

---Caveat lector---

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V.C.M.W. Sigma; House Regulations

VCMW Sigma (Study Association for the Cluster of Molecular Sciences)

Faculty of Science

Radboud University Nijmegen

Address: Heyendaalseweg 135, room number HG00.150

Post-office box 9010

6500 GL Nijmegen

Phone: 024 3652079

Email address: sigma@science.ru.nl

Website: <http://www.vcmw-sigma.nl>

Dutch Chamber of commerce number: 40144309

I Regarding members

Art. 1 The association has members, benefactors, alumni and honorary members.

Art. 2 The Board reserves the right to confirm that members are students at Radboud University Nijmegen and, more specifically, that they are enrolled on a course as stated in Article 3 of the Articles of Association.

Art. 3 Honorary members are those who have contributed in an exceptional way to the association in particular or are of interest to the students studying Molecular Science at Radboud University Nijmegen in general.

Art. 4 The general meeting of members will appoint honorary members upon at least a two third majority of a valid ballot.

- a) Nominations for honorary membership must be supported by at least ten members.
- b) A nomination must be made known at least two weeks prior to a general meeting of members in which the ballot will be held.

Art. 5 Honorary members:

- a) are exempt from membership fees;
- b) have the right to attend activities organised by the association and the general meeting of members. However they attend in an advisory capacity only;
- c) have the right to receive the minutes of general meetings of members and any other association publications;
- d) have the right to use the association's facilities, indicated by the Board, however they do not have a right to concessionary prices for study materials.

Art. 6 The general meeting of members can remove the title of honorary member by a two third majority of valid ballot.

- a) A proposal to remove the title of honorary member can be tabled if supported by at least ten members and substantiated with reasons.
- b) The proposal must be made known at least two weeks prior to the start of the general meeting of members in which the vote will be held.

II Regarding benefactors

Art. 7 Benefactors are those who support the association with an annual financial contribution. Benefactors have the same rights as members. However, they do not have a right to vote nor do they have a right to concessionary prices for study materials which the association has paid for.

III Regarding Alumni

Art. 8 Alumni are former members of the association, who graduated with their Bachelors and/or Masters degree in the cluster Molecular Sciences or one of its predecessors. Members will be asked if they want to be in the alumni-database after the degree has been obtained. Alumni can be invited for events, and keep in contact with other alumni via the network of Sigma. Alumni will not be invited for general meetings, and do not have the right to vote at general meetings.

IV Regarding the Board

Art. 9 The Board consists of up to eight members. The ideal Board consists of at least five members.

Art. 10 The Board has an obligation to:

- a) execute decisions taken at the general meetings of members;
- b) execute amendments to the House Regulations adopted by the general meeting of members within four weeks after a general meeting of members, and publicise these amendments to the members;
- c) explain to the general meeting of members the policies adopted;
- d) generally, ensure that the association meets its objectives.

Art. 11 The chairman's tasks include: a) leading the association;

- b) taking care of the purchase and sales of study materials for the benefit of members, insofar as this has not been delegated to others.

Art. 12 The secretary's tasks, insofar as these have not been delegated to others, include:

- a) taking care of the administration regarding members, honorary members and benefactors;
- b) the Board's written communications;
- c) minuting members and Board meetings;
- d) publishing the annual report;
- e) arranging for convocation and association messages to be delivered;
- f) taking care of the association's archive.

Art. 13 The treasurer's tasks, insofar as these have not been delegated to others, include:

- a) managing the association's financial affairs, keeping meticulous track of income and expenditure;
- b) meeting the obligations assigned to the treasurer in Article 31;
- c) collecting contributions, donations and sponsorship funds.

Art. 14 In addition to the described statutory positions, there is a position of external commissioner. Insofar as these have not been delegated to others, the commissioner's tasks include coordinating and taking care of sponsorship.

Art. 15

- a) The board has a supporting organ in the form of the Advisory Council. The Advisory Council will give the board, requested or not, advice about the functioning and policy of the board.
- b) The Advisory Council ideally consists of involved members and old-board members. The Advisory Council determines their own constitution.

