

DARE BYLAWS

DARE Rules and Regulations as supplement to the DARE Charter

Version:

V 7.0

Approved by the GMA on the 9th of October 2024. Signed and ratified by the DARE President Eugenio Miotto.

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Version Summary

Version number	Date of GMA approval	Changes w.r.t. last version	Notes
1.0	03-06-2010	-	First official version
2.0	28-08-2014	Spelling and grammar corrections. Articles on damage to goods added.	This is the last updated Dutch version.
3.0	16-10-2014	Spelling and grammar corrections. Format to LaTeX. Added point on sanction regulations Iran.	This is the first version where the English version is the leading one, and the Dutch version is no longer updated.
4.0	31-05-2018	Spelling and grammar mistakes correction. Usage of legal terms corrected. Removal of Article 2 Paragraph 3 regarding membership fee discount for automatic invoicing. Addition of Article 14 Paragraphs 2, 3 and 4 regarding mandatory automatic invoicing for members for amounts below €75. Removal of Article 14 section 5 regarding interest on outstanding invoices. Removed Article 3 regarding prospective members only being able to acquire extraordinary membership when they first join the society. Added Article 4 discussing the Recruitment Policy and the sanctions for non-compliance to the Recruitment Policy. Modified Article 18 to clarify that appeal to sanctions is possible during GMA.	The first version that introduces the Recruitment Policy and changes the invoicing methods.
4.1	05-10-2018	Removed point 2 from Article 4.	Changes implemented after receiving feedback during the GMA. The Bylaws were voted with the condition that the feedback given will be implemented.
5.0	16-09-2019	Spelling and typing error correction. Article 3 completely rewritten. In article 4 "Teams" has been replaced with "Projects or Commissions". In Article 5 paragraphs 11, 12 & 13 on general tasks of the Board were added. In Article 9 Safety QQ has been removed as it is now Article 5 Paragraph 11. Article 14 Paragraph 2 adjusted for new direct debit method. Article 19 Paragraph 2 edited to meet new name. Article 22 on DARE Vehicles added.	

5.1	16-09-2019	Changed "tasks" to "roles and responsibilities" in Article 5. Added "predetermined" before "rate" twice in Article 22. Changed "gas" to "fuel" in the same article. Changed Article 7 (a) to allow four weeks unless a GMA is sooner. Added "and Social Media" to Article 10 (g).	These changes implemented during the GMA on 16-09-2019, based on feedback received that evening. The bylaws were voted upon with these changes implemented.
6.0	01-10-2022	Article 1 Paragraph 4 added point (d). Added Article 2 Paragraph 2, and included extraordinary members in Article 2 Paragraph 3. Added Commissioner of Operations to Article 5, and added Article 5 Paragraph 12. Moved Article 7 Paragraph 1 (g) to Article 6. Moved Article 7 Paragraph 1 (k) to Article 11. Added Article 9 Paragraph 1 (c). Moved Article 9 Paragraph 1 (f) to Article 11. Added Article 10 Paragraph 1 (i). Created Article 11. Added Article 12 Paragraph 11 and 12. Altered Article 13 Paragraph 2 (c), and moved Paragraphs 3 and 4 to Paragraph 2 (d) and (e). Added Article 13 Paragraph 3 (a) and (b). Added Article 15 Paragraph 2 (a)-(c). Removed Article 18 Paragraph 5 (c), and changed three days to one week in Paragraph 8. Added the code of conduct in Article 19 Paragraph 1. Altered Article 20 Paragraph 2. Altered the wording of Article 21 Paragraph 2, and added Paragraph 2 (a)-(c). Changed every quarter to semester in Article 23 Paragraph 2 and added the last sentence to Paragraph 5. Changed all mentions of Commissions to Committees.	Changes implemented during the GMA on 01-10-2022, the bylaws were voted upon with these changes implemented.

