

ASIAN BORREL CLUB (ABC)



ABC

HOUSE RULES

AMSTERDAM

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## ARTICLE 1. GENERAL

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;
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;
3. HR can never contradict the statuten (if it does, then the statuten have precedence);
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

1. General Membership is open to anyone interested in our organization;
2. Registration is completed by e-mail or via the website;
3. The General Membership is in effect during the academic year;
4. Membership is annually renewed on the 1<sup>st</sup> of September for one academic year;
5. A General Member authorizes and mandates ABC to withdraw contribution from their bank account through recurring payments (direct debit);
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;
7. If a General Member has received a payment notice, the General Member must fulfill the payment within ten days after the issued payment notice date;
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;
9. If the General Member fails to fulfill the second payment notice Asian Borrel Club has the right to transfer its claim to third parties;
10. If Asian Borrel Club transfers its claim to a debt collector, the additional costs will be charged to the General Member;
11. It is always possible to become a General Member throughout the year for the remainder of the academic year;
12. Registrants are not be eligible for a refund if they cancel their membership;

13. Membership cancellations to avoid further charges can be requested until the 31<sup>st</sup> of July in an academic year;
14. To cancel a membership, send the cancellation request to [secretary@asianborrelclub.nl](mailto:secretary@asianborrelclub.nl);
15. Contribution is determined annually by the board;
16. A member receives a membership card;
17. If a membership card is lost, the holder must pay the membership card costs, agreed by the GAM, again for a membership card.
18. Non-members can participate in activities for a fee;
19. General Members can participate in activities for free or at a reduced rate;
20. Only General- and Active members are eligible to use the exclusive agreements ABC has concluded with partners;
21. Active Members enjoy all the benefits of a general member;
22. Active members are exempt from membership fees;
23. 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;
24. 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

1. A member shall at all times refrain from abusive, humiliating, intimidating, discriminating, and sexually transgressive conduct that could damage ABC's members and name;
2. Exceeding one of the above rules listed in article 4.1 result in a sanction of at least a year (twelve months starting from the date of receipt of the ban) up to lifelong ban from all ABC activities.
3. In case of a ban and the alleged perpetrator manages to offer a sincere apology in written form and it has been approved by the board, the supervisory board and the alleged victim, the duration of this sanction can be reduced by half (not valid for lifelong exclusion);
4. Only the board can deviate from these sanctions if such deviation has been approved by the supervisory board, and this decision must always be explainable at the General Members Assembly (GMA).
5. Members shall not engage in acts that are contrary to law, public order or acts that incite to unlawful behavior;
6. It is prohibited to consume substances that fall under the Opium Act;
7. The “Gedragscode van Promotie- en Kenningsmakingstijd van Studentenverenigingen te Amsterdam” is always applicable;
8. Person in question should always have the possibility to explain him/herself;
9. Structural violation of any of the above rules and lack of progress leads to official exclusion from the association and exclusion from activities;

10. The association enforces a non-disclosure agreement among (former) active members;
  - 10.1. In the event of non-compliance with the provisions of the non-disclosure Agreement, the (former) Active Member shall receive a proportional penalty:
    - 10.1.1. Unintentional mistakes will receive warnings. If, however, these unintentional mistakes, despite warnings, keep happening, the (former) Active Member will be excluded from the association;
    - 10.1.2. 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;
    - 10.1.3. ABC's General Assembly of Members (GAM) reserves the right to overrule any penalty decisions.
11. 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

1. After every registration, the registered person will receive a confirmation email;
2. Signups can only be completed if the registree agrees to the terms and conditions, applicable disclaimers & HR;
3. Cancellations from activities can be communicated through all social media channels;
4. Refunds cannot be guaranteed upon cancellation and depend on the type of activity;
5. Terms and Conditions Events are applicable.

