

House Rules and Regulations of Maizena Student Association of the Research Master Behavioural Science

General Provisions

Article 1

Based on Article 19 of the Statutes of Maizena, these are Maizena's house rules and regulations next to the statutes.

Membership

Article 2 - Registration

Paragraph 1. The registration of membership is done via a form which can be found on Maizena's website and needs to be sent to maizena@ru.nl.

Paragraph 2. Students have the choice between a one- or two-year membership. In case the membership expires, and students want to continue their membership in the next year, they will have to apply again.

Paragraph 3. The association has a membership database. This database contains essential information necessary for the association to be run. Data will be stored in a secure location, in a Radboud University workgroup folder, in compliance with the General Data Protection Regulation (GDPR).

Article 3 - Privacy

Paragraph 1. In the member sign-up form, new members are asked to consent to pictures taken at Maizena events and activities being posted on social media.

Article 4 - Appeal

Paragraph 1. If a person wishes to appeal according to Article 19 of the Statutes, they must submit their written appeal to the board. The board shall be obliged, provided the deadlines are met, to include consideration of the appeal as an agenda item for the next general membership meeting (GMA).

Paragraph 2. The notice of appeal shall contain a reasoned refutation of the grounds on which the board has decided for non-admission or termination, respectively.

Paragraph 3. The person who has submitted a notice of appeal shall be informed as soon as possible, and no later than two (2) weeks, after the general membership meeting, of the decision taken.

Article 5 - Member Discount

Members shall, if possible and applicable, receive a discount and priority over non-members on the participation fee for activities organized by or on behalf of the association.

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Board – General Provisions

Article 6 - Composition of the Board

Paragraph 1. The board shall preferably consist of four to six members: a chair, a secretary, a treasurer, a promotion officer and possibly an external affairs officer and an internal relations officer.

Paragraph 2. Next to the chair, one of the board members, other than the chair, is assigned the role of vice-chair. The vice-chair will take on the responsibilities of the chair in the chair's absence.

Article 7 - Compensation

The board members shall receive no financial compensation from the Association for the work they perform for the association.

Article 8 - Debts

Board members shall pay their potential debts to the association without delay.

Board Recruitment and Selection

Article 9 - Recruitment of New Board Members

Paragraph 1. The current board shall be responsible for the recruitment and selection of new board members.

Paragraph 2. Any member can become a board member. Board members must be current students of the Behavioural Science Master at Radboud University.

Paragraph 3. The current board selects applicants based on at least their motivation letter and resumé.

Paragraph 4. The candidate board presents themselves and their policy plan at a GMA at the beginning of the new study year, around October.

Board Transfer

Article 10 - Transfer

Paragraph 1. The board is obliged to carefully design the transfer of its duties to the succeeding board, in any case in such a way that continuity remains guaranteed.

Paragraph 2. The current board needs to help the new board and teach them how to fulfill their position.

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Paragraph 3. Once the candidate board is appointed, the board shall at least immediately transfer to the appointed board:

- a) all passwords to Maizena-related accounts necessary for the appointed board to fulfill their duties, including, but not limited to, the mail (maizena@ru.nl), Maizena's g-mail accounts, and any accounts attached to these e-mail addresses;
- b) access to the workgroup folder (STD-FSW-BSI-Maizena);
- c) the board manual and transfer documents.

Paragraph 4. Upon its resignation and once the newly appointed board has been voted in, the board shall transfer to the new board:

- a) exclusive access to the bank account and any associated cards of which the association is the owner, possessor or holder;
- b) all keys of which the association is the owner, possessor or holder.

Paragraph 5. Upon being appointed, the new board will gain access to and administration rights to the Maizena WhatsApp community. Until the new board has been voted in, at least one person of the previous board will remain in the Maizena WhatsApp community. Once the new board is voted in, the previous board will relinquish any control over the community and the new board will become solely responsible.

Article 11 - Transition Documents

In the interest of a proper transfer, there are documents explaining each function. These written documents shall be updated annually by the incumbent board. The board manual includes all relevant knowledge and information regarding the association. There is a separate board manual for every function in the board, as well as a general board manual. The handover document contains a point-by-point listing of current affairs.

