Proposals for the Internal Regulation changes in the LXIV CM

#1 Proposal for changing article 3.2.1 of the current Internal Regulations

Current IR

3.2.1

At every Council Meeting the following points have to be on the agenda of the General Assembly:

- Singing of the ESTIEM song
- Quorum of the Council and enlistment of the votes by proxy
- Election of the Chairman of the General Assembly
- Election of the Secretary of the General Assembly
- Election of the voting committee
- Approval of the minutes of the last General Assembly
- Board report
- Financial report of the current year
- Project reports
- Presentation of the financial accounts of the previous Council Meeting
- Presentation of the budget of the current Council Meeting
- Elections
- Presentation of the ESTIEM Framework

Once an association year, the following points have to be on the agenda of the General Assembly:

- Election of a Board for the following year
- Annual accounts
- Audit report by the Financial Controllers
- Presentation of the annual report of association
- Discharge of the Board of the past association year
- Retained earnings of Departments

Problem Statement 4.1

Audit report by the financial controllers should happen twice a year.

Solution 4.1

Add another section for twice and move audit report to there

Proposed Change in article 3.2.1 of the current Internal Regulations

At every Council Meeting the following points have to be on the agenda of the General Assembly:

- Singing of the ESTIEM song
- Quorum of the Council and enlistment of the votes by proxy
- Election of the Chairman of the General Assembly
- Election of the Secretary of the General Assembly
- Election of the voting committee
- Approval of the minutes of the last General Assembly
- Board report
- Financial report of the current year
- Project reports
- Presentation of the financial accounts of the previous Council Meeting
- Presentation of the budget of the current Council Meeting
- Elections
- Presentation of the ESTIEM Framework

Twice an association year, the following points have to be on the agenda of the General Assembly:

- **Financial report**
- **Audit report by the Financial Controllers**

Once an association year, the following points have to be on the agenda of the General Assembly:

- Election of a Board for the following year
- Annual accounts
- Presentation of the annual report of association
- Discharge of the Board of the past association year

#2 Proposal for changing article 3.7.5 of the current Internal Regulations

Current IR

3.7 Motions

- **3.7.5 Validity**

An approved motion is a binding decision of the General Assembly.

Problem Statement

With the current IR, motions have no time span. So it is uncertain whether they are just binding for specific Council Meeting or continuous.

Solution

Time span should be stated in the proposed motion

Proposed change in IR for article 3.7.5 of the current Internal Regulations

- **3.7.5 Validity**

An approved motion is a binding decision of the General Assembly. **A motion shall be valid for the specified time frame which is stated in the approved proposal.**

#3 Proposal for changing article 4.1 of the current Internal Regulations

Current IR

4.1 Organisation of a council meeting

The Council Meeting is – financially independent from ESTIEM – organised by a Member, elected by the General Assembly. The Board shall make a written agreement with this Member, which contains at least statements on profit and loss sharing. This agreement has to be signed, by ESTIEM and the organising Local Group, at least six (6) months before the start of the Council Meeting.

Problem Statement

This IR is currently in violation with article 14.1 of the statutes.
<u>This article states:</u>
General Assemblies shall be summoned by the Board; summoning occurs in writing directed to each Member. The summoning shall have to be sent at least fifty-six days before the date of opening of the assembly, except where article 10 paragraph 2 applies, in which case the meant term will be twenty-eight days. Deadlines that apply for the agenda of the General Assembly shall be determined by regulations.

Solution

It can be solved by changing the at least six months prior to one month after the Local Group is elected.

Proposed change in IR for article 4.1 of the current Internal Regulations

4.1 Organisation of a council meeting

The Council Meeting is – financially independent from ESTIEM – organised by a Member, elected by the General Assembly. The Board shall make a written agreement with this Member, which contains at least statements on profit and loss sharing. This agreement has to be signed, by ESTIEM and the organising Local Group, at the latest one(1) month after being elected.

#4 Proposal for changing article 5.4.4 of the current Internal Regulations

Current IR

5.4.4 Vice President of Public Relations

- Responsible for the internal promotion of the activities and framework of ESTIEM;
- Responsible for developing and maintaining the public image of the organisation;
- Responsible external contacts.

Problem Statement 5.1

Grammar mistake

Solution 5.1

Add ‘for’

Proposed Change in article 5.4.4 of the current Internal Regulations

5.4.4 Vice President of Public Relations

- Responsible for the internal promotion of the activities and framework of ESTIEM;
- Responsible for developing and maintaining the public image of the organisation;
- Responsible **for** external contacts.

#5 Proposal for changing article 5.4.6 of the current Internal Regulations

Current IR

5.4.6 Vice President of Education

- Professional development of students associated with ESTIEM;
- Development of IEM within ESTIEM;
- Responsible for managing Professional Institutional Partners.

Problem Statement 5.1

Grammar mistake

Solution 5.1

Add ‘for’

Proposed Change in article 5.4.6 of the current Internal Regulations

5.4.6 Vice President of Education

- **Responsible for** professional development of students associated with ESTIEM;
- **Responsible for the** Development of IEM within ESTIEM;
- Responsible for managing Professional Institutional Partners.