## ARTICLE 6. ALCOHOL- AND DRUGS POLICY

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;
2. Anyone under the age of 18 may not carry alcohol;
3. Sale of alcohol to an 18-year-old or older for the purpose of passing it on to minors is prohibited;
4. A minor who buys and the concerned seller can expect a penalty or fine if the above rules are violated;
5. Members of ABC act in accordance with the law and will therefore not sell/serve alcohol to minors;
6. The above rules are applicable at all times during an activity (co-)organized by ABC;
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

### 1. Composition:

The board consists of at least three persons: chair, secretary and treasurer. In addition to these three functions, there are five general board members: Introduction, Events, IT, External 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;

### 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;

### 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;

### 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 the 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;

### 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

### 1. The term of office is one academic year;

### 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;

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.

### 3. Third GAM, also known as nomination meeting between May/June, approves the nomination of the new board;

- 3.1. Candidates can't be interviewed by someone when there is reasonable doubt of someone's neutrality. I.E. romantic relationships, family relationships and very close friendships.
- 3.2. CV, motivation letter and interview of each candidate should be published to the GMA while protecting their privacy by anonymizing their personal information down to their name and proceeds to the order of the day.
4. 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;
5. 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;
6. Shortly after the first GAM, a constitution drink is organized by the former board.

## ARTICLE 9. FINANCES

1. ABC has a bookkeeping in which a monthly cash flow overview, income statement and balance is accurately maintained by the treasurer;
2. The annual budget includes the budgets of each committee;
3. After events and/or projects have been completed, a realization must always be drawn up;
4. The budget must always be approved by the GAM and amendment, albeit a redistribution goes through the GAM;
5. The balance sheet represents a snapshot of the financial health of the association;
  - 5.1. The sum of the assets and liabilities is always equal to zero;
  - 5.2. On the left side of the balance sheet is the assets;
  - 5.3. The right side, also called equity & liabilities, show the origin of the funds.
6. The invoices are subdivided into creditors (still to be paid) and debtors (still to be received);
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;
8. During the first GAM the annual realization and budget are presented and approved by the GAM;
9. At the second GAM, the annual budget may possibly be redistributed;
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;
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;
12. ABC is required to maintain a minimum cash reserve at the end of the financial year. The minimum cash reserve is equal to the cash burning rate of three months multiplied by the average inflation rate of the previous financial year based on data from Centraal Bureau van Statistiek (CBS);

- 12.1. The cash burning rate is calculated by taking the average monthly expenses of the previous fully operating financial year multiplied by three months. All expenses are considered operating expenses;
- 12.2. The Executive Board, Audit Committee, Supervisory Board, and all executive Committees are held accountable by the GMA for ensuring that ticket prices for ABC events are offered at the lowest price possible;
- 12.3. At least 75% of the profit of the previous financial year is aimed at reinvesting it back into the association and/or to give back to the Members by for instance, and not limited to, lowering ticket prices and/or organising free events.

## ARTICLE 10. REIMBURSEMENT POLICY

1. ABC will reimburse reasonable and necessary expenses that are directly related to the fulfillment of official duties and responsibilities, provided they adhere to the ABC's policies and procedures;
2. Eligible expenses may include, but are not limited to, travel expenses, conference or seminar registration fees, office supplies, and other expenditures directly related to association goals.
3. The travel expenses will be capped at a maximum of €10;
4. In instances of uncertainty regarding the eligibility of a claim for compensation, said claim shall be represented to the Audit Committee for their consideration and approval;
5. Active members who wish to be reimbursed for eligible expenses must submit a completed and signed expense declaration form to the current treasurer within 3 weeks of incurring the expenses;
6. The expense declaration form should include detailed information about the expense, including date, description, purpose, and amount. Supporting documentation such as receipts, invoices, and proof of payment must also be attached;
7. The treasurer will review each submitted expense declaration form and supporting documents to ensure compliance with the association's policies and procedures;
8. Expenses exceeding €100 require additional approval from the Audit Committee before they can be considered for reimbursement;
9. Approved expense reimbursements will be processed in a timely manner and disbursed through the association's established payment methods;
10. Reimbursements will be made according to the association's financial regulations and in accordance with applicable tax laws;
11. The treasurer will maintain accurate and organized records of all submitted expense declaration forms, supporting documents, approvals, and reimbursement transactions;
  - 11.1. These records shall be retained in accordance with the association's document retention policy.
12. Reimbursement policy guidelines will be subject to periodic review by the association's supervisory board (including the audit commission) or governing body to ensure their continued relevance and effectiveness;



