

NOVUM STUDENT REPRESENTATION PARTY

INTERNAL RULES – VERSION 4.0

SECTION I – VISION

Paragraph 1.

Every member of NovUM shall act in accordance with the vision.

Paragraph 2.

The vision shall be reviewed every year under the coordination of the board and subsequently be approved by the General Assembly (GA).

SECTION II – MEMBERSHIP

Paragraph 3.

Active NovUM members shall be registered after submitting their NovUM registration sheet. The registration will be valid for the current academic year.

Paragraph 4.

Whenever an active member fails to attend four (4) consecutive GAs he/she will be requested to submit a re-registration or otherwise will be removed from the active members list.

Paragraph 5.

Whenever an active member is not able to agree and/or act in accordance with NovUM's vision anymore he/she will be excluded from NovUM.

Paragraph 6.

Members shall have the option of becoming Alumni members when they graduate or leave NovUM after being an active member. Alumni members get the quarterly report sent via e-mail.

SECTION III – THE BOARD

Paragraph 7.

The board shall consist of a President, Vice President, Secretary, Treasurer, Political Officer and Public Relations Officer.

Paragraph 8.

The President shall:

- a) Chair GAs/CAs and Board Meetings.
- b) Officially represent NovUM together with the Vice President.
- c) Ensure that NovUM is properly represented at LOF, LSVb and ISO meetings.
- d) Appoint two persons, with approval from the board, to mediate possible conflicts within NovUM.
- e) Supervise the recruitment of new NovUM members.
- f) The president cannot simultaneously occupy a seat at the University Council or a Faculty Council.

Paragraph 9.

The Vice-President shall:

- a) Be responsible for all external administrative tasks concerning NovUM.
- b) Supervise the election campaign.
- c) Officially represent NovUM together with the President.

Paragraph 10.

The Secretary shall:

- a) Publish agendas for all GAs/CAs and Board Meetings at least three (3) days prior to the respective meeting.
- b) Take minutes of the GAs/CAs and Board Meetings and publish them no later than three (3) days after the meeting.
- c) Keep the membership list up-to-date.
- d) Solely be in charge of alumni relations, including writing the quarterly report.
- e) Create a calendar for NovUM, at the beginning of his/her time in office and update it regularly.
- f) Supervise the NovUM archive including all agendas and minutes.

g) Check and answer or delegate all electronic NovUM correspondence.

Paragraph 11.

The Treasurer shall:

- a) Be the treasurer of NovUM in cooperation with the president. Should the president or vice president be unable to fulfil these duties due to legal restrictions, the financial tasks can be taken on by two other board members.
- b) Create a budget overview three (3) times per year of the upcoming three (3) months and present this to the GA to be voted upon by simple majority.

Paragraph 12.

The Political Officer shall:

- a) Coordinate the communication between the factions and the party as well as to the outside student population. This shall include supervising the secretaries of the councils upload their minutes of the council meetings to the dropbox no later than one (1) week after the corresponding meeting.
- b) Aid the composition of manifestos prior to the elections.
- c) Be informed about national higher education policies in the Netherlands and communicate these to NovUM members and the student body.
- d) Schedule a meeting with all the council members three (3) times per year.
- e) Ensure that NovUM is represented at meetings of the national student organisations of the Netherlands.
- f) Know the *Education and Examination Regulations* (Onderwijs- en Examenreglement) of Maastricht University and each Faculty.

Paragraph 13.

The Public Relations Officer shall:

- a) Inform him/herself about relevant academic activities and promote such to NovUM.
- b) Organise events by and for NovUM.
- c) Promote NovUM by means of all available (and suitable) channels.

Paragraph 14.

