

# CONSTITUTION - SAB

Revised: Spring 2005

## 1. NAME

The name of the organization shall be 'Association of ITC Students ', hereinafter referred to as "SAB".

## 2. OBJECTIVES

To act as the representative of the students in ITC-oriented matters as defined by the "By-laws" to initiate and conduct programs, events and services which will foster the welfare, well-being and interest of its members, to promote coordination and cooperation between its different constituencies and participation in the affairs of the institute.

## 3. MEMBERSHIP

All students of the ITC shall be voting members of the SAB, on payment of the membership subscription.

The resident family members of ITC students and students of UT shall be non-voting associate members of the SAB and hence will have access to all facilities provided by the SAB.

## 4. THE STUDENTS COMMITTEE

### 4.1 Membership

- a) The representatives of all the ITC constituencies as defined in the By-laws shall be voting members of the Students Committee.
- b) The following non-voting ex-officio members shall be included in the Committee:
  - 1) Past President(s)
  - 2) Dean of Students or his/her representative

### 4.2 The Executive

- a) President
- b) General Secretary
- c) Assistant secretary / Communication Commissioner
- d) Finance Commissioner
- e) Sports Commissioner
- f) Social Commissioner
- g) Women Commissioner
- h) Residence Commissioner
- i) Academic Commissioner

## **5. MEETINGS**

### **5.1 General meetings**

- a) There shall be an annual general meeting of members, held every calendar year, preferably in November, for the purpose of receiving reports of the previous year's activities, examining the accounts of the Association, discussing proposals for activities in the following year and for transacting any other business for which due notice has been given.
- b) Extraordinary general meetings may be held from time to time as occasion demands, provided due notice of all business to be transacted is given to members in accordance with the By-laws.

### **5.2 Committee Meetings and Executive Meetings**

The Committee of the SAB shall meet at least once every two months. Executive meetings shall be held at least once per month.

### **5.3 Quorums at Meetings**

- a) At the annual general meeting the quorum shall be 100 voting members or 50% of the voting members, whichever is lower.
- b) At extraordinary general meetings the quorum shall be 100 voting members or 50% of the voting members, whichever is lower, except in the case of an extraordinary general meeting, called to discuss changes in the constitution, at which the quorum shall be two thirds of the voting members of the SAB, registered as ITC students at the time of meeting.
- c) At Committee meetings, the quorum shall be 50% of the voting Committee members including the President. The quorum shall be reduced to exclude Committee members, who are participating in fieldwork outside ITC or who do not attend consecutive Committee meetings without a reasonable excuse.

## **6. INCOME**

The SAB funds shall be derived from the subscription of student members, contributions by the ITC, entrance fees charged by the SAB for entry to functions organized by the SAB and any other source considered appropriate by the Committee. The income of the SAB shall be applied solely to promote the objectives of the SAB.

## **7. ACCOUNTS**

Proper accounts of the SAB income, expenditure, property, credit and liabilities shall be kept by the cashier under the responsibility of the Financial Commissioner of the SAB. The Committee shall appoint two auditors and a statement of audited accounts shall be presented to the annual general meeting of the SAB and, if requested, to any other extraordinary meeting.

## **8. BY-LAWS**

All matters not governed by the Constitution shall be regulated by the By-laws annexed hereto. Alterations or additions to the By-laws may be made only by an extraordinary resolution passed at an extraordinary general meeting at which the majority of those members who vote indicate their agreement to any such change.

## **9. CHANGES IN THE CONSTITUTION**

Alterations or additions to the Constitution may be made only by a special resolution passed at an extraordinary general meeting called for this purpose, at which a majority of those members present indicate their agreement to any such change.

# **BY-LAWS OF THE CONSTITUTION**

**Revised: Spring 2005**

## **A. ITC-ORIENTED MATTER**

An ITC oriented-matter shall be defined as any matter, academic or otherwise, relating to the general well-being, directly or indirectly, of ITC course participants or residence in the ITC International Hotel and its annexes.

## **B. MEMBERSHIP AND FEES**

All course participants of the ITC automatically pay the membership fee to become full members of the SAB on registration for their course. For courses of less than six months, the membership subscription shall be half of € 18 the normal fee of a 12 months course. For courses from 12 up to 18 months, the membership subscription shall be a fee of € 26. The subscription confers membership for the full duration of a course. UT associate members pay the fee of € 32 per year. Associate members have no power to vote at general meetings.