13. Amendments to the reimbursement policy guidelines may be proposed and adopted through the association's standard governance processes;
14. Non-compliance with these guidelines may result in delays or denial of reimbursement for submitted expenses;
15. In cases of repeated or intentional non-compliance, appropriate disciplinary actions may be taken in accordance with the association's House Rules.

## ARTICLE 11. BOARD COMPENSATION

1. When an executive Board Member is not eligible for a (full) board compensation from an educational institution which recognizes ABC, this executive Board Member is entitled to a financial compensation from the association;
2. The financial compensation is a reimbursement for voluntary activities;
3. The financial compensation is only for members part of the executive Board and either: a. simultaneously study full time (MBO, HBO, UNI). b. are not eligible anymore at one of the educational institutions which recognize ABC, e.g. due to an earlier board year or discontinuation of their studies;
4. The financial compensation must be determined in the annual budget. The financial compensation never exceeds a board compensation from an educational institution for the same time investment;
5. In the event that a Board Member does not complete the term, the compensation will be calculated pro rata based on the number of months that the Board Member has served;
6. An individual Board Member may send a request to the Audit Committee for the compensation, which the Audit Committee approves/declines. The request proves that either the individual Board Member:
  - a. Studies full time and pays tuition fee in the concerned academic year;
  - b. Is not eligible anymore at one of the educational institutions which recognize ABC, e.g. due to an earlier board year or discontinuation of their studies.
7. Total budget is capped at €3.000/academic year and is capped per person at €100/month;
8. If it is demonstrated that the volunteer budget from ABC poses a significant financial risk, there is the possibility of not allocating that budget;

## ARTICLE 12. INCIDENT MANAGEMENT PROCEDURES

1. Purpose
  - 1.1. This article outlines the procedures to be followed when an incident occurs within the organization, ensuring that complaints are formally addressed and investigated in a structured and transparent manner;
2. Complaint Procedure
  - 2.1. Formal Complaint Submission;

- 2.1.1. Any member of the organization who wishes to formally indicate a complaint must do so in writing, following the guidelines outlined in the Complaint Procedure document;
    - 2.1.2. Complaints must be submitted directly to the supervisory board through the designated channels, ensuring confidentiality and integrity of the complaint.
  - 2.2. Acknowledgement of Receipt
    - 2.2.1. Upon receipt of the complaint, the supervisory board will acknowledge the submission within 48 hours;
    - 2.2.2. An initial review will be conducted to determine the validity and relevance of the complaint.
3. Investigation Procedure
  - 3.1. Acceptance of Complaint;
    - 3.1.1. If the complaint is deemed valid and accepted by the supervisory board, the Investigation Procedure will be initiated as the next step;
    - 3.1.2. The complainant will be informed of the acceptance and the initiation of the investigation process.
  - 3.2. Formation of Investigation Team;
    - 3.2.1. The supervisory board will appoint an impartial investigation team to handle the complaint, ensuring no conflict of interest;
    - 3.2.2. The team will include individuals with the necessary expertise and authority to conduct a thorough investigation.
  - 3.3. Conducting the Investigation;
    - 3.3.1. The investigation team will follow the steps outlined in the Investigation Procedure document, which includes gathering evidence, interviewing relevant parties, and reviewing documentation;
    - 3.3.2. The investigation will be conducted in a fair, unbiased, and timely manner.
  - 3.4. Reporting Findings;
    - 3.4.1. Upon completion of the investigation, the team will compile a report detailing the findings, conclusions, and any recommended actions;
    - 3.4.2. The report will be submitted to the supervisory board for review and decision-making.
4. Decision and Follow-Up
  - 4.1. Board Decision;
    - 4.1.1. The supervisory board will review the investigation report and determine the appropriate course of action based on the findings;
    - 4.1.2. Decisions may include disciplinary actions, policy changes, or other measures deemed necessary to address the incident.
  - 4.2. Communication;
    - 4.2.1. The supervisory board's decision will be communicated to the complainant and other relevant parties, maintaining confidentiality as appropriate;

