

Internal regulations

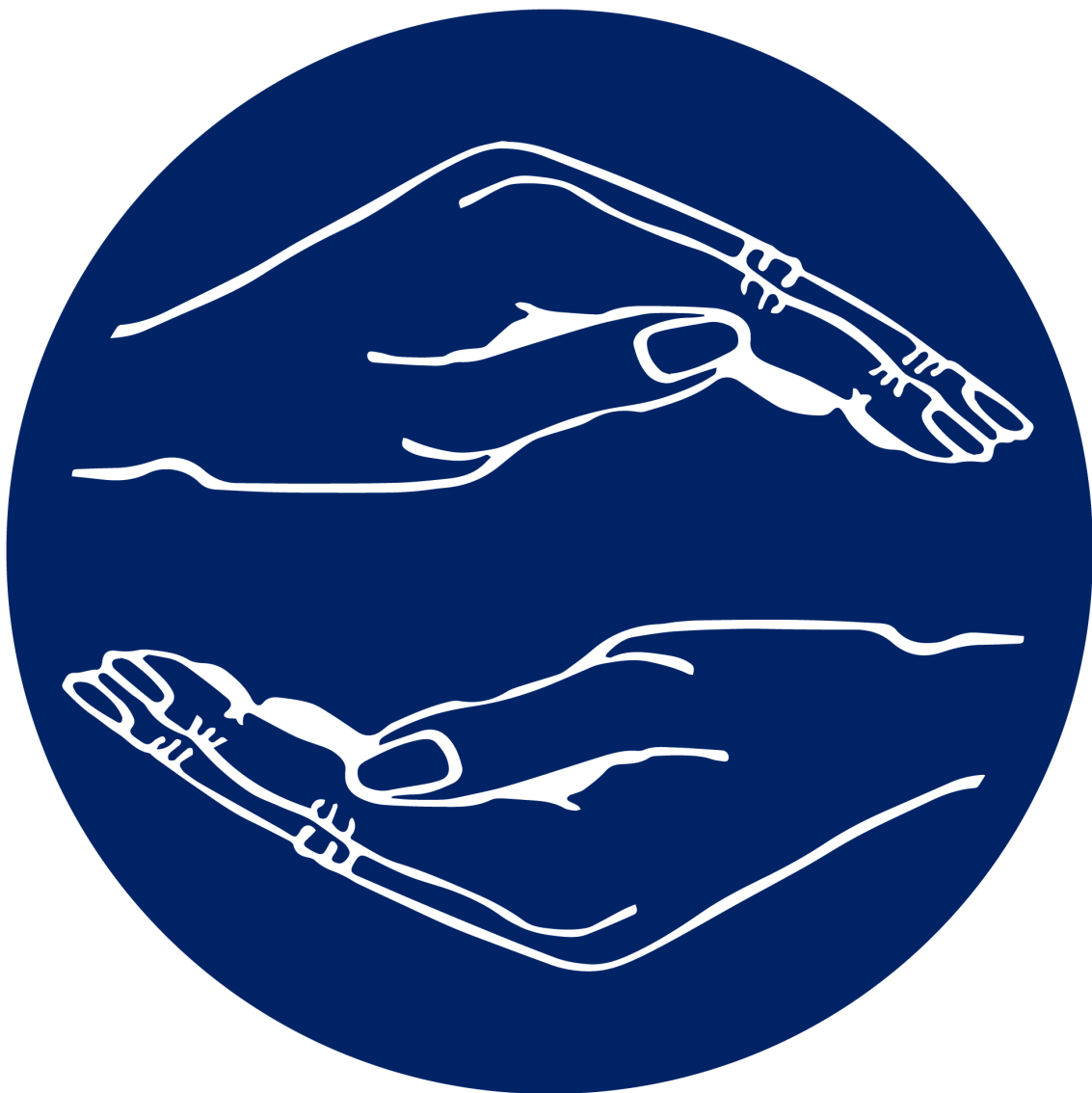
Study association Mercurius Wageningen

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Board 2023/2024



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Article 1. General Provision

Article 1, paragraph 1: Study association Mercurius Wageningen

These internal regulations apply to study association Mercurius Wageningen. To be further referred to as Mercurius Wageningen, connected to Wageningen University & Research (WUR) and is aimed for

students from the studies Bachelor Management and Consumer studies, Bachelor Economics and Governance and Master Management, Economics and Consumer studies.

Article 1, paragraph 2: Statutes

Mercurius Wageningen was established on the 5th of November 1962 ("Economenclub"). The first board consisted of P. Alberti, W.G. Logtesteyn en J. W. Raap. In 1978 the "Economenclub" officially became an association with statutes. By deed of Louis de la Rambelje, civil-law notary with place of fortification Wageningen, the statutes of Mercurius Wageningen have been established on the 8th of September 2000.

Article 1, paragraph 3: Chamber of Commerce

Since 1968 Study Association Mercurius Wageningen is officially registered as an association in the trade register of the Chamber of Commerce and Factories for Central Gelderland in Arnhem, Chamber of Commerce number: 40119904. The date the 5th of November has been chosen as the dies of the study association.

Article 1, paragraph 4: The board

The association is led by the sitting board.

Article 1, paragraph 5: Address data

Address data of Mercurius Wageningen are:

Mercurius Wageningen, Hollandseweg 1, kamer 140, 6706 KN, Wageningen.

Phone number: +31 (0) 317485189 .

Internet: www.mercuriuswageningen.nl .

