PE-NUT BYLAWS

These bylaws were adopted at the GMM on 06/11/2026. They can be modified by future GMMs. Any PE-NUT member may submit a proposal to amend the bylaws to a GMM. Such proposals must be submitted in writing at least two weeks before the GMM. The bylaws supplement the PE-NUT statutes. In case of any contradiction, the statutes take precedence.

1. Members and donor status

Member

Definition

Any PhD or EngD candidate **working** at the University of Twente can become a **member**.

Rights and Involvement of Members

- Members can join any PE-NUT events, receive discounts for events, join the PE-NUT WhatsApp Community, and be represented towards the university by PE-NUT.
- Members hold voting rights at the General Member Meetings (GMM).
- Members are eligible to become active members or run for a board position.

Status of Member

The membership lasts for one year and is automatically renewed until deregistration is requested.

Members are required to pay an annual contribution fee. Admission is confirmed upon payment of the first annual contribution. The following contributions will be collected annually.

Duration

- Any member can request deregistration from the association by sending an email to the association's email address at least **one month** before the renewal of their subscription.
- Upon a member's cancellation of their membership, all associated rights and privileges shall remain in full force and effect until the conclusion of the current membership term.

- After registration or renewal payment, it is not possible to refund the payment. The request will be considered as a deregistration request, and the membership will last for the remaining time, and will be cancelled before the next renewal.
- When a member no longer meets the membership criteria, the Elected Board terminates their membership in accordance with Article 6.3(c) of the statutes. They may apply to become a donor

Donor

Definition

Donors are **supporters** of the association. Any person who does not fulfil the membership criteria can become a donor.

Rights and Involvement of Donors

- Donors can join selected PE-NUT events, receive discounts for events.
- Donors may attend the GMM but **do not** hold voting rights.
- Donors **are not** eligible to become active members or run for a board position.
- Donors may **voluntarily** pay an additional donation.

Status of Donor

The Donor subscription lasts for one year and is automatically renewed until deregistration is requested.

Donors are required to pay an annual contribution fee. The first annual contribution shall be paid upon registration, or in any case, within the first month of registration. The following contributions will be collected annually.

Duration

- Any Donor can request deregistration from the association by sending an email to the association's email address at least **one month** before the renewal of their subscription.
- Upon a Donor's deregistration of their donorship, all associated rights and privileges remain in full force and effect until the conclusion of the current membership term.
- After registration or renewal payment, it is not possible to refund the payment. The request will be considered as a deregistration request, and the membership will last for the remaining time, and will be cancelled before the next renewal.

2. Annual contribution and information timeline

GDPR compliance

All Members and Donors are required to pay an annual contribution. Personal and financial information required for fee processing shall be collected and stored in accordance with the General Data Protection Regulation (GDPR).

Collection duty

Following the financial year-end closure and the General Members' Meeting (GMM), the incoming Treasurer shall take care of the fee collection process. The handover should be completed within one month of the new board year, during which the new and the old Treasurer will work together to smoothly complete the transition. The new treasurer is responsible for the fee collection starting from their election until the end of their term (which is the day of the new election).

The Treasurer and Secretary share responsibility for ensuring timely fee collection from both new registrants and yearly contributions f**or the year they are in charge**.

Fee amount

The annual contribution amount is determined by the GMM.

- The GMM of 06 November 2026 set the **membership fee at €20** (twenty euros).
- The GMM of 18 February 2026 set the **donorship fee at €36** (thirty-six euros). Donors who wish to contribute a higher amount may do so upon request.

The annual contribution is invoiced automatically, followed by automatic payment reminders. If an invoice remains unpaid after the reminders, the membership or donorship may be terminated in accordance with Article 6 of the statutes. The decision is made by the Elected Board upon recommendation from the Treasurer or the Secretary, and is communicated in writing to the person concerned, stating the reasons. A member may appeal the decision to the GMM within one month of receiving the notification

Refund Policy

As per our statutes, no refunds will be granted to members or donors who choose to leave the network before the end of the contribution year.

Exemption and reduction

Members may request a reduced fee due to financial hardship or other exceptional circumstances. Valid reasons may include low income, supporting family members in need (in the Netherlands or abroad), an extended stay abroad, or similar situations.

