Internal Regulations

Study Association for Linguistics in Leiden T.W.I.S.T.
9 June 2026

In accordance with *Article 16 of the Statutes*

Article 1. Membership

1. Everyone who has an interest in Linguistics and all that Study Association T.W.I.S.T. has to offer can become a member of the association. Members are welcome at every activity that is organised by the association. Only natural persons may become a member.

2. One can become a member by filling out the registration form on the association's website or by sending a filled-out registration form to the secretary.

3. A member takes on a yearly payment obligation by sending in a filled-out registration form, specifying whether they wish to be billed:

    a. Annually, with a fee of €25,00.

    b. Semi-annually, with a fee of €12,50.

4. By signing up for a paid activity, a member undertakes to pay the due amount, regardless of their actual attendance of said activity. Only in case of a timely cancellation will the payment obligation lapse and will the member be granted the right to a refund, should they already have paid for said activity. A cancellation is timely when no expenses have been made yet or is otherwise at the discretion of the organisers of the activity.

5. Once a year, at the latest by the end of block 1 of semester 2, the secretary of the association checks if all the personal data of the members of the association is still correct and up-to-date by sending out the member check form. Completing this check is mandatory. If the member fails to complete it before the end of the same academic year, the secretary retains the right to deregister the member.

6. Every member has the right to an account on the website of the association.

7. Every member has the right to receive a discount when it is offered by the association.

8. Every member has the right to vote at a General Assembly.

9. Every member has the right to sign up for committees of the association, excluding the auditing committee.

10. Every member is entitled to receive the association magazine, the TWISTER. Every member will receive the magazine digitally, as long as they are subscribed to the association's mailing list, as well as having the option to receive a physical copy via post. The choice may be altered at any time by informing the secretary of the association.

11. Members who have done extraordinary work for the association may be nominated to attain the life-long title of honorary member by any member to the board and the Advisory Board. The nomination will then be reviewed by the board and the Advisory Board, and will be voted on during the next General Assembly. Honorary members have the same rights as regular members, but are exempt from paying membership dues. An honorary member indefinitely has the right to give solicited and unsolicited advice to the association, i.e. the board and committees.

12. Any individual membership of the association can be terminated at any time by deregistration. With this, the rights and obligations will lapse, except for the contribution fee of the current academic year. The deregistration proceeds as specified in Article 6.2 of the Statutes. Termination on behalf of the association is made by the board, as specified in Article 6.3 of the Statutes.

Article 2. Friends of T.W.I.S.T.

1. Everyone who has an interest in Linguistics and all that Study Association T.W.I.S.T. has to offer can become a friend of the association. Friends are expected to attend only a few activities per year. Both natural and legal persons may become a friend.

2. One can become a friend by filling out the registration form on the association's website or by sending a filled-out registration form to the secretary. A member can become a friend by selecting that option in the deregistration form on the association's website, provided that they meet the requirements in Article 2.1.

3. The yearly contribution fee for friends is €10. A friend takes on a yearly payment obligation by sending in a filled-out registration form.

4. Friends can upgrade their status to a member of T.W.I.S.T. by filling out the registration form on the association's website or by sending a filled-out registration form to the secretary, provided that they meet the requirements in Article 2.1.

5. By signing up for a paid activity, a friend undertakes to pay the due amount, regardless of their actual attendance of said activity. Only in case of a timely

cancellation will the payment obligation lapse and will the friend be granted with the right to a refund, should they already have paid for said activity. A cancellation is timely when the organising body has not made any expenses yet or is otherwise at the discretion of the organising body.

6. Once a year, at the latest by the end of block 1 of semester 2, the secretary of the association checks if all the personal data of the friends of the association is still correct and up-to-date by sending out the member check form. Completing this check is mandatory. If the friend fails to complete it before the end of the same academic year, the secretary retains the right to deregister the member.

7. Friends are expected to attend no more than three activities a year. Friends will be charged an additional €2 for the fourth activity and an additional €2 for the fifth activity that they attend. If a friend wishes to attend more than five activities a year, they are required to become a member. TWea o'clocks, potlucks, and borrels do not count towards the total number of activities attended. The board retains the right to charge a fee if they feel a friend attends too many TWea o'clocks, potlucks, or borrels.

8. The board is entitled to request higher fees from friends than established for its members for access to activities and merchandise.

9. A friend does not have the right to vote at a General Assembly, or the right to sign up for committees of the association. A friend is not entitled to receive a discount when it is offered by the association.

10. A friend is not allowed to join the multi-day activities that are organised by the association, unless specified otherwise. If a friend wishes to join nevertheless, they have to become a member, as described in Article 2.4 of the Internal Regulations.

11. Every friend of T.W.I.S.T. is entitled to receive the association magazine, the TWISTER. Every friend will get the choice to receive the magazine in the mail, digitally, or both. The choice may be altered at any time by informing the secretary of the association.