7.0	09-10-2024	<p>Article 1§2 updated reference style. Article 1§6 updated reference style. Article 5§2 updated reference style. Article 9§1(e) updated reference style. Article 10§1(i) updated reference style. Article 12§4 updated reference style. Article 15§4 updated reference style. Article 15§5 updated reference style. Article 16§2 updated reference style. Article 16§3 updated reference style. Article 22§2 updated reference style. Grammar and typo corrections: Article 1§5 replaced "saying" with "say". Article 1§7 replaced "electronic" with "electronically". Article 8§1(k) replaced "tax related" with "tax-related". Article 9§1(a) replaced "wholly owned" with "wholly-owned". Article 11§1 replaced "carries" with "carries". Article 12§6 replaced "on" with "of". Article 13§8 replaced "of" with "on". Article 15§1 replaced "spent" with "spend". Article 15§2(c) replaced "6" with "six". Article 15§3 replaced "week" with "weeks". Article 15§5 replaced "Non payment" with "Non-payment". Article 18§1 replaced "one fifth" with "one-fifth". Article 18§2 replaced "two thirds" with "two-thirds". Article 18§3 replaced "one fifth" with "one-fifth". Article 19§1(d) replaced "violating" with "violation". Article 19 addendum replaced "appeal to sanctions" with "appeal sanctions". Article 20§2 replaced "given a compensation" with "given compensation". Regulation changes: Replaced "Project Leaders" with "Department Managements" and replaced "person" with "people" in Article 4§1. Replaced "Projects" with "Departments" in Article 4§3. Added secretary to list of roles fulfilled by different people in Article 5§1. Added new Article 5§2 on board back filling from committees. Changed Title of "PROJECTS AND COMMITTEES" to "PROJECTS, COMMITTEES AND DEPARTMENTS". Added new Article 12§2 on projects being part of departments. Changed Article 12§3 to have the project proposals Department internal. Changed Article 12§4 to first go to the DARE Board for appeals and then the GMA.</p>	Created a consistent style for referencing within the bylaws.
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7.0	09-10-2024	<p>Added new Article 12§5 to give the DARE Board veto over projects. Changed Article 12§8 to Departments instead of DARE Board. Changed Article 12§12 to Department PR Representative instead of DARE Board. Added new Article 13§3 on ends of Committee Membership. Added new Article 13§4 on Committee Chairs. Added new Article 13§5 on Committees Chaired By Board members. Added new Article 13§6 on Committee Treasurers. Added Article 15 on Departments. Added Article 16 on Flagship projects. Changed Article 17§2 to Department Treasurer with appeal possible to DARE Treasurer. Added new Article 17§3 on Department Budgets. Added new Article 17§4 on approval of Department Budgets. Updated Article 17§5 to specify DARE Board Treasurer. Updated Article 17§8 to specify DARE Board Treasurer. Turned the addendum in Article 20 into its own paragraph</p>	<p>Created a consistent style for referencing within the bylaws.</p>
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MEMBERSHIP

Article 1:

1. Standard membership is open to any student of a Dutch University, or College of higher education (University of Applied Sciences; Dutch: *Hogeschool*).
2. The DARE Board may open standard membership, subject to its own discretion to those not already mentioned in Article 1§1.
3. Applicants are to provide the appropriate application form correctly filled electronically or as a hard copy.
4. As a condition of membership applicants are required to sign a document declaring the following:
 - (a) They have acquainted themselves with the DARE Bylaws.
 - (b) They accede to the terms described in the DARE Statute, the Bylaws, the Safety Regulations and the Code of Conduct.
 - (c) They agree to follow these collective regulations without fail.
 - (d) They agree to follow the DARE Code of Conduct.
5. The DARE Board has the final say over the acceptance of an applicant as a new member of the society. In case the applicant does not agree with the decision of the Board, they can appeal against the decision at the next General Members Assembly (GMA).
6. The Secretary is to ensure that the details of new members are recorded in the membership administration. Any member is obliged to communicate changes in these details to the Secretary, lapsing only on the termination of membership as described in Article 1§7.
7. Membership can only be terminated in writing either electronically or in hard copy, sent to the Secretary.
8. Membership is taken to end only once confirmed by the Secretary, and only on the fulfilment of the following conditions:
 - (a) The member has fulfilled their financial obligations towards the society;
 - (b) The society has fulfilled its financial obligations towards the member;
 - (c) The member has provided all the relevant documentation as requested by the DARE Board, to the DARE Board, either in hard copy or digital format.

