

# House Rules

Of Labyrinth, Studievereniging der Psychologie Leiden

As approved by the General Assembly on the 22<sup>nd</sup> of October, 2018

## Article 1. The Members

- 1.1. The Student association Labyrinth knows (stat. art. 4) has normal/ordinary members, extraordinary members, members of Merit and honorary members.
- 1.2. Normal/ordinary members are divided into part-time members, mono members, international members and guest student members; Ordinary members have the following rights: the right to participate in activities, the right to participate in committees, the right to buy books and summaries, the right to receive the yearbook, the right to receive the association magazine, the right to participate in the Board and voting rights.
- 1.3. Extraordinary members are divided into employees of Leiden University and alumni members.
  - a. Employees of the University of Leiden have the same rights as ordinary members, with the exception of the right to participate in committees, the right to receive the almanac, the right to participate in the Board and voting rights.
  - b. Alumni members have the same rights as ordinary members, with the exception of the right to take place in the Board and voting rights
  - c. If an alumnus member participates in a committee, then this alumnus member has voting rights.
- 1.4. Members of Merit have the right to receive the association magazine and to take part in activities in exchange of a membership fee. The detailed rules are governed by the 'Regelement benoeming der leden van Verdienste en Ereleden'.
- 1.5. Honorary members have the same right as ordinary members.

## Article 2. Membership

- 2.1 The student will authorize the study association to collect the subscription fee throughout the membership, after having paid a first amount specified by the association manually the first time.
- 2.2 The membership of de study association Labyrinth will be silently renewed annually until its validity will be legally terminated in accordance with article 7 of the Statutes.
- 2.3 The member fee is determined as follows:
  - a. Part-time and mono members pay a contribution of € 17,50 per academic year;
  - b. International students and guest student members pay a contribution of € 9,00 per semester;
  - c. Alumni members pay a contribution of € 10,00 per academic year;
  - d. Staff, members of Merit and honorary members pay no contribution for this membership. If a member of Merit also has another membership then they do have to pay for that one.
- 2.4 If a member fails to pay the contribution due at one or more fixed payment moments, Study Association Labyrinth has the right to repeatedly charge reminder costs to this member. The exact procedure and amounts are laid down in the annual policy of the board.

## Article 3. General Assembly (G.A.)

- 3.1 The procedure during the G.A.:
  - a. The the agenda of the G.A. should at least contain following points: opening, statements, adoption of the agenda, minutes of the previous G.A., progress report of the Advisory Board, progress report of the Treasury Committee, any other business, tour de la table and closure.
  - b. The board makes sure that there is an G.A. attendance list available.
  - c. The Board members aare required to indicate during the G.A. which members have resigned from committees and which members joined committees since the last G.A.
  - d. Motions can be presented before or after a G.A. and will be put on the agenda in a place the chairman of the G.A. deems best.
  - e. Preceding a vote, the chairman of the G.A. must present the options and make sure that they are well understood. The chairman of the G.A. must also explicitly nominate what will be voted on.
  - f. The following voting options apply for all votes, with the exception of votes on two or more persons: for, neutral, against and abstainment of voting.
    1. The effect of a majority of votes **for** means an adoption of the proposal.
    2. The effect of a majority of votes **against** means a complete rejection of the proposal.
    3. When a voting result does not produce a majority in votes **for or against**, the proposal is provisionally rejected.
    4. Abstainments will not be included in the count of the total number of votes.
  - g. The voting options for a vote between two or more persons are: for one of the people, against all people or abstention of the votes. If no candidate acquired a majority, article 14 paragraph 8 of the statutes will apply for an election between exactly two people, article 14 paragraph 7 of the statutes will apply for an election between more than two persons. In clarification of the statutes article 14 paragraph 7, if more than two persons can claim first or second place in the voting result based on their total number of votes, an interim vote will be held. The same provisions apply during this interim vote as during the election between more than two people.

