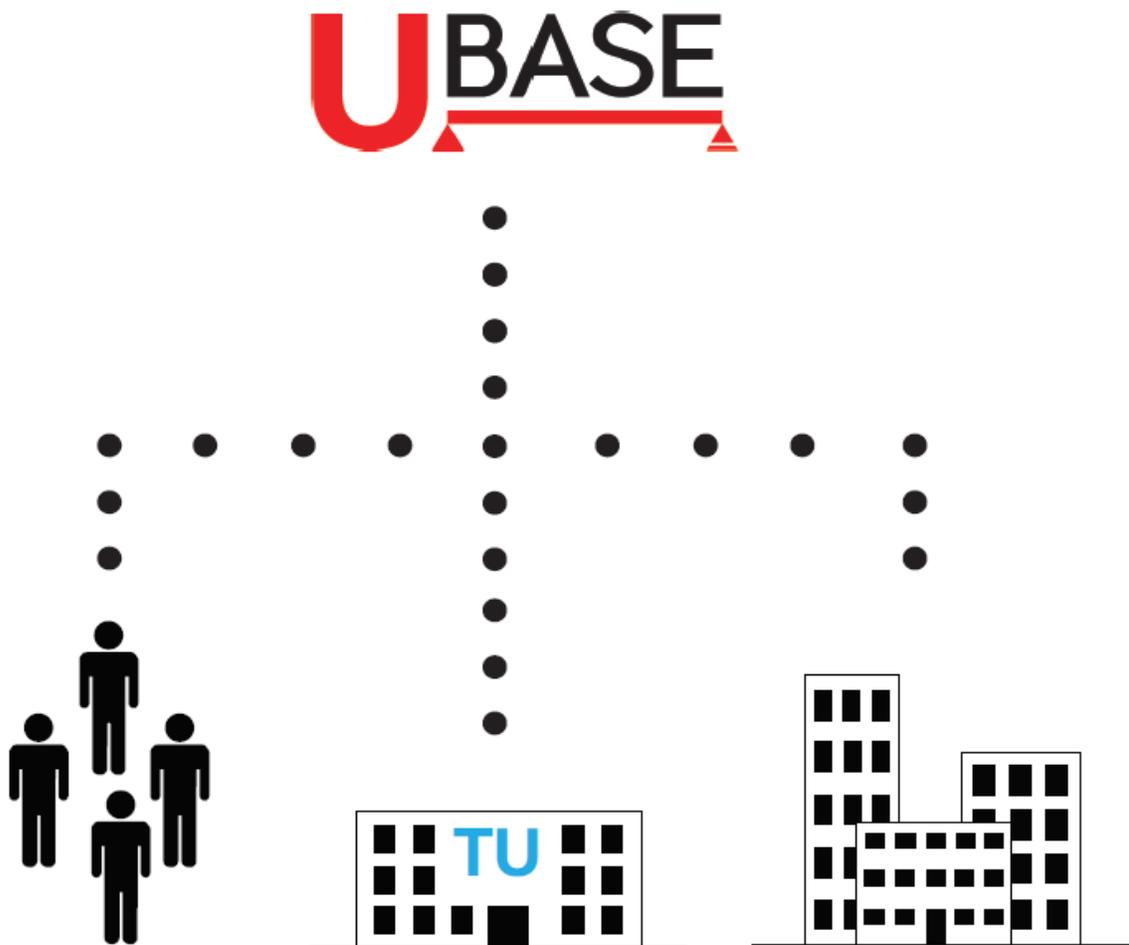


# Internal Rules



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## A. Introduction

### Article 1. Introduction

1. These Internal Rules, hereafter called IR, of United Building And Structural Engineering Association, hereafter called U-BASE, the study association of master tracks Building and Structural Engineering at the Faculty of Civil Engineering and Geosciences at Delft university of Technology, are set up in agreement with the Statuten of the association. The IR are an addition to the legally valid Statuten. The Statuten can always be requested for inspection from the board.
2. The IR could be described as: “a collection of rules at, among others, associations. These rules support the Statuten. In contrast to Statuten it is not necessary to consult a notary to change the IR. This means that the Statuten are normative if the IR conflict with them. In practise there is room for interpretation within the Statuten and the detailed interpretation are found in the IR.”
3. In the Statuten can be found how the IR can be changed. It is desired that a new board analyses the IR critically during the starting phase and therefore can decide upon proposing changes during the General Members Meeting (GMM).

