



Leonardo da Vinci

Internal Rules and Regulations

of the

Society of Aerospace Engineering Students

‘Leonardo da Vinci’

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RELATIONS WITH OTHER ORGANIZATIONS

Article 1.

The Vliegtuigbouwkundige Studievereniging 'Leonardo da Vinci' or Society of Aerospace Engineering Students 'Leonardo da Vinci', hereinafter referred to as VSV 'Leonardo da Vinci', is affiliated with the 'StudieVerenigingenRaad' (SVR). The president of the VSV 'Leonardo da Vinci' is the contact person between the SVR and the VSV 'Leonardo da Vinci'. In this role, he/she represent the board in matters related to the SVR. His/her decisions must not conflict with the statutes or any other regulations.

Article 2.

The association is affiliated with the aviation sciences department of the 'Koninklijke Nederlandse Vereniging voor Luchtvaart' (KNVvL). The president of the VSV 'Leonardo da Vinci' is the contact person between the KNVvL and the VSV 'Leonardo da Vinci'. In this role, he/she represent the board in matters related to the KNVvL. His/her decisions must not conflict with the statutes or any other regulations.

Article 3.

The association is affiliated with the 'Nederlands Lucht- & Ruimtevaart Fonds' (NLF) The president of the VSV 'Leonardo da Vinci' is the contact person between the NLF and the VSV 'Leonardo da Vinci'. In this role, he/she represent the board in matters related to the NLF. His/her decisions must not conflict with the statutes or any other regulations.

Article 4.

The relation between the VSV 'Leonardo da Vinci' and the Stichting Lustrum of the VSV 'Leonardo da Vinci' (Lustrum Foundation) is described in the statutes of this foundation. All matters related to a lustrum of the VSV 'Leonardo da Vinci' are governed by this foundation.

Article 5.

The relation between the VSV 'Leonardo da Vinci' and the Stichting Vliegshow of the VSV 'Leonardo da Vinci' (Airshow Foundation) is described in the statutes of this foundation. All matters related to an airshow of the VSV 'Leonardo da Vinci' are governed by this foundation.

Article 6.

The relation between the VSV 'Leonardo da Vinci' and the Stichting VSV-Café of the VSV 'Leonardo da Vinci' (VSV-Café Foundation) is described in the statutes of this foundation. All matters related to the faculty bar of the VSV 'Leonardo da Vinci', 'de Atmosfeer', are governed by this foundation.

Article 7.

The relation between the VSV 'Leonardo da Vinci' and the Delft Aerospace Alumni is described in the statutes of this association. All matters related to alumni of the Aerospace Engineering degree at the TU Delft are governed by this association.

BOARD

Article 8.

The president is responsible for:

- a) leading the board meetings and the General Members Assemblies. The board meets as often as the president or at least two board members deem necessary.
- b) ensuring that the board members properly perform their assigned duties.
- c) maintaining the association's contact with other bodies and individuals, unless otherwise specified.
- d) presenting a report on the policies conducted, and putting forward proposals regarding the expected measures and events for the upcoming association year during the last General Members Assembly he/she chairs.

The president has the final authority over decisions.

Article 9.

The secretary is responsible for:

- a) handling correspondence, keeping relevant incoming documents, and maintaining accurate copies of relevant outgoing documents.
- b) keeping the minutes of board meetings and General Members Assemblies.
- c) announcing and publicizing board meetings and General Members Assemblies.
- d) presenting a report on the events of the past association year, as well as a preliminary report on the events of the current association year during the last General Members Assembly for which he/she was appointed as secretary.
- e) taking on the role of president in their absence if there is no vice president and no other board member has been designated for this task.

Article 10.

The treasurer is responsible for:

- a) the management of the association's funds for the period for which he/she is appointed.

- b) accurate bookkeeping of the funds entrusted to him/her.
- c) maintaining an active policy regarding receivables and payables (debits and credits).
- d) presenting an annual report at the General Members Assembly as specified in Article 5.4 of the statutes, concerning the funds for the past fiscal year.

This report must include at least:

- I. the balance sheet, prepared by the most recently retired treasurer.
- II. the budget, approved at the policy meeting following the General Members Assembly as mentioned in Article 5.4 of the statutes.
- III. a profit and loss account for that fiscal year.
- IV. a balance sheet for his/her fiscal year, covering the period described in the statutes.

The board may appoint an accountant to assist the treasurer.

Article 11.

