

## INTERNAL REGULATIONS

TBV Lugas  
University of Groningen  
Internal Regulations of TBV Lugas

NCC building, room 5117.0221  
Nijenborgh 4  
9747 AG Groningen

Effective from 28 May 2019

## **1. DEFINITION OF TERMS**

### DEFINITION OF TERMS

#### Article 1.1

In these Internal Regulations, the following terms are understood to mean:

- |    |                         |   |  |
|----|-------------------------|---|--|
| a. | Association             | - | Industrial Engineering and Management Association Lugus, also referred to as TBV Lugus or Lugus; |
| b. | Articles of Association | - | the Articles of Association of TBV Lugus;  |
| c. | IR                      | - | the Association's Internal Regulations;  |
| d. | GMA                     | - | the Association's General Members' Assembly;   |
| e. | members                 | - | honorary and ordinary members;   |
| f. | drawing lots            | - | random drawing without replacement;  |
| g. | Lugus office            | - | NCC building, room 5117.0221, Nijenborgh 4, 9747 AG Groningen;                                   |
| h. | boardroom               | - | NCC building, room 5117.0221a, Nijenborgh 4, 9747 AG Groningen;                                  |
| i. | association year        | - | the association year runs from 1 June to 31 May.   |

## **2. BOARD AND DUTIES OF THE BOARD**

### GENERAL PROVISIONS

#### Article 2.1

1. The Board represents the interests of the Association, implements the decisions of the GMA, oversees compliance with the Articles of Association and the IR and supervises all committees, except for the Audit Committee, Advisory Board and Business Contacts Committee.
2. The Board consists of at least three people, including a 'Chair', a 'Secretary' and a 'Treasurer', who are appointed by the GMA. These are supplemented, where appropriate, with an 'Internal and Education Officer' and/or 'Business Contacts Officer', who are also appointed by the GMA. The board members are selected from the members of the Association.
3. Board members are accountable in the first instance to the Board and in the highest instance to the GMA for the performance of their duties and for the policy pursued by them.
4. Representation of the Association by board members, either acting alone or jointly, is subject to a board decision.

### MEETINGS, MINUTES, DECISION-MAKING

#### Article 2.2

1. The Chair convenes board meetings as often as he deems necessary, and is in charge of them. He must also convene a meeting if another board member requests this.
2. The Chair can invite advisors to attend board meetings. Advisors do not have the right to vote.
3. The proceedings of all board meetings must be minuted under the responsibility of the Secretary. These minutes should be adopted at the next board meeting. The minutes must contain, at the very least:
  - a. a list of incoming and outgoing documents, with the exception of trivial documents;
  - b. a list of the topics that were discussed during the meeting;
  - c. a list of the decisions that the Board has taken or ratified.
4. a. Board meeting minutes are not made public. Inspection of the minutes by interested parties, the GMA or the Audit Committee is subject to a board decision. Those requesting inspection of the minutes may be asked to ensure confidentiality.

- b. The list of decisions mentioned under c. in the previous paragraph is made public, contrary to that stated under a. in this paragraph. Excepted from this are decisions that concern individuals, which will not be made public.
- 5. Decisions during board meetings are taken by an absolute majority vote. If the votes are equally divided, the Chair has a casting vote, independently of his previous vote.
- 6. Outside board meetings, the Board can only take decisions by unanimous vote. Such decisions must be ratified at the next board meeting.

#### DUTIES OF THE CHAIR

##### Article 2.3

The Chair's duties include:

- 1. the general supervision of the Board;
- 2. convening board meetings;
- 3. supervising the implementation of all decisions, supervising the performance of board duties and intervening in the event of gross negligence on the part of any board member;
- 4. maintaining contact with university bodies and other student associations, both in Groningen and the rest of the Netherlands;
- 5. supervising the implementation of the Association's policies.