### Article 2. Definitions

1. The academic year is defined from September 1<sup>st</sup> – August 31<sup>st</sup>. E.g.: the academic year 2019-2020 starts at 01-08-2019 and ends at 31-07-2020.
2. Q1-Q4 are defined as the 4 educational quarters during the academic year. The quarters can be found in the relevant official academic year plan provided by Delft University of Technology.
3. Membership fee or contribution are terms used for the yearly fee that someone needs to pay to become/remain a member of U-BASE for one academic year.

## B. Structure of the association

### Article 3. Structure of the association

1. The individual bodies of the association are identified as follows:
  - a. Board;
  - b. Committees;
  - c. Audit committee;
  - d. Members (via the General Members Meeting).

## C. Membership

### Article 4. Membership fee

1. Members are obliged to pay the yearly membership fee. The membership fee is set at €10.00 (ten euros and zero cents) per person per academic year.
2. The membership fee must be paid in each current academic year. If a member has signed a mandate for automatic debiting, then the contribution will be debited automatically. It is the member's own responsibility to supply the Board with a signed mandate. If no mandate is signed, the contribution has to be paid before 31<sup>st</sup> of December in the relevant academic year. If a member fails to pay the yearly contribution before this date, the U-BASE board will have the rights to unsubscribe a member from U-BASE without notification.

3. Termination of a membership must be made clear to the Board before October 1<sup>st</sup> of the relevant academic year. Members can do this by sending an email to [internalaffairs@u-base.org](mailto:internalaffairs@u-base.org). Failing to unsubscribe as a member before October 1<sup>st</sup> will result in the automatic extension for one academic year of the member. Therefore the member will be obliged to pay the membership fee/contribution as described in 4.1 for the next academic year.
4. Termination of U-BASE membership is the responsibility of the members themselves.

### Article 5. Members versus non-members

1. U-BASE is there for all Civil Engineering (related) students from TU Delft, but in particular its members. In line with this statement there are a couple of advantages that members enjoy, namely:
  - a. Members can opt-in to receive each U-Profiel at their home address free of charge;
  - b. Members can subscribe for the Short U-BASE Trip (SUT) and Study Tour;
  - c. Non-members can join all activities except for the ones mentioned in 5.1.b. Therefore, they can be charged a surplus, with a maximum of 100% or €25 which need to be paid to U-BASE prior to the activity. The actual amount is determined by (committees under supervision of) the Board per activity. Exceptions to this are:
    - i. If spots are limited, members will be prioritised above non-members;
  - d. Non-members can only subscribe for activities by sending an e-mail to [info@u-base.org](mailto:info@u-base.org).

### Article 6. Alumni

1. When members graduate, they will automatically become alumni of U-BASE. If a member is being registered as alumni, the member will be informed by email and also will be given the option to unsubscribe as an alumni. Alumni's are not obliged to pay the yearly membership fee.
2. Making sure the board is aware that a member is graduating (and thus transfer from being a member with contribution to an alumni without contribution) is the responsibility of the members themselves.
3. Unsubscription from being an U-BASE alumni is the responsibility for the member themselves.
4. Alumni will be kept up to date by email about developments within U-BASE and could be contacted for alumni events.

### Article 7. Donors

1. If one is a member, alumnus or external, they can opt in for donor ship in which one will contribute €20,- yearly to support U-BASE with all its activities and pursuits.
2. Donors always have the right to terminate their donor ship at all times.

