



STUDY ASSOCIATION COGNAC

Committee Regulations

Established on 16th of February 2012

Translated on 11th of October 2017

Revised on: 25th of November 2013, 22th of June 2018

1 Structure

1.1 Chair

The Chair is responsible for making the agenda for every committee meeting. If requested by the committee members, the agenda for a certain meeting needs to be in the possession of the committee members at least two days in advance of the meeting. This way potential changes can be made to the agenda and also allows members to prepare sufficiently for the meeting. Furthermore the Chair is responsible for arranging a suitable space where the meeting can be held.

The Chair will lead the meetings and ensures that they will follow the structure as indicated by the agenda. The tasks that arise during a meeting will be divided by the Chair among the committee members in deliberation with the committee members.

The chair also takes part in the meetings with several committees. If the Chair is prevented from coming to such a meeting, then he/she is responsible for arranging a substitute among the committee members.

1.2 Secretary

Every committee should have a Secretary. It is the task of the Secretary to write the minutes for every meeting. These minutes should be sent to all the committee members and the chief of internal affairs within a week after the meeting.

Should the secretary be absent during a meeting than it is the duty of the committee to find a replacement secretary for that meeting.

1.3 Treasurer

Every committee which has a cash flow should have a treasurer. The treasurer is responsible for making a budget for all activities, organisational and facilitatory costs of the committee. This budget will be presented to all the committee members and the Treasurer of CognAC for approval. This needs to be done before the committee does any expenditures on behalf of CognAC.

Furthermore the treasurer will keep note of the income and expenditures of the committees in a ledger. The treasurer will make this ledger available for looking into by committee member upon request of the committee member. On behalf of the committee the treasurer will justify its actions towards the board of CognAC.

1.4 Advisory member

The sole purpose of an advisory member is to advise the committee. An advisory member cannot claim a function within the committee and will not take on any tasks. An advisory member will stay informed of the state of affairs within the committee by attending meetings or reading the minutes. An advisory member can give solicited or unsolicited advice about the state of affairs within the committee.

Advisory member is a special function that does not exist in every committee by default. The function advisory member is mainly used to maintain experience within a committee. Should it be necessary for an advisory member to do more than advise, then an advisory member can become an ordinary member in consultation with the Chief of Internal Affairs. An advisory member has no right to financial compensation for clothing or partaking in activities.

2 Non Active

The board is capable of putting a committee on non active. The committee members officially stay member of the committee but suspend their tasks. The board of CognAC will temporarily observe all current affairs of the committee.

Possible reasons for the board to put a committee on non active are:

- Such a quantity of members in the committee that the committee is not capable of performing their tasks reasonably.
- Extreme mismanagement on the financial aspect or negligence in organising activities.
- Severe internal tensions causing the committee to not communicate enough anymore, and withholding the committee from performing her tasks.
- Prolonged lack of interest for activities presented to the committee.

Before a committee will be put on non active the board, together with the committee, will evaluate its ways of conduct and tasks.

3 Establishing a New Committee

A new committee can be established by one or multiple members. For this purpose they should write a proposal in which they describe the following:

- What the tasks are of the committee
- The purpose/goals of the committee
- What way they will conduct these tasks
- The names of the Chair, Secretary and Treasurer of the committee.
- The financial conditions

The proposal requires the approval of the board before the committee can be started up. The initiators of the new committee are given the opportunity to give a closer explanation of their plans. Within a term of four weeks the board will notify the initiators whether or not they approve the new committee. A rejection will be given with inclusion of its reasons to the initiators within the term of four weeks.

At the first GMM after the start of the new committee, when approved, the new committee will be announced to the GMM.

4 Application for Committees

Every member of CognAC is allowed to enroll for a committee. In certain cases the board is allowed to make a selection of members they will permit in a certain committee. The board will bear responsibility for this and will make a balanced decision to match the qualities of the candidates with the tasks that need to be performed within a committee as well as possible.

5 Budgets

5.1 Committee clothing

A committee can receive money in their budget for committee clothing. With this, clothing can be bought for a committee to make themselves more visible during activities. The (candidate) board will decide whether this is needed or not in their general budget. This money will be specifically allocated for the purpose of buying committee clothing. The committee may decide to only use part of this budget or none of it for committee clothing, however, they are not allowed to spend more money on committee clothing than the allocated budget.

In the case that the committee uses less money on committee clothing, they are allowed to spend the leftover budget on other committee related things.

5.2 Reimbursement committee members

A committee can receive money in their budget for member reimbursement. This is money that the committee members can receive as compensation for organising the event. The (candidate) board will decide whether this is needed or not in their general budget. This money will be specifically allocated for this. This money will then be specifically allocated for the purpose of reimbursement. The committee may decide to only use part of this budget or none of it for reimbursement, however, they are not allowed to spend more money on reimbursement than the allocated budget. In the case that the committee uses less money for reimbursement, they are allowed to spend the leftover budget on other committee related things.

5.3 Printing on clothes or items

A committee can print on clothing or items (like stickers). CognAC has two deals regarding printing: all clothing has to be printed at DressMe, unless another shop offers a cheaper rate and DressMe refuses to print for this rate. Other items must be printed at Drukbedrijf. This is possible via order@svcognac.nl, via this account the association gets a discount. The password for this account will be given to the chairs at the first chair meeting of the year.

5.4 Hang up posters

A committee can create posters to promote their activity or service. These posters can only be hung up at the notice board which are put up for that purpose, the board room and the TK.