

## **Internal Rules of Procedure Machiavelli**

### **Article 1: GENERAL REGULATIONS**

These Internal Rules of Procedure have the goal of:

- 1.1 Determining the tasks of the Board, the Bodies and Committees, and the internal cohesion between the Bodies, Committees and the Board;
- 1.2 Describing the specifics of the procedure of applications for the Official Bodies;
- 1.3 Establish a procedure concerning donations and Honorary members.

### **Article 2: STRUCTURE OF BOARD**

- 2.1 The Board of the Association consists of the Chair, the Secretary, the Treasurer, the Education Coordinator, the Political Activities Coordinator, the Social Activities Coordinator and the International Coordinator.
- 2.2 The Board of the Association internally determines the function of each position.
- 2.3 One member of the Board may fulfil multiple functions.

### **Article 3: TASKS OF THE BOARD**

- 3.1 The Board is collectively responsible for the coordination and execution of all their tasks.
- 3.2 The Board is accountable to the General Assembly (after this called: GA).
- 3.3 Next to the function-specific tasks the Board members fulfil, the Board also completes general tasks.
  - a. Acquisition;
  - b. The setup and execution of the White Paper to improve the Board transition;
  - c. The collaboration with other Associations that the Association provides financial support to;
  - d. Management of the Machiavelli Room;
  - e. Maintaining a relationship with the Department of Political Science and the Faculty of Social and Behavioural Sciences.

### **Article 4: TASKS OF A BOARD MEMBER**

- 4.1 Each function of the Board is responsible for a variety of tasks. The main tasks of each Board function are summarised below.
- 4.2 The Chair is responsible for managing the internal relations within the Board, and the external relations of the association, in addition to other tasks.
- 4.3 The Secretary is tasked with administrative tasks, the organisation of the GA with the Presidium, promotion for the association and creating the members magazine, in addition to

other tasks.

4.4 The Treasurer is responsible for all financial transactions, revenue streams and the financial policy of the Association, in addition to other tasks.

4.5 The Education Coordinator is responsible for monitoring the quality of education, and creating educational events, in addition to other tasks.

4.6 The Political Activities Coordinator is responsible for the political activities of the association, in addition to other tasks.

4.7 The Social Activities Coordinator is tasked with organising the social life and social events of the Association, in addition to other tasks.

4.8 The International Coordinator is tasked with organising international events and trips, and representing the Association's interests outside of the Netherlands, in addition to other tasks.

4.9 The tasks of the Board members are not limited to or exclusive to the activities mentioned above. They may be changed at the discretion of the Board.

#### **Article 5: TASKS OF A CONTACT PERSON**

5.1 For the execution of a task of the Association for which a Committee, work group or other Body is installed, the Board can appoint a contact person.

5.2 A contact person of a Committee, workgroup or other Body can also be a member of the Board.

5.3 A contact person takes care of the exchange of information between the Committee, work group or the other Body with the Board and other Committees.

5.4 The Committees, work groups or Bodies without a contact person are:

- a. The Application Committee;
- b. The Audit Committee;
- c. The Advisory Council;
- d. The Presidium.

#### **Article 6: THE APPLICATION COMMITTEE**

6.1 The Application Committee takes care of the application procedure and the formulation of the Nominated Candidate Board Proposal.

6.2 The Application Committee consists of three members, which will be explained below:

- a. The External Member;
- b. The Internal Member;
- c. The Board Member.

6.3 The External Member is the Chair of the Application Committee and provides an external

perspective on the application process. The External member is not a member of the Association. There is a preference for an External Member that is a Board Member from a partner association. The Board of the Association is active in recruiting candidates. External Member candidates will be announced 24 hours before the GA.

6.4 The Internal Member represents the member's base during the application process. This position is open to all ordinary members of the Association. This position is advertised by the Board of the Association. Internal Member candidates will be announced 24 hours before the GA.

6.5 The Board Member represents the Board perspective during the application process. The Board Member is selected by the Board themselves and is proposed to the GA and installed.

6.6 In case there are no candidates for the function of the Internal Member or External Member, the Board will ask the GA for authorisation to find candidates to fill the positions. The Board will strive to fulfil these positions in the best way they can.

6.7 To apply for the Application Committee, individuals interested in the External Member or Internal Member positions must send a motivation letter to the Presidium at least 48 hours before the Semi-Annual GA. During the GA, candidates will have an opportunity to share their motivations to the GA, and answer any questions posed by the members. They will then be voted on and installed if selected.

