

# Standing Rules

Study Association Helix



Maastricht University

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Issued by: Study Association Helix (hereafter: "SA Helix").

## 1. DEFINITIONS

In these Standing Rules, words that begin with a capital letter (whether singular or plural) are defined as follows.

1. Standing Rules: the present standing rules.
2. Constitution: the constitution of SA Helix.
3. Board: the board of SA Helix.
4. Board Member: individual who is a member of the Board of SA Helix.
5. UM: Universiteit Maastricht/Maastricht University.
6. FHML: UM's Faculty of Health, Medicine and Life Sciences.
7. BBS: UM's Bachelor programme in Biomedical Sciences.
8. BMS: UM's Master's programme in Biomedical Sciences.
9. GMA: the General Members Assembly of SA Helix, as described in its Constitution.
10. BM: the Board's official meetings.
11. Registration Procedure: procedure for individuals who wish to register as members of SA Helix.
12. Registrant: individual taking part in the Registration Procedure.
13. Member: individual who has joined SA Helix after submitting the registration form.
14. Participant in an activity, also known as 'Participant': individual who has completed the registration procedure for an activity and/or excursion and who takes part in the same. This person is not necessarily a Member.
15. Registration Fee: financial charge for taking part in an activity.
16. Helix Room: SA Helix' quarters in rooms 0.635a and 0.633, Universiteitssingel 40, Maastricht.
17. Website: the SA Helix website: [www.svhelix.nl](http://www.svhelix.nl).
18. Written: physical and / or electronic communication via the Website or e-mail ([helix@maastrichtuniversity.nl](mailto:helix@maastrichtuniversity.nl)).
19. LSCE: Life Science Career Event foundation.
20. SC: the FHML Student Council.
21. Honorary Members: individuals who have made an outstanding contribution to SA Helix.

## 2. SCOPE

The Standing Rules apply to all agreements, services, goods (and their provision), documents, any newsletters (by e-mail or otherwise), information notices (by e-mail or otherwise), digital and physical mailings, the Website, the Registration Procedure, and any transactions (legal or otherwise) between SA Helix and third parties, even those transactions (legal or otherwise) that do not conclude with an agreement. The Standing Rules also apply to long-term membership agreements between SA Helix and its Members, on which basis the

Members conclude an agreement with SA Helix allowing them to use SA Helix' services against payment of a fixed fee. In case of conflict between the Dutch text and the translation, the Dutch text will prevail.

### 3. INTRODUCTION

SA Helix' main task is to monitor and improve the quality of education within the curriculum of the BBS and the various Master's programmes associated with the BBS. It also organises activities intended to narrow the gap between students, faculties and the profession. SA Helix serves as a point of contact for students who require information about the programme.

The Standing Rules include additional provisions and bylaws. The Standing Rules form part of the Constitution.

### 4. MEMBERSHIP

The following persons are eligible for membership of SA Helix:

1. Students enrolled in BBS;
2. Students enrolled in BMS;
3. Students enrolled in the Cognitive and Clinical Neuroscience research Master's programme;
4. Students enrolled in the Human Movement Sciences (HMS) Master's programme;
5. Students enrolled in the Arts-Klinisch Onderzoeker (AKO) Master's programme;
6. Students enrolled in the Health Food Innovation Management (HFIM) Master's programme;
7. Students enrolled in other FHML Master's programmes that permit enrolment with a BBS profile;
8. Alumni of all of the above programmes;
9. Staff members involved in all of the above programmes.

#### 4.1 Regular Members

Membership commences as soon as the Registration Procedure has been completed, i.e. after Written submission of a complete and correct application form. Membership confers extra advantages and entitlements on students. Members who wish to resign from the association must submit a Written resignation.

#### 4.2 Honorary Members

An individual may be nominated for honorary membership during the GMA. A nomination for honorary membership must be accompanied by reasons. The GMA decides whether honorary membership will be granted. Honorary Members are subject to the same provisions as Regular Members. Honorary Members do not pay a membership fee and are lifelong Members.