Article 2:

1. Members are to pay an annual contribution to the society. The amount of contribution is to be determined by the General Members Assembly.
2. This annual contribution should be paid in monthly instalments.
3. Members of Merit, Extraordinary members and Honorary members are exempt from the payment of the annual contribution.

Article 3:

1. All candidate ordinary members of DARE are required to complete any and all procedures required by the Dutch Government or TU Delft Executive Board (College van Bestuur) prior to starting work at DARE.
2. The DARE Board shall implement a policy that ensures that DARE is compliant with any and all procedures required by the Dutch Government or TU Delft Executive Board (College van Bestuur) and make available all the forms required for these procedures to candidate ordinary members of DARE.

RECRUITMENT

Article 4:

1. Department Managements (or the responsible people for conducting the team recruitment at that time) are required to follow the procedures outlined in the Recruitment Policy when they want to recruit new members outside of DARE for their project. The Recruitment Policy is a supplementary document to the Bylaws of DARE.
2. The DARE Board has the power to overrule the Recruitment Policy.
3. If DARE Departments or Committees wish to appeal to the DARE Board for exemption from the Recruitment Policy, they should do so at least one week before the first recruitment event in the given recruitment period.

DARE BOARD

Article 5:

1. The DARE Board consists of a President, a Secretary and a Treasurer. A maximum of four others may also be members of the DARE Board. The functions of President, Treasurer and Secretary are to be fulfilled in their entirety by three different persons. The function of Secretary may be fulfilled by one person, who may also fulfil the role of either President or Treasurer.
2. In case a Board position is unfilled, the remaining Board members have the authority to task a relevant Society Committee, as defined in Article 13.4, with proposing a replacement Board member from among their members to the Board.
3. In the case that no Commissioner of Internal Affairs and/or Commissioner of External Relations, and/or Commissioner of Operations are/is assigned at a given time, the associated responsibilities of this/these position(s), found in Articles 9, 10 & 11, shall be divided among the rest of the DARE Board members.
4. The general responsibilities of the DARE Board are:
 - (a) To oversee the realisation of the aims of the society;
 - (b) To be the official representatives of the society;
 - (c) To carry responsibility for the implementation of the decisions taken by the General Members Assembly;
 - (d) To conduct the day-to-day affairs of the society;
5. The DARE Board is in all cases answerable to the General Members Assembly for the conduct of the Board.
6. The DARE Board has the right to present its suggestions and advice regarding any issue concerning the society.
7. The DARE Board may be represented on official occasions by a single delegate. They are nominated for this in writing by the Board. If applicable, this representation must be renewed every book year.
8. The Board members are considered to play an advisory role in all events of an official character and are thus, without exception, permitted to attend such events.
9. Decisions by the Board may be passed by simple majority, with decisions remaining in force for six months or more being subject to ratification by the General Members Assembly.
10. The DARE Board will institute a Board-meeting as required and minimally once a month. The members may also attend these meetings in an advisory role.
11. In the event of a tied vote within the Board, the president may be considered to control the deciding vote.
12. The DARE Board shall appoint one of its members as QQ of the Safety Board and thus maintain communication with the Safety Board.
13. The DARE Board shall appoint one of its members as QQ of the Launch Day Committee and thus maintain communication with the Launch Day Committee.
14. There shall be an annual meeting between the DARE Board, the Candidate Board, the Launch Day Committee and the Safety Board to discuss the conduction of launch days.
15. The DARE Board shall hand over its current roles and responsibilities to the next Board in written form. This is to be relevantly updated each year towards the end of a Board's term.

