

Rules and Regulations

(A) General Definitions

Article 1

BoA = Board of Advice

CoB = College of old Boards

GMA = General Members Assembly

Article 2

All matters of the association are managed by the definitions of these regulations in compliance with the statutes of SCOPE Maastricht.

Article 3

The board of the association takes care of the statutes of the association and these Regulations.

Article 4

In cases in which these regulations do not foresee and over the interpretation of articles of the statutes of the association or these domestic regulations the board Decides.

(B) Domestic regulations

Article 5

- a) In the domestic regulations of the association no change or addition can be made without the approval of the GMA. Proposal to partial or complete change of the domestic regulations ought to be announced in the invitation of the GMA.
- b) A proposal to change may be submitted by the board or by at least ten members.
- c) They who call the GMA to handle the suggestion of change of regulations are obliged to make the proposal open to inspection for members on a suitable place from minimal seven days before the GMA up until the end of the day after the GMA.
- d) If someone present at the GMA wishes to vote per single change, or if this can be concluded from the voting behavior of the people present, the voting ought to be done per single article. In other cases, the total of changes can be approved at once.
- e) Each board member has to sign a contract in the beginning of the academic year stating

that he/she/**they are** aware of the duties that have to be performed throughout the year. The contracts have to be reviewed and approved by the BoA every year.

(C) Access to documents

Article 6

Domestic Regulations are published on the website of the association. Updates on changes in Domestic Regulations may only follow after approval in the GMA.

Article 7

Copies of the statutes, the domestic regulations and the minutes of the GMA are available to members and can be obtained from the secretary or any other representative of the board.

Article 8

a) When a member desires inspection from the pieces or the books rested under the board, the latter is obliged to provide insight in the documentation within five working days.

b) In case the board refuses, the member has the right to make an appeal at the GMA, which she/he/**they**, according to method described in the statutes of SCOPE, **are** able to call within two weeks, except when a GMA already has been announced to take place within this period of time.

(D) Beneficiaries

Article 9

The Board is obliged to organize an activity at least once per academic year, for which the Honorary Members and the beneficiaries receive an invitation.

Article 10

An annual set amount of contribution must be paid by the beneficiaries in order to become a member .

Article 11

a) An Honorary Member should have given an extraordinary contribution to SCOPE.

b) An Honorary Member will receive the title of Honorary Member for life.

c) An Honorary Member can be proposed by Board, Active, General, Alumni, and Honorary Members and will have to be approved by the General Members Assembly. The

proposal has to be in written form, has to contain a clear description of reason(s), has to be supported by at least 10 persons allowed to propose Honorary Members

d) An Honorary Member need not pay any membership fee.

e) An Honorary Member can participate for free in activities with the approval of the sitting board.

f) An Honorary Member has the right to speak and vote at the GMA.

g) An Honorary Member will be allowed to join Alumni meetings.

(E) The Board

Article 12

a) The board consists of nine positions: Academic **Commissioner**, Career Commissioner, Internal Commissioner, External Relations Commissioners, Marketing Commissioner, President,

Secretary, and Treasurer. There has to be a minimum of four board members.

b) With regard to the board functions, they are, among others, distinguished in the portfolios as described in articles 13 up-to-and-inclusive 21.

c) Board members are appointed for a **one annual GMA to next annual GMA**. Any board position has to be taken for at least half a year.

d) During the annual GMA all Board members preferably step down, unless no successor has been found. When no successor has been found the current board member may remain in office when wanted.

e) In the GMA new Board members are elected for their respective functions in conformity with the statutes.

f) The board members are responsible for submitting and adhering to the financial budget and the financial responsibility concerning the events and spendings.

(F) The President

Article 13

a) The President is responsible for coordinating the board. **They are** the representative of SCOPE Maastricht to the stakeholders. **They are** specifically responsible for strategic planning and the implementation of strategic plans.

b) Included in this function are the following tasks:

- To call for and to chair Board Meetings of SCOPE Maastricht
- To oversee, to support, and to coordinate the team of board members and to control their target setting and their target achievement.
- To organize activities for board members like board weekends, board dinners, etc.
- To call for, to chair and to organize the General Member Assemblies
- To establish and to maintain contacts with persons and institutions within and outside the faculty
- To maintain contact with the student representative to the faculty board SBE
- To maintain contact with the other Study Associations which fall under SCOPE.
- To guard the image of SCOPE Maastricht, as this lives under the members and non-members and to contribute to the communication of the mission and values to members and non-members.
- To work out a strategic statement for his/her board period
- The implementation and adjustment of the strategic long-term planning
- To approve all expenditures **above 2000 €** made for/by the association to control the Treasurer (so called Two-man rule)
- To guarantee that an Accounting Control Committee (see article 30) checks the financials with the Treasurer at least twice a year, before every GMA.
- To hold contact, schedule and chair meetings with the BoA at least four times a year
- The responsibility for SCOPE Maastricht contribution to the open day at the faculty
- To have oversight of the student initiative fund, as well as coordinating promotion and distribution of such
- To make sure that at least one, better two, board members visit the GMA's of the other SCOPE study associations.
- To take over a reasonable amount of office hours **as stated in the board contract.**
- **Growth and well-being of the active members.**