The commissioner of bachelor affairs is responsible for:

- a) being the point of contact for students regarding educational matters related to the bachelor's program.
- b) being in the bachelor-related educational committees of the VSV 'Leonardo da Vinci'.
- c) representing the board of the VSV 'Leonardo da Vinci' in the Stichting VSV Café of the VSV 'Leonardo da Vinci'.
- d) handling communication with the Faculty of Aerospace Engineering concerning internal matters of the VSV 'Leonardo da Vinci'.
- e) facilitating contact between bachelor students and faculty staff to improve the quality of the bachelor's education.

Article 12.

The commissioner of master affairs is responsible for:

- a) being the point of contact for students regarding educational matters related to the master's program.
- b) being in the master-related educational committees of the VSV 'Leonardo da Vinci'.
- c) representing bachelor students as a bachelor assessor in the Educational Management Team of the Faculty of Aerospace Engineering.
- d) representing master students as a master assessor in the Educational Management Team of the Faculty of Aerospace Engineering in the academic year following his/her term on the board.
- e) representing the board of the VSV 'Leonardo da Vinci' in the Stichting Codex.

f) facilitating contact between master students and faculty staff to improve the quality of the master's education.

Article 13.

The commissioner of career affairs is responsible for:

- a) representing the board of the VSV 'Leonardo da Vinci' in the Delft Aerospace Alumni.
- b) representing the board of the VSV 'Leonardo da Vinci' in the Stichting De Delftse Bedrijvendagen.
- c) being responsible for events that connect students with companies.

Article 14.

The commissioner of external affairs is responsible for:

- a) ensuring compliance with the sponsorship policy and coordinating the financial collaboration between companies and other parties with the VSV 'Leonardo da Vinci'.
- b) representing the board of the VSV 'Leonardo da Vinci' in the Coöperatie Delft Career Platform U.A.

Article 15.

The board has the right to propose candidates for any vacancy on the board and must announce these nominations no later than two weeks before the General Members Assembly at which the new board members are to be appointed. Up until one week before this General Members Assembly, groups of at least 10 eligible members can submit candidates for the respective vacancies to the board, which will then announce these candidates. If only one person has been nominated for a particular vacancy, the board will declare that person elected by acclamation. If more than one person has been nominated for a particular vacancy, a vote will be held in accordance with Article 5.3 of the Statutes.

Article 16.

If a candidate indicates that they do not wish to be considered, they will be regarded as having withdrawn their candidacy.

Article 17.

A board member must, at the time of taking office, be able to demonstrate that they have successfully completed 60 ECTS credits in the first year of the Bachelor's program in Aerospace Engineering at TU Delft.

Article 18.

The new board must, within twelve (12) weeks of its appointment, present an overview of its intended policy at a General Members Assembly, outlining the key events and measures expected for the upcoming year. The treasurer will present the budget for the coming fiscal year to the General Members Assembly for approval at this meeting.

Article 19.

- a) Before the end of a former board member's studies, their debt to the association must be repaid. The treasurer is responsible for reminding former board members of their debt at least twice a year. This will be done during the semi-annual and annual financial settlements.
- b) If a board member has a debt to the association upon resignation, the former board member is required to set up a monthly transfer to ensure that the full debt is repaid within their study period.
- c) The amount of the debt may not exceed 4,000 (four thousand) euros. In exceptional cases, the treasurer of the board will make the decision.
- d) The debt must be reduced to a maximum amount of 2,000 (two thousand) euros within one year of resignation from the board. In exceptional cases, the treasurer of the board will make the decision.
- e) Even after repaying the debt to the association, a monthly transfer of at least 5 euros must be maintained until the former board member has graduated from the faculty.
- f) In case of violation of this article, the treasurer is authorized to impose an annual fine of 5% of the total debt.

Article 20.

The association covers a portion of the transportation costs incurred to enable the board to perform its duties.

MEMBERS OF HONOUR

Article 21.

A member of honour has the following rights:

- a) Receiving various publications from the association.
- b) Attending an (Extraordinary) General Members Assembly.
- c) Receiving notification of newly appointed members of honour and attending the official appointment ceremony.

DONORS

Article 22.

- a) A donor has the right to attend lectures, excursions, and any other events organized by the association.
- b) A donor is required to pay an annual minimum contribution, which will be set by the General Members Assembly upon the board's recommendation.

FORMER MEMBERS (ALUMNI)

Article 23.

A former member has the right to register with the Delft Aerospace Alumni association once they have obtained a degree from the Faculty of Aerospace Engineering at TU Delft.

MEMBERS OF MERIT

Article 24.