DARE BOARD MEMBERS

Article 6:

1. The President of the society is responsible for guiding the organisation and the Board. This includes, but is not limited to, the following tasks:
 - (a) To fulfil the role of Chairman of both Board-meetings and General Member Assemblies;
 - (b) To be the official representative of the society;
 - (c) To oversee all within the society;
 - (d) To ensure that the Board-members and members with special responsibilities fulfil these responsibilities to the required standards;
 - (e) To announce the General Members Assemblies to the members;

Article 7:

1. The Secretary is responsible for the realisation of all secretarial tasks for the organisation. This includes, but is not limited to, the following tasks:
 - (a) To record minutes for the General Members Assembly and Board meetings, and to make these available within the sooner of either four weeks of such meetings taking place or before the next such meeting;
 - (b) To fulfil the role of acting President whenever the President is indisposed;
 - (c) To keep the members administration up to date and maintained;
 - (d) To administrate the society's physical mailbox;
 - (e) To administrate the society's e-mail inbox, with a prescribed minimal frequency of three times weekly;
 - (f) To archive the incoming mail and important documents;
 - (g) To write a Secretarial Annual Report at the end of the societal year. The Secretarial Annual Report shall contain an overview of the most important events of the society from the past year, and a summary of their activities over the past year;
 - (h) To administrate a list of decisions made by the General Members Assembly when these decisions remain relevant to the affairs of the society;
 - (i) To maintain the societal archive and library;
 - (j) To monitor the legislation applicable to the society and oversee observation of this legislation by the society;

Article 8:

1. The Treasurer carries general responsibility for the management of the societal finances. This includes, but is not limited to, the following tasks:
 - (a) To maintain a complete and up-to-date financial account of the society;
 - (b) To manage the bank accounts of the society;
 - (c) To manage the monetary resources of the society;
 - (d) To arrange the required insurances for the society;
 - (e) To prepare and send invoices on behalf of the society;
 - (f) To perform payments on behalf of the society;
 - (g) To maintain a financial administration of all the societal financial transactions;
 - (h) To create a financial budget for the societal year in which they are in function;
 - (i) To supervise the finances of projects and committees;
 - (j) To maintain communication with the Permanent Financial Committee and provide them with the relevant financial documents;
 - (k) To monitor the relevant financial and tax-related legislation and oversee the observation of this legislation by the society;
 - (l) To write an Annual Financial Report at the end of the societal year, that shall contain at least a profit and loss overview, a financial balance and an overview of the debtors and creditors.
 - (m) Publication of the Annual Financial Report conforming to the prescriptions of current state law on bookkeeping.

Article 9:

1. The Commissioner of Internal Affairs carries responsibility for the internal affairs of the society. This includes, but is not limited to, the following tasks:
 - (a) To manage the inventory of borrowed and wholly-owned assets of the society;
 - (b) To manage, in consultation with the Treasurer, the supply of required goods, equipment, and tools for the workshops;
 - (c) To create a cost estimation for the labs and storage spaces in accordance with Article 18;
 - (d) To manage the working spaces, storage spaces and office spaces used by the society;
 - (e) To manage the introduction project for new members;

Article 10:

1. The Commissioner of External Relations carries responsibility for the relations of the society with other organisations. This includes, but is not limited to, the following tasks:
 - (a) To maintain contact with Delft University of Technology and other institutions of higher education;
 - (b) To maintain contact with (space-oriented) companies, both within the Netherlands and abroad;
 - (c) To maintain contact with the Nederlandse Amateur Vereniging voor Raket Onderzoek (NAVRO) and other rocketry societies, both within The Netherlands and abroad;
 - (d) To maintain contact with the Aerospace Faculty student society Vliegtuigbouwkundige Studievereniging “Leonardo Da Vinci” as well as other relevant student societies;
 - (e) To oversee acquisition of sponsors and to maintain contacts with them;
 - (f) To maintain contacts with the press;
 - (g) To organise the maintenance of the website and social media of the society;
 - (h) To send out a newsletter, that describes the activities of the society, on a regular basis to those interested;
 - (i) To create a cost estimation for the PR department in accordance with Article 18;

Article 11:

1. The Commissioner of Operations carries the responsibility of facilitating the teams and projects of the society. This includes, but is not limited to, the following tasks:
 - (a) To oversee all projects within the society;
 - (b) To maintain communication with the project Leaders;
 - (c) To keep the members of the society informed about the activities of the society;

PROJECTS, COMMITTEES AND DEPARTMENTS

Article 12:

