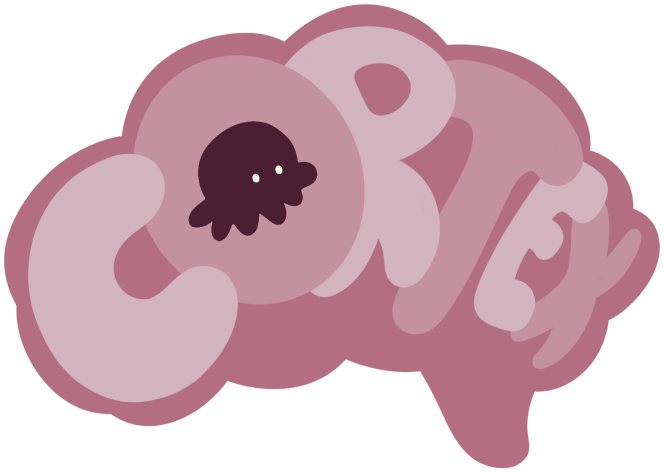
INTERNAL REGULATIONS

Study Association Cortex



Maastricht University

Year 2025-2026

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Article 1 - Objective of the Association

1.1 Cortex aims to bring together students of the Bachelor Brain Science at Maastricht University for academic and social purposes.

1.2 The association achieves this objective through:
- **1.2.1** A Buddy Programme;
- **1.2.2** Academic events;
- **1.2.3** Social events;
- **1.2.4** Tutoring provided by upper-year students.

Article 2 - Categories of Membership

2.1 Cortex recognises the following forms of membership:
- **2.1.1** Regular Members;
- **2.1.2** Alumni Members;
- **2.1.3** Honorary Members;
- **2.1.4** Donors.

Article 3 - Regular Members

In accordance with Statutes Articles 3-4:

3.1 To be eligible for regular membership, an individual must be enrolled in the Bachelor Brain Science at Maastricht University.

3.2 Membership begins after:
- **3.2.1** Completion of the official registration form, and
- **3.2.2** Payment of the membership fee.

3.3 Members wishing to terminate their membership must notify the board at least one month before the start of the new financial year (i.e., before 30 June).

3.4 Regular members have the following rights and advantages:
- **3.4.1** Access to and discounts for Cortex (co-)organised events;
- **3.4.2** Access to tutoring sessions;
- **3.4.3** Discounts at official partner organisations;
- **3.4.4** Potential internship opportunities at partner organisations;
- **3.4.5** Access to merchandise;
- **3.4.6** Eligibility to participate in the Buddy Programme.

Article 4 - Alumni Members

4.1 A person is eligible for alumni membership after completing the Bachelor Brain Science.

4.2 Alumni members may:
- **4.2.1** Attend the annual reunion;
- **4.2.2** Access Cortex merchandise.

4.3 Alumni members do not pay a membership fee.

Article 5 - Honorary Members

5.1 Honorary members are former or current members who have significantly contributed to the association.

5.2 They are nominated by the board and elected by the General Members Assembly (GMA).

5.3 Honorary membership is lifelong.

5.4 Honorary members are exempt from paying membership fees (Statutes Article 3).

Article 6 - Donors

6.1 Donors renounce their rights as regular members but contribute financially by paying at least the annual fee.

6.2 Donors do not need to be (former) students of the Bachelor Brain Science.

6.3 Donors receive the following benefits:
- **6.3.1** Access to selected events (including the gala and reunion);
- **6.3.2** Access to merchandise;
- **6.3.3** A bimonthly newsletter.

Article 7 - Membership Fee

7.1 Regular members pay an annual membership fee of €20 (fixed for academic year 2025–2026), regardless of the joining date.

