

SENSE Rules 2017

Amended by the General Meeting of 26 November 2017. These replace the 2016 rules.

I. Members

Application for membership shall be to the Society's Membership Secretary. In the event of rejection, the applicant may appeal at the next General Meeting (see below).

II. Membership Dues

Dues are payable in full in advance of the Membership Year or, for new members, at the time of their admission. A new member admitted more than eight months after the beginning of the Membership Year pays only half the annual dues for that year. Members joining in the month of December will pay the full dues for the new year and enjoy one month's free membership. If full payment has not been received by 31 January of the new Membership Year, membership shall be deemed to have lapsed.

III. Executive Committee

A.

1. The Executive Committee (EC), shall comprise the three Officers (Chair, Secretary, Treasurer – who are registered at the Chamber of Commerce and at the banks) and a minimum of two, but not more than nine, other members. EC members are elected by the General Meeting to fulfil specific tasks. They have a vote on the EC and are expected to attend all EC meetings.
2. The minutes of EC meetings to be approved shall be sent to the EC members in advance of the next meeting. Any member can see a set of approved minutes by application to the Secretary. All minutes of the year's EC meetings shall be available at the General Meeting.

B. The EC shall meet regularly at its own discretion, but at least three times a year.

C. The Chair or agreed deputy (appointed by and from among EC members), and at least three other members of the EC shall constitute a quorum at any of its meetings.

D. Decisions of the EC shall be taken by a simple majority of the EC members present and voting. In the event of a tie, the Chair of the meeting shall have a second or casting vote.

E. The EC is entrusted with the conduct of the affairs of the Society and with the representation of the Society in law and otherwise. Towards third parties, the Society will be committed by the signature of one of the three authorized officers. The officers, however, may authorize in writing one or more members by their single signature to commit the Society for a specific purpose.

F. Remuneration of EC members

EC members shall be entitled to a tax-free remuneration in acknowledgement of the high demands made on EC members to keep the society running smoothly. The entitlement is accrued monthly from the start of the month following their accession to the EC and shall be paid pro-rata to a maximum of 50% of the tax free amount permitted by the Dutch tax authorities each year.

IV. Annual General Meeting

A. The Annual General Meeting shall be held within three months of the Financial Year end (31 December) or as soon as possible thereafter (in exceptional circumstances up to six months) at a time and place to be specified by the EC.

B.

1. Annual Reports from Officers and other EC members and all active Special Interest Groups and Subcommittees shall be received by the Secretary in time for distribution to the membership for the purposes of the General Meeting. The Treasurer's report shall provide an account of the management of the finances of the Society during the past year.
2. Completed nomination forms and motion forms must be received by the Secretary at least three weeks before the General Meeting. Each nomination and motion shall be proposed by and seconded by a member. In the case of new nominations, each nominee shall be requested to produce a short document of no more than 100 words in support of his/her nomination.
3. A copy of each Report as specified in B1, along with a list of motions and nominations with the supporting documentation as specified in B2, shall be made available to each member at least two weeks before the General Meeting.

C.

1. At the start of the General Meeting, the Chair shall ascertain how many members are present, how many proxy votes there are and if a quorum is present, as defined in the constitution.
2. During the General Meeting, each Report as specified in B1 shall be open to questions from the floor.
3. Each motion shall be read aloud and open to debate. The motion shall be decided by a simple majority of those voting. The Chair shall have a casting vote where necessary.
4. Voting may be by secret ballot at the Chair's discretion.

V. General Meetings

A. General Meetings shall be held as necessary to comply with the Constitution or as the EC considers advisable.

B. The EC shall call a General Meeting at the written request of ten members. The EC shall include on the agenda those subjects which the members calling the meeting wish the meeting to discuss and/or decide upon. The meeting shall take place within 4-13 weeks of receipt of the written request. A quorum must be present at the meeting as specified in Rule IV.C.1.

C. At General Meetings the following two motions may be proposed at any time and, if seconded, shall be voted upon immediately with no discussion:

1. That all discussion on the motion under consideration cease and that the matter be voted upon forthwith.

2. That all discussion on the motion under consideration cease and that the matter be shelved without a vote being taken.

VI. Finances and auditing

A. The EC's management of the Society's finances shall be reviewed by two auditors who need not be members of the Society. If an auditor resigns, the EC shall appoint a successor.

B. The financial records must be available for inspection by the members on request, though not necessarily at the General Meeting.

C. If a provisional (unaudited) set of accounts is presented to a General Meeting, a final, audited set of accounts will be presented to the membership within three months of the General Meeting.

VII. Special Interest Groups

A. Three or more SENSE members may approach the EC at any time with a proposal to set up a Special Interest Group (hereafter called a SIG). This SIG must submit Terms of Reference in writing to the EC, stating how the interests of SENSE and its members will be served. If these are accepted, the Group can then be constituted as a Special Interest Group.

B. Once constituted, the SIG shall publish its aims to the SENSE membership. All SIGs shall be open to all SENSE members, and all meetings held by SIGs shall be open to attendance by any SENSE member. The SIG shall keep the membership informed about its activities and keep a register of those (members and non-members) attending its meetings.

C. The members of the SIG shall appoint a Convener to organise the meetings and to communicate with the EC on behalf of the SIG. Members of the SIG may appoint a new convener at their discretion.

D. The Convener and the SIG are subject to EC policy decisions and financial guidelines for SIGs, set by the Treasurer. These accounts shall be incorporated into the Society's general accounts.

E. Contacts in the name of SENSE with people and bodies outside SENSE may be made only in consultation and with the approval of the EC.

F. The SIG may request funds from the EC (e.g. for administrative and hospitality costs and for special projects), and if found to be appropriate, they will be approved by the EC. These requests shall be considered in the light of the interests of the whole SENSE membership.

G. The SIG Conveners shall maintain regular contact with the EC.