

This document contains Internal Regulations established by the General Member Assembly of AEGEE-Groningen. These regulations contain rules regarding the affairs within the association of AEGEE-Groningen. It is established as an interpretation of the Statutes of AEGEE-Groningen, as determined in article 20 paragraph 2 of the Statutes of the association.

Definitions of the used terms of the internal regulations of AEGEE-Groningen:

- a. **Absolute majority:** half plus one of the total numbers of voters.
- b. **Acclamation:** a proposal is received with the clap of hands, so it is passed without having a vote.
- c. **Advisory Board:** Advisory Board of AEGEE-Groningen.
- d. **Advisory bodies:** bodies within the association that provide advice to the board and the members of the association. AEGEE-Groningen has four bodies. These are the Audit Commission The Advisory Board, the Application Advice Commission and the Juridical Commission.
- e. **Alumni:** former AEGEE-members who have signed up for the Alumni-body.
- f. **Application Advice Commission:** the application advice commission of AEGEE-Groningen.
- g. **Audit Commission:** the cash control commission of AEGEE-Groningen as written in article 14 paragraph 2 Statutes.
- h. **Candidate board members:** the members who have made known to the board that they want to be elected as a board member at the Election GMA.
- i. **CIA:** the Corpus Iuridicum AEGEEense (Statutes of AEGEE-Europe).
- j. **Election-GMA:** the General Members Assembly where the candidate board members present themselves and the new board is chosen.
- k. **GMA:** General Members Assembly of AEGEE-Groningen.
- l. **IR:** Internal Regulations of AEGEE-Groningen.
- m. **Juridical Commission:** the legal commission of AEGEE-Groningen.
- n. **President:** the president of the board of AEGEE-Groningen as written in article 14 paragraph 2 of the Statutes.
- o. **Secretary:** the secretary of the board of AEGEE-Groningen as written in article 9 paragraph 1 of the Statutes.
- p. **Simple majority:** half plus one of a number of the valid votes.
- q. **Strategic Plan:** a global policy plan that guarantees the continuity of the policy over several board years.
- r. **The board:** the board of AEGEE-Groningen as written in article 1 of the Statutes.
- s. **Think tank:** member consultation.
- t. **Transfer-GMA:** the General Members Assembly in which the candidate board has been elected to be a board during the Election General Assembly.
- u. **Treasurer:** the treasurer of the board of AEGEE-Groningen as written in article 9 paragraph 1 of the Statutes.
- v. **Quorum:** minimum number of attendees required to open a meeting, deliberate and/or decide.
- w. **Written:** the term 'written' is meant to be: by post or by electronic mail.

# INTERNAL REGULATIONS OF AEGEE-GRONINGEN

*Version of the Election GMA, 22 June 2020.*

## **Section 1. Membership**

### **1:1 Start of Membership and duration**

1. Application takes place by means of a written application form to the Secretary and timely receipt of the contribution to the Treasurer.
2. A member is bound to pay the contribution of AEGEE-Groningen by putting a signature on the application form.
3. This commitment can be cancelled within four weeks after the start of the membership by written notice to the Secretary.
4. The membership starts when a fully completed and signed application form has been received by the Secretary. Membership can start at any time of the year. Membership is entered into a period of twelve months. If the member does not cancel the membership within the notice period, the membership automatically extends for a period of twelve months.

### **1:2 End of Membership**

1. Termination of the membership is affected by a written cancellation to the Secretary.
2. The notice period is at least four weeks before the end of a membership year.
3. Immediate termination of the membership by cancellation is possible, if it cannot reasonably be required to continue the membership.
4. If termination has not taken place in time, the membership will continue until the end of the next year of membership.
5. Termination entails the withdrawal of an authorization for the contribution.
6. Withdrawal of an issued authorization does not imply termination of the membership.

### **1:3 Requirements for registration and the welcome letter**

1. The application form must contain a provision in which the prospective member accepts the Statutes and the IR.
2. For a valid authorization form, the application form must be drawn up in a way that it meets the requirements, as set out in the authorization contract by AEGEE-Groningen and the bank.
3. After the start of the membership, the members receive a welcome letter. This letter contains at least article 1:2 paragraph 1, paragraph 2, paragraph 3 and paragraph 4, article 2:1, article 2:2 paragraph 1 and paragraph 3, article 2:3 and article 2:4 paragraph 1.