## **C. CONSTITUENCIES**

A constituency shall be defined as any ITC course or group of regular courses of over six months duration.

## **D. ELECTIONS**

### **Election of Committee members**

- a) Each constituency shall elect a representative to represent the interest of constituency's members and to serve on the Committee of the SAB. This election shall take place not less than two weeks and not more than four weeks after commencement of the course. If desired, the Program Director will administer the

election.

- b) Every Committee member shall attend all Committee meetings. If for any reason a Committee member cannot attend, one should notify the President in advance.
- c) Every Committee member shall be required to assist the Executive members in the execution of their tasks, if requested to do so by the Committee.
- d) Every Committee member acts as his/her constituency's representative on the Committee and shall put forward the views of his/her constituency at Committee meetings.
- e) Every Committee member shall report the proceedings of Committee meetings to his/her constituency.
- g) Voting members of the Committee of the SAB shall be eligible for nomination for any of the posts of the Executive. All Committee members shall participate in the election of the Executive. Voting shall be by secret ballot.
- h) The Committee shall hold elections for a new Executive-member at least two weeks before the incumbent ceases to hold office, for example at the end of his/her course.
- i) In the event of the same number of votes being cast for more than one nominee of a post, the President shall have a casting vote. In the instance of voting for the office of President, the outgoing President shall have the casting vote.

#### **E. RESIGNATION AND REMOVAL FROM OFFICE OF COMMITTEE MEMBERS**

- a) If the constituency admits, a Committee member including an Executive member may resign at any time, giving written notice of at least one week. The resignation shall be addressed to the Secretary or the Assistant Secretary. The Secretary must convene a Committee meeting to discuss the resignation.
- b) A Committee member may only be removed from office if the Committee receives a petition to this effect signed by at least two thirds of the constituency members considered. In such a case, the Committee member involved has the right of appeal to the Committee, at the first Committee meeting following receipt of the appeal. In the event of non-performance of a Committee member, the Committee shall notify the Dean of Students and the member's Program Director, in writing. The constituency shall take a decision on the member's continuation as representative, within two weeks of the date of the letter and shall communicate this decision to the Secretary via the Dean of Students or the Program Director.
- c) Upon an accepted resignation or removal from office of a Committee member, the constituency shall hold a by-election within fourteen days to elect a new constituency's representative.

## **F. DUTIES AND POWERS OF THE COMMITTEE**

- a) To initiate and manage all matters related to the objectives of the SAB.
- b) To authorize expenditure above € 45 for any purpose in accordance with the objectives of the SAB.
- c) To supervise the activities of the Executive.
- d) To name an acting executive member in the absence of an elected executive member.
- e) To have the power of appointing, employing and remunerating such officials and assistants as it considers necessary for conducting the business of the SAB and may discharge them when it thinks proper.
- f) To establish and dissolve committees and define their terms of reference, reporting schedules and financial report.
- g) To conduct a referendum within fourteen days of receipt of a petition from fifty or more members of SAB on a specific topic, or on its own initiative.
- h) To grant or withhold permission to use the SAB name for any purpose.
- i) To appoint one of its own members (preferably the Residence commissioner) to be in charge of the SAB cupboards in the ITC International Hotel and its annexes and the equipment stored therein, e.g. personal computer, sports equipment, audio visual equipment.

## **G. DUTIES AND POWER OF THE EXECUTIVE**

### **1. PRESIDENT**

- a) The President shall normally act as the official spokesperson of the SAB.
- b) The President shall take the chair at all general meetings of the SAB and at Committee meetings, and shall regulate and keep order in the proceedings.
- c) At Committee meetings, the President has the right to vote. In the event of a tie he/she also has a casting vote.
- d) The President shall coordinate the activities of the SAB, the Committee and of the Executive.
- e) The President shall have the responsibility of calling all meetings of the SAB, of the Committee and of the Executive and of setting the time and place of meetings.
- f) The President shall address all ITC students, together or by constituencies, within one month of taking office, unless the annual general meeting has expected to be held within two months of his/her taking office

- g) If the necessity arises the President is authorized to allow immediate expenditures of up to € 45 from SAB funds.
- h) The President shall sit on Committees of the ITC as required and shall be the interface between ITC and the SAB.  
The President shall also attend and/or participate in official functions of ITC as may be required from time to time.

