

ASIAN BORREL CLUB (ABC)



ABC

HOUSE RULES

AMSTERDAM

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ARTICLE 1. GENERAL

- 1.1 The house rules (HR) are rules, agreements and guidelines, which build on the law and the statuten. Unlike the statuten – which can only be amended with a notary – HR rules, agreements and guidelines can be changed through the GAM or a board meeting;
- 1.2 in addition to the rules, agreements and guidelines, HR also contains the duties and powers of the board members. Procedures and working methods are explained in a straightforward manner in HR and supplemented contextually in the policy plan;
- 1.3 HR can never contradict the statuten (if it does, then the statuten have precedence);
- 1.4 HR is open to all stakeholders.

ARTICLE 2. JURISDICTION

The student association ABC has full legal capacity. This means that the ABC as an association is liable for the actions performed by the board. In principle, directors are not liable for the actions performed. While there is no Ultimate Beneficial Owners (UBO) in ABC, board officials are nevertheless registered as senior managers (pseudo-UBOs) in the UBO register of the Chamber of Commerce.

ARTICLE 3. MEMBERSHIP

- 3.1 General Membership is open to anyone interested in our organisation;
- 3.2 registration is completed by e-mail or via the website;
- 3.3 the General Membership is in effect during the academic year;
- 3.4 membership is annually renewed on the 1st of September for one academic year;
- 3.5 a General Member authorizes and mandates ABC to withdraw contribution from their bank account through recurring payments (direct debit);
- 3.6 if a General Member reverses a direct debit payment (chargeback) or declines the direct debit payment – despite approval –, the General Member will digitally receive a payment notice with on top the additional costs for the chargeback as set by our payment provider;
- 3.7 if a General Member has received a payment notice, the General Member must fulfil the payment within ten days after the issued payment notice date;
- 3.8 if the General Member fails to comply within the issued payment due date, the General Member will receive a second payment notice which has to be fulfilled within fourteen days after its issued payment notice date. The amount due can be increased with additional administration fees of €5,00;
- 3.9 if the General Member fails to fulfil the second payment notice Asian Borrel Club has the right to transfer its claim to third parties;
- 3.10 if Asian Borrel Club transfers its claim to a debt collector, the additional costs will be charged to the General Member;
- 3.11 it is always possible to become a General Member throughout the year for the remainder of the academic year;
- 3.12 registrants are not be eligible for a refund if they cancel their membership;
- 3.13 membership cancellations to avoid further charges can be requested until the 31st of July in an academic year;
- 3.14 to cancel a membership, send the cancellation request to secretary@asianborrelclub.nl;
- 3.15 contribution is determined annually by the board;
- 3.16 a member receives a membership card;

- 3.16.1 if a membership card is lost, the holder must pay the membership card costs, agreed by the GAM, again for a membership card.
- 3.17 non-members can participate in activities for a fee;
- 3.18 General Members can participate in activities for free or at a reduced rate;
- 3.19 only General- and Active members are eligible to use the exclusive agreements ABC has concluded with partners;
- 3.20 Active Members enjoy all the benefits of a general member;
- 3.21 Active members are exempt from membership fees;
- 3.22 Active Members are part of a committee or the board. Active- and General members have priority over the activities organized by ABC over non-members. Active members can also have exclusive access to internal activities of the association;
- 3.23 existing members will be notified when their membership is about to expire and that they have the option to cancel the membership.

