

**FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION (ITC
FACULTY) OF THE UNIVERSITY OF TWENTE
PHD COMMITTEE (IPC) CONSTITUTION**

1. Name

The Committee is called the Faculty of Geo-information Science and Earth Observation (ITC Faculty) of University of Twente PhD Committee which is abbreviated as IPC. ITC is International Institute for Geoinformation Science and Earth Observation and is the Faculty of Geo-information Science and Earth Observation of the University of Twente, The Netherlands. Hence in short the faculty is also referred to as ITC Faculty.

2. Objectives

The objectives of the Association are:

- a) To act as the representative of the PhD students in all ITC-oriented matters as defined by the “By-laws” and advance publicly, the interests of ITC PhD students within the Universities in The Netherlands, whether independently, or in association with organizations with similar views while remaining politically non-aligned
- b) To promote communication and co-operation between ITC administration, postgraduate student associations and societies
- c) To promote the general welfare of ITC PhD students at institutions of higher education in the Netherlands
- d) To conduct scientific and social activities for ITC PhD students
- e) To foster and extend mutual scientific and academic support between ITC PhD students
- f) To protect and defend ITC PhD students from all sorts of harassments at the workplace

3. Composition

The IPC will have two categories of memberships, they being:

a. Ordinary Members

Ordinary Members are all PhD Students registered at ITC (during the qualifier phase or as a PhD candidate). The members have voting rights and the duration shall correspond to the duration of the studies of the students.

b. Associate Members

All AIO's registered as PhD candidates will be associate members. Associate members also include all former PhD candidates of ITC who have graduated successfully. In addition, the committee can confer associate membership to individuals whose activities match the interests of the ITC PhD Community. Associate members will not have any voting rights in matters related to IPC.

All members together will be addressed as the General Body of IPC.

4. The Executive Body

An Executive Body (EB hereafter) will be responsible for the day-to-day conductance of the activities of IPC. The EB will be composed of 7 elected members from the ordinary members. Associate members cannot be elected to the EB. The elected members shall decide within themselves:

- The President
- The Secretary
- The Treasurer
- The Supporting Collegiate

5. Term of office of the EB

An EB will be elected for a term of one year. This one year term is defined as from 1st January to 31st December of the same year.

6. Official and legal representative of IPC

The incumbent EB will be the official and legal voice of the IPC. The President is the official spokesperson and signatory to all documents dealing with IPC. In lieu of the President, the Secretary shall assume the functions of the President. Any documents signed by the Secretary during the absence of the President shall have it clearly mentioned "in lieu of the President, the Secretary of IPC".

7. Rights and obligations

The IPC, through the EB has rights and obligations as defined in this Constitution. They include:

- a) To raise funds for the PhD Community
- b) To pay all properly incurred Committee expenses out of the funds of the Committee
- c) To engage staff and contributors in the activities and operations of the Committee
- d) To become member of any corporate body, which has, objectives similar to those of the Committee and to meet the appropriate subscriptions and charges

8. Elections

- a) Only ordinary members can be elected to the EB
- a) All ordinary members can suggest a candidate or present themselves as candidates
- b) Every nomination should be supported by 5 individual ordinary members
- c) No member can support more than 2 candidates
- d) Candidates must agree to carry out the remit of the post as defined by the "Bylaws" or by the IPC Policy in a responsible manner before their nomination will be accepted
- e) No individual person can be elected to serve more than two terms
- f) In the event of the resignation of an EB officer-bearer, the IPC General Body can elect a replacement during its following meeting. The new member shall hold office until the end of the term of office of the resigning executive bearer
- g) In case more than 4 members of an EB resign, a fresh election for all the 7 positions has to be called for by the remaining incumbent EB office-bearers.

9. Meetings

a. Frequency of Meetings

- The IPC will hold a Monthly General Body Meeting (GB hereafter) on the last Friday (or the nearest possible working day) of every month.
- The EB will hold meetings at least every three weeks to discuss ongoing matters
- The EB is entitled to call for urgent GB to resolve critical matters

b. Quorums

- The quorum for the GB is 10% of the total number of registered PhD Students.
- All GB should be chaired by one of the EB office-bearers.
- The quorum for the EB meetings is defined as 5 office-bearers.
- All meetings of the EB should be chaired by the President or the Secretary.

c. Motions

Motions shall be passed by at least 10% of the total number of registered PhD Students A motion calling for the impeachment of an EB office-bearer will only be competent if included on the agenda and informed to the GB at least 2 weeks in advance. An impeachment motion will require a two-third majority to be

passed. If passed, the EB office-bearer concerned will be deemed to have resigned, and a successor will be elected by the very same GB. The impeached individual concerned may not stand for re-election to any of the positions in the subsequent EB elections. Either the President or the Secretary should be present and chair such a GB in which an impeachment is discussed and voted upon.

d. Chair of the meetings

The President shall chair all meetings of the EB. In the event that the President is absent the Chair shall be the Secretary. If the president and secretary are absent the EB members present can decide the chair of the meeting.

e. Minutes

The Secretary shall be responsible for recording the minutes of all meetings.

f. Voting

- a) Voting on motions will be open.
- b) The Chair shall have a casting vote in addition to the membership vote.
- c) Elections will be by secret ballot except with the unanimous consent of those voting members present.

g. General

- a) Officer-bearers will report their activities since the previous one in every meeting
- b) Any member (ordinary or associate) is entitled to attend the meetings of the EB as a guest
- c) Any person is entitled to attend and/or speak at the EB meetings as an invited guest. Such guests may be requested to leave the meeting if the matters discussed are confidential and that the committee deems it necessary. However, these members will not have voting rights within the EB.