#### DUTIES OF THE SECRETARY

##### Article 2.4

The Secretary's duties include:

- 1. taking minutes of board meetings;
- 2. taking minutes of GMAs;
- 3. managing the archives which, among other things, includes PR documents, the constitution cards of past association years and official documents;
- 4. coordinating the work related to publishing the annual report;
- 5. coordinating the work related to dispatching convocations;
- 6. coordinating the work related to compiling the core archive;
- 7. managing the membership administration;
- 8. handling the correspondence with other student associations, both in Groningen and in the rest of the Netherlands;
- 9. coordinating the activities related to the promotion of activities;
- 10. coordinating and maintaining work related to the activity calendar;
- 11. maintaining contact with alumni.

#### DUTIES OF THE BUSINESS CONTACTS OFFICER

##### Article 2.5

The Business Contacts Officer's duties include:

- 1. maintaining contact with the business community;
- 2. drawing up a sponsorship plan;
- 3. representing the external interests of the Association;
- 4. organizing subject-specific and other excursions;
- 5. coordinating sponsorship activities for the Association.

#### DUTIES OF THE INTERNAL AND EDUCATION OFFICER

##### Article 2.6

The Internal and Education Officer's duties include:

- 1. organizing recruitment campaigns for new members;
- 2. giving guidance to and supervising active members;
- 3. organizing recruitment campaigns for active members;
- 4. promoting the educational interests of members.

## DUTIES OF THE TREASURER

### Article 2.7

The Treasurer's duties include:

1. managing the funds of the Association, which involves collecting funds, making payments and managing the funds that are placed in the Association's custody;
2. drawing up a draft budget in consultation with his predecessor at the start of the association year. This is handed over to the Audit Committee at least ten days before the start of the annual assembly and is discussed by the new Board;
3. drawing up a balance sheet and a statement of income and expenditure, as referred to in Article 13, paragraph 1 of the Articles of Association;
4. submitting the financial accounts to the Audit Committee at least ten days before a regular GMA.

## EXCEPTIONAL CASES

### Article 2.8

If the position of 'Internal and Education Officer' is not filled, points 1. and 2. of Article 2.6 will fall under the responsibility of the Secretary. Points 3. and 4. will be equally divided among the other board members.

## OTHER DUTIES

### Article 2.9

1. The Board organizes educational, entertainment or social activities for the members, including lectures, films, parties and other social gatherings and sports tournaments.
2. The Board may assign the responsibility for the activities referred to in the preceding paragraph to one of the board members. It will inform the GMA of this as soon as possible.
3. The Association is represented by the Board.
4. Each anniversary year, the Board organizes educational, entertainment or social activities for the benefit of members, contributors and former members of Lugus. An anniversary year is considered to be every fifth year after 2002. An anniversary year starts on the 'dies natalis' (foundation day) of the Association (2 September).

## COMMITTEES OF THE BOARD

### Article 2.10

1. Committees of the Board are understood to mean: the committees appointed by the Board pursuant to Article 8, paragraph 5, of the Articles of Association.
2. Committees of the Board may be appointed to carry out a particular task for the Board. Responsibility for the task still rests with Board, however. In the event of a difference of opinion, the Board decides.
3. The budget for a committee of the Board is determined by the Board. A committee of the Board requires the permission of the Board to enforce decisions that have external consequences.
4. Contrary to the provisions of Article 9.2, if the work of a committee of the Board is part of the duties of a board member, the committee will carry out the work under the responsibility of the board member.
5. Committees of the Board are appointed by the Board from among the members.
6. A decision to appoint a committee of the Board comprises the following:
  - a. the names of its members;
  - b. any job descriptions of its members. If the committee consists of more than two people, it must in any case have a chair;
  - c. the duties of the committee;
  - d. any further rules governing its working procedures.

7. The appointment of a committee of the Board must be announced at the first GMA following the appointment. The composition of the committee and its duties are also announced at this assembly.
8. Committees of the Board may at all times be relieved of their duties by the Board. Committees of the Board are dissolved by operation of law when the Board discharges them from liability.

### **3. GENERAL MEMBERS' ASSEMBLY**

#### **GMA DOCUMENTS**

##### **Article 3.1**

1. The documents that are submitted for approval to the GMA must be available for inspection in the Lugus office at least seven days before the start of the GMA and must be available online.
2. The Secretary will submit the GMA documents for inspection to each member and each contributor at his or her request.