- h. A point of order interrupts the G.A. and should be dealt with immediately. A point of order can only relate to procedural matters.
- i. If a motion of grief, disapproval or distrust is submitted during a G.A., there should be a break during which the recipient can prepare the handling of the motion. After submitting this motion, it's not possible to file new proxies for the vote on the motion.

### 3.2 Appointment of the G.A. (vice) chairman:

The Board should annually make an announcement to the members, in which they announce the G.A. (vice)chairman vacancy. The current Board nominates a new G.A. (vice)chairman, in addition candidates can be nominated by the G.A. The voting on the candidates will take place in the G.A. where the new G.A. (vice)chairman will be installed. The candidate who has been nominated by the Board should be known at least five working days prior to the G.A. The G.A. appoints the new G.A. (vice)chairman.

### 3.3 The G.A. (vice)chariman can be discharged:

1. When the G.A. (vice)chairman resigns;
2. By the G.A. if he/she does not execute his/her duties properly.

## **Article 4. The Board**

### 4.1 General

The Board consists out of at least three persons, who choose from amongst them a chairman, secretary and a treasurer (stat. art. 10.1). Also, each Board appoints a vice chairman and a vice secretary. The remaining functions are identified and allocated by the Board, as described in the association policy (see art. 3.3).

The Board is responsible for:

- a. the pursuit of the named objectives in the statutes (stat. art. 2.1.);
- b. the conduct of the association policy, as approved by the G.A.;
- c. the multi-year plans.

### 4.2 Board tasks

All members of the Board are responsible for the tasks set out in the association policy, which is approved by the G.A. If no new association policy is approved by the G.A., the last accepted association policy remains in force.

### 4.3 Joining the Board

The current Board should make an announcement to the members, in which they notify the Board vacancies. The current Board nominates a new Board, in addition candidates can be nominated by the G.A. The candidates who have been nominated by the Board should be known to the members at least two weeks prior to the G.A. The G.A. appoints the new Board members.

### 4.4 Resignation of the Board

Board members are responsible for the Association's policy from their installation until their discharge.

If the retiring Board members have not fulfilled their duties, as specified in the association policy, it must be reported in the end evaluation of the G.A. It is also necessary during this G.A. to make a notification of the bank balance at that moment and of the cash volume at that moment.

If a Board member indicates during the Board year that he/she wants to resign, this must be communicated within 5 working days to the members by the Board, or if the Board is not able to, by the Advisory Board. From the moment that this is made known to the members, this Board member will be considered to be non-active. The concerning Board member will be discharged during the next G.A.

### 4.5 Compensation settlement

Board members are entitled to a compensation settlement from Labyrinth. The aim of this settlement is a partial compensation of the costs of an administrative year at Labyrinth.

The compensation settlement means that a Board member of Labyrinth shall be exempted from payment for participating in activities of Labyrinth. The settlement means for the:

- Board 'Future Tempore' (next Board): exemption of payment for all activities that occur during the period of the start of the academic university year until his/her installation as a Board member.
- Board 'Hoc Tempore' (current Board): exemption of payment for all activities that occur during the period from his/her installation as a Board member until his/her discharge as a Board member.
- Board 'Ex Tempore' (previous Board): exemption of payment for all activities who are approved in a G.A. of Labyrinth and that did not yet occur yet during the time that he/she was a present Board member, but still fall under the policies of his/her Board year.

Exceptions of these settlements are:

- periods of suspension of the Board member
- periods of non-activity of a Board member (see I.R. 3.4).

- following adoption of a motion of distrust about the Board member in the G.A.

Exemption of payment for participation in activities refers to the membership fees asked from the members [who participate in activities] organized by the Board, committees or task groups or by third parties for specific assignments of Labyrinth, with the exception of courses and tutoring.

