

BYLAWS

European Horizons Amsterdam
at the University of Amsterdam, on the 19th of
March 2024

Article 1: Name and Registered Office

1. The name of the association is the European Horizons Chapter at the University of Amsterdam.
2. The registered office shall correspond to the address of the office of the chapter, namely Roeterstraat 11, 1018WB, Amsterdam, Netherlands, for physical address needs. All other correspondence shall be directed to the chapter's email address: amsterdam@europeanhorizons.org.

Article 2: Duration

1. The chapter is established for an indefinite period.

Article 3: Objectives and Means to Achieve This

1. The chapter shares the mission statement of European Horizons and acts accordingly. Following the objectives of the European Horizons Global Organization.
2. To achieve its objectives, the chapter shall:
 - a. Contribute to the central organisation's initiatives, such as participating in European Horizons conferences.
 - b. Work with other chapters to publish and distribute policy proposals and academic research, including in the European Horizons Journal and the Review of European and Transatlantic Affairs (RETA).
 - c. Collaborate towards the creation of the annual AREA Journal.
 - d. Organise at least one meeting a month for members, which may take various formats, unless decided otherwise by the Board.
 - e. Host events on European issues.

Article 4: Academic Year and Financial Year

1. Both the chapter's year and the financial year shall run from September 1st until August 31st.

Article 5: Membership and Voting Privileges

1. Members must be enrolled students at one of the universities or higher education institutions located in Amsterdam.
2. The chapter must maintain at least five members at all times.
3. Membership application process:
 - a. A person seeking membership must apply in writing to the chapter.
 - b. The Board will decide on admission by majority vote.
 - c. Notification of admission or refusal shall be provided promptly in writing.

- d. Voting privileges shall be accorded to all members for decisions regarding the realisation of new projects.

Article 6: The End of Membership

1. The general membership shall endure for the chapter's year as specified in Article 4.
2. Membership may be extended annually, subject to maintaining student status.
3. Membership ends in the case of the following events:
 - a. Upon death.
 - b. By written termination by the member of the Board.
 - c. At the end of the academic year, or after half an academic year in the case of a membership of half an academic year
 - d. By disqualification, as outlined in Article 6.4.
4. Disqualification criteria and procedures shall be determined on a case-by-case basis but include non-performance of committee obligations and misbehaviour such as harassment (non-exhaustive list) and non-compliance with these bylaws.
5. The written termination of and disqualification from the Board membership shall be decided upon in the general meeting only, without an option of appeal. The end of the membership also means the end of the Board membership. Board members may apply for a Board position in the next consecutive year.
6. Both a termination of membership on behalf of the association (as referred to in Art. 6, paragraph 3(c)) and a disqualification of a Board member (as referred to in Art. 6, paragraph 4) must be in the form of a written resolution and contain the reasons for the termination of membership.
 - a. Disqualified members may appeal to the general meeting within four weeks of receiving notification by submitting a written appeal to the president.
7. During the appeal period, the person concerned shall be suspended. The suspended person is authorised, however, to attend and address the general meeting in which a decision is taken on the appeal. The suspended member has no right to vote in that meeting.

Article 7: Suspension

1. The Board may suspend a member for up to three months with the approval of at least four of the seven Board members if there are insufficient grounds for disqualification.
2. Grounds for suspension correspond to those outlined in Article 4.
3. The suspension of a Board member as a member of the chapter entails suspension as a Board member.

Article 8: Financial Matters

1. The chapter shall maintain a bank account managed by the treasurer.
2. The bank account shall be used for fundraising and sponsorship funding only, as well as managing membership fees.
3. Membership fees and financial management shall be as specified in this article.
 - a. Members are required to pay a membership fee of €18 for the entire academic year and €9 for half an academic year, either in the form of a Tikkie or by direct bank transfer.
4. The chapter will put reasonable effort into not being profitable or in debt and will balance out the finances at the end of every academic year to the best of its ability. This does not apply when:

- a. A surplus is used for events happening the following year; this will be explained in the budget, which will be presented in the General Assembly and is subject to approval.
 - b. There is a debt due to delayed payment by third parties.
5. Financial matters shall be audited by the Advisory Board at the beginning of every semester, as outlined in Article 9.
6. If Board members have spent money on the organization from their funds, the succeeding Board is obliged to reimburse these expenses as soon as possible.

Article 9: Advisory Board

1. The Board shall be subject to oversight of its activities by the Advisory Board. The selection of the members of this body is at the discretion of the Board, according to the following guidelines:
 - a. The Advisory Board shall consist of at minimum, one (1) previous Board Treasurer of the organisation and two (2) other members of previous Boards.
 - b. The Board shall further endeavor, within reasonable means, to identify and consider candidates from among those who have held management roles within other student organizations. From these candidates, the Board shall select one (1) individual to serve on the Advisory Board in place of one of the two (2) members from previous European Horizons Boards, thereby broadening the scope of feedback available to the Board.
 - c. The Advisory Board shall also include a volunteer general member of the organisation, whose selection and installation shall be at the discretion of the Board.
2. The Advisory Board shall be required to review the relevant plans of the Board before each General Assembly, including (but not limited to) strategy papers and financial reports. Following this review, the Advisory Board shall offer their insights on the report at the General Assembly for the benefit of the general members of the organisation.
3. If no member of the Advisory Board is capable of attending the General Assembly in person to opine on behalf of the body, their recommendation can be presented in verbatim by the Board.