Art. 16 The Board has the authority to represent the association and to enter into agreements as determined in Article 12 of the Articles of Association, with the following caveats:

- a) these agreements do not exceed two years;
- b) in the event of agreements exceeding two years, consultation will take place with the Advisory Board;
- c) the Board will present any agreements exceeding two years at a general meeting of members. The Board will also inform the members that they have an opportunity of perusing these agreements during a period of at least two weeks prior to this meeting. After approval by the general meeting of members - and with the inclusion of any approved amendments - the Board has the authority to represent the association when entering into these agreements;
- d) between approval regarding these agreements and the act of entering into these agreements, no other amendments can be made to these agreements than those mentioned in paragraph c.

Art. 17 At a Board meeting, at least half plus one Board members must be present if the meeting is to take any decisions. The minutes of the Board meetings can be requested for perusal by members.

V Regarding voting and elections

Art. 18 Any member who has been a member of the association for at least three months is eligible for election.

Art. 19 Voting cannot take place during academic holidays, nor can a meeting at which voting will take place be held on the working day immediately before or after an academic holiday.

Art. 20 The Board will step down each year during the period 1 September to 22 October. Any Board member who stands down can immediately be re-elected. However, this can only happen once. Articles 18 to 23 (incl.) apply to these elections.

Art. 21

- a) The Board is responsible for creating binding nominations.
- b) The nominations must be made known at least two weeks prior to the start of the general meeting of members.
- c) The nominations will be voted on during the general meeting of members.

Art. 22 There is no maximum number of nominations.

Art. 23

- a) The general meeting of members can appoint a selection committee to advise the Board and present a nomination.

- b) The ideal selection committee consists of two members from the Advisory Board, one Board member who is not available for re-election and two other Sigma members who do not belong to either the Board or the Advisory Board.
- c) Each nomination must be accompanied by a written declaration, to be submitted to one of the Board members, in which the nominee declares he/she will accept an appointment offered.
- d) Provided the nomination meets with the stated conditions, as referred to in paragraph c of this Article, it will be accepted as a binding nomination.

Art. 24 Nominations can also be put forward if supported by a minimum of ten members. These nominations must be submitted at least 48 hours before the start of the general meeting of members in which the vote will be held. Each nomination must be accompanied by a written declaration submitted to one of the Board members in which the nominee states that in the event of an appointment being offered he/she will accept the position. These nominations will be accepted as binding nominations. The members will be informed of this in writing at least 24 hours before the start of the general meeting of members.

Art. 25 All nominations will be voted on during the general meeting of members. Each voting member has *one* vote, corresponding to *one* ballot paper. The ballot paper is required to contain:

- a) all nominations;
- b) the possibility to abstain or vote against.

Art. 26

- a) The nominations receiving the most pro-votes and achieving an absolute majority of the members present including the submitted proxy votes, will form the Board elect.
- b) If the nominations do not achieve the required absolute majority, a re-ballot will be run.
- c) In the first re-ballot, the nomination receiving the most pro-votes will be elected, even if this does not deliver an absolute majority. The proxy votes must be included in this round. If various nominations receive an equal number of the highest votes in this round, a second ballot will be run for these nominations.
- d) In the second re-ballot, the nomination receiving the most pro-votes will be elected, even if this does not deliver an absolute majority. The proxy votes are not included in this round. If various nominations still end up receiving an equal number of the highest of votes in this round, the decision will be made by drawing lots.

Art. 27 Voting by proxy is permitted. Authorisation to vote by proxy:

- a) must be conferred upon a member with voting rights before the start of the general meeting of members;
- b) an authorised member can only represent a maximum of two other members;
- c) must have been signed both by the authorised representative and the person conferring the authorisation.

Art. 28 A Board member who fails to perform his duties satisfactorily can be voted off the Board at a general meeting of members. This can happen provided a two third majority of the members with voting rights are present. This item must be recorded on the meeting's agenda and made known to the members at least seven days prior to the meeting. When a Board member is dismissed by the general meeting of members, the members present will be responsible for proposing a new candidate within four weeks. If no new candidate is proposed within four weeks, the board will continue with a

board member less, provided that the minimum of three board members, as prescribed by the Articles of the Association, is maintained. After four weeks have passed, a new candidate can still be suggested.

VI Regarding the meeting.

Art. 29 A general meeting of members, the AGM, will be held annually in the period between 1 September and 22 October.

The members will be informed by mail of the date, place, time and agenda at least two weeks prior to the meeting.