## **Section 2. Contribution**

### **2:1 Payment of the contribution**

1. Every member pays the annual contribution. The contribution year starts at the same time as the membership year.
2. Payment of the contribution will be made by means of an authorization.

### **2:2 Amount of the contribution**

1. The contribution is fourty euros a year.
2. The contribution for members who joined before October 1 2009 is thirty euros a year.
3. Changes regarding the amount of the contribution must be reported in the weekly mail and on the website: [www.aegee-groningen.nl](http://www.aegee-groningen.nl)

### **2:3 Debt collection agency**

For the collection of all amounts mentioned, the Board may engage a debt collection agency. The collection costs are for the account of the member concerned.

### **2:4 Collection date**

1. The collection dates are in October, February and June. After the start of the membership, the contributions are collected on or shortly after the next collection date.
2. The next collection date after the start of the membership, as referred to in paragraph 1 of this article, is considered to be the moment of payment for the membership administration.

### **2:5 Payment activities**

1. If members of AEGEE-Groningen have registered for an activity, the costs of the activity will be amortized under the authorization of the member upon signing the membership form. The costs of the activity are amortized after the activity has ended. This is done by the Treasurer of AEGEE-Groningen.
2. If there is no membership, the costs must be paid before the start of the activity. The board sets a payment deadline.

## **Section 3. General Members Meeting (GMA)**

### **3:1 Invitations**

Written invitations for the GMA will be sent to all members no later than fourteen days before the GMA.

### **3:2 Received documents**

Members can submit documents at any time, unless there are specific provisions for these documents, including the documents in the IR and the Statutes.

### **3:3 Insight**

All documents that will be discussed at the GMA are no later than fourteen days before the GMA for your perusal:

- During opening hours of the AEGEE-Groningen office, and
- On the AEGEE-Groningen website, on a password-protected area.

### **3:4 Agenda items Election-GMA**

1. The agenda items of the Election-GMA include at least the following points:
  - a. Presentation of the candidates for the board,
  - b. Election of the candidates for the board.
2. If several candidates apply for one position, or if the GMA desires, there will be a voting.
3. Voting takes place per position.

### **3:5 Agenda items Transfer-GMA**

1. The agenda items of the Transfer-GMA include at least the following points:
  - a. Discharge of the board,
  - b. Installation of the candidates elected during the Election-GMA, hereinafter to be called 'candidate board',
  - c. Presentation of the policy, budget and annual plan,

- d. Voting on the policy, budget and annual plan.

## **Title 1 Course of events of GMA**

### **3:6 Agenda**

The chairperson of the GMA sets the agenda at the beginning of the GMA. Any additions or corrections to the provisional agenda will then be submitted.

### **3:7 Reports**

1. Without prejudice to the provision in the second sentence of article 14 paragraph 1 of the Statutes of AEGEE-Groningen, the Treasurer will, also during the Semi-Annual GMA, report on the financial policy pursued in the first half of the association year. This report consists at least of a state of assets and expenditure and a revised budget, if any. The report is submitted to the GMA for approval.
2. The board presents its semi-annual report at the Semi-Annual GMA. The report is submitted to the GMA for approval.
3. Without prejudice to the provisions of the second sentence of article 14 paragraph 1 of the Statutes of AEGEE-Groningen, the half-yearly and annual reports are a substantive evaluation of the policy plan.

### **3:8 Admittance**

Members who are more than four weeks in arrears with payments do not have access to the GMA.

## **Title 2 Voting procedure during a GMA**

### **3:9 Procedure**

1. A voting procedure takes place either by acclamation, by hand or by ballot.
2. Votes are cast by acclamation in cases where a decision is made regarding the half-yearly report as well the semi-annual financial report.
3. Votes must be cast by acclamation, if what is voted on is not regulated in the Internal Regulations.