Email: bestuur.mercurius@wur.nl .

Bank: NL37 RABO 0397 0534 03

BIC: RABONL2U

Article 2. Membership

Article 2, paragraph 1: Registration membership

Sub a. The registration as a member or donor of the association must be done digitally via the website of Mercurius Wageningen (www.mercuriuswageningen.nl), this can be done via the 'become a member' button. Besides that an authorization form must be signed on paper or digitally.

Sub b. Members of the association are those who study at WUR and who follow one or more courses that are situated in the field of social sciences and which are admitted as such in accordance with the provisions of article 5 of the statutes of the association.

Sub c. In principle, anyone who is interested can become a donor to Mercurius Wageningen.

Sub d. The membership is continuous.

Sub e. Membership is terminated after written cancellation by the member, donor or after determination by the General Members Meeting. This cancellation must take place before the 1st of October of the relevant academic year.

Article 2, paragraph 2: Active member, honorary member, distinguished member, former member and donor

Sub a. You become an active member by joining a committee, the board or advisory board after installation by the General Members Meeting.

Sub b. Members can obtain the status of honorary member through the procedure as described in article 4.4 of the statutes of the association.

Sub c. Former members are former students of the degree programs and programs mentioned in article 1, paragraph 1, who were previously affiliated with the study association. See also article 4, paragraph 3 of the statutes of the association.

Sub d. Donors are not members, but have a special relationship with Mercurius Wageningen as described in articles 4 and 5 of the statutes of the association.

Sub e. you become a distinguished member by the following procedure: first someone else then the candidate distinguished member collects 12 signatures of (former) committee members (including board members). Those signatures are presented to the current board who decides if it will be presented in the GMM. Then a vote will be conducted in the GMM. When a majority of votes in favour of the proposal is reached it is accepted.

Article 2, paragraph 3: Contribution

Sub a. The members of Mercurius Wageningen are obliged to pay an annual contribution of 15 euros. This contribution is determined annually by the General Members Meeting.

Sub b. When registering after 1 February, a member has to pay 7 euros contribution.

Sub c. Contribution change can only be implemented at the request of the sitting board and must be approved by the General Members Meeting. When the contribution is changed, there is the possibility to cancel membership immediately, otherwise article 7, paragraph 2 of the statutes applies.

Sub d. The contribution is paid annually, after the 1st of October, by a direct debit collection. This collection must be announced in advance via the (news) mail.

Sub e. Honorary members and former members do not have to pay contribution.

Sub f. If a student wishes to register after the date on which the contribution has been collected via direct debit collection, this contribution will be collected later.

Sub g. If a member deregisters, according to the guidelines mentioned in article 2 paragraph 1 sub e, after the 30th of September of the relevant academic year, there is no possibility to refund the contribution.

Article 2, paragraph 4: Debts

The board must personally inform a member or former member if he/she has a debt to the association. If a member or former member does not pay his debts to the association within three months after he has been informed of this debt, or has made arrangements for repayment with the board, he/she can be suspended by the board. Calculated from the time of suspension, 0.5% interest per month will be added to the amount owed. The suspension ends after full payment.

Article 2, paragraph 5: Fines

In causing a fine during the participation of activities, by activities intended for the benefit of Mercurius Wageningen or by failing to comply with prior agreements, the relevant member is personally responsible for the payment and / or settlement of the fine. The board must personally inform the member when he/she has caused a fine. If the member does not comply with this, the fine will be

converted into a debt and article 2, paragraph 4 will become effective. The amount of the fine will never be at the expense of the Mercurius Wageningen budget, unless otherwise decided in consultation with the sitting board.

Article 3. Rights & Duties

Article 3, paragraph 1: Statutes and internal regulations

The members of the study association are expected to be aware of the rights and duties stated in the statutes and the internal regulations. The member is therefore deemed to comply with the statutes and the internal regulations of the association. The statutes are available for inspection in Dutch in the boardroom of the association. The internal regulations are available for inspection in Dutch and English in the boardroom of the association.

Article 3, paragraph 2: Activities

Sub a. Members, active members, honorary members and donors have the right to participate in the general activities.

Sub b. Alternative activities will be organized for former members. If a former member wishes to take part in a general activity of the association, the former member must obtain permission from the sitting board.

Sub c. Students who are not a member of Mercurius Wageningen, can join an activity by approval of the board and (occasionally) for an increased price.

Sub d. Participation in the activities organized by Mercurius Wageningen is entirely at the members' own risk.

Article 3, paragraph 3: General Members Meeting

Sub a. Only members have the right to attend the General Members Meeting (and thus the right to vote), organized by the board.

Sub b. Exceptions to this rule are any invitees, donors, former members and honorary members, but they do not have the right to vote.

Article 3, paragraph 4: Not Mentioned Regulations

In the cases where neither the statutes nor the internal regulations, nor the separated regulations provide, the General Members Meeting decides. If it is not feasible to convene the General Members Meeting in time, the sitting board decides on this decision with feedback to the General Members Meeting.

Article 4. Advisory board

Article 4, paragraph 1: Tasks.

The advisory board provides advice and monitors all activities of the board.

The president of the board will maintain contact with the contact person of the advisory board.

The advisory board has - under the responsibility of the General Members Meeting- the task;

Sub a. To provide the board with advice that the advisory board deems necessary and if the board requests this;

Sub b. To supervise the board for the activities carried out and the compliance to the policy;

Sub c. If the entire board resigns from its position, the advisory board guides the process, with regard to the installation of the new board, in the form of advice on an appropriate procedure. There are no executive tasks for the advisory board.

