

Internal Regulations

Study Association T.W.I.S.T. Leiden



In accordance with Article 16 of the Statutes

Version September 14th 2020

Article 1. Membership

1. Everyone who has an interest in Linguistics and all that study association T.W.I.S.T. has to offer can become a member of the association by sending a filled out registration form to the secretary. Members are welcome at every activity that the association organises. Both natural and legal persons may be friends.
2. The yearly membership dues will be €20.
3. By signing up for a paid activity, a member undertakes to pay the due amount, regardless of their actual attendance of said activity. Only in case of a timely cancellation will the payment obligation lapse and will the member be granted with the right to a refund, should they already have paid for said activity. A cancellation is timely when the organising body has not made any expenses yet or is otherwise at the discretion of the organising body.
4. Once a year, during the first block of the second semester, the secretary of the association checks if all the personal data of the members of the association is still correct and up-to-date by sending out the membercheck form. Filling out this form is mandatory. If the member fails to fill it out before the 1st of August, the secretary retains the right to deregister the member.
5. Every member of T.W.I.S.T. is entitled to receive the association magazine. Every member will have the written option to receive the magazine in the mail, digitally, or both. The choice may be altered at any time by informing the secretary of the association.
6. Every member has the right to an account for the website of the association.
7. Every member has the right to receive a discount when it is offered by the association.
8. Members have the right to vote at a General Assembly.
9. Members have the right to sign up for committees of the association.
10. Members who, on the board or otherwise, have done extraordinary work for the association, and have thus left their mark on the association may be nominated by a regular member to the board and the Advisory Board via e-mail or personal communication to attain the life-long title of honorary member. The nomination will then be reviewed by the board and the Advisory Board, to be decided by attendees of the in the next general assembly.

Honorary members have the same rights as regular members, but are **exempt** from paying membership dues. An honorary member indefinitely has the right to join assemblies and may give solicited and unsolicited advice to the association, and/or the board and committees.
11. The rights and obligations of a member of the association can be terminated at any time by deregistration, however the annual dues for the current book year remain in whole. The deregistration proceeds as specified in Article 6.2 of the Statutes. Termination on behalf of the association is made by the board, as specified in Article 6.3 of the Statutes.

Article 2. Friends of T.W.I.S.T.

1. Friends of the association are those who are interested in linguistics in the broad sense and who are also interested in what the association offers. One can become a friend by handing in a filled-out registration form to the secretary of the association. Friends of the association are not registered to the BA or (Res)MA Taalwetenschap/Linguistics at Leiden University. Both natural and legal persons may be friends.

2. Friends can become a member of the association by sending a filled out registration form to the secretary

3. The yearly membership dues for friends will be €10.

4. Once a year, during the first block of the second semester, the secretary of the association checks if all the personal data of the friends of the association is still correct and up-to-date by sending out the membercheck form. Filling out this form is mandatory. If the friend fails to fill it out before the 1st of August, the secretary retains the right to deregister the friend.

5. By signing up for a paid activity, a friend undertakes to pay the due amount, regardless of their actual attendance of said activity. Only in case of a timely cancellation will the payment obligation lapse and will the friend be granted with the right to a refund, should they already have paid for said activity. A cancellation is timely when the organising body has not made any expenses yet or is otherwise at the discretion of the organising body

6. Friends are expected to attend no more than 3 activities a year. Friends will be charged €2 for the fourth activity and €2 for the fifth activity that they attend. If a friend wishes to attend more than five activities a year, they are required to become a member. TWea o'clocks and potlucks do not count towards the total number of activities attended. The board retains the right to charge a fee if they feel a friend attends too many TWea o'clocks or potlucks.

7. The board is entitled to request higher fees from friends than established for its regular members for further services provided by the association, such as access to activities and merchandise.

8. Every friend of T.W.I.S.T. is entitled to receive the association magazine. Every friend shall will have the written option to receive the magazine in the mail, digitally, or both. The choice may be altered at any time by informing the secretary of the association.

9. Every member has the right to an account for the website of the association.

10. A friend does not have the rights that are specified in section 1.6 to 1.8 of the Internal Regulations. These are reserved for members.