Members of the association who have made exceptional contributions to the association may be appointed as a member of merit by the board. A member of merit is appointed for the remaining duration of their studies, is exempt from paying contributions during that period and is entitled to a refund of any membership fees already paid. A member of merit is entitled to receive various publications from the association. Additionally, a member of merit will be regularly invited to events that are typically attended only by the board. The board determines which events these are. This will include at least the Extraordinary General Members Assembly (EGMA).

SENATE

Article 25.

- a) The Senate is an advisory council responsible for providing advice to the board of the association, both upon request and unsolicited, as described in Article 3.1 of the statutes.
- b) The Senate consists of former board members who are also members of the association and are enrolled in a bachelor's or master's program at the Faculty of Aerospace Engineering at TU Delft.

Article 26.

- a) A former board member can be appointed to the Senate by the General Members Assembly through a vote requiring an absolute majority of the validly cast votes.

- b) The General Members Assembly can remove a member of the Senate from their position through a vote requiring a two-thirds majority of the validly cast votes.

Article 27.

Former board members who are enrolled in a bachelor's or master's program other than Aerospace Engineering at TU Delft can be appointed to the Senate in an advisory role. These Senate members do not have voting rights at General Members Assemblies.

COMMITTEES

Article 28.

- a) For the installation and discharge of committee members, the board organizes a General Members Assembly.
- b) The board has the right to nominate candidates for every vacancy in the committees and must announce these nominations at least 7 days before the General Members Assembly, excluding the day of the call and the day of the meeting. Up to 3 days before this General Members Assembly, groups of at least 10 eligible voting members can submit candidates for the relevant vacancies to the board. If only one person is nominated for a particular vacancy, the board declares them elected by acclamation.
- c) The committees can only advise the board, unless otherwise specified in the statutes or other articles of the internal regulations. However, the board can instruct committees to carry out specific tasks according to a pre-determined plan.
- d) In addition to members of VSV 'Leonardo da Vinci', non-members also have the right to be active in a committee, based on a nomination by the board during a General Members Assembly.

Article 29.

- a) During the General Members Assembly referred to in Article 5.4 of the statutes, a verification committee will be elected, consisting of at least 2 members, none of whom are board members, and at least one of whom must be a former treasurer of the association. These committee members must have demonstrable experience in accounting. The members of this committee have the right to inspect all entries and documents of the association related to financial matters, and the board is required to provide them with any requested information. The committee's task is to verify and approve the profit and loss statement and the balance sheet, provided both are accurate, and to advise the General Members Assembly on these matters.
- b) The committee presents a report to the General Members Assembly on the management of the association's resources during the past fiscal year. This report from the verification committee and the balance sheet must be made available for inspection at least seven (7) days before the General Members Assembly, excluding the day of the Assembly.

DEPARTMENTS

Article 30.

- a) At each General Members Assembly, the departments of the VSV 'Leonardo da Vinci' address all activities that have taken place since the previous General Members Assembly.
- b) The board has the right to nominate candidates for every vacancy in the departments and must announce these nominations at least 7 days before the General Members Assembly, excluding the day of the call and the day of the meeting. Up to 3 days before this General Members Assembly, groups of at least 10 eligible voting members can submit candidates for the relevant vacancies to the board. If only one person is nominated for a particular vacancy, the board declares them elected by acclamation.
- c) In addition to members of VSV 'Leonardo da Vinci', non-members also have the right to be active in a department, based on a nomination by the board during a General Members Assembly.

GENERAL MEMBERS ASSEMBLIES

Article 31.

The president of the board or their deputy chairs all General Members Assemblies and determines the agenda. The secretary or their deputy records the minutes of all meetings, as specified in Article 5.2.3 of the statutes. The minutes are stored digitally after approval by the General Members Assembly.

Article 32.

A General Members Assembly is only accessible to members. The board is entitled to introduce individuals to the meeting. The board is required to present these guests to the assembly; guests may speak during the General Members Assembly but do not have voting rights. The General Members Assembly may refuse guests by means of a vote.

Article 33.

A General Members Assembly of the VSV 'Leonardo da Vinci' can only be opened and held if the number of eligible voting members, excluding present board members, exceeds the number of present board members.

Article 34.

The secretary ensures that a complete copy of the statutes and regulations of VSV 'Leonardo da Vinci' is present at each meeting.

Article 35.

- a) Article 5.3 of the statutes provides for the voting procedure of the General Members Assembly.

- b) All votes are conducted by raising hands, unless the chairperson deems a written vote necessary or one of the eligible voters requests it before the voting begins.
- c) A written vote is conducted using unsigned, sealed ballots.