Article 4, paragraph 2: Rights and duties.

Sub a. The Advisory Board has the right to inspect: policy plans, financial documents such as budget and interim evaluations, policy evaluations, board meetings minutes and General Members Meetings minutes, statutes and the internal regulations.

Sub b. The sitting board proposes candidates for the advisory board. The advisory board is expected to consider this. A candidate can be refused on the basis of valid reasons in consultation with the sitting board. This consultation, and the information discussed here, must always be treated as confidential.

Sub c. All documents, advice and control must be treated as confidential.

Sub d. A delegation from the advisory board must be present at a General Members Meeting.

Sub e. The board will send the newly written policy to the advisory board at least ten working days before the next General Members Meeting and plan a meeting with the advisory board at least seven days before the next General Members Meeting to discuss the policy (and other documents).

Article 4, paragraph 3: Members advisory board.

Sub a. The advisory board will consist of a minimum of 2 persons and a maximum of 10.

Sub b. The advisory board decides who will join the committee, provided that the candidates have resigned as board members for at least half a year. The board is expected to participate in this thought process.

Sub c. At least one person from the financial control committee will always have a seat in the advisory board.

Sub d. The advisory board itself will appoint a contact person who will also chair meetings.

Sub e. A member can take place in the advisory board for a maximum of 5 years and this can be extended by a maximum of 2 years with the approval of the General Members Meeting and the board. A member of the advisory board can terminate his duties at all times and will be dismissed at the next General Members Meeting.

Sub f. A member of the advisory board will at all times adhere to his rights and duties and will not damage (misconduct) the association Mercurius Wageningen.

Sub g. The board may proceed to suspend an advisory board member if he/she shows misconduct.

With approval from the General Members Meeting, a member of the advisory board may be removed from the advisory board.

Article 4, paragraph 4: Expenses

The advisory board is entitled to travel allowance with a maximum of 250 euros per financial year.

Other expenses are in consultation with the sitting board.

Article 5. Board

Article 5, paragraph 1: Tasks

The sitting board of Study Association Mercurius Wageningen has - under the responsibility of the General Members Meeting - the task:

- Sub a. Ensure that the statutes and the internal regulations are complied with;
- Sub b. To come up with a policy plan annually. This must be evaluated on a semi-annual basis;
- Sub c. To represent the interests of the Association and its members;
- Sub d. To act on behalf of the Association in any urgent or unforeseen case;
- Sub e. To report to the General Members Meeting on a semi-annual basis about the policy pursued and the activities carried out;
- Sub f. Annually prepare a budget of income and expenditure for the coming year;
- Sub g. To mediate or advise in case of problems concerning Mercurius Wageningen or the study programs mentioned under article 1, paragraph 1, invited by an individual or collective member;
- Sub h. Protect the name Mercurius Wageningen against misuse;
- Sub i. To maintain and promote partnerships between other associations, the Social Sciences, WUR and the business community.

Article 5, paragraph 2: Misconduct

The board and therefore the student association itself can not be held liable for misconduct of a member or for situations arising on the basis of non-compliance with the Regulations and statutes by a member. Suspension of this member will be assessed and decided by the board, as stated in article 6 of the statutes.

Article 5, paragraph 3: Expenses

The board is not authorized to enter non-budgeted transactions of more than 20% of the equity capital with a maximum of 400 euros per financial year, without the consent of the General Members Meeting.

Article 5, paragraph 4: New board

- Sub a. The new board must be nominated by the sitting board at the General Members Meeting. Members can at all times indicate to the current board that they are interested in a board position. The sitting board decides which candidate board members will ultimately be nominated to the General Members Meeting. On the proposed candidate board, all attendees will vote during the General Members Meeting. After approval of the General Members Meeting, the board makes its entry.
- Sub b. If, due to circumstances, the entire board wishes to resign earlier, the executive committee, namely the President, Secretary / Vice-President and Treasurer, must put together an interim board.
- Sub c. If due to circumstances the entire board is relieved of all its duties by the General Members Meeting, the General Members Meeting must put together an interim board.
- Sub d. In the event of an early board entrance or dispensation from the board, the daily management, namely the President, Secretary / Vice-President and Treasurer, will at all times remain responsible for the association until an interim board has been set up.

Article 5, paragraph 5: Procedure installation new board

This procedure is put into operation in the situation described in paragraph 4 sub b and sub c.

- Sub a. Exit old board members (except daily management) at the General Members Meeting;
- Sub b. Recruit new board members by application procedures by the executive committee or by the General Members Meeting;
- Sub c. Publish new board members at the General Members Meeting;
- Sub d. Installation of new board members.

Article 5, paragraph 6: Costs for the benefit of Mercurius Wageningen

Sub a. The association provides transport costs incurred by board members, if this proves necessary for the functioning of the board, but only after submitting a written proof of the costs to the Treasurer and his approval of the declaration of that costs.

Sub b. The association provides for the drinks costs incurred during a General Members Meeting and the drinks costs for the external guests during the consecutive drinks, provided these costs are stated in a budget approved by the General Members Meeting. The board is entitled to budget these costs.

Sub c. For the board shirts an amount of 50 euros per person is estimated annually; this does not include embroidery of the shirt.

Sub d. During the subsequent drinks of the General Members Meeting in which a management change takes place, current and new board members provide for the costs of the drinks of the departing board members.