12. Every friend has the right to an account on the website of the association.

13. The membership of a friend of the association can be terminated at any time by deregistration. With this the rights and obligations will lapse, except for the contribution fee of the current academic year. The deregistration proceeds as specified in Article 6.2 of the Statutes. Termination on behalf of the association is made by the board, as specified in Article 6.3 of the Statutes.

Article 3. Reunists

1. Reunists are ex-members or ex-friends that have indicated that they want to stay in contact with T.W.I.S.T.. One can become a reunist by selecting that option on the deregistration form. It can also be done at any given time after deregistration,

unless the board has a reason to doubt that the person in question has ever been affiliated with T.W.I.S.T..

2. Reunists do not pay an annual contribution fee.

3. Reunists are invited to reunions for ex-members organised by the association. Furthermore, reunists can give T.W.I.S.T. permission to invite them as speakers for career events. Reunists are, outside of an explicit invitation, welcome to the same activities as non-members, as defined in Article 4.3.

4. Reunists can choose to receive a digital copy of the autumn issue of the TWISTER. This choice can be altered at any time by informing the secretary of the association.

5. Rights of reunists are limited to the rights that are described in Articles 3.3 and 3.4 of the Internal Regulations, meaning reunists have none of the rights that are specified in Articles 1.5 to 1.10.

6. A reunist can choose to no longer take part in T.W.I.S.T.'s reunist network at any time by contacting the secretary of the association.

Article 4. Non-members

1. Non-members are people that are neither member, friend, nor reunist of T.W.I.S.T..

2. Non-members are allowed to attend one activity without extra costs. They are required to pay an additional €2 to attend a second activity. If a non-member wishes to attend more than two activities, they are required to become either a friend or a member of T.W.I.S.T.. TWea o'clocks, borrels, and potlucks do not count towards the total number of activities attended. Non-members are welcome to a few TWea o'clocks, potlucks, and borrels. The board retains the right to charge non-members a fee when it is of the opinion that a non-member attends too many TWea o'clocks, borrels or potlucks.

3. The board retains the right to charge non-members with higher fees than established for its members and friends for access to paid activities and merchandise.

4. A non-member is not allowed to join the multi-day activities that are organised by the association, unless specified otherwise. If a non-member wishes to join nevertheless, they have to become a member, as described in Article 2.4 of the Internal Regulations.

Article 5. Board

1. In accordance with Article 8.1 of the Statutes, the board is charged with managing the association. The board is responsible for the functioning of the association, which includes the following tasks: final responsibility for the organization of

activities, overseeing the functioning of committees (with the exception of the Auditing Committee), the financial bookkeeping, ensuring compliance with the Statutes and Internal Regulations, and acting as a point of contact for external parties.

2. The board consists of at least a chairperson, secretary, and treasurer. The board is free to appoint additional commissioners with their own interpretation in terms of function. It is commonplace to appoint a commissioner internal relations and a commissioner external relations.

3. The chairperson is at all times registered as a student at Leiden University in the BA or (Res)MA Linguistics programme. The chairperson presides over all General Assemblies and board meetings. In the absence of the chairperson, one of the other board members will act as chairperson, in principle the vice chairperson.

4. The secretary is responsible for all correspondence of the association and for the minutes of board meetings and General Assemblies. The secretary is also responsible for archiving documents relating to the association and its committees.

5. The treasurer has the final responsibility for the finances of the association. The treasurer has access to the funds of the association at all times, is responsible for drawing up a budget, and oversees all financial transactions. In addition, the treasurer is accountable to the General Assembly when it comes to finances, in accordance with the Statutes.

6. When a commissioner internal relations is appointed, they are usually responsible for the online channels of the association. This includes maintaining the website and social media. In addition, the commissioner internal relations takes photos during association activities.

7. When a commissioner external relations is appointed, they are usually responsible for initiating and maintaining contact with parties outside the association such as sponsors, other associations, and location managers.

8. Each sitting board member holds a vice position in addition to their own position. The vice positions are internally decided by the board before the official board appointment. If a board member is temporarily unable to perform their own position, the vice functionary will take over.

Article 6. Advisory Board

1. The Advisory Board (AB) consists of a selection of former board members that are still members or friends of the association. The AB members preferably stem from different board years.

2. The purpose of the AB is to give solicited and unsolicited advice to the sitting board on any matter related to the association.

3. The AB and the sitting board should be able to contact one another on a common platform at all times.
4. A meeting to discuss the current state of affairs within the association can be called upon by both the AB and the sitting board at any time.
5. Before any GA, the sitting board initiates a meeting with the AB. This meeting takes place two weeks before the GA at the latest. The purpose of this meeting is to give the board advice on matters related to the General Assembly.
6. New AB members are added via the procedure specified in Article 9.4.
7. Members of the AB can leave the AB at any time.