Article 36.

At each General Members Assembly, a attendance list must be signed by the attendees.

Article 37.

- a) All members are entitled to present an item to the General Members Assembly table.
- b) If one wishes to present an item to the General Members Assembly table, they must submit the proposal to the board at least ten days before the General Members Assembly.
- c) After the proposal has been submitted to the board, a vote on the idea must be held during the next General Members Assembly by the present members. The proposal to be voted on must include: a general description of the item to be placed, the location on the General Members Assembly table where the item will be placed and, if applicable, which existing item will be replaced by the new item.
- d) If the proposal is accepted during the General Members Assembly, no further vote is required when the item is placed on the table. However, if the item significantly deviates from the original proposal, at the board's discretion, a new vote must be held.

Measures

Article 38.

Members who violate the Internal Regulations may receive an appropriate consequence within the association aside from possible legal consequences.

This also applies to everyone present at any activity organized by the VSV 'Leonardo da Vinci', even if they are not members currently. No exceptions are made for activities held in collaboration with other organizations or external partners.

For the purpose of these regulations, "association bodies" refers to committees, departments, managements, project groups, boards and any other officially recognized organizational body within VSV 'Leonardo da Vinci'.

Article 39.

To ensure a safe and socially secure environment, VSV 'Leonardo da Vinci' acts in accordance with applicable Dutch legislation regarding alcohol consumption and distribution during all association activities.

The provision of alcoholic beverages to persons under the age of 18, as well as the possession or consumption of alcohol by persons under the age of 18, is prohibited under the Dutch Alcohol Act (Alcoholwet).

Members are expected to comply with these legal requirements at all times. The board may take appropriate action where necessary to ensure compliance and safeguard safety and wellbeing during association activities.

Article 40.

To ensure a safe and socially secure environment, VSV 'Leonardo da Vinci' applies a zero-tolerance policy regarding drugs during all association activities.

The use, possession, distribution, or facilitation of drugs is strictly prohibited. This policy applies to all substances listed under List I and List II of the Dutch Opium Act (Opiumwet).

Members may not participate in association activities while under the influence of drugs. The board may take appropriate action and, where necessary, report incidents to the appropriate authorities.

Article 41.

This category serves as a general classification for various types of violations, primarily relating to socially unacceptable conduct within the association. It may also include incidents that cannot reasonably be classified under another category.

Level 1 — Minor misconduct: Careless, inappropriate, or ill-considered actions with limited impact.

Level 2 — Serious misconduct: Conduct resulting in harm or disadvantage to the association or an individual.

Level 3 — Deliberate misconduct: Knowingly unacceptable behavior that undermines the functioning or values of the association.

Article 42.

Any form of verbal or physical aggression that negatively affects the safety and/or the perceived sense of safety of an individual and/or the association as a whole.

Level 1 — Aggressive behavior without injury: Verbally and/or physically aggressive conduct without injury or risk of injury.

Level 2 — Aggressive behavior causing unintended injury: Verbally and/or physically aggressive conduct resulting in injury without demonstrable intent.

Level 3 — Intentional aggression: Verbally and/or physically aggressive conduct resulting in intentional injury.

Article 43.

Any act causing damage to property that affects the direct safety and/or the perceived sense of safety within the association, whether intentional or unintentional.

Level 1 — Minor damage: Unintentional damage or intentional damage with minimal consequences and negligible risk.

Level 2 — Moderate damage: Intentional damage with moderate consequences and a realistic safety risk (e.g. use of fireworks).

Level 3 — Severe damage: Intentional damage with major consequences and significant safety risk (e.g. destruction of property or arson).

Article 44.

All forms of inappropriate conduct, including sexually inappropriate behavior and sexual violence.

Level 1 — Unwanted conduct: Behavior such as repeated verbal harassment, unintentionally crossing physical boundaries, or sexist remarks.

Level 2 — Boundary-violating conduct: Context-dependent abuse of power or situation, physical or psychological misconduct, or consciously crossing personal boundaries.

Level 3 — Severe (sexual) misconduct: All forms of sexual violence, intimidation, coercion, or abuse.

Article 45.

The Board is responsible for assessing violations and determining suitable measures. When deemed necessary by the Board, an independent committee can provide advice regarding said measures. The Board is advised to always consult an independent committee when the violation is categorized as Level 3.

The principle of hearing both sides shall be applied. Before imposing measures, the Board will provide the involved parties the opportunity to present their perspective.

Consequences may be aggravated in cases such as repetition of an offence.