#### **ORDER**

##### **Article 3.2**

1. Subject to the provisions of paragraph 2, the agenda items at a GMA are dealt with in the order in which they are stated in the convocation of the GMA.
2. During a GMA, it is possible to deviate from the order referred to in paragraph 1. A motion to that effect may be submitted by:
  - a. the Chair of the assembly;
  - b. a member who is present and entitled to vote, supported by at least three other members present and entitled to vote.
3. A point of order is dealt with immediately.
4. After it has been dealt with, a point of order is put to the vote immediately. It is not possible to stay the vote.
5. The Chair of the assembly is obliged to change the order following the adoption of a point of order by the GMA, as indicated in the point of order.
6. A point of order in which the GMA decides to appoint another person present as Chair of the assembly requires a majority of two-thirds of the votes cast. However, if the Chair of the assembly himself proposes to appoint another person as Chair of the GMA, the GMA decides by an absolute majority of votes.

##### **Article 3.3**

1. The Chair of the assembly is in charge of giving the floor to persons attending the assembly.
2. The Chair of the assembly grants the floor in the order of requests submitted or, if this order is not clear, in an order to be determined by him.
3. Persons who address the assembly without asking permission will be called to order by the Chair. In the event of repeated infringement, the Chair may order the person concerned to leave the assembly. If the person concerned does not comply with this order, the Chair may have him removed.
4. If, during a GMA, a speaker makes personal attacks on someone or uses inappropriate language or behaves inappropriately, the provisions of paragraph 3 may be applied.
5. If a speaker deviates from a subject that is being discussed, the Chair of the assembly may make him aware of this and ask him to return to the subject. If the speaker continues to deviate from the subject, the Chair may forbid him to speak.
6. If the Chair of the assembly considers a subject to have been sufficiently discussed, he may end the discussion. Immediately thereafter, he will put the proposals to the vote, on the understanding that he may propose to postpone the vote on a subject. In the latter case, the proposal to postpone the vote will not be discussed and will be decided on immediately. If the proposal to postpone the vote is rejected, a vote will be taken on the original proposal. A postponed vote will be held in the next GMA.
7. A motion to reopen the assembly will be dealt with immediately.
8. A decision on a motion to reopen the discussion cannot be postponed.

## PROPOSALS AND MOTIONS

### Article 3.4

1. A proposal made by the Association must be signed by at least five voting members and submitted to the Board.
2. The Board is obliged to place this proposal on the agenda of the next GMA.
3. If the convocation of the next GMA has already taken place at the time of submission of the proposal, the proposal concerned will be placed on the agenda of the next GMA which has not yet been convened.
4. An adopted proposal constitutes a binding decision by the GMA.

### Article 3.5

1. An amendment must be submitted to the Chair of the assembly and signed by at least three voting members.
2. An amendment is inadmissible if it has a tenor contrary to the proposal to which it relates, or if there is no direct link between the subject matter of the amendment and that of the proposal. This is assessed by the Chair of the assembly.
3. The rules applying to amendments also apply to proposals to change amendments that have been proposed by others (sub-amendments).
4.
  - a. The following order is taken into account when deciding on a proposal: the sub-amendments are decided on first, followed by the amendments, whether or not they were changed, and finally the proposal, whether or not it was changed. Furthermore, the (sub-)amendment that has the most far-reaching consequences takes priority, to be assessed by the Chair of the assembly.
  - b. When taking decisions on multiple proposals that relate to the same subject, the proposal, whether or not amended, that has the most far-reaching consequences takes priority, to be assessed by the Chair of the assembly.

### Article 3.6

1. A motion, signed by at least three voting members, must be submitted to the Chair of the assembly during a GMA.
2. A motion of censure pertaining to one or more members may not be decided upon before the persons concerned have been given the opportunity to defend themselves. If the persons concerned are not present at the time the motion is submitted, the motion will be postponed until the following GMA.
3. If more than one motion on the same subject is being dealt with at the same time, the motion with the most far-reaching consequences will be put to the vote first. This is to be assessed by the Chair of the assembly.
4. Without prejudice to the provisions of Article 3.2, paragraph 5, and with the exception of the case of Article 3.3, paragraph 7, an adopted motion constitutes a non-binding decision by the GMA.