7.2 Fees are collected via direct debit. Members receive an invoice one week prior to payment.

7.3 Failure to pay results in suspension or cancellation of membership until payment is fulfilled.

7.4 Donors must contribute at least €20.

7.5 Alumni and honorary members do not pay a fee (Statutes Article 5).

Article 8 - Regulations for Events Organised by Cortex

8.1 Cortex may organise events open to members and non-members. Participation fees may apply.

8.2 The Board may exclude any participant (member or non-member) from an activity.

8.3 Participation occurs at one's own risk. Cortex is not liable for loss, theft, or personal damages.

8.4 Participants must follow instructions from the Board and appointed supervisors.

8.5 Participants are responsible for their conduct concerning alcohol, drugs, cigarettes, or prohibited items.

8.6 Cortex accepts no liability related to the use or misuse of substances.

8.7 The possession or use of drugs or prohibited items at any event is strictly forbidden. The Board may:

- **8.7.1** Remove the participant immediately;
- **8.7.2** Report the individual to the police if necessary;
- **8.7.3** Recover associated costs from the participant.

8.8 Participants remain responsible for their actions even when under the influence of alcohol or drugs.

8.9 Each event must have two committee members and one board member on "sober duty" (BAC $\leq$ 0.5% no drugs).

8.10 Cortex is not liable for participant behaviour leading to damage.

8.11 Damage caused by a participant may be recovered from them.

8.12 Participants causing nuisance may be banned and charged for associated costs.

8.13 Cancellation by participants does not result in reimbursement unless force majeure is approved by the Board.

8.14 Participants must provide correct information upon request.

8.15 Participants are responsible for carrying valid identification when required.

8.16 Participants must acquire their own necessary insurance.

Article 9 - Consequences of Violations at Events

In accordance with Statutes Articles 4:

9.1 The Board may dismiss a member who violates the regulations.

9.2 Dismissal is communicated in writing with justification.

9.3 The dismissed member may appeal to the GMA within one month.

Article 10 - Cortex's structure

10.1 The Board consists of six positions:

- President;
- Vice President & Secretary;
- Treasurer;

- Head of Events;
- Head of External Affairs;
- Head of Marketing & Communication.

10.2 Cortex operates through committees, which are in close communication with the board. For each committee a board contact person is assigned.

10.3 The board carries responsibility for the functioning of the committee.

Article 11 - Board Responsibilities

11.1 President
- **11.1.1** Supervises functioning of the Board;
- **11.1.2** Acts as primary contact for press and non-sponsor external parties.

11.2 Vice-President/Secretary
- **11.2.1** Assists the President;
- **11.2.2** Manages membership administration;
- **11.2.3** Manages incoming communication and emails.

11.3 Treasurer
- **11.3.1** Prepares the annual budget and financial realisation;
- **11.3.2** Manages expenses and income;
- **11.3.3** Handles reimbursements;
- **11.3.4** Sets up automatic debits via Mollie.

11.4 Treasurer
- **11.4.1** Chairs the Events Committee;
- **11.4.2** Oversees all social and non-academic events;
- **11.4.3** Liaises with external event parties.

11.5 Head of External Affairs
- **11.5.1** Maintains partnerships and sponsorships;
- **11.5.2** Acts as primary contact for sponsors.

11.6 Head of Marketing & Communication
- **11.6.1** Designs and publishes promotional material;
- **11.6.2** Communicates updates with members;
- **11.6.3** Chairs the Promotion Committee;
- **11.6.4** Designs merchandise.

Article 12 - Transparency of the Board

12.1 Members may attend board meetings upon written request submitted two weeks in advance.

12.2 Members may request meeting minutes. Confidential information may be redacted for privacy reasons.

Article 13 - General Members Assembly (GMA)

In accordance with Statutes Articles 13–17:

13.1 A GMA is held at least twice per academic year.

13.2 The GMA agenda points include the following:
- Opening & agenda;
- Meeting notes of previous GMA (with exception of the very first GMA);
- Incoming mail;
- Board announcements;
- Evaluation policy plan;
- Reviewal of financial committee;
- Any other business;
- Question round;
- Closure.

