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## Bylaws study association Dondrite

### Chapter 1: General provisions

#### Article 1: Function and use of the bylaws

- **Section 1:** The 'Study Association of the Research Master Cognitive Neuroscience Dondrite' (hereinafter referred to as 'Dondrite') is governed by its Articles of Association and Bylaws.
- **Section 2:** The Research Master Cognitive Neuroscience is a Master's programme of the Radboud University Nijmegen and is part of the Donders Graduate School for Cognitive Neuroscience
- **Section 3:** Should the Bylaws conflict with the Articles of Association, the latter will be upheld.
- **Section 4:** All members can suggest changes to the Bylaws to the Dondrite board, which must be discussed in the next general assembly if the requirements for the proposal as mentioned in article 13 section 3 are met.
- **Section 5:** Any proposal discussed at the general assembly about changing the Bylaws or Articles of Association must be approved with a two-third majority of votes.

#### Article 2: Language

- **Section 1:** English is the official language of Dondrite
- **Section 2:** All documentation of the Dondrite board, committees and any other body, as well as the communication between aforementioned parties and the members, must be in English.
- **Section 3:** The parties mentioned in article 2.2 can decide whether English, Dutch or any other language that is the most appropriate to use is used in external communication.

#### Article 3: Definition years

- **Section 1:** The financial year of Dondrite is the same as the association year and runs from the 1st of September through the 31st of August according to article 16, section 1 of the Articles of Association
- **Section 2:** The membership year runs from the 1st of September through the 31st of August for students starting with the Research Master in September. The membership year runs from the 1st of February through the 31st of January for students starting the Research Master in February.

#### Article 4: Rights and obligations of members

- **Section 1:** All members should be familiar with the contents of the Bylaws and Articles of Association.
- **Section 2:** All members must treat any property or belongings of Dondrite with care.
- **Section 3:** All members must refrain from behavior which could damage Dondrite or its interests.
- **Section 4:** Any member that damages property or belongings of Dondrite through careless or intentional behavior may be held responsible for the damage and its costs.
- **Section 5:** Dondrite is not responsible for personal injury incurred during participation in



Dondrite activities.

- **Section 6:** Termination of membership as mentioned in article 8, section 3 of the Articles of Association can be done by notifying the board through email or letter.
- **Section 7:** For new aspiring members, it is possible to have a trial membership for the first month of the master. This entails that the aspiring member can come to every Dondrite activity for a month but does not have to pay the membership fee yet. During this trial membership it is not possible to vote in the GA. After the trial period of a month the aspiring member can decide to become a full member or not. The trial membership can be changed into a full membership at any moment. If a GA is held during the trial period and the aspiring member wants voting rights, they can join at that moment.

#### **Article 5: Alumni**

- **Section 1:** Alumni are former Dondrite members that have signed up to become an alumnus through our form.
- **Section 2:** Alumni do not pay contribution and are therefore not eligible to attend or vote on our general assemblies, nor participate in our member specific events.
- **Section 3:** Alumni contact information provided when signing up as an alumnus will be kept to facilitate contacting them for certain events that apply to them, and to relay other relevant information.
- **Section 4:** Alumni reserve the right to change the publicity of their data and the right to cancel their alumnus membership at any point in time.

#### **Article 6: Privacy**

- **Section 1:** We are collecting personal data in line with European GDPR guidelines and laws.
- **Section 2:** We have a privacy statement available on demand and on the website. This regards the personal data we collect, their goals and other processes. It also contains member rights, including the right of inspection, correction, the right of removal or to be forgotten, the right of data portability, right to receive information, to oppose certain processing, and to file a complaint at the Autoriteit Persoonsgegevens.
- **Section 3:** When joining, new members *must* give their consent to (Dondrite's use of their e-mail address for necessary communications such as GA announcements), otherwise their membership is invalid/untenable. When the right to be forgotten or removed is exercised, membership must for this reason be ended. New members *may* consent to other uses of their personal data (e.g. receiving monthly news letters on their e-mail address), this is optional and does not compromise their Dondrite membership.
- **Section 4:** Sometimes additional personal information is necessary to organise an event. For example, during the Travel committee's big trip allergy information or phone numbers could be important to know. These data should be requested separately and explain which data will be gathered, for which purposes and for how long they will be saved.

