



Internal Regulations

Study Association Artemis

January 2025

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This document contains the Internal Regulations of Study Association Artemis. These internal regulations are a detailing and addition to the statutes of Study Association Artemis, and are to be used as guidelines pursuing its goals and the functioning of the Study Association Artemis.

1 Acronyms and Definitions

- 1.1. *The association* refers to Study Association Artemis
- 1.2. *MGI* stands for the MSc Geo-information Science
- 1.3. *The university* refers to Wageningen University
- 1.4. *The Board* refers to the board of Study Association Artemis
- 1.5. *Board members* refers to the members of the Board of Study Association Artemis
- 1.6. *Chair* stands for the chairperson of Study Association Artemis
- 1.7. *Secretary* stands for the secretary of Study Association Artemis
- 1.8. *Treasurer* stands for the treasurer of Study Association Artemis
- 1.9. *Student* refers to a student of the MSc Geo-information Science at Wageningen University
- 1.10. *Member* refers to a (paying) member of Study Association Artemis
- 1.11. *Benefactor* refers to a (paying) benefactor of Study Association Artemis
- 1.12. *Alumni* refers to an alumni member of the MSc Geo-information Science
- 1.13. *Membership* refers to a member, benefactor or alumni of Study Association Artemis
- 1.14. *E.S.G. Artio* refers to the association of Environmental Studies Group-studies, comprising of Aktief Slip, Artemis, Genius Loci, Licere, Minoa, Nitocra, Pyrus and Sylvatica.
- 1.15. *Committee* refers to a committee of Study Association Artemis
- 1.16. *GMA* stands for the General Members Assembly, taking place at least once per academic year, where all relevant matters regarding the association are discussed with members, and where members have a chance to formally influence processes within the association, further described in Article 8.
- 1.17. *fGMA* stands for the financial General Members Assembly, taking place at least once per academic year, where all relevant matters regarding the association's finances are discussed with members, further described in Article 9.
- 1.18. *FFS* stands for the Final Financial Statement of the budget of a financial year, presented by the Treasurer at the first fGMA after the closing of a financial year.
- 1.19. *IFS* stands for the Interim Financial Statement of the budget of a financial year, presented by the Treasurer at the GMA during a financial year.
- 1.20. *CoA* stands for the Committee of Advice of the association.
- 1.21. *KasCo* stands for the cash control committee of the association.

2 Statutes and Internal Regulations

- 2.1.** A copy of the Statutes and Internal Regulations can be requested from the Board by any member, or accessed online from the association website.
- 2.2.** Modifications to the statutes can only be made conform to Article 20 of the statutes of the association.
- 2.3.** Modifications to the Internal Regulations can only be approved during a(n) (f)GMA by a majority vote, as described in Article 18 of the statutes of the association.
- 2.4.** In situations where neither the Statutes or Internal Regulations cover or provide guidance in situations, a decision will be reached at a(n) (f)GMA.

3 Members

- 3.1.** The association knows different types of memberships: members, benefactors, alumni, and honorary members.
- 3.2.** Membership of the association is open to students of MGI at the university.
- 3.3.** Benefactorship of the association is open to all.
- 3.4.** Alumni membership of the association is open to graduates of MGI.
- 3.5.** Honorary membership may be granted to any person – living or deceased - at a(n) (f)GMA.
- 3.6.** All members must, when representing the association, comply with the statutes and internal regulations of the association at all times.
- 3.7.** The granting, suspending and ending of a membership or benefactor ship are described in Articles 4, 4a, 5 and 6 of the statutes of the association.
- 3.8.** In addition to Article 5 of the statutes of the association, the Board is authorized to suspend a member in breach of the association's Code of Conduct for Social Safety.
- 3.9.** In addition to Article 4 of the statutes of the association, the Board is authorized to deny applicants a membership on the grounds of Article 6 of the association's Code of Conduct for Social Safety.
- 3.10.** In addition to Article 4 of the statutes of the association, the Board is authorized to deny applicants a membership at their discretion. If the applicant objects, the case is presented at the (f)GMA.
- 3.11.** Every member is obliged to pay their yearly membership fee.
- 3.12.** Failure to pay the membership fee withing three months of the start of the membership authorizes the Board to terminate the membership.
- 3.13.** The membership fee for members is €10 per academic year.
- 3.14.** The membership fee for benefactors is at least equal to the membership fee of members as described in Article 3.13.
- 3.15.** The membership fee can only be changed during a(n) (f)GMA.
- 3.16.** The membership fee can only be changed for the following academic year.

