

ByLaws Programme Committee Applied Mathematics

Article 1: Range of regulations

1. These regulations apply to the programme committee of Applied Mathematics (BSc and MSc), referred to as PC-AM (or OLC-AM).
2. Whenever a clause of these regulations conflicts with the WHW (Wet op Hoger Onderwijs), board regulations of the University of Twente, Faculty Regulations of the Faculty of Electrical Engineering, Mathematics and Computer Science, this clause is regarded as not written.

Article 2: Chair, Vice-Chair and Registrar

1. The PC-AM chooses a chairperson from the members of the committee for a period of one year. After this period the chair can be re-appointed immediately, and indefinitely.
2. The PC-AM chooses a vice-chairperson to which in absence of the chairperson replaces the chairperson.
3. The PC-AM is entitled to a registrar which is not a member of the PC-AM.
4. The chairperson and the registrar draft the agenda of the meeting. Items should be announced 5 working days before the meetings. The chairperson presides the meeting.
5. The registrar is responsible for sending the agenda, the meeting documents and minutes in due time before the meeting, i.e. 3 working days.
6. The registrar ensures that minutes are made and consults the chairperson on the draft minutes.
7. The registrar publishes the agenda and final minutes of the meetings, as well as advices and recommendations.
8. The chairperson drafts the annual report.

Article 3: Annual Plan and Meetings

1. The PC-AM drafts an annual plan at the start of the academic year.
2. The PC-AM will meet at least seven times a year.

Article 4: Meetings of PC-AM

1. The meetings of the PC-AM are public. The Programme Director, the bachelor and master coordinators of AM, as well as a representative of the AM student association Abacus are invited.
2. At the start of every meeting the PC-AM agrees on the agenda. Despite Article 2.4, the PC-AM may nevertheless decide to discuss urgent issues.
3. Every meeting the PC-AM discusses the draft minutes of the previous meeting (see article 2.6) and adopts the final version of the minutes including any agreed changes.
4. The PC-AM can only decide on an advice if more than half of the members is present.
5. In case of advice. If the members agree, this is done by acclamation. In case of a vote, the chairperson formulates a proposition. A proposition is adopted if the majority of the votes by the members is in favour, in case of a draw it is not adopted.
6. In case a member of the PC-AM cannot attend a meeting, he/she may either authorize another member to vote or choose to be substituted, by writing to chairperson and registrar (e.g. email). The substitute is authorized to vote on behalf of the member.

Article 6: Enactment date

These regulations are in effect since 18-11-2020.