## D. Board

### Article 8. Commitment of the Board

1. The board will set up a yearly and a long term policy.
2. The board handles according to the guidelines in the policy plan and in dialogue with the General Members Meeting, Audit committee and Committees.
3. The board provides members with regular information about the association. This is done by:
  - a. Sending a monthly general newsletter. In this newsletter, past and upcoming events are addressed, together with announcements and/or important developments. During periods with a low amount of activities (like the summer holiday) the Board can choose to send no newsletter;
  - b. Having General Member Meetings.

4. The Board is in the only body that is in contact with external people from the faculty, TU Delft, other study associations and/or companies.

### Article 9. Board functions and rights

1. The Board consists of:
  - a. Chairman;
  - b. Internal Affairs;
  - c. Treasurer;
  - d. External Relations;
  - e. Education;
  - f. Promotion and Public Relations.
2. The Board can make executive decisions that are not in conflict with the statuten. For a complete overview of all the board rights we refer to articles 9 and 10 of the statuten.

### Article 10. Financial accountability

1. If the board wishes to finance a one-off expense from it's the association's funds, advice must be sought from the Audit committee.
2. The Board provides the Audit committee at least three times a year with an financial overview of the association.

### Article 11. Board transfer

1. The board will be presented during the GMM. In practice the board will start it's tasks before the first GMM in an academic year.
2. There should be white papers available for the upcoming Board. At least the following white papers are expected:
  - a. A general Board white paper;
  - b. A white paper per Board function;
  - c. A white paper concerning all digital services U-BASE utilises.
3. During the year the Board can change or add content to the white papers.
4. Upcoming Board members should be supported during the starting phase by the previous Board. The responsibility for this lies at the resigning Board. The transfer is done by means of tagging along upcoming Board members, transfer meetings (resigning and upcoming Board members) and a policy weekend.
5. The board has the right to select the new board of the subsequent academic year.

### Article 12. Board meetings

1. The Board will aim to meet weekly with an exception during education-free periods and exam weeks.
2. Minutes of the Board meeting are available within 48 hours after the meeting to the Board. Minutes of Board meetings are confidential, unless the Board decides otherwise. An exception is made when the Audit committee decides that is needed to (partially) publish the minutes.
3. In exceptional situations the Board can decide to diverse from the above-mentioned points.

## E. Activities

### Article 13. Activities

1. The subscription period of any activity is at least a week prior to the activity.
2. The withdrawal period is specified for every event.
3. Unsubscribing is only possible during the withdrawal period which is disclosed with each activity. After this period, withdrawal of the activity is only possible with approval of the Board. Otherwise the participant is obliged to meet the financial commitment which comes with enrolling for said activity.
4. A no-show fee equal to the financial conditions of the activity or €5 for free activities can be opposed by the Board if the participant failed to unroll before the end of the withdrawal period.
5. In exceptional situations the Board can decide to deviate from the above-mentioned points.

### Article 14. Selection process

1. If spots are limited and the subscriptions surpasses the capacity the following can be decided:
  - a. First come, first serve. Access subscriptions will be placed on the reserve list;
  - b. Selection based on motivation and/or association contribution. If this is the case, the Board will state the selection criteria. Personal wishes or preferences could not be of any influence;
  - c. Lottery draw.

## F. Changes to the Internal Rules

### Article 15. Changes to the Internal Rules

1. U-BASE retains the right to change the IR at any given time, without giving notice. Therefore, U-BASE advises people to check the IR regularly. The most current version of the IR, will always be visible on U-BASE.org.

## G. Final provision

### Article 16. Final provision

1. In situations that are covered in the law, statuten or these internal rules, the chairman of the board has the right to decide.
2. If a member fails to comply with the internal rules, the board has the right to exclude a member from activities or terminate its membership.

## H. Changes

Date	Version	Changes
08-06-2020	June 2020	Added a chapter to track changes
18-12-2019	December 2019	Initial version

## I. Contact details

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