Sub e. The association provides for the costs of cleaning the costume, provided these are stated in a budget approved by the General Members Meeting. The board is entitled to budget these costs, with a maximum of 30 euros per board member per year. Declarations can be submitted to the Treasurer up to a maximum of 6 weeks after the board's member discharge.

Sub f. Fines that are made against the association of Mercurius Wageningen are paid by Mercurius Wageningen. Mercurius Wageningen can never be held responsible for fines that can be retrieved directly on another person. If it is decided, out of leniency, that Mercurius Wageningen will help pay a fine, this will be a maximum of 50% of the total fine up to a maximum of 50 euros. For example, this may happen if a board member receives a fine during the organisation of an activity for Mercurius Wageningen. However, this will only be the case in an exception.

Article 5, paragraph 7: Agenda items board meeting

Agenda items for the board meeting must be submitted to the President or the Secretary / Vice-President. In the event of the latter, the Secretary / Vice-President will then inform the President. The date of treatment of the agenda item is determined by the President (or the Secretary / Vice-President) together with the person who submitted the item.

Article 5, paragraph 8: General Members Meeting

Sub a. The President or secondly the Secretary / Vice-President ensures that a full copy of the statutes and Regulations of Study Association Mercurius Wageningen is present at each meeting.

Sub b. The attendance of at least twenty-five members is required for a General Members Meeting. If the required number of members is not present, the meeting will be postponed for 15 minutes. The General Members Meeting will then still take place unconditionally.

Article 5, paragraph 9: Clothes board members

Sub a. Board members of study association Mercurius Wageningen should be in the possession of a dark suit (preferable dark blue), the board tie (for men) and the board blouse/shirt.

Sub b. Board members are expected to dress in costume on official occasions, board blouse/ shirt and for men the board tie. At external occasions this needs to be further specified.

Article 5, paragraph 10: Corporate identity

The corporate identity of Mercurius Wageningen is maintained by the Director of Marketing. This must be stored on both the hard disk and the backup. Committees and members are expected to adhere to this corporate identity.

Article 5, paragraph 11: Availability during the time in the board

New board members must be available for one year upon accession. In the event of any changes to this (sudden illness, internship, etc.), the sitting board decides on potential replacement.

Article 5, paragraph 12: Durations of the decisions

Every decision taken by the daily board can be canceled by the General Members Meeting by a majority of the votes

Article 6. Duties President

Duties and responsibilities of the President are:

Sub a. Presiding over the General Members Meeting and Board Meetings;

Sub b. Drafting the agenda for meetings;

Sub c. (First nominated) Representer of the association with representative obligations;

Sub d. Ensure mutual contacts with the management of the Social Sciences Group, the chair groups (employees), Wageningen UR, study associations, and other interested organizations;

- Sub e. Supervising the other board members and safeguarding the mutual atmosphere, promoting a good team spirit throughout the association;
- Sub f. Archiving policies, minutes, agendas and to-do lists, and checking their implementation;
- Sub g. Acting as a point of contact for and within the board;
- Sub h. Ensuring the completion of the policy and compliance with this policy;
- Sub i. Contact person for the Advisory Board;
- Sub j. Conducting a periodic meeting with the program directors;
- Sub k. Having knowledge of the Articles of the Study Association and the Internal Regulations;
- Sub l. Present at the pillar meetings;
- Sub m. Taking care of gifts for constitution drinks;
- Sub n. Registering the board's activities in the Committee calendar and for FOS;
- Sub o. Ensure transparency for the entire sitting board about Mercurius' finances.

Article 7. Duties Secretary/Vice-President

Duties and responsibilities of the Secretary/Vice-President are:

- Sub a. Archive incoming and outgoing mail;
- Sub b. Take minutes during the General Members Meeting and deliver these minutes within 10 workdays to all with this General Members Meeting involved parties (on paper or via email);
- Sub c. Maintain the member administration;
- Sub d. Update the membership system of WUR after enrolments or cancellations, through which linkage of membership to the WURcard can take place;
- Sub e. Be present and taking minutes during pillar meeting;

Sub f. Where possible, take care of the facilities within the boardroom, including the purchase of office supplies;

Sub g. Check statutes and internal regulations for imperfections on a yearly basis;

Sub h. Regularly execute back-ups of documents;

Sub i. Responsible for maintaining contacts with sister associations and other (study) associations inside and outside Wageningen;

Sub j. Contact person for relevant consultative bodies, such as SEBO (Stichting Economisch en Bedrijfskundig Overleg);

Sub k. Notify board members of external activities.

Article 8. Duties Treasurer

Article 8, paragraph 1: Tasks

The duties and responsibilities of the Treasurer are:

Sub a. The entire financial administration, including asset management, payments, the collection of accounts, manage of the cash-box on the name of Mercurius Wageningen and the monitoring of the financial records of the committees;

Sub b. Monitoring the refunding of declarations to the association (which can only be declared if the Treasurer has received the receipt);

Sub c. Management of account in the name of Mercurius Wageningen;

In cooperation with the board, distributing money to the committees on the basis of the policy plans and the planned budget. This will be done at the starts of each association's year;

Sub d. To draft a financial report and report on the General Member Meeting at the end of each association's year;

Sub e. Summoning the financial control committee at least twice per financial year;

Sub f. Present at pillar meeting;

Sub g. Take care of the transparency to the whole sitting board on the finance of Mercurius Wageningen

Article 8, paragraph 2: Financial Report

Sub a. The treasurer will set up a financial (annual or interim) report and discuss this during the General Member Meeting once a half year. The financial reports will be approved by the financial control committee in accordance with article 11 of the statutes. Upon written request, signed by at least ten members, the Treasurer will make an additional interim financial report. This request can only be done once per quarter year.

