

YOUNG ACADEMY OF THE UNIVERSITY OF TWENTE INTERNAL REGULATIONS

Article 1. Description of Terms used

- a) **UT:** University of Twente
- b) **UMT:** University Management Team
- c) **JA@UT:** Young Academy of the University of Twente
- d) **PAC:** Prizes and Awards Committee
- e) **Members:** Members of the Young Academy at the University of Twente as referred to in article 4 of the regulations for the Young Academy of the University of Twente;
- f) **Executive Committee:** JA@UT's Executive Committee as referred to in article 7 of the University of Twente Young Academy Regulations;
- g) **Chairperson:** The chairperson of the Young Academy of the University of Twente, as referred to in article 7 of the regulations for the Young Academy of the University of Twente;
- h) **Regulations of the JA@UT:** The regulations of the Young Academy at the University of Twente as determined by the University of Twente Executive Board;
- i) **Plenary Sessions of the JA@UT:** The general assembly of the Young Academy at the University of Twente as referred to in article 4 of these regulations;

Article 2. Members

1. The members of the JA@UT will be active on behalf of JA@UT. They will attend plenary sessions at least once a year.
2. The Executive Committee of JA@UT will make efforts to stimulate members to become active within JA@UT.

Article 3. Executive Committee

1. The Executive Committee draws up the plan of action and is responsible for implementation of the plan. They can nominate contacts / coordinators to assist in implementation.
2. The aim is to appoint two to three new members of the Executive Committee every two years.
3. The JA@UT general assembly appoints new Executive Committee members every two years, no later than one month prior to the beginning of the new term of office.
4. The Executive Committee will nominate new Executive Committee members every two years as referred to in the previous paragraph. All members will be informed of this proposal at least two weeks before the plenary session. Individual members can put themselves forward as a prospective candidate for up to five workdays prior to the plenary session. The nomination of individual members must be made known to all JA@UT members at least five workdays prior to the meeting.
5. The chairperson is elected in function. The other members are elected as ordinary committee members.
6. If there are as many candidates as there are positions then election is by acclamation with no formal ballot procedure. If there are more candidates than there are positions, or as the case may be, more than one candidate for the position of chairperson, elections will take place in writing. If there is no majority among the members that are present at the plenary session, a second vote will take place.
The second election will be limited to the candidates who received the most votes during the first election, namely as many as the number of positions plus one (or in the event of a tied vote that many more persons). If the votes result in a draw in the second elections, the JA@UT Executive Committee chairperson will make the final decision.
7. In the case of unforeseen personal or business circumstances, a JA@UT Executive Committee member can request to be honourably discharged, which on reasonable grounds, will not be refused.
8. Executive Committee members can be suspended or discharged in the plenary session, upon the recommendation of two Executive Committee members or at least five JA@UT members. Suspension or discharge can take place on the grounds stipulated in article 5, paragraph 6 of the official JA@UT regulations, as well as due to serious shortcomings in the committee obligations of the relevant Executive Committee member.

9. Upon the discharge of a committee member, as referred to in paragraph 7 or 8, the Executive Committee is authorised to appoint a new committee member for the remaining term of the discharged committee member. Contrary to article 7 of paragraph 3 of the JA@UT regulations, re-election as a committee member is possible if the relevant term is less than two years.

Article 4. Members Meetings

1. The members will discuss and decide upon matters that concern the entire JA@UT, in plenary sessions. In certain cases and when required, the Executive Committee can decide to hold a closed meeting.
2. At least one plenary session is held annually which has to be conducted at the latest in the month prior to the time when the JA@UT Executive Committee submits their plan of action and budget to the UT Executive Board (CvB).
3. The Executive Committee annually determines the dates of the intended plenary sessions for the following year and informs all members well in advance and on time.
4. Furthermore, a plenary session is held if the committee or at least five JA@UT members express their wish for one.
5. An invitation is sent to all members, along with the committee's proposed agenda, at least ten working days prior to the plenary session. The meeting documents (or likewise a digital link to where documents can be found) is sent to all members at least five working days prior to the plenary session.
6. If a member would like to discuss a topic that affects the entire JA@UT, he/she should hands in a request to the committee. The committee will not refuse the request without reasonable grounds.
7. The plenary session is chaired by the chairperson or a replacement who has been appointed by him/her.

Article 5. Plan of Action, Budget and Annual Report

1. A plan of action plus a budget for the coming year and an annual report for the previous year is drawn up on the Executive Committee's initiative and falls under their responsibility.
2. The plan of action, annual budget and annual report are presented to the University of Twente Executive Board, as referred to in article 8 of the JA@UT regulations, only after the documents have been approved by more than half of the members that were present during the plenary session, as referred to in article 4 of paragraph 2.

Article 6. Decision Making Process

1. For all other cases of voting for which no provisions have been made in these regulations, decisions are reached by a majority of votes by members who are present. Voting takes place by raising one's hand, unless the chairperson or all members present decide that voting should take place in writing. If there is a draw when voting by means of raising one's hand, the chairperson will render a decision. If there is a draw when voting in writing, voting will take place again. If there is another draw, the chairperson makes the final decision.
2. Absent members can authorize another member in writing to cast a vote. If requested by the assembly, the attending member will submit a proxy.
3. Decisions regarding (A) advice and points of view, which is to say decisions with an external image, and (B) other decisions. The Executive Committee determines, unless the assembly decides otherwise (which is another decision) whether a topic is to be regarded as an advice or a point of view.
4. Resolutions on advice and points of view, as referred to in paragraph 3 under (A) are made by means of more than 50% of the votes by members who are present.
5. Making a decision about a topic on the agenda will be postponed until the next plenary session if - for advice and points of view as referred to in paragraph 3 under (A) - less than 30% of the members are present or - for other decisions as referred to in paragraph 3 under (B) – less than 20% of the members are present. Votes by proxy as referred to in paragraph 2 are included when determining the presence.

6. Making a decision regarding a topic (advice, point of view or other decision) that has not been announced on time will be postponed until the next plenary session, unless and considering its nature, a decision cannot be postponed and one can assume within all reason that a majority of the members would agree with the decision.
7. Nevertheless, if there is less than the minimum number of members, as mentioned in paragraph 5 during the next meeting, as is the case in the previous two paragraphs, a decision can be made legitimately.

Article 7. Themes and Committees

1. The JA@UT Executive Committee's plan of action includes several themes that are covered during a committee term. When taking office the Executive Committee submits the plan of action to its members.
2. The JA@UT members are informed of the particular committee on which issues and activities they will contribute.

Article 8. Settlement of Disputes

In the case of disputes between the members, the JA@UT Executive Committee will mediate. In the case of disputes between the members and JA@UT Executive Committee, the University of Twente Executive Board will mediate.

Article 10. Final Provisions

1. Amendments to the internal regulations can only be made by means of a decision during plenary sessions when the decision is reached with a majority of votes by the members that are present, on condition that at least 30% of all members are present and on further condition that a summon for the meeting which mentions the intended change, was sent on time.
2. For all cases for which no provision has been made in these regulations, or when in doubt with regard to the interpretation of the provisions, the JA@UT Executive Committee will make the decision. The JA@UT Executive Committee holds the responsibility to explain its final decision at the next plenary session.
3. 'In writing' in these regulations also refers to 'via information and communication technology'.

These regulations have been accepted by the Young Academy Executive Committee of the University of Twente on <date>.