#6 Proposal for changing article 10.2 of the current Internal Regulations

Current IR

10.2

The Vice President of Finance shall draw up a budget for the association year and send a copy to the Financial Controllers before 1st of October of the specific year. The budget must then be approved at the next General Assembly. The Financial Controllers shall report their findings in writing. If the budget is not approved the *last approved budget shall be used.* A draft of this budget, including an elaboration, shall be sent to the members at least twenty-eight (28) days before the opening of the General Assembly. The budget for the association year, including an elaboration, shall be sent to the members at least seven (7) days before the opening of the General Assembly.

Problem Statement

Board and council should agree on a budget specifically for that financial year. Using last year's budget is not a sufficient solution since conditions are changing. If the budget proposal is not accepted by the members, instead of using a budget which has been created for the previous year, board should be able listen to the council and make the adjustments on the proposal.

Solution

There needs to be a point which will ensure there will be an approved budget for the financial year instead of using another year's budget. In case the budget is not approved, the board shall adjust the budget and present it again during the General Assembly. The General Assembly cannot be closed before a budget is approved.

Problem Statement

After the 7 days deadline, board may need to make some changes in the budget. It is more e confusing to propose changes during the general assembly. Budget proposal and proposed changes need to be understandable. During general assembly, members just see the presentation but they cannot see the budget with the proposed changes, only the one sent on 7 days before the general assembly.

Solution

Board can make changes until the budget proposal is being presented BUT as soon as they make the changes for the proposal, they should send an email to the members with changed budget proposal so members can have document and time to understand it clearly.

Problem Statement

In the current IRs, it says the next general assembly or only general assembly. It is good to have the budget for the year as soon as possible. In case board decides to have a general assembly earlier for some reason, they may have it without the budget proposal. It is good for ESTIEM's financial health to have an approved budget as soon as possible with the first general assembly of the year.

Solution

Add 'first' before the General assembly and 'of the financial year' after

Proposed change in article 10.2 of the current Internal Regulations

The Vice President of Finance shall draw up a budget for the association year and send a copy to the Financial Controllers before 1st of October of the specific year. A draft of this budget, including an elaboration, shall be sent to the members at least twenty-eight (28) days before the opening of the **first** General Assembly **of the financial year**. The budget for the association year, including an elaboration, shall be sent to the members at least seven (7) days before the opening of the **first** General Assembly **of the financial year**. **In the case any deviations in the budget are made, the board shall send the new budget to the members before it is presented at the General Assembly.** The budget must then be approved at the **first** General Assembly **of the financial year**. The Financial Controllers shall report their findings in writing. If the budget is not approved, **the board shall adjust the budget and present it again during the General Assembly. The General Assembly cannot be closed before a budget is approved.**

#7 Proposal for changing article 10.6 of the current Internal Regulations

Current IR

10.6

The Vice President of Finance shall draw up the annual accounts of the financial year before the first of October of the following year and send a copy to the Financial Controllers. The Financial Controllers shall audit this report, as mentioned in article 15 of the Statutes. The adoption, without reservations, of the annual accounts by the General Assembly will serve to discharge the Vice President of Finance as far as the contents of them, except in the event of any incorrect information in the statements, which may be evidenced later on.

Problem Statement 3.1

Vice President of Finance is responsible for sending the annual accounts of the financial year only to the financial controllers. On the other hand, annual accounts is a tool which the next board needs to draw up upcoming budget proposal. We cannot ensure that the next board has complete knowledge of the financial situation, so they can prepare a realistic budget proposal. It is also important to share annual accounts with members to guarantee that they will have enough time to read and understand the financial situation of the network. Time for presentation and questions during the general assembly can be used more efficiently if annual accounts are shared with members before the start of general assembly.

Solution

An exact date which the Vice President of Finance should send the annual accounts to members should be setted.

Problem Statement

According to the Dutch Law, annual accounts should be approved by the council. Minutes and Realization serve the discharge of the board, there was no separate voting for the realization.

Solution

The annual accounts and the financial report have to be approved at the General Assembly. Realisation should be accurate with the budget, in case of any questionable points, members can raise their concerns. The approval of the annual accounts by the General Assembly will serve as a basis for the discharge of the Board based on accuracy of the realisation. Here it is important to mention that Financial controllers should mention the accuracy of the budget and the documentation, so members can make the decision accordingly.

Problem Statement

Bookkeeping is still the responsibility of only the Vice President of Finance. In case of any incorrect information, it should not affect discharge of the whole board.

Solution

In case of incorrect information, discharge of Vice President of Finance will be reversed.

Proposed Change in article 10.6 of the current Internal Regulations

The Vice President of Finance shall draw up the annual accounts of the financial year before the **fifteenth of September** of the following year and send a copy to the Financial Controllers.

The Vice President of Finance shall send the final annual accounts and financial report of the financial year to the members before the first of October and present it at the first upcoming General Assembly. The Financial Controllers shall audit this report, as mentioned in article 15 of the Statutes. **The annual accounts and the financial report have to be approved at the General Assembly. The approval of the annual accounts by the General Assembly will serve as a basis for the discharge of the Board. In the event of any incorrect information in the statements, which may be evidenced later on, the discharge of the Vice President of Finance will be reversed.**