



**1. General**

- 1.1. These internal regulations shall be binding on all of the members of Genius Loci.
- 1.2. These internal regulations shall serve as an addendum to the organisation's constitution.

**2. Amendment of internal regulations (addendum to the constitution)**

- 2.1. These internal regulations may only be amended in a General Members Assembly (GMA).
- 2.2. Notice of such an amendment must be given to all of the members within one (1) week of the relevant GMA.
- 2.3. No less than 5% of the student-members must attend the GMA for the purposes of amending these internal regulations.
- 2.4. An amendment shall be adopted by a majority of the votes cast in a GMA.
- 2.5. Should less than 5% of the student-members attend, an amendment may be adopted in the next GMA subject to only a majority of the votes cast.

**3. Executive board**

- 3.1. The executive board shall consist of a chair, secretary, treasurer, an education officer and internal and external affairs officers.
  - 3.1.1. The chair's key duties shall include chairing meetings of the executive board and GMAs, applying for FOS for the members of the executive board, maintaining contact with sister associations and the educational programme team, and managing the archive.
  - 3.1.2. The secretary's key duties shall include the compilation and dissemination of the weekly Genius Mail, dealing with inbound post and email, maintaining membership records, taking minutes of the meetings of the executive board, GMAs and committee meetings, and managing the archive.
  - 3.1.3. The treasurer's key duties shall include the management of all of the association's accounts, updating its information held by the Chamber of Commerce, drawing up the accounts of the past financial year and a budget for the financial year ahead for the student association and presenting them at the financial GMA (FGMA), levying contributions, managing the archive and participating in the Shopcie.
  - 3.1.4. The education officer's key duties shall include monitoring the quality of education by occupying a seat on the educational programme committee, chairing the education committee and promoting contact between students and lecturers.
  - 3.1.5. The internal affairs officer's key duties shall include communication with the committees about progress and activities, maintaining an activities calendar, organising a drinks party for the committee twice a year and serving as chair of the Shopcie.
  - 3.1.6. The external affairs officer's key duties shall include the management of contact with actual and potential sponsors by chairing the Acquisition committee, promoting the educational programme and the student association amongst potential students and participating in Shopcie.
- 3.2. The executive board shall be required to find its own successors. Nevertheless, everyone may stand for election until one (1) week before the changeover GMA. The executive board must be given written notice of this. The GMA shall elect the successors.

**4. The members**

- 4.1. The association shall draw a distinction between student members, lecturer members and other members for administrative purposes.
- 4.2. A student member shall be deemed to be anyone who can show that they are a student and who has commenced a Bachelor's degree in Landscape Architecture and Spatial Development Planning or a Master's degree in Landscape Architecture and Planning at Wageningen UR.
- 4.3. A lecturer member shall be deemed to be anyone who works at Wageningen UR.
- 4.4. Other members shall be deemed to be anyone who is not referred to in Article 4.2 or 4.3.
- 4.5. The members shall pay one (1) contribution each association year and shall be a member from 1 September to 31 August of the following year.
- 4.6. Lecturers and other members shall fall within a separate category of contribution.
- 4.7. Every week the members shall receive an overview of the association's forthcoming activities in the Genius mail with the exception of holiday periods.
- 4.8. Student and lecturer members shall receive the Genius Mail, the Huchtgerucht and the TOPOS annual. Other members shall only receive the Genius Mail and the TOPOS annual.
- 4.9. The members shall be eligible for a discount on all activities and publications organised or issued by Genius Loci and shall enjoy priority over non-members.
- 4.10. Honorary members may be nominated by the executive board and shall be elected by a majority of the votes cast in a GMA. The conditions for and components of honorary membership shall be as follows:
  - 4.10.1. An honorary member must be or have been active within the student association Genius Loci.
  - 4.10.2. An honorary member shall be someone who has been of special service to the association. This entails that they have been responsible for extraordinary achievements while making a contribution to the realisation of the association's goals or who have held a position on the executive board for a lengthy period of time and have contributed to the achievement of the association's objectives.
  - 4.10.3. Honorary members shall not have any financial obligations but shall hold all of the rights of student members.
  - 4.10.4. Every year the executive board shall honour honorary members with a drinks party, which shall be open to all of the members.