## BALLOTS

### Article 3.7

1. Ballots are conducted using closed, certified ballot papers.
2. A counting committee is set up for a ballot, consisting of:
  - a. the Chair of the assembly, who also acts as chair of the counting committee;
  - b. the two oldest members (in age) who are present in the assembly, not including any Board member. If it is not possible to find two members for the counting committee in this way, to be determined by the Chair of the assembly, the Chair of the assembly will appoint them.
3. A ballot is considered invalid if:
  - a. it contains more information than that requested by the chair of the counting committee;
  - b. it is not clear what is meant;
  - c. the ballot paper is not closed;

- d. the ballot paper is not certified, to be determined by the counting committee.
4. The counting committee counts the votes. The result of the ballot is announced by the chair of the counting committee.

#### RIGHT TO ADDRESS THE ASSEMBLY

##### Article 3.8

All persons who are entitled to attend the GMA under Article 10 of the Articles of Association have the right to address the assembly. However, the GMA may decide to deny persons who have been admitted under Article 10 of the Articles of Association the right to address the assembly, or to again grant them this right.

#### DATE AND PLACE OF THE GMA

##### Article 3.9

1. Pursuant to Article 9, paragraph 6, of the Articles of Association, no GMA will be held in the period:
  - a. 1 July through 31 August;
  - b. 24 December through 2 January.
2. Also, no GMA will be held on Saturdays, Sundays and recognized holidays. These days do not count as periods referred to in Article 9, paragraph 6, of the Articles of Association.
3. GMAs will be held in Groningen.



## **4. FUNDS**

### **MEMBERSHIP FEES AND DUES**

#### **Article 4.1**

1. On joining the Association, everyone is obliged to pay the contribution specified in paragraph 3. This is a one-off membership fee.
2. After paying the contribution due, ordinary members automatically remain members as long as they meet the conditions stated in Article 3, paragraph 3, of the Articles of Association.
3. The one-off membership fee for new members is: € 15.
4. The Board ensures that new ordinary members receive the IR and a copy of the Articles of Association, if so desired.
5. If there is uncertainty about the number of expired academic years as referred to in paragraph 3 of the Articles of Association, the Treasurer will decide on the membership fee.
6. For members other than those mentioned in paragraph 3, the Board will decide on the membership fee.
7. The Treasurer may grant new members exemption from payment of the full or partial membership fee, provided that they submit a reasoned request to that effect.
8. Contributions from contributors must amount to at least €5 per year.

### **COLLECTION OF MEMBERSHIP FEES**

#### **Article 4.2**

1. The collection of membership fees can be effected in two ways:
  - a. by transferring the amount to the following bank account: IBAN NL32 ABNA 0586 3711 92, in the name of TBV Lugus, stating 'membership fee';
  - b. by collecting the amount via direct debit to the following bank account: IBAN NL32 ABNA 0586 3711 92, in the name of TBV Lugus, stating 'membership fee'.
2. Contributors may transfer contributions to the account mentioned in paragraph 1, under a. stating 'contribution'.

### **MANAGING THE FUNDS**

#### **Article 4.3**

1. The Treasurer of the Board manages the funds of the Association, insofar as this concerns funds that do not fall under the responsibility of the Treasurer of a GMA committee.
2. The Audit Committee is entitled to give advice regarding the financial management of the Association.
3. The provisions of the following paragraphs of this article apply to both the Treasurer of the Board and the Treasurer of a GMA committee.
4. The Audit Committee must be kept informed of, and be consulted in the event of, unusual financial transactions of any significance.
5. In the event of disputes between the Audit Committee and the Treasurer regarding acts as referred to in paragraph 4, the GMA will decide.
6. The Treasurer is obliged to inform the Audit Committee and the Advisory Board as soon as it observes that there are one or more items on the assets side of the budget adopted by the GMA that deviate by between €250 and €1,000 from what was budgeted for the item(s). In addition, the item(s) concerned must be presented on the homepage of the website and/or TV for one week. If an appeal is lodged, the item concerned is dealt with at the next GMA. The Treasurer will in this case inform the GMA which measures the person concerned intends to take to redress these deviations. If the Audit Committee, Advisory Board and the rest of the members cannot agree to this proposal for sorting out the finances, the Board must present a supplementary budget at the next GMA. Amounts in excess of €1,000 must at all times be submitted to the GMA for voting.