1. A project is defined as a collection of activities within a temporary organisational framework aimed to reach a predefined goal within the limits of predefined conditions. The goal is to be of a technical nature and in agreement with the goals of the society. These goals are described in the DARE Charter.
2. Every project must be part of a Department as defined in article 15.
3. Every society member can propose a new project by submitting a Project Proposal Form to the Secretary of the department the Project shall be a part of.
4. The Department management decides whether or not a proposed project is accepted as a project of department. If the Department management decides against the project, the applicant can submit their proposal to the DARE Board for a second review. If the DARE Board also decides against the project, the applicant can submit their proposal to the next GMA instead, where a democratic vote shall be held on the acceptance of the project.
5. The DARE board has the right to veto any project proposal. Such a veto can be overturned by a GMA with a vote of simple majority.
6. The budget of a project will be determined in agreement with Article 18.
7. Every project shall appoint a Project Leader.
8. The Project Leader shall inform the Department Management of the project's progress on a regular basis.
9. The Project Leader has the responsibility for the financial spending of the project.
10. The Project Leader shall be up-to-date on all possible risks of the project and shall keep the Safety Board informed of the relevant risks.
11. The Project Leader is responsible for the project documentation.
12. When a project requires communication or cooperation with external parties (e.g. companies) the Departments PR representative needs to be involved with the setup of this communication or cooperation and needs to be kept informed of its progress.
13. If a project has the intention of entering a competition of a party external to the TU Delft, the project can submit their interest of application to the next GMA, where a democratic vote shall be held on acceptance of their project.
14. If a project has the intention of entering a competition external to DARE, but internal to the TU Delft, the project can submit their interest of application to the Board. The Board has discretion whether this should be announced or voted on at a GMA.

Article 13:

1. A Committee is defined as a group of people who together perform a specific task. This task is usually not of a technical nature, but needs to be in agreement with the goals of the society. These goals are described in the DARE Charter.
2. The General Members Assembly can set up a Committee to perform specific tasks for the society. This Committee shall be called a Society-Committee.
 - (a) The GMA determines a clear task description for the Society-Committee;
 - (b) The GMA can assign a budget to the Society-Committee;
 - (c) The GMA votes on the instalment of members to the Society-Committee.
 - (d) The Society-Committee shall report to the GMA on their activities.
 - (e) Members of a Society-Committee can be discharged from the Society-Committee by the GMA.
3. Membership in a Society-Committee further ends on:
 - (a) decease;
 - (b) being sanctioned in accordance with Article 19;
 - (c) the member ceasing to be a member of the society;
 - (d) resignation.
4. Each Society-Committee shall assign one of its members as the Chair of the Society-Committee.
5. In the case that a Society-Committee is tasked exclusively with supporting the board in fulfilling the responsibilities of one board position as found in articles 6, 7, 8, 9, & 11, the corresponding board member shall be installed as chair of the Society-Committee.

6. If a Society-Committee is assigned a budget, it shall assign one of its members as the Treasurer of the Society-Committee. This member can not be the same person as the chair of the Society-Committee.
7. Once a year the GMA shall assign the members of the Permanent Financial Committee in agreement with the DARE Charter.
 - (a) The Permanent Financial Committee shall present a goal for the book year at every change GMA.
 - (b) The Permanent Financial Committee shall present their letter of recommendation before every budget vote.
8. When a Society-Committee requires communication or cooperation with external parties (e.g. companies) the Commissioner of External Affairs needs to be involved with the setup of this communication or cooperation and needs to be kept informed of its progress.

Article 14:

1. The DARE Board can set up a Committee to perform specific tasks for the DARE Board. This Committee shall be called a Board-Committee.
2. The DARE Board determines a clear task description for the Board-Committee.
3. The Board-Committee shall report to the DARE Board on their activities.
4. The Board can ask members to take seat in the Board-Committee.
5. The Board should depute a Board Member to take seat in the Board-Committee.
6. Members of a Board-Committee can be discharged from the Board-Committee by the DARE Board.

