

CONSTITUTION OF ORBIT

Revised: Summer 2024

1. NAME

The name of the organization shall be 'Orbit - Association of ITC Students', hereinafter referred to as "Orbit".

2. OBJECTIVES

To act as the representative of the students in ITC-oriented matters as defined by the "By-laws" to initiate and conduct programs, events and services which will foster the welfare, well-being and interest of its members, to promote coordination and cooperation between its different constituencies and participation in the affairs of the institute.

3. MEMBERSHIP

All students of the ITC shall be voting members of Orbit, on payment of the membership subscription.

The resident family members of ITC students and students of UT shall be non-voting associate members of Orbit and hence will have access to all facilities provided by Orbit.

4. THE STUDENTS COMMITTEE

4.1 Membership

- a) The representatives of all the ITC constituencies as defined in the By-laws shall be voting members of the Students Committee.
- b) The following non-voting ex-officio members shall be included in the Committee:
 - 1) Past President(s)
 - 2) Dean of Students or his/her representative

4.2 The Executive

- a) President

- b) General Secretary
- c) Assistant secretary / Media & Communications Coordinator
- d) Treasurer
- e) Sports Coordinator
- f) Social Coordinator
- g) Residence Coordinator
- h) Academic Affairs Coordinator

5. MEETINGS

5.1 General meetings

- a) There shall be an annual general meeting of members, held every calendar year, preferably in November, for the purpose of receiving reports of the previous year's activities, examining the accounts of the Association, discussing proposals for activities in the following year and for transacting any other business for which due notice has been given.
- b) Extraordinary general meetings may be held from time to time as occasion demands, provided due notice of all business to be transacted is given to members in accordance with the By-laws.

5.2 Committee Meetings and Executive Meetings

The Committee of Orbit shall meet at least once every two months. Executive meetings shall be held at least once per month.

5.3 Quorums at Meetings

- a) At the annual general meeting the quorum shall be 1/3 of voting members or 50% of the voting members, whichever is lower.
- b) At extraordinary general meetings the quorum shall be 1/3 of voting members or 50% of the voting members, whichever is lower, except in the case of an extraordinary general meeting, called to discuss changes in the constitution, at which the quorum shall be two thirds of the voting members of Orbit, registered as ITC students at the time of meeting.
- c) At Committee meetings, the quorum shall be 50% of the voting Committee members including the President. The quorum shall be reduced to exclude Committee members, who are participating in fieldwork outside ITC or who do not attend consecutive Committee meetings without a reasonable excuse.

6. INCOME

Orbit funds shall be derived from the subscription of student members, contributions by the ITC, entrance fees charged by Orbit for entry to functions organized by orbit and any other source considered appropriate by the Committee. The income of Orbit shall be applied solely to promote the objectives of Orbit.

7. ACCOUNTS

Proper accounts of Orbit income, expenditure, property, credit and liabilities shall be kept by the ITC- Financial Administrator under the responsibility of the Treasurer of Orbit. The Committee shall optionally appoint two auditors and a statement of audited accounts shall be presented to the annual general meeting of Orbit and, if requested, to any other extraordinary meeting.

8. BY-LAWS

All matters not governed by the Constitution shall be regulated by the By-laws annexed hereto. Alterations or additions to the By-laws may be made only by an extraordinary resolution passed at an extraordinary general meeting at which the majority of those members who vote indicate their agreement to any such change.

9. CHANGES IN THE CONSTITUTION

Alterations or additions to the Constitution may be made only by a special resolution passed at an extraordinary general meeting called for this purpose, at which a majority of those members present indicate their agreement to any such change.

BY-LAWS OF THE CONSTITUTION

Revised: Summer 2024

A. ITC-ORIENTED MATTER

An ITC oriented-matter shall be defined as any matter, academic or otherwise, relating to the general well-being, directly or indirectly, of ITC course participants or residence in the ITC International Hotel and its annexes.

B. MEMBERSHIP AND FEES

All course participants of the ITC automatically pay the membership fee to become full members of Orbit on registration for their course. For ITC short courses / UT Erasmus Students, the membership subscription shall be € 1,00 for a one-month course and € 6,00 for 2 - 6 month long courses. For ITC medium courses of 9 to 24 months, the subscription shall be € 1,00 per month, e.g. € 12,00 for a 12-month course and € 24,00 for a 24-month course. For ITC long courses of more than 24 months, the subscription shall be € 40,00. The subscription confers membership for the full duration of a course. UT students pay the fee of € 12 per academic year, starting in September. UT members have no power to vote at general meetings.