### **3:10 Ballot paper**

1. Votes will be cast by ballot in the event of a decision on the final report, the final financial report, a proposal to amend the Internal Regulations, a proposal to amend the Statutes, as well as voting on persons, such as delegates.
2. A ballot paper, without prejudice to a ballot paper concerning delegates, shall provide the option to vote for or against or to vote blank, for every person entitled to vote. Provided that the votes against are not deducted from the votes in favor, and that the blank vote is only relevant for determining the quorum.

### **3:11 Authorization**

Authorization to have someone else vote in his name is done in writing by sending the proxy to the Secretary no later than the start of the GMA. The full name of the proxy giver, the full name of the authorized representative, the signature of the proxy giver, the date of the signature and the date on which the GMA takes place must be stated.

### **3:12 Majority**

1. In the case of voting on delegates, the mutual majority of all candidate delegates shall prevail.

2. In all other cases where voting is required in accordance with paragraph 1, a simple majority is sufficient to decide something, this means half of all votes plus one. If a vote takes place between different options, a mutual majority will prevail.

### **Title 3 Delegates**

#### **3:13 Composition of Agora**

1. The delegation of AEGEE-Groningen for an Agora of AEGEE-Europe consists of a number of members of AEGEE-Groningen to be determined on the basis of the Corpus Iuridicum AEGEEense of AEGEE-Europe.
2. The delegates of the delegation referred to in paragraph 1 of this article will be elected by a GMA. Candidate delegates report to the board in writing no later than fourteen days before the relevant general meeting.
3. Until at least twenty-four hours before the start of the GMA in question, members can register as a counter-candidate by means of a written notification to the board.
4. A ballot paper regarding a decision concerning delegates, gives each person entitled to vote the opportunity to select no more candidates than the number of delegates allocated by the Corpus Iuridicum AEGEEense from a list of all candidate delegates, in order to vote for the aforementioned candidate or candidates.
5. If one or more elected delegates cannot attend the Agora, the board has the right to appoint other members as delegate. The board will announce its decision on the website and in the next weekly mail.

#### **3:14 Report**

1. All delegates are expected to fully commit themselves to both the preparation of, and the relevant meeting where they represent AEGEE-Groningen.
2. The delegates shall submit a substantive report regarding the meeting to the Gronoloog.

#### **3:15 Compensations**

1. The board may grant compensation to the delegates of AEGEE-Groningen.
2. Compensation consists of either a contribution to the travel costs or a contribution to the costs for the delegate's participation.
3. If the board opts for partial or full compensation of travel expenses, it will be compensated once per event. The amount of the fee is based on the reasonably available cheapest mode of transport and is divided among the delegates.
4. The board will determine the amount of the compensation referred to in paragraph 1 for all Agoras that will take place within their term of office.
5. If the financial situation of the association so requires, the board can, during the Half-yearly GMA, submit a proposal to alter the amount it has established in accordance with paragraph 6.
6. The Agora consists of mandatory parts, namely the 'plenaries' and the 'prytania'. To receive compensation as referred to in paragraph 1, delegates must attend at least eighty percent of the plenaries. In addition, delegates must attend at least as many prytania per time slot according to the number of delegates, with a maximum of the number of prytania.
7. Delegates must request compensation within one month of the Agora.

### **Section 4. Think tank**

#### **4:1 Think tank**

1. A think tank takes place at least once a year.
2. The think tank's task is to foster communication between the board and the members. The think tank also discusses current and future activities and the policy of the board.
3. The board can order a special think tank, if there are legitimate reasons for doing so.

#### **4:2 Attendees**

1. The think tank is attended by the board, the committee chairs or its authorized representative within the committee, the advisory bodies or its representative and other members.
2. The think tank is chaired by the President and recorded by the Secretary. If the President or the Secretary cannot attend, the think tank is chaired by their replacements.

#### **4:3 Results**

The results of the think tank will be announced within a month in the Gronoloog and at the next GMA.

### **Section 5. Board**

#### **5:1 Composition**

In any case, the board comprises a President, Secretary and Treasurer. In addition, a maximum of three general members can sit on the board.