ARTICLE 4. CODE OF CONDUCT GENERAL MEMBERS | NON-DISCLOSURE AGREEMENT AMONG ACTIVE MEMBERS | PERSONAL DATA

- 4.1 A member shall at all times refrain from abusive, humiliating, intimidating, sexually transgressive conduct that could damage ABC's members and name;
- 4.2 Members shall not engage in acts that are contrary to law, public order or acts that incite to unlawful behaviour;
- 4.3 it is prohibited to consume substances that fall under the Opium Act;
- 4.4 the “Gedragscode van Promotie- en Kenningsmakingstijd van Studentenverenigingen te Amsterdam” is always applicable;
- 4.5 person in question should always have the possibility to explain and adapt him/herself;
- 4.6 structural violation of any of the above rules and lack of progress leads to official exclusion from the association and exclusion from activities.
- 4.7 the association enforces a non-disclosure agreement among (former) active members;
 - 4.7.1 In the event of non-compliance with the provisions of the non-disclosure Agreement, the (former) Active Member shall receive a proportional penalty:
 - 4.7.1.1 Unintentional mistakes will receive warnings. If, however, these unintentional mistakes, despite warnings, keep happening, the (former) Active Member will be excluded from the association.
 - 4.7.1.2 If it appears that the (former) Active Member — out of self-interest or personal gain — intentionally failed to comply and therefore deliberately harmed ABC, the (former) Active Member will owe ABC an immediately due and payable fine of €10.000,00/breach. ABC reserves the right to take further steps, if ABC deems this necessary.
 - 4.7.1.3 ABC’s General Assembly of Members (GAM) reserves the right to overrule any penalty decisions.
- 4.8 Personal data can be shared with educational institutions and their commissies Profileringsfonds for Asian Borrel Club’s formal recognition.

ARTICLE 5. SIGNUPS & CANCELLATIONS AT ACTIVITIES

- 5.1 After every registration, the registered person will receive a confirmation email;
- 5.2 signups can only be completed if the registree agrees to the terms and conditions, applicable disclaimers & HR;
- 5.3 cancellations from activities can be communicated through all social media channels;
- 5.4 refunds cannot be guaranteed upon cancellation and depend on the type of activity.

5.5 terms and Conditions Events are applicable.

ARTICLE 6. ALCOHOL- EN DRUG POLICY

- 6.1 Conform to Article 20 of the Licensing and Catering Act, no alcohol and tobacco may be sold to young people under the age of 18, including student associations;
- 6.2 anyone under the age of 18 may not carry alcohol;
- 6.3 sale of alcohol to an 18-year-old or older for the purpose of passing it on to minors is prohibited;
- 6.4 a minor who buys and the concerned seller can expect a penalty or fine if the above rules are violated;
- 6.5 members of ABC act in accordance with the law and will therefore not sell/serve alcohol to minors;
- 6.6 the above rules are applicable at all times during an activity (co-)organized by ABC;
- 6.7 In case of violation, the person in question, adult or minor, will first be addressed and warned. In the event of a repetition, the person in question will be immediately deprived of membership, he/she will not be given the opportunity to become a member again and he will be banned from all activities.

ARTICLE 7. BOARD

7.1 Composition:

The board consists of at least three persons: chairman/chairwoman, vice-chairman/chairwoman and secretary-treasurer. The latter can be split into two separate functions. In addition to these three functions, there is an events commissioner and four general board members: IT, External, Internal and Marketing. The addition of new functions, as well as abolition, takes place under the GAM. The detailed descriptions of the board functions are described in the policy plan;

7.2 General tasks:

the board strives to achieve the intended objectives. In addition, the board must have all execute detailed administrative tasks and ensure that the internal regulations and therefore the statutes are complied with at all times;

7.3 Decision-making:

the board makes both organizational and long-term decisions – which in principle are in line with the agreed policy plan. The policy plan therefore also functions as a guideline, so that board members always consider the bigger picture of the association before making a decision. This also means that deviating is possible, provided that the decision contributes positively to the vision, mission and goals. The board meets once a week of which the orals, notices, decisions and action points are minuted;

7.4 Early retirement:

if a board member needs to resign, it is possible under the condition that the formal resignation is announced one month in advance. In meantime, the Supervisory Board and the incumbent board will immediately start recruitment for an adequate replacement and the unattended tasks will be divided among the incumbent board. After a replacement has been found, he/she must be nominated during an emergency GAM and approved by the GAM;

7.5 Suspension of dismissal:

board members can always be suspended or dismissed by the GAM with a majority of two-thirds of the votes cast. It is not possible to dismiss an entire board in one go, because each board member must be treated separately. Board members in question must have had the opportunity to explain themselves. The matter is also presented to the Supervisory Board so that they can convey an advise, which will be revealed during the GAM.

