

Internal Regulations



Study Association Di-Et-Tri

Chapter 1: General provisions

- 1.1 Except as provided for in the articles of association, general provisions of the association will be regulated by these internal regulations.
- 1.2 Proposals to amend the internal regulations can only be adopted by a simple majority of votes and a voting General Members Meeting (hereinafter referred to as the GMM). See also chapter 3.
- 1.3 In case of disagreement about the meaning of the provisions in the articles of association or the internal regulations and in cases not provided for, the GMM decides by ordinary vote. If this is not possible or in the event of a tie, the board decides.
- 1.4 All members (participants and organizers) are, insofar as the association activities are concerned, insured against damage to borrowed and rented goods with a deductible of €227,-. The association guarantees this deductible. The liability insurance has been taken out with ASR verzekeringen.
- 1.5 Damage caused to property and loss of property of members during activities of the association are not covered for by the association. Costs arising from accidents that have taken place during activities of the association are not covered for by the association.
- 1.6 These internal regulations shall take effect from the 16th of September 2020. All previous regulations will thereby have expired.

Chapter 2: Members and beneficiaries

- 2.1 Members must ensure that their personal details are known to the board.
- 2.2 Members must ensure to behave in accordance with the articles of the association and the internal regulations.
- 2.3 As a member, a contribution is paid to the association. The contribution is €9,50 a year. This sum is determined during the GMM. Changes must be accepted during the GMM with a simple majority of votes. The sum should be paid preferably via a direct debit. Regarding this, an email will be sent to the members at least two weeks in advance. If a member does not pay within two months of announcement, the member will be unsubscribed.
- 2.4 Members have the right to:
 - a. Cast a vote during the GMM
 - b. Be eligible for all positions
 - c. Nominate board candidates
 - d. Participate in activities of Di-Et-Tri, possibly against payment.
 - e. Receive the minutes of the GMM
 - f. Receive the association magazine 'Health Issue'.
 - g. Receive the weekly mail 'Foodflash'
 - h. View the half-yearly and annual report.
 - i. Receive a discount on English study books at the StudyStore.
- 2.5 A member can be suspended by the board if serious misconduct gives rise to this. The member concerned is entitled to appeal during an additional GMM.
- 2.6 A member can be suspended or expired from membership by decision of the (additional) GMM. At least one member submits a reasoned proposal to the (additional) GMM. For the decision to suspend or end the membership, at least threequarters of the total amount of votes is required during the (additional) GMM. The duration of the suspension is determined individually on a case by case basis.
- 2.7 Beneficiaries (donors) are those who support the association financially with an annual voluntary contribution. Beneficiaries have the right to receive the donor report, the Health Issue and invitations to reunions. Beneficiaries are not entitled to vote and do not have access to the GMM.
- 2.8 Underaged members are, in accordance with the Dutch law, not allowed to consume alcohol during activities of Di-Et-Tri. Members of age are not allowed to provide alcohol to underaged members. Members who do not comply with this rule will be removed from the activity. In case of repeated disobedience, the board will come up with appropriate sanctions. The board is in possession of a list of all underaged members and this list has to be requested by committees, when they organize an activity with alcohol consumption. The committees must treat this information in according with the general data protection regulation (AVG) law.
- 2.9 The passing of a member
When a member of Di-Et-Tri has passed away, the programme team should be contacted to discuss whether action from Di-Et-Tri is desired and in what way.
- 2.10 Members consent to the exchange of data with the WUR-shop when they register with Di-Et-Tri.
- 2.11 On the 25th of May 2018, the AVG took effect. Members agree to the Di-Et-Tri privacy statement when they register with Di-Et-Tri. The privacy statement can be found on the website. The board is responsible for keeping the privacy statement up to date and will notify members via email when the privacy statement has been updated.