Reductions or exemptions are granted by the Elected Board upon advice of the EQUITY committee and the Treasurer (statutes Art. 5.2). Exemptions can be challenged and overturned by the Board during the GMM.

3. Active members and Board members

Elected board members

- If a member is elected to one of the four elected board positions as defined in the statutes, they become an elected board member.
- Elected board members are KvK and UBO-registered and, therefore, legally responsible for the association.
- Elected Board members hold the same rights and obligations as members.
- Elected board members hold voting rights in elected board meetings and board meetings.

Active members

- Members may decide to become active members by contributing to event organization or initiative execution.
- Active members may join one or more committees.
- New active members are onboarded by the board.
- Active members are eligible for compensation for their work in the association.

Board members

- The head of each committee becomes a board member. Each committee chooses its own head among its active members.
- Board members hold the same rights and obligations as members.
- Board members hold voting rights in board meetings.

Board structure

The board consists of elected board members and committee heads. As of the current structure, the board members include:

- Elected Board Members as defined in the statutes (President, Vice-President, Secretary, Treasurer)
- CONNECT Head
- REPRESENT Head
- INFORM Head
- EQUITY Head
- PE-NUT Day Head

Committees may be established to support the activities of PE-NUT.

Changes to the board structure, including adding or removing a committee, require an absolute majority of the votes cast in the Board and must be confirmed by the GMM.

Each committee (excluding the elected board) shall elect its own head through an absolute majority vote among its members at the beginning of the board year. In the event that a committee has no members, the board will appoint a head.

In the event of a committee head's absence for three consecutive months, the committee shall appoint a new head.

4. Compensation for board and active members

Forms of compensation

To recognize and reward the contributions of PE-NUT's volunteers, the following compensation structure applies:

- **Board Members (PhD members)**: Eligible for a 1-month contract extension per board year OR 5 ECTSs (European Credits).
- **Active Members (PhD members)**: Eligible for ECTSs only with an amount in accordance with workload, up to a limit of 5 ECTS.
- A maximum amount of 5 ECTS can be claimed over the entire time at PE-NUT.
- It is not possible to get a combination of ECTS and contract extensions over the entire time at PE-NUT.
- The request for these compensations is endorsed by PE-NUT. However, the final decision is at the discretion of:
    - HR in the case of contract extensions
    - TGS in the case of ECTS.

Deliverables required for compensation

Compensation is granted based on measurable annual contributions. To qualify, individuals must meet the following criteria:

Board:

- **Consistent participation**: demonstrated by at least 75% attendance at board meetings throughout the board year. Properly excused meeting absences are counted as ½ attendance.
- **Leadership**: in planning and execution of initiatives aligned with their committee's goals.
- **Workload:** equivalent to **4 hours/week** on average across the board year.
- Clear communication and coordination with their team, including delegation of tasks and ensuring accessible minutes of committee meetings.
- Submission of an annual summary of achievements as part of the PE-NUT Annual Report, describing outcomes, challenges, and learnings from the committee's work.
- Board members commit to a full board year beginning at the GMM and ending with the GMM one year later by signing the board form distributed at the beginning of the year. Exceptions may be made by a majority vote of the elected board.

Active Members:

- Tangible contributions to at least **one major event or initiative** during the year. Documents such as event or initiative reports are used to show contributions.

Evaluation and approval

- Compensation decisions are made annually, based on contributions documented in the Contribution Confirmation Letter submitted at the end of the board year.
- The elected board reviews all submissions and votes on eligibility.
- Final approval requires a majority vote of the elected board.

5. Voting procedure in the board

Scope of voting

The board is required to vote on formal **proposals** for:

- Directive decisions for PE-NUT
- Changes to the structure of PE-NUT

Other decisions may be made informally unless otherwise specified in the statutes or at the discretion of the elected board.

Voting procedures

- Proposals must be submitted in writing at least one working week prior to the board meeting where the vote will take place.
- A quorum (minimum number of voting members present) is required. The quorum is defined as more than half of the voting board members.
- Decisions are made by an absolute majority of the votes cast. In case of a tie, the President has the deciding vote (statutes Art. 10.10).
- Voting may take place **in person or digitally** if participation and transparency are ensured.