ARTICLE 8. BOARD CHANGE

- 8.1 The term of office is one academic year;
- 8.2 after the second GAM – also known as the semi-annual meeting between January/February – has taken place, the Supervisory Board will start to form the new board together with the sitting board;
- 8.2.1 To this end, the sitting board will actively promote the positions and, if necessary, approach people who they think are suitable for the positions to persuade them to apply.
- 8.3 board applications are mainly conducted by the Supervisory Board;
- 8.4 third GAM, also known as nomination meeting between May/June, approves the nomination of the new board;
- 8.5 the approved nominated board will effectively already be in force in the period from June to September. During this period the old board is in the resignation phase;
- 8.6 at the first GAM of the new year, also known as the annual meeting between September/October, the approved nominated board, the new Supervisory Board and the new audit committee are officially appointed and the old board discharged. Voting is anonymous in accordance with GAM regulations;
- 8.7 shortly after the first GAM, a constitution drink is organized by the former board.

ARTICLE 9. FINANCES

- 9.1 ABC has a bookkeeping in which a monthly cash flow overview, income statement and balance is accurately maintained by the treasurer;
- 9.2 the annual budget includes the budgets of each committee;
- 9.3 After events and/or projects have been completed, a realization must always be drawn up;
- 9.4 the budget must always be approved by the GAM and amendment, albeit a redistribution goes through the GAM;
- 9.5 the balance sheet represents a snapshot of the financial health of the association;
- 9.5.1 the sum of the assets and liabilities is always equal to zero;
- 9.5.2 on the left side of the balance sheet is the assets;
- 9.5.3 the right side, also called equity & liabilities, show the origin of the funds.
- 9.6 the invoices are subdivided into creditors (still to be paid) and debtors (still to be received);
- 9.7 to adjust the balance sheet to time, a cash flow statement and an income statement are used where costs(kosten)/expenses(uitgaves) and income(opbrengsten)/revenue(inkomsten) are separated;
- 9.8 during the first GAM the annual realization and budget are presented and approved by the GAM;
- 9.9 at the second GAM, the annual budget may possibly be redistributed;
- 9.10 ABC members can request the financial situation at any time from the audit committee. The board must comply with a request for inspection within three days;
- 9.11 All funds received – be it from merchandise, dues, donors and/or sponsors – will be solely for the benefit of achieving the agreed vision, mission and goals.

ARTICLE 10. COMMITTEES

- 10.1 ABC has a supervisory committee, also known as the audit committee & Supervisory Board and operational committees;
- 10.2 committees are each supervised by a director;
- 10.3 breaking down and/or setting up operational committees takes place under the board;
- 10.4 operational committees are composed by the board;
- 10.5 operational committees function like a football team;
- 10.6 sizes of operational committees are determined by the board;

- 10.7 supervisory committees are nominated by the board and approved by the GAM;
- 10.8 active members of operational committees are recruited at two times in a year;
- 10.9 active members may be removed from operational committees at any time by the board;
- 10.10 active members receive no compensation for their work in the committees;
- 10.11 active members are accountable to committee heads;
- 10.12 committee heads are accountable to the board;
- 10.13 operational committees realize scenarios with: budget, time limits, step-by-step plan, required people and other relevant information;
- 10.14 before purchases are made by an operational committee, they must be approved by budget with the treasurer;
- 10.15 operational committees are not authorized to sign contracts themselves;
- 10.16 operational committees take minutes;
- 10.17 board members can reverse decisions of committees.

ARTICLE 11. COMMITTEE EVENTS

- 11.1 The committee organizes all physical events, with the exception of the drinks and introduction week;
- 11.2 the committee can, if necessary, approach third parties and possibly negotiate with them;
- 11.3 at each stand-alone event, a committee member is assigned to act as captain and take charge;
- 11.4 the captain of an event is always rotated;
- 11.5 the captain is accompanied by the commissioner for events;
- 11.6 the committee has two teams: party and social

ARTICLE 12. COMMITTEE EXTERN

- 12.1 The committee is engaged in recruiting partners and safeguarding relationships with them;
- 12.2 committee members will proactively search for possible partners and, as it were, pitch the association's offer to them;
- 12.3 committee members negotiate with partners to: identify the interests of all parties, reach consensus and draw up contracts from there;
- 12.4 the committee organizes events for alumni members;

ARTICLE 13. COMMITTEE INTRODUCTION

- 13.1 The committee is committed to making new members and aspiring members feel at home;
- 13.2 the committee takes care of the details during the introduction periods;
- 13.3 the committee is responsible for making ABC known at the Amsterdam institutions;
- 13.4 the committee focuses on introducing and connecting new, as well as aspiring members;