## **Chapter 2: Finances**

#### **Article 7: Financial year:**

- **Section 1:** For each financial year a budget and settlement must be made.
- **Section 2:** The settlement must be checked by the Advisory Committee.

#### **Article 8: Annual membership fee:**



- **Section 1:** Each member of Dondrite has to pay an annual membership fee of ten euro.
- **Section 2:** The annual membership fee must be paid within a month after registering as a member.

#### **Article 9: Reimbursements**

Requests for reimbursements must be submitted a maximum of 31 days after the expense was made. Reimbursements can only be made when a declaration form, including the receipt specifying the expense in question, is submitted to the board. No reimbursements can be made if the applicable procedures were not followed, unless in exceptional cases in which the Dondrite board has grounds to decide otherwise.

#### **Article 10: Compensation board**

The board members will not receive money from Dondrite as compensation for the work they perform for the association.

### **Chapter 3: The board**

#### **Article 11: Composition of the board**

- **Section 1:** The board must consist of at least three members; a President, Secretary and Treasurer
- **Section 2:** The core tasks of the President should be:
  - To lead the board and Dondrite
  - To plan, prepare and chair board meetings and the general assembly
  - To monitor the execution of the policy plan
  - To represent Dondrite to external parties
- **Section 3:** The core tasks of the Secretary should be:
  - To minute board meetings and the general assembly
  - To be the first contact point of Dondrite for external parties
  - To arrange the correspondence of Dondrite
  - To take care of the general administration, such as the membership administration
- **Section 4:** The core tasks of the Treasurer should be:
  - To supervise the financial position of Dondrite and manage all financial resources within the association
  - To take care of the accounts of Dondrite
  - To compose the annual financial budget and settlement
- **Section 5:** Each committee is guided by a board member

#### **Article 12: Board meetings**

The board strives to meet at least once a week

#### **Article 13: Application procedure**

- **Section 1:** Each time a new board member needs to be chosen an Application Committee (AC) will be formed.
- **Section 2:** The AC ideally consists of two general members, two active members and two board members. When there are not enough applications for the committee, fewer people



can be admitted as long as there are twice as many non-board members as board members. At least one board member should be in the committee.

- **Section 3:** Every member can sign up to be part of the AC, from these applications the members for the committee are randomly chosen.
- **Section 4:** Members of the AC are not allowed to apply to become a board member. When the first elected person of the committee wants to apply for the board, another committee member should be chosen to be part of the AC.
- **Section 5:** In order for a board member to be elected, an application procedure should always take place.
- **Section 6:** The application procedure will be as followed
  1. Applicants show their motivation either through a motivational letter or through questionnaire made by the AC.
  2. Applicants are invited for an interview.
  3. The AC selects one preferred candidate per available board position and explains their choice during the GA. The present members then get to vote on this proposed board member.
- **Section 7:** During the application procedure the AC must pay attention to maintaining diversity within the board. Diversity can be based on different nationalities, different starting points within the Master, different experience and skill sets, and diversity regarding Master tracks.

#### **Article 14: Transition**

- **Section 1:** board members can be in the board for a maximum of 2 years, or until the end of their studies, whichever comes first. The GA can allow exceptions to this board term.
- **Section 2:** In the ideal situation the two longest serving board members are the President and Treasurer
- **Section 3:** Board members must provide their successors with a script, containing information on the day-to-day business of the board
- **Section 4:** The retiring Treasurer must provide the successor with the details of the bank account and bank cards

## **Chapter 4: General assembly**

#### **Article 15: Call for a general assembly**

- **Section 1:** The board must notify its members of an upcoming general assembly at least three weeks before the general assembly is planned.
- **Section 2:** An emergency GA can be called at any time. The decisions made during this emergency GA have to be validated in the following GA which follows the rules of section 1.
- **Section 3:** The board strives to send the agenda and relevant accompanying documents to be discussed at the general assembly two weeks prior to the planned date of the general assembly.
- **Section 4:** Members have the right to submit additional agenda points to be discussed and voted on at the general assembly. This agenda point needs to be submitted to the board at least three days before the start of the general assembly and signed by at least three members with voting rights.



