

VERSION 2.0
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CONSTITUTION DOCUMENT PHD ITC COMMUNITY

PRESENTED BY PITCOM DAILY BOARD 2017
FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION
UNIVERSITY OF TWENTE

PART A: CONSTITUTION OF PHD ITC COMMUNITY

1. SCOPE

The PhD ITC Community, abbreviated as pITCom, is the body representing all PhDs registered at the Faculty of Geo-Information Science and Earth Observation (ITC Faculty), of the University of Twente. This document states the principles and norms regarding the organization and conductance of pITCom.

2. OBJECTIVES

The objectives of pITCom are:

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

3. MEMBERSHIP AND REPRESENTATION

Membership to pITCom is automatic for current PhD candidates registered at the ITC Faculty. The group of members is addressed as the General Body (GB) of pITCom. A Daily Board (DB) is responsible for the day-to-day business of pITCom.

3.1. ORGANIZATION OF THE DAILY BOARD

The DB consists of six members, preferably one member from each scientific department of ITC Faculty. The DB members are elected for a term of one calendar year from 1st January to 31st December. The DB holds the following positions:

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

3.2. MEMBERS OF THE DAILY BOARD

As it is preferred that each research department of ITC Faculty is represented in the Daily Board, the election procedure is executed per department. Elections take place every year and obey the following general regulations:

- a) All pITCom members can be elected as members of the DB.
- b) All pITCom members can nominate a person or can nominate themselves as candidate for the DB.
- c) No pITCom member can serve the DB more than two terms.
- d) The pITCom members from each research department elect a representative to the DB.
- e) The election procedure follows the regulations stated in section 2.5 of Part 2 of this document.

3.3. ADVISORY

The ITC Coordinator Research fulfills the position of Advisor. He or she may provide recommendations regarding official matters and the day-to-day business of pITCom. The Advisor is the first point of contact between pITCom and other bodies of ITC Faculty.

4. MEETINGS

pITCom organizes the following meetings.

4.1. GENERAL BODY MEETINGS

During each calendar year pITCom holds at least two GB meetings, which obey the following general regulations:

- a) At GB meetings voting is open to all pITCom members.
- b) Minutes of GB meetings will be available to the public.
- c) In the first GB meeting of the year, the DB presents its annual work plan. This meeting must take place within one month after a new DB has been installed.
- d) In a GB meeting, the DB presents the members of the DB for the next calendar year and addresses general issues regarding pITCom or ITC PhDs. This meeting must take place during the last two months of the calendar year.
- e) The DB is entitled to call for an urgent GB meeting.
- f) The quorum for GB meetings equals double the number of members in the DB plus one.

4.2. DAILY BOARD MEETINGS

The DB holds meetings at least once every four weeks to discuss ongoing matters. These meetings obey the following general regulations:

- a) At the beginning of each calendar year, the members of DB will agree on which day of the month to hold regular meetings; for instance, the last Friday of each month.
- b) The quorum for DB meetings equals four DB members.
- c) Consensus among all DB members is preferred for decision making.
- d) No DB member has veto right to cancel, reject or delay decisions by the DB.
- e) Any pITCom member is entitled to attend the meetings of the DB as a guest. Also, any person may be invited to attend and/or speak at DB meetings.
- f) The Advisor is entitled to attend any of the DB meetings.

5. FINANCES AND ANNUAL REPORT

5.1. WORK PLAN AND BUDGET

pITCom receives financial support from the ITC Faculty in order to organize activities. The degree of funding is considered at a yearly basis, and is part of the annual ITC budget. The DB prepares an annual work plan at the beginning of its term, which contains activities, a budget, responses to outstanding issues (see annual report, next paragraph) and the DB focal points.

Alternatively, the pITCom could pursue other sources of funding including, but not limited to: membership fees by pITCom members, annual fees by ITC research departments, and contributions by other bodies of the University of Twente or external organizations.

5.2. ANNUAL REPORT

At the end of a DB's term, the DB writes an annual report by 1st February of the succeeding calendar year. The report describes all activities that the DB initiated and carried out during its incumbent period, and it contains details regarding the current status of outstanding issues. The report also includes the complete financial statement for that term.

Both the plan for the upcoming year and the annual report of the past calendar year are presented at the first GB meeting of the new calendar year.

PART B: BY-LAWS

1. REMITS OF THE DAILY BOARD POSITIONS

1.1. REMITS OF THE CHAIR

- a) To act as the official spokesperson of pITCom, and to promote its aims and policies.
- b) To chair DB and GB meetings.
- c) To coordinate DB and GB activities.
- d) To appoint an interim, among the DB members, for the position of Chair during a temporal absence from the ITC Faculty.
- e) To organize the recruitment of new board members.
- f) To be the interface between pITCom and the ITC Faculty, and to take place in committees of ITC Faculty if required.
- g) To coordinate the preparation of a work plan and coordinate the draft of a financial budget for the ongoing year.
- h) To pursue affiliation fees (sponsorship) for pITCom activities.