Article 15:

1. A Department is defined as an organizational structure whose task is to facilitate projects, as defined in Article 12, and share resources in an assigned field of the society's goals.
2. The formation of a new Department requires a Department-Formation form to be sent to the DARE Board at least two weeks ahead of the GMA at which the Department shall be formed and shall include at least:
 - (a) The proposed field in which the Department shall facilitate its projects;
 - (b) Signatures of at least 10 members who wish to participate in the Department and its Projects;
 - (c) An explanation of why the new Department is needed;
 - (d) Signatures of at least half of the chairs of all Departments that exist at the time of writing the proposal.
3. Every Department must elect at least a Department Head, Department Secretary, Department Treasurer and Department PR Representative:
 - (a) Each Department position shall be held by a separate member unless approved by a GMA;
 - (b) The roles of Department Head and Department Treasurer may never be held by the same member at once;
 - (c) All Department positions are held for a one-year term;
 - (d) No member shall hold the same position for more than two terms consecutively;
 - (e) A GMA can increase the term limit if no other candidate exists;
 - (f) No member shall hold a position in two different Departments simultaneously;
 - (g) The DARE Board has the power to extend a running term by, at maximum, six months in total.
4. The term of a Department Head, Department Secretary, Department Treasurer or Department PR Representative can end prematurely due to:
 - (a) decease;
 - (b) being sanctioned in accordance with Article 19;
 - (c) the member ceasing to be a member of the society;
 - (d) resignation.
5. Departments can be disbanded by the DARE Board. This decision can be challenged by submitting a motion to the board, after which the Board is required to call for a GMA at which the disbandment has to be ratified by a vote. For the vote to pass two-thirds of the members present have to vote in favour.
6. Every Department shall follow the Department Operational Rules as approved by a GMA.

Article 16:

1. The flagship project of DARE is a project financially under the foundation Stichting Students to Space (SStS).

2. The title of "Flagship" is assigned to a project after a vote during a General Members Assembly (GMA). This requires a 2/3 majority vote to pass. If the vote fails to achieve a 2/3 majority, the project will not be assigned the title.
3. The title of "Flagship" can only be carried by one project at a time.
4. By default, the title of "Flagship" is carried for one (1) academic year after a successful vote. The title applies from September 1 to August 31. The title can be renewed upon a new vote at a subsequent General Members Assembly.
5. The General Members Assembly, with a 2/3 majority, can alter the start and end date of the title of "Flagship". However, the duration cannot exceed twelve (12) months. Specific criteria and justification for altering the dates must be documented and presented during the GMA.
6. Aside from the separation of finances between DARE and the flagship project, the flagship project is considered a DARE project and enjoys the rights and responsibilities associated with any other DARE project.
7. The rules and requirements for a project to be assigned the title of "Flagship", or to continue as "Flagship", are defined in the "FLAGSHIP PROPOSAL PROCEDURE" document. Changes to this document must be reviewed and approved by the board prior to proposal to the GMA.
8. Changes to the "FLAGSHIP PROPOSAL PROCEDURE" must be approved by a GMA.
9. If deemed necessary or advantageous, SStS may have financial responsibility for more than one project. In such cases, a clear distinction of financial and operational responsibilities must be maintained to avoid conflicts.

FINANCES

Article 17:

1. The Treasurer is obliged to separately administer all income, in the form of gifts and the likes, as furnished by various non-contractual benefactors and donors of the society. The General Members Assembly shall decide on what to spend this income.
2. Beginning September 16th 2019, the form of invoice payment for any and all membership fees for all members, with a bank eligible for direct debit (automatische incasso), shall be by direct debit.
 - (a) Membership fees for a given month should be invoiced by the treasurer in that calendar month.
 - (b) The Treasurer cannot invoice membership fees for more than three months within one calendar month.
 - (c) The Treasurer cannot invoice membership fees with more than a six month delay.
3. The Treasurer must issue notice of any direct debit to a member two weeks in advance of its execution. This notice will be issued by email. The member may contact the Treasurer to request a postponement.
4. Non-compliance with the form of invoice payment shall be considered a serious violation of the regulations according to Article 21§1(c).
5. Non-payment of a direct debit shall be communicated by the Treasurer to the member by email. Continued non-payment of a direct debit shall be considered a serious violation of the regulations according to Article 21§1(c).
6. The Treasurer may apply all legal means to obtain the payment of debts at the cost of the debtor.
7. The Treasurer must pay approved members' declarations within four weeks.