10. Annual Report

At the end of the one-year term of every EB, the President of the EB is obliged to create an annual report. The annual report shall contain all the activities that the EB initiated and carried out during its incumbent period. It shall also contain details regarding the current status of any outstanding issues or ongoing discussions/negotiations with the ITC management. Where ever necessary appropriate minutes (of meetings) shall be cited and such minutes shall be included as Appendix to the report. The appendix should also include the complete financial statement for the year which will be the responsibility of the Treasurer.

The report should be drafted and circulated to the members at the monthly general body meeting in November every year pending approval in the monthly general body meeting in December. Once approved by the general body meeting, this report shall be signed by the incumbent EB and handed over to the succeeding EB for whom it shall act as a guideline for policy/action planning. Any necessary auditing of the financial report shall be carried out by auditors agreed by the outgoing or incoming EB.

11. The Constitution as is

The constitution as is was circulated to the potential ordinary members and associate members in early September 2009. It was accepted as is unanimously in a referendum that was conducted on 25th September 2009 in a special GB and the EB was asked to forward it to the Rector of ITC though the Head of Research for further negotiations, modifications, ratification and legalization.

12. Amendments to the Constitution

All ordinary members can suggest amendments to the constitution. Any amendments should be directed as an email to the incumbent EB and the EB shall by default make it publically available for the discussion of the PhD community. In the next monthly general body meeting the proposed amendments will be discussed and voted upon. At least 10% of the registered PhD Students will be necessary to pass the amendment. If passed, the amendment will be incorporated to the constitution pending the approval of

the Rector/Dean of ITC. Such amendments will be directed to the Rector/Dean through the Head of Research and copies marked to Head of Education and Chairman Faculty Council for information. A time frame of 3 months is deemed necessary for the finalization of the amendment by the Rector/Dean's office within which all negotiations between the EB and the Rector/Dean will be completed. On acceptance of the amendment, the revised constitution will be submitted for ratification and amendment of necessary records pertaining to the registration of the association with the Chamber of Commerce of The Netherlands. If not accepted, the EB will report this back to the GB and the GB will decide on further steps necessary.

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PhD COMMITTEE (IPC) “BY-LAWS”**

1. Remits of Executive Body (Office Bearers)

1.1 Remit of the President

- a) To act as the official spokesperson of the IPC
- b) To be the official signatory of the documents dealing with IPC
- c) To chair the IPC meetings, and to regulate and keep order in the proceedings
- d) At Committee meetings, has the right to vote. In the event of a tie (s)he also has a casting vote
- e) To coordinate the IPC activities
- f) To sit on Committees of the ITC as required and shall be the interface between ITC and the IPC. The President shall also attend and/or participate in official functions of ITC as may be required from time to time.
- g) To prepare the annual report of the committee
- h) To promote the Committee, its aims and policies (to the general public, in particular), in conjunction with other Executive Officers

Together with the Secretary

- i) To prepare the agenda for the GB and EB meetings
- j) To distribute notices and make all necessary preparations for all GB and EB meetings
- k) To make and manage the correspondence of the IPC

Together with the Treasurer

- l) To draft a financial budget for the year
- m) To pursue affiliation fees

1.2 Remit of the Secretary

- a) To maintain the records of the EB and be in charge of the office of the IPC in ITC
- b) In the absence of the President, the Secretary may act as President but not for a period longer than three weeks unless agreed by the EB
- c) To be the official signatory of the documents dealing with IPC during the absence of the President. In such cases it shall be mentioned “in lieu of the President, the Secretary of IPC” above the signature of the Secretary
- d) In lieu of the President, to sit on Committees of the ITC as required and shall be the interface between ITC and the IPC
- e) In lieu of the President, the Secretary shall attend and/or participate in official functions of ITC as may be required from time to time.
- f) To prepare the agenda for the GB and EB meetings, in consultation with other members of the EB, and shall distribute the agenda along with notices of meetings
- g) To attend all GB and EB meetings, and write and maintain records and archives of the minutes of the proceedings
- h) To maintain an up-to-date file of the policy of IPC, and deal with enquiries about policy
- i) To maintain a list of contacts in qualifying institutions and recognized bodies and be the official point of correspondence
- j) To represent the IPC in outside bodies and agencies, acting in a manner in accordance with IPC policy, and report pertinent information arising from meetings attended to the GB

- k) To liaise with member institutions and recognized bodies outside ITC

1.3 Remit of the Treasurer

- a) To draft a financial budget for the year, present it to the GB, and advise the EB on its implementation
- b) To report on the financial status at the meetings of the Committee
- c) To organize and control the finances of the Committee and supervise all persons to whom financial administration and accounting are entrusted
- d) To keep accurate financial records of the Committee's affairs
- e) To draft the end of year financial statement for the annual report.