11. Friends are not allowed to join the multi-day trips that the association organises. If a friend wishes to join nevertheless, they are to become a member as described in section 2.2 of the Internal Regulations

12. The rights and obligations of a friend of the association can be terminated at any time by deregistration, however, the annual dues for the current book year remain in whole. The deregistration proceeds in the same way as for members, as specified in Article 6.2 of the Statutes. Termination on behalf of the association is made by the board, as specified in Article 6.3 of the Statutes.

Article 3. Reunists

1. Reunists are ex-member or ex-friends that have indicated that they want to stay in contact with T.W.I.S.T. This can be done by checking the appropriate boxes on the deregistration form. It can also be done at any given time after deregistration, provided that the board has no reason to question if the person in question has ever been affiliated with T.W.I.S.T. Reunists are invited to reunions for ex-members organised by the association. Reunists can optionally give T.W.I.S.T. permission to invite them as speakers for career events. Reunists are not welcome at activities for which they have not received an explicit invitation.

2. Reunists do not pay an annual contribution fee.

3. Reunists can choose to receive the digital Autumn issue of the TWISTER. This preference can be changed at any time by contacting the secretary of the association.

4. Reunists have none of the rights that are specified in sections 1.5 up until 1.8 of the Internal Regulations.

5. A reunist can choose at any time to no longer take part in the T.W.I.S.T.'s reunist network by contacting the secretary of the association. Their personal data will immediately be removed from the administration.

Article 4. Non-members

1. Non-members are individuals that are neither member nor friend of T.W.I.S.T..

2. Non-members are allowed to attend one activity free of charge. They are required to pay €2 to attend a second activity. They are required to become either a friend or member if they wish to attend more activities. TWear o'clocks and potlucks do not count towards the total number of activities attended.

3. Non-members are welcome to a few TWear o'clocks and potlucks. The board retains the right to charge non-members a fee when it is of the opinion that a non-member attends too many TWear o'clocks or potlucks.

4. The board retains the right to charge non-members with higher fees than established for its members for further services provided by the association, such as access to paid activities and merchandise.

Article 5. General Assembly (GA)

1. The board of the association makes the agenda and the president of the board chairs the assembly. In case of his absence the vice-president will chair the assembly.
2. The GA may amend the aforementioned agenda.
3. That which is discussed during the GA must be recorded in proceedings made available for approval in the next GA by the secretary or vice-secretary.

Article 6. Auditing committee

1. The auditing committee consists of two members or friends of the association who are not part of the sitting board. It is commonplace to appoint the treasurers of the two previous boards as members of the auditing committee.
2. The goal of the auditing committee is to audit the accounts of the association and the transactions made. In addition, the auditing committee is tasked with reporting their findings to the Interim GA and Switch GA.
3. The auditing committee is appointed during the Switch GA for the duration of one fiscal year. The Switch GA should take place three months after the end of the fiscal year at the latest.
4. The board is obliged to provide all information necessary for this committee's audit. This entails showing the auditing committee the account and worths of the association and giving access to the financial bookkeeping.
5. When the auditing committee finds the accountancy to be unsound, the sitting board will not be discharged.
6. A member or friend of the association can call upon the auditing committee with questions or concerns about the finances of the association.

Article 7. Elections & Appointment of the board

1. At a GA, that takes place at least one month before the end of the associational year, the members of the assembly will elect a new board.
2. At a GA, that takes place in September, the members of the assembly appoint a new board.
3. If a candidate board is not present one month before the end of the associational year, then it is possible to hold the GA less than one month before the end of the associational year.
4. If there is no suitable new board, the old board will keep governing the association, so there is no gap in management.

Article 8. Board

1. The board consists of at least a president, secretary and a treasurer
2. The board checks the functioning of the committees of the association. In addition, the board gives guidance to the committees and their activities. At least one board member is present in every committee.