Chapter 3: General Members Meeting

- 3.1 All members have access to the GMM, except for suspended members. Each member has one vote.
- 3.2 The GMM is held at least twice during the association year and preferably in September and January/February.
- 3.3 The agenda of the GMM contains at least:
 - a. Opening and setting agenda
 - b. Half-yearly or annual report
 - c. Commission round
 - d. Financial half-yearly or annual report and the (revised) budget for the next academic year
 - e. Proposals submitted by the board or according to article 3.
 - f. AOB including round of questions
 - g. Closing
- 3.4 An additional GMM can be issued by the board or by written proposal from at least 1/10 of all members with a minimum of 10.
- 3.5 Voting on matters normally takes place orally, voting regarding persons takes place in writing. At the request of one of the persons entitled to vote, it can always be decided to vote in writing.
- 3.6 Decisions are taken at the GMM with a majority of votes, unless otherwise stated in the articles of association. The board and board candidates will always vote neutral. In case of an equal number of votes, a new vote is carried out. In the event of a repetition of this fact, the proposal is not accepted.
- 3.7 Proposals and objections can be submitted in writing to the board. These will then be dealt with during the next GMM.

Chapter 4: Board

- 4.1 All board members are obligated to be a member of the study association Di-Et-Tri in Wageningen.
- 4.2 The board:
- a. Consists of at least three persons; the president, the secretary and the treasurer
 - b. Oversees the management of the association
 - c. Ensures conformation to the articles of association and internal regulations
 - d. Initiates, coordinates and stimulates committees
 - e. Is obligated to carry out a committee meeting at least three times a year (including GMM)
 - f. Is authorized to conclude agreements

Every board member is in charge of keeping an archive concerning their position, which will be saved for at least two years, unless decided differently in the articles of association.

- 4.3 The board consists of the following positions:

President

- Representing the board and the association
- Drawing up the agenda for meetings
- Chairing meetings
- Attending Forum meetings and meeting with presidents of study associations
- Supporting and checking other board members
- Writing pieces for the Health Issue and for the Di-Et-Tri almanac
- Guaranteeing the pursuit of achieving the goals of the board
- Composing the half-yearly and annual report
- Replacing the treasurer during absence
- Is authorized to sign

Commissioner of External Affairs/Vice-president

- Replacing the president during absence
- Recruiting new sponsors and maintaining contact with current sponsors in collaboration with the Sponsorcie, of which he/she is also the president
- Designing posters and taking care of promotional material
- Keeping track of different social media and posting advertisements on these
- Adding certificates for committee members to the graduation gifts
- Taking care of the graduation gift and coordinating the handing over of this to the BSc and MSc graduates during the graduation
- Writing pieces for the almanacs of other study associations
- Composing the sponsor report and send these to the sponsors
- Composing the donors report and send it to the donors
- Is authorized to sign

Secretary

- Receiving and replying to mail
- Writing and sending letters and emails
- Composing and sending the Foodflash to all members on Mondays, except for holidays and exam weeks.
- Making minutes during meetings
- Attending and making minutes during the Forum meetings and meetings with presidents of study associations
- Keeping the poster board in Forum up to date.
- Is authorized to sign

Treasurer

- Making the budget and account
- Keeping track of the revenue and expenditure
- Judging the budgets of committees

- Keeping track of the membership
- Correspondence with the Kamer van Koophandel and the insurance company
- Keeping track of the alumni network
- Maintaining contact with donors
- Requesting Commissie Activiteiten Support (CAS)
- Is authorized to sign

Commissioner of Education

- Organizing the mentor system
- Organizing and coordinating the AID MSc study day and act as contact person
- Attending meetings of the committee of education
- Organizing and chairing the meetings of the student members of the Opcie prior to the meetings of the committee of education
- Attending the meetings of the Commissioners of Education
- Maintaining the Di-Et-Tri website
- Organizing the minor market, internship evening and the thesis market
- Handling complaints concerning education
- Taking care of contact between the Opcie and the board
- Is contact between the board and Student Alliance Wageningen (SAW)
- Is authorized to sign

Commissioner of Internal affairs

- Is contact between the committees and the board
- Guiding committees (being present at the start of meetings and the committee meeting)
- Re-starting any defunct committees or temporary committees
- Coordinating the Voedingsweek, with the exception of the lustrum year
- Organizing and chairing the committee meeting and the committee trip
- Organizing the committee market
- Keeping track of the committee list and communicate this with BVG
- Keeping track of the key list and communicate this to the front desk of Forum
- Keeping track of the list of underaged members
- Placing the photos from the activities in the Facebook group
- Organizing and coordinating the AID BSc study day and act as contact person
- Is authorized to sign

When the vacancy/vacancies Commissioner of External Affairs and/or Commissioner of Internal affairs and/or Commissioner of Education will not be fulfilled, the tasks will be taken over by the other board members.

