

The Internal Regulations supplements the statutes of VIP, Studievereniging Psychologie Groningen. In case the law, the statutes of VIP or the internal regulations of VIP is inconclusive, the board will decide.

ARTICLE 1. THE BOARD

General

- a. Besides the statutory functions, the board is also responsible for the following functions:
 1. Board member career and education
 2. Board member internal affairs
 3. Board official Business relations
- b. Each function has its own vice-function
- c. The board can invoke a new board official, in case this is approved by the general members meeting.

Formation

- d. The board is responsible for recruiting new members.
- e. Anyone can apply for the VIP Board, provided that the applicant becomes a VIP-member if he/she will become a board member.
- f. The application needs to be submitted in written form. After that, applicants will be invited for an interview.
- g. Applicants will be judged on account of their application letter, the interview and (if applicable) their previous functioning in a committee at VIP.
- h. The candidate board will be formed by the board based on the pool of applicants.
- i. Once the candidate board is formed, four weeks before the end of the association year, the board will announce them to the VIP members. After the announcement the board will teach the candidate board the tasks associated with their functions.
- j. VIP-members are free to nominate candidate board-members and ask for a vote during transfer in the general members meeting (gmm).
- k. The candidate board has to present their policy plan at their first general members meeting.

Task description

- l. The chairman will lead the board meetings.
- m. The secretary takes care of archiving of the relevant documents, secretarial year report and the correspondence of VIP.
- n. The treasurer takes care of the financial year report and will present this to the audit committee before the general members meeting.
- o. The treasurer takes care of the monthly counting of the cash register and makes sure there will be a maximum of 2000 euro in the cash register. Of these 2000 euro, only 1000 euro can be removed from the cash register for more than 24 hours.
- p. The treasurer of the board will be the contact person of the Study committee.
- q. The board member career and education is responsible for the relations of VIP with persons and organizations outside of VIP. He/she can appoint another board member to (temporary) substitute this function.
- r. The board member internal affairs is responsible for the contacts with the members of the committees and structures of VIP. He/she can appoint another board member to (temporary) substitute this function.
- s. The board official business relations is the chairman of the acquisition structure.
- t. The board member business relations is responsible for the contacts with current and potential sponsors.
- u. Every board function has a vice-functionary within the board, who has an overview of the tasks of the functionary and who can replace this function if the respective board member is unable to complete the tasks.
- v. The board will organize an active members' weekend for all committee members as soon

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- as possible in the new association year.
- w. The board members chairman, secretary, treasurer and business relations will organize an annual information meeting, in the beginning of the year, for these associated functions within the committees of VIP.

Rights and obligations

- x. Besides every yearly meeting, the board will organize at least two general members meetings. At these General members meetings, the progress in regard to the policy plan will be discussed.
- y. The board can fund their board clothes from the supplies of the board for a maximum of 70 euro.

ARTICLE 2. COMMITTEES

General

- a. The association has the following committees:
 1. Career committee
 2. Congress committee
 3. Diescommittee
 4. Event committee
 5. First year committee
 6. Intercultural committee
 7. Introduction committee
 8. Lecture committee
 9. Lustrum committee
 10. Master community Brain & Behaviour
 11. Master community Clinical, Developmental & Forensic Psychology
 12. Master community Work, Organizational and Personnel Psychology
 13. Master community Social Psychology
 14. Social committee
 15. Stosoconference committee
 16. Student exchange committee
 17. Study committee
 18. Workshop/in-house committee
 19. Yearbook committee
 20. Zwemfest committee
- b. All committees, as well as their task description, are mentioned in the Internal Regulations.
- c. Only members of VIP can take part in a committee.
- d. The board can decide to appoint a committee during an ongoing association year. These committees will be appointed for the duration of the remaining association year.
- e. Members are free to create a proposal for the formation of a committee.

Formation

- f. No later than six weeks before the end of the association year the board organizes a meeting where people can apply for a committee.
- g. As soon as possible, but no later than two weeks after this meeting, the candidate committee members are invited for an individual interview by the members of the committee(s) for which they have applied. Any preselection can take place with an application letter. Before the end of the association year, a part of the candidate committee has to be formed, with the exception of the First year committee. Committees are appointed with the duration of one association year with the exception of the Congress committee and the Lustrum committee.

Task description

General

- h. All committees have a chairman, secretary and a treasurer.
- i. The chairman convenes and leads the meetings. At convocation, the topics to be discussed will be mentioned.
- j. The secretary takes care of the e-mail/post and the minutes of the meeting. These minutes should be set before the next meeting.
- k. The treasurer of a committee shall, in cooperation with the treasurer of the board, draw up a budget and a final settlement for the committee in which he/she takes place and has it approved by the board. The budget must be drawn up before the first of November of the respective association year.