#### **5:2 Candidates**

1. Candidates stand for election per position.
2. The board ensures that at least for the board positions President, Secretary and Treasurer, at least one person is eligible for election.
3. The board will issue a call in the Gronoloog for new board-candidates in mid-March.
4. Candidates can register up to fourteen days before the Election-GMA.
5. Candidates register to the board in writing. It is stated for which position the candidate is eligible for election.
6. The board informs the members in writing at least seven days before the Election-GMA which candidates are eligible for election. It is stated for which position the candidate is eligible for election.
7. Until at least twenty four hours before the start of the Election-GMA, members can register as counter-candidate by means of a written notification to the board.

#### **5:3 Training candidate board**

1. In the period between the Election-GMA and the Transfer-GMA, the board will ensure the proper functioning and supervision of the candidate board.
2. The resigned board must ensure a proper transfer and supervision of the board in office.

### **Section 6. Advisory Board**

#### **6:1 Task description**

1. The Advisory Board's task is to advise the GMA and the board on policy, organization and finances.
2. The members of the Advisory Board must be present at the GMA.
3. The Advisory Board is authorized to advise the board and the GMA, whether or not requested.
4. The members of the Advisory Board may attend meetings of the board, if they deem this necessary.
5. The Advisory Board can act in an advisory manner in the event of a dispute between bodies or between bodies and members, or between members at the request of one of the parties involved.
6. The Board is obliged to obtain advice from the Advisory Board regarding a budget or proposal, which must be submitted to the GMA. The Board must do this at least three weeks before the start of a GMA.

### **6:2 Application and composition**

1. The Advisory Board comprises of a maximum of six members of AEGEE-Groningen.
2. If the Advisory Board comprises of fewer than six members, the board is obliged to place a call for candidates for the Advisory Board.
3. The candidates register to the board in writing.
4. Candidates can register up to fourteen days before the GMA.
5. Members of the Advisory Board are elected by the GMA for a maximum of two years, after this period they can apply again.
6. The Advisory Board appoints a chairperson from among its members who acts as contact person to the other bodies of the Association.
7. Changes in the chairpersonship of the Advisory Board will be announced at the GMA.
8. Members of the board of AEGEE-Groningen cannot also be a member of the Advisory Board.

### **6:3 Meetings**

1. The Advisory Board assembles at least four times a year.
2. The Advisory Board and the Board must have a meeting at least two weeks before each GMA.

## **Section 7. Audit Commission**

### **7:1 Description**

1. The Audit Commission is tasked to (un)solicited advice on the board on the fabrication and implementation of the financial policy of AEGEE-Groningen, as well as to check the financial administration of AEGEE-Groningen.
2. The board is obligated to provide the Audit Commission with all the necessary information of the finances, as defined in the Statutes, article 14 paragraph 3.
3. During the Semi-Annual GMA the Audit Commission provides voting advice on the acceptance or rejection of the semi-annual results of the association stating reasons.
4. During the Transfer GMA the Audit Commission provides voting advice on the acceptance or rejection of the annual results of the association.
5. The Audit Commission is obligated to question the Treasurer before submitting the results at the GMA.
6. At least one member of the Audit Commission should be present at the GMA.

### **7:2 Enrollment and composition**

1. The Audit Commission consists of at least two members of AEGEE-Groningen, and at most four.
2. Provided that the Audit Commission comprises less than four members, the board is obligated to make an appeal for additional candidates.
3. To sign up for the Audit Commission, candidates have to send a written application to the board.
4. Candidates can sign up for the Audit Commission until 14 days before the GMA.
5. Members of the Audit Commission are elected at the GMA for a maximum term of two years. After this two-year term, they can apply for the position again.
6. From its members, the Audit Commission chooses a chairperson who functions as a contact person for the other bodies of the association.
7. Changes in the chairpersonship of the Audit Commission are announced at the GMA.
8. Members of the board of AEGEE-Groningen cannot be members of the Audit Commission.

### **7:3 Meetings**

1. The Audit Commission and Treasurer meet at least two times during a board year, on proposal of the Treasurer.
2. The Audit Commission checks the financial administration of the association at least two times per board year.
3. The semi-annual audit control takes place no later than 15 days before the Semi-Annual GMA.
4. The annual audit control takes place no later than 15 days before the Transfer GMA.

## **Section 8. Juridical Commission**

### **8:1 Description**

1. The Juridical Commission oversees all legal matters of the association.
2. The Juridical Commission is tasked with checking proposed changes in the Internal Regulations and/or Statutes.
3. The Juridical Commission extends advice on legal matters when solicited.
4. At least one member of the Juridical Commission is present during the GMA.