4.4 State of affairs concerning the board change.

4.4.1 The search for new board members must begin at least three months prior to the GMM, using different media platforms.

4.4.2 Interested parties can report to the board up to two months prior to the GMM or a later deadline set by the board. The board also has the opportunity to approach members. Persons who have shown interest can count on discrete treatment by the board.

4.4.3 The candidates will be compared based on the following criteria:

- a. Suitability for the position
- b. Time available for board related activities
- c. Living in Wageningen or surroundings
- d. Committee experience and prior commitment to the association
- e. Motivation
- f. Member of the association before occupying a board position

After comparison, the board will vote on who will be presented during the GMM. The board will notify all applicants about her decision, whether they will be presented or not.

- 4.4.4 The candidates chosen by the board will be presented during the GMM, after announcement of their nomination on the agenda. The candidates that were not chosen by the board can be nominated by at least ten members during the same GMM.
- 4.4.5 If 1/10 of the members are present during the GMM and 2/3 of the members vote against it, a nominated member can still be turned down.
- 4.4.6 The appointment will be from the candidates. The criteria from point 4.4.3 will be taken into account.
- 4.4.7 When a person withdraws after nomination, the board will immediately start searching for a different candidate if necessary.
- 4.4.8 The training period of a chosen candidate is one month.
- 4.5 Board members will remain their position for one year, in exceptional cases for half a year. In case of emergency board members can relieve themselves of their duty. The duties of their position can be taken over by other board members, until the vacancy is filled.
- 4.6 The board attempts to ensure that there will be no profits or losses.
- 4.7 An unwedded expense larger than € 114,- that is not specified in the budget, has to be mentioned during the GMM through a separate point on the agenda.
- 4.8 Costs concerning representativeness, such as the purchase of a uniform garment for the whole board, will partly be reimbursed by Di-Et-Tri with a maximum of €60,- per board member per year.
- 4.8.1 Board members will all have a pin with their function to be put on their clothing. This pin needs to be passed on during a board change on the GMM at all times. When a pin is lost, the costs will be charged to the board member responsible.
- 4.9 **Advisory Council**
The Advisory Council consists of preferably eight former board members from four boards previous to the current board at the most. The objective of the Advisory Council is to advise the board before a GMM. The board can call on the Advisory Council any time they have questions.
- 4.10 **First aid courses**
Two board members will follow a first aid course in order to be able to assist during activities that do not take place on Wageningen campus. These courses will be followed once per board year, it is the decision of the board which board members will participate in this course.