Sub b. The financial year runs from the 1st of September till the 31th of August.

Sub c. The annual financial report will be presented at the General Member Meeting of the first board change of the association's year. The financial interim report will be presented at the General Member Meeting of the second board change of the association's year.

Article 8, paragraph 3: Payments

Payments are met by direct debits or in cash, or possibly through a money transfer by the member. Which kind of payment is chosen is determined by the Treasurer.

Article 8, paragraph 4: Committees

Sub a. The Treasurer is entitled to demand a budget of the committees on upcoming activities at all times. The committees will have to comply with this request within 1 week. Exceptions may be made in consultation with the Treasurer.

Sub b. Committees must turn in a budget to the Treasurer of an activity within 1 week of said activity

Sub c. The Treasurer will determine when he/she proceeds to deliver payments to these committees within reasonable restrictions and in consultation with the relevant committee.

Sub d. The Treasurer determines, in consultation with the board, the committee budgets and submit it for approval to the General Member Meeting (see also article 11, paragraph 12).

Article 9. Duties Director of Education BBC/BEB/MME

The duties and responsibilities of the Director of Education are:

Sub a. The first contact point for students with regard to matters of education. This is in cooperation with the Director of Marketing;

Sub b. The first contact point for the educational executive teams from the studies mentioned in article 1, paragraph 1 as well as for the Science Group. This is in cooperation with the Director of Marketing;

Sub c. The contact person on behalf of Mercurius Wageningen and, when possible, member of the Education Committee from the studies mentioned in article 1, paragraph 1;

Sub d. Responsible for the organisation of the semi annual bachelor graduation of the SSG;

Sub e. Maintaining the archive of exams and summaries. This is in cooperation with the Secretary/Vice-President;

Sub f. Present at the pilar meetings;

Sub g. Keeping up with recent developments in the field of the Dutch scientific education as well as the developments in the field of Education at the WUR. This is in cooperation with the director of Marketing;

Sub h. Co-responsible for the organisation of activities of Mercurius Wageningen concerning information days, AID study days and walk along days of the studies mentioned in article 1, paragraph 1;

Sub i. To organise, in cooperation with the involved study-advisors, of a employment-market evening;

Sub j. To provide an extra present for a graduated ex-board member;

Article 10. Duties Director of Marketing

The duties and responsibilities of the Director of Marketing are:

Sub a. The first contact point for students with regard to matters of education. This is in cooperation with the Director of Education;

Sub b. Responsible for information about Mercurius Wageningen;

Sub c. The first contact point for the educational executive teams from the studies mentioned in article 1 paragraph 1 as well as for the Educational institutes. This is in cooperation with the Director of Education;

Sub d. Present at the pilar meetings;

Sub e. Supervisory member of Promotion Committee;

Sub f. Co-responsible for the organisation of activities of Mercurius Wageningen concerning information days, AID study days and walk along days of the studies mentioned in article 1, paragraph 1;

Sub g. Ultimately responsible for the website and the social networks of Mercurius Wageningen;

Sub h. Providing practice exams and summaries of courses from the studies mentioned in article 1, paragraph 1 on the website of Mercurius Wageningen;

Sub i. Responsible for the fortnightly news mail.

Sub j. Ultimately responsible for the camera of Mercurius Wageningen.

Article 11. Duties Director of Public Relations

Duties and responsibilities of the Director of Public Relations are maintaining and developing the complete Public relations of the study association.

These duties are translated in the following tasks:

Sub a. Being the contact person for businesses;

Sub b. Being responsible for press relations;

Sub c. Being responsible for the promotion- and sponsor policy of the association;

Sub d. Making a yearly (of their board year) evaluation of their contact with companies

Sub e. Being responsible for attracting promotion material of the association;

Sub f. Being responsible for maintaining a shared file with the Acquisition committee and the Lecture and Excursion committee with all information regarding contact with companies.

Sub g. Responsible for distributing the association magazine to external contacts, such as businesses, sponsors and other interested parties;

Sub h. Chairman of the Acquisition committee;

Sub i. Presence at the pilar meeting;

Sub j. Administrator of the LinkedIn page of Mercurius Wageningen. This in cooperation with the Director of Marketing.

Article 12. Duties Director of Human Resources

The duties and responsibilities of the Director of Human Resources are:

Sub a. Coordinating the committees by acting as a contact point of the committees when there are problems or questions. Next to that, taking care of the realization and keeping up of the committee documents conducted by every committee;

Sub b. Make sure that the occupation and composition is correct within the committees;

Sub c. Organise a moment at the beginning of the academic year for the committees to present themselves and recruit new active members (for example, a committee evening or lunch);

Sub d. Keep track of the active members within the association;

Sub e. Organize a list with members that need to be installed and discharge at every General Members Meeting;

Sub f. During/after every General Members Meeting, hand out a certificate of participation to the members that are discharged from a committee;

Sub g. Thank active members at the end of every academic year by organizing an activo-excursion

Sub h. Organizing and leading the pilar meeting which takes place twice per academic year;

Sub i. Look after the consumption stamps for all drinks and parties of the association;

Sub j. Organize the access to the maps and WUR email accounts that are allocated to Mercurius;

Sub k. If necessary, set up a new committee.

