances of the bank and giro accounts are connected. The course of the accounts are also checked;
- Checking declaration and invoices on presence and accountability in the bookkeeping;
- Counting the monetary stocks of Flow;
- Counting the money box and checking the cashbook;
- Checking the association's expenses on functionality and the importance of the expense for the association;
- Checking sponsoring contracts and the compliance to these contracts from both parties;
- Checking subsidies and compliance from both parties;
- Checking the expenses and earnings of Flow's committees;
- Composing any proposals/advices for the Daily Board;
- Composing the cash control reports, which is communicated to members and the board at the General Members meeting.

### 6.3 IA Advise Committee

The IA Advice Committee consist of the two vice chairmen of the previous two years and possibly the Web Commissioner of the previous year. The goal of the IA Advice Committee is

making sure that there is always someone approachable for the operation of the ICT of Flow. This is to prevent that any knowledge about for instance the website is lost. The Daily Board and the Web Commissioner can ask the IA Advice Committee for advice or information at any time. Former board members are not obligated to be a part of the IA Advice Committee if they are not capable of doing so due to circumstances.

#### 6.4 EA Advise Committee

The EA Advice Committee consist of the two Commissioners External Affairs of the previous two years. De EA Advice Committee meet twice a year with the current Board Member External Affairs to discuss the progress of the acquisition target. In these meetings, new partners can be discussed and the EA Advice Committee can present advice for the current EA. These meetings are organized with the goal to have as many fruitful collaborations and partnerships as possible.

## 7. Meetings

Four types of meetings can be distinguished within Study Association Flow. These are the General Members Meeting (GMMs), General Board Meetings (GBMs), Daily Board Meetings (DBMs) and committee meetings.

### 7.1 General Members Meeting (GMM)

General Members Meetings are called by the Daily Board and is done by sending an e-mail to all members. This invitation states the time and place of the GMM as well as the subjects that will be discussed.

There are at least two GMMs per academic year. One takes place when the board switches and the other when half a year has passed. Furthermore, a GMM can be called when an important event occurs, for instance when changing the statutes or when drastically changing the internal regulation. Decisions made during the GMM are legally valid.

### 7.2 General Board Meeting (GBM)

The General Board Meeting is a meeting between the Daily Board, the commissioners and any other people who are desired to attend. As far as possibly, the GBM takes place before the monthly drink. The Chair draws up the agenda and chairs the meeting. The commissioners receive the invitation and agenda for the meeting from the Chair a few days before the meeting. The GBM is intended to evaluate the course of events, the policy of the Daily Board and the association as a whole on a monthly basis.

### 7.3 Daily Board Meeting (DBM)

The DBM is the meeting of the Daily Board that takes place approximately once a week. In this meeting, the progress on the policy, general issues, committees and to-do lists are discussed. Before the DBM takes place, all members of the Daily Board have the opportunity to read the minutes of the previous DBM. The Secretary makes sure that the minutes, when possible, are available within two days after the DBM. The Daily Board members have until one day before the DBM to announce additional agenda items to the Chair. At the start of the DBM, Daily Board members can still add one or more agenda items to the agenda.

When voting during the DBM, a roll-call vote takes place. Decisions are then made with at least the majority of the votes casted. A majority of the Daily Board needs to be present. Decisions can only be made when a majority of the Daily Board approves. When the voting ceases a new round of voting takes place after a discussion. If the voting still ceases, the vote of the Chair is decisive. People who are present at the DBM who are not a part of the Daily Board have no voting rights, but can only advice the Daily Board. This advice is however not binding. Every DBM is accessible for members on request, but the Daily Board keeps the right to have (a part of) the DBM in private.

### 7.4 Committee Meetings

Every commissioner makes sure the meetings of his or her own committee are planned. Every meeting is attended by a Daily Board member as committee buddy.

## 8. Monetary Issues

### 8.1 Savings Account

Every year an amount of money is transferred to the savings account for the lustrum. The remaining money on the savings account is meant for emergencies. In consultation with the Cash Control Committee, the Treasurer is allowed to take money from the savings account and spend in on investments like computers or a printer.

### 8.2 Declarations

Expenses made by committee members or members of the General Board that are a part of the budgeted expenses of the association, may be declared with approval of the Treasurer. Expenses made by the Treasurer using private money first need to be approved by the Chair or his/her deputy in the Daily Board. Declarations are to be handed in at the Treasurer within four weeks.

### 8.3 Budgets and Realizations

For every activity that involves expenses from the association, a budget and a realization needs to be made. Committee members may, in some cases, draw up these budget and realizations themselves, provided that the commissioner of that committee and the Treasurer approve. Realizations are to be handed in at the Treasurer within two weeks after the activity took place.