#### **Article 16: Content general assembly**

- **Section 1:** During the yearly general assembly the following pieces must be discussed, next to the pieces mentioned in article 17, section 2 of the Articles of Association:
  - Budget of the current financial year.
  - Policy plan of the board for the current association year.

#### **Article 17: Voting procedure general assembly**

- **Section 1:** Decisions on proposals can only be made if at least twice as many members with voting rights than board members are present at the general assembly.
- **Section 2:** There are three voting options: 'in favor', 'against', or 'abstain'. Abstain votes do not count when deciding how many votes are cast.
- **Section 3:** If more than 50% of the votes are 'in favor', any proposal submitted to the general assembly will be approved. If more than 50% of the votes are 'against', the proposal is discarded. Changes to the Bylaws and Articles of Association are excluded from this rule, as mentioned in article 1 section 5 of the bylaws.
- **Section 4:** If more than 50% of the votes are 'abstain' the vote is illegitimate. The proposal should be discussed again or discarded.
- **Section 5:** Before every vote the President must ask the members if they feel informed enough to proceed to the voting procedure. If any member answers no, the discussion surrounding the proposal should continue.
- **Section 6:** For any proposal one or multiple counter proposal(s) can be submitted during the general assembly. The counterproposal that is furthest away from the original proposal based on content will be voted on first. The original proposal is voted on last. The President decides which order of voting is upheld.
- **Section 7:** Any member can authorize one other member to vote during the general assembly. This authorization must be sent to the board through email at least one hour before the start of the general assembly. If the authorizing member decides to attend the general assembly, the extra vote of the authorized member expires. One member can have a maximum of three votes: one of yourself, two from other members.

#### **Article 18: Decision-making**

Decision-making on the general assembly can only take place on topics placed on the agenda beforehand.

### **Chapter 5: The Committees**

#### **Article 19: General Committees**

Dondrite should strive to have at least the following committees:

- A committee organizing non study related events.
- A committee organizing study related events.
- A committee organizing trips.
- A committee organizing a yearly Symposium.

#### **Article 20: Advisory committee:**

- **Section 1:** Dondrite is obligated to have an Advisory committee. This committee consists of at least two members, one of them being a Dondrite alumnus



- **Section 2:** The members of the committee are preferably one former board member and one person from the management of the Research Master Cognitive Neuroscience.
- **Section 3:** The members of the committee join the committee for at least one association year.
- **Section 4:** The goal of the committee is to give (unsolicited) advice on any matter regarding Dondrite.
- **Section 5:** The committee must check the integrity of the annual settlement.
- **Section 6:** The committee strives to convene at least twice a year.
- **Section 7:** The committee must have access to any relevant document regarding Dondrite necessary for the functioning of the Advisory Committee.
- **Section 8:** Any ex-Dondrite member or current Dondrite honorary member can apply for the Advisory committee. The committee reserves the right to accept or deny applicants. For new members to join the committee, the current committee decides whether applicants are appropriate.
- **Section 9:** To apply for the Advisory committee one must contact the Advisory committee by email [advisorydondrite@gmail.com]
- **Section 10:** There is no limit for how long one can remain a member in the Advisory committee; an agreement within the Advisory committee determines when one terminates their membership.
- **Section 11:** When any changes occur in the composition of the Advisory committee, the Advisory committee notifies the Board of Dondrite of these changes immediately. The Board of Dondrite then relays this information to the members at the next GA. The GA has the right to deny a new member of the advisory committee.

#### **Article 21: Adaptations**

The board can choose to alter or add committees during the association year. These adaptations have to be approved at the following GA.