**4.11. Mourning protocol:**

- 4.11.1. The association shall have a mourning protocol, which the executive board may declare to be applicable in the following cases:
  - 4.11.1.1. Upon the death of a student who is registered for a Bachelor's or Master's degree in Landscape Architecture and Spatial Development Planning or a transition programme by way of preparation for this;
  - 4.11.1.2. Upon the death of a person who has special ties with the student association.
- 4.11.2. After giving notice of the death of a person referred to in Article 4.11.1 the executive board shall be required to hold a meeting to consider the action points mentioned in Articles 4.11.3 and 4.11.4 as soon as possible.
- 4.11.3. In a situation referred to in Article 4.11.1.1 mourning on the part of the association shall commence on the date of the relevant individual's death and shall continue until the date of their funeral. Where this does not apply, the executive board shall decide. The external characteristics of the association's mourning in such a situation shall be as follows:
  - 4.11.3.1. The executive board shall send condolences;
  - 4.11.3.2. The executive board shall attend the funeral where possible, provided that the deceased's survivors prefer this;
  - 4.11.3.3. The executive board shall contact the relevant study adviser. Where required, a representative of the student association shall help the study adviser to take further action;
  - 4.11.3.4. Where possible the student association's activities shall be cancelled after 6 pm;
  - 4.11.3.5. A moment of silence shall be held during any activities of the association which may continue.
- 4.11.4. The executive board shall send condolences in a situation referred to in Article 4.11.1.2. The executive board may also decide to proceed with the mourning procedure in accordance with Article 4.11.3.
- 4.11.5. Any contract between the association and another party in relation to a one-day event must contain a clause pertaining to the contract in the event that the association is in mourning.
- 4.11.6. The organiser of a multiple day event may opt for insurance or a clause in the relevant contract in relation to mourning on the part of the association.

**5. General meetings of members**

- 5.1. A notice of meeting for a GMA must be sent to the members two (2) weeks in advance.
- 5.2. Where possible, the GMA shall be notified in advance of the candidates for the executive board.
- 5.3. Members may submit items for the agenda of a GMA to the chair.
- 5.4. In principle, all of the members of the executive board shall be in attendance.
- 5.5. The minutes shall be published on the website and secured with a password as soon as possible after the relevant meeting.
- 5.6. GMAs shall be held no less than three (3) times a year, one of which shall serve as an FGMA.
- 5.7. No less than one (1) member of each committee must attend a GMA to render account to the latter.
- 5.8. In the event that a committee fails to comply with Article 5.7, it shall be required to present a bottle of Berenburg to the following GMA.

**6. Committees: general**

- 6.1. The members of the committee shall be required to be members of Genius Loci.
- 6.2. When drawing up and signing a contract, a committee shall have a duty to arrange for the executive board to approve it.
- 6.3. In the event of a failure to comply with Article 6.2, the members of the relevant committees shall themselves be responsible and liable for any harm and/or loss.
- 6.4. A committee shall consist of no less than a chair, secretary and treasurer. One (1) person may assume multiple duties in this respect.
- 6.5. A committee may only be established or dissolved with the GMA's consent.
- 6.6. The committees shall be required to keep the executive board informed of their membership by means of updated lists of their members.
- 6.7. The committees shall themselves be responsible for their membership. The internal affairs officer may be asked to render assistance.
- 6.8. The committees shall have a duty to maintain a manual of their activities which describes the steps that they have taken, their finances, their outcomes and any improvements for the future. The internal affairs officer shall receive a copy of it for the archive.
- 6.9. Every year a committee shall punctually present the executive board and the FGMA with accounts and a budget for them to approve. The treasurer of the relevant committee shall be responsible for this.
- 6.10. Each committee's treasurer shall enter into a contract with the association for the purposes of borrowing funds which will be placed at the committee's disposal and for the purposes of obtaining the executive board's consent to collect monies from the participants in its activities for the purposes of covering the relevant committee's expenses.
- 6.11. Activities must be disclosed to the members, amongst other things, through Genius Mail, social media and the posterboards.
- 6.12. The committee shall be required to use the logo and sponsors' names in their written promotional materials and correspondence. The external affairs officer shall provide a package containing the logos and advertisements which the committees are required to use in their correspondence.
- 6.13. Correspondence must be prepared in English, unless it gives notice of an activity directed exclusively towards Dutch students.
- 6.14. A claim may be submitted for any expenses which are incurred for the purposes of organising activities for Genius Loci. The executive board shall determine whether a claim is to be honoured or not.



- 6.15. A committee may ask the external affairs officer and the Acquisition committee to provide support for the purposes of securing sponsors.
- 6.16. A committee shall be required to invite all of the members of the executive board to attend any activity which it organises.

## 7. Committees: specific

### 7.1. Almanakcie:

- 7.1.1 Shall arrange the publication of an almanac once every two and a half (2.5) years;
- 7.1.2. Shall arrange an anniversary almanac in the case of an anniversary.

