

### 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.
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3. Every member should get the opportunity to express interest in a position within the board. The Selection Committee notifies members of the closing of the application at least two (2) weeks before closing of the application.
4. The Selection Committee 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 with the presentation of a form or letter that has a signature of the mandator. 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. The email can be sent until the start of the assembly, and the board must make a final tally of all such authorisations at the assembly before beginning the proceedings.

#### 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. Membership is automatically renewed for 1 full year at the beginning of every academic year. The board must provide a chance to members to prevent this

### Bylaws

auto-renewal by sending out emails within 1 week of the beginning of the academic year. The members shall then have a chance to terminate or modify their membership (e.g. change to half year only) until 1 month of receipt of the email. After this time period, there shall arise a payment obligation for the full fee of the membership, unless the membership has been modified otherwise.

3. Participation in club activities is reserved for members only. The board may choose to allow non-members to attend the debate evenings only 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 determined at the Annual Assemble and any changes to the membership fee are voted on by the assembly. The determined membership fee is communicated to the members and prospective members. A full membership is for the entire academic year up to the Annual Assembly. A half year membership is valid for either the first or the second semester as defined by the academic year calendar of the Technische Universiteit Delft.

#### *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 and a definitive decision announced about the suspended member's membership.

### **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 (including, but not limited to, providing workshops and trainings,

### Bylaws

conducting external activities for the society, etc.), 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 at least one member of the board or a delegation appointed by them. For activities where official representation by the board is more necessary (including, but not limited to, Debatbond events) the President or a member of the board authorised by the President must represent the society.

#### **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

### Bylaws

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. At least one board member or a member delegated by the board shall be present during every debate evening to ensure the proceedings of the evening are conducted smoothly.
2. While the content of the evening must broadly fall under the umbrella of debating, the actual content of the evening is up to the board and the members present.

#### *Article 16*

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### 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 for debaters and judges.
2. The treasurer announces the funds intended for tournament reimbursements at the start of the year.
3. Reimbursement policy is decided by the board and presented to members at the start of the year.

### Content

#### *Article 18*

The board ensures a proper introduction into debating for novices.

#### *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

### Bylaws

#### *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.
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.

#### **Membership with De Nederlandse Debatbond**

##### *Article 22*

1. TUDDC is a member of De Nederlandse Debatbond since March 2018.
2. De Nederlandse Debatbond organizes general members assemblies where representatives from boards of all member societies are present. At least one board member from TUDDC will attend these meetings.
3. In order to keep members informed, the board will announce the dates of the Debatbond assembly electronically two weeks before the assembly.
4. In case any votes are announced by De Nederlandse Debatbond in the agenda, the board will inform the members about the vote electronically. The members can express their opinions to the board about these matters.
5. If members want more information about the assembly, they should approach the board.
6. Any votes that are done during the assembly without being announced on the agenda will be handled by the board at their discretion.

#### **Data**

##### *Article 23*

The delegation of the duty of handling the data of the members can be assigned to a specialised member who volunteers to be the Data Officer of the club, or can be delegated to the Secretary if no member volunteers for this position.

#### **Equity**

##### *Article 24*

All individuals present at TUDDC events, whether members or visitors, ought to treat everyone equally. Discrimination based on race, gender, religion, sexuality, political opinion or any other ground is forbidden. All members should report instances of perceived discrimination to a member of the board who will investigate this with the entire board and

## **Bylaws**

follow-up with appropriate measures.

### **Alumni membership**

#### *Article 25*

1. Alumni members have the following rights.
  - a. An alumni member is allowed to attend five (5) debate evenings each year.
  - b. An alumni member has the right to attend a yearly activity organized for alumni members.
  - c. An alumni member has the right to be kept informed about the state of the club via a dedicated communication channel of the Board's choosing.