Article 18:

1. Every project shall perform a cost estimation at the beginning of each academic year covering the expected expenses for the upcoming year.
2. The estimate mentioned in Article 18§1. is to be approved by the corresponding Department Treasurer. If denied an appeal can be made to the DARE Board treasurer.
3. Every Department shall collect the cost estimations from its projects and add any expenditures necessary for the Department to create the Department budget.
4. The Department budget mentioned in Article 18§3 is to be approved by the DARE Board Treasurer.
5. No expenditure may be undertaken on any project prior to the approval of the estimate mentioned in Article 18§1, unless these expenses are approved by the DARE Board Treasurer.
6. A project may not exceed the budget agreed upon at the General Members Assembly.
7. Additional expenses to those already approved must be approved even in the event that the project has under run its estimate in other areas.
8. The DARE Board Treasurer has the right to stop further expenditures on a project that has overrun its budget.
9. The funding for ongoing projects is to be determined every year at the General Members Assembly. Surplus from the previous year is not to be carried over to the current year unless specifically determined to the contrary at the General Members Assembly.

GENERAL MEMBERS ASSEMBLIES

Article 19:

1. There is to be a General Members Assembly at least twice per year, the annual GMA and the half yearly GMA.
2. The half yearly GMA is to be held in January or February. Its purpose is to deal with the financial reports for the first six months of the financial year, in aid of which the Treasurer is to deliver recommendations for the revision of cost estimates. The Board is moreover expected to a report as to their activities during the first six months and an update as to the currently relevant affairs of the society.

Article 20:

1. The General Members Assembly may take decisions regarding the agenda items and issues regarding the progression of the GMA on the condition that one-fifth of the members that are eligible to vote are present.
2. With regards to points not present on the agenda, with the exception of alterations to the DARE Statute and Regulations, the GMA may cast a vote, on the condition that two-thirds of the members that are eligible to vote are present.
3. Should fewer than one-fifth of the members that are eligible to vote be present, the Board may choose to postpone the GMA, provided another GMA is scheduled to take place within two weeks. The new GMA agenda shall contain at least the agenda points of the postponed GMA. Agenda items from the postponed GMA may still be decided upon in the new GMA if there are again too few members present. However, the Board is free not to enact these decisions.
4. The Secretary is to maintain an attendance list at each GMA, to be signed by those present. Members attending belatedly or merely not having signed the register forfeit their voting rights until such time as they have signed the register.
5. A member that is eligible to vote may authorise a fellow member, who is eligible to vote themselves as well, to vote on their behalf. Such authorisation should be delivered electronically or on paper. The following conditions will apply:
 - (a) Any member may vote on behalf of a maximum of two other members;
 - (b) The authorising communication must be received by the Secretary a minimum of 24 hours before the official start of the GMA;
 - (c) At the moment of signing the register, authorising documents are to be inspected by the Board. Upon acceptance the names of those who have allowed themselves to be represented by the authorised member are to be noted on the register with a remark noting this authorisation.
6. A subject shall be included on the agenda of the next GMA if a request for that has been submitted to the Secretary at least two weeks before the start of the GMA. The request needs to be made by at least five members who are eligible to vote.
7. For each position of the DARE Board the current Board shall nominate at least one candidate. The DARE Board will announce the candidate at least one week before the start of the GMA.
8. Candidates not nominated by the DARE Board can be nominated by a group of at least ten members who are eligible to vote. This nomination must be submitted to the Secretary at least one week before the start of the GMA.

SANCTIONS

Article 21:

1. For breaking the House Rules, Code of Conduct, Safety Regulations or Workshop Regulations, the DARE Board can impose the following penalties:
 - (a) In case of a minor violation the member shall be given a reprimand and a sanction, imposed by the DARE Board or the Safety Board, which must be in proportion to the violation.
 - (b) In case of a repeating offence, a member can be denied access to the workshop for an undefined amount of time.
 - (c) In case of a serious violation of the regulations, the membership of the offender can be suspended or the offender can be expelled from the society.
 - (d) If it is clear that a member violated the regulations, the damage resulting from this violation can be recalled on this member and this member needs to pay the damage. This will be decided by the DARE Board and can be appealed to during a General Members Assembly.
2. Members can appeal sanctions at the next General Members Assembly, where the GMA will issue a final binding decision.

