

FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION (ITC FACULTY) OF THE UNIVERSITY OF TWENTE PhD ITC COMMUNITY (pITCom.)

Within the context of the Twente Graduate School, the aim is that the PhD community at the Faculty of Geo-information Science and Earth Observation (ITC) of the University of Twente organizes itself in a committee. The committee is named the PhD ITC Community, abbreviated as pITCom..

The objectives of pITCom. are:

- a) To act as the representative of ITC PhD candidates.
- b) To promote and support social activities for ITC PhD candidates.
- c) To foster and extend scientific and academic support between ITC PhD candidates.
- d) To stimulate and initiate education related activities such as seminars, summer schools, information exchange and course selection.
- e) To assist ITC PhD candidates who newly joined the Faculty.

Membership is automatically for all PhD candidates at ITC. All members together are addressed as the General Body (GB) of pITCom.. A Daily Board (DB) is responsible for the day-to-day conductance of the activities of pITCom.. The DB is composed of six elected members, with one member from each scientific department. The DB is elected for a term of one calendar year from 1st January to 31st December. The DB contains the following functions:

- The Chair
- The Secretary
- The Social responsible
- The Scientific responsible
- The Education responsible
- The Public relations responsible

The elected DB members decide among themselves who fulfills which role.

Each year elections take place. These obey the following conditions:

- a) All pITCom. members can be elected to the DB.
- b) All pITCom. members can nominate a candidate or can present themselves as candidate.
- c) No pITCom. member can support more than two candidates.
- d) No person can be elected to serve more than three terms.
- e) In the event of the resignation of a member of the DB, the pITCom. members can elect a replacement during the following GB meeting. The term of the new member ends when the term of the resigning DB member would end.
- f) In case more than three members of the DB resign, an election for all positions is being announced by the remaining DB members.

The following meetings are organized:

- a) During each calendar year the pITCom. holds at least two GB meetings, of which minutes will be made publicly available. At GB meetings voting is open to all pITCom. members.
- b) The DB is entitled to call for an urgent GB.
- c) The DB holds meetings at least once every four weeks to discuss ongoing matters. At DB meetings voting is open to DB members.
- d) The quorum for the GB meeting equals 15% of the total number of pITCom. members, whereas the quorum for the DB meetings equals two-thirds of the number of DB members.

Any pITCom. member is entitled to attend the meetings of the DB as a guest. Also, any person is entitled to attend and/or speak at the DB meetings as an invited guest.

The DB may install working groups to support pITCom. activities and objectives.

pITCom. receives financial support from the faculty in order to organize activities. The degree of funding is yearly considered as part of the annual ITC budget and will be adjusted if needed.

At the end of the one-year term of the DB, it is the Chair's responsibility to prepare an annual report by the 1st of February of the succeeding calendar year. It reports all activities that the DB initiated and carried out during its incumbent period. It contains details regarding the current status of outstanding issues. The report also includes the complete financial statement for the past calendar year.

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“By-laws”

1. Remits of Daily Board

1.1 Remits of the Chair

- a) To act as the official spokesperson of pITCom.
- b) To chair the GB and DB meetings
- c) In the event of a tie the Chair has a casting vote in GB and DB meetings
- d) To coordinate the DB and GB activities
- e) To be the interface between pITCom. and ITC and take place in committees of ITC if required. The Chair shall also attend and/or participate in official functions of ITC, as may be required from time to time
- f) To promote pITCom., its aims and policies – to the general public in particular – in conjunction with other DB members
- g) To prepare the annual report, including the end-of-year financial statement, by the 1st of February of the succeeding calendar year
- h) To draft a financial budget for the upcoming year the Chair will be in the DB
- i) To pursue affiliation fees

Together with the Secretary

- a) To prepare the agenda for the GB and DB meetings
- b) To distribute notices and make necessary preparations for GB and DB meetings
- c) To manage the correspondence of pITCom.