Sub l. Chairman of the Weekend Committee

Sub m. updating the board of honour in case of new distinguished members

Article 13. Committees

Article 13, paragraph 1: Realization of committees

Sub a. The board can, after agreement of the General Members Meeting, set up committees.

Sub b. In order to fall under the responsibility of the association, spontaneously realized committees have to be approved by the General Members Meeting. The board provides the committee with advice on a minimum and maximum amount of members and the functions and implementation of the committee in question. Exception on this matter takes place when a committee itself comes with a policy that becomes approved by the General Members Meeting.

Sub c. Installation in a committee changes the status of the person concerned from 'member' to 'committee member' (an active member is a member that visits activities often).

Sub d. A committee needs to be part of a pillar, educative, social or professional. The board provides the committee with advice on the pillar under which the new committee will be categorized.

Sub e. Recurring committees such as the Lustrum committee and accompanying committees, family day etc. do not need to be approved by the General Members Meeting, on condition of approval in the past.

Article 13, paragraph 2: President, secretary, treasurer, marketing and photographer

The leadership of a committee, the presidency, will be assigned to one of the committee members.

Next to a president, also a secretary, treasurer, marketing and photographer will be chosen within each committee. If this is not possible within the committee, the present members are obliged to keep up with the secretarial and financial businesses themselves and report them based on the statutes and these internal regulations. The president communicates the division of functions to the current board.

Article 13, paragraph 3: Time period committee member

Sub a. A committee member can be a part of a committee for an unlimited amount of time.

Sub b. When a committee member is not functioning well, the current board has the right to discharge the member in question.

Article 13, paragraph 4: Responsibility

Sub a. The committees regularly report, as agreed, to the current board.

Sub b. The pillar meeting will be organised two times a year, after the General Members Meeting has taken place. This pillar meeting includes the three pillars of the association (social, educational and professional).

Sub c. Every committee has a contact person for the communication with the board, namely the president, which also is the representative of the committee during the pillar meeting.

Sub d. For better communication with the board, every committee includes a supervisory board member. For some committees, there is a preference for a board member with a certain function, like mentioned in article 10.

Sub e. The following positions are advised:

- Director of Education: AIDcie, AcademiCie
- Director of Public Relations: Acquisitie
- Director of Marketing: PromoCie, AIDcie.

Article 13, paragraph 5: Expenses and costs

Sub a. Possible expenses, made outside the established budget, are reimbursed by the treasurer of the association, after approval of the board. Article 4, paragraph 3 of these regulations have to be taken into account for this matter.

Sub b. Calling, copying and printing on behalf of the association is possible with the facilities of the association. Telephone, copying or print costs made outside the organization are not reimbursed. Denial of this point can only be done by the current board.

Sub c. Calling abroad and reimbursement of these costs can only be given with approval of the current board.

Sub d. Costs of an amount that falls outside the established budget, have to be approved in advance by the board.

Sub e. Costs are only reimbursed if they are part of Mercurius Wageningen

Sub f. Costs made by a committee during an activity have to be estimated in advance.

Sub g. When a committee member decides to bring personal belongings to an activity, this is on the responsibility of the committee member themselves.

Article 13, paragraph 6: Activities

Sub a. The proposal of activities towards the board has to take place before the period of the concerning activity. Two weeks before an activity a budget has to be offered to the treasurer of the association, based on the format. This document also has to be placed in the committee drive.

Sub b. Only after approval of the activity and the accompanying budget by the board, the activity can take place.

Sub c. When participating in an activity, the member pays an entry fee if that is the case for that activity, even when the member of this activity has organised it himself. If the member is only present behind the scenes and does not actively participate in the activity, no entry fee has to be paid.

Sub d. Within two weeks after the activity, the end receipt has to be handed in to the treasurer of the association, based on the format.

Article 13, paragraph 7: PR

The general promotion of an activity during the period starts at the beginning of the period with posters, flyers and a promotional talk (preferably for first and second years students) in both Dutch and English. The promotion specifically for the activity has to be performed minimally four weeks before the activity. If this is not done, the date of the activity can be rescheduled. Rescheduling can only be done by the current board.

Article 13, paragraph 8: Financial oversight

The treasurer of every committee has to hand in a financial oversight of the committee to the board at the end of the academic year.

Article 13, paragraph 9: Committee drive

Every committee is obliged to keep the committee drive up-to-date. In this drive pictures, the committee member document, the minutes, finances and activity's (among others promotion material and evaluations) of the committee have to be kept. The purpose of this is to form a good base for the transfer of knowledge and functions for current and future committee members. The Director of Human Resources functions as the first contact point for questions concerning the drive.

Article 13, paragraph 10: Committee budget

Sub a. For every committee that functions well and that can demonstrate that they can only function with a certain supplement on the current budget, an addition on the budget can be made after approval by the current board. But with limitation of the things mentioned in article 4, paragraph 3 of these regulations.

Sub b. Committees work on a project or activities basis. This means that they can hand in a budget if the budget and activity are approved by the current board.

Article 13, paragraph 11: Committee bonding

For the bonding within a committee an amount of money is estimated which the committee members can claim. This amount is also available for the supervisory board member. This amount of money is estimated at 15 euros per committee/supervisory board member.