3. The present is at all times registered as a student of the Bachelor Linguistics or connected to one of the Masters' connected to Linguistics.
4. The president leads every board meeting. In case of his absence, one of the other board members will act as chairman, if possible the vice-president.
5. The secretary is responsible for all the association's correspondence.
6. The secretary is responsible for the archiving of all of the association's and committee's related documents.
7. The treasurer has access to the associations' funds at all times.
8. The secretary is accountable to the GA, in accordance to the statutes and is responsible for drafting a budget.
9. The board has vice-functions. If possible, a vice-functionary is appointed for every function, the exact appointment of vice-functions is done board-internally. The board announces the vice-functions at the same GA at which they are appointed.

Article 9. Committees

1. The board and the GA can institute a committee, with an eye on looking after the interests of the association.
2. The GA arranges the composition and authority of the committees as referred to in Article 7.1 of the Internal Regulations, unless otherwise specified in the Statutes or the Internal Regulations, and establishes the mandate.
3. Each year, the association appoints a number of committees, viz. the Auditing committee responsible for the auditing of the accounts and the financial justification of the board. This committee consists of at least two members who may not be part of the current board. Before each GA, they will check if the budget of the board is in order;
 - a. The member's magazine committee
 - b. The conference committee
 - c. Optionally, other committees may be appointed, such as a Travel Committee or a Dies committee.
4. Proceedings and parts of proceedings of committee meetings should not be made public and should not be shared for/with non-members.

Article 10. TWubs

1. It is possible for members of T.W.I.S.T. to found a club within the association of members who have a shared interest, called a TWub. This interest need not be related to linguistics.
2. To become a member of a TWub, an individual must always be a member or Friend of T.W.I.S.T.
3. A TWub is in principle completely independent from T.W.I.S.T., and the board does not take responsibility of the TWubs. The association does, however, list the TWubs on its website and may fund a TWub under certain conditions. TWubs may also promote themselves through the social media of the association.
4. A T.W.I.S.T.-member that wishes to create a TWub can make this known by sending an email to the board in which they explain the details of their idea. This proposal must always meet the following criteria:

- a. A clear and concrete goal that the chairperson(s) of the Twub want(s) to reach
 - b. The TWub has at least 1 chairperson (and at most 2)
 - c. The TWub has at least 5 interested members (including the chair(s))
5. A TWub is expected to have at least one meeting every half year. If this minimum is not met, the board has the right to disband the TWub in consultation with its chairperson(s) during a General Assembly.
6. A TWub is expected to have at all times at least 1 chairperson and 5 members, including the chair(s).
7. To receive financial support from the association, the chairperson(s) of a TWub must formally request it to the treasurer of the association by means of an email. This request must meet the following criteria:
 - a. Contain a concrete purpose of the sum the TWub wants to receive
 - b. The money must either be for linguistically educational purposes or it must be beneficial to the rest of the association in some way.

If a request is accepted, the requested sum of money can be declared to the treasurer afterwards using the declaration form. The board can refuse a request for funding and always has the final word.

Article 11. Advisory Board

1. The Advisory Board (*henceforth*: AB) consists of a selection of previous board members that are still a member or friend of the association. The members of the Advisory Board preferably stem from different board years.
2. The purpose of the AB is to give solicited and unsolicited advice to the sitting board on any matter related to the association.
3. The AB and the sitting board should be able to contact one another on a common platform at all times.
4. A meeting can be called upon by both the AB and the sitting board at any time to discuss the current state of affairs.
5. The sitting board is required to initiate a meeting with the AB before any General Assembly, which will take place at least two weeks before said GA. During this meeting, they can consult the AB about changes to official documents that they wish to implement during the GA, if applicable.
6. During a Switch-GA, after the official switch has been enacted, the composition of the AB will change for the duration of the following academic year.
 - a. The sitting members of the AB will decide whether they will continue to be part of the AB during the following academic year.
 - b. Members of the previous boards that are not a member of the AB will decide whether they will join the AB for the following academic year.
7. Members of the AB can leave the AB at any time. Rejoining can only occur during Switch GAs as specified in clause 6b.

Article 12. Supplementary Internal Regulations

The Internal Regulations of the association may be altered or supplemented by the GA with a majority of at least two thirds of votes cast at the GA.