6.8 The Application Committee can invite an Ad Hoc member if they wish to do so. An Ad Hoc member is a Board member who currently is appointed to the position that the applicant is applying for or whose function is relevant to the applicant's application. This Ad Hoc member can ask function-related questions.

6.9 All members of the Application Committee have an equal voice.

## **Article 7: THE APPLICATION PROCEDURE FOR BOARD MEMBERS**

7.1 In case a member of the current Board is applying for a position in the new Board, they will refrain, where possible, from all participation in the application process.

7.2 Applying for a function in the Board of the Association will happen in writing to the address of the Application Committee. It is not necessary to apply for concrete functions.

7.3 All ordinary members of the Association, not including members of the Application Committee, can apply for a function on the Board.

7.4 The Board will announce the exact dates around the application procedure, guided by the Application Committee, at least 14 days before the opening period.

7.5 The Application Committee determines, in consideration with the Internal Rules of Procedure and the Statutes of the Association, their way of working. They will use the information sent to them confidentially.

## **Article 8: PROPOSITION OF THE BOARD**

8.1 The Application Committee will recommend a new Board at the Nomination GA.

8.2 The Nominated Candidate Board should be listed alongside or within the invitation for this GA.

8.3 At the GA, the Chair of the Application Committee will give a verbal explanation of the procedure of the interviews and a short individual explanation of the members of the Nominated Candidate Board;

8.4 Subsequently, the Nominated Candidate Board members will introduce themselves to the Assembly. After that, the GA can ask questions to both the Nominated Candidate Board members, and the Application Committee.

8.5 At the GA, the Board will advise voting concerning the proposition.

8.6 The Presidium will facilitate the voting about the proposition as a whole.

8.7 If the proposition is rejected, the Presidium will facilitate a discussion between the members, the Board, and the Application Committee about any relevant points. Additionally, the Application Committee can request for objections to be raised by members. Following this, the Application Committee will propose the next Nominated Candidate Board to the GA. This can occur at the same GA, or the next GA.

8.8 From the statements of the Nominated Candidate Board members and the Application Committee no rights can be derived.

## **Article 9: INSTALLMENT OF THE BOARD**

9.1 In the Annual Assembly, the GA will install the new Board.

9.2 If one or more members of the approved Board have been removed, the new Board, the current Board and the Application Committee will have to explain these changes at the Annual Assembly.

9.3 The new Board can, in collaboration with the current Board and the Application Committee act as specified in Article 11.

9.4 The procedure of the instalment is specified in the Rules of Procedure of the General Assembly.

## **Article 10: DISCHARGE OF THE BOARD**

10.1 During the Annual Assembly, the GA will discharge the Board of the previous Association Year.

- 10.2 The Board to be discharged can only be discharged when the GA has agreed to
- a. The Year Report
  - b. The Yearly Financial Report

10.3 If the Year Report or the Yearly Financial Report are rejected the Board will be dismissed and not discharged. The Candidate Board will be installed.

#### **Article 11: EARLY DROP-OUT OF A BOARD MEMBER**

11.1 In the case that a member of the Board drops out, for whatever reason, the Board is authorised to:

- a. Find an appropriate replacement to take care of the execution of the tasks of the Board member that has dropped out;
- b. Distribute the tasks of the Board member that has dropped out within the Board and take care of the execution of those tasks.

11.2 The Board will inform the members in writing 14 days after the drop-out of the Board member at the latest.

11.3 The Board will organise a GA 30 days after the dropout of the Board member at the latest, to explain the situation. In the case of a planned GA in that period, no separate GA needs to be organised.

11.4 If there is a drop-out of a member of the Candidate Board that occurs between the Nomination GA and the Annual GA, the new Board needs to present a plan for the execution of the tasks of this person. In case the new Board chooses to install a replacement for the member that dropped out, the GA needs to vote on this replacement.

#### **Article 12: PRESIDIUM**

12.1 The Presidium takes care of the chairmanship, the secretary and the organisation of every GA.

12.2 Every member of the Presidium is appointed by the GA for a one-year period of the same position, with the Semi-Annual GA serving as the moment of dismissal and installation.

12.3 The Presidium, in addition to the Chair, and Secretary of the Board, will be responsible for the application and transmission process of the new Presidium, after which the GA will vote on the installation of the Candidate Presidium members through acclamation.