Committee specific

- 1. The in paragraph a denoted committees have the following goals:
 - 1. The Yearbook committee distributes an almanac once a year.
 - A. The almanac includes:
 - i. The personal details of at least all active members, excluding those who object.
 - ii. The personal details of psychology students or staff members associated with the psychology program when they registered for a mention in the Almanac.
 - iii. A description of VIP, her structure and her committees.
 - 2. The Study committee sells study books to members with a reduced price.
 - 3. The Lecture committee will provide at least five lectures a year about a psychology-related topic.
 - 4. The Zwemfest committee provides an event, called "Zwemfest", at least once a year, with different bands. This committee must have collected the budgeted acquisition fees at least two months before the event. If this has not happened, the board has the right to cancel the event.
 - 5. The Social committee organizes at least two parties a year and two other social activities. These activities are free to pick by the committee, in agreement with the VIP board.
 - 6. The Student exchange committee arranges an annual exchange for students with a foreign higher education institution of psychology and the accommodation of the foreign students who come here for the exchange. The exchange has a duration of one to two weeks.
 - 7. The Lustrum committee arranges a number of festive activities during a lustrum year of VIP. Lustrum years are the years when the association exits a multiple of five years
 - 8. The Introduction committee organizes a camp for students.
 - 9. The Stosocongress committee organizes a congress every year with a topic related to Social or Industrial- and Organizational Psychology.
 - 10. The Career committee organizes an activity focused on the various master programs at least four times a year, which are about the job perspectives of the respective master programs.
 - 11. The Diescommittee organizes a Diesweek accessible for all members.
 - 12. The Event committee takes care of the participation of the Batavierenrace, in case VIP gets drawn to participate. Besides this, the Event committee organizes another weekend, which is free to pick by the committee and which has to be approved by the board.
 - 13. The First year committee organizes at least five activities a year focused on first year psychology students.
 - 14. The Intercultural committee organizes at least four activities a year with the aim to stimulate intercultural awareness.
 - 15. The Mastercommittees organize career-oriented activities per specialization for master students of psychology. In addition, the Mastercommittees organize a collective social

- activity and a collective career-related activity.
16. The Workshop / in-house committee organizes six activities related to Psychology, of which at least one workshop and at least one daytrip.
 17. The Congress committee organizes the intra-faculty congress once every year with a social scientific topic and an employability-related topic. The congress is called Behavioural and Social Sciences Congress and is organized in collaboration with the faculty board of Behavioural and Social Sciences, ODIOM, study association of Pedagogy and Educational sciences, and Sociëtas, study association of Sociology.

Right and obligations

- m. To make payments above 300 euro (including any guarantees) permission from the treasurer of the board is necessary.
- n. Committee members are not authorized to sign contract and / or agreements between committees and external parties.
- o. Committees are not allowed to make expenses without the permission of the board:
 1. Outside the budget referred to in paragraph 1.
 2. Before the budget referred to in paragraph 1 is approved.
- p. Committees can finance up to a maximum of 10 euro per committee member of the purchase amount of committee clothes from funds of general resources.
- q. VIP-members get a discount of at least 30% for activities compared to non-VIP members. Exceptions to this are the activities organized during the introduction period.
- r. Alumni get a discount of at least 15% for activities compared to non-VIP members. Exceptions to this are the activities organized during the introduction period.
- s. Committees have a contact person within the board. This contact person receives the minutes of the committee(s) and is the contact point for problems and / or advice.
- t. On all committee statements a VIP-logo must be displayed.
- u. Sponsorship of direct competitors of any major sponsors is not permitted without the explicit permission of these sponsors. Major sponsors are defined as sponsors who conclude a contract with VIP, which explicitly states that they are a major sponsor.
- v. At the end of the year, the committees write a script and / or a year report for their successors. These scripts have to be turned in by the board before a deadline set by the board.

ARTICLE 3. STRUCTURES

General

- a. VIP has the following structures:
 1. Audit structure
 2. Promotion structure
 3. Acquisition structure
 4. Photo structure
 5. Bar and Cook-structure
 6. DJ-structure
- b. Structures have a contact person within the board, this contact person will be their contact person for problems and/or advice.
- c. Every structure and the task description will be mentioned in the Internal Regulations of VIP.
- d. The structures, with exception of the Audit structure, will only consist of VIP-members.
- e. VIP-members are free to submit a proposal for the formation of a new structure.
- f. The board can decide to form a new structure during the year. These structures will be formed for the duration of that association year and will be mentioned with name and task

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description in the Internal Regulation of VIP.

Formation

- g. Structures will be appointed by the board for one association year, with the exception of the Audit structure. These will be in function until the presentation of the year report by the board at the General Members Meeting.
- h. The structures and its members will be appointed at the general members meeting
- i. Members of the audit structure need explicit approval by the General Members Meeting

Task description

General

- j. Structures will carry out tasks for committees of the board if needed.
- k. Structures can refuse to carry out tasks when there is not enough time or means to do so.