4 Finances & reimbursement

- 4.1.** The financial year of the association runs from the 1st of September of one year, up to and including the 31st of August of the next year.
- 4.2.** Budget from the association can only be used for association purposes. It cannot be used for personal purposes.
- 4.3.** The association may reimburse members when they incur personal expenses in name of the association, provided a receipt or printed invoice was submitted. The receipt or printed invoice must be submitted within one of the following periods:
 - 4.3.1.** Within the financial year in which the expense was incurred;
 - 4.3.2.** Within three months since the expense was incurred.
- 4.4.** Exceptions to Article 4.3.1. and 4.3.2. can be made if the cash control committee discovers a discrepancy.
- 4.5.** The amount the association reimburses is determined by the board. The board acts in accordance with the association's reimbursement policy. With substantiation, the board is allowed to deviate from the reimbursement policy. Every member has the right to request the reimbursement policy to view it.
- 4.6.** If a committee has enough budget left over after an activity for which a member is required to pay to refund €5 or more to paying participants, this money is distributed over the paying participants. This is done in proportion to the participants' contribution, provided that the association's budget allows this and the association financially contributed to the activity.

5 Material

- 5.1.** All materials and equipment owned by the association are to be used only by board and committee members for association purposes.
- 5.2.** As an exception to Article 5.1., with permission from the board, materials and equipment of the association can be lent out for other purposes.

6 Activities

- 6.1.** Unless explicitly stated, activities organised by the association are for members only. If non-members are welcome, and this is explicitly stated, they may be asked for financial compensation for joining the activity.
- 6.2.** Members are entitled to a discount on activities of the association, if non-members are allowed to participate and there is a contribution fee.
- 6.3.** Members are allowed to introduce non-members to members-only activities. Requests must be submitted to the Board, and the Board may allow or disallow the introduction of non-members at their discretion.
- 6.4.** Persons who wish to take part in activities of the association at which alcohol is distributed by the association must:
 - 6.4.1.** Be at least eighteen years old;
 - 6.4.2.** Or have a parent or legal guardian sign a contract in which they state that they will not drink alcohol during activities and that the association retains the right to have these people removed from activities in case this contract is violated.

7 Board

- 7.1. The Board takes care of the proper functioning of the association, pursues the goals of the association as described in Article 3 of the statutes of the association.
- 7.2. The Board organises the GMA (Article 8), the fGMA (Article 9), and if needed a non-typical GMA (Article 10).
- 7.3. The Board sees to it that at least one activity is organised per year. This is open to all members of the association.
- 7.4. Every Board member must be registered in the Dutch Chamber of Commerce (Kamer van Koophandel).
- 7.5. The Board consists of at least the functions Chair, Secretary and Treasurer conform Article 9 Paragraph 1 of the statutes of the association. Which candidate is entrusted with which function is determined during the GMA.
 - 7.5.1. The function of Chair involves drawing up an agenda for the board meeting and the (f)GMA meeting and chairing these meetings.
 - 7.5.2. The function of Secretary involves taking minutes of the (f)GMA, in addition to being responsible for the Member Database.
 - 7.5.3. The function of Treasurer involves making a final settlement, a balance and a budget for the new financial year, a financial overview, and keeping the ledger (*kasboek*). They cannot resign until the final settlement of the association has been approved and they have been relieved from function by the GMA. The Treasurer also presents the IFS and FFS at the GMA and fGMA respectively.
 - 7.5.4. Other tasks and responsibility include, taking care of the incoming and outgoing mail (physical and e-mail), keeping the archive organised, taking responsibility for the contact between external parties and the association and sponsoring, taking responsibility for the contact between educational organisations within the university and the association, remaining informed about developments relevant to the study. These tasks can be distributed between board members according to the board members preferences.
- 7.6. The Chair, Secretary and Treasurer must be registered as Ultimate Beneficial Owners (UBO) of the association.
- 7.7. The Treasurer is the authorised representative for all financial accounts of the association; at least one of the other board members is also a representative for all financial accounts of the association.
 - 7.7.1. The Treasurer is authorised to make payments up to and including €1000 without further consultation of the Board. Payments exceeding €1000 must be authorised by at least one other member of the Board in writing.