Together with the Secretary:

- i) To prepare the agenda for GB and DB meetings.
- j) To distribute notices and make necessary preparations for GB and DB meetings.

- k) To manage the correspondence of pITCom, including incoming e-mails and documents.
- l) To prepare the annual report, including the end-of-year financial statement.

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 be the official point of correspondence to bodies inside of ITC, and maintain a list of contacts or relevant institutions and recognized bodies.
- c) Communicate pertinent information arising from GB meetings.
- d) To prepare and distribute minutes of DB and GB meetings.
- e) To prepare internal documents and public statements.
- f) To support the organization of elections of members to the DB.

1.3. REMITS OF THE SOCIAL RESPONSIBLE

- a) To ensure that pITCom provides an environment that encourages and enables anyone to fully participate in its activities.
- b) To maintain contact with the PhDs of ITC Faculty.
- c) To organize social, cultural and sport activities which promote interaction among the ITC PhD community.
- d) To organize activities that promote the exchange of experiences with other faculties and universities.
- e) To maintain an up-to-date list of pITCom members in coordination with the Advisor.
- f) To manage pITCom's social network accounts and prepare newsletters to inform about topics relevant for the ITC PhD community.

1.4. REMITS OF THE SCIENTIFIC RESPONSIBLE

- a) To identify and deal with pertinent research matters regarding the concerns of the ITC PhD community.
- b) To foster academic and scientific interaction within the ITC PhD community.
- c) To organize seminars and colloquia for the ITC PhD community.
- d) To prepare a budget for scientific activities for each calendar year.

1.5. REMITS OF THE EDUCATION RESPONSIBLE

- a) To identify and deal with pertinent matters for the ITC PhD community regarding education, including the Training & Supervision Plan.
- b) To organize courses and workshops for the ITC PhD community.
- c) To prepare a budget for education activities for each calendar year.

1.6. REMITS OF THE PUBLIC RELATION RESPONSIBLE

- a) To represent pITCom in outside bodies and agencies, acting in accordance with the policy of pITCom.
- b) To guard and manage the reputation of pITCom as an international and multicultural organization.
- c) To create collaboration opportunities with institutions and recognized bodies outside ITC.
- d) To promote pITCom and its activities through the preparation and distribution of newsletters, and promotional material (physical and digital).
- e) To take care that the DB prepares and issues public reports regarding pITCom activities, within 2 weeks of the date of the activity.
- f) To maintain the website of pITCom and coordinate (the supply of) new content.

2. REGULATIONS FOR THE DAILY BOARD

It is the responsibility of all the members of the DB to keep themselves and other board members informed about details regarding meetings, decisions, agreements, and tasks. DB members must timely communicate to other DB members about any circumstances that may influence or hinder the operation of pITCom, its activities, its decisions and the welfare of the ITC PhD community.

The following regulations apply to the work of the DB.

2.1. ANNUAL WORK PLAN

- a) The DB prepares an annual work plan for its incumbent term, which includes activities to comply with the objectives of pITCom, an annual budget, proposals to deal with outstanding issues (in response to the annual report of the previous year), and the DB focal points.
- b) The annual budget shall include the costs for the first GB meeting of the next calendar year. This avoids that a DB has to wait with planning the first GB meeting where it will present itself and its plans until the budget is approved.
- c) The annual work plan shall be submitted for discussion, amendments and approval to a GB meeting within six weeks after a new DB is installed.
- d) Two weeks after the GB meeting, the annual work plan shall be submitted to the ITC Directorate for approval.

2.2. COMMITTEES

The DB may install committees or working groups to support pITCom's objectives and the organization of activities.

2.3. COMPENSATION

- a) Each board member is granted with 2 ECTS after completing a one-year term.
- b) No credits will be granted to members of the DB who resign within 9 months after joining the board.

- c) An exception is made for those members who join the board to substitute a member who could not complete his/her term. The number of credits for these members (the ones acting as a substitute) will be proportional to the time that they served the DB (e.g., 3 months = 0.5 ECTS).
- d) The number of ECTS granted to those resigning from the DB after 9 months is proportional to the time they served the DB.

2.4. RESIGNATION

- a) A member of the DB may resign by providing a compelling reason to do so.
- b) A member of the DB presents his/her resignation by written notice addressed to the Chair one month in advance.
- c) It is up to the Chair to decide on a date at which the resignation of a DB member will be made officially. The date shall be set within 45 days after a resignation notice is presented.
- d) Upon acceptance of a resignation, the Chair shall make arrangements to ensure that all duties and responsibilities are being fulfilled until a new DB member is appointed.
- e) The remaining members of the DB opens a call to elect a new representative from the same research department as the resigning member.

The resigning member may recommend a pITCom member to take over his/her position.