The candidate board will be elected in the second to last GA before the end of the academic year.

a) Candidates will send their letter of motivation to NovUM at least one (1) week prior to the GA. The Secretary will pass these on to all active members. It is possible to nominate additional candidates at the GA who will then candidate only by means of a presentation.

b) The candidate board is elected by means of individual presentation in the GA. The time limit for presentations is three (3) minutes.

c) After having received the board applications written questions by the members to the applicants must be filed in written form before the GA. Questions to candidates arising during the GA have to be submitted on paper to the chair in GA. Questions will be asked by the chair to the applicant presenting him/herself. The chair has the discretion to reformulate a question to give it a neutral tone.

d) All active members have one vote and can either cast their vote in person being present at the GA or alternatively via proxy vote. A quorum including votes cast in person and via proxy should make up at least 50 percent of the members for the candidate board elections.

e) Proxy voting during candidate board elections means authorizing a person to vote on your behalf and giving that person the sole right to determine which person to vote for.

f) The number of proxy votes someone can exercise is limited to one (1).

g) Every individual member of the candidate board shall, no later than two (2) weeks after the nomination, submit a list of goals for his or her term, which then will be communicated to the party.

h) For the following two (2) weeks the board and the candidate board will conduct their affairs jointly. The candidate board will be officially initiated during the last GA of the academic year.

The candidate board will not become the new board if two thirds of the votes casted oppose this.

SECTION IV – THE ADVISORY COUNCIL AND MEDIATORS

Paragraph 15.

The advisory council shall consist of a minimum of two (2) and a maximum of three (3) members who have previously held an office within NovUM for at least one (1) year.

Paragraph 16.

The advisory council attends all board meetings in an advisory function. In cases of ties the board can grant the council one (1) unanimous vote. The board can at any time request an advisory opinion of the advisory council.

a) In case a member of the advisory council should not be present in Maastricht physically, all communication can be conducted electronically.

Paragraph 17.

A new advisory council will be elected at the end of the academic year as well as in the middle of the academic year. The exact dates shall be at the discretion of the board.

a) The exact procedure for the election of the advisory council shall be the same as the procedure for the election of the board as spelled out in paragraph twelve (12) a to d.

Paragraph 18.

In the beginning of the academic year, the board assigns a number of mediators. The appropriate number of mediators relative to the overall members of NovUM shall be at the discretion of the board. The mediators are the first contact in case of internal conflicts, which cannot be solved among the members themselves. The mediators have no decision power whatsoever about the conflict itself but act strictly by facilitating communication and making agreement proposals.

SECTION V – INTERNAL COMMUNICATION

Paragraph 19.

NovUM shall convene every second week at a GA or CA.

Paragraph 20.

All active members are requested to attend. Absence has to be announced in advance.

Paragraph 21.

The GAs/CAs are conducted by the board.

Paragraph 22.

Each faction and task force shall be represented by at least one person. They shall deliver a verbal report. If attendance is not possible the fraction sends a written update to the board prior to the CA.

Paragraph 23.

Any active member shall be able to initiate any event he/she considers suitable to enhance the communication within NovUM.

SECTION VI – EXTERNAL COMMUNICATION

Paragraph 24.

Each fraction shall appoint one secretary to submit the minutes of the council meetings to the Political Officer no later than seven (7) days after the meeting.

SECTION VII - FINANCES

Paragraph 25.

The treasurer shall, in accordance with paragraph twelve (12), administer the party's finances.

Paragraph 26.

The board shall bear the responsibility for the financial status of NovUM.

Paragraph 27.

1. The novUM contribution fee shall be defined as the fees to be paid to NovUM by all members who, by means of their connection to novUM, are receiving financial compensation for their work.

a) the contribution fee to be paid by the board of NovUM as a whole will be half a board month ('bestuursmaand') out of the entire amount of board months awarded to the board of NovUM, regardless of how many months have been awarded to the board of NovUM by decision of the university council.

b) the contribution fee to be paid by faculty council members of NovUM will be 100 euro.

c) the contribution fee to be paid by university council members of NovUM will be 225 euro.

2. The contribution fee must be paid within 4 weeks after a member has received their financial compensation for their work connected to NovUM but no later than February 1st.