Article 13, paragraph 12: Committee clothes

An amount of money is estimated yearly for a committee to wear committee clothes, which the committee members can claim. For professional committees (Acquisition committee, Lectures and Excursions committee & Professional Committee) 25 euros per committee member a year is allocated for a committee blouse. If the committee claims this money, the obligation is that these clothes are

worn every activity. For educative committees (Academic Committee) 25 euros per committee member a year is allocated for a committee blouse. If the committee claims this money, the obligation is that these clothes are worn every activity. For social committees (Activity committee, Food Committee, First year's committee, Weekend Committee) 15 euros per committee member are made available for a committee t-shirt. If the committee claims this money, they are obliged to wear these clothes every activity. The committee clothing has to differ from the board blouse in such a way that a clear distinction can be made. This to prevent confusion. For committees where there is no clothing possible, in discussion with the current board, measures can be taken. The current board has the last word in this discussion.

Article 13, paragraph 13: WUR accounts

Sub a. Committees have the possibility to use WUR email accounts which are assigned to Mercurius Wageningen

Sub b. The WUR email account can only be used on behalf of the activities which are organised for and by Mercurius Wageningen

Sub c. All changes, including the changing of passwords from the concerning WUR email account, have to be communicated by the Director of Human Resources of the association.

Article 13, paragraph 14: Camera usage

The camera may be used by committee members, after this has been discussed with and is approved by the Director of Marketing.

Article 14. Fraternity/Sorority

Article 14, paragraph 1: General rules for fraternities/sororities in Mercurius

There are general rules that apply to sororities and fraternities to ensure clear communication. These are:

- Sub a. It is mandatory for fraternity/sorority members to be a member of Mercurius Wageningen.
- Sub b. Every fraternity/sorority must appoint a board every year, consisting of at least a President, Secretary and Treasurer. This board will keep in touch with the board of Mercurius Wageningen by regular evaluations. The board of the sorority must be known to the board of Mercurius Wageningen.
- Sub c. A fraternity/sorority can receive financial support from Mercurius Wageningen. This needs to be approved at the GMM. The financial support is intended for the promotion of the fraternity/sorority. The promotion (activity) has to be accessible to all members of Mercurius Wageningen. The use of the money must be approved by the board of Mercurius Wageningen.
- Sub d. A recognized fraternity/sorority of Mercurius Wageningen can make use of resources of Mercurius Wageningen, regarding the promotion of the fraternity/sorority. The board of Mercurius Wageningen will not share any details or data of its members with the fraternity or sorority.
- Sub e. Each fraternity/sorority must have a name, theme and logo, which connects the sorority with Mercurius Wageningen and connects the members of the fraternity/sorority. The name, theme and logo cannot be offensive, racist, sexist or in any other way insulting to others.
- Sub f. Fraternities/sororities are not covered by the Mercurius Wageningen insurance.
- Sub g. Mercurius Wageningen cannot be held responsible for the behaviour of the fraternity/sorority. In the event of misconduct, the fraternity/sorority can be discontinued or suspended by the board of Mercurius Wageningen.
- Sub h. When attending activities, members of the fraternity/sorority will initially be present as members of Mercurius Wageningen.
- Sub i. At least two members of each fraternity/sorority will be present at the GMM.
- Sub j. Every member of Mercurius Wageningen can start a fraternity or sorority.

Article 14, paragraph 2: Starting fraternities/sororities in Mercurius

The following rules apply for starting a fraternity/sorority:

- Sub a. A fraternity/sorority will consist of multiple members of Mercurius Wageningen. The members will come from different years of the Bachelor Economics and Governance, Bachelor Business and Consumer Studies or Master Management, Economics and Consumer Studies.
- Sub b. A fraternity/sorority in formation will give a short presentation during the GMM in which they introduce themselves and explain why they want to form a fraternity/sorority.
- Sub c. A fraternity/sorority must be recognized during the GMM by a majority of votes.
- Sub d. A fraternity/sorority in formation is not allowed to adopt specific characteristics of currently recognized fraternities/sororities, such as colour, theme, name and logo.
- Sub e. All members of Mercurius Wageningen will have the chance to apply to become a member of the fraternity/sorority.
- Sub f. The board of the fraternity/sorority will keep the board of Mercurius Wageningen up to date about its activities in regular evaluations.

Article 14, paragraph 3: Currently recognized fraternities/sororities

The currently recognized fraternities/sororities within Mercurius Wageningen are: Arcis

Article 15. Honorary members

- Sub a. Honorary members are people who are appointed as honorary members in response to a special state of merit for the association. The board nominates a person as an honorary member, the General Members Meeting decides on the admission.
- Sub b. An honorary member has the following rights:
 - a. Being a member of the association for free;
 - b. Receiving various publications from the association;

- c. Attending the General Members Meeting;
 - d. Receiving a notification of new honorary members and attending the official appointment.
- Sub c. The association has the following honorary members: Piet de Visser† .

Article 16. Boardroom of Mercurius Wageningen

Article 16, paragraph 1: Use of the boardroom

Sub a. The Mercurius Wageningen room is open to all members during opening hours.

Sub b. Members who use the room are responsible for leaving the room tidy after use.

Sub c. The board has the first rights when using the room.

Sub d. Commissioners have the second rights when using the room.

Article 16, paragraph 2: Use of facilities

Sub a. All facilities made available by WUR to Mercurius Wageningen are also available to the members (in consultation with the current board).

Sub b. Facilities may only be used if this is done for the benefit of Mercurius Wageningen.

Sub c. The board has the first rights when using the facilities

Sub d. Active members and honorary members have the second rights when using the facilities.

