

## Bylaws

### General

#### Article 1

1. The Bylaws are meant as an addition to the Statutes; every article here, and, by extension, every decision made at the Assembly, must be compatible with the Statutes.
2. The official name of the society ('TU Delft Debating Club') may be abbreviated for internal communication purposes to TU Delft Debating, Delft Debating, or Delft Debating Club; and for external communication purposes to TUDDC.
3. The founding of an association affiliated to the TU Delft Debating Club requires the approval of the assembly.

### Meetings

#### Article 2

1. In addition to the chosen President, Secretary, and Treasurer as mentioned in Article 10, Section 3 of the Statutes, the board can appoint one or multiple Commissioners that are part of the board.
2. The incumbent board nominates people it deems suitable and who are willing to join the board, in such a way that for every function within the board there is only one (1) candidate.
3. Every member should get the opportunity to express interest in a position within the board. The board notifies members of the closing of the application at least two (2) weeks before closing of the application.
4. The board notifies the members of their nominations in writing or by email at least one (1) week before the Assembly.

#### Article 3

1. The annual report mentioned in Article 11, Section 6 of the Statutes should be presented at least two (2) weeks before the Annual Assembly in writing or by email.
2. All documents that are on the agenda for an Assembly should be sent to the members in writing or by email at least two (2) weeks before the Assembly and members have until one (1) week before the Assembly to submit motions.
3. In case the attendance at an Assembly is such that the votes of the board are not required to reach the quorum, board members are not allowed to vote on matters related to the functioning of the board.
4. Authorisation of representation as meant in Article 7, Section 1 of the Bylaws needs to be announced to the board and can be accepted solely with presentation of an authorisation form issued by the board that has a signature of the mandator.
5. The board issues an authorisation form and is not allowed to change it within the two (2) weeks before an Assembly. The form can be found on the website.
6. Members can also electronically authorise other members to represent them. This is done by sending an email to the board containing all the information also required on the authorisation form, save the signature of the mandator. This email should be received one (1) hour before the start of the Assembly. The board will send a confirmation of receipt.

### Membership

#### Article 4

1. One becomes a member of the society by submitting an application form issued by the board, paying the membership fee, and acceptance by the board as a member of the society.
2. In case of continuation of membership, the membership fee needs to be paid within one (1) month of the start of the academic year. In case of non-compliance with this

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obligation, Article 7, Section 3 of the Statutes can be invoked.

3. Every person is allowed to attend the society evenings for free up to three (3) times. After this, a board member shall approach the person and ask them to become a member of the society if they wish to attend more society evenings.

### *Article 5*

By becoming a member of the society, one supports the Statutes and all other rules applicable within the society. The Statutes and Bylaws are accessible to members. The Bylaws are available on the website. Members are expected to know and adhere to the rules and provisions set out in the Statutes and Bylaws.

### *Article 6*

1. All membership fees are paid to the Treasurer.
2. The membership fee is €20,00 for a year. The membership fee is reduced to €10,00 when the application is submitted after 1 February.

### *Article 7*

1. Each member of the society has the following rights:
  - a. Each member has one (1) vote on each issue voted on at the Assembly.
  - b. Each member can attend the Assemblies.
  - c. Each member is allowed to authorise another member to represent them during an Assembly, but no member is allowed to represent more than one (1) other member.
  - d. Each member can attend the society evenings.
2. Suspension of membership also means suspension of the membership rights. Suspended (board) members do not have access to the Assembly, except the Assembly where the decision to suspend that member is discussed.

## **Finances**

### *Article 8*

No member will gain monetary benefit from any of the society's financial assets, unless the Statutes or Bylaws explicitly state otherwise.

### *Article 9*

The board can decide to reimburse expenses members have made in order to fulfil their function's responsibilities, as long as they did not gain from it personally, or if the board asked them to do so, unless the Statutes or Bylaws explicitly state otherwise. If requested, the board will provide justification for reimbursement of expenses by the board at the Assembly.

## **Board**

### *Article 10*

1. The President and the Treasurer are responsible for managing the society's funds. The board ensures compliance with the Statutes and Bylaws and for executing the decisions made by the board or the assembly.
2. The resigning board is responsible for a good transfer of power.
3. The board will always put the interests of the members first.
4. The board should be recognisable as such at external activities hosted by the society. To this end the Treasurer sets an amount to be spent on appropriate clothing.
5. The society is represented at external activities by the President and the Secretary.