## **2. GENERAL SECRETARY**

- a) The General Secretary shall distribute notices and make all necessary preparations for all meetings of the SAB.
- b) The General Secretary shall prepare the agenda for the Committee and Executive meetings, in consultation with the President and Committee members, and shall distribute the agenda along with notices of meetings.
- c) The General Secretary shall attend all Committee and Executive meetings, and shall write minutes of the proceedings at meetings.
- d) The General Secretary shall make and manage the correspondence of the SAB.
- e) The General Secretary shall maintain the records of the SAB and shall be in charge of the office of the SAB in ITC.
- f) In the absence of the President, the General Secretary may act as President but not for a period longer than three weeks unless agreed to by the Committee.

## **3. ASSISTANT SECRETARY / COMMUNICATION COMMISSIONER**

- a) The Assistant Secretary shall assist the General Secretary in the management of the SAB and in the duties of the General Secretary when necessary.
- b) The Assistant Secretary will be responsible for SAB publications on a regular basis.
- c) The Assistant Secretary shall arrange, renew, maintain or cancel the SAB intranet site.
- d) The Assistant Secretary may act as General Secretary in the absence of the General Secretary, subject to agreement by the Committee.

## **4. FINANCE COMMISSIONER**

- a) The Finance Commissioner shall receive all sums of money accruing to the SAB with the exception of membership fees, which are paid directly to the ITC-Financial Administrator.
- b) The Finance Commissioner shall be responsible for the maintenance of the SAB accounts, which are administered by the ITC-Financial Administrator.

- c) The Finance Commissioner shall be responsible together with the President for the payment of all expenditures authorized by the Committee. In the case of payments over € 45 the signatures of both the Finance Commissioner and the President are required before payment is made.
- d) The Finance Commissioner shall prepare a financial statement for the annual general meeting, and for any other general or Committee meeting if requested by the Committee to do so.

## **5. SPORTS COMMISSIONER**

- a) The Sports Commissioner shall arrange facilities and equipment for all those sports and games for which there is sufficient interest among the SAB members and for which the Committee has authorized any necessary expenditure.
- b) The Sports Commissioner shall organize sports and games tournaments within ITC and between ITC, and other institutes or teams, as authorized by the Committee.
- c) The Sports Commissioner shall prepare a report on sporting activities for the annual general meeting and for any other general or Committee meeting if requested by the Committee to do so.
- d) The Sports Commissioner may appoint a Sport Committee to assist in the organization of sporting activities.

## **6. SOCIAL COMMISSIONER**

- a) The Social Commissioner, in consultation with the Dean of Students shall arrange all social activities for constituency, e.g. film shows, cultural evenings, discotheque parties, excursions, as authorized by the Committee.
- b) The Social Commissioner shall prepare and present to the Committee for its consideration a 3-month rolling program of social activities.
- c) The Social Commissioner shall prepare a report on social activities for the annual general meeting and for any other general or Committee meeting if requested by the Committee to do so.
- d) The Social Commissioner shall be responsible for the properties of the SAB in the Schermerhorn Lounge.
- e) The Social Committee may appoint a Social Committee to assist in the organization of social activities.

## **7. WOMEN COMMISSIONER**

- a) In order to pursue a policy of equal opportunity as promoted by the Dutch Government, ITC follows the guidelines of the Ministry of Social Welfare by stimulating the participation of the female students in all aspects of the ITC

community and in particular in the SAB as representatives thereof. The position of Women Commissioner is reserved for female candidates only.

- b) The ITC Female students are the constituency of the Women Commissioner.
- c) The Women Commissioner automatically becomes a voting member of the Executive Board. She specifically promotes initiatives and puts female issues on the agenda of the SAB Executive Board Meetings.

## **8. RESIDENCE COMMISSIONER**

- a) The Residence Commissioner may appoint a Residence Committee to assist in the organization of residential duties.
- b) The Residence Commissioner shall be resident in the ITC International Hotel or its annexes.
- c) The Residence Commissioner shall prepare a report on the activities of the Residence Committee for the annual general meeting and for any other general or SAB Committee meeting if requested by the SAB Committee to do so.