Article 7. General Assembly

1. The General Assembly (GA) is a meeting between the current board and the members of the association. The term GA is also used to refer to the group of all present individuals who are eligible to vote. Following Article 12.1 of the Statutes, only members are eligible to vote.
2. The purpose of a GA is to facilitate discussion between the board and the members of the association.
3. The GA makes decisions by voting, as described in Article 12 of the Statutes.
4. The current board prepares an agenda for each GA. The members of the GA are free to propose amendments to this agenda.
5. The secretary takes minutes of the matters discussed during the GA. If the secretary is absent, another board member, typically the vice secretary, will take minutes in their place. These minutes are presented for approval during the next GA.
6. There are at least three GAs in every year: the Election GA, the Switch GA, and the Interim GA.
   - 6.1. The Election GA typically takes place at least one month before the end of each academic year. During this GA, a board is elected for the upcoming year, as described in Article 8.
   - 6.2. The Switch GA takes place every year in September. During this GA, the sitting board steps down, and the new board is appointed for the duration of one year, as described in Article 9.
   - 6.3. The Interim GA typically takes place halfway through the academic year, to update the members of the association on current developments and the association's finances.
7. The sitting board is free to organise additional GAs at their own discretion.

8. Members of the association have the right to demand that the board organises a GA, provided they have legitimate cause to do so. This is specified further in Article 11.2 of the Statutes.

Article 8. Election GA and election of new board

1. During the Election GA, the General Assembly elects a new board. When a new board is elected, they become the f.t. (futuro tempore) board.
2. At the Election GA, the sitting board presents one candidate board for the position of f.t. board. Other members of the association are free to form their own candidate board consisting of at least three members, also known as a counterboard, and run for board.
3. After all candidate boards have been presented, a vote takes place (in accordance with the voting procedure described in Article 12 of the Statutes), in which the candidate board with the most votes is elected as f.t. board.
4. As specified in Article 12.6 of the Statutes, the GA may request a revote.
5. If no candidate board has been formed by the sitting board one month before the end of the academic year, it is possible to hold the Election GA at the beginning of the new academic year and possibly combine it with the Switch GA.
6. If a board wishes to continue in the same composition for another year, or if this is necessary in the absence of a candidate board, the approval of the Election GA is also required.

Article 9. Switch GA and appointment of candidate board

1. The purpose of the Switch GA, which takes place in September, is twofold:
   - 1.1. The sitting board steps down and becomes the o.t.-board (*olim tempore*);
   - 1.2. The f.t. board is appointed as the new sitting board (h.t.-board, *hoc tempore*).
2. Additionally, before the boards are switched, the chairperson presents a yearly report, and the treasurer presents a financial report of the previous year.
3. In order to make sure that the funds of the association are never left unmanned, the board switch follows a specific procedure, which is as follows:
   - 3.1. The chairperson of the current board first hammers out any commissioners, followed by the secretary.
   - 3.2. The treasurer hammers out the chairperson.
   - 3.3. The old treasurer hammers in the new treasurer.

3.4. The new treasurer hammers out the old treasurer.

3.5. The new treasurer hammers in the new chairperson.

3.6. The new chairperson hammers in the new secretary, followed by any new commissioners.

4. After the official board switch, the composition of the Advisory Board for the upcoming academic year is announced. All sitting AB members announce whether they will remain part of the AB, and members of previous boards may join the AB if they wish.

Article 10. Auditing committee

1. The auditing committee is an independent organ that is tasked with auditing the accounts of the association and the transactions made.
2. The auditing committee consists of two members of the association who are not part of the sitting board. It is commonplace to appoint the treasurers of the two previous boards as members of the auditing committee considering their recent experience with the finances of the association.
3. The auditing committee reports their findings from the audit during the Switch GA in a way that they see fit after the financial report has been presented.
4. The auditing committee has the freedom to carry out more than one audit and report their findings during the next GA. In addition, a member or friend of the association can call upon the auditing committee with questions or concerns about the finances of the association.
5. The board is obliged to provide all information necessary for this committee's audit. This entails showing the auditing committee the account and assets of the association and giving access to the financial bookkeeping.
6. If the auditing committee finds the accountancy to be unsound, the sitting board will not be discharged. The duties of the board will be taken over by the f.t. board and/or the Advisory Board.
7. The auditing committee is appointed by a vote during the Switch GA, after the switch of boards, for the duration of one fiscal year.

Article 11. Other committees

1. The board is free to appoint other committees to fulfill the association's needs.
2. The board has the responsibility to ensure that these other committees function properly. It is required to have at least one board member in every committee.

3. It is not required for other committees to be formally appointed at a GA, unlike the auditing committee.

4. Minutes and parts of minutes of committee meetings are not meant to be made public, nor are they meant to be shared with non-members.