PROPERTY AND SERVICES

Article 22:

Compensation for goods and services

1. A member of the society cannot be paid by the society for services done or goods provided.
2. If applicable, members can be given compensation for functions they fulfil in the form of a share of the Profileringsfonds (previously RAS-maanden), an amount of which could be made available each year to the society as a whole by Delft University of Technology. The DARE Board will have to indicate the distribution of these months and account for it in a GMA of the year in which these months are issued.
3. If the society of DARE has made financial gains because of the direct actions of a member, which were not already accounted for in the societal budget, then this member can indicate to the Board where they would like to see the money spent on. This indication will be treated as a budget request and will be put forward by the Board at the next GMA.

Article 23:

Usage of DARE materials, tools and facilities for non-DARE related purposes

1. Materials, tools and facilities of DARE are not allowed to be used for any purposes not related to the society or its goals, unless decided otherwise by the Board.
2. For the usage of tools or facilities of DARE by a person for purposes not related to DARE, this person must reserve the tool or facility.
 - (a) The reservation must be approved by the DARE Board.
 - (b) The reservation is rendered invalid if any DARE member has justifiable reason to use it in the reserved period for any purposes of the society. This is at the discretion of the Board.
 - (c) The person is responsible for the tool or facility used unless determined otherwise beforehand with the board.
3. Damage to tools or facilities caused during the usage of these for purposes not related to DARE must be paid entirely by the person(s) responsible for the damage, unless determined otherwise by the Board or at the next GMA.

Article 24:

Usage of objects of external organisations by DARE members for DARE related purposes

In this article the word “object” is used to refer to: any tool, device, facility, vehicle or any other equipment that is not consumed during the process of using it (e.g. a construction material is consumed when using it).

1. A DARE member is/members are responsible for the damage to an object that occurred while they were using the object, in case this damage could have been foreseen and avoided in a reasonable way.
2. If damage occurs to an object as a consequence of the usage of this object for DARE related purposes the DARE member(s) responsible for the damage will have to pay a compensation equal to:
 - (a) The monetary value of the object just before the occurrence of the damage. This is equal to the original value of the object at time of purchase minus all depreciation since that time.OR
 - (b) An amount of €200.
3. The person(s) responsible for the damage can appeal to the next General Members Assembly to determine if they are responsible for the damage. For this the DARE member(s) at least need to demonstrate that they:
 - (a) were handling the object in a responsible wayAND
 - (b) that the damage could not have been foreseen and avoided in a reasonable way.
4. Every DARE member can appeal at the next General Members Assembly to revise the amount of the compensation as determined by Article 24§2 if this member is of the opinion that, in light of the situation in which the damage occurred, the monetary value of this compensation is either too high or too low.

Article 25:

DARE Vehicles

1. Costs for the vehicle(s) will be paid for by the society. These include purchasing, maintenance, insurance, taxes, and fuel.
2. Projects pay for usage by recording their mileage. Using a predetermined rate in €/km, determined at the discretion of the Board, this converts to a bill that will be recognised as a project's expense or invoiced every semester.
3. Every driver needs to be approved as one by the Board and needs to be covered under the active insurance policy during use of the vehicle(s).
4. Traffic tickets will be invoiced to the driver.
5. The vehicle(s) are available for personal use and external renting. Explicit permission from the Board is required. For this purpose a higher predetermined rate in €/km, determined at the discretion of the Board, will be used and it falls under the condition that the reservation is rendered invalid if any DARE member has a justifiable reason to use it in the reserved period for any purposes of the society. This is at the discretion of the Board.

FINAL NOTES

Article 26:

1. Every member is obliged to know the content of the DARE Charter, the DARE Bylaws, the Code of Conduct, and the Safety Regulations. The DARE Board shall make new members aware of these documents upon joining the society.

Article 27:

1. The DARE Board decides on all matters not covered by the regulations stated in this document or in the Charter.