#### 4.3 Membership Fee

Year 1	€30 for entire Bachelor's programme
Year 2	€15 for remaining Bachelor's programme
Year 3	€5 for remaining Bachelor's programme
Master's student	€5 for entire Master's programme
Alumnus	€5 for lifelong membership
Instructor	€5 for lifelong membership
Honorary Member	€0 for lifelong membership

Every Member has a duty to pay the membership fee to SA Helix. Payment may be made by direct debit or by bank transfer. Full restitution of the membership fee is only possible if the individual resigns from the association in the first month of the academic year or the first month of his/her membership and he or she has made no use of the membership. If a Member does not satisfy these conditions, only partial restitution is possible. The Board will determine the size of the restitution. If a membership fee has not been paid in full six months after registration, membership will be cancelled, unless SA Helix is at fault for payment being unfeasible.

## 5. PRIVACY

The data held in the SA Helix membership database is subject to the Dutch Personal Data Protection Act (*Wet Bescherming Persoonsgegevens*). It will only be used for SA Helix' internal recordkeeping and will not be shared with third parties.

## 6. SA HELIX ORGANISATIONAL STRUCTURE

SA Helix has a Board and multiple committees, councils, and task forces. This section outlines the various Board positions, committees, councils, and task forces within SA Helix.

### 6.1 Board

The Board is made up of Members of SA Helix and consists of the following positions:

1. President
2. Secretary
3. Treasurer
4. Vice President
5. Head of Education
6. Head of Activities
7. Head of External Affairs

The Board is elected by the GMA. The Board's primary task is to manage the association and to enforce its bylaws.

#### **6.1.1 President**

The president heads the association, the Board and the GMA and is the public face of SA Helix. The President oversees the association and the Board.

#### **6.1.2 Secretary**

The secretary maintains the association's records, including its membership database. The secretary is responsible for the Board's general correspondence, for the association's Constitution and bylaws and for compliance with the same. The secretary is also responsible for taking the minutes at BMs and GMAs.

#### **6.1.3 Treasurer**

The treasurer manages the association's cash and cash equivalents and is responsible for its financial accounts throughout the Board's term. The treasurer drafts a budget prior to the upcoming financial year and a financial actualization at the end of the Board's term and the financial year. These documents are subject to approval by the GMA. The treasurer is also responsible for adhering to the budget. If the financial actualization differs from the budget with 20% or more, it should be mentioned at the GMA.

#### **6.1.4 Vice President**

The vice president plays a supporting role within the Board. The vice president is a member of the board of the LSCE.

#### **6.1.5 Head of Education**

The head of education is responsible for monitoring and improving the quality of education. The head of education attends year meetings and academic major meetings organised by the year coordinators and academic major coordinators. The head of education also represents SA Helix at the meetings of the SC. The head of education oversees the education committee and represents the interests of the Members with regard to educational matters.

#### **6.1.6 Head of Activities**

The head of activities oversees the activities committee. The head of activities is accountable for decisions taken by the activities committee concerning the organisation of activities.

#### **6.1.7 Head of External Affairs**

The head of external affairs represents the association in external matters. The head of external affairs is responsible for recruiting sponsors for the association. The head of external affairs is also responsible for communication and for agreements concluded with external parties.

### **6.2 Committees**

SA Helix has various committees that are regarded as a permanent part of the association. The committees are as follows: the activities committee, the excursion committee, the gala committee, the introduction week

committee, the camp committee, the education committee, and the Promo committee. The board of each committee consists of at least a president; if desired, the board may include a secretary and treasurer. Each committee funded by SA Helix must draw up a budget when it first becomes active. The budget is subject to the treasurer's approval. The committees are supervised by a Board Member. The Board is authorised to establish new committees when such is deemed necessary.

#### **6.2.1 Activities Committee**

The activities committee organises activities for SA Helix. It does this at least once a month.

#### **6.2.2 Education Committee**

The education committee organises study related activities for SA Helix.

#### **6.2.3 Excursion Committee**

The excursion committee organises an annual excursion. At least one of the activities undertaken during the excursion must be study-related.

#### **6.2.4 Family day Committee**

The family day committee organises the annual SA Helix family day.

#### **6.2.5 Gala Committee**

The gala committee organises the annual SA Helix gala.

#### **6.2.6 Introduction Week Committee**

The introduction week committee organises various activities at the start of the academic year meant to acquaint first-year BBS students with SA Helix and Maastricht.

#### **6.2.7 Camp Committee**

The camp committee organises the SA Helix introductory camp that precedes the start of every academic year.

#### **6.2.8 Student Evaluation Panel (SEP)**

The SEP evaluates the quality of the Bachelor's and Master's programmes.

#### **6.2.9 Promo Committee**

The promo committee is responsible for promoting SA Helix and any activities organised by SA Helix.