ARTICLE 14. COMMITTEE IT

- 14.1 The committee forms the technical backbone of the organization both online and offline;
- 14.2 the committee keeps the website up-to-date and provides technical support in various areas where necessary;
- 14.3 the commission is also involved in streamlining and optimizing a number of technical processes, e.g. payment system on the website for subscription payments and product sales;

ARTICLE 15. COMMITTEE MARKETING

- 15.1 ABC marketing is creating and providing entertainment value in return for engagement and connection among visitors;

- 15.2 the committee is divided into: Social Media, Video Production, Merchandise and Creative;
- 15.3 each part of this committee has a small “responsible person”;
- 15.4 formally, marketing remains one committee;
- 15.5 rotating members between the sub divisions is possible;
- 15.6 the four parts coordinate related matters – e.g. creative provides social media and merchandise with designs;
- 15.7 Social Media is mainly concerned with managing and uploading content to all social media channels;
- 15.7.1 An additional and important task is that they are primarily responsible for the design and content of the content to be uploaded – content such as Instagram/Facebook stories/posts in favor of upcoming events or promotion for partners;
- 15.8 Video production realizes the film material for the social media channels;
- 15.8.1 each event is promoted with fun, funny, short videos. In addition to these videos, adds are also produced for our partners;
- 15.9 Merchandise is one of the sources of income for ABC;
- 15.9.1 Merchandise is dependent on Creative;
- 15.9.2 Merchandise sets up a brand and guarantees its name recognition;
- 15.9.3 Merchandise finds the most accessible ways to sell products via the website and will also to partly devise the marketing campaign;
- 15.9.4 Merchandise is not something next to extra, but a separate thing that ABC supports financially;
- 15.9.5 merchandise products should speak for themselves;
- 15.10 Creative provides Marketing Merchandise with designs;
- 15.10.1 Creative designs printable objects;

ARTICLE 16. AUDIT COMMITTEE

- 16.1 The committee checks funds within the association;
- 16.2 the committee carries out three checks during the academic year: start, mid-term and end;
- 16.3 the treasurer reports to the committee for the cashflows that have taken place;
- 16.4 the current audit committee must inform the treasurer about what he or she can expect before the start of the academic year;
- 16.5 the committee will provide information to the GAMs and present the financial situation together with the treasurer;
- 16.6 the committee must immediately inform the board and the supervisory board in the event of fraud;
- 16.7 the committee is merely controlling and cannot implement changes or sanctions;
- 16.8 the committee is approved by the GAM;
- 16.9 the committee consists of at least two members who are not part of the board.

ARTICLE 17. SUPERVISORY BOARD

- 17.1 The Supervisory Board (SB) provides advice and supervises the association;
 - 17.1.1 to this end, the SB will check the policy plan, check whether the board follows the policy and whether additional activities are carried out properly;
 - 17.1.2 on top of that, the board must share issues with the SB, on which the board itself cannot reach a consensus;
- 17.2 the SB can intervene at all times where necessary, but the final judgment of the SB is merely advisory;
- 17.3 The Supervisory Board annually issues a recommendation regarding the new board members – a recommendation which can be followed or disputed by the GAM.
- 17.4 the members of the Supervisory Board must be approved during the GAM and no longer have the right to vote during the subsequent GAM;

- 17.5 the Supervisory Board consists of discharged former board members of the association – usually members who were on the board the previous academic year.
- 17.6 The supervisory board is authorized to make binding nominations for the appointment of board members and, in addition, to suspend or dismiss board members. The GAM reserves the right to overrule these decisions.

ARTICLE 18. GENERAL ASSEMBLY OF MEMBERS (GAM)