13.2.1 Additional agenda points for the mid-year GMA:
- Mid year evaluation of the budget.

13.2.2 Additional agenda points for the opening GMA:
- Realisation previous year;
- Candidate board presentation;
- Policy plan upcoming year;
- Budget upcoming year;
- Changing of boards.

13.3 The GMA voting will be through handraising if the subject is a matter that is not regarding persons and no one objects. If someone requests anonymous voting or the matter is regarding persons, the voting will happen through paper cards.

13.4 Members must receive an invitation 14 days in advance.

13.5 Minutes must be distributed within 14 days after the GMA.

Article 14 - Privacy

14.1 The data held in the Cortex membership database is subject to the Dutch Personal Data Protection Act (*Wet Bescherming Persoonsgegevens*).

14.2 Detailed explanation on how data is handled within Cortex can be found in Cortex's Privacy Policy.

Article 15 - Automatic Debit

15.1 Membership fees are collected via SEPA automatic debit through Mollie.

15.2 Registration constitutes granting a SEPA mandate.

15.3 The first payment activates the mandate.

15.4 Members must ensure sufficient funds; may request chargebacks according to SEPA rules.

15.5 Revocation of the mandate must be submitted in writing but does not remove payment obligations.

Article 16 - Financial Disclaimer

16.1 Payments made to Cortex are non-refundable unless explicitly approved by the Board.

Article 17 - Cortex/Placebo Room

17.1 The Cortex/Placebo Room consists of a lounge and a board office.

17.2 Official office hours: Wednesday and Friday, 10:00–14:00.

17.3 The Board opens and closes the space and may delegate responsibility.

17.4 Cortex is not liable for personal damage or misconduct taking place inside the room.

17.5 Individuals causing nuisance may be removed immediately.

17.6 Damage caused will be recovered from the responsible individual.

17.7 Users must respect the shared nature of the space.

Article 18 - Disciplinary Measures (Members)

In accordance with Statutes Articles 3–4:

18.1 Suspension:
- **18.1.1** Up to 3 months for violating statutes or harming the association;
- **18.1.2** Rights suspended; obligations remain;
- **18.1.3** Appeal possible within one month.

18.2 Termination:
- **18.2.1** Applied when obligations (e.g., payment) remain unfulfilled;
- **18.2.2** Contribution for the current year is still owed.

18.3 Expulsion:
- **18.3.1** Immediate, in cases of severe violation or harm;
- **18.3.2** Appeal possible within one month.

18.4 Financial responsibility:
- **18.4.1** Membership fee remains due for the current year.

Article 19 - Disciplinary Measures (Board Members)

In accordance with Statutes Articles 7, 9, 10:

19.1 Dismissal
19.1.1 By GMA decision with a two-thirds majority.

19.2 Suspension
19.2.1 Possible for up to 3 months (extendable once).

19.3 Conflict of interest
19.3.1 Board members may not vote on matters where they have personal interest.

19.4 Proper administration
19.4.1 The Board must maintain proper, verifiable administration.

19.5 Liability
19.5.1 Failure to ensure proper registration at the KvK may result in personal liability.

Article 20 - Board selection process

20.1 For the selection of the next board, a selection committee is recreated yearly. This selection committee must consist of 1 person from the current board, 1 person from an advisory council and 1 additional, non-partial member.

20.2 The selection committee will draft a proposal board including the function of each potential board member. This is the candidate board that will be presented at the opening GMA.

20.3 If the GMA is not accepting the proposed candidate board according to Article 6 of the statutes, it is up to the GMA to find an alternative candidate board.

Article 21 - Amendments to the Internal Regulations

21.1 Internal regulations may be established or amended by the GMA in accordance with Statutes Article 22.

21.2 They must not conflict with the law or with the statutes.

Article 22 - General Disclaimer

22.1 Any matter not covered by the internal regulations will be decided by the Board and communicated during the next GMA.