

## **1. Regulatory provisions**

- 1.1. The Standing Rules are subject to the bylaws of Metis (the Articles of Association) and complement them.
- 1.2. The Standing Rules can be altered on the initiative of the Board, provided that a majority of the General Assembly (GA) agrees to the proposed changes.
- 1.3. The Standing Rules can be altered on the initiative of the GA when the presented proposal is signed by at least five (5) voting members and the majority of the GA agrees to the proposed changes. The exact proposal has to be handed in at least six (6) days before the GA.

## **2. Minimal monetary donation**

- 2.1. The membership fee and the minimum annual monetary donation for donors are established in the General Assembly.
- 2.2. The membership fee is €25 per year, the minimum annual monetary donation for donors is €10.

## **3. Annual budget**

### *3.1. Requirements for the candidate board*

- 3.1.1. The candidate board drafts an annual plan and budget for the upcoming year, under supervision of the current Board.
- 3.1.2. The candidate board strives to present its annual plan and budget during the General Assembly they are inaugurated in.
- 3.1.3. The candidate board has to submit their annual plan and budget for inspection to the members of Metis at least six (6) working days preceding the General Assembly, keeping it available until the day of the General Assembly.
- 3.1.4. The drafted budget and financial actualization are subject to approval by the GA.

### *3.2. Substantive requirements*

- 3.2.1. The budget is a prediction of the future revenues and expenses of the association and serves as a guideline for the future revenues and expenses.
- 3.2.2. The treasurer manages the association's books, cash funds, assets and other related documentation, and is responsible for Metis' financial accounts throughout the Board's term. The treasurer drafts a budget prior to the upcoming financial year and drafts a financial actualization at the end of the Board's term and the financial year. The treasurer is also responsible for adhering to the budget.
- 3.2.3. If the financial actualization differs from the budget with 10% or more, it must be mentioned at the GA.
- 3.2.4. Whenever the association receives conditional funding from a source outside of PPE, these funds must be announced by the treasurer at the next General Assembly.

### *3.3. Transfer to the next Board*

3.3.1. When the end of the Board term approaches, the current treasurer has to inform its successor in a complete manner about the financial situation of the association as a whole, and especially the running committees.

3.3.2. The current treasurer has to give its successor a transfer note in which all important information is written.

## **4. Selection committee**

4.1. The selection committee consists of two (2) Board members, two (2) Senate members and two (2) student-members of Metis. The Board members and the Senate members will be appointed by respectively the Board and the Senate. The student-members will be chosen by the Board and the Senate via a motivation letter. The selection committee will be nominated during the first GA of the calendar year. They will be elected with an absolute majority.

4.2. The selection committee will present the selection procedure of the new Board and a timeline at the GA mentioned before.

4.3. The selection committee will review all the applications and select a candidate-candidate board.

## **5. Nomination of the board**

### *5.1. Candidate-candidate board*

5.1.1. After the approval of the composition of the selection committee all interested members can apply with a motivation letter within the timeframe presented by the selection committee.

5.1.2. The selection committee will compose a candidate-candidate board from the applicants via their time-path specified during the GA.

5.1.3. This candidate-candidate board will be presented during the last GA of the academic year and will be elected through an absolute majority, the bylaws specify the procedure if a board is not elected during the GA.

### *5.2. Candidate board*

5.2.1. The board chosen during the last GA of the academic year will be called the candidate board.

5.2.2. During the first GA of the following academic year, the candidate board will be inaugurated in a ceremonial setting. During this assembly, the candidate board will present its annual plan and the budget plan. The components of this are specified below.

### *5.3. Candidate board annual plan and budget plan*

5.3.1. The annual plan of the candidate board should outline the goals it aims to achieve during its term.

5.3.2. The budget plan of the candidate board should outline how the board aims to divide the association's budget between committees and for other activities.

## **6. Decision making procedure**

- 6.1. The decisions of the Board will be made by a majority.
- 6.2. When the vote results in a tie, the president will decide.
- 6.3. When a vote is held in the General Assembly, the members of the Metis Board and Metis Senate cannot vote proxies for other Metis members

## **7. Senate**

### *7.1. Composition of the Senate*

- 7.1.1. The Senate is composed of a minimum of three (3) members.
- 7.1.2. The Senate is composed of at least two (2) former Board members.
- 7.1.3. The Senate chooses a chairperson from within.
- 7.1.4. A Senate member can terminate his/her membership of the Senate by a written notice to the Board and the GA.

### *7.2. Election of the Senate*

- 7.2.1. When (a) position(s) in the Senate is open and the Board and the Senate find it necessary to fill the position, the Board and the Senate come up with a suitable candidate to fulfil the position.
- 7.2.2. The name and general information of the candidate has to be sent to the General Assembly at least six (6) days before this takes place.
- 7.2.3. The candidate is appointed by the GA.

### *7.3. Tasks of the Senate*

- 7.3.1. The Senate has a controlling and advising function to the Board.
- 7.3.2. The Senate holds at least one (1) meeting at least two (2) weeks before every GA. All the information they deem necessary for this meeting, must be provided by the Board.
- 7.3.3. The Senate's advice is of a non-binding manner.
- 7.3.4. The Senate advises the GA during the formation of a new Board, when the current board cannot fulfil its full term.

## **8. Financial controller**

### *8.1. Tasks of the financial controller.*

- 8.1.1. The financial controllers perform their controlling tasks according to Article 15 of the Articles of Association.
- 8.1.2. The financial controllers perform a financial control on the treasurer's books twice a year before a General Assembly.
- 8.1.3. The financial controllers control the financial state of the existing committees, the

financial obligations of these committees have to be covered.

8.1.4. The financial controllers have to approve the budget of the running committees.

8.1.5. When the Board agrees upon financial obligations that carry a sum larger than 10% of the annual budget, it is obliged to ask advice from the financial controllers. In case of a negative advice from the financial controllers, the Board is obliged to consult the General Assembly.

#### *8.2. Rights and obligations of the financial controller.*

8.2.1. When financial controllers receive confidential information from the Board, either written or oral, they are obliged to treat this information confidentially. This confidential agreement holds even after the controllers end their working period as controllers of Metis.

8.2.2. The financial controllers can request the treasurer to see and control the current cash funds, assets, books and documentation. The treasurer has to comply within three days, and bears responsibility for having the aforementioned resources available.

8.2.3. When the term of the financial controllers ends, they have to write a transfer note explaining what the goal of their tasks are, and how they are achieved.

8.2.4. Changes in the occupation of the controllers will be subject to vote in the General Assembly.

### **9. Committees**

9.1. Each committee will have at least a chair and a treasurer.

9.2. One person can have more than one role within a committee.

9.3. When an expenditure is made by a committee, the declaration has to be submitted to the Metis treasurer within 3 months after the purchase if effectuated.

### **10. Responsibility**

10.1. If there is an entry fee for a Metis event, all attending members including the Metis board and the members of the organising committee are required to pay the entry fee.

#### *10.2 Code of Conduct*

10.2.1 Anyone attending a Metis event is required to act in accordance with the Metis Code of Conduct. Suspension or disqualification from the association may follow in case of a violation, in accordance with respectively article 6 or 7.4 of the Metis Bylaws.

10.2.2 The Metis board has the responsibility to host “input sessions” for the reassessment of the Code of Conduct. For the first three years after the Code of Conduct is formalized (2022-2025), the input sessions will happen every year. After this period the regularity of these sessions is at the Board’s discretion.

10.2.3 The Metis board has the responsibility to update the Code of Conduct based on the information gathered at the input sessions. The updated Code of Conduct must be approved at the first following General Assembly.