Article 16. paragraph 3: Board meeting

Board meetings are organised preferably in the boardroom of Mercurius Wageningen or at the homes of board members. The board meetings are not public meetings. A member can be present or can be invited to explain something in consultation with the board, but this is only for this agenda item.

Article 17. Grieving Protocol

Article 17, paragraph 1: Association grief

The association has association mo, which is written by the board in the following cases:

Sub a. Upon the death of a student BBC, BEB or MME

Sub b. Upon the death of a (former) active member from the study BGM or MCH

Sub c. Upon the death of persons who are connected to the study association by special ties.

Article 17, paragraph 2: Notification

After taking note of the death of a person as mentioned in paragraph 1, the board should meet as soon as possible about the action points from paragraphs 3 and 4.

Article 17, paragraph 3. Characteristics association grief

In the situation described in paragraph 1, the association grief is commenced on the day of death and lasts until the day of the funeral ceremony (if not, the board decides). The outward characteristics of the association grief in this situation are:

Sub a. The board sends a condolence.

Sub b. If possible, the board will attend the funeral or cremation.

Sub c. The board will contact the study advisor, if desired, a representative of the study association will assist the study advisor in further steps..

Sub d. If possible, the activities of the study association will be cancelled after 6 pm.

Sub e. Moment of silence during the General Members Meeting and during association activities that do take place.

Sub f. The association flag is hung half-mast on the day of the funeral, if applicable.

Sub g. An "In Memoriam" is included in the next club magazine, if applicable.

Sub i. A condolence register is placed in the boardroom.

Article 17, paragraph 4. Condolence

In the situation described in paragraph 1, the board sends a condolence. The board can also decide to proceed to the grieving procedure according to paragraph 3.

Article 18. Final determination

Article 18, paragraph 1: Revision internal regulations

These internal regulations are free for revisions with the limitations mentioned in article 14, sub 2. After each association year, the board must review the internal regulations

Article 18, paragraph 2: Changes and revisions

Amendments to the internal regulations and other regulations, which are not in conflict with the Act and the statutes of the Study Association Mercurius Wageningen, take effect after a decision has been taken to do so at a General Members Meeting with at least two thirds of the votes.

Article 18, paragraph 3: Version

Version 1.01, May 2003, by the board of 2003, for approval by the General Members Meeting.
Version 1.02, June 2003, by the board of 2003, approved by the General Members Meeting.
Version 1.03, Februari 2004, by the board of 2003/2004, approved by the General Members Meeting.
Version 1.04, September 2004, by the board of 2004/2005, approved by the General Members Meeting.

Version 1.05, March 2005, by the board of 2005, approved by the General Members Meeting.

Version 1.06, May 2005, by the board of 2005, approved by the General Members Meeting.

Version 1.07, May 2007, by the board of 2007, approved by the General Members Meeting.

Version 1.08, September 2007, by the board of 2007/2008, approved by the General Members Meeting.

Version 1.09, October 2008, by the board of 2008/2009, approved by the General Members Meeting.

Version 1.10, March 2009, by the board of 2009, approved by the General Members Meeting.

Version 1.11, March 2011, by the board of 2010/2011, approved by the General Members Meeting.

Version 1.12, September 2011, by the board of 2011, approved by the General Members Meeting.

Version 1.13, March 2012, by the board of 2012, approved by the General Members Meeting.

Version 1.14, September 2012, by the board of 2012/2013, approved by the General Members Meeting.

Version 1.15, February 2013, by the board of 2013, approved by the General Members Meeting.

Version 1.16, September 2013, by the board of 2013/2014, approved by the General Members Meeting.

Version 1.17, February 2014, by the board of 2014, approved by the General Members Meeting.

Version 1.18, September 2014, by the board of 2014/2015, approved by the General Members Meeting.

Version 1.19, February 2015, by the board of 2015, approved by the General Members Meeting.

Version 1.20 & 1.21, September 2015, by the board of 2015/2016, approved by the General Members Meeting.

Version 1.22, February 2016, by the board of 2016, approved by the General Members Meeting.

Version 1.23, September 2016, by the board of 2016-2017, approved by the General Members Meeting.

Version 1.24, February 2017, by the board of 2017, approved by the General Members Meeting.

Version 1.25, September 2017, by the board of 2017-2018, approved by the General Members Meeting.

Version 1.26, March 2018, by the board of 2018, approved by the General Members Meeting

Version 1.27, September 2018, by the board of 2018/2019, approved by the General Members Meeting

Version 1.28, September 2019, by the board of 2019/2020, approved by the General Members Meeting

Version 1.29, March 2020, by the board of 2020, approved by the General Members Meeting

Version 1.30, September 2020, by the board of 2020/2021, approved by the General Members Meeting

Version 1.31, September 2021, by the board of 2021/2022, approved by the General Members Meeting

Version 1.32, September 2022, by the board of 2022/2023, approved by the General Members Meeting

Version 1.33, September 2023, by the board of 2023/2024, approved by the General Members Meeting

Internal regulations Study Association Mercurius Wageningen
Thus made, September 2023, at Wageningen

Signed by the seated Board of 2023/2024

K. van Middelkoop
President

I. van der Wens
Secretary/Vice-President

S. Loeters
Treasurer

E. van der Heijden
Director of Education

R. Stellingwerf
Director of Human Resources

P. Duijn
Director of Marketing

T. van der Grift
Director of Public Relations