3. Only in special circumstances will a member be allowed to pay their contribution fee later or in instalments.

a) in case a member wishes to pay later or in instalments her or she shall notify the board before their payment is due but no later than February 1st.

b) after the board has received this request it shall invite the respective member to a meeting to hear them about these special reasons.

c) if the board finds the reasons given by the member not sufficient to grant an exemption the request will be denied.

d) the denial or approval of an exemption shall be given to the member no later than 2 weeks after such an exemption has been requested.

e) if the request for an exemption has been denied, the member has 2 weeks to appeal the decision by the board.

f) the advisory board shall independently review the case and hear the respective member once again.

g) the final denial or approval of an exemption as decided by the advisory board shall be given to the member no later than 2 weeks after an appeal has been made.

h) the decision of the advisory cannot be appealed and will be final.

4. In case a member does not pay their contribution fee in accordance with the regulations laid down in the internal rules, the board of NovUM will take all legal action necessary in order to enforce payment.

Paragraph 28.

Any disbursement of the NovUM budget that exceeds the amount of five-hundred euro (€500) requires prior approval of the GA. The GA has the right of giving advice prior to any disbursement which exceeds the amount of one-hundred euro (€100). The board has to ensure that the GA has all relevant information available to make a well-founded decision.

a) During elections the board can unanimously purchase material exceeding the aforementioned amount, if time constraints deem this necessary.

Paragraph 29.

Purchases of any kind shall be executed by the board. Reimbursement for any expenses concerning NovUM is only possible upon submission of an official receipt with prior permission from the board.

SECTION VIII – HANDOVER PARAGRAPH

Paragraph 30.

All handovers shall be submitted at least two (2) weeks after the election of the new council members or the new board. For such handovers the existing template shall be used.

SECTION IX – ELECTION PROCEDURES

Paragraph 31.

All active members have voting rights in a GA. Non-present members have the right to vote by proxy vote or postal vote.

a) A GA requires at least twenty percent (except for board elections) of all members of NovUM to be present in order to have a quorum and to take valid decisions. At any point during a GA, any present member can doubt the quorum. In this case, the board interrupts the GA in order to reaffirm the necessary presence of members. If the quorum fails to be fulfilled, any further decisions made by the GA are invalid. Decisions, which have been taken up to this point, remain valid.

b) Issues concerning persons will be voted upon by means of secret ballot. Unless otherwise requested, issues not concerning persons will be voted upon by show of hands.

c) In general, voting during the GA goes by means of simple majority. Every person vote has to be decided on by absolute majority. For matters concerning the vision or the internal rules, a quorum of two thirds of active members is necessary following the requirements in § 33.

d) Members have the right to abstain. Abstentions do not count in tallying the vote negatively or positively, but do count as present members to the quorum.

e) Members can oppose the entire list of candidates applying in a person vote. These votes affect the quorum.

f) Postal votes have to be sent to the secretary prior to the GA. Postal votes can only be counted if the proposal remains unchanged during the GA. Postal votes cannot be cast for board elections.

Paragraph 32.

This paragraph defines the different election thresholds, namely vote by simple majority, vote by absolute majority, vote by two-third majority, and consensus.

a) In a simple majority vote, the decision that received the highest number of votes is taken. In case of a tie, the board may give the advocates and opponents of the proposal more time to convince the audience or propose the GA to postpone the decision to a specified later GA.

b) An absolute majority of votes is achieved when more than half of the members support a person or a proposal. At an even number of votes, the threshold is therefore half of the votes plus one. If in a person vote none of the candidates reaches this threshold, the vote is repeated, but only the two candidates with the highest results can sustain their application. Any of them is nonetheless free to retreat from the

vote. No new candidates can stand for vote in this case. If the direct ballot does not yield an absolute majority of positive votes for either of the candidates, the application procedure is opened again and new candidates as well as existing ones can stand for vote.

c) A two-third majority of votes is achieved when at least two thirds of the votes support a proposition. An exact two-third majority is sufficient.

d) A consensus requires all votes to be in favour of a proposal. Abstentions violate the consensus and are therefore to be counted as opposed votes.

SECTION X – AMENDMENT

Paragraph 33.

Any amendment to this document shall require an official proposal, open to all active members, which the secretary shall communicate to all members with voting rights no later than one (1) week prior to the GA.