- 18.1 GAM is the highest body in the association;
- 18.2 invitations for GAMs are sent at least four weeks in advance by the secretariat;
- 18.2.1 the invitation provides a concept agenda, the date, time and location;
- 18.3 during the GAM, ABC presents its vision, mission, goals and objectives in a general sense. The GAM is also the time for members to share their criticisms and ideas;
- 18.4 there are three GAMs per year.
- 18.4.1 The first GAM focuses on: the annual report and realization of the previous board, the discharge of the previous board, the appointment of the Supervisory Board, the appointment of the Audit Committee and the approval of the policy plan and annual budget;
- 18.4.2 the second GAM revolves around the half-yearly report and half-yearly realization, where it may also be possible to redistribute a budget surplus;
- 18.4.3 the third GAM is a nomination meeting.
- 18.5 Considering the importance of the GAM, it is important that as many people as possible are present. We want to encourage this by having the GAM take place online.
- 18.6 GAM therefore has the authority: to appoint and dismiss board members and SB, to discharge board members, to approve the budget and annual accounts, to adjust the policy plan & statutes and to exclude members;
- 18.7 The GAM will proceed in accordance with the GAM regulations, which are derived from the statuten;
- 18.8 changes to the GAM regulations can be made by voting during the GAM and must remain within the framework of the statuten;
- 18.9 before the GAM, all members are given the opportunity to put items to discuss on the agenda;
- 18.9.1 additions are sent to the secretariat;
- 18.9.2 additions to the GAM-agenda will be honored if at least 1% of the general members support the request.
- 18.9.3 additions have concise an explanation and are sent at least two weeks in advance before the GAM.
- 18.10 decisions are implemented by voting.
- 18.11 the chairman/chairwoman/women guides the GAM and ensures that all present members have had the opportunity to share their thoughts. If necessarily, the chairman/chairwoman./women
- 18.12 minutes of the GAM are taken by the secretary. If the secretary
- 18.13 GAM can be requested in writing by the members and will be honored provided 1/10 of the voters support the request.

ARTICLE 19. ANNUAL MEETING

- 19.1 The first GAM, also known as the annual meeting, will take place between September 01 and October 31;
- 19.2 before this GAM, the annual report, realization and renewed policy plan must be sent to the members by email with the invitation;

- 19.3 members have the opportunity to put discussion points on the agenda about the documentation attached with the invitation;
- 19.4 the retiring board presents the annual report and annual realization;
 - 19.4.1 after the presentation on the annual report and realization, the points regarding this subject will be discussed;
 - 19.4.2 members can always ask other questions after the report about the annual report and realization;
 - 19.4.3 both documents must then be approved;
 - 19.4.4 board is discharged if both documents are approved;
 - 19.4.5 if the GAM is dissatisfied with the documents, amendments may be submitted to change the content;
 - 19.4.6 if the documents are nevertheless not approved, a new GAM must be organized within two weeks where improved versions of the documents are presented. This creates a new opportunity to discharge the retiring board;
- 19.5 the nominated approved new board presents the new policy plan;
 - 19.5.1 vision, mission and goals are presented by chairman/chairwoman;
 - 19.5.2 subsequent objectives of committees are presented by committee heads;
 - 19.5.3 after the presentation on the policy plan, the points regarding this subject will be discussed;
 - 19.5.4 members can always ask other questions after the presentation of the policy plan;
 - 19.5.5 policy plan must be approved by the GAM;
 - 19.5.6 if the GAM is dissatisfied with the policy plan, amendments can be submitted to change the content;
 - 19.5.7 If the policy plan is nevertheless not approved, a new GAM must be organized within two weeks where an improved policy plan is presented.

ARTICLE 20. SEMI-ANNUAL MEETING

- 20.1 The second GAM, also known as the semi-annual meeting, will take place between January 1 and February 28(29);
- 20.2 before this GAM, the half-yearly realization and any redistribution must be sent by email to the members with the invitation;
- 20.3 members have the possibility to add points of discussion on the agenda about the half-yearly realization and possible redistribution attached to the invitation;
- 20.4 the incumbent board presents the realization of the first half year;
- 20.5 the audit committee, together with the treasurer, informs the GAM about the funds;
 - 20.5.1 there may possibly be a redistribution in the budget, which must be approved by the GAM;

ARTICLE 21. NOMINATION MEETING

- 21.1 The third and last GAM, also known as nomination meeting, will take place between 01 May and 31 June;
- 21.2 board presents general update about the association;
- 21.3 incumbent board and SB jointly nominate the new board, SB and audit committee.
 - 21.3.1 GAM may ask the nominated board questions;
- 21.4 the GAM votes on the nominated board and audit committee.