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### President

#### Article 11

1. The President chairs the board meetings and Assemblies.
2. The President sets the agenda for board meetings and Assemblies.
3. The President ensures consistency of policy and execution of it within the board.
4. The President is responsible for the policy presented at Assemblies.
5. The President aims for a good representation of the society, to its members as well as to parties of interest to reaching the society's goals.

### Secretary

#### Article 12

1. The Secretary performs the administration of the society, except those administrative tasks delegated to other committees.
2. The Secretary is specifically responsible for:
  - a. Taking of minutes at board meetings and Assemblies.
  - b. Conducting correspondence on behalf of the society.
  - c. Keeping a list of all members and their contact information, which should not be shared with third parties.
3. The minutes from an Assembly should be finished and made available to the members within two (2) weeks after the Assembly.

### Treasurer

#### Article 13

1. The Treasurer manages the funds and properties of the society.
2. The Treasurer is responsible for a timely collection of membership fees and other sources of income and payment of the society's dues.
3. The Treasurer accurately registers the society's income and expenses.
4. The Treasurer is responsible for the society's registration at the Chamber of Commerce and bank.
5. The Treasurer is responsible for renting and managing locations.
6. Expenditure done without explicit consent from the Treasurer will not be reimbursed, unless the board decides otherwise.

### Committees

#### Article 14

1. The board can appoint one or multiple committees that help the board in executing its tasks or that are responsible for preparing and organising special activities. The division of labour is decided in consultation with the board and the committee.
2. During board meetings a committee is represented by a board member. That board member is also responsible for the course of events within the committee.

### Society evenings

#### Article 15

1. The weekly society evening is on Thursday evening.
2. At the start of the weekly society evening at least one (1) board member should be present to host the evening or, in case no board member is present, the board needs to have appointed a host for the evening.
3. The focus of the society evening between 19:30 and 22:30 is aimed at improving the debating skills of the members. As such, the society evening will during this time consist of parliamentary debates or courses regarding debating or public speaking.
4. The board can decide to depart from the provisions in Article 16 of the Bylaws.

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### *Article 16*

1. The British Parliamentary debating format is the main format used within the society. The host for the evening can decide to deviate from this format in favour of another format.
2. Each evening shall have a specific theme announced in advance. The host of the evening shall select in advance a set of possible motions related to the theme.
3. The motion that is debated shall be picked by majority vote out of the list of motions selected by the host for the evening.
4. Debaters get fifteen (15) minutes of preparation time after the announcement of the motion and their position.
5. The host for the evening decides what speaking times are appropriate, taking into account the format.
6. During the evening all members are encouraged to call upon others in case of unpleasant behaviour. The board and host of the evening fulfil an exemplary role in this.
7. Debaters are not allowed to discuss the call with the judges until they are done judging.

### **Tournament participation**

#### *Article 17*

1. The society aims to stimulate tournament participation in members by setting aside funds to reimburse costs related to tournament participation.
2. The society provides each member with an allotment of funds to be paid to the member only as reimbursement for tournament participation fees.
3. Each member is allotted an amount determined by the Treasurer at the start of the year.
4. The allotment of funds is to be used only as reimbursement for tournament participation fees.
5. Another allotment of funds is set aside to stimulate judging at tournaments.
6. The board will keep track of society participation and, if need be, can decide to favour members with a lower amount of tournament visits over those with a higher amount.

### **Content**

#### *Article 18*

1. The society provides a basic course that gives a thorough introduction to debating.
2. The basic course is given semiannually, at the start and middle of the academic year.

#### *Article 19*

1. Co-operation on debating activities that members do not participate in, should have a promotional or financial goal in favour of the society.
2. The board is allowed to offer compensation to both members and non-members that help in debating activities for the society.

### **Treatment of member information**

#### *Article 20*

1. The board does not give any information of members to third parties, other than those cases in which the board is required to do so.
2. The assembly can decide on a per case basis to make an exception to that stated in the first section.
3. The board will not enter into an agreement as meant in the first section without permission of the assembly.



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4. The board will share the list of members of the TU Delft Debating Club with 'De Nederlandse Debatbond'. This list consists of the name, address, email address and phone number of the members of the TU Delft Debating Club. Prospective members agree to this by signing up as a member.

### **Final provision**

#### *Article 21*

These Bylaws can at any time be modified or appended by a decision of the assembly.