Article 10: Management of Assets

1. The Board shall manage the chapter and its assets following European Horizons' mission.
2. Deviations from this obligation are only allowed after a written confirmation by a representative of the central organisation itself.
3. The Board is authorised to enter into agreements on behalf of the association.
4. The Board is authorised to enter into agreements by which the association binds itself to provide a guarantee, become jointly and severally liable as a co-debtor, or act for and on behalf of a third party.

Article 11: Board Structure

1. The Board shall consist of at minimum three (3) members, including a President and a Treasurer.
2. Board membership terms and procedures shall be as specified in this article.
3. Board vacancies shall be filled as outlined in Article 11(4).
4. If a Board member leaves his or her position before the end of his or her term of office, a temporary replacement may either be elected from among the general members during a General Assembly on the recommendation of the Board or selected through a new selection process.
 - a. The preliminary duration of this office is until the end of the academic year.

Article 12: Selection of Board Members

1. New Board members shall be nominated based on interviews and written applications, subject to the approval of all existing Board members.
2. The nomination of candidates for Board positions for the subsequent academic year, along with their appointment by the General Assembly, shall be conducted during the final General Assembly meeting of the academic year.

Article 13: Board Meetings

2. Board meetings shall be held at least once a month, with the agenda set by the President.
3. Resolutions shall be decided by a simple majority vote, with the President having a deciding vote in the event of a tie.

Article 14: Roles of Board Members

1. The roles and responsibilities of Board members shall be as specified in this article. The chapter's Board will consist of seven people:
2. The President of the Board will have the following tasks:
 - a. Being the main point of contact and reference for all chapter members
 - b. Organising, chairing, and managing the Board and general meetings
 - c. Maintaining the structure and organisation within the chapter
 - d. Is responsible for managing the application process for becoming a member of the chapter, regardless of the committee you are assigned to.
3. The Vice President of the Board will have the following tasks:
 - a. Taking care of the minutes during the meetings
 - b. Being the contact person for members and outside contacts other than the central organisation
 - c. Managing a membership database, including contact details (i.e., email address and permanent cell phone numbers),
 - d. Managing the application process for becoming a member
 - e. Being the main representative in the absence of the president
4. The Treasurer of the Board will have the following tasks:
 - a. Maintaining control over the chapter's budget and all other tasks related to the budget.
 - b. Responsible for the application and acquisition of sponsors and grants
 - c. Taking care of the minutes during the meetings
 - d. Being the main representative in the absence of the president and the external officer
 - e. In charge of reimbursement of members' expenses in the name of the chapter
 - f. Oversees collecting the membership fee each semester.
 - g. In charge of collecting and filing invoices
5. The Communications Director of the Board will have the following tasks:
 - a. Managing all of the chapter's communication platforms, including the website, Facebook, Instagram, LinkedIn, and email addresses
 - b. Managing and supervising all output of the chapter on the above-mentioned platforms
 - c. Engaging in marketing for all chapter-related events and application processes
6. The Research and Publications Director of the Board will have the following tasks:

- a. Responsible for managing the application process for becoming a member of the Research and Publications Committee, Editorial Committee
 - b. Person of contact for the Research and Publications Committee, Editorial Committee, and (Heads) Working Groups
 - c. In charge of overseeing and aiding the submission and publication process of members' work to the AREA and other journals deemed respectable
7. The Events Director of the Board will have the following tasks:
- a. Responsible for managing the application process for becoming a member of the Social Committee, Events Committee, and APP Committee.
 - b. Person of contact for the Social Committee, the Events Committee, and the APP Committee
 - c. In charge of overseeing and aiding the process of event formation and execution in all three of the above-mentioned committees
8. The Competition Director of the Board will have the following tasks:
- a. Responsible for the successful execution of the annual Amsterdam Policy Prize
 - b. Responsible for managing the application process for becoming an officer in the Amsterdam Policy Prize Committee
 - c. Responsible for leading the Amsterdam Policy Prize Committee throughout the year.