8 General Members Assembly

- 8.1. The GMA is an assembly open to all members and benefactors of the association (the latter have no right to vote) presided by the Board, that is held with a frequency of at least one time per association year – typically at the end of Period 3 of the academic year of the university.
- 8.2. Members of the association will be made aware of the GMA conform Article 15 of the statutes of the association.
- 8.3. The agenda of the GMA at least includes the annual report, the (partial) Board change and the IFS.

- 8.4. During a (partial) board change at the GMA, the candidate Board presents their action plan for the coming year.
- 8.5. The Board consults, if necessary, the Committee of Advice prior to the GMA to discuss the IFS and proposed changes to the association.
- 8.6. At each GMA, the Board shall keep an attendance list, which includes the names of the members and benefactors that are present. Each person shall place his signature with his name. The names should be included in the minutes of the meeting.

9 Financial General Members Assembly

- 9.1. The fGMA is an assembly open to all members and benefactors of the association (the latter have no right to vote) presided by the Board, that is held with a frequency of at least one time per association year – typically during Period 1 of the academic year of the university.
- 9.2. Members of the association will be made aware of the fGMA conform Article 15 of the statutes of the association.
- 9.3. During the fGMA the FFS and balance of the past financial year and the budget for the upcoming financial year are presented.
- 9.4. The Board consults, if necessary, the Committee of Advice prior to the fGMA to discuss the FFS and proposed changes to the association.
- 9.5. At each fGMA, the Board shall keep an attendance list, which includes the names of the members and benefactors that are present. Each person shall place his signature with his name. The names should be included in the minutes of the meeting.

10 Non-typical General Members Assembly

- 10.1. A non-typical GMA is an assembly open to all members and benefactors of the association (the latter have no right to vote) presided by the Board. It may be called at any moment in time for emergency or acute voting on pressing matters.
- 10.2. Members of the association will be made aware of the non-typical GMA conform Article 15 of the statutes of the association.
- 10.3. There is no set agenda point during a non-typical GMA, but it may be used for purposes such as, but not limited to, voting on emergency measures and emergency Board changes.
- 10.4. The Board consults, if necessary, the Committee of Advice prior to the non-typical GMA to discuss the items to be voted on.
- 10.5. At each non-typical GMA, the Board shall keep an attendance list, which includes the names of the members and benefactors that are present. Each person shall place his signature with his name. The names should be included in the minutes of the meeting.

11 Committees

11.1. The committees of the association can be divided into three categories:

11.1.1. Permanent committees are founded to organise activities fitting into a specific category of activity. The permanent committees of the association are as follows:

- 11.1.1.1.** Educational committee (EducaCie). This committee organises study-related activities like (but not limited to); lunch lectures, career-related events, course evaluations.
- 11.1.1.2.** Activity committee (AkCie). This committee organises social events and activities.

11.1.2. Permanent committees will aim to organise at least one activity per academic year but are not at risk of dissolution if failing to do so.

11.1.3. An active permanent committee (that is, a permanent committee that contains members of the association) must contain members of the association in at least the following roles:

- 11.1.3.1.** Chairperson; responsible for regular (at least monthly) contact with the Board member responsible for Internal Affairs of the association.
- 11.1.3.2.** Treasurer; responsible for providing the academic year's budget of the committee and being in regular (at least once per academic period) contact with the Treasurer of the association.

11.1.4. Permanent committee members may be removed from their role at discretion of the Board providing a majority of the Board members is in favour of this.

11.1.5. Permanent committees may be legally dissolved through a majority vote at a(n) (f)GMA and subsequent altering of the Internal Regulations.