Structure specific

l. The structures serve the following aims:

1. The members of the Audit committee will check the final account of the association book year in which they are appointed.
2. The promotion structure takes care of the promotion for the committees and the board of VIP with terms j. and k. taken into consideration.
3. The promotion structure provides support to the committees by making promotional material if needed.
4. The acquisition structure has the aim to acquire the acquisition monies for the association, as well as to acquire the acquisition monies for the committees, with terms k. and l. taking into consideration.
5. In the acquisition structure, autonomous people will take place. The autonomous members are responsible for the acquisition for the association and support the committees with their acquisition target.
6. The photo structure takes care of the pictures at VIP activities and the pictures needed for the official association promotion. The photo structure is also responsible for the publication of the pictures at the VIP site. This is all with terms j. and k. taken into consideration.
7. The Bar and Cook structure takes care of at least the preparation of the yearly, Active Members Weekend and the Introduction Camp, with terms j. and k. taking into consideration, and possibly the organization of the Christmas Dinner
8. The DJ structure takes care of the music and support the board at the Active Members Weekend, the introduction camp and the monthly drinks, with terms j. and k. taking into consideration.

Rights and obligations

- m. Structures are not allowed to complete any payments without discussing this with the treasurer of the board.
- n. Costs which are made by carrying out tasks for a different committee will be compensated by the concerned committee. In case of the Audit structure, this is the board.

ARTICLE 4. GENERAL MEMBERS MEETING

Voting by proxy

- a. The authorized person will receive a certification as proof for the qualification, known as Proxy Form.
- b. The proxy can be afforded by filling in the Proxy Form mentioned in Paragraph 4.e.
- c. The person who acts as proxy, is not allowed to cancel the proxy or to vote.
- d. If the Proxy form is lost, it shall not be replaced.

Proxy forms

- e. Proxy form will be handed out by the board. At least the following has to be mentioned on the form:
 - 1. Name of the authorized person and explanation authorization.
 - 2. Signature of the authorized person
 - 3. Name of the person who receives the authorization
 - 4. Signature of the person who receives the authorization
 - 5. Date
- f. The Proxy form is valid if the person who provides proxy had signed the form, and will give permission.

Motion

- g. A motion can be proposed during the general members meeting if at least three VIP-members support the motion written or oral. The motion will be added to the agenda of the general members meeting, unless at least three VIP-members wish to discuss it during the next general members meeting. The motion contains, at least, the points that the suggestee wishes to address and/or the points that were taken into account. The board subsequently decides on the motion's approval.
- h. Changes of the Internal Regulations and/or Statutes can be accepted in adjusted form, unless at least three VIP-members wish to discuss them during the next general members meeting.
- i. Article g and h are taken into consideration that the proposals will only be discussed if they are not contrary with the goal of VIP, the law, the good sins, and/or public order.

ARTICLE 5. ADVISORY BOARD

Members & aim

- a. The advisory board consists of employees of the Faculty (GMW), previous board members of VIP and (alumni) members of VIP.
- b. The advisory board only provides advice. The advice will never be binding.

Formation

- c. Members of the board of advice will be appointed by the VIP board for one association year.
- d. Members of the board of advice as well as current board members are allowed to terminate advisory positions

ARTICLE 6. COMMITTEE OF RECOMMENDATION

Members & purpose

- a. The committee of recommendation consists of people whose recommendation of VIP is considered to be valuable for the association.
- b. The committee of recommendation may be listed on correspondence with third parties or on promotional means of committees.
- c. Members of the committee of recommendation are informed upon appointment about possible mentioning. Additional agreements can be made during an association year.

Nomination

- d. Members of the committee of recommendation are appointed for an indefinite period by the VIP-board.
- e. Cancellation can be done at any time by the board or a member of the committee of recommendation.

ARTICLE 7. REGISTRATION FEE, CONTRIBUTION AND RESTITUTION

- a. When someone becomes a member after 15 June 2017 the following applies:
 1. The registration fee is 0 euro. In addition to that the contribution is 15 euro.
 2. For every next membership year the contribution is 15 euro.
 3. The membership is every year from 1 September until 31 August.
- b. If someone was a member before 15 June 2017 the following applies:
 1. When someone ends their membership, membership fees may be refunded during:
 - A. The first year that the student is a member. The restitution is then half of the payed contribution.
 - B. The second year that a student is a member. The restitution is then a quarter of the payed contribution.
 2. The contribution is 7,50 euro

ARTICLE 8. IDEAFUND

Goal

- a. The idea fund is a yearly reservation for creative and good ideas. These ideas will be an enrichment for the association. These ideas need to be in line with the vision of VIP.
- b. One or more VIP-members can write a proposal for the idea fund.

Procedure

- c. Members with a good/creative idea need to complete the application form, which will be judged by the board. In case of approval, the concerned parties will make a contract with the goal and time planning mentioned. Besides this, the budget also needs to be added to the proposal.

Financial

- d. For expenses up to and including 500 euro the board will decide on the feasibility of the plan and if the plan deserves any money from the idea fund. For expenses over 500 euro, the board will decide about the feasibility of the plan. If the plan is regarded to be feasible, permission of the General Members Meeting is necessary.