7. Article 3.6 also applies to the expenditure side of the budget.
8. In the case of events with a budget of more than € 500, the Treasurer must submit the budget and accounts to the Audit Committee for approval.
9. Anyone who has a financial obligation towards the Association for whatever reason may be charged for debt collection costs, both judicial and extrajudicial.

#### FINANCIAL TRANSACTIONS BETWEEN COMMITTEES

##### Article 4.4

1. This article applies to GMA committees as well as board committees.
2. Committees are only authorized to make payments insofar as they serve to meet obligations entered into by the respective committee.
3. When conducting financial transactions, committees must use only those accounts that have been made available by the Association for this purpose.
4. Committees are not permitted to carry more than €200 of the Association's funds in cash.
5. The Board may grant written exemption from the provisions in paragraphs 2 and 3, having heard the Audit Committee. The written exemption must specify in detail the transactions or payments to which the exemption applies.
6. The Board may grant written or oral exemption from the provisions in paragraph 4. The written exemption must specify in detail the transactions or payments to which the exemption applies.

## 5. GMA COMMITTEES

### GENERAL PROVISIONS

#### Article 5.1

1. The Association has the following GMA committees:
  - a. the Audit Committee;
  - b. the Advisory Board;
  - c. the Business Contacts Committee.
2. In the event of disagreement between a GMA committee and any other body of the Association, the GMA's opinion is final.

### THE AUDIT COMMITTEE

#### Article 5.2

1. The Audit Committee is responsible for monitoring the management of the funds of the Association, as described in Article 13, paragraph 2, of the Articles of Association.
2. The appointment of the Audit Committee takes place during the annual assembly on the basis of a binding nomination. A nomination can be made by:
  - a. the Audit Committee;
  - b. at least ten ordinary members.The provisions of Article 6, paragraph 5 and 6, of the Articles of Association apply mutatis mutandis.
3. Changes in the composition of the Audit Committee in the course of an association year can only be made during a GMA that was convened with the announcement that a change to the Audit Committee will be proposed.
4. The Audit Committee audits the Association's funds and administration at least once every quarter. The Treasurer must be notified of a planned audit at least two days in advance. An audit covers the following subjects:
  - a. The financial state of affairs and budgets of the:
    - i. committees;
    - ii. Association;
  - b. The financial state of affairs compared to the budget adopted at the GMA.
5.
  - a. The Audit Committee must report to the Board in writing after each audit.
  - b. After every biannual audit, the Audit Committee must also report in writing to the GMA. This report is read out at the GMA by one of the members of the Audit Committee. The report is then signed by all all members of the Audit Committee and presented to the Board.
  - c. In the event of irregularities, the Board is obliged to convene a meeting with the Board and the Audit Committee within ten days of the audit.

### THE ADVISORY BOARD

#### Article 5.3

1. The Board asks the Advisory Board for advice if it considers a matter to be important. This is the case if the Chair of the Board or two or more board members consider the matter to be important.
2. The Advisory Board may advise the Board on its own initiative. This happens when the Advisory Board unanimously decides that advice must be given to the Board.
3. The Advisory Board must consist of at least three persons. The aim is to have a mixed composition of former board members and external members in order to be able to provide the broadest possible advice. The number of external members may not exceed the number of former board members.
4.
  - a. The Advisory Board members are appointed, suspended and dismissed by the GMA.
  - b. An appointment is made following the recommendation of the Advisory Board.
5. In order to be able to monitor, the Advisory Board members shall at all times have access to all buildings and premises used by the Association. The Advisory Board members also have the right to inspect all books and documents of the Association at all times, as well as the right to inspect the funds and other assets of the Association.
6. The Advisory Board has the right to convene a GMA if it unanimously decides to do so.

