



# Bylaws

## N.K.S.W. Kompanio



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## 1. General provisions

### 1.1 Purpose of the association

The purpose of Nijmeegse Koepelvereniging der Sociale Wetenschappen Kompanio, further mentioned as the association, is to promote the interests of its member associations of the Faculty of Social Sciences, further mentioned as FSS, to intensify communication and integration between the member associations and the FSS and finally to intensify and stimulate the contacts and integration between students of the different study programmes of the FSS as described in article 3, paragraph 1 of the articles of association.

### 1.2 Decision making

Subject to legal provisions and the provisions of the articles of the association, the internal affairs of the association shall be governed by these bylaws and by the resolutions of the General Members Assembly, further mentioned as GMA.

### 1.3 Activities of the association

Participation in activities of the association is restricted to students of the FSS and the benefactors, unless the board decides otherwise.

### 1.4 Surplus funds

The association strives to ensure that surplus funds obtained from services are ultimately returned to the member associations, students of the FSS and benefactors of the association in the form of, for example, services or activities.



## **2. Contribution, benefactors and contributions for activities**

### **2.1 Contribution**

The contribution is set at a maximum of fifty euros per member association, per year of membership. If the membership of one of the member associations is terminated during the association year, the member association continues to owe the set contribution amount.

### **2.2 Benefactors**

Benefactors are people or organizations who have declared themselves willing to support the association financially. Benefactors pay an amount of contribution, at least equal to the smallest established contribution. Benefactors have the same rights and obligations as member associations, but do not have the right to vote at a GMA.

### **2.3 Contributions for activities**

The association is free to ask member associations benefactors and students of the FSS to contribute financially to participate in activities organized by the association.

#### **2.3.1 Return of costs**

When registering for an activity for which a participant has to contribute financially, the participant agrees to pay the specified amount. The board must ensure that all participants pay the specified amount. The board can, depending on the reason(s) put forward by the participant, deviate from the above mentioned payment obligation.

#### **2.3.2 Liability**

The association is not liable for any material or immaterial damage caused by member associations (or the members of the member associations) or benefactors of the association unless the contract or external location states otherwise. Participation in activities of the association always takes place at the participants own risk. The association is also not liable for any damage caused during participation in activities organized by the association.



## 3. Structure and Tasks

### 3.1 Board

The board shall have the overall management of the association. It is entitled to transfer its powers via a GMA, following a GMA and following the articles of association. In particular, the board shall be responsible for:

- a. Determining the duties and powers of the committees;
- b. Dealing with matters that are not part of the duties of the committees;
- c. Reporting and chairing the gma;
- d. Observing, interpreting and following the articles of association and the bylaws;
- e. The board shall decide in cases not provided for in the bylaws or articles of association.

The board strives to consist of five people, including at least a chair, secretary and treasurer. Besides these three functions, the board strives to have two chiefs; a Chief of Formal Affairs and a Chief of Activities. If this is not possible, the tasks will be divided according to the articles of association.

#### 3.1.1 Chair

At GMA's, the chair shall determine the order in which items on the agenda are to be dealt with and shall also adhere to the example of an agenda. In addition, the chair shall, if possible, lead the board meetings. The chair will be responsible for the documents that will be presented at a gma, functioning of the board and making the final decisions.

#### 3.1.2. Secretary

Controls and manages the correspondence of the association; this includes incoming correspondence, copies of the minutes of the gma and copies of the board meetings. The secretary also ensures that the gma is announced. The secretary shall also ensure that the members of the board have taken note of the contents of the bylaws and the articles of association.

#### 3.1.3 Treasurer

Shall be responsible for the financial administration of the association. The treasurer shall keep the financial administration properly, in such a way that these records can be handed over to other members of the board for inspection at any time. At the end



of each association year, the treasurer shall make an annual financial report, on which the Cash Check Committee will give its advice.

### **3.2 Committees**

The association consists of a number of committees whose primary purpose is to facilitate services for the students of the FSS. The board may decide each year which committees will be appointed, how many committee members they will consist of, and the amount of each committee's budget. The board may decide to establish or dissolve a committee, with the exception of the Advisory Council and the Cash Check Committee. The dissolution and the establishment of a committee will be announced at a gma.

