

# TU/e Young Academy of Engineering

## Bylaws

January 2024

**TU/e**

EINDHOVEN  
UNIVERSITY OF  
TECHNOLOGY



# Rules and Regulations EYAE

*The Eindhoven University of Technology Young Academy of Engineering (EYAE) is a network of enthusiastic, ambitious, and outstanding early career scientists, designers, and engineers with a broad interest and view on (policies regarding) science and education.*

## Article 1. Description of the Terms Used

- a. TU/e: Eindhoven University of Technology.
- b. TU/e Executive Board: The Executive Board of the Eindhoven University of Technology (College van Bestuur, CvB).
- c. EYAE: TU/e Young Academy of Engineering.
- d. Members: Members of TU/e Young Academy of Engineering as referred to in Article 4.
- e. EYAE Board: TU/e Young Academy of Engineering Board as referred to in Article 6.

## Article 2. Mission and Objectives

1. EYAE members are early career scientists who exhibit great academic promise in research and education and demonstrated a broad interest in (policies regarding) one or more of the following areas of contribution:
  - a. Valorization
  - b. Outreach
  - c. Management
  - d. Leadership
2. EYAE contributes to the academic culture at TU/e:
  - a. As an independent voice on TU/e and (inter)national policies.
  - b. By celebrating the core values of academic freedom and integrity.
  - c. As a facilitator of interdisciplinary research and collaboration.
  - d. As a platform for the development of academic leadership.
3. The EYAE's overarching objective is to facilitate and organize activities that contribute to:
  - a. Providing a platform for open discussion.
  - b. Providing support for early career scientists at TU/e.
  - c. Fostering interdisciplinary cooperation and research.
  - d. Fostering high quality education.
  - e. Fostering valorization and outreach.
  - f. Contributing to academic leadership development, valorization, and outreach.
  - g. Providing solicited and unsolicited advice to the TU/e Executive Board and other TU/e governing bodies on policies regarding research, education, valorization, outreach, impact, and strategy.

## Article 3. Member selection

1. Eligibility:
  - a. Eligible for EYAE membership are TU/e employees who received their PhD within the last 10 years, measured from the date of the call.
  - b. This period may be extended (on a case-by-case basis) in case of:
    - i. Pregnancy (18 months per child) or by becoming a parent (6 months per child).
    - ii. Illness or caring duties (resulting in a (temporary) formal reduction in FTE).
2. The EYAE aims to consist of a maximum of approximately 40 Members, representing

- between two to four members of each of the nine departments. Former EYAE members are not eligible for a new membership period.
3. The EYAE aims to represent the diverse environment at TU/e and strives for a balanced selection of Members, considering factors such as (but not limited to) disciplinary background, gender, and nationality.
  4. EYAE publishes a call for new Members annually in February. New Members begin their term in September of the same year.
  5. Each year, prospective candidates can be nominated by the following people (with a maximum of two candidates per person): Deans of Faculties, Deans of Education, Directors of Institutes, Group Leaders, the Ph.D. Council, current and past Members of De Jonge Akademie or the Royal Netherlands Academy of Arts and Sciences (KNAW), and EYAE Alumni.
  6. The Selection Committee will consist of two EYAE Members and one external member. At least one of the EYAE Members is expected to be part of the Board. The external member will be recruited from De Jonge Akademie or KNAW.
  7. The selection process is divided into two phases:
    - a. In the first phase, the academic CV, a motivation letter, and a support letter are considered (as will be specified in the annual call documents).
    - b. In the second phase, short-listed candidates are invited to discuss their ideas for concrete contributions to the EYAE with members of the Selection Committee. After the interview round, prospective candidates will be nominated for EYAE membership by the Selection Committee. Candidates and their Departments will be informed about their membership before the end of June.
  8. Based on the recommendation of the Selection Committee, new Members are formally appointed by the Executive Board.

#### **Article 4. Membership**

1. Members are asked and expected to actively contribute to the EYAE and its activities by joining the plenary meetings and participating in (one or more of) the working groups or start new initiatives, reserving approximately 8 hours a month for their membership. Departments supporting the EYAE membership will give Members the opportunity to devote sufficient time to EYAE.
2. Discharge upon a Member's own request can take place due to expiration of the terms of nomination in accordance with the Member's written request to the EYAE Board.
3. Members who are unable to be active within EYAE for a lengthy period due to circumstances or who can only be less active must inform the Board. If a member is inactive for a lengthy period, the Board shall encourage this member to become more active. If, after encouragement by the Board to become more active, a member remains inactive for a lengthy period, the Board may request this member to submit a request for discharge.
4. EYAE Membership lasts for a maximum of 4 years.
5. The EYAE rules and regulations of membership are extended to employees of TU/e who are members of the DJA. The period of memberships at the EYAE is then defined by the period of membership at the DJA.

