

# Cosmos Regulations

These are the official regulations of **Cosmos**, the International Student Association at Eindhoven University of Technology (TU/e). Version as of 12-11-2016.

## Article 1: Members

1. A Cosmos member belongs to one of three categories:
  - a. Regular members
  - b. Honorary Members
  - c. Ex-Members
2. To be a regular member of Cosmos, a person must meet the following criteria:
  - a. Be enrolled at the TU/e till the end of the academic year.
  - b. Be registered as a member in the database of Cosmos.
3. Regular members of Cosmos have access to all discounts and benefits provided by the association.
4. If a member is no longer registered as a student at Eindhoven University of Technology, his/her membership status will be changed to 'Ex-Member'.
5. Honorary members are members that have shown special interest in the association and have helped the association significantly can become an honorary member. Honorary members have the same benefits as regular members. Honorary members can be assigned by the board of Cosmos. Honorary membership is valid for life.
6. Every member of Cosmos should adhere to the regulations as present in this document.
7. In case a member does not adhere to the regulations in this document, he or she may be excluded from membership for a limited time depending on the severity of the member's misconduct.
8. Every member of Cosmos, or person in the Common Room should treat another person with respect regardless of race, gender, sexuality or religious beliefs. Cosmos has a zero tolerance policy on these issues.
9. If a member's misconduct is so severe, that exclusion of that member from Cosmos altogether is at hand, this must be discussed in the next general members meeting.
10. A member of Cosmos can only be permanently banned from the association if at least half of the members present at a general members meeting vote to do so.
11. Cosmos has a board of four members whose task is to manage the association. The four board positions are:
  - a. Chair
  - b. Internal Affairs Manager
  - c. External Affairs Manager
  - d. Student Affairs Manager
12. The board of Cosmos is responsible for organizing a general members meeting at least once every three months in which news concerning the association need to be discussed. Any member is free to attend this meeting.
13. The board of Cosmos reserves the right to change the articles and regulations in this document at any time.

## Article 2: Common Room

1. The Common Room is maintained by the Cosmos association.
2. The **Common Room Committee**, of the Cosmos association, is responsible for managing the Common Room. This committee ensures that the Common Room is managed as described in this article.
3. The goal of the Common Room is provide a home for international students, and can be used for events that match this goal.
4. The Common Room is an independent entity from any association. While Cosmos manages the Common Room, it is required to keep the Common Room a neutral place for any student at the TU/e, no matter their background.
5. Permanent promotional material is not allowed in the Common Room. Posters and other promotional items can be put in the Common Room, with permission from the Common Room's maintainer. Promotional items may not be present in the Common Room for more than 1 month. Special rules apply for sponsors, if any.
6. In the case of a sponsor, a certain poster / promotional item may be up for more than one month if the Cosmos board unanimously agrees on the decision.
7. The Common Room can be booked for an event which meets the following criteria:
  - a. The event is public and free to attend by anyone.
  - b. The event suits the cultural, international character of the Common Room.
  - c. The language spoken at the event is English.
8. The maintainers of the Common Room reserve the right to deny anyone access to the Common Room.
9. Booking the Common Room is free of charge.
10. Booking the Common Room is only possible 3 or more days before an event.
11. In order to book the Common Room, a person must provide:
  - a. Their full name
  - b. An e-mail address
  - c. A phone number where they can be reached
12. If a reservation is made but no person arrives up to half an hour after the starting time of the event, the responsible Cosmos member has the right to cancel the event.
13. The Common Room can only be booked in the timeslots as defined by the Common Room's maintainers. The Common Room is kept open by volunteers, who work very hard to keep the Common Room open as much as possible.
14. There must be at least one member present to supervise an event when the room is booked.
15. If there is no volunteer available for the time of a certain booking request, then that booking request must naturally be rejected unless a volunteer becomes available.
16. Beer bottles are not allowed in the Common Room.
17. In case any materials in the Common Room are damaged by an event, the person who booked the Common Room will pay for the damages.
18. The Common Room must be cleaned after an event. If this is not the case, a €50 fine will be charged to the booking party of the Common Room.

### Article 3: Committees

1. A committee of Cosmos is a group of people that work together to accomplish a certain goal. This goal has been set when the committee was founded, and can only be changed in agreement with the board of Cosmos.
2. Only Cosmos members may join committees of Cosmos.
3. Every committee must have a person occupying the following roles:
  - a. **Chair:** the chair of a committee is responsible for running the committee, making agendas as well as running meetings for the committee. The chair of a committee handles communication with the Cosmos board about the committee's requests and accomplishments.
  - b. **Treasurer:** The treasurer is responsible for managing any funding that the committee receives, from Cosmos or other parties. The treasurer is responsible for making sure that the money is used solely for the goal of the committee.
  - c. **Secretary:** The secretary handles safekeeping of all information within a committee. He/she ensures that all meetings have proper minutes and other information is available in a central place.
4. A committees selects their chair, treasurer and secretary by means of a majority vote.
5. A committee may request funding from the Cosmos board for any activity/action that they have planned. The chair of a committee should approach the board of Cosmos with a plan on how the requesting funding could be used to accomplish the committee's goal.
6. Cosmos members may request to join existing committees by approaching the chair of a committee. The members of that committee will decide on approval of the join by a majority vote. This does not apply when forming the committee for the first time.
7. Whenever the composition of a committee changes, such as joining/leaving of members or a change in chair, treasurer or secretary, the Cosmos board is notified of this change.
8. A committee's chair must have a meeting with the Cosmos board once every month.
9. A group of members may request to create a new a committee. The Cosmos board will vote during their next meeting about the founding of this committee. The following information should be provided to the Cosmos board:
  - a. A list of members in this committee (at least three members per committee)
  - b. A goal set for the committee. This goal should match the vision of Cosmos, such that it is international of nature, makes internationals feel at home or strengthens integration between cultures.
10. Members of committees of Cosmos may not make binding agreements between Cosmos and other parties. Cosmos is not liable for any agreement made between one of its members and an external party. Only the board of Cosmos may therefore use the name of Cosmos when making agreements with other parties.
11. If a committee member wishes to leave, they must inform the chair of that committee.
12. A committee may vote to remove members from a committee. Members of a committee can only be removed when a majority of the committee agrees.
13. The board of Cosmos reserves the right to remove members from committees by unanimous vote if this member is not functioning appropriately within the committee.
14. The board of Cosmos reserves the right to disband committees by unanimous vote.