### **8:2 Enrollment and composition**

1. The members of the Juridical Commission are all members of AEGEE-Groningen, of which at least one member has a background in Law. The Juridical Commission consists of at least two members, and at most of five.
2. Provided that the Juridical Commission comprises less than four members, the board is obligated to make an appeal for additional candidates.
3. To sign up for the Juridical Commission, candidates have to send a written application to the board.
4. Candidates can sign up for the Juridical Commission until fourteen days before every GMA.
5. Members of the Juridical Commission are elected at the GMA for a maximum term of two years. After this two-year term, they can apply for the position again.



6. From its members, the Juridical Commission chooses a chairperson who functions as a contact person for the other bodies of the association.
7. Changes in the chairpersonship of the Juridical Commission are announced at the GMA.
8. Members of the board of AEGEE-Groningen cannot be members of the Juridical Commission.

## **Section 9. Application Advice Commission (AAC)**

### **9:1 Description**

1. The AAC maintains contact with the candidate board members on behalf of the association.
2. The AAC is responsible for providing relevant information to the candidate board members, regarding the application procedure, the tasks of the board and the vacant positions.
3. The AAC advises the candidate board members on the composition and distribution of the functions of the board to be formed.
4. On request of a simple majority of the GMA, the AAC undertakes to disclose and explain the advice it has given to the candidate board members.
5. The AAC conducts an individual interview with each candidate board member, with at least three members of the AAC present.
6. The names of the members of the AAC will be announced during the Semi-Annual GMA.
7. The AAC will maintain transfer documentation, which will include this year's experience. The transfer documentation is ready at the time of the Semi-Annual GMA.

### **9:2 Composition**

1. The AAC consists of two members of the board and two members of the Advisory Board.
2. The President of the board and a board member designated by the board take place in the AAC.
3. The Advisory Board appoints two of its members to take place in the AAC on its behalf.
4. The President of the board is also chairperson of the AAC. The chairperson is responsible for organizing the communication with the candidate board members.

## **Section 10. Committees**

### **10:1 Composition and description**

1. A committee consists of at least two members, namely a chairperson and a treasurer.
2. Committee members are appointed by the board.
3. The board provides each committee in writing with an overview of their tasks and the rules that the committee must adhere to.
4. A committee member can resign individually.
5. If the board deems it necessary, it is allowed to dismiss a committee member. Upon request, the board will motivate this decision, if this member is unsatisfied with the outcome.
6. The resigned committee will transfer knowledge to the new committee by means of transfer documentation.

### **10:2 Communication between the board and committees**

1. The chairperson of the committee is accountable to the board for the activities carried out by its committee and the financial consequences thereof.
2. If the board deems it necessary, one of the board members can take place in a committee as coordinating member.

### **10:3 Chairpersons meeting**

1. A chairpersons meeting takes place at least twice a year.
2. The chairpersons meeting aims to achieve good cooperation between committees and between committees and the board.
3. The agenda of the chairpersons meeting shall include at least:
  - a. evaluating the progress of the committees and the possibility of obtaining and giving advice by the committee chairpersons.
  - b. evaluating the communication between the board and the committees.
  - c. the board requesting advice from the committee chairpersons on policy issues.
4. The chairpersons meeting consists of the chairpersons of the committees, the President and all other board members who are responsible for one or more committees.
5. The chairpersons meeting shall be chaired by the President.

### **10:4 Entering into agreements**

Committee members are not authorized to enter into agreements with third parties, unless the board gives them permission.

### **10:5 Committee clothing**

1. All committee clothing must be approved by the board before printing. The board informs the committee chairpersons of this every year.
2. If the provisions of the first sentence of the previous paragraph are not complied with, the board of AEGEE-Groningen reserves the right to withhold the contribution for committee clothing from the committee concerned, provided the board has complied with the second sentence of the previous paragraph.