Double degree master's programme students whose duration of stay at ITC is unknown at the moment of registration can pay for their initial duration of their stay. After a year, if they choose to continue at ITC, then they should renew their membership by paying for rest of the duration of their stay at ITC.

Registering for a part (1 or 2 months) of the course is not allowed. The payments are non-refundable.

C. CONSTITUENCIES

A constituency shall be defined as any ITC course or group of regular courses of over six months duration.

D. ELECTIONS

Election of Committee members

- a) Each constituency shall elect a representative to represent the interest of constituency's members and to serve on the Committee of Orbit. This election shall take place after the start of the second quartile and before the second week after commencement of the quartile. If desired, the Program Director will administer the election.
- b) Every Committee member shall attend all Committee meetings. If for any reason a Committee member cannot attend, one should notify the President in advance.
- c) Every Committee member shall be required to assist the Executive members in the execution of their tasks.
- d) Every Committee member acts as his/her constituency's representative on the Committee and shall put forward the views of his/her constituency at Committee meetings.

- e) Every Committee member shall report the proceedings of Committee meetings to his/her constituency.
- g) Voting members of the Committee of Orbit shall be eligible for nomination for any of the posts of the Executive.

Election of Executive members

- a) The preceding executive board shall appoint the new board members.

E. RESIGNATION AND REMOVAL FROM OFFICE OF COMMITTEE MEMBERS

- a) If the constituency admits, a Committee member including an Executive member may resign at any time, giving written notice of at least two weeks. The resignation shall be addressed to the General Secretary or the Assistant Secretary. The General Secretary must convene a Committee meeting to discuss the resignation.
- b) A Committee member may only be removed from office if the Committee receives a petition to this effect signed by at least two thirds of the constituency members considered. In such a case, the Committee member involved has the right of appeal to the Committee, at the first Committee meeting following receipt of the appeal. In the event of non-performance of a Committee member, the Committee shall notify the Dean of Students and the member's Program Director, in writing. The constituency shall take a decision on the member's continuation as representative, within two weeks of the date of the letter and shall communicate this decision to the Secretary via the Dean of Students or the Program Director.
- c) Upon an accepted resignation or removal from office of a Committee member, the constituency shall hold a by-election within fourteen days to elect a new constituency's representative.

F. DUTIES AND POWERS OF THE COMMITTEE

- a) To initiate and manage all matters related to the objectives of Orbit.
- b) To authorize expenditure above € 70 for any purpose in accordance with the objectives of Orbit.
- c) To supervise the activities of the Executive.
- d) To name an acting executive member in the absence of an elected executive member.

- e) To have the power of appointing, employing and remunerating such officials and assistants as it considers necessary for conducting the business of Orbit and may discharge them when it thinks proper.
- f) To establish and dissolve committees and define their terms of reference, reporting schedules and financial report.
- g) To conduct a referendum within fourteen days of receipt of a petition from fifty or more members of Orbit on a specific topic, or on its own initiative.
- h) To grant or withhold permission to use Orbit name for any purpose.
- i) To appoint one of its own members (preferably the Residence coordinator) to be in charge of Orbit cupboards in the ITC International Hotel and its annexes and the equipment stored therein, e.g. personal computer, sports equipment, audio visual equipment.

G. DUTIES AND POWER OF THE EXECUTIVE

1. PRESIDENT

- a) The President shall normally act as the official spokesperson of Orbit.
- b) The President shall take the chair at all general meetings of Orbit and at Committee meetings and shall regulate and keep order in the proceedings.
- c) At Committee meetings, the President has the right to vote. In the event of a tie he/she also has a casting vote.
- d) The President shall coordinate the activities of Orbit, the Committee and of the Executive.
- e) The President shall have the responsibility of calling all meetings of Orbit, of the Committee and of the Executive and of setting the time and place of meetings.
- f) The President shall address all ITC students, together or by constituencies, within one month of taking office, unless the annual general meeting has expected to be held within two months of his/her taking office.
- g) If the necessity arises the President is authorized to allow immediate expenditures of up to € 70 from Orbit funds.
- h) The President shall sit on Committees of the ITC as required and shall be the interface between ITC and Orbit. The President shall also attend and/or participate in official functions of ITC as may be required from time to time.

