

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 those who have been a member of Faculty Association SHARE. 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 those who have been a member of Faculty Association SHARE a year before they completed or ended their study. 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 liability insurance.

Article 9

In case of (field)trips, members are responsible for the organization of 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

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

Article 12

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 before the first of July by sending a mail to the Secretary of the board. Then the annually direct debit will be void. Therefore, faculty association SHARE cannot be held reliable when the membership is collected. No objections can be made afterwards.

Chapter 2 The board

Article 13

In the board the following positions are united: President, Secretary, Treasurer, Manager of Education, Manager of Communications, Manager of External Relations, Vice President.

Article 14

Board members should at all times take the values of the association into account.

Article 15

Board members are not allowed to vote or have to abstain their vote during a G.A. Whenever board members cannot make a decision due to personal matters, members at a G.A., can make the decision for the board.

Article 16

The tasks of the President include:

- Delegates tasks;
- Motivates the board;
- Composes the Flashmail;
- Composes the Committee Mail;
- Maintains relations with other associations;
- Maintains relations with ESHPM and EUR;
- Takes seat in the Nationwide consultative body of study associations related to healthcare sciences (LOBEG);
- Takes seat in the Overarching Council of Faculty Associations of Erasmus University (KORF);
- Takes seat in the Interfaculty Rotterdam;
- Gets together with the Advisory board;

Article 17

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

- Monitors incoming and outgoing mail, including the board mail;
- Is responsible for GDPR compliance;
- Sets up and adjusts the activities agenda throughout the year;
- Maintains contact with the contracted bar of the association;
- Is obliged to keep copies of all outgoing documents;
- Submits incoming documents to the board and makes sure these are kept;
- Prepares the minutes of the G.A. and the board meetings;
- Is obliged to maintain the archive, including the member database;
- Is responsible for the peripheral matters for a G.A. (location, formal documents of the association etc.);
- At the end of the association year he/she writes a secretarial annual report and submits this to the members during the GA Change of the board;

Article 18

The Treasurer of the board is responsible for the management of the funds of the association and for the administration of these funds. Main tasks include:

- Is responsible for the collection and spending of funds and the associated receipts,
- 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;
- Keeps the board informed about the financial situation of faculty association SHARE;
- Supports the treasurers within the Committees
- Is the point of contact of the audit Committee
- 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 GA Change of the board.

Article 19

The Manager of Education is occupied with the ESHPM education and maintains contact with the faculty concerning educational business. Main tasks include:

- Is the point of contact of F.A. SHARE for the faculty and its employees.
- Takes seat in the ESHPM council if asked to do so;
- Is President or Secretary of the education board;
- 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.
- Makes a proportional division of the persons in the education board per studyyear for the different meetings.
- Maintains contact with the education director.
- Is responsible for all matters regarding book sales.
- Is responsible for the Buddy System.

Article 20

The tasks of the Manager of Communications include:

- Makes a promoting schedule and keeps it up to date;
- Management and design of the SHARE social media;
- Head management of the SHARE website;
- Head management of the SHARE app;
- Makes sure the promotion materials of SHARE's activities are appropriate;
- Maintains the corporate identity;
- Organises the Committee days;
- Keeps track of the Committee Clash;

Article 21

The tasks of the Manager of External Relations include:

- Coordinates, stimulates and develops sponsorship policy;
- Responsible for the sponsorship prices;
- Maintains the sponsorship contracts;
- Retains the existing and new contacts and external relations;
- Maintains contact with the aBMG;
- Maintaining contacts with charity organisations;

Article 22

The Vice President performs the tasks of the President when he/she 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 is assisted by Committees. A general board member is appointed for every Committee.

Article 25

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 GA and is also discharged again by the GA.

Article 26

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

Article 27

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 28

For incoming mail the following address is used: Faculty Association SHARE
Erasmus University Rotterdam Room: J7-35 P.O. Box 1738, Burgemeester
Oudlaan 50, 3062 PA Rotterdam.

Article 29

The mail is collected by the Secretary and then distributed to the relevant board members/Committees.

Chapter 5 Other

Article 30

The agenda of the GA Change of the board as mentioned in article 17 paragraph 1 of the articles of association, must at least contain the following points:

1. Opening by the President
2. Adopting the agenda
3. Approval minutes of the previous General Assembly
4. Board notifications
5. Secretarial annual report
6. Financial annual report
7. Questions to the board of SHARE
8. Report and comments board of Advisory
9. Report and comments Audit Committee
10. Discharge Audit Committee
11. Discharge Committees
12. Discharge of the board
13. Installation of the new board
14. Installation Audit Committee
15. Installation board of Advisory
16. Installation Committees
17. Further questions
18. Closure

Article 31

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

Article 32

As candidates at the board election against the candidate board recommended 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 GA Change of the board.

Article 33

The used language of Faculty Association SHARE is English

1. All activities, both study related and non-study related, are offered in English, unless the quality is reduced due to the language and/or all the present people speak Dutch.
2. A GA is held in English, unless all the present people speak Dutch.

Article 34

All cases whereby the articles of association or the regulations do not provide, are decided by the board (possibly in consultation with the board of Advisory).

General conditions membership

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

- Each student with interest in the health sector can become a member of Faculty Association SHARE.
- As member of Faculty Association SHARE you pay an annual contribution.
- The contribution applies till the termination of the membership (July first). 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 participation in Committees. As a member you can also make yourself eligible for any function within the association and you have voting rights on people and matters during the G.A..

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
- A participant/member is obliged to fulfill payment when agreed to buying merchandise.
- De-registration for an activity is possible up to three days before the relevant activity takes place by contacting the secretary of the board. 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.

Activities without participation contribution

- Registration obliges the participant to be present.
- De-registration without consequences is possible up to three days before the relevant activity takes place.
- When the final deregistration period has expired but you have not participated in the activity, it will be registered by Faculty Association SHARE.

Activities Health Business Week

- Registration obliges the participant to pay
- De-registration without consequences is possible up to three 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 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.