Article 15: Representation

1. At least two Board members shall be jointly authorised to represent the association.

Article 16: General Assemblies

2. General Assemblies shall be held at least once a year and may be convened by the President or the Board.
3. A notice of General Assemblies shall be provided to all members at least one week in advance. Furthermore, if the proposed topics discussed in the General Assembly include an assessment of the Treasury position, the Board Treasurer shall be obliged to distribute a complete, transparent, and current budget to all members at least one week in advance.
4. General Assemblies shall have the powers specified in this article.
5. The Board is obliged to convene a General Assembly if at least 10 members, or as many members as are jointly authorised to cast one-fifth (1/5) of the votes in a General Assembly, request in writing, specifying the topics to be considered, to schedule an assembly.
6. If, after such a request, the Board does not hold a General Assembly within four weeks, the applicants are themselves authorised to convene such an assembly, to consult the register of members for that purpose, to set an agenda, and to designate the chair of the assembly.
7. Every member who has not been suspended has access to the General Assembly and is authorised to address the assembly and submit proposals.
8. Every member has one vote, except in the case stipulated in Article 6.7. A vote can be cast by another authorised member. A member who is present can only be authorised by one absent member employing a copy of a valid ID and a written statement with the signature of the absent member.

9. The General Assembly can adopt by-laws with a majority of two-thirds (2/3) of the votes. If there is a proposed change to the by-laws, the Board must distribute the drafted by-laws to all members of the organization at least one week in advance of the General Assembly.
10. The General Assembly shall, in all cases not provided for by law, decide on these articles of association or any by-laws.

Article 17: Voting in General Assemblies

1. Resolutions in General Assemblies shall be adopted by a majority of at least half the members present.
2. Voting procedures shall be as specified in this article.
3. Votes on persons are taken in writing, and votes on other matters are taken orally.
4. In the event of an equality of votes, the proposal concerned shall be rejected; if no one has gained an absolute majority in a vote on persons, a second vote shall take place between the two persons who received the most votes. In the event of an equality of votes in the second round of voting, the president shall have a deciding vote. If the position being voted on is that of the president, then the outgoing president will have the deciding vote.
5. Suppose it is impossible, despite reasonable efforts to gather at least half of the general members for an assembly to vote. In that case, this provision may be bypassed if the Board votes unanimously.

Article 18: Agenda of General Assemblies

1. The following items must be included in the agenda for at least one General Assembly:
 - a. Annual report by the Board on the past academic year
 - b. Provision of an annual report, created by the Board, on the general state of affairs and the policy measures taken.
 - c. Provision of figures and rendering of accounts by the Board as conducted in the past financial year.
 - d. Determination of the allocation formula for the income of the association for the current financial year.
 - e. Presentation of the chapter's goals for the academic year, to be held at the first General Assembly of the academic year.
2. The agenda of a General Assembly will be set by the Board.

Article 19: Activities and Committees

1. The Chapter shall hold regular meetings to address European issues and may establish committees for specific tasks.
 - a. Other activities will be decided upon throughout the academic year.
2. Committee composition and organisation shall be determined by the Board.
 - a. Positions for committee positions will be made on an application basis (candidates must submit a letter of motivation and a resume) and decided upon by the Board.

Article 20: Amendment of Articles of Association

1. Amendments to the articles of association shall be approved by a two-thirds majority vote in a General Assembly.
2. At least half of the members are required to be present or represented in that assembly.
3. If fewer than half of the members are present or represented at an assembly in which a proposal for the amendment of the articles of association is considered, a new assembly will be convened, to be held no earlier than ten days and no later than three weeks after the first assembly. At this assembly, a resolution to amend the articles of association can be taken in a legally valid manner by a majority of at least 2/3 (two-thirds) of the votes validly cast, regardless of the number of members present or represented.
4. At least five days before the assembly, a copy of that proposal, containing the literal wording of the proposed amendment, must be available for inspection by members until after the end of the day on which the assembly is held.

Article 21: Dissolution

1. The chapter may be dissolved by a resolution of the General Assembly, subject to the provisions of this article.

Article 22: Board Supervision

1. The chapter shall comply with the rules of the international organisation of European Horizons and shall be supervised by the central organisation.

Article 23: Final Provision

1. The General Assembly of members shall have all powers not assigned to other bodies by law or the articles of association.

Final clause

The persons appearing declared – insofar as required partly on behalf of the parties involved in this deed – that they had been allowed to take cognizance of the contents of this deed well in advance and that they consented to them.

The persons appearing have sufficiently proved their identity to me, civil-law notary, by virtue of the document designated for that purpose.

IN WITNESS WHEREOF this deed was executed in Amsterdam, Netherlands on the date stated at the beginning of this deed.

After the substance of this deed had been communicated and explained to the persons appearing, I, a civil-law notary, pointed out to the persons appearing the consequences arising for the parties or one or more of them from the contents of this deed.

After a limited reading of this deed, it was then signed by the persons appearing and by me, the civil-law notary.

Drawn up and signed in Amsterdam, on the --/2024

*President of European Horizons Amsterdam
2024/25*

*Research and Publications Director of
European Horizons Amsterdam 2024/25*

*Vice President of European Horizons
Amsterdam 2024/25*

*Events Director of European Horizons
Amsterdam 2024/25*

*Treasurer of European Horizons Amsterdam
2024/25*

*Competition Director of European Horizons
Amsterdam 2024/25*

*Communications director of European Horizons
Amsterdam 2024/25*