Board Obligations

Article 12 - Representativeness

Paragraph 1. The board shall govern the association to the best of its ability.

Paragraph 2. At least two board members shall be present at association activities.

Paragraph 3. The board shall ensure that the association's office is accessible to committee members of the association during the association's year, in order to perform tasks for the association.

Article 13 - Activities

Paragraph 1. To achieve the aims stated in the statutes, the board, together with their committees, shall take care of the organization of:

- a) operating and updating the association's website;
- b) assisting in the organization of the yearly introduction for new students;
- c) at least four (4) educational activities;
- d) at least one (1) bigger social activity such as a gala;
- e) at least one (1) activity for committee members.

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Paragraph 2. The activities mentioned in paragraph 1 which take place several times per association year should, if possible, be spread evenly over the association year.

Paragraph 3. If the association provides beverages at any activity, this always has to include non-alcoholic options.

Board Division of Duties

Article 14 - Chair

The core duties of the chair are:

- a) taking the lead and exercising control within the board;
- b) planning, preparing and chairing board meetings;
- c) observing the performance of individual board members and the board as a whole, and identifying any problems;
- d) writing the policy plan and, if applicable, the multi-year plan;
- e) monitoring progress in implementing policies.

Article 15 - Secretary

The core duties of the Secretary are:

- a) taking care of the correspondence of the association;
- b) taking care of the membership administration;
- c) taking care of the minutes of the board meetings at the request of the board;
- d) keeping the website operational and maintaining it;
- e) documenting and keeping any decisions made by the GMA.

Article 16 - Treasurer

The core duties of the treasurer are:

- a) overseeing the financial position of the association and managing all financial resources within the association;
- b) taking care of the banking affairs of the association;
- c) taking care of the collection of membership fees;
- d) taking care of payments of receivables to debtors;
- e) ensuring the collection of debts from creditors;
- f) preparing the half-year financial report and the annual financial report;
- g) monitoring and settling financial liabilities of the association;
- h) maintaining contact with the audit committee;
- i) looking for and contacting sponsors;
- j) clear and accurate communication about the finances.

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Article 17 - Promotion Officer

The core duties of the promotion officer are:

- a) promotion of active membership;
- b) creating promotional material for each activity, or making sure the respective committee does this, and posting this on Maizena's social media and/or in Maizena's WhatsApp community;
- c) maintaining a promotion schedule to know what to post when and keeping the other board members updated on said schedule;
- d) running the Instagram and LinkedIn page of the association and any other social media the association may use.

Article 18 - External Affairs Officer

The core duties of the external affairs officer are:

- a) contacting and remaining in contact with external parties, such as research centres;
- b) contacting and remaining in contact with other associations at and outside of Radboud University;
- c) assisting the treasurer with looking for and contacting sponsors;
- d) keeping the alumni network up to date and contacting alumni.

Article 19 - Internal Relations Officer

The core duties of the internal relations officer are:

- a) representing the opinions of first year students in board discussions;
- b) writing the Maizena monthly mail;
- c) in-person promotion of Maizena to fellow first year students;
- d) assisting other board members wherever necessary.

Article 20 - Alternative Board Arrangement

If within a board not all functions are filled or if in the opinion of the board another division is desirable, the duties mentioned in this section shall be assigned to the other board members.

Meetings

Article 21 - Frequency

Ideally, board meetings are held on a weekly basis.

Article 22 - Minutes

Board meetings and their minutes are in principle not public but can be requested from the board. The board is free to comply with this request or not.

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Article 23 - Decision-making

Paragraph 1. At a board meeting, more than half of the board members must be present for the meeting to take a decision.

Paragraph 2. Decisions are preferably taken by consensus, and otherwise by simple majority vote.