## **Section 11. Societies**

### **11:1 Founding**

1. A society is founded by a minimum of four members.
2. A society may be founded after a foundation form has been signed by a prospective society. The foundation form contains the signature of the founders of the society and of the President and Secretary of the board. It must also state the date of establishment, the minimum and maximum number of members, the purpose, the rules and the number of open activities of the society.
3. The foundation form is presented to the next GMA for ratification.
4. A society must organize a founding activity. This is accessible to all members of AEGEE-Groningen and can take place before or after the GMA on which the society is ratified. In the event that the founding activity takes place after the GMA, the society must present the activity at the GMA. The founding activity must take place within two months after the aforementioned GMA.

5. After signing the foundation form, the society presents itself at the next GMA. The society presents the information as stated in the foundation form and mentions the founding activity.

### **11:2 Obligations**

1. A society is part of the association and should behave according to the guidelines of the association. A society is therefore also committed to the objectives of the association.
2. The society has a chairperson, who is the point of contact for the board of AEGEE-Groningen.
3. Each society organizes an activity for the association at least once per academic year. This also includes the founding activity. The activity is accessible to all members of AEGEE-Groningen, if this is reasonably possible. The date of the activity is determined in consultation with the board. The board mentions the activity in the weekly mail.
4. One year after the foundation of each society, the next GMA will determine whether the obligations referred to in Articles 1, 2 and 3 from section 11 have been fulfilled. Annually, during the Transfer-GMA it will be determined if the aforementioned obligations have been met. If these obligations have not been met, the society will be abolished.

### **11:3 Members**

1. All members of the society are members or alumni of AEGEE-Groningen.
2. The chairperson of the society is responsible for keeping a membership administration and keeping it up to date.
3. A member of the society is anyone who is included in the membership administration of the society concerned.
4. A society can decide to vote on the inclusion of new members in the membership administration.
5. A society must grow to six or more members within six months of its foundation.
6. The composition of a society must be known to the board. Changes in the membership administration of the society are reported within two weeks to the responsible board member of AEGEE-Groningen.
7. Each society incorporates at least one new member per academic year.

## **Section 12. Alumni body**

### **12:1 Purpose and composition**

1. The alumni body contains the alumni of AEGEE-Groningen. In addition, the board of AEGEE-Groningen is a member of the alumni body.
2. The alumni body organises an activity for the alumni every academic year.
3. The alumni body facilitates the membership contributions of the alumni to the association.

### **12:2 Alumni board and division of tasks**

1. Within the alumni body, there is an alumni board, consisting of no more than three members of the alumni body, and one board member of AEGEE-Groningen. This board member is responsible for ensuring that the alumni board meets its obligations.
2. The members of the alumni board are appointed by the board of AEGEE-Groningen.
3. The alumni board has the right to send a representative to the GMA, who should be a member of the alumni body. This representative has no voting rights.

4. The alumni board ensures that at least once during every board year an article is written for the Gronoloog on behalf of the alumni body.
5. The administration of the alumni body is in the hands of the alumni board, the Secretary and the Treasurer of the board of AEGEE-Groningen.
6. The alumni board is responsible for the organization of the annual activity.
7. The Secretary of the board of AEGEE-Groningen is responsible for the administration of the alumni body.
8. The Treasurer of the board of AEGEE-Groningen is responsible for the finances of the alumni body.

### **12:3 Start membership alumni body**

1. The member undertakes to pay a membership fee to AEGEE-Groningen by putting a signature on the application form for the alumni body. This commitment can be cancelled two weeks after the start of the membership by a written cancellation to the Secretary of the board of AEGEE-Groningen.
2. The membership is for the duration of twelve months.
3. The membership starts on the next collection date, as referred to in article 5 paragraph 9 of section 12, after the Secretary of the board of AEGEE-Groningen has received a completed and signed application form.

### **12:4 Application form and welcome letter**

1. The application form must contain a provision, in which the member accepts the Statutes and the IR of AEGEE-Groningen.
2. For a valid authorization form, the application form must contain an authorization. The application form must be drawn up in a way that it meets the requirements, as set out in the authorization contract by AEGEE-Groningen and the bank.
3. After the start of the membership, the members receive a welcome letter. The welcome letter contains at least the full text of the articles included in this section.