Chapter 5: Committees

- 5.1 All committee members of Di-Et-Tri are obligated to be member of study association Di-Et-Tri.
- 5.2 The association has permanent and temporary committees. Permanent committees are committees that permanently assist the board in fulfilment of their duties. Temporary committees are formed depending on circumstances.
- 5.3 Permanent committees are mentioned and described in paragraphs 5.19.1 till 5.19.14 of these internal regulations. Temporary committees are mentioned and described in paragraphs 5.20.1 till 5.20.7 of these internal regulations.
- 5.4 All committees are appointed by the board.
- 5.5 The duties of committees are described in these regulations and presidents of committees must be aware of this.
 - 5.5.1 In addition to the obligation to keep records, each committee is obligated to keep financial accounts for a minimum of three years. The treasurer will keep a financial account for a minimum of seven years.
 - 5.5.2 Committees must ensure that they only request relevant data of members for an activity. Committees must remove registration lists of activities no later than one year after the activity, unless decided otherwise in consultation with the board.
 - 5.5.3 A committee will submit a budget to the board within two months after start-up or within two months of the beginning of the academic year.
 - 5.5.4 Prior to the GMM of September or before a committee is ended, an annual report must be made and must be handed in to the board. An annual report contains an evaluation of the functioning of the committee and the progress of the organized activities. A half-yearly annual report must be made and to be submitted to the board prior to the GMM of January/February.
- 5.6 Each committee keeps the board informed of the state of affairs by means of a committee meeting, which is held at least three times a year (including GMM), and by handing in minutes of the meetings of the committee to the Commissioner of Internal affairs.
 - 5.6.1 Committees must ensure that the Commissioner of Internal affairs is in possession of the telephone numbers of two (current) committee members.
- 5.7 Profits and losses of committees are borne by the association.
- 5.8 Committee members are obligated to pay for their own participation in self-organized activities. The amount to be paid is the same amount as participants are asked to pay. The same applies to all members of the board.
- 5.9 The budgeted money for a committee will in no case benefit a committee member. The same applies to all members of the board.
- 5.10 Participation of non-members in committee activities
Di-Et-Tri has a regulation for the participation of non-members in committee activities. This regulation differs between the committees. When a new committee is established, the

Commissioner of Internal Affairs will inform the committee of this regulation. Di-Et-Tri members always have the priority.

- 5.11 When a committee is looking for candidates for a position, this is mentioned by the board during the GMM, in the Foodflash, on the committee market or in person. The vacancies are handled by the Commissioner of Internal affairs.
- 5.12 The committees are expected to attend both the GMM and the committee meeting with at least two persons per committee.
- 5.13 At the end of the academic year, a committee trip is organized by the board, in which all committee members can join. The board may not ask committee members for a financial contribution for this activity.
- 5.14 All permanent committees, with the exception of the cash control committee, can be allocated a budget from the association bank.
- 5.15 All committees can, after consultation of a budget, claim an advance of this.
- 5.16 When a committee would like to be sponsored, the application for sponsoring and the sponsorship itself is always handled via the Commissioner of External Affairs of the board. This applies to both sponsorship in currencies and sponsorship in kind. In consultation with the board it is possible that a committee itself searches for sponsors, but a sponsorship contract will always be drawn by the Commissioner of External Affairs.
- 5.17 Committees must ensure they organize their activities evenly spread over the academic year.
 - 5.17.1 Promotion of activities will always first be done via the newsletter, before promotion via other means. The subscription link for activities will always only be shared in the newsletter.
- 5.18 The tasks and duties described below can also be performed by special committees, in which case the concerning tasks and/or duties of the permanent committees are temporarily cancelled. This is at the discretion of the board.
- 5.19 The permanent committees are the activities committee (*Akcie*), Batavieren Race Committee (*Batacie*), domestic integration committee (*BIGcie*), first-year committee (*EJC*), food committee (*Foodcie*), gadget committee (*Pascie*), Health Issue editors (*Health Issue*), cash control committee (*Kascontrolecie*), lecture and excursion committee (*Lexcie*), Master committee (*mastercommissie*), Orientation day committee (*meeloopdagcie*), parents' day committee (*Ouderdagcie*), sponsor committee (*Sponsorcie*) and Nutrition and Health introduction camp committee (*VIKcie*). All committees and the Di-Et-Tri board are obligated to organize their activities in English, if relevant and possible, for international students to be able to participate. This can be deviated from in consultation with the board.
 - 5.19.1 The activities committee
The Akcie preferably consists of seven members. The aim is to achieve an equal ratio between different years of study within the committee. She organizes activities which primarily serve to promote contact between Nutrition and Health students and which do not have to be directly related to the study of Nutrition and Health. She preferably organizes nine activities per academic year.
 - 5.19.2 The Batavieren Race Committee
The Batacie consists of at least two members of Di-Et-Tri and possibly members of

HeerenXVII. She ensures that a team of Nutrition and Health students can participate in the Batavierenrace.