### **6.3 Councils**

SA Helix has various councils that are regarded as a permanent part of the association. They are the Advisory Council (AC) and the Financial Supervision Council (FSC). The councils are independent of the Board and have at least a president. Members of the councils are appointed by the GMA. Councils can submit proposals for members however, the GMA is not limited to these proposals. The GMA has the power to submit proposals for members. Membership of a council consists of a period of 2 years. It is possible to leave a council before this term ends. Members can be re-elected only once for a council of which these members have already been part of.



### **6.3.1 Advisory Council (AC)**

The AC supports and advises Study Association Helix. Any member of SA Helix can submit an application to become a member of the AC. Current members of the AC will then interview these applicants. The board is authorized to contribute suggestions for potential members of the AC. Every new member must be elected by a vote of the biannual General Members Assembly (GMA). The AC must elect a president and secretary for the Council. The AC will meet with the board twice a year to discuss important matters and the AC itself must meet at least four times a year. The AC is allowed to give advice whether the board asks for it or not. The board does not have to adhere to this advice. It is required that one member of the AC is part of the Financial Supervision Council.

### **6.3.2 Financial Supervision Council (FSC)**

The FSC is appointed by the GMA during a GMA to serve during the subsequent Board term. The FSC is responsible for supervising the treasurer's activities. This includes supervising the accounts, budget, financial actualization, cash reserves and other SA Helix transactions. The FSC chairperson reports the council's findings during discussion of budgets or financial actualization at a GMA and before the treasurer is discharged from liability.

### **6.4 Task Forces**

Task forces are set up to undertake tasks of a temporary nature. The Board is authorised to establish new task forces when such is deemed necessary. Task forces must have a president; if desired, they may also appoint a secretary and treasurer. Task forces are supervised by a Board Member. Each task force funded by SA Helix must draw up a budget when it first becomes active. The budget is subject to the treasurer's approval.

## **7. MEETINGS**

The association has four types of meetings: committee meetings, council meetings, Board Meetings (BMs) and General Members Assembly (GMAs).

### **7.1 Committee Meetings**

Minutes are taken during committee meetings to record any arrangements made and any agreed division of tasks.

### **7.2 Council Meetings**

Councils take decisions during council meetings. Minutes are kept of the meetings. The minutes are approved and signed by the chairperson. The minutes must be kept on file (in digital form).

### **7.3 Board Meetings (BMs)**

The Board takes decisions during BMs. Minutes are kept of these meetings. The minutes are approved and signed by the entire Board. The minutes must be kept on file (in digital form).

#### **7.4 General Members Assembly (GMAs)**

The GMA takes place at least twice a year. Access to the GMA is granted by written invitation by the Board. A written invitation is sent to all members of the association and potential outside guests. A written invitation and relevant GMA documents must be sent at least one week before the GMA starts.

The association takes decisions at the GMA. It can do this by open voting or closed voting. Voting must be closed when the vote concerns persons or if one or more of those present so requests. A motion is considered to have been adopted when it has been passed by an absolute majority of voting Members, unless the Constitution states otherwise. If a Member is unable to attend, he/she may empower another Member to vote on his/her behalf. A Member attending the GMA may vote on behalf of no more than two other Members. Members must be physically present at the GMA. The minutes of the GMA must be sent to all members that were present at least 4 weeks after the date of the GMA. A copy of the minutes must be made available to all members.

### **8. CHANGES IN THE BOARD**

#### **8.1 Election of a New Board**

The Board of SA Helix is elected for a one-year term. The Board's term commences at the end of the academic year. All Members are eligible for election to the Board. When it is time to elect a new Board, all the association's Members are invited to apply. After an application procedure, the existing Board will nominate a candidate Board. The nomination is submitted to the GMA, which then votes on the nomination.

#### **8.2 Interim Change in Board**

Board Members may be suspended or dismissed by the GMA at any time. It is not necessary for the relevant Board Member to attend the GMA, but he or she must be informed of the proceedings. A Board Member may also step down from his or her position with the GMA's approval. The relevant Board Member must explain the reason for his/her decision during the GMA. The vacant position will be filled (temporarily) by another Board Member. The Board may seek out a replacement Board Member. This person will be nominated at a GMA. The GMA must approve any changes in the distribution of Board positions. The Members must always be notified of the departure of a Board Member.