2. GENERAL SECRETARY

- a) The General Secretary shall distribute notices and make all necessary preparations for all meetings of Orbit.
- b) The General Secretary shall prepare the agenda for the Committee and Executive meetings, in consultation with the President and Committee members, and shall distribute the agenda along with notices of meetings.
- c) The General Secretary shall attend all Committee and Executive meetings, and shall write minutes of the proceedings at meetings.
- d) The General Secretary shall make and manage the correspondence of Orbit.
- e) The General Secretary shall maintain the records of Orbit and shall be in charge of the office and inventory of Orbit in ITC.
- f) In the absence of the President, the General Secretary may act as President but not for a period longer than three weeks unless agreed to by the Committee.

3. ASSISTANT SECRETARY / MEDIA & COMMUNICATIONS COORDINATOR

- a) The Assistant Secretary shall assist the General Secretary in the management of Orbit and in the duties of the General Secretary when necessary.
- b) The Assistant Secretary will be responsible for handling the social media accounts.
- c) The Assistant Secretary shall be responsible for networking with other associations and other outside bodies.
- d) The Assistant Secretary may act as General Secretary in the absence of the General Secretary, subject to agreement by the Committee.

4. TREASURER

- a) The Treasurer shall receive all sums of money accruing to Orbit with the exception of membership fees, which are paid directly to the ITC- Financial Administrator.
- b) The Treasurer shall be responsible for the maintenance of Orbit accounts, which are administered by the ITC-Financial Administrator.
- c) The Treasurer shall be responsible together with the President for the payment of all expenditures authorized by the Committee. In the case of payments over € 70 the

signatures of both the Treasurer and the President are required before payment is made.

- d) The Treasurer shall prepare a financial statement for the annual general meeting, and for any other general or Committee meeting if requested by the Committee to do so.
- e) The Treasurer shall submit a request letter for funds for the first month from the ITC-Financial Administrator to start association related work. In subsequent requests for funds, the Treasurer shall submit a request by including details of the needs and previous reports on the use of funds. The request must be made at least one month before the need arises.
- f) The Treasurer shall prepare an estimate of the budget for the next 3 months, in advance and in accordance with the rolling plan provided by the social coordinator.
- g) The Treasurer shall receive the estimated budget document and the general financial report from the previous board. The Treasurer must hold a meeting with the ITC Finance Administrator after taking office.

5. SPORTS COORDINATOR

- a) The Sports Coordinator shall arrange facilities and equipment for all those sports and games for which there is sufficient interest among Orbit members and for which the Committee has authorized any necessary expenditure.
- b) The Sports Coordinator shall organize sports and games tournaments within ITC and between ITC, and other institutes or teams, as authorized by the Committee.
- c) The Sports Coordinator shall prepare a report on sporting activities for the annual general meeting and for any other general or Committee meeting if requested by the Committee to do so.
- d) The Sports Coordinator may appoint a Sport Committee to assist in the organization of sporting activities.

6. SOCIAL COORDINATOR

- a) The Social Coordinator, in consultation with the Dean of Students shall arrange all social activities for the constituencies, e.g. film shows, cultural evenings, discotheque parties, excursions, as authorized by the Committee.
- b) The Social Coordinator shall make sure that the social activities are inclusive. The Social Coordinator shall be the point of contact for any issues related to discrimination and inform about the issues to the integrity board if needed.

- c) The Social Coordinator shall prepare and present to the Committee for its consideration a 3-month rolling program of social activities.
- d) The Social Coordinator shall prepare a report on social activities for the annual general meeting and for any other general or Committee meeting if requested by the Committee to do so.
- e) The Social Coordinator along with Residence Commissioner shall be responsible for the properties of Orbit in the Schermerhorn Lounge during and after social activities.
- f) The Social Coordinator may appoint a Social Committee to assist in the organization of social activities.

7. RESIDENCE COORDINATOR

- a) The Residence Coordinator may appoint a Residence Committee to assist in the organization of residential duties.
- b) The Residence Coordinator shall be a resident in the ITC International Hotel or its annexes.
- c) The Residence Coordinator shall prepare a report on the activities of the Residence Committee for the annual general meeting and for any other general or Orbit Committee meeting if requested by Orbit Committee to do so.