1.2 Remits of the Secretary

- a) To maintain an up-to-date file of the policy of pITCom., and deal with enquiries about policy
- b) To maintain a list of contacts at qualifying institutions and recognized bodies and be the official point of correspondence to bodies outside of ITC
- c) To represent pITCom. in outside bodies and agencies, acting in a manner in accordance with the policy of pITCom., and report pertinent information arising from meetings attended to the GB

1.3 Remits of the Social responsible

- a) To be a confidant for discussing personal affairs
- b) To ensure that pITCom. provides an environment that encourages and enables anyone to fully participate in its activities
- c) To organize social, cultural and sport activities which promote interaction among the PhD community

- d) To organize activities that promote the exchange of experiences with other faculties and universities

1.4 Remit of the Scientific responsible

- a) To identify and deal with pertinent matters relating to the concerns of the PhD community at ITC regarding research
- b) To ensure that timely support is available to PhD candidates who request for academic and scientific support
- c) To foster academic and scientific interaction within the PhD community at ITC
- d) To organize seminars and colloquia for the PhD community at ITC

1.5 Remits of the Education responsible

- a) To identify and deal with pertinent matters relating to concerns of the PhD community at ITC regarding education, including the Training & Supervision Plan
- b) To organize courses for the PhD community at ITC

1.6 Remits of the Public Relation responsible

- a) To identify and deal with pertinent matters relating to public relation concerns of the community
- b) To liaise with member institutions and recognized bodies outside ITC
- c) To promote pITCom. and its activities (shared responsibility with Chair)
- d) To prepare a quarterly newsletter for the pITCom. members
- e) To maintain the website of pITCom.

2. Regulations for the DB

The DB prepares objectives and a plan for their work for their term, which are submitted for discussion, amendments and approval in a GB meeting within the first month after being installed.

DB members may resign by giving a written notice to the Chair at least two weeks in advance, or, regarding the Chair and the Secretary, one month in advance. In the case of a resignation, the Chair, if appropriate, shall make alternative arrangements to ensure the duties are fulfilled until a replacement. With resignation of the Chair a written notice should be given to the DB, and an interim Chair will be designated by the DB.

3. Elections

For the election of the DB members the following procedure is followed:

- a) Email from the incumbent Chair to the pITCom. members on the first Monday of November, asking for candidatures/nominations of candidates. The latest date for candidatures/nominations is 23:59 hour of the third Monday of November.

- b) On the following working day the incumbent Secretary inquires whether nominees are willing to be candidate in elections for the DB of the following year.
- c) The Secretary compiles the list of candidates.
- d) The list is communicated to the Coordinator Research, who arranges the election.
- e) Email from the Secretary to the pITCom. members on the fourth Monday of November, asking for votes.
- f) Positions of Chair and Secretary are for the candidates with the highest and second highest number of votes, respectively, but elected members may decide among themselves about the functions based on consensus among the candidates.
- g) The remaining candidates with the highest number of votes from each ITC research theme become the new board members and complete the composition of the DB.
- h) The incumbent DB convenes a meeting with the newly elected DB.
- i) Functions of all new DB members are decided based on consensus in this meeting.
- j) If there are as many candidates as there are positions they will immediately be declared as elected. In such a case, the candidates should agree on who will fulfil which function.
- k) The election results are formally communicated by the incumbent DB to the GB, ITC Directorate, Research Portfolio holder, Chairman of the Faculty Council of ITC, Coordinator Research and the President of the PhD Network of the University of Twente (P-NUT).

4. Email account and website of pITCom.

The official email account and archive of pITCom. is pitcom-itc@utwente.nl. The account is accessible only to DB members. All DB members may use the official email for communication related to their portfolio being held in the DB.

After being informed by the incumbent DB, the Coordinator Research will do the necessary to provide access to the successive DB, starting at the 1st of January or the first working day after it of the term to which the DB is elected.

Photographs and the names of the elected DB members will be added to the website of pITCom.. All DB members have administrative rights of the website.

5. Unforeseen circumstances

All circumstances not foreseen or covered by this Constitution or its By-laws are decided upon by the DB pending approval by the next GB meeting.