(G) The Secretary and **Development Commissioner**

Article 14

a) The Secretary is responsible for the administration and communication to general members. This includes the internal organization and documentation of SCOPE businesses. Moreover, as **Development Commissioner, they are responsible for the committees and projects within the Development Pillar.**

b) Included in this function are the following tasks:

- The responsibility to take care of formally presented minutes of the Board Meetings and GMA
- The responsibility to take care of all formal documents for the GMA.
- The responsibility to take care of the collection of the semi-annual reports and annual reports.
- The responsibility for the statutes
- The responsibility for the domestic rules & regulations
- The responsibility for all incoming and outgoing mails and emails
- The responsibility for the correctness of the data as registered in the union index of the Chamber of Commerce.
- To inform general members about upcoming activities or other events within SCOPE Maastricht
- The responsibility for the stock management of necessary office materials
- The responsibility of strategic changes within the Alumni community and the organization of events for this community.
- The responsibility of maintaining an overall coherent database.
- The responsibility for the data infrastructure, **including the member database** (administrative part)*.
- The responsibility for the SCOPE website.
- **The responsibility for the SCOPE app.**
- The responsibility of the backend of the SCOPE website
- To contribute to the communication of the mission and values to members and non-members.
- To take active part in the committees when required
- To take care of all organizational issues related to the GMA.
- To invite members, Alumni, other associations, and members of the BoA at least two weeks in advance for the GMA.
- To take care of technical problems related to office equipment.
- To take over a reasonable amount of office hours **as stated in the board contract.**

The responsibility of the Alumni Member database.

* By Members Database is meant the databases for General Members, Active Members, Former Board Members, etc.

- **Growth and well-being of the active members.**
- **Responsible for the active member recruitment**

(H) The Treasurer

Article 15

a) The Treasurer is responsible for all financial matters. His or her main task is next to the financial documentation and bookkeeping, the financial planning process and the controlling function.

b) Included in this function are the following tasks:

- The responsibility for insurance issues
- To take care for the half yearly financial reports for the GMA
- The responsibility for the financial bookkeeping of SCOPE Maastricht
- The collection of revenue of social, academic, **development** and career activities
- The responsibility of in- and outflow of the cash box
- **The responsibility of preparing and submitting the VAT-returns (*Omzetbelasting*), ICP report (*Opgaaf intracommunautaire prestaties*), as well as the respective payment within four weeks after the end of a quarter (if not indicated otherwise by the Belastingdienst).**
- To check both budget and the justification of each activity that is organized or expenditures made in name of the association, in particular in relation to the yearly budget.
- To draw up the annual budget for the upcoming financial year, **in accordance with the strategic goals defined by the board**
- To take over a reasonable amount of office hours.
- **Growth and well-being of the active members.**

(I) The External Relations Commissioner

Article 16

a) The External Relations Commissioner International is responsible for representing SCOPE Maastricht to the outside world and for the following activities.

b) Included in this function are the following tasks:

- One of the main contact persons for companies
- The responsibility for sponsor negotiations
- To attract and to maintain contact with sponsors and beneficiaries.
- Responsible for interaction with the **Externals of SBE**
- **Maintenance of the vacancy board of the SCOPE website.**
- To contribute to the communication of the mission and values to members and non-Members

- **Growth and well-being of the active members.**

- **To work together with all External Relations Managers of SCOPE Maastricht and assist them with support if needed**
- To take active part in the committees and assist the externals when required.
- To take over a reasonable amount of office hours **as stated in the board contract.**
- **The two External Relations Commissioners of the board, agree upon a division of companies during their transition phase. This will be stated in their respective board contract. The close collaboration between the two positions is a vital part of the External Relations structure of the SCOPE Maastricht Board.**
- **To attract and to maintain contact with sponsors and beneficiaries.**
- **Responsible for interaction with Career services office and the Internship office of SBE**
- **Growth and well-being of the active members.**