### 7.2. aXie:

- 7.2.1. Shall organise all sorts of relaxing activities;
- 7.2.2. Shall organise the annual barbecue and Sinterklaas drink;
- 7.2.3. Shall organise a minimum of one (1) activity every period.

### 7.3. Barcie:

- 7.3.1. Shall arrange the drinks of Genius Loci;
- 7.3.2. Shall ensure that there is sufficient Berenburg at the drinks party;
- 7.3.3. Shall not be responsible for any loss or damage which occurs to any person or property during a drinks party. Following their departure from the room in which the drinks party occurs, the person in question shall be personally responsible for any loss or damage;
- 7.3.4. Where requested, shall arrange drinks parties for the staff related of the chair groups, Landscape Architecture, Land Use Planning and Cultural Geography.
- 7.3.5. Shall help the aXie to organise an annual barbecue.

### 7.4. Buite/Hucht:

- 7.4.1. Shall organise study-related excursions, talks and other activities for the purposes of providing information to all of the members, in respect to which the industry shall play a major role.

### 7.5. Buitex:

- 7.5.1. Shall organise a foreign trip with a study-related programme every year.

### 7.6. Digicie:

- 7.6.1. Shall maintain and be responsible for the association's website and social media accounts;
- 7.6.2. Shall serve as the curator of the photograph archive;
- 7.6.3. Is responsible for assigning a committee member to be present at an activity to make photos. In the event of failure, this must be passed along to the commissioner of internal affairs and a new person will be found in consultation with the Digicie;
- 7.6.4. A user agreement must be signed before the camera may be used.

### 7.7. FYC:

- 7.7.1. Stands for First Years Committee;
- 7.7.2. Shall consist of members who are first-year Bachelor's student members;
- 7.7.3. Shall organise activities for students in the same year;
- 7.7.4. Shall organise a "connecting" weekend for new first-year students during the second year.

### 7.8. Galacie:

- 7.8.1. Shall organise a gala for the members no less than once (1) every year;
- 7.8.2. Shall organise an anniversary gala in the case of an anniversary.

### 7.9. Hydratacie:

- 7.9.1. Shall hydrate the members by means of coffee, tea and lemonade.

### 7.10. KasCo:

- 7.10.1. Shall consist of the former treasurer and another former member of the executive board who was appointed two (2) years before the current executive board.
- 7.10.2. The members of KasCo may not serve as the treasurer or committee treasurer while they are members and for one (1) year thereafter.
- 7.10.3. Shall monitor the treasurer's performance by checking the accounts for the current financial year and the budget for the new one before they are presented to the FGMA.

### 7.11. Lucie:

- 7.11.1. Shall arrange the celebration of the organisation's anniversary once every five (5) years;
- 7.11.2. Shall ask the internal affairs officer to organise commission meetings with all of the committees, so as to adopt a comprehensive approach.

### 7.12. MasCot:

- 7.12.1. Shall consist primarily of Master's students;
- 7.12.2. Shall organise activities to facilitate the integration of foreign and domestic Master's students.



**7.13. NGPS:**

- 7.13.1. Shall be part of the national committee which organises the National Geographic and Planning Symposium;
- 7.13.2. Shall seek to encourage the integration of those applied and other universities which have an affinity with spatial planning and to serve as a platform for consultation between those students with the same affinity and labour market.

**7.14. Education committee:**

- 7.14.1. Shall support the education officer by conducting professional valuations at the request of the educational programme committee and by flagging educational problems;
- 7.14.2. Shall organise the annual 'Vak van de Hucht' award;
- 7.14.3. Shall organise an educational debate and education-related meetings;
- 7.14.4. Shall help the association organise informational activities, such as orientation days, open days and a career event at the request of the educational team or the commissioner of external affairs.

**7.15. Parents day committee:**

- 7.15.1. Shall organise a Parents' Day for second-year Bachelor's students and their parents.

**7.16. Persco:**

- 7.16.1. Shall be responsible for the association's journal, *Het Huchtgerucht*. It shall be published five (5) times a year;
- 7.16.2. Shall be responsible for the Huchtitem every year.

**7.17. The Genius Council:**

- 7.17.1. Shall consist of all former members of the executive board and shall advise the current executive board and the GMA in relation to their decision-making;
- 7.17.2. May help the executive board perform its duties if requested;
- 7.17.3. Shall have access to all of the association's documents in order to present sound advice in the association's interest.
- 7.17.4. The Appeals Board:
  - 7.17.4.1. Shall nominate two (2) of its own members who were members of the second executive board before the current one;
  - 7.17.4.2. Shall rule on any dispute arising in response to a decision or any action taken by the executive board.
  - 7.17.4.3. An application to have a dispute dealt with must be submitted to the executive board in writing.
  - 7.17.4.4. The Appeals Board shall hand down a ruling, which shall be binding, by no later than four (4) weeks after such application has been submitted. Nevertheless, the GMA may declare that such a ruling is invalid.