### 8.4 Payment Obligation

People (members and non-members) who register for activities of Flow where costs are associated, are obliged to pay if they did not deregister for the activity before the deadline for deregistering without costs. This is always mentioned during registration, for example: 'Yes, I hereby authorize Study Association Flow to debit €10,00 from my IBAN bank-account known to the administration of Flow'. The deadline for deregistering without costs for the activity is mentioned at least at registration and in the automatic confirmation e-mail. If a person fails to meet his payment obligation, the association may use all legal means at its disposal to collect the payment.

## 9. Flow Office (E204)

### 9.1 The Flow Office

The Flow Office is located on the second floor of the Esplanade building on the campus of Tilburg University. The key to E204 is only accessible for Daily Board members and when needed certain former Daily Board members. On Monday, Tuesday, Wednesday, Thursday and Friday the Flow Office is open at least in the morning or the afternoon. Exceptions to this are important activities, for instance the study trip, or holidays. During the opening hours of the office at least one Daily Board member is present. Every member is welcome to come during opening hours in case of questions, help or other suggestions. Those who are in the Flow Office outside opening hours has full responsibility of the office and everything in it. When leaving the office, the lights are to be turned off, as well as all equipment. Windows are to be closed and heating is to be turned off. Then the office should be closed and the key should be returned to the key closet on the ground floor by the Daily Board member. Flow members have no access to the Flow Office when no Daily Board member is present, unless the Daily Board has given them permission to enter.

### 9.2 Lending form camera

When one or more Flow members want to borrow the DSLR Flow camera, they are all obligated to fill in the camera lending form truthfully. If there is damage to the camera, the person(s) who filled in the lending form may be held responsible for the reparation or replacement of the camera. When the camera is being returned, a Daily Board member has to sign the lending form.

### 9.3 Borrowing fine

When a person borrows a Flow shirt, he or she is obligated to return the shirt in the same state as borrowed within two working weeks. Only then, the person will get the full deposit back. For every working week that the person is too late, one euro will be subtracted of the deposit when returning the shirt.



## 10. GDPR

Study Association Flow has a Privacy Statement that gives members insight into how their data is used or processed. The Privacy Statement can be found on the website in Dutch and English. As with the Internal Regulations, the Dutch version of the Privacy Statement is decisive in the event of a dispute.

The Daily Board can change the Privacy Statement at any time if necessary. The last date on which the Privacy Statement was modified will always be mentioned on the website and in the document itself.

Anyone who is a general member, active member, member of the Club of 50 or donator of Flow automatically agrees with Flow's Privacy Statement. Proposals for change can be submitted to the Internal Affairs.

## **11. Photos and videos**

During Flow activities photos and/or videos are taken. Flow owns a photo camera for this purpose. The photos and videos of the activities are to be taken by the organising committee. For this, the member who takes the camera needs sign a lending form. After the activity the camera is handed over to a Daily Board member who makes sure that the camera goes back to the Flow Office and that the photos are uploaded to the website. All photos are provided with a watermark before posted online. The photos are, with exceptions, posted within two days in the Flow App and later on the website. Photos of formal activities can be seen by anyone on the website; photos of informal activities are only accessible for Flow members.

## 12. Donorship

When students graduate, their membership is automatically changed into a donorship. People who do not study or have studied Communication and Information Sciences, Cognitive Science and Artificial Intelligence or Data Science and Society can also become donors. Donators pay the same fee (€15) as members and are obliged to pay this fee annually.

### 12.1 Study Trip

Donators are allowed to sign up for the first study trip following their graduation or after they quit studying CIS, CSAI or DSS; they are banned from the trips thereafter. Flow members have priority over donators, except when the registrations for the study trip have passed. Any expenses made by the donator are refunded when a member has priority over that donator. Moreover, donators need to pay the amount of subsidy students receive from the faculty and Academic Forum themselves.

### 12.2 Other Flow Activities

For Flow activities with limited spots members have priority over donators, unless the donator is a member of the organising committee. This also applies to activities for which Flow is a pass-through for tickets, like the Tilburg University Cantus (TUC).

### 12.3 Voting rights

A donator has no voting rights at the General Members Meeting, but keeps the right to speak.

### **13. Club of 50**

In celebration of the 10<sup>th</sup> anniversary of Flow, the Club of 50 was founded. The Club of 50 is a group of people who feel involved with the association and who (can) meet once a year. On this meeting, they discuss the general course of events as well as the future of Flow with the Daily Board members. The Club of 50 is free to express their ideas and advices about the association. To become a member of the Club of 50, an annual fee of €50 is necessary. In return, members receive an invitation to the meeting of the Club of 50 and their own plaque with their name and desired title in the Flow Office and a certificate as proof of membership.