To make these financial arrangements possible, it is important that the compensation settlement is included in the finances of Labyrinth. First of all, the costs for the compensation settlement for the current Board should be included in the budget of the current Board. Secondly, at any time an amount of €5000 will be reserved on the balance under the name 'reservering compensatieregeling'. This is to ensure that it is financially always possible to qualify for this settlement. These reservations should only be drawn when the realization of the cost of the compensation settlement is higher than budgeted. In all other cases it is not possible to make a claim on this reservation. When the claiming of this reservation has taken place, the current Board should supplement the reservation to the amount of €5000.

## **Article 5. Committees**

### 5.1. General

A committee:

- is a body with a specific objective, within the objectives of the association (stat. art. 2.);
- is instituted by the Board;
- is subject to the Commission Regulations (see art. 4.2.).

For committees the following applies:

- they present an annual budget to the treasurer of the Board; after approval of the Board the committee can start executing the activities.
- They are financially accountable to the treasurer of the Board.

### 5.2 Committee settlements

- Rights of committee members:
  - A committee member is an active member as long as his or her committee membership lasts.
- Duties of committee members:
  - At the beginning of the committee year a budget is created. At the end of the committee year a general and complete final report should be handed in.
  - Other duties are specified in the Association policy
- Duration and composition
  - The duration of a committee membership is one year and a committee consists out of at least three and maximally eight members unless otherwise specified in the Association policy.
  - The committee contains at least the functions/positions chairman, secretary and treasurer. The remaining functions are defined in the Association policy.
- Objectives:
  - The objectives of committees are described in the Association policy.

### 5.3. Joining a committee

For committee vacancies the following applies:

Procedure I:

- a sign-up list will be posted at the Association quarters for a minimum of five working days where members can apply as a candidate for the vacancy;
- the candidates will be contacted by the Board;
- the Board approves a candidate; this person will become a committee member;
- if a candidate is rejected he/she can make use of procedure II.

Procedure II (if required):

- candidates can complain to the Board about the results if they disagree with them;
- the Board will consult with the Committee and the rejected candidate; if the Board fails to convince the rejected candidate of the correct policy of the Board, procedure III will automatically enter into force

Procedure III (if required):

- the Board is obliged to inform the rejected candidate that the person can complain in the following G.A. The G.A. may then possibly reverse the decision of the Board.

NB: On rejection, Candidates should be informed of the existence of proceedings II and III.

### 5.4 Discharge from a committee

A committee member can be discharged as a committee member:

- when the membership of the member ends;
- when the committee member resigns;

- c. when the Board dismisses the committee member;
- d. by the G.A.: when the committee member does not properly carry out his/her assigned tasks.

#### **Article 6. House rules**

- a. Activities in the name of the Association can only be carried out by committees, the Board or the G.A., unless an activity of a third party has been approved by the Board or the G.A.
- b. Registered at the University of Leiden for the study Psychology, as described in stat. art. 5 paragraph 1 and 2, means any person who is registered for courses of the Psychology program at the University of Leiden.
- c. Membership runs from the 1<sup>st</sup> of September till the 31<sup>st</sup> of August. For international students and guest students it is also possible to become a member for one semester.
- d. Membership has to be terminated in writing to the Board before the 1<sup>st</sup> of August of the membership year. For members who are only member for the first semester, the membership has to be terminated before the 1<sup>st</sup> of March of the membership year. For both moments of deregistration, a notice period of 1 month has to be taken into mind.
- e. The budgets of committees should be budget neutral, unless permission is granted by the treasurer of the Board to deviate.
- f. Members who have a seat in the Board, in a committee or in both bodies are called active members. For Board members and members of committees the active membership applies as long as the members serve in these bodies.
- g. Active members have the same rights as ordinary members. They are also entitled to participate in activities organized specifically for active members. These activities have to be approved by the G.A. Furthermore; active members are entitled to matters that have been approved by the G.A. through the Association policy.
- h. A suspended member loses all membership rights.
- i. The Association will refrain itself from sponsoring by political parties.
- j. Labyrinth follows a privacy statement conform the General Data Protection Regulation (GDPR). This statement is up-to-date at all times and viewable for all members.

