

### General conditions membership

As member of Faculty Association SHARE you have to deal with some General Conditions:

- Each student who studies at the Erasmus School of Health Policy & Management in Rotterdam can become a member of Faculty Association SHARE.
- As member of Faculty Association SHARE you pay an annual contribution of € 15.00.
- The contribution of € 15.00 applies till the termination of the membership by the member. The membership will be for an indefinite period.
- With your membership you receive a discount on study books and you have access to the many facilities that Faculty Association SHARE has to offer. For example, activities that the study association organises for its members, but also participations in committees. As a member you can also make yourself eligible for any function within the association and you having voting right on people and matters during the General Assembly.
- If your study finishes at the Erasmus School of Health Policy & Management in Rotterdam, you can become a sponsor instead of a member. This sponsorship can be concluded for a minimum amount of € 15.00 per years.

### General conditions activities

The following conditions are connected to an activity at the Faculty Association SHARE.

#### Activities with participation contribution

- Registration obliges the participant to pay.
- Participant must be a member of Faculty Association SHARE.
- A refund of the registration amount for an activity will only be possible if a replacing participant can be arranged.
- If participants want to de-register after applying for an activity with a deposit, the participant cannot receive this deposit back, but are not obliged to pay the full costs if they deregister before the payment deadline\*.
- If specific deviating conditions are stipulated for an activity, the associated General Conditions apply.
- In case of impediment due to unforeseen circumstances after the expired de-registration period, you must contact the Board to discuss a compensation scheme. The Board decides if the unforeseen circumstances are of such a nature that the participation contribution is (partly) compensated.

\* This is under the condition that SHARE has not made costs that exceed the deposit. If the costs made by SHARE are higher than the deposit, the participant is still obliged to pay up to the real costs at the moment of de-registration.

#### Activities without participation contribution

- Registration obliges the participant to be present.
- Participant must be a member of Faculty Association SHARE.
- De-registration without consequences is possible up to three days before the relevant activity takes place.
- When the final de-registration period has expired but you have not participated in the activity, it will be registered by Faculty Association SHARE. If costs are made for the intended participation these will still be charged to the participant.

#### Activities Health Business Week

- Registration obliges the participant to pay.

- Participant must be a member of Faculty Association SHARE unless indicated otherwise.
- De-registration for an activity is possible up to fourteen days before the relevant activity takes place. The participation contribution will be refunded minus the possible already made costs.
- If specific deviating conditions are stipulated for an activity, the associated General Conditions apply.
- In case of impediment due to unforeseen circumstances after the expired de-registration period, you must contact the Board to discuss a compensation scheme. The Board decides if the unforeseen circumstances are of such a nature that the participation contribution is (partly) compensated.

# **REGULATIONS Faculty Association SHARE**

## Chapter 1 Member and membership

### **Article 1**

All members, extraordinary members and honorary members have access to and are entitled to participate in all meetings of the association. With too many registrations for a certain meeting, the order of receipt of the registrations applies unless the Board has selected another scheme for justified reasons.

### **Article 2**

Sponsors are those who have followed a study at Erasmus School of Health Policy and Management and its legal predecessors or those who have such an interest in healthcare in general. Sponsors can participate in activities organised for that purpose, under certain conditions. Sponsors do not have voting right.

### **Article 3**

The contribution of sponsors is at least the annual contribution.

### **Article 4**

Honorary members are exempt from paying contribution.

### **Article 5**

Extraordinary members are those who have followed a study at the Erasmus School of Health Policy and Management and its legal predecessors and who comply with the provisions recorded in the regulation. They are given the opportunity to remain a member in the next year under the title 'extraordinary member'.

### **Article 6**

Extraordinary members have the same rights as members.

### **Article 7**

Faculty Association SHARE is not responsible for any (im)material damages that was caused during an activity organised by Faculty Association SHARE, this can be recovered from the person who is responsible for the damage.

### **Article 8**

All members are responsible for the organization and maintenance of a liability insurance.

### **Article 9**

In case of (field)trips, members are responsible for the organization of a travel insurance and/or cancellation insurance.

### **Article 10**

Guests can only participate in activities organised for that purpose by recommendation of the members and under certain conditions. Guests are the responsibility of the relevant member who they accompany.

### **Article 11**

Minor students can obtain a special membership for the period that they study at the Erasmus School of Health Policy & Management. They will have the same rights as normal members, except the voting rights. This contribution is annually stipulated in the G.A..

### ***Article 12***

All activities are personally announced to the members in writing or via posters (on the information Boards).

### ***Article 13***

The contribution will be paid annually by direct debit. This direct debit is for an indefinite period. As long as the member is registered, the contribution will be paid annually by direct debit. It is the responsibility of the member to terminate the membership. Then the annually direct debit will be void. Therefore, faculty association SHARE cannot be held liable when the membership is collected. No objections can be made afterwards.

## **Chapter 2 The Board**

### ***Article 14***

In the Board the following positions are united: President, Secretary, Treasurer, Manager of Education, Manager Internal relations, Manager of External Relations, Vice-President, Manager Book Sales.