1.4 Remit of the Supporting Collegiate

- a) To rule on questions over academic matters
- b) To rule on questions pertaining to accommodation/housing and represent the PhD Community in the meetings with ITC International Hotel
- c) To be a confidant for discussing personal affairs so as to assure equal rights to speak and express in the event of harassments
- a) To represent pertinent matters relating to the research concerns of the community
- b) To organize Conferences, Workshops, and Seminars for the PhD community, as directed by the EB and in a manner in accordance with IPC policy
- c) To represent IPC in outside bodies and agencies in the absence of the President and Secretary, acting in a manner in accordance with IPC policy, and report pertinent information arising from meetings attended
- d) To attend meetings of the EB
- e) To ensure that IPC provides an environment that encourages and enables anyone to fully participate in its activities
- f) To keep informed on issues relevant to access and equal opportunities and to bring pertinent matters to the attention of the IPC
- g) To foster academic and scientific interaction between the PhD community
- h) To ensure that timely support is made available to those PhD students who request for academic and scientific support

2. Regulations for the EB

The EB shall prepare objectives and a plan for their work during their term of office, which shall be submitted to the PhD community for discussion, amendments and approval in the first monthly GB after the election. The EB can suspend the functioning of any of the EB members by placing a motion and voting over it in a meeting when 6 of the EB members excluding the one who is to be suspended will be present. The suspended EB member may appeal to the GB for annulling this decision.

Office bearers may resign by giving a written notice to the President at least two weeks in advance, or, in the case of the Secretary, one-month in advance. In the event of such a resignation, the President, as appropriate, shall make alternative arrangements to ensure their duties are fulfilled until a replacement. Upon the resignation of the President one-month in advance written notice should be given and the Secretary will take his/her position with all rights and duties and new Secretary will be elected from the incumbent remaining EB members. The vacancy to the seat will be filled as per section **8f** of the **IPC Constitution**.

3. Conflict Resolution

In the event of a conflict of interest between the EB members, such issues will be placed for voting in a meeting of the EB in which all 7 EB office-bearers are present. Each office bearer will have one vote. The final decision will be made in favor of the opinion which received the highest number of votes. The president can exercise his/her casting vote in the event of a tie. Decisions by the EB such as to suspend an EB member and on matters having financial and legal consequences to the entire community can be overruled by a motion passed by at least 10% of the total number of registered PhD Students. Such a motion can only be passed in a GB which is chaired by the President or the Secretary of the incumbent EB.

4. Elections

For the election of the EB the following method will be adopted:

- a) Email from the incumbent EB President to the PhD community asking for candidatures/nominations of candidates in the first Monday of November. The last date for nominations will be 23:00 hrs of the second Monday of November.
- b) On the following working day the incumbent EB Secretary inquires whether nominees are willing to be an office bearer of the EB of the following year
- c) The EB Secretary will compile the list of all nominees. At least 7 people are required for the formalization of an election
- d) The list will be communicated to the Head of Research for arranging the electronic election through the ITC Voting Application
- e) Email from EB Secretary asking for votes from the PhD community on the third Monday of November. Every PhD student can vote for 5 candidates
- f) The seven candidates with the highest number of votes will form the new committee
- g) The incumbent EB will convene a meeting of the newly elected EB
- h) All office-bearers will be decided based on consensus arrived in this meeting
- i) If there are only 7 nominees they will be immediately declared as elected. In such a case, the 7 nominees should arrive at a consensus on who will fulfil the functions of individual EB offices.
- j) The election results will be formally communicated by the incumbent EB to the GB, the Rector/Dean, Vice Rector, Chairman of the Faculty Council of ITC, the Head of Research, the Head of Education, the Head of Communication for updating the ITC website, the Director of ITC International Hotel, the Head of Information Technology and the President of the PhD Network of the University of Twente (P-NUT).

5. Language

The IPC recognizes English as its official language. Email will be considered on par with printed documents as official correspondence.

6. Email account and webpage of IPC

The official email account and archive of IPC is ipc@itc.nl. The account will be accessible to only the EB members. Based on an official communication from the incumbent EB to the Head of Research he may do the needful to provide access to the successive EB starting 1st January (or the first working day after it) of the term to which the EB is elected. All EB members may use the official email for communicating issues relating to the respective portfolio being held in the EB to the PhD community.

\The webpage of IPC will be updated annually with the photographs and the names (hyperlinked to the respective ITC email id) of the elected EB. This will be carried out in liaison with the Head of Communication. The contents and links in the webpage will also be updated in liaison with the Head of

Communication. All EB members will have administrative rights on the PhD discussion/webpage and will act as moderators in any discussions being conducted therein.

7. Amendments to the By-laws

All ordinary members can suggest amendments to the By-laws. The amendment to the By-laws will follow the same procedure as detailed in Article 11 of IPC Constitution.

8. Unforeseen Circumstances

All circumstances not foreseen or covered by this Constitution or its By-laws will be decided by the EB pending approval by the next general body meeting.