6. The EYAE's working language is English.

## Article 5. The Board

1. The EYAE is governed by a Board composed of a Chair, a Vice-Chair, and two Board Members. The Board is supported by a Secretary.
2. Board Members need to be appointed at TU/e for more than 0.4 FTE and are expected to dedicate 16 hours per month (0.1 FTE based on full-time appointment) to tasks related to the EYAE.
3. The Board is responsible for:
  - a. Preparing meetings and setting agendas.
  - b. Implementing decisions made by the EYAE.
  - c. Representing the EYAE.
  - d. Informing EYAE members about issues which are presented to the Board from external sources.
  - e. Preparing a yearly work plan and a yearly report.
  - f. Interacting with the TU/e governing and administrative bodies, and key figures within TU/e.
4. The Chair:
  - a. Acts as an official spokesperson for the EYAE and is responsible for communication in conjunction with the Vice-Chair and Secretary.
  - b. Sets the agenda for Board meetings.
  - c. Chairs the regular meetings and Board meetings.
  - d. If there is a tie in any voting procedures amongst the Board members, the chair's vote will count as double.
5. The Vice-Chair:
  - a. Is assumed to take on the role of Chair in the following term. EYAE Members vote on instating the Vice-chair as Chair. Should the Vice-Chair not be endorsed by the Members or not be able to take on the role as Chair, the Board will search for a new Chair among the EYAE Members.
  - b. Replaces the Chair in case of absence and in doing so is responsible for the duties described above.
  - c. Is responsible for coordinating the preparation of the yearly work plan.
6. The Board Members:
  - a. One of the Board Members is assumed to take on the role as Vice-Chair in the following term. EYAE Members vote on instating a Board Member as Vice-Chair. Should none of the Board Members be endorsed by the Members, or if they are not able to take on the role as Vice-Chair, the Board will search for a new Vice-Chair among the EYAE Members.
  - b. Are responsible for various tasks including, but not limited to, recruitment of new Members, liaising with other networks/societies, organizing the Annual Retreat, and coordination of the working groups. The Board Members discuss and establish their responsibilities upon their appointment with the Chair and Vice-Chair.
7. If there are vacancies, the remaining Board Members form the EYAE Board until the vacancies have been filled.
8. Election of the Board
  - a. Board Members are elected by EYAE members upon nomination. Their term of

- office starts on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.
- b. Vacancies for Board Members, including (Vice-)Chair are announced to EYAE Members at a reasonable time before a next meeting.
  - c. Prospective candidates submit their names and a short motivation to the Board at least two weeks before the plenary EYAE meeting.
  - d. The Board communicates the candidates' names and motivation to all members, at least one week in advance of the meeting.
  - e. All EYAE Members with voting rights may vote during the meeting or via email if they cannot attend.
  - f. If there are as many candidates as there are positions and no EYAE Member objects, election can take place by acclamation with no formal ballot procedure.
9. An EYAE Board position carries a duration of maximum three years (except for extenuating circumstances). A one-time extension of one year is possible if approved by a majority of EYAE Members.
10. The position of Chair and Vice-Chair carry a duration of one year each.
11. In the case of unforeseen personal or professional circumstances, Board Members can request to be honorably discharged by the EYAE members.
12. A Board member who takes up an appointment at another University or institute and leaves the TU/e agrees to honorably discharge herself/himself of her/his Board role.

## **Article 6. Budget**

1. The EYAE activities are outlined by the Board in a yearly workplan, which forms the basis for the annual budget provided by the Executive Board.
2. The EYAE Board delivers an annual report to the EYAE Members and the TU/e Executive Board, outlining the activities and achievements of the previous academic year.
3. The TU/e Executive Board makes funds and a Secretary available annually, in order for the EYAE to execute its tasks.
4. All other costs, such as costs for meetings and gatherings (room rentals, miscellaneous costs such as coffee/tea/etc.), specific training activities (communications training, etc.), the annual retreat, and maintenance of the website are covered within the budget.

## **Article 7. Voting and Decision Making**

1. Each EYAE Member can present topics to the Board for discussion and/or support. The Board decides which topics will be put on the agenda for a general meeting.
2. The Board is responsible for sharing all relevant documentation related to a topic prior to the general meeting. In case timing prevents topics from being discussed in a general meeting, an email clearly outlining the topic will be distributed.
3. The voting procedure is done via email. A reasonable amount of time will be reserved for the voting procedure so Members have sufficient time to read any related information to the topic. A vote can be "yes", "no", or "go with the majority". All votes are collected by the Secretary who informs the Board of the outcome.
4. A voting procedure outcome is deemed valid after a response rate (quorum) of >50% of

members with voting rights. A vote to support or not to support is declared valid when >50% of the votes are "yes" or "no", respectively, including "go with the majority" votes.

5. In case of disputes between Members and/or Board Members, EYAE will seek advice from the TU/e Rector and Executive Board.

**Eindhoven, January 2024**