### ***Article 15***

The tasks of the President of the Board include:

- Managing and stimulating the Board;
- Determining the place and time, composing the agenda and directing the General Assembly, hereinafter called G.A., and the Board meetings;
- Maintaining contact with other associations.

### ***Article 16***

The Secretary of the Board is responsible for the secretariat. Main tasks include:

- He/she is obliged to keep copies of all outgoing documents;
- He/she submits incoming documents to the Board and makes sure these are kept;
- He/she prepares the minutes of the G.A. and the Board meetings;
- He/she is obliged to maintain the archive, including the member database;
- At the end of the association year he/she writes a secretarial annual report and submits this to the members during the G.A. Change of the Board.

### ***Article 17***

The Treasurer of the Board is responsible for the management of the funds of the association and for the administration of these funds.

- He/she is also responsible for the collection and spending of funds and the associated receipts;
- He/she is obliged to put funds, that are in his/her possession and that belong to the association, on the bank account of faculty association SHARE, except for the cash money;
- He/she keeps the Board informed about the financial situation of faculty association SHARE;
- He/she prepares a budget for the coming association year and prepares a settlement both halfway through the year as at the end of the year and submits this to the members during the six-monthly meeting and the G.A. Change of the Board.

### **Article 18**

The Manager of Education is occupied with the BMG education and maintains contact with other study and student associations. He/she has the following tasks:

- He/she runs for a seat in the ESHPM council;
- He/she is President of the education Board;
- He/she appoints and guides 2 or 3 representatives per study year who have a seat in the education Board and participate in evaluations. Per education meeting a maximum of 4 people can participate per study year.
- He/she makes a proportional division of the persons in the education Board per study year for the different meetings.
- He/she maintains contact with the education director.

### **Article 19**

The Manager of External Relations has the following tasks:

- The coordination, stimulation and development of the sponsor policy;
- Maintaining sponsor contracts.

### **Article 20**

The Manager of Book Sales is responsible for all matters regarding book sales:

- He/she organises the registration for the books by members;
- He/she coordinates the book sales.

### **Article 21**

The Manager of Internal Relations is responsible for:

- The organisation and presentation of parties, drinks and excursions.

### **Article 22**

The Vice President performs the tasks of the President when he/is absent. See *article 15*.

### **Article 23**

The Board has a meeting at least every two weeks (with the exception of the regular holidays) and furthermore as often as is considered desirable.

## **Chapter 3 The Committee**

### **Article 24**

The Board, in addition to the Audit Committee as mentioned in article 24 of the articles of association, is assisted by Committees. A general Board member is appointed for every committee.

### **Article 25**

The release of the Healthy has been assigned to the Healthy committee. In case of controversial subjects the Board can decide not to publish an article. During the next G.A. the article will be submitted to the members and a vote will follow whether to still publish the article.

### ***Article 26***

The Board can appoint a committee per project that it wants to organise that assists the Board with the organisation of that project. This committee is selected by the G.A. and is also discharged again by the G.A..

### ***Article 27***

Every committee has a Chairman, Secretary and Treasurer. The estimate must be submitted to the Treasurer of Faculty Association SHARE for approval.

### ***Article 28***

The Board can convene the Chairmans for consultation between the Chairmans and the Board. The Chairmans can also hold a Chairman' meeting.

### ***Article 29***

The committee members are responsible for the functioning of their committee. However, they can be assisted by the members of faculty association SHARE who report themselves to this respect.

## **Chapter 4 The mail**

### ***Article 30***

For incoming mail the following address is used: Faculty Association SHARE Erasmus University Rotterdam Room: J7-05 P.O. Box 1738, 3000 DR Rotterdam.

### ***Article 31***

The mail is collected by the Secretary and then distributed to the relevant Board members/committees.

## **Chapter 5 Other**

### ***Article 32***

The agenda of the G.A. Change of the Board as mentioned in article 16 paragraph 2 of the articles of association, must at least contain the following points:

1. Opening by the President
2. Adopting the agenda
3. Count of minor students
4. Approval minutes of the previous General Assembly
5. Board notifications
6. Secretarial annual report
7. Financial annual report
8. Report and comments Audit Committee
9. Discharge Audit Committee
10. Discharge committees
11. Discharge of the Board under simultaneous installation of the new Board
12. Installation Audit Committee
13. Installation committees
14. Further questions
15. Closure

### ***Article 33***

The resigning Board prepares a candidate Board at the G.A.. Change of the Board, after making an appeal to the normal members, and puts this into power after ratification of the G.A., while simultaneously discharging itself.

**Article 34**

As candidate at the Board election against the candidate Board recommend by the resigning Board, only a group can be brought forward that is a complete Board. This counter candidate must be announced to the Board no later than twenty-four hours before the G.A. Change of the Board.

**Article 35**

The used language of faculty association SHARE is English:

Paragraph 1: all activities, both study related and non-study related are offered in English, unless the quality is reduced due to the language.

Paragraph 2: a G.A. is held in English, unless all the present people speak Dutch.

**Article 36**

All cases whereby the articles of association or the house rules do not provide are decided by the Board.