## **9. ACADEMIC COMMISSIONER**

- a) The Academic Commissioner may appoint an Academic Committee to assist in the organization of academic duties.
- b) The Academic Commissioner collects, initiates and administers all academic matters, concerns and issues for presentation to ITC academic boards.
- c) The Academic Commissioner shall prepare a report on the activities of the Academic Committee for the annual general meeting and for any other general or SAB Committee meeting if requested by the SAB Committee to do so.

## **H. GENERAL MEETINGS**

General meetings of the SAB may be:

- a) Annual Meetings
- b) Extraordinary Meetings

### **1. Annual General Meetings**

- a) After consultation with the Committee the President shall notify members of the SAB at least two weeks in advance, of the time and place of the annual general meeting.
- b) The Committee shall compile the agenda of the meeting and publish it not later than three days before the meeting.



- c) Any member of the SAB wishing to have any matter discussed at the meeting should inform the Secretary not later than one week before the meeting. The Committee shall decide whether or not to include the matter on the agenda.
- d) Voting at the meeting shall be by show of hands or, if demanded by the chairman or at least ten members present, by secret ballot.
- e) All matters put to the vote at the meeting shall be decided by a simple majority of votes cast.
- f) The President has a casting vote, in the event of a tie.

## **2. Extraordinary General Meetings**

- a) The President may call an extraordinary meeting, after consultation with the Committee with notice of not less than two days, with the exception of an extraordinary general meeting called to discuss changes in the Constitution, when the notice shall be at least two weeks.
- b) On receipt of a petition for an extraordinary general meeting of 20% of the SAB members, the President shall inform the Committee and shall call the desired meeting within two weeks of receiving the petition.
- c) At an extraordinary general meeting, only those matters for which the meeting was called shall be discussed.
- d) Voting at the meeting shall be by show of hands or, if demanded by the President or at least ten members present, by secret ballot.
- e) All matters put to the vote at the meeting shall be decided by a simple majority of votes cast, except in the case of changes in the Constitution, which must be decided by a 2/3 majority of members present at the meeting.
- f) The President has a single vote, which he casts only in the event of a tie.

## **J. STUDENT EMERGENCY FUND**

- a) The Student Emergency Fund is to be maintained to a fixed level of € 4500 by contributions from the course participants.
- b) All students of ITC shall be eligible for interest-free loans from the Fund.
- c) All requests for loans must be made on the prescribed form and forwarded to the Finance Commissioner. The President and the Finance Commissioner shall together approve the request only if they are satisfied of the valid need for the loan.
- d) The total sum loaned to any student shall normally not exceed € 225.

**K. LANGUAGE**

The Association recognizes English as its official language.

**L. UNFORESEEN CIRCUMSTANCES**

In all circumstances not foreseen or covered by this Constitution or its By-laws, the Committee has the right of decision.

**P.S.** Students should be read as an equal expression for course participants and visa versa. Student and course participant do equally refer to male and to female and these expressions do not distinguish.

## **Class Representative (Constituency Representative)**

Procedure:

1. For each course of Professional Master, Master of Science and Diploma level a class representative will be appointed.
2. Besides the class representative, if required, a specialization representative will act to the student advisor as day-to-day spokesman.
3. The Class representative communicates relevant and confidential information from the class, the program director and student advisors.
4. Commissioners, who are members of the Executive Board, spend on average two to four hours a week in the student community, besides their specific work of class representative.
5. Class representatives are obliged to attend SAB committee and board meetings (on request or by invitation).
6. Special consideration and attention will be given to class representatives, who change their course.

The duties and responsibilities of the class representative shall include:

- To serve on the committee/board of the SAB
- To be willing to serve on the executive of the SAB as necessary.
- To assist the executive of the SAB to carry out duties as required.
- To put forward the views, complaints etc. of his or her constituency at SAB committee meetings.
- To report the proceedings of the SAB committee meetings as appropriate to his or her constituency.
- To attend
- Regular meetings with the respective student advisor and program director to discuss matters affecting their constituency.
- To report the proceedings of discussions with the student advisor and the program director to their constituency.
- To report results of module evaluations as obtained from the program director to their constituencies.
- To organize independently or with the students, gatherings for his/her constituency.

Discussed and approved at the SAB Annual General Meeting  
(July 25, 2001)