ARTICLE 22. BOARD MEETING

- 22.1 board members determine a day and time where they meet each week;
- 22.2 absence must be reported to the secretary;

- 22.2.1 in case of absence, an update must be typed out by the person concerned and passed on to the secretary;
- 22.3 during this meeting, the board members will in any case briefly provide an update;
- 22.4 the meeting should ideally take place offline, but can also be done online;
- 22.5 the chairman/chairwoman sends a PDF of the agenda up to three hours in advance;
 - 22.5.1 the chairman/chairwoman personally approaches each board member for agenda items;
 - 22.5.2 the chairman/chairwoman supervises the meeting and tries to prevent deviation as much as possible;
- 22.6 the chairman/chairwoman ensures that there are concrete action points with dates;
 - 22.6.1 the chairman/chairwoman checks whether the action points are synchronized with the total spreadsheet of deadlines and tasks of board members;
- 22.7 the secretary keeps track of attendance and time and takes minutes of the entire meeting.
 - 22.7.1 the secretary immediately sends a PDF of the minutes and a separate file of the action points after the meeting.
- 22.8 Decisions are approved or rejected by voting.
 - 22.8.1 a decision is implemented with a majority vote of half plus one;
 - 22.8.2 in the event of a tie the Supervisory Board is consulted, after which a re-vote takes place;
 - 22.8.3 if after the re-vote the tie remains, the board member – who executes and operationalizes the decision – makes the final call.

ARTICLE 23. COMMITTEE MEETING

- 23.1 Committee members shall set a day and time for them to meet each week;
- 23.2 absence must be reported to the head of the committee;
 - 23.2.1 in case of absence, an update must be typed out by the person concerned and passed on to the head of the committee;
- 23.3 ideas are brainstormed in isolation;
- 23.4 effectuation of ideas takes place outside the meetings;
- 23.5 meetings are often used to discuss ideas, make decisions, devise solutions and divide tasks;
- 23.6 a checklist with deadlines is adhered to;
- 23.7 meetings are minuted by a designated committee member.

ARTICLE 24. POLICY PLAN

- 24.1 Policy plan forms the basis on which the board performs its actions and makes decisions;
- 24.2 policy plan is usually written for three years;
- 24.3 policy plan comprises at least thirteen parts:
 - 24.3.1 vision, mission and goals;
 - 24.3.2 objectives;
 - 24.3.3 association structure;
 - 24.3.4 board positions;
 - 24.3.5 policy;
 - 24.3.6 finances;
 - 24.3.7 membership;
 - 24.3.8 communication;
 - 24.3.9 partners and sponsors;
 - 24.3.10 annual planning;
 - 24.3.11 portfolio allocation;
 - 24.3.12 annual budget;

- 24.3.13 registration form;
- 24.4 policy plan must be approved by the GAM and is always adjusted by the new board;
- 24.5 changes to the policy plan are made under the GAM.

ARTICLE 25. ANNUAL REPORTS

- 25.1 the annual report reflects the performance of the association in the past year and is mandatory for recognition in higher education;
 - 25.1.1 in a straightforward manner it is made explicit to what extent the agreed goals in the policy plan have been achieved;
 - 25.1.1.1 how were the activities carried out?;
 - 25.1.1.2 what are the results?;
 - 25.1.1.3 have the goals been achieved?;
 - 25.1.1.4 should objectives go up/down?;
 - 25.1.1.5 adding/removing (new) objectives?;
 - 25.1.1.6 additional relevant subjects in the concerned academic year;
- 25.2 a financial report is provided with the most recent balance sheet and the balance sheet at the beginning of the year. In addition, an income statement is conveyed and compared with the previous year and the projected budgets;
 - 25.2.1.1 changes on the balance sheet must be explained.
 - 25.2.1.2 Results on the income statement must be explained.
- 25.3 Based on the outcomes of both the reports, the retiring board may make recommendations for the new board;
- 25.4 Based on the annual reports, the new board members can adjust the policy plan.

ARTICLE 26. CHANGES IN HOUSE RULES AND STATUTES

- 26.1 Changes in House Rules or Statuten will only be considered if the proposal is signed by the at least two members of the Board or at least 50 General Members.
- 26.2 changes in the House Rules can only be effectuated through the GAM, with a quorum of at least 1/25 of the General Members and a 'half plus one' majority of all casted valid votes;
- 26.3 changes in the Statuten can only be effectuated through the GAM, with a quorum of at least 1/10 of the General Members and a 2/3 majority of all casted valid votes.