The severity, nature, and circumstances of the incident will determine the measure imposed. Measures may be applied individually or in combination.

Possible measures include:

- I. Written (and verbal) warning or reprimand
- II. Removal from activities
- III. Removal from an association body
- IV. Fine
- V. Suspension
- VI. Expulsion from the association

Article 46.

A written warning or reprimand serves as a formal notice that behavior violates the Internal Regulations. The member is expected to adjust their behavior accordingly.

Repeated violations following a warning may result in more severe measures.

Article 47.

Removal from activities results in the temporary exclusion of a member from one or more specific activities organized by VSV 'Leonardo da Vinci'.

The Board or a member of the responsible association body may immediately remove a participant from an activity if safety, well-being, or order requires this.

Article 48.

Removal from an association body results in the immediate termination of the member's active function within that body.

The Board may determine whether the member remains eligible for other roles or activities within the association.

Article 49.

A fine may be imposed when damage, costs, or serious negligence have occurred. The amount and conditions of payment shall be determined by the Board and communicated in writing.

Article 50.

Suspension results in the temporary loss of membership privileges for a defined period.

During a suspension, the member is not permitted to participate in activities organized by VSV 'Leonardo da Vinci' or to act in any official capacity within the association.

Upcoming association activities during a suspension period will not influence the length of the suspension. In general, official academic breaks are not included in the duration of a suspension, unless association activities take place during that period.

Article 51.

Expulsion results in the termination of membership of VSV 'Leonardo da Vinci'.

The expelled individual loses all rights associated with membership, including the right to participate in member activities.

If deemed necessary by the Board, expulsion may additionally result in denial of access to all activities organized by VSV 'Leonardo da Vinci', as well as association spaces, including 'de Atmosfeer'.

Article 52.

If a member fails to meet their financial obligations, they may be suspended by the board. In the event of continued neglect of obligations, the General Members' Assembly of VSV 'Leonardo da Vinci' may revoke the member's membership. However, this does not relieve them of their obligations.

Article 53.

If a regular member does not settle their debts to the association within four months after they arise or has not arranged a repayment plan with the board, they may be suspended by the board. The member concerned must be notified of this suspension in writing by the board. If the member does not settle their debts or arrange a repayment plan with the board within two weeks of the date of this letter, the suspension will take effect. Starting from the time of suspension, 1.5% interest per month will be added to the outstanding amount. The suspension ends when the outstanding amount, plus the interest, has been fully paid.

Article 54.

All imposed measures are recorded for a period of 18 months.

After this period, identifying names will be removed, while the nature of the offence and the imposed measure remain documented for internal reference.

The records are kept solely in paper form and are only accessible to the current Board of the VSV 'Leonardo da Vinci'.

Article 55.

Violations of a Measure will result in an extension of the measure taken, with doubling as the guiding principle.

Article 56.

If a member on whom a measure has been imposed, or another member actively involved in the conflict, does not agree with the measure, they may request an independent committee to reassess the matter within two weeks of notification (the measure being issued) by submitting a request to the Board via email, provided that no independent committee has previously been consulted.

If the member concerned disagrees with the imposed measure after the advice of the independent committee has been taken into account, they may raise an objection during an upcoming General Members' Assembly by submitting a request to the Board via email within two weeks of being notified of the committee's conclusion.

During this objection procedure, the independent committee will present the procedure that was followed and the conclusion regarding the imposed measures, without disclosing any private details of the parties involved.

The member concerned is not permitted to vote on the matter. The imposed measure shall remain in effect unless decided otherwise by an absolute majority vote of the General Members' Assembly.

Article 57.

The VSV 'Leonardo da Vinci' is not liable for property damages that occur during events organized by the board, association bodies or members.

Every member is required to pay for the property damages that they inflict, including fines imposed by an external party.

When participating in activities organized by the VSV 'Leonardo da Vinci', participants are required to follow the rules and instructions issued by the responsible association body and Board members at all times.

FINAL PROVISIONS

Article 58.

Amendments to the internal regulations, which are not in conflict with the law, the statutes, or other regulations of the VSV 'Leonardo da Vinci', shall take effect after a decision is made at a General Members Assembly with at least three-fourths of the votes cast.

Article 59.

Members are presumed to be familiar with and to comply with the statutes and regulations of the association.

Article 60.

In cases where neither the statutes, nor the internal regulations, nor the individual regulations provide guidance, the board shall make the decision.

Last amended and approved at the General Members Assembly on March 23, 2021.

This document is merely a translation of the Internal Regulations of VSV 'Leonardo da Vinci'. No rights can be derived from this translation.