- f) The resigning member shall cooperate with the DB in the process of completing tasks, transferring responsibilities to other DB members, and assisting the new DB member before the official resignation date.
- g) In case of resignation by the Chair, he/she addresses a written notice to the Secretary one month in advance. The secretary will call for a meeting with the DB to designate an interim Chair. After a new DB member is appointed, the DB will meet to decide who will take the position of Chair, either by common agreement or by voting.
- h) The term of the DB member who replaces the resigned DB member ends at the end of the calendar year (when the term of the resigned would end).
- i) In case of the resignation of more than three DB members, the remaining DB members will organize elections for the positions of all board members.

2.5. ELECTION OF BOARD MEMBERS

The election of members to the DB takes place once a year. Ideally, the positions in the DB are fulfilled by one representative of each research department at the ITC Faculty. Elections must be organized in the following manner:

- a) The incumbent Chair opens the call for candidates for the DB by informing all pITCom members by email. The first call should be made in the first week of October.
- b) After the first call, the current members of the DB may approach potential candidates within their departments, inform them about the tasks and benefits, and encourage them to nominate themselves as candidates.
- c) The incumbent Chair makes a second call for candidates for the DB by email to all pITCom members two weeks after the first call.

- d) Within a week after the second call, an informal meeting could be organized to inform (potential) candidates about pITCom and the tasks and benefits of a DB member.
- e) If two weeks after the second call there are still research departments without candidates, the Chair requests to the Advisor to inquire the heads of the research departments and ask them to propose a candidate (either by asking for volunteers or by appointing a PhD).
- f) If a research department fails to propose a candidate two week after the inquiry by the Advisor, the vacant candidature will be filled by a candidate of another department.
- g) The incumbent Secretary compiles a list of all candidates, and informs the DB and the Advisor.
- h) The candidates with no competition within their ITC research department will be elected directly as members of the DB for the upcoming calendar year.
- i) Research departments with more than one candidate arrange an internal election. Elections are organized by the current representative of that department in the DB, and supervised by the Secretary and the Advisor. Only the pITCom members of a specific research department are entitled to vote for the representative from that department. The candidate with the highest number of votes becomes a member to the DB in the upcoming term.
- j) The incumbent Secretary compiles a list of the elected members to the DB, including the outcomes of internal elections (if any), and informs the DB and the Advisor.
- k) The incumbent Chair organizes a meeting with the newly elected DB members and the Advisor.

2.6. POSITIONS IN THE DAILY BOARD

The new members of the DB determine who fulfills which position as follows:

- a) The incumbent Chair organizes a meeting with the newly elected DB members and the Advisor (see section 2.5. point k). The Advisor chairs this meeting.
- b) The DB members are asked by the Advisor to state their first and second choice regarding the positions they would like to hold in the DB.
- c) The DB members without overlap regarding their first choice, will hold the position of their first choice.
- d) DB members with overlapping first choices may negotiate to decide who will hold which of the remaining positions. Those who reach an agreement take the positions of their choice.
- e) Consensus among all candidates is preferred; but for the positions for which no agreement can be reached, an internal voting will be taken. The voting should start with the position which has the highest number of candidates. All DB members without a position yet can nominate themselves for a position.
 - i. Before voting, all people present may ask questions to the candidates for a given position to assess their suitability.
 - ii. All the people present cast their votes.
 - iii. The candidate with the highest number of votes takes the open position.
 - iv. In case of a draw, the voting repeats among the candidates with the same number of votes.
 - v. The voting repeats for each open position until all positions are fulfilled.
- f) The meeting ends once each DB member accepts a position and a date for the next DB meeting is set.

- g) The names of the DB members along with their positions within the DB are formally communicated by the incumbent DB to the GB, ITC Directorate, Research Portfolio holder, ITC Academic Board, Chairman of the Faculty Council of ITC, Coordinator Research and the President of the PhD Network of the University of Twente (P-NUT).
- h) The incumbent DB transfer its tasks to the new DB starting on January 1st of each calendar year.

3. OTHER RESOURCES

The ITC Faculty provide the following resources to facilitate the organization and promotion of pITCom activities.

- a) pITCom office:
 - i. The ITC Directorate assigns pITCom an office space at the current installations of ITC Faculty.
 - ii. This office space serves as the pITCom headquarters, in which the DB holds its regular meetings and other pITCom related activities.
- b) Email Account:
 - i. The official email account of pITCom is pitcom-itc@utwente.nl. Accessibility of the account is limited to the incumbent DB members.
 - ii. After being informed by the incumbent DB, the Advisor provides, to the new DB, access to the email account, starting on 1st January or the first working day of a calendar year
- c) Website:
 - i. The official website of pITCom resides at <https://utwente.nl/pitcom>
 - ii. All DB members have administrative rights of the website; however, the content is managed by the Public Relations Representative.

4. UNFORESEEN CIRCUMSTANCES

All circumstances not foreseen or covered by this Constitution document or its by-laws are resolved by the DB, who will judge if the situation demand approval during the next GB meeting.