5.19.3 The domestic integration committee

The BIGcie preferably consists of five members. She preferably organizes two evenings per academic year in another student city together with a study association from that city. When the study associations would like to visit to Wageningen, this is also organized by the BIGcie.

5.19.4 The first-year committee

The EJC preferably consists of seven members. She is a committee by and for first-year students of the BSc Nutrition and Health. This committee will organize activities every year with the aim of first-year students getting to know each other. She will aim to organize four activities a year. The exchange of committee members will take place after their first activity of the academic year.

5.19.5 The food committee

The Foodcie consists of at least six members. She organizes preferably eight activities per academic year related to food. She provides snacks during the GMM in September and January/February.

5.19.6 The gadget committee

The Pascie preferably consists of five members. She designs, orders and promotes at least two large Di-Et-Tri gadgets a year.

5.19.7 The Health Issue editors

The Health Issue editors preferably consist of six members. This committee is responsible for the publication of at least four publications of the association magazine, the Health Issue, per academic year.

5.19.8 The cash control committee

The Cash Control Committee consists of two members who are not currently on the board or who have been on the board of the year to be checked, preferably two former treasurers. When the treasurer leaves the board, he/she will be installed automatically, unless otherwise decided by the board. Together with the treasurer and possibly an accountant, this committee checks the petty cash.

5.19.9 The lecture and excursion committee

The Lexcie preferably consists of seven members. She provides and coordinates lectures and excursions for nutrition students related to the 'Nutrition and Health' study. She organizes preferably seven activities a year of which at least one excursion, one lecture and one activity related to the job application process. Members must keep track themselves of whether they have attended enough activities for the course HNH-23801 Lectures and Excursion. On the website, the committee must provide a list of all activities that count for credits for the course. This will have to be updated at least once per period. In addition, she will send this list to the education team.

5.19.10 The master committee

The Master Committee preferably consists of five members. She organizes activities that in the first place serve to promote contact between master students. She preferably organizes four activities per academic year.

5.19.11 The orientation day committee

The Orientation day committee consists of preferably seven members. Eight times a year, she organizes a group orientation day for high school students. The committee will be supervised by the Commissioner of Internal affairs.

5.19.12 The parents' day committee

The Ouderdagcie preferably consists of seven members of the second year of the bachelor Nutrition and Health. She organizes once a year a parent's day for family/friends/interested people of the second-year students of the bachelor Nutrition and Health.

5.19.13 The sponsor committee

The Sponsorcie preferably consists of six members and assists the board in retaining current sponsors and approaching potential sponsors. The Commissioner of External Affairs is the chairman of this committee.

5.19.14 The Nutrition and Health introduction camp committee

The VIKcie preferably consists of seven members of the first-year BSc Nutrition and Health students who will be second-year BSc students during the weekend to be organized. During the first or second period they organize an introductory weekend for first-year BSc nutrition students.

5.20 The temporary committees are the almanac committee (*Almanakcie*), the borrel committee (*Borrelcie*), gala committee (*Galacie*), lustrum committee (*Lustrumcie*), the men's committee, the sports committee and symposium committee (*Symposiumcie*)

5.20.1 The almanac committee

The Almanakcie preferably consists of eight members. Her task is to publish an almanac in which a list of Nutrition and Health students and department staff is provided. The list preferably includes the name and start year of the study of students and staff. This almanac will be distributed among the Nutrition and Health students, department staff and other interested parties. The almanac is released once every two and a half years. Every year an amount of money to be determined is saved for the almanac.

5.20.2 The borrel committee

The Borrelcie preferably consists of five members. Her task is to organize drinks for the members of Di-Et-Tri. She preferably organizes one drink per period.

5.20.3 The gala committee

The Galacie consists of a delegation of at least two members of Di-Et-Tri. She organizes a gala once every two years. This is done in collaboration with other study associations. Every year an amount to be determined is saved for the gala.

5.20.4 The lustrum committee

The Lustrumcie preferably consists of seven members. She organizes the lustrum of Di-Et-Tri once every five years. Every year an amount to be determined is saved for the lustrum.