(K) The Marketing Commissioner

Article 18

a) The Marketing commissioner is responsible for

- Setting up and executing SCOPE's marketing strategy
- The content management of the SCOPE Maastricht website
- The provision of information needed regarding the websites.
- Managing the SCOPE Maastricht Facebook page
- Managing the SCOPE Maastricht LinkedIn page
- Managing the SCOPE Maastricht Instagram account
- Managing **the content of** the SCOPE Maastricht app
- Managing the SCOPE Maastricht Wikipedia page
- Managing the SCOPE Maastricht YouTube account
- Chairing the Marketing committees
- Establishing and maintaining a Corporate Design
- Setting long term objectives (e.g., coming up with new distribution channels for promotion)
- Designing the promotion material
- Consulting the other board members concerning event promotion
- Manage the image of the SCOPE Maastricht.
- To contribute to the communication of the mission and values to members and non-members

- To take active part in the committees when required
- To take over a reasonable amount of office hours **as stated in the board contract.**
- **Growth and well-being of the active members.**

(L) The **Social** Commissioner

Article 19

- a) The **Social** Commissioner is responsible for building and maintaining the SCOPE community through social events.
- b) Included in this function are the following tasks:
 - The responsibility for the representation of SCOPE at the INKOM and at the School Introduction Days.
 - The responsibility for the organization of all social activities for active and passive members
 - The responsibility for the organization of open social activities for Maastricht and SBE students
 - To contribute to the communication of the mission and values to members and non-members
 - To take active part in the committees when required
 - To take over a reasonable amount of office hours **as stated in the board contract.**
 - **The scheduling and communicating of the stand-planning hours at SBE within the board and to other associations**
 - **Growth and well-being of the active members.**

(M) The Career Commissioner

Article 20

- a) The Career Commissioner is responsible for all career related activities
- b) Included in this function are the following tasks:
 - The responsibility for the organization of all career activities
 - The responsibility for submitting and adhering to the financial budget and the financial responsibility concerning the aforementioned activities.
 - To contribute to the communication of the mission and values to members and non-members

- To take active part in the committees when required and actively.
- **To recruit the Maastricht Business Days committee members and lead the organizing committees**
- To take over a reasonable amount of office hours **as stated in the board contract.**
- **Growth and well-being of the active members.**

(N) The Academic Commissioner

Article 21

a) The Academic Commissioner is responsible for all events organized for general members, excluding the general member assembly, social activities and career activities. b) Included in this function are the following tasks:

- The responsibility for organizing academic activities: block-related activities. (lectures and workshops, skill training)
- The responsibility for submitting and adhering to the financial budget and the financial responsibility concerning the aforementioned activities.
- To contribute to the communication of the mission and values to members and non-members.
- To take active part in the committees when required.
- To take over a reasonable amount of office hours.
- Growth and well-being of the active members.

(O) Board of Advice

Article 22

Seat appointment and duration

a) The Board of Advice should have minimum one more person as the Board of SCOPE Maastricht.

b) The Board of Advice will have one chairman (preferably living in Maastricht); heshe/they is responsible for communicating the voice of the BoA to the board of SCOPE Maastricht.

b) In order to maintain a close relationship to the Board of SCOPE Maastricht, former Board members can apply to become a member of the Board of Advice one year after being released from their duties as Board member.

c) In order to maintain a close relationship between the members of the board of SCOPE Maastricht and the BoA, each year a recent board member of SCOPE Maastricht will take

place in the BoA.

c) The Board of Advice is responsible to propose and present their members at the annual General Member Assembly meeting. Members of SCOPE Maastricht attending the General Member Assembly have to approve the members of the Board of Advice.

d) Each year, it has to be determined who of the BoA remains seated in the BoA and who will make place for a new member. This new member will be selected in good dialogue between the chairman of the BoA and the President of SCOPE Maastricht. For each year a chairman has to be appointed.

d) A member of the Board of Advice cannot be a board member or board of advice member in any other study or student association in Maastricht.

e) The BoA is responsible for nominating their members, which have to be presented and approved by the members in the GMA.

e) A member of the Board of Advice cannot be an active member of SCOPE Maastricht.

f) A member of the BoA cannot be a board member or board of advice in any other study / student association / initiative in Maastricht.

f) The Board of Advice will have one chairperson. The chairperson is responsible to represent the Board of Advice towards all members of SCOPE Maastricht.

g) The chairperson of the Board of Advice is elected by the members of the Board of Advice. Members of SCOPE Maastricht attending the General Member Assembly have to approve the chairperson of the Board of Advice.

Article 23

Tasks

a) The Board of Advice will support SCOPE Maastricht in its policy in the broadest sense. Moreover, it will provide advice for the development of SCOPE's long-term strategy and will ensure a knowledge transfer between the academic years in a reasonable way.

b) The Board of Advice has to be given access to the minutes of Board meetings from SCOPE Maastricht are however obligated to notify the Board of SCOPE Maastricht if they read through the minutes.

c) Should the current Board of SCOPE Maastricht wish to receive advice from the Board of Advice, they have to proactively reach out to the Board of Advice via an agreed

communication channel (e.g., email). The Board of Advice will form an advice within seven days and will communicate this back to the Board of SCOPE Maastricht.