**7.18. Shopcie:**

- 7.18.1. Shall sell drawing materials and merchandise in the Genius Shop to members;
- 7.18.2. Shall provide a basic drawing kit to first-year Bachelor students at the start of the first period of the academic year;
- 7.18.3. Shall provide a drawing kit to the second-year Bachelor students with the Bachelor's major Landscape Architecture at the start of the first period of the academic period;
- 7.18.4. Shall organise at least two (2) points in time during each academic year for the purposes of ordering drawing materials and related items.

**7.19. Acquisition committee:**

- 7.19.1. Shall help the external affairs officer maintain contact with the organisation's current sponsors, establish contact with potential new sponsors and to update sponsorship packages.

**7.20. TOPOS:**

- 7.20.1. Maintains the TOPOS website;
- 7.20.2. Shall be responsible for publishing the TOPOS yearbook. The conditions subject to which TOPOS has been admitted to Genius Loci are set out in the 'Overeenkomst Genius Loci, TOPOS en Leerstoelgroepen' [Genius Loci, TOPOS and Chair Groups Agreement], which has been appended to these Internal Regulations in the form of an annex.

**7.21. W.C.-B.R.I.L.:**

- 7.21.1. Stands for 'Weekend Commissie – ter Bevordering van de Relatie en Integratie van de Leden' [Weekend Committee for the Promotion of Relations with and the Integration of the Members];
- 7.21.2. Organises an annual association weekend for the members.

**7.22. Genius Loski**

- 7.22.1. Shall organise a foreign skiing trip every year.
- 7.22.2. Shall announce this trip during a fitting announcement drink.

**8. Association rooms:**

- 8.1. The association's own room, the Genius Hok, is a room in Forum, the Wageningen UR building.
- 8.2. During opening hours, the Genius Hok shall be at the disposal of the executive board and the committees for meetings and consultations.
- 8.3. The Genius room shall be open for all of the members during opening hours.



- 8.4. All committees have access to the Genius Hok outside the opening hours. The president of every committee can by showing their WUR-card at the reception of Forum obtain a key to loan, provided that they have signed the key agreement;
  - 8.5. The members of the executive board shall hold a key to the Genius Hok.
  - 8.6. The Genius Hok must be left tidy after it has been used.
  - 8.7. A locked archive cabinet in which the executive board and the committees may store their records shall be held in the archive room in the Forum basement. An open archive cabinet in the room shall be available to the executive board and the members of the committees.
  - 8.8. The locked archive cabinet shall only be accessible to the executive board.
9. **Graduates**
- 9.1. When a member graduates from Wageningen UR, at least one (1) member of the executive board shall be present at the time to congratulate them.
10. **Donors:**
- 10.1. Shall be deemed to be any parties that support the association in the form of a sum in excess of the stipulated contribution payable by non-student members;
  - 10.2. Shall have the same rights as non-student members.
11. **Sponsors:**
- 11.1. Provide Genius Loci with financial support and/or services in kind for specific activities and/or for general purposes as stipulated in the agreement with the relevant sponsor.
12. **Financial**
- 12.1. Following the dissolution of the association, any credit balance shall be apportioned in its entirety to anyone who was a member at the time of its dissolution.
13. **Privacy and liability:**
- 13.1. Genius Loci may collect its members' personal data. It may do this in order to continue to provide the services which it offers. The precise data which is stored and the measures which are adopted in order to secure it are set out in Genius Loci's privacy statement.
    - 13.1.1. The Genius Loci chair shall be responsible for updating that privacy statement.
    - 13.1.2. Genius Loci shall not share personal data with any other party, unless this is required in order to continue to provide its services. A list of other parties that fall within this category is set out in the organisation's privacy statement.
  - 13.2. Only members of the executive board shall have access to the members administrative records to ensure maximum privacy and to minimise security risks.
    - 13.2.1. No copy of the members administrative records may be stored on a personal computer or hard drive for longer than is absolutely necessary.
  - 13.3. In the case of a data leak Genius Loci shall have a protocol to ensure that any harm is minimised and that the appropriate authorities are notified accordingly.
    - 13.3.1. The Genius Loci chair shall be responsible for the proper implementation of the protocol, unless the nature of the relevant infringement requires otherwise.