#### **Article 7. Amendments of the Internal Rules**

- 7.1 Amendments of the Internal Rules can only be effected by a decision of the G.A. where an announcement was made to propose the amendments of the Internal Rules. These aforementioned provisions do not apply if such a number of voters in the G.A. are present as is entitled to cast half of the releasable votes in a plenary G.A. and non of them objects to make a decision.
- 7.2 Those who have convened the G.A. to treat a proposal to amend the Internal Rules, have at least five working days prior to the G.A. to make a copy of the proposal, in which the amendment is included verbatim, and to make it available in an appropriate place for the members to inspect it until the end of the day when the G.A. is held.

# Advisory Board Rules

Of Labyrinth, Studievereniging der Psychologie Leiden  
As approved by the General Assembly on the 22<sup>nd</sup> of October, 2018

## **Article 1. Definition**

1.1 The Advisory Board is a council board established by the G.A. to serve the Board of advice and promote the continuity of the association

## **Article 2. Composition**

- 2.1 The Advisory Board exists out of at least three and maximally twelve members.
- 2.2 Board members cannot take a seat in the Advisory Board.
- 2.3 A member is appointed for a period of one board year. There is no maximum number of seating periods.
- 2.4 The Advisory Board has at least a chairman and a secretary. The chairman and the secretary are elected at the first meeting of a new Advisory Board, with a majority vote.
- 2.5 In addition to the general responsibilities associated with a chairman, as described in the association policy, the chairman of the Advisory Board has the following responsibilities:
  - a. Point of contact on behalf of the Advisory Board
  - b. Spokesman on behalf of the Advisory Board
  - c. Supervising the implementations of the multi-year plans.

## **Article 3. Nomination**

- 3.1 The Advisory Board members are appointed by the G.A.
- 3.2 The Advisory Board nominates candidates to the G.A. themselves. The nominated candidates should be known to the members at least five working days prior to the relevant G.A.
- 3.3 If at any time the Advisory Board is unable to nominate candidates to the G.A., this competence will be given to the current Board.
- 3.4 If the proposal of the Board or the Advisory Board is rejected by the G.A., a new proposal should be submitted to the G.A. by a competent authority within two weeks.

## **Article 4. Function**

- 4.1 The Advisory Board gives the Board advice. This advice is not binding.
- 4.2 In the event of inaction of the Board, the Advisory Board must ensure that a G.A. will be convened.
- 4.3 Within three months of the appointment of a new Board, the Advisory Board and the Board should assemble for a joint meeting.
- 4.4 The Advisory Board and the Board assemble for joint meetings at least five times in a Board year.
- 4.5 The Advisory Board supports the Board in making and executing the multi-year plans.

## **Article 5. Rights and responsibilities**

5.1 The Advisory Board has the right to information, as long as imparting it does not violate the privacy of individuals.

## **Article 6. Discharge, dissolution and appointment**

- 6.1 The G.A. has the power to dissolve the Advisory Board, discharge members and appoint new members.
- 6.2 Dissolution or replacement of the members requires an absolute majority of two thirds of votes in the G.A.

# Treasury Committee Rules

Of Labyrinth, Studievereniging der Psychologie Leiden

As approved by the General Assembly on the 22<sup>nd</sup> of October, 2018

## **Article 1. Definition**

1.1 The Treasury Committee is a committee established by the G.A. to provide the Board and the G.A. with advice on financial matters and the accountancy control.

## **Article 2. Composition**

2.1 The committee consists out of at least three and maximally ten members.

2.2 Board members can not take a seat in the Committee.

2.3 A member is appointed for a period of one Board year. There is no maximum number of seating periods

2.4 The Treasury Committee has at least a chairman and a secretary. The chairman and the secretary are elected at the first meeting of a new Treasury Committee, with a majority vote.

2.5 In addition to the general responsibilities associated with a chairman, as described in the association policy, the chairman of the Committee has the following responsibilities:

- a. Point of contact on behalf of the Committee;
- b. Spokesperson on behalf of the Committee.