Article 24

a) A delegation of the Board of Advice will assemble at least four times a year with a delegation of the Board of SCOPE Maastricht. This will happen on the invitation of the President of SCOPE Maastricht. Meetings can be arranged both physically (preferable) and virtually.

b) The President of SCOPE Maastricht meets up with the chairperson of the Board of Advice at least four times a year to discuss current topics and ways of working.

c) The chairperson of the Board of Advice holds the right to be present at Board meetings of SCOPE Maastricht.

Article 25

The Board of SCOPE Maastricht proposes intentions with respect to the following activities to the Board of Advice before taking a decision:

a) Appointment and dismissal of Board members

b) Changes in the statutes and domestic regulations

c) Changes to the long-term strategy of SCOPE Maastricht

d) Changes to the organizational structure of SCOPE Maastricht (including, but not limited to, new daughter associations, changed board positions, different legal entity)

(P) General Members Assembly

Article 26

Entry

a) All members of the association of SCOPE Maastricht, Alumni and members of the BoA of SCOPE Maastricht have the right of entry to the GMA.

b) The Board reserves the right to invite non-members to the GMA, who will have no right to speak or vote.

Article 27

Alumni members have the right to speak at the GMA.

Article 28

Dates of Assembly

Next to the annual assembly at least one GMA will be organized, in the month of January or February. In this assembly, at least the half-year report and the financial justification will be presented.

Article 29

GMA Report

- a) The GMA report to be presented in the GMA is to be published on the website of SCOPE three working days prior to the GMA.
- b) The BoA has the obligation to fill two pages in the (half) year report.

Article 30

Voting

- a) A voting committee potentially to be appointed by the **chairperson** of the GMA consists of a minimum of 2 members and 2 board members, which, as far as the GMA is concerned:
 - a. Sees to the adherence to the statutes of SCOPE Maastricht.
 - b. In the case of voting, determine in what way this.
 - c. will take place will decide what votes are validly and non-validly casted.
 - d. Will count the votes in favor and against
 - e. The chairman of the voting committee, chosen from the members of the voting committee, presents, with the approval of all members of the voting committee, the Result of the vote to the chairman of the GMA immediately after the voting has taken place.
- b) The chairman of the GMA will share the results presented to him/her/**them** in the GMA and will therefore determine the result by acclamation.
- c) Approval is obtained through half of the number of members present plus one voting, in favor of the proposal.
- d) Proposals of Honorary Members have to be approved by 3/4 of the members voting.
- e) Voting can be done in favor, against and abstention. Only votes in favor and against will be counted.

(Q) Accounting Control Committee

Article 31

- a) The members of the Accounting Control Committee will be appointed and dismissed by the GMA.
- b) The Accounting Control Committee consists of at least two persons.

c) The Accounting Control Committee will discuss several times a year the financial administration of the association and will report about this to the GMA.

d) The written proposal has to be handed in 10 business days prior to the GMA.

(R) College-Old-Board and Alumni

Article 32

a) The College-Old-Board consists of former-Board Members.

b) The Alumni consist of former members of SCOPE, SCOPE | 3MA, SCOPE | FOCUS, SCOPE | Economics, FAME, E.F.M. Academy, E.F.M. Imperator, E.F.M. Alfa, 3MA, FS FOCUS, Economics, Agryris, Comax, Maastricht Marketing Association, IES Network.

c) The sitting Board can grant the title of Alumni to leaving Active and Board Members of SCOPE Maastricht.

d) If Alumni Members would like to participate in activities of SCOPE Maastricht for the reduced member price, they will have to pay the normal yearly membership fee.

e) The Board is responsible for the organization of a yearly activity for the **CoB**. This activity needs to be announced at least **two** months in advance and preferably longer before.

f) At the activity of the CoB, the current Board ought to account for the past Board term, the policy for the resting Board term and possible longer-term.

g) The College-Old-Board will have in this way the possibility to advice about the themes, which were spoken of.

h) The activities for Alumni and the activities for CoB can be held together.

i) The Board is responsible for the organization of a drink for the **Alumni**, at least two times a year.

j) For the organization of the activities mentioned above, the Board can ask members of the CoB for a part of or the whole organization.

k) The Board is responsible for the writing and sending of an Alumni newsletter, at least four times a year.

l) The Board will place at least 500 Euros at the disposal of activities for the Alumni, CoB, and BoA

m) Only with the consent of the BoA, the Board may deviate from this amount