7. In the event of a GMA, the Advisory Board has the right to explain a subject or provide the assembly with advice. This is done immediately after the Board has presented its explanation. The Advisory Board must inform the Board about the contents of its advice one day prior to the GMA.
8. The Advisory Board appoints a Chair from its members. The Chair determines how often the Advisory Board is to meet; this must be at least twice a year.

#### THE BUSINESS CONTACTS COMMITTEE

##### Article 5.4

1. The Business Contacts Committee serves as an advisory body for the current Business Contacts Officer and has a supporting function in the area of TBV Lugus' acquisition policy.
2. Both the Business Contacts Committee and the current Business Contacts Officer may determine whether advice is required.
3. The current Business Contacts Officer is not a member of the Business Contacts Committee. Membership of the Business Contacts Committee does not exclude membership of other committees or bodies.
4.
  - a. The Business Contacts Committee members are appointed, suspended and dismissed by the GMA.
  - b. An appointment is made on the recommendation of the Business Contacts Committee.
5. In the event of an GMA, the Business Contacts Committee has the right to explain a subject or provide the assembly with advice. This is done immediately after the Board has presented its explanation. The Business Contacts Committee must inform the Board about the contents of its advice one day prior to the GMA.
6. The Business Contacts Committee appoints a Chair from its members. Together with the current Business Contacts Officer, the Chair determines when the Business Contacts Committee is to meet. The Business Contacts Committee meets at least four times a year.

## **6. ACTIVITIES**

### **ACTIVITIES OF THE BOARD**

#### **Article 6.1**

1. This article relates solely to activities organized by the Association.
2. Activities are announced on the website [www.tbvlugus.nl](http://www.tbvlugus.nl). The announcement must state the cost of the activity, the closing date for registering for the activity and the method of registration.
3. Participation in activities is open to members, unless the Board has stated otherwise. Different participation fees may apply for non-members.
4. The number of participants will be determined within 24 hours of the closing date for registration.
  - a. If the number of registrations exceeds the number of available places, it is up to the Board to decide how a selection will be made. Options include sticking to the order of registration, selecting on the basis of motivation and/or a CV, drawing lots subject to the following order of allocation: first all members, then all alumni, then all contributors and then the other applicants, or selecting another procedure. Applicants who are not allocated a place are put on a waiting list according to a ranking, depending on the procedure.
  - b. If the number of registrations is less than the number of available places, all applicants are allocated a place. Registrations received after the closing date are added to the waiting list in the order of receipt. If there are still places available and it does not cause any organizational problems, to be assessed by the Board, these places are allocated to the applicants in the order of receipt.
5. Board members who have registered are allocated a place before the lots referred to in paragraph 4 are drawn.
6. Persons who have been placed on the waiting list will receive a notification to that effect by telephone or email.
7. The participation fee becomes due on registration.
8. Reimbursement of paid participant fees will be made within two weeks of the start of the activity, but only:
  - a. if the person concerned did not participate in the activity because he/she was put on the waiting list and was not allocated a place;
  - b. if the registration was cancelled in time, to be determined by the Board;
  - c. in other cases, if the Board deems this necessary or desirable.
9. If someone indicates that he/she wants to withdraw from an activity, the person who ranks highest on the waiting list will be given the opportunity to take over the place and obligations of the person who wants to withdraw. If the highest-ranking person declines, he/she will be removed from the waiting list. This process will be repeated until someone is found who is willing to take over the place, or until the waiting list is empty.
10. Participants in an activity must immediately follow the instructions of the Board or the organizing committee throughout the activity, provided that this is conducive to the smooth progress of the activity.
11. The Board decides which costs incurred by the organizing committee and the members are billable.
12. If a participant withdraws from a free event without a valid reason, to be determined by the Board, and after the closing date for the deregistration period, or does not show up, a written warning will be given. With each subsequent recurrence of the same situation, a fine of €5 per activity will be collected. This amount will be donated to a charity to be determined by the Board. In addition, the member concerned will be put on a blacklist. This may have negative effects for the member concerned in the case of overlooked future events.