8. ACADEMIC AFFAIRS COORDINATOR

- a) The Academic Affairs Coordinator may appoint an Academic Committee to assist in the organization of academic duties.
- b) The Academic Affairs Coordinator collects, initiates and administers all academic matters, concerns and issues for presentation to ITC academic boards.
- c) The Academic Affairs Coordinator will be responsible for Orbit publications on a regular basis.
- d) The Academic Affairs Coordinator shall prepare a report on the activities of the Academic Committee for the annual general meeting and for any other general or Orbit Committee meeting if requested by Orbit Committee to do so.

H. GENERAL MEETINGS

General meetings of Orbit may be:

- a) Annual Meetings

b) Extraordinary Meetings

1. Annual General Meetings

- a) After consultation with the Committee the President shall notify members of Orbit at least two weeks in advance, of the time and place of the annual general meeting.
- b) The Committee shall compile the agenda of the meeting and publish it not later than three days before the meeting.
- c) Any member of Orbit wishing to have any matter discussed at the meeting should inform the Secretary not later than one week before the meeting. The Committee shall decide whether to include the matter on the agenda.
- d) Voting at the meeting shall be by show of hands or, if demanded by the chairman or at least ten members present, by secret ballot.
- e) All matters put to the vote at the meeting shall be decided by a simple majority of votes cast.
- f) The President has a casting vote, in the event of a tie.

2. Extraordinary General Meetings

- a) The President may call an extraordinary meeting, after consultation with the Committee with notice of not less than two days, with the exception of an extraordinary general meeting called to discuss changes in the Constitution, when the notice shall be at least two weeks.
- b) On receipt of a petition for an extraordinary general meeting of 20% of Orbit members, the President shall inform the Committee and shall call the desired meeting within two weeks of receiving the petition.
- c) At an extraordinary general meeting, only those matters for which the meeting was called shall be discussed.
- d) Voting at the meeting shall be by show of hands or, if demanded by the President or at least ten members present, by secret ballot.
- e) All matters put to the vote at the meeting shall be decided by a simple majority of votes cast, except in the case of changes in the Constitution, which must be decided by a 1/3 majority of members present at the meeting.
- f) The President has a single vote, which he casts only in the event of a tie.

J. STUDENT EMERGENCY FUND

- a) The Student Emergency Fund is to be maintained to a fixed level of € 4500 by contributions from the course participants.
- b) All students of ITC shall be eligible for interest-free loans from the Fund.
- c) All requests for loans must be made on the prescribed form and forwarded to the Treasurer. The President and the Treasurer shall together approve the request only if they are satisfied of the valid need for the loan.
- d) The total sum loaned to any student shall normally not exceed € 300.
- e) The loan amount can be returned in instalments over a period of 6 months, or the duration left for the end of the course. Extensions may be granted in extraordinary cases after the approval of the Orbit Committee.

K. LANGUAGE

The Association recognizes English as its official language.

L. UNFORESEEN CIRCUMSTANCES

In all circumstances not foreseen or covered by this Constitution or its By-laws, the Committee has the right of decision.

Class Representatives (Constituency Representative)

Members interested in the position of the class representative should nominate their names to the class representatives from the previous year to understand the complete nature of responsibilities

Procedure:

- 1. For each course of Professional Master, Master of Science and Diploma level a class representative will be appointed.
- 2. Besides the class representative, if required, a specialization representative will act to the student advisor as day-to-day spokesman.

3. The class representative communicates relevant and confidential information from the class, the program director and student advisors.
4. Class representatives become Orbit committee members and are obliged to attend Orbit committee and board meetings (on request or by invitation).
5. Class representatives who change their course will have to resign with a two-week notice. Re-elections shall be held to appoint a new class representative.

The duties and responsibilities of the class representative shall include:

- To serve on the Committee of Orbit
- To be willing to serve on the executive board of Orbit as necessary.
- To assist the executive of Orbit to carry out duties as required.
- To put forward the views, complaints etc. of his or her constituency at Orbit Committee meetings.
- To report the proceedings of Orbit Committee meetings as appropriate to his or her constituency.
- To attend regular meetings with the respective student advisor and program director to discuss matters affecting their constituency.
- To report the proceedings of discussions with the student advisor and the program director to their constituency.
- To report results of module evaluations as obtained from the program director to their constituencies.
- To organize independently or with the students, gatherings for his/her constituency.

Discussed and approved at Orbit Extraordinary General Meeting (August 31, 2024)