Article 12. TWubs

1. Members of T.W.I.S.T. may found a club (TWub) of members who have a shared interest. This interest does not have to be related to linguistics.

2. Every member of a TWub must be a member or friend of T.W.I.S.T..

3. A TWub is an independent organ within T.W.I.S.T., so the board does not take responsibility for the TWubs. The association does, however, list the TWubs on its website and may fund a TWub under certain conditions, as specified in Article 12.11. TWubs may also promote themselves through the social media of the association.

4. A T.W.I.S.T. member that wishes to found a TWub can make this known by sending an email to the board in which they explain the details of their proposal. This proposal must meet the following criteria:

    a. A clear and concrete goal that the founder(s) of the TWub want(s) to reach;

    b. The TWub has at least one chairperson (and at most two);

    c. The TWub has at least four interested members (including the chairperson(s)).

    The board aims to accept or reject the TWub proposal within ten business days. If it is accepted, the TWub will be announced at the next General Assembly.

5. A TWub is expected to have at least one meeting every six months. If this minimum is not met, the board retains the right to disband the TWub, in compliance with the procedure specified in article 12.7.

6. A TWub is expected to always have at least one chairperson and four

7. members, including the chairperson(s). If this minimum is not met, the board retains the right to disband the TWub during the next General Assembly, after consultation with its chairperson(s).

8. The board has the right to disband a TWub without obtaining explicit

9. consent from the chair of the TWub if the chair of the TWub fails to attend the next GA and/or engage in communication with the board. The board has to reach out to the chair of the TWub in question regarding the disbandment at least a week before the next GA.

10. To receive financial support from the association, the chairperson(s) of a TWub must formally request it from the treasurer of the association by means of an email. This request must specify:

    a. The amount of money the TWub wants to receive;

    b. The concrete purpose of the money. The money must be beneficial to the rest of the association in some way.

    The board retains the right to refuse a request for funding. If a request is accepted, the requested sum of money can be declared to the treasurer afterwards using the declaration form.

Article 13. CCPs

1. A confidential contact person (hereafter referred to as CCP) is an independent party that members can go to if behaviour of other members within the association bothers them.

2. The duties of a CCP include:

    2.1. Being present as a third party to mediate between the involved parties.

    2.2. Listening to complaints about an action that has occurred at an association event or that has been committed by a member of the association.

    2.3. Referring members to proper help resources.

3. CCPs must be T.W.I.S.T. members, but cannot be members of the sitting board. At any given point members can apply to become a CCP by contacting the board. If the board accepts their application, the board appoints the CCP and arranges training for them. A CCP cannot perform their duties until they have received training.

4. The association must have at least one CCP at all times, preferably two. When the term of a CCP ends, as specified in Article 13.9, it is the board's task to appoint a new CCP.

5. Any information shared with a CCP will be kept confidential between the CCP and the reporting party.

6. Confidentiality may be breached towards other CCPs and/or the board:

    6.1. If the reporting party requests this themselves.

    6.2. If there are multiple reports about any of the parties involved.

7. Confidentiality may be breached towards external authorities to the association if the reporting party requests this themselves.

8. The CCP makes an anonymized report to the board at the end of every academic year. If the association has a candidate board or a board-elect they can be present at this report.

9. A term of a CCP ends in the following cases:

    9.1. The CCP no longer meets the requirements set in article 13.3.

    9.2. The board dismisses the CCP. The CCP will be dismissed immediately.

    9.3. The CCP steps down. The CCP has to inform the board 30 days in advance.

    9.4. Two thirds of the attendees of the General Assembly vote in favour of dismissing the CCP. The CCP will be dismissed immediately.

Article 14. Sober Guardian

1. If alcohol will be consumed during an event and this is known beforehand, a sober guardian needs to be appointed.

2. A sober guardian is appointed individually before each event and serves for the duration of the event.

3. An event involving alcohol consumption to which no sober guardian has been appointed either has to be canceled or has to take place without alcohol consumption.

4. The appointed sober guardian needs to be sober during the entirety of the event.

5. The sober guardian is to assist attendees who show signs of alcohol poisoning or adverse effects of other psychoactive substances, as well as help with preventive and/or safety measures in case a dangerous situation arises.

Article 15. Code of Conduct

1. T.W.I.S.T. has a Code of Conduct which must and must only ensure the mental, social, and physical safety of members.

2. The Code of Conduct applies to all interactions within the association, online and offline.

3. The Code of Conduct sets expectations and boundaries for the acceptable behaviour within the association, so that an inclusive, open and respectful atmosphere is maintained.

4. The Code of Conduct applies to all members and friends, as well as non-members and reunists attending T.W.I.S.T. activities.

5. The Code of Conduct may only be altered with approval of the General Assembly.