## **7. MISCELLANEOUS**

### **REGISTRATION FOR MEMBERSHIP**

#### **Article 7.1**

1. In order to register for membership, prospective members must complete and sign a form provided by the Association, or submit the required information in writing in another way.
2. Registration is possible:
  - a. with a Board member;
  - b. in writing, by depositing a request for membership in a Lugus mailbox. This written request must at least contain the information referred to in paragraph 3. The person handling the registration for membership will note the date of registration on the registration form. He/she will send this form to the Treasurer of the Board as soon as possible.
3. The application must contain at least the following information:
  - a. name;
  - b. contact details;
  - c. year of first registration;
  - d. signature.
4. The person registering must, at the request of the person handling the registration, demonstrate that he/she meets the conditions set for ordinary membership by Article 3, paragraph 3, of the Articles of Association.

### **MOURNING CLAUSE**

#### **Article 7.2**

1. The Board will announce a period of mourning in the event of the death of a student enrolled in the Industrial Engineering & Management degree programme of the University of Groningen, an honorary member of the Association or a former member, to be determined by the Board.
2. The length of the mourning period will be three working days. The mourning period will start as soon as the Board has been notified of the death.
3. During the mourning period, the information posted on the website [www.tbvlugus.nl](http://www.tbvlugus.nl) will be limited to relevant news for the period concerned. An In Memoriam and a book of condolence will be placed on the website.
4. No Lugus activities will take place during the mourning period, with the exception of symposia, conferences and multi-day trips abroad.
5. In all cases, the Board will decide on the announcement of a mourning period and the actions to be undertaken during the time of mourning.

### **PRIVACY GUARANTEE**

#### **Article 7.3**

1. Information regarding the handling of personal data is described in detail in the Association's privacy statement. The privacy statement meets the requirements of the General Data Protection Regulation.

## **8. LIABILITY AND INSURANCE**

### **Article 8.1**

1. Persons participating in any activity of the Association are responsible for taking out adequate insurance.
2. The Association may take out a collective insurance.

### **Article 8.2**

The Association bears no responsibility whatsoever for any property of members and third parties.

### **Article 8.3**

1. Each member is liable for damage that he/she causes to the property of the Association or of others. The amount and method of compensation for the damage or repair will be determined by the parties in mutual consultation.
2. Any damage found will be deemed to have been caused by the person(s) who last used the property in question, if and to the extent that the contrary has not been demonstrated by the person(s) concerned.

## **9. HONORARY MEMBERS**

### **DEFINITION**

#### **Article 9.1**

Honorary members are those who have been appointed as such due to their special merits for the Association.

### **APPOINTMENTS**

#### **Article 9.2**

1. The Board may, in consultation with (part of) the Advisory Board, appoint a member as an honorary member.
2. Honorary members are appointed upon graduation, unless the Board decides otherwise.

### **RIGHTS AND OBLIGATIONS**

#### **Article 9.3**

Honorary members have the same rights and obligations as members or alumni.



## **10. FINAL PROVISIONS**

### **REGARDING THE INTERNAL REGULATIONS**

#### **Article 10.1**

After a GMA in which one or more decisions to amend the IR have been adopted, the IR as they stand after the amendment(s) will be included in the archive of the Association, together with the verbatim text of the adopted proposal(s) for amendment.

#### **Article 10.2**

The IR are available for inspection in the Lugus office during opening hours.

#### **Article 10.3**

Subject to its liability according to the law, the Association cannot be held liable for damage caused in any way to persons during participation in any kind of activity whatsoever organized by the Association.

#### **Article 10.4**

In the IR, the words *he* and *him* should not be understood to exclusively refer to a person of the male sex.

#### **Article 10.5**

With the entry into force of these regulations, all previous rules, regulations and decisions of the GMA that may conflict with these regulations will lapse.

#### **Article 10.6**

1. Proposals for changes to the IR may be made by:
  - a. the Board;
  - b. five members.
2. Proposals referred to in paragraph 1 must be submitted in writing to the Board at least seven days before the next GMA.