### **12:5 Membership contribution**

1. The membership contribution is at least thirty euros per year. For the first three years, a reduced rate of fifty percent of the membership contribution applies. This reduced rate applies to members who joined the alumni body after January 26, 2021.
2. Members of the alumni body are informed of the increased membership contribution at least eight weeks before the fourth collection date by email.
3. The membership contribution is at least twenty euros per year for members who joined before 24 February 2009.
4. The board of AEGEE-Groningen is exempt from paying the membership contribution.
5. Fifteen euros of each membership contribution will go towards the annual activity. The remaining part of the membership contribution is reserved for the benefit of the alumni body. If the aforementioned activities turn out to be cheaper than the budget for this, the remaining money is reserved for the benefit of the association.
6. If an alumnus does not participate in the annual activity and the member sends an email two weeks before the annual activity, the membership contribution is fully reserved for the investment for the benefit of the association if this is the wish of the alumnus.
7. The board presents at least three options to the alumni in the invitation for the annual activity and explains how the reservation can be invested for the purpose of the alumni gift. Members of the alumni body decide which option will be executed at the annual activity. If no members are present, the board of the alumni body decides.
8. Payment of the membership contribution is made annually by an authorization.

9. The collection date is in February. The collection takes place within two weeks after the collection date.

### **12:6 Ending of membership**

1. Cancellation is effected by a written cancellation to the Secretary of the board of AEGEE-Groningen.
2. Cancellation period is until the first working day of February.
3. Cancellation also includes the withdrawal of an authorization for the membership.
4. It is not possible to cancel the membership after the first working day of February. In this case, the member will continue to owe the full membership contribution.
5. The previous cancellation is treated by the administration of the alumni body if a cancellation is made within the notice period of the newly started membership year.

## **Section 13. Strategic plan**

### **13:1 Strategic plan**

1. The Strategic Plan is valid for three years. In the last year of an ongoing Strategic Plan, the board is obliged to draw up a new Strategic Plan. At least one think tank and two public writing sessions are held for this purpose. The Strategic Plan is submitted to the GMA for approval. After approval, the Strategic Plan comes into effect.
2. The Strategic Plan is a directive for every policy plan in the years that concern the Strategic Plan. Each board attaches a written explanation to the policy plan, showing the influence of the Strategic Plan on the policy plan.
3. In the end-of-the-year report, the board will explain the progress made in that year regarding the goals set in the Strategic Plan.

## **Section 14. Association's magazine**

### **14:1 Description**

1. There is a digital association's magazine, hereinafter referred to as the Gronoloog.
2. The items in the Gronoloog will be available as a link in the weekly mail, with a minimal selection of two items.
3. The board ensures one new item is published in the Gronoloog at least every two weeks.
4. The board ensures one new item is published in the Gronoloog about the European level of AEGEE at least every two months.

### **14:2 The editorial team**

1. The editorial team ensures that the items referred to in article 1 from section 14 are placed in the Gronoloog.
2. The editorial team has the right to change or not to publish an item in the magazine.

## **Section 15. Association's website**

### **15:1 Association website**

1. There is an association's website, the web address is [www.aegEE-groningen.nl](http://www.aegEE-groningen.nl).
2. Announcements will be posted on the website for general notification. If this is not possible notices will be announced by mailing.

3. The board ensures the official Events Calendar of AEGEE-Europe is published on the website.

## **Section 16. Amendments to the IR**

### **16:1 Proposal**

1. Amendments in the IR can only be made by a decision of the GMA, which has been called for in the manner referred to in Article 1 from section 3.
2. Proposals for amendments in the IR are made known to the members by means of invitations in accordance with article 1 from section 3.

### **16:2 Majority and quorum**

1. The GMA may decide to make amendments in the IR by:
  - a. A simple majority of votes if the quorum has been reached.
  - b. A two-thirds majority of the votes present, if the quorum referred to in article 16:2, paragraph 1 sub has not been reached in the previous GMA.
2. The GMA referred to in article 16:2, paragraph 1b can take place after at least two weeks have passed after the previous GMA meeting.
3. The quorum as referred to in Article 16:2, paragraph 1 sub a consists of twenty members.

### **16:3 Submitting to Juridical Commission**

A proposal to make amendments in the IR will be submitted to the Juridical Commission for approval no later than twenty-one days before the GMA.