

Standing Regulations of the Faculty Association of the Faculty of Social and Behavioural Sciences

June 30th 2020

GENERAL PROVISIONS

Article 1

The purpose of these Standing Regulations is:

- a. to establish the duties of the Board and the interrelationship between the bodies, committees and the Board;
- b. to specify the application procedure.

COMPOSITION OF THE BOARD

Article 2

1. The Board of the Association consists of the Chair, the Secretary and the Treasurer.
2. The Board of the Association will determine the duties of each Board Member.
3. It is possible for one Board Member to perform several functions; in particular, the functions of Treasurer and Secretary may be performed by the same person.

DUTIES OF THE BOARD

Article 3

1. The Board is collectively responsible for coordinating and performing all of its duties.
2. The Board is accountable to the General Membership Meeting.
3. The individual duties of the Chair include drawing up agendas and chairing meetings. The individual duties of the Secretary include taking minutes of meetings, acting as a substitute for the Chair if he/she is absent, taking responsibility for documents pertaining to General Membership Meetings, and managing correspondence and digital media. The individual duties of the Treasurer include managing and justifying the budget and performance, and being responsible for collecting membership fees.
4. In addition to the individual duties performed by the respective Board Members, the Association has a number of general duties.
5. At a minimum, these include:
 - a. drafting and updating white papers to promote the transfer of administrative powers;
 - b. collaboration with other associations and organisations.

DUTIES OF A CONTACT PERSON

Article 4

1. For the performance of a task of the Association for which a committee, working group or other body is set up, the Board may appoint a contact person.
2. A contact person for a committee, working group or other body may also be a Board Member.
3. A member in a contact person role will be responsible for exchanging information from the committee, working group or other body with the Board and the other committees.
4. A member in a contact person role will also be a member of the committee, working group or other body, unless otherwise specified in these regulation.

BOARD APPLICATION PROCEDURE

Article 5

1. The Chair, Secretary and Treasurer will be chosen by a two-thirds majority during a meeting of the FV-FMG.
2. With the exception of the position of Treasurer, Board positions may be delegated during the academic year; the Chair and Secretary can pass on their positions to another Board Member. However, the Chair and Secretary retain final responsibility.
3. The Board may also appoint a Vice-Chair who will take over the tasks of the Chair when he/she is unable to fulfil his/her responsibilities.

NOMINATION OF THE BOARD

Article 6

1. The FV-FMG will propose a new Board to the General Membership Meeting.
2. This proposal must be sent out with the invitation to the General Membership Meeting.
3. At the General Membership Meeting the FV-FMG will provide an explanation of its proposal and answer questions.

APPOINTMENT OF THE BOARD

Article 7

1. At the annual meeting, to be held in October at the latest, the General Membership Meeting will appoint a new Board.
2. The procedure for appointing the Board is specified in the Rules of Procedure.

DISCHARGE OF THE BOARD

Article 8

1. At the annual meeting, to be held in October at the latest, the General Membership Meeting will discharge the Board from the previous year.
2. The Board may be discharged only if a two-thirds majority of the General Membership Meeting has approved the annual financial report and the year report.
3. If the Annual Financial Report or the year report is rejected by the General Membership Meeting, a second round of discussion will take place, after which the report will be voted on again.
4. If the report is rejected a second time or when it cannot be submitted for approval at the appropriate General Membership Meeting, the Board will rectify the report as quickly as possible. The timeframe in which this must be done will be established at the same General Membership Meeting. A new General Membership Meeting will be convened to deal with the revised report.

EARLY RESIGNATION OF A BOARD MEMBER

Article 9

1. If a Board Member drops out before the end of his/her term, regardless of the reason, the Board is authorised to:
 - a. find a suitable replacement to perform the board duties of the member in question; or
 - b. distribute the board duties of the member in question among the remaining members and ensure they are performed.