5.20.5 The men's committee

The Mannencommissie preferably consists of five members. She is a committee that organizes activities that are aimed for the male interests. Both men and women can become a member of the committee, the same goes for participating in their activities. When there is a high level of interest in being a committee member or in participating in the activities, there is priority for men. The committee preferably organizes three activities per year.

5.20.6 The sports committee

The Sportcie preferably consists of six members. She preferably organizes three sports related activities per academic year for the members of Di-Et-Tri.

5.20.7 The symposium committee

The Symposiumcie preferably consists of six members. She organizes the symposium once every five years during the lustrum of Di-Et-Tri. Every year an amount to be determined is saved for the symposium.

5.21 It is possible to set up a committee that is not yet in existence. This must be approved by the board as well as during the next GMM.

5.22 The Health Issue editors, the Lexcie, the Sponsorcie and the Symposiumcie should show a spread of attention for the business community, institutes and social institutions to the extent that they are dealing with the study Nutrition and Health.

Chapter 6: Fraternities and sororities

- 6.1 It is compulsory for fraternity/sorority members to be a member of Di-Et-Tri.
- 6.2 Each fraternity/sorority must appoint a board, consisting at least of a president, secretary and treasurer. This board will keep contact with the board of Di-Et-Tri. The board of the fraternity/sorority must be known to the board of Di-Et-Tri.
- 6.3 A fraternity/sorority receives an amount of money to be determined from Di-Et-Tri for the introduction of new members of the fraternity/sorority. This amount will not be spent on alcohol.
- 6.4 An acknowledged fraternity/sorority of Di-Et-Tri can make use of the resources of Di-Et-Tri concerning promotion of the fraternity/sorority. The board will not share data of their members with the fraternity/sorority.
- 6.5 Each fraternity/sorority needs to have a name, theme and logo, which connects the fraternity/sorority members with each other.
- 6.6 Fraternities/sororities are expected to be present at the GMM with at least two persons per fraternity/sorority.
- 6.7 Fraternities/sororities are not covered by the liability of Di-Et-Tri.
- 6.8 All members of Di-Et-Tri can form a fraternity/sorority. For this, the following terms are involved:
 - 6.8.1 A fraternity/sorority in formation will consist of at least ten members of Di-Et-Tri.
 - 6.8.2 Members of the fraternity/sorority will come from at least three different study years.
 - 6.8.3 A fraternity/sorority in formation will give a short presentation during the GMM in which they explain why they would like to form a fraternity/sorority.
 - 6.8.4 Fraternities/sororities should be acknowledged during the GMM with a majority of votes.
 - 6.8.5 The fraternity/sorority in formation will offer a present to the board of Di-Et-Tri and presents to the currently acknowledged fraternities/sororities. This present will be offered prior to the voting at the GMM and will be characteristic for the new fraternity/sorority.
 - 6.8.6 A fraternity/sorority in formation will organize an activity for the currently acknowledged fraternities/sororities of Di-Et-Tri.
 - 6.8.7 A fraternity/sorority in formation is not allowed to copy specific characteristics of the currently acknowledged fraternities/sororities, such as color, theme, name and logo.
- 6.9 Currently acknowledged fraternities/sororities:
 - 6.9.1 **Damesdispuut Dionysos**
Dionysos consists of only female members. The colors of Dionysos are blue and white. The sorority is based on the Greek mythology about Dionysos.

Chapter 7: Sponsoring

- 7.1 Sponsorship concerns:
- Receiving currency
 - Receiving goods in kind
- 7.2 Sponsoring is arranged by or via the board. Committees are not authorized to seek sponsors for their activities on their own. See also article 5.15.
- 7.3 The association can be sponsored for a period of time or per activity. A period of time can include one or more years. In case of sponsorship for a period of time, the board offers the sponsor a sponsor report. Depending on the amount sponsored, the sponsor gets various opportunities to promote himself.
- 7.4 Money left over from a sponsorship goes to the association. The board uses this money for activities or reserves the money for later spending. Under no circumstances does sponsor money benefit an individual member.