11.1.6. Ad-hoc committees are founded to organise one or several activities.

11.1.6.1. An ad-hoc committee must contain members of the association in the same roles as an active permanent committee as outlined in Article 11.1.3.

11.1.6.2. Each ad-hoc committee draws up a plan of action for this activity, which is kept by the board.

11.1.6.3. The treasurer of an ad-hoc committee should, in addition to keeping a close eye on all financial affairs regarding the ad-hoc committee, provide a budget that should be approved by the board as well as a final settlement within three months after the activity.

11.1.6.4. Ad-hoc committees will be evaluated after the activity. The evaluation report will be archived for future ad-hoc committees on the Artemis SharePoint.

11.1.6.5. Ad-hoc committees are dissolved by the Board when the final settlement and evaluation have been received and approved.

11.1.7. Supporting committees are established to support and check the board. The following support committees have been established:

11.1.7.1. The cash control committee (KasCo) checks the final settlement and balance of the association ahead of the fGMA to check whether the FFS is valid, as well as checking the mid-term settlement and balance ahead of the GMA and the IFS. The KasCo can gain insight into the financial means of the association at any moment. The KasCo is

installed during the GMA or fGMA. The KasCo must consist of at least two people, preferably including an ex-treasurer of the association.

11.1.7.2. The Committee of Advice (CoA) consists of former board members who are still members of the association. The CoA can be consulted on association matters by the current Board. If preferred, the CoA may be expanded upon with extra members at the Board's discretion.

11.2. Being active in a committee is fully voluntary. Therefore, the same obligations that apply to regular members participating in an activity are applicable to members of the committee that organises the activity.

11.3. New committees – ad-hoc or permanent - can be proposed to be established by association members according to the following requirements:

11.3.1. An association member must submit a proposal to the board containing the following:

- 11.3.1.1.** The goal of the committee;
- 11.3.1.2.** Why the committee will be a valuable addition to the association;
- 11.3.1.3.** Which functions this committee contains and who will occupy these functions;
- 11.3.1.4.** What the proposed activity or activities will be;
- 11.3.1.5.** A proposed budget.

11.3.2. The committee must at least contain the following proposed functions:

- 11.3.2.1.** Chairperson;
- 11.3.2.2.** Treasurer.

11.3.3. Establishment of a new committee will be formalised when a vote of the Board of the association carries with a majority. Following this, the Board will add the newly formed committee to the Internal Regulations of the association.

12 Privacy and liability

12.1. The association collects personal data from its members, benefactors, and alumni to continue providing the services of the association. The exact data that is stored, how it is used, and the measures taken to secure them are documented in the privacy policy of the association.

12.1.1. The board is responsible for keeping the privacy policy up to date.

12.1.2. The association will not share any personal data with unauthorised third parties unless this is required to continue providing its services. A list of authorised third parties that are included in this category is given in the privacy policy.

12.2. Only board members have access to the Member Database to ensure maximum privacy and to minimise the security risk.

12.2.1. No copies of the Member Database are allowed to exist on board members' personal computers for longer than absolutely necessary. Copies of the Member Database are only allowed to be made on the network of Wageningen University and Research.

12.2.2. Every board member bears responsibility to process personal data according to the standards that are documented in the privacy policy. Whenever these standards are violated, the concerning board member is personally fully liable.

12.2.3. Board and committee members are not allowed to share personal data of members with unauthorised third parties.



- 12.3.** In case of a data breach, the association has a protocol to ensure the damage is minimised and the appropriate authorities will be notified.
- 12.4.** The Treasurer of the association is responsible for executing this protocol correctly unless the nature of the breach demands otherwise.

Acknowledgements

Board I - 2022-23

Chair	<i>Annemieke Verhoek</i>
Secretary	<i>Isabeau Verbrugge</i>
Treasurer	<i>Marijn Bovée</i>

Board II - 2023-24

Chair	<i>Nik Verweel</i>
Secretary	<i>Lotte van Roosmalen</i>
Treasurer	<i>Maaike Uijttenboogaard</i>