Art. 30 During the AGM held between 1 September and 22 October, the following will be considered among other things: the secretary's annual report, which will include a report of each of the committee's activities.

Art. 31 During the AGM, the members have the right to submit proposals, provided these are supported by at least two other members. Matters of significance must be substantiated and presented to the Board at least 72 hours before the AGM. These matters will be dealt with directly, unless the Board or the meeting desires they are postponed to the following meeting, in which case they will be entered on the next meeting's agenda.

Art. 32 Any decision, whether this concerns people or a subject which does not appear on the published agenda, can be postponed by the Board to the following meeting, whereupon a ballot on that subject must take place. If the general meeting of members considers it advisable, this following meeting will take place within six weeks.

VII Regarding financial issues

Art. 33 The association year runs from 1 August to 31 July. Both dates are inclusive.

Art. 34 The treasurer will prepare the accounts along with their justification annually. This will include a balance sheet. These documents will be presented to the general meeting of members as referred to in Article 27. Discussion of these must be included in the agenda. The treasurer is also obliged to publish a six monthly financial overview, which will be presented at a general meeting of members in the spring.

Art. 35 The members must pay their membership fee to the association's treasurer before 15 October of the current financial year. Members who have not paid their membership fee after 1 November of the current financial year, insofar as is not explicitly determined otherwise, will be excluded from all association activities and have their rights suspended until they have fulfilled their financial obligations to the association. Members who have not paid their membership fees before 1 March will receive a warning notice from the Board informing them that they risk losing their membership, either through termination on behalf of the association or by expulsion. Loss of membership through termination on behalf of the association or by expulsion is irrevocable.

Art. 36 Besides the membership fees, members must meet their financial obligations and clear any outstanding amounts owed to the association within thirty days of receiving notification from the treasurer. If the payment is not submitted, a warning notice will be issued demanding the outstanding amount be cleared within fourteen days. If this period is exceeded, and after an appropriate warning, the Board can decide to remove the member through termination on

behalf of the association or by expulsion. Loss of membership through termination on behalf of the association or by expulsion as referred to in this Article is irrevocable. Additionally, the board has the right to put a member to a non-active status. Absence at an activity where a member is subscribed to is irrelevant.

Art. 37 The auditing committee, referred to in Article 13.4 of the Articles of Association, will audit the treasurer every quarter.

- a) The auditing committee will consist of a maximum of three members. Candidates can put themselves forward at the general meeting of members. If there are more than three candidates, there will be a vote. In the case of an equal vote, lots will be drawn.
- b) If re-electable, the treasurer stepping down is assured of a position in the auditing committee, unless the general meeting of members opposes such an appointment with appropriate reasoning.

Art. 38 The auditing committee is obliged to call a general meeting of members in the event of any risk of a negative balance.

VIII Regarding the committees

Art. 39 The members of a committee are appointed after consultation with the committee concerned and, if required, the Board. The committee will appoint a chairman and a treasurer from its midst.

Art. 40 The Board has the authority at any moment to dissolve a committee.

Art. 41 When the Board establishes a committee, a clear overview of its tasks must be set out to include the committee's objective.

Art. 42 The Board has the right to fully inspect all the books and documents of any committee at all times. The Board also has the right to attend a committee's meetings.

IX Electronic communication

Art. 43 All previously mentioned correspondence by the Board can also be executed by email.

X Final provisions

Art. 44 In cases not provided for by the regulations, or in the event of differences of opinion regarding the interpretation of these regulations, the Board will decide and report on this at the next general meeting of members.

Art. 45 Relaxation of these regulations can be awarded by the general meeting of members if two thirds of the members present declare their agreement, or, in urgent cases, by the Board, to be justified at the next general meeting of members.

Art. 46 Amendments to the House Regulations must be approved by the general meeting of members, supported by at least two thirds of the members with voting rights present.

Art. 47 Any interested party can request a copy of these regulations.

Art. 48 These regulations will come into effect immediately upon approval by the general meeting of members. Upon approval, all prior regulations and articles will no longer apply.

VCMW Sigma House Regulations, translated from 'Het Huishoudelijk Reglement d.d. March 10th, 2020

Translated from the most current House Regulations, 10th of March, 2020

V.C.M.W. Sigma Board