### **9. GENERAL PROVISIONS**

#### **9.1 Helix Room**

1. The Helix Room consists of a lounge (0.635a) and an office (0.633).
2. The Board opens and closes the Helix Room. When the Helix Room is open, the lounge is open to everyone. The office is open to everyone only if the Board has given its consent. Board Members are responsible for the Helix Room. They may delegate that responsibility to a Member.

3. The computer in the lounge is intended for everyone's use. The Board will not use this computer unless it is necessary to do so. If Members receive permission to use the computers in the office, they must use the committee account.
4. SA Helix is not liable for the behaviour of individuals in the Helix Room, even when that behaviour leads to damage (regardless of the nature of that damage).
5. If an individual is a source of annoyance or nuisance in the Helix Room, he or she may be removed at once by the Board or by a Member whom the Board has been charged with that responsibility.
6. If an individual causes any damage in or to the Helix Room, whether material, immaterial or physical, the Board may remove that person immediately from the Helix Room. In addition, any damage may be recovered from the relevant individual.

## 9.2 Activities Organised (or Co-organised) by SA Helix

1. SA Helix organises activities for Members and non-Members. If an individual wishes to participate in an activity, SA Helix is entitled to charge that individual a fee.
2. The Board is entitled at all times to exclude Members and/or non-Members from participating in activities.
3. Participation in activities organised (or co-organised) by SA Helix is at the Participant's own risk; neither the Board nor the supervisors appointed by that Board accept any liability for the loss and/or theft of the Participant's property.
4. Participants are required at all times to follow the directions and/or instructions of the Board, the supervisors appointed by that Board, or other staff present.
5. Participants are responsible at all times for their conduct with regard to drugs, alcohol and cigarettes, and/or prohibited substances or objects.
6. SA Helix accepts no liability for behaviour and/or damage arising from the use and abuse of drugs, alcohol and/or prohibited substances or objects.
7. Participants are explicitly barred from taking drugs and/or prohibited substances or objects to activities organised (or co-organised) by SA Helix. Failure to comply with this prohibition entitles SA Helix to take any steps that it deems necessary. When necessary, the Board will report the Participant to the police. The relevant Participant will be removed from the activity immediately. The associated costs will be charged in full to the relevant Participant and will be recovered from him or her.
8. Participants are responsible at all times for their own behaviour during and in connection with activities organised (or co-organised) by SA Helix. Participants who are under the influence of drugs and/or alcohol and/or similar substances are not exempt from this responsibility.
9. SA Helix is not liable for the behaviour of Participants, even when that behaviour leads to damage (regardless of the nature of that damage).

10. If a Participant causes any damage, whether material, immaterial or physical, the Board or supervisors appointed by this Board may remove that Participant from the activity immediately. In addition, any damage may be recovered from the relevant Participant.
11. The Board may bar Participants who are a source of annoyance or nuisance such that they impede the activity or its continuation from further participation in the activity. The associated costs will be charged in full to the Participant.
12. If the Participant cancels his or her participation in an activity prematurely, the Registration Fee will not be reimbursed. If an event of force majeure (*overmacht*) within the meaning of Section 6:75 of the Dutch Civil Code has led to the cancellation (such to be determined by the Board), the Participant may submit a request to the Board for reimbursement.
13. Participants must furnish accurate information to SA Helix upon SA Helix' request. SA Helix is not responsible for the consequences of Participants neglecting to provide information, or providing incorrect or incomplete information.
14. It is the responsibility of the Participants themselves to have on their person legitimate identification documents such as are required in the country of destination.
15. Participants must take out all necessary insurance themselves.

### 9.3 Additional Terms and Conditions

The Board reserves the right to make certain activities subject to additional terms and conditions not provided for in the above terms and conditions. Members and/or Participants will be notified accordingly in such cases.

## 10. STANDING RULES

### 10.1 Amendments to Standing Rules

The Standing Rules must be signed at the start of each Board term by the entire new Board to indicate that it has taken note of them. Amendments to the Standing Rules must be approved by the GMA on an article-by-article basis. After approval, all Board Members must sign the Standing Rules. The copy most recently signed will be kept on file and will serve as the official Standing Rules until a subsequent amendment. SA Helix reserves the right to make interim amendments to the Standing Rules. A Written copy of the amended Standing Rules will be sent to all Members.

## 10.2 Signatures

President

Secretary

Treasurer

Vice President

Head of Education

Head of Activities

Head of External Affairs