## **Article 3. Nomination**

3.1 The Treasury Committee is appointed by the G.A

3.3 The Treasury Committee nominates candidates to the G.A themselves. The nominated candidates should be known to the members at least five working days prior to the relevant G.A.

3.4 If at any time the Treasury Committee is unable to nominate candidates to the G.A., this competence will be given to the current Board.

3.4 If the proposal of the Board as well as the Treasury Committee is rejected by the G.A., a new proposal should be submitted to the G.A. by a competent authority within two weeks.

## **Article 4. Function**

4.1 The Treasury Committee gives the Board advice about financial matters. This advice is not binding

4.2 The Treasury Committee checks the financial bookkeeping.

4.3 In case of inactivity, the lack of adequate transparency of the bookkeeping or financial mismanagement by the Board, the Treasury Committee should ensure that the G.A. will be convened.

4.4 Within three months after the appointment of the new Board, the Treasury Committee and the Board should assemble for a joint meeting.

4.5 The Treasury Committee provides the G.A. with voting recommendations regarding the final financial report.

## **Article 5. Rights and responsibilities**

5.1 The Treasury Committee has the right to information, as long as imparting it does not violate the privacy of the individuals.

5.2 The Treasury Committee has the right to inspect the financial bookkeeping.

5.3 In the case of article 4 paragraph 3, after a unanimous vote in the Treasury Committee, the Treasury Committee has the right to consult an external advisor at the expenses of the association.

## **Article 6. Discharge, dissolution and appointment**

6.3 The G.A. has the power to dissolve the Advisory Board, discharge members and appoint new members

6.4 Dissolution or replacement of the members requires an absolute majority of two thirds of votes in the G.A.

# Regulations of the appointment of members of Merit and Honourary members

Of Labyrinth, Studievereniging der Psychologie Leiden

As approved by the General Assembly on the 30<sup>th</sup> of November, 2010

## **Article 1** Procedure for the nomination of members of Merit and Honourary members.

- 1.1 Each member of the association has the right to nominate a person for membership of Merit or the honorary membership as long as the criteria are met, as stated in Article 4. The nomination must be approved by the nominee and be available in the Association's quarters as a formal G.A. document five working days in advance of the election G.A. The nomination is effective immediately after it has been accepted by the person who has been nominated, Honourary Members must first terminate their potential ordinary membership.

## **Article 2** Members of Merit

- 2.1 The title of member of Merit seeks to honour people who have rendered outstanding services to the association.
- 2.2 Particular Merit, as referred to in paragraph one, is deemed to exist exists when:
- Someone has made worked for the Association for considerable time in a way that reflects character and exemplary performance of duty;
  - Someone has delivered one or more remarkable achievements or has performed activities that have special value for the Association. This is the case if the person concerned has performed in a way that can not reasonably be expected.

## **Article 3** Honourary Members

- 3.1 The title Honourary member seeks to honour persons who have rendered extraordinary services of an exceptional nature to the Association and/or in the context of the objectives of the association.
- 3.2 Extraordinary services of an exceptional nature, as defined in paragraph one, are deemed to exist:
- When someone carried a responsibility or displayed an ability which is considerably greater than might be expected of him by the association;
  - When someone has performed work excellently in a way that cannot reasonably be expected of that person, and from which the Association benefits to a very large extent;
  - When someone alone or together with others, whether commissioned or not, has delivered a very extraordinary achievement;
  - When someone can be of special significance to the Association.

## **Article 4** Criteria

For a proposal to grant an award for the title of Member of Merit or Honourary Member to a person, the candidate is deemed to comply to one or more of the two criteria (a and b) in article 2, paragraph 2, or to one or more of the four criteria (a till d) in article 3 paragraph 2.

## **Article 5** Certificate

With the award comes a certificate. This is signed by the chairman of the Association, together with the secretary of the Association