#### **3.2.1 Advisory Council**

The association has an Advisory Council, preferably consisting of at least one or more members of the member associations or former board members of the member associations. The Advisory Council functions independently of the board.

##### *3.2.1.1 Purpose of the Advisory Council*

The purpose of the Advisory Council is to advise the board. This advisory role can be divided into solicited and unsolicited advice. This means that the board can direct questions to the Advisory Council. By giving unsolicited advice it is meant that the advisory council will follow the steps taken by the board and provide advice where it deems necessary.

##### *3.2.1.2 Tasks of the Advisory Council*

The Advisory Council shall have access to all documents of the association, if desired. The Advisory Council is obliged to make their comments on the provided documents known to the board before the start of a gma. These include the policy plan, the budget, the financial balance sheet, the biannual report, the annual report, any possible amendments to the bylaws and/or the articles of association.

##### *3.2.1.3 Establishment of the Advisory Council*

At the end of the academic year, the (candidate) board is responsible for choosing members for the Advisory Council for the coming association year. The GMA shall approve or disapprove of the proposed Advisory Council by voting at the annual gma.



### 3.2.2 Application Committee

The Application Committee of the association consists of members of the board, the Advisory Council and (former) student(s) from the Radboud University with board experience. The Application Committee will interview the applicants and will then advise the composition of the prospective candidate board to the board. The board will have the final word. Then the prospective candidate board will be presented at the Policy Vision gma.

### 3.2.3 Cash Check Committee

The Cash Check Committee is the audit committee as mentioned in article 15, paragraph 4 of the articles of association. The Cash Check Committee consists of at least two persons who are not allowed to be part of the board or of the board of one the members. The Cash Check Committee functions independently of the board and reports to the GMA.

### 3.2.4 Faculty-wide Party Committee

Each year, the board organizes at least three editions of a faculty-wide party. In order to organize this party, a committee has been established. This committee consists of at least one board member of the association, who is also the chair of the committee, the Treasurer of the association and members of the member associations.

### 3.2.5 Formal Affairs Committee

Each year the association organizes a faculty-wide career event. In order to organize this career event, a committee has been established. This committee consists of at least one board member of the association, who is also the chair of the committee and members of the member associations.

## **3.3 Activities**

The board is, together with their committees, responsible for the organization of activities which are accessible to students from the FSS. It is up to the board and the committees of the association to give content to these activities.





## 4. Meetings

### 4.1 Board meetings

Board meetings shall be held:

- a. At least as often as necessary to allow for proper management and administration;
- b. At the request of the Chair;
- c. At the request of at least two board members;

The minutes of board meetings shall not be made public, unless the board or the GMA wishes to make them public.

### 4.2 General Members Assembly

The board shall organize at least three gma's per association year including an Annual gma, Biannual gma and Policy Vision gma. The organization of a gma shall be governed by the provisions set forth in the articles of association. The invitation to the gma should be sent at least two weeks in advance to the electronic addresses provided by the member associations.

At the annual gma, at least the annual report, including the financial report containing a profit and loss account, a report of the Cash Check Committee, and the policy plan of the candidate board including a budget plan containing a profit and loss account shall be discussed, as well as the minutes of the preceding meeting. The Advisory Council and Cash Check Committee for the upcoming academic year will also be presented at this gma. At the biannual gma at least the biannual report, including the biannual financial report containing a profit and loss account, shall be discussed, as well as the minutes of the preceding meeting. At the policy vision GMA at least the policy vision shall be discussed, as well as the minutes of the preceding meeting.

Documents submitted for approval at a gma should be available at least one week in advance and sent to the electronic addresses provided by the member associations. Textual comments on the minutes of a gma and on the documents that have been sent may be submitted to the board in writing no later than 48 hours before the start of the gma.

#### 4.2.1 Agenda of the gma

The agenda of the GMA should comply with the example below. Agenda items that are not applicable to the GMA in question do not need to be included in the agenda.



Agenda items not mentioned in this example, but which are applicable, may also be included in the agenda.