- a) Board members may vote for, against, vote blank or not vote.
- b) Blank votes shall count as votes cast. The blank vote is not for or against the proposal itself, but indicates, for example, that the person submitting the blank vote does not agree with the voting procedure or is not sufficiently informed. This blank vote acts to raise the electoral threshold.
- c) In the event of an equality of votes, the present proposal shall be rejected.

Paragraph 3. The board is expected to support decisions taken in the board meeting both internally and externally.

Committees

Article 24 - Committee Structure

Paragraph 1. The committees should have a structured organization with at least one chair, one secretary and one treasurer, except for the audit committee.

Paragraph 2. Each committee will be overseen by at least one board member.

Article 25 - Types of Committees

Paragraph 1. The association shall have at least one audit committee.

Paragraph 2. The association shall have, if deemed desirable by the board, the following committees;

- a) one committee that organises educational activities, as well as an educational excursion;
- b) one committee that organises non-study related activities;
- c) one committee that designs a yearbook for the graduating cohort of students.

Paragraph 3. The board can decide to add more committees, in case that is desired

Paragraph 4. Proposal for new committees can be made by members at any time with a motivation. This proposal can be handed in by emailing the association. The board will take a decision on whether to set up the proposed committee within two (2) weeks after receiving the proposal.

Article 26 - Audit Committee

The committee may, if necessary, be assisted by an expert, during the examination. A request for the assistance of an expert must be made by the audit committee in advance at a general membership meeting.

Article 27 - Active Membership

Paragraph 1. Activities of the association may be organized and carried out by committees.

Paragraph 2. Members can apply to a committee through the board. Committee members shall be appointed by the board.

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Paragraph 3. A committee shall ideally be headed by a committee chair appointed by the board.

Paragraph 4. Each committee shall be overseen by at least one or possibly several board members.

Paragraph 5. In principle, committee members are appointed from among the regular members.

Paragraph 6. Committee members shall in principle be appointed for the duration of one association year, preferably two for the audit committee.

Article 28 - Division of Committee Duties

Paragraph 1. Each chair of a committee shall regularly consult with the board about the affairs of the committee they head and shall provide the board with any information they may require.

Paragraph 2. Each chair of a committee shall be responsible at the end of the association year for preparing or updating a script and shall prepare a handover document.

Paragraph 3. Each secretary of a committee takes minutes during each meeting. In addition, the secretary shall be responsible for maintaining the committee's e-mail account.

Paragraph 4. Each treasurer of a committee shall submit a budget plan of each activity to be organized.

Article 29 - Committee Activities

Paragraph 1. A committee shall, as early as possible, but at least three (3) weeks prior to an activity, inform the board about their plans and ask for approval.

Paragraph 2. Promotion of the activity should start at least two (2) weeks prior to the event.

General Members Assembly

Article 30

Paragraph 1. A General Members Assembly, GMA for short, shall preferably take place twice in each academic year.

- a) One GMA at the beginning of the academic year, around October. In this GMA, the current board will present the year report, and the candidate board will present their policy plan, budget plan, and any other relevant documents. Each of these documents will be voted about individually. Additionally, the GMA will vote about the candidate board, and if voted in favour, the current board will be uninstalled and the candidate board will be installed at this meeting.
- b) One GMA half-way through the year, around March. In this GMA, the current board presents their half-year report. This document will be voted about by the GMA. Any other matters can also be discussed and voted about in this meeting.

Paragraph 2. All board members shall be present at all GMAs.

Paragraph 3. If deemed necessary by the board, another GMA can be called for.

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Paragraph 4. In case a member cannot attend the GMA, they can authorize an attending member to vote in their place. This authorisation needs to be handed in through email with the authorised person in the cc before the start of the GMA, and should include at least the following information:

- a) the name of the member who gives out the authorization;
- b) the name of the member to whom the authorization is given.

If the authorised person does not agree, they can decline at any time.

Transitional and Final Provisions

Article 31 - Validity

Paragraph 1. These house rules and regulations shall have immediate effect as of October 8th 2025, after being voted in during the GMA.

Paragraph 2. In any case in which the law, the statutes or these House Rules do not provide clear guidance, the board will decide on what to do.