GENERAL MEMBERSHIP MEETING

Article 10

1. The General Membership Meeting will be run by a Presidium.
2. The Presidium will perform the functions of Chair and Secretary and take care of the organisation of each General Membership Meeting.
3. For each General Membership Meeting at which a new Presidium will be appointed, a call for nominations for the Presidium must be included with the invitation for the meeting.
4. The Presidium selects the best candidate amongst the applications.
5. A separate vote will be held on the candidates for a position in the Presidium. This vote will be by acclamation.
6. If a member of the Presidium resigns between General Membership Meetings, the Board and the Presidium will jointly appoint a candidate; this appointment will be the subject of a vote at the next General Membership Meeting. A call for nominations for the vacant position must also be included with the invitation for that General Membership Meeting.
7. The Presidium is responsible for convening General Membership Meetings. It will do so by means of a written notice sent to the address of each member, as it appears in the association's records, at least fourteen days prior to the meeting. The notice of meeting must indicate the time and place of the meeting, as well as a list of the topics to be discussed, insofar as these are known at the time the notice of meeting is sent.
8. At a minimum, the Presidium will consist of a Chair and a Secretary. Further details of their duties with regard to General Membership Meetings can be found in the Rules of Procedure.

AUDIT COMMITTEE

Article 11

1. The Audit Committee must comprise at least two members.
 - a. At least one member of the Audit Committee must have occupied the position of Treasurer of the FV-FMG in previous years.
 - b. At least one member of the Audit Committee must have been treasurer of one of the member associations.
2. The Audit Committee is responsible for reviewing the accuracy and completeness of the financial policy implemented by and the financial records kept by the Treasurer over the financial year for which he/she was appointed.
3. Members of the Board of the Association cannot sit on the Audit Committee.
4. The Audit Committee is appointed for one financial year. On resignation, members may be reappointed immediately.
5. The Audit Committee reports to the General Membership Meeting on its findings and expresses a voting recommendation.
6. The Treasurer must provide all desired information to the Audit Committee at least ~~three~~ two weeks prior to the General Membership Meeting.
7. At least one member of the Audit Committee must be present at each General Membership Meeting.

BOOKKEEPING

Article 12

1. The amount of the membership fee will be €100.

MEMBER ASSOCIATIONS

Article 12

1. The member associations of the FV-FMG are:

Kwakiutl (Cultural Anthropology)
Comenius (Pedagogical Sciences, Educational Sciences, Academic PABO Amsterdam)
Machiavelli (Political Science)
Pegasus (Interdisciplinary Social Sciences)
SEC: Sociologisch EpiCentrum (Sociology)
Mercurius (Communication Science)
Sarphati (Human Geography and Urban and Regional Planning)
VSPA: Association of Students in Psychology at Amsterdam (Psychology)

MEMBERSHIP

Article 13

1. To join the FV-FMG as a member association, an association must submit a request to the FV-FMG. This request must consist of a cover letter stating the reasons for wishing to join, and a description of the organisation.
2. Membership may be terminated before the start of the new financial year by sending written notification. Any contribution will not be refunded.

ACTIVITIES

Article 14

1. Activities will be organised in consultation with the representatives of the FV-FMG.
2. An activity may carry the name of the FV-FMG if two-thirds of the member associations are taking part.
3. Activities will have a separate budget; if there is a general line item, this may only be used if supported by a unanimous vote.
4. No more than two activities will be organised for the members of the member associations each year.
5. Each association has a right of veto with regard to its own participation.

DONORS

Article 15

1. Donors are natural or legal persons who support the Association financially or otherwise with a minimum contribution to be determined by the Board.

FINAL PROVISIONS

Article 16

1. The provisions of these regulations must be read together with the Charter of the FV-FMG.
2. The provisions of these regulations must not be abused.
3. A two-thirds majority of votes at a General Membership Meeting is required to amend these regulations.
4. These regulations took effect as soon as they were approved by a two-thirds majority at a General Membership Meeting, convened in a meeting on June 30th 2020.
5. These regulations comprise four pages.