12.4 If a Presidium member decides they want to prolong their position by another year, they can do so without needing to participate in the application process.

12.5 If a Presidium member wants to hold another position which is open, they can do so without needing to participate in a new selection process. If two members choose to hold the same position, they must apply against one another

12.6 When a member of the Presidium resigns during the year, the Board and the Presidium

propose a member together and let the GA vote on this in the following meeting.

12.7 The Presidium with the Chair, and Secretary of the Board, takes care of the call for a GA. This happens in writing to the address of every member, as known by the Association, at least 14 days before the meeting. The call needs to contain a place and time of the meeting, as well as an overview of the subjects to be discussed, as far as these are known when sending the call.

12.8 The Presidium consists at least of a Chair and a Secretary. Their tasks in the GA are described in the Rules of Procedure of the General Assembly.

### **Article 13: AUDIT COMMITTEE**

13.1 The Audit Committee consists of four members.

- a. Three members of the Audit Committee should have been a Treasurer within the Association in the past.
- b. One member of the Audit Committee should not have been a Treasurer within the Association.

13.2 The Audit Committee has the task of researching the reliability and the completeness of the financial policy and the financial administration of the Treasurer over the fiscal year they were appointed for.

13.3 Members of the Board of the Association cannot be a part of the Audit Committee.

13.4 The Audit Committee members are installed for one fiscal year. At the resignation, members can be re-installed at that instant if they wish to do so.

13.5 The Audit Committee presents their findings to the GA and declares a voting recommendation when this is deemed necessary. The Treasurer is obliged to provide the desired information in time.

### **Article 14: ADVISORY COUNCIL**

14.1 The Advisory Council advises the Board about the functioning of the Board and the Association.

14.2 The Board informs the Advisory Council about their tasks. The Advisory Council and the Board meet at least 4 times per year. The Chair of the Board organises these meetings.

14.3 The Board or individual Board members can ask for advice from the Advisory Council as a whole or from individual members.

14.4 Everything that is discussed in the meetings of the Advisory Council with the Board is confidential information.

14.5 The Advisory Council can ask the Audit Committee for information and advice.

14.6 The Advisory Council consists of a minimum of three people. The Advisory Council loses their power if it has less than three members.

14.7 The Advisory Council appoints their members.

14.8 The Advisory Council is invited to every GA. At least one member of the Advisory Council needs to be present at the GA to reach the quorum to start the GA.

14.9 The Advisory Council has the right to ask the Board to plan a GA. If the Board does not follow up on the request within 14 days, the Advisory Board will attempt to plan a GA with assistance from the Presidium.

14.10 The Advisory Council members are discharged and installed at the GA.

14.11 The task of a member of the Advisory Council ends:

- a. At the death of the member;
- b. At the resignation of the member;
- c. At the dismissal by a majority of the votes in the Advisory Council;
- d. At a unanimous decision of the Board. The Board needs to explain their decision at the following GA.

#### **Article 15: HONORARY MEMBERS**

15.1 The appointment of an honorary member happens in the next GA after the decision about the honorary membership of the person concerned. At the appointment, the Board will grant a certificate, proof of the honorary membership, to the new honorary member.

15.2 Honorary members do not pay contributions to the Association.

15.3 The Board consults with the honorary member about the active or inactive implementation of the honorary membership.

15.4 The Board keeps a list of addresses of honorary members and sends a special invite before every lustrum.

15.5 If an honorary member passes away, the Board will place an obituary in De Derde Dinsdag.

#### **Article 16: DONATORS**

16.1 Donators are natural or legal people who support the Association with a monetary donation or another way of a minimum amount, established by the Board.

16.2 Each year, the Board establishes the minimum amount for donators.

#### **Article 17: FINAL PROVISIONS**

17.1 The provisions in these rules have to be read by taking the Statutes of the Association into account.

17.2 Provisions in these rules cannot be misused or abused.

17.3 Amendments to the Internal Rules of Procedure need to be accepted through Regular Voting (as specified in the Rules of Procedure of the General Assembly) at the GA.

17.4 These rules came into force at the moment of acceptance by the GA.

17.5 These Internal Rules of Procedure count 8 pages.

These Internal Rules of Procedures were revised by:

**Vivienne Erbach**

Vice Chair of the Presidium 2022-23

**Bente Ferwerda**

Chair of Machiavelli 2021-22

on the 8<sup>th</sup> of June 2022.