The agenda of the GMA should in any case include:

- a. Opening
- b. Determine the agenda
- c. Approval of the minutes of the last GMA
- d. Announcements
- e. Relevant points to be discussed
- f. Any other business
- g. Roundabout
- h. Closing

#### 4.2.2 Any other business

The item listed on the agenda 'Any other business' should allow the discussion of items that are not on the agenda. It furthermore should allow for a vote on proposals not on the agenda. If there is a negative vote at this voting session, the item will be moved to the next GMA as an agenda item.

#### 4.2.3 Presence

Access to the gmais granted to member associations, the Advisory Council, the Cash Check Committee, benefactors, the candidate board, and invitees by the board.

#### 4.2.4 Voting

At the gma, a voting can be requested by the member associations. The board must accept the request for a vote if at least forty percent of those present at the gma support the request for a vote. If this is not the case, the board is free to decide whether or not to hold a vote. Only member associations have the right to vote.

#### 4.2.5 Voting possibilities

Member associations can vote on items on the agenda by means of the following four voting options: for, against, abstain or blank. One votes 'in favor' if one agrees with the decision to be made. One votes 'against' if one is against the decision to be made. One votes 'abstain' if one chooses not to vote. One votes 'blank' if one keeps oneself from voting for or against. A decision shall be adopted if more than half of the votes are for, unless the bylaws state otherwise.



Votes are invalid if:

- a. They are unclear
- b. They designate persons or proposals that are ineligible

#### 4.2.6 Authorization

Authorizations must be sent in to the board at least two hours before the start of the GMA with the exception of transfers that take place during the GMA.





## **5. Board elections**

### **5.1 Application procedure**

Students of the FSS who are also a member of a member associations may apply for a place in the prospective candidate board, and in doing so they must provide a reasoned preference for a position within the prospective candidate board. Candidates may stand for election until a date determined by the Application Committee. It is attempted to form a candidate board of (at least) five board members. The board will have the final word regarding the composition of the prospective candidate board.

### **5.2 Voting**

#### **5.2.1 Vote**

During the annual gma, the GMA will vote on the policy plan of the candidate board. Should the majority of the GMA, despite the fact that complete boards have been nominated, indicate that they wish to vote individually, this must be complied with.

#### **5.2.2 Distribution of Votes**

The distribution of votes shall be announced by the chair of the voting, after the voting has been done.

### **5.3 Change of board**

The outgoing board is obliged to call an GMA for voting on the policy plan and therefore electing the new board in the beginning of the new academic year. If the new board is elected, it will be installed after deinstallation of the outgoing board during the annual GMA. During the annual GMA, the deinstallation shall take place in the following order: the chair of the outgoing board shall deinstall any chiefs, if such positions are occupied. Thereafter, the chair of the outgoing board shall de-install the treasurer and the secretary of the outgoing board in the order listed here. After this, the chair of the outgoing board shall install the chair of the new board. The chair of the new board shall deinstall the chair of the outgoing board, after which the new chair shall install the secretary and treasurer of the new board. If these positions are filled on the new board, the chiefs respectively will follow.

#### **5.3.1 Deinstallation of the board**

The annual report prepared by the chair, together with all annual documents, must be approved during the annual gma by a majority of the votes cast, and shall be deemed



to deinstall the board. The outgoing board is required to present the annual financial report, covering the past fiscal year, at the annual GMA. However, after the end of the board year, the treasurer must keep the accounts until the newly elected treasurer can take over their duties.

### 5.3.2 Candidate board

A candidate board must present its policy plan and budget at the annual GMA. If the GMA rejects the policy plan or the budget, a new gma must be called within four weeks to present a new policy plan or budget.





## **6. Final provisions**

### **6.1 Changes in the bylaws**

These bylaws may be amended or supplemented at any time by a resolution of the GMA or a request by the board. This must be done by means of textual proposals. A resolution to amend these bylaws, which are not contrary to the articles of association, shall require at least a majority of the votes cast at a GMA.

### **6.2 Joining the association**

By becoming a member association or a benefactor, each member association or benefactor declares to comply with the articles of association and the bylaws, as well as with the further rules based thereon.

### **6.3 Decisions of the board**

In all cases where the articles of association, these bylaws, the policy plan or the GMA does not provide, the board shall decide.

### **6.4 Other**

These bylaws came into force on the 15th of September 2022, which means that all bylaws that existed or were in force before that date have lapsed.