If voting rules are unclear or not specified here, the board must refer to the **official statutes** of PE-NUT for clarification.

6. Election and nomination procedure of the elected board

Nomination process

- Elections for elected board positions shall be held **annually**, at the end of February or early March, with exact timing communicated **at least 4 weeks in advance**.
- Any member of PE-NUT can **nominate themselves** for one or more positions.
- Nominations should be submitted **at least 2 weeks** prior to the election date. There is no deadline extension.
- Candidates must submit a brief **statement of motivation** outlining their vision and qualifications with their self-nomination.
- Candidates are announced **1 week ahead of the GMM** to the entire PE-NUT community through a newsletter.
- Up to the official announcement, the elected board keeps the identity of candidates confidential. Candidates may announce their candidacy before the official announcement.

Voting procedures

- A **General Member Meeting (GMM)** shall be held where all candidates are introduced, and members can ask questions.

- The election is conducted **anonymously** (either physically or digitally, at discretion of elected board, announced beforehand).
- A separate election is held for each position of the elected board. Each voter gets one vote per position. The vote may be left blank.
- Members may delegate their vote to another member. The procedure for this is decided by the elected board and announced at least 2 weeks before the election. A member may act as proxy for no more than two other members (statutes Art. 15.3).
- The members elected by the GMM are appointed to their respective roles, which the Elected Board formally confirms in accordance with Article 7.4 of the statutes.

Candidate scenarios

- **Positions with many candidates**: the candidate with the most votes wins the position. In the case of a tie, a second voting round is held with the top 2 candidates
- **Position with only one candidate**: a yes/no vote is held for the position. The candidate is elected if an absolute majority votes yes.
- **One candidate running for multiple positions**:
    - If a candidate running for multiple positions wins the election for two or more positions, they may choose their position from the won elections.
    - A new election will be held for the remaining positions with the remaining candidates.
- **If only three elected board positions are filled**: the board may:
    - Split the duties of the missing elected board position among the other elected board members
    - Allow one elected board member to temporarily fill two roles if justified and approved by a unanimous vote of the newly elected board.
- **If only two or less elected board positions are filled**: the remaining board members convene a GMM as soon as possible to fill the vacancies (statutes Art. 7.2). If no Elected Board can be formed within six months, the Board proposes the dissolution of the association to the GMM, which decides in accordance with Article 20 of the statutes.

Oversight

The **elected board** oversees the nomination and election process, ensuring fairness and transparency. In case of disputes, a neutral advisory group may be consulted.

Release of the outgoing board from duties

Prior to the election of a new Board, the General Members Meeting (GMM) shall vote on the release of the outgoing Elected Board from its duties. The GMM may decide not to release one or more members of the outgoing Elected Board if there is reason to believe that their duties were not fulfilled satisfactorily. Such reasons may include, but are not limited to, an unfavorable financial audit or irregularities in the membership records.

A separate vote on the release from duty is held for each Elected Board position.

Any outstanding duties assigned to a non-released member must be justified, reasonable, and related to the duties of their role.

If one or more members of the outgoing Elected Board are not released from their duties, the election of a new Elected Board shall nonetheless proceed.

Members of the outgoing Elected Board who are not released from their duties are responsible for resolving outstanding matters and shall subsequently convene a GMM at which a new vote on their release shall be held.

The non-released outgoing member is not filling their respective role on the new board but is only responsible for wrapping up their tasks from the previous board year.

7. Interpretation of bylaws and statutes

Clarification process

If a situation arises that is **unclear** or **not explicitly defined** in the bylaws or statutes, the elected board must **first check** whether the issue is addressed in:

- The statutes of PE-NUT
- The bylaws
- Any formal decisions or precedents documented in the knowledge base

If the matter remains unresolved, the **elected board** has the authority to interpret the bylaws and statutes. The decision must be voted on and agreed upon by an absolute majority of the elected board. The outcome must be documented in the board **meeting minutes** and added to the knowledge base for future reference.

An interpretation cannot override a decision of the GMM or the statutes.

Escalation

In exceptional cases where legal clarity is required, the board may choose to **consult the notary** or a legal advisor familiar with the association's statutes.