- 4.2.2. Any actions to be taken will be clearly outlined and implemented promptly.
- 4.3. Monitoring and Review;
  - 4.3.1. The supervisory board will monitor the implementation of the decided actions to ensure compliance and effectiveness;
  - 4.3.2. A review of the incident and the response will be conducted to identify any lessons learned and opportunities for improvement in the procedures.
- 5. Record Keeping
  - 5.1. Documentation;
    - 5.1.1. All documents related to the complaint and investigation, including submissions, reports, and correspondence, will be securely stored;
    - 5.1.2. Records will be maintained in accordance with the organization's data retention policies and legal requirements.
  - 5.2. Confidentiality;
    - 5.2.1. The confidentiality of all parties involved in the complaint and investigation process will be preserved to the maximum extent possible;
    - 5.2.2. Access to related documents and information will be restricted to authorized personnel only.

## ARTICLE 13. COMMITTEES

- 1. ABC has a supervisory committee, also known as the audit committee & Supervisory Board and operational committees;
- 2. Committees are each supervised by a director;
- 3. Breaking down and/or setting up operational committees takes place under the board;
- 4. Operational committees are composed by the board;
- 5. Sizes of operational committees are determined by the board;
- 6. Supervisory committees are nominated by the board and approved by the GAM;
- 7. Active members of operational committees are recruited at least once a year;
- 8. Active members may be removed from operational committees at any time by the board;
- 9. Active members receive no compensation for their work in the committees;
- 10. Active members are accountable to committee heads;
- 11. Committee heads are accountable to the board;
- 12. Operational committees realize scenarios with: budget, time limits, step-by-step plan, required people and other relevant information;
- 13. Before purchases are made by an operational committee, they must be approved by budget with the treasurer;
- 14. Operational committees are not authorized to sign contracts themselves;
- 15. Operational committees take minutes;
- 16. Board members can reverse decisions of committees.

## ARTICLE 14. COMMITTEE EVENTS

1. The committee organizes all social events and parties;
2. The committee can, if necessary, approach third parties and possibly negotiate with them;
3. At each stand-alone event, a committee member is assigned to act as captain and take charge;
4. The captain of an event is always rotated;
5. The captain is accompanied by the commissioner for events;

## ARTICLE 15. COMMITTEE EXTERN

1. The committee is engaged in recruiting partners and safeguarding relationships with them;
2. Committee members will proactively search for possible partners and, as it were, pitch the association's offer to them;
3. Committee members negotiate with partners to: identify the interests of all parties, reach consensus and draw up contracts from there;
4. The committee organises events for alumni members.

## ARTICLE 16. COMMITTEE INTRODUCTION

1. The committee is committed to making new members and aspiring members feel at home;
2. The committee takes care of the details during the introduction periods;
3. The committee is responsible for making ABC known at the Amsterdam institutions;
4. The committee focuses on introducing and connecting new, as well as aspiring members;

## ARTICLE 17. COMMITTEE IT

1. The committee forms the technical backbone of the organization both online and offline;
2. The committee keeps the website up-to-date and provides technical support in various areas where necessary;
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 18. COMMITTEE MARKETING

1. ABC marketing is creating and providing entertainment value in return for engagement and connection among visitors;
2. The committee is divided into: Social Media, Video Production, Merchandise and Creative;
3. Each part of this committee has a small “responsible person”;
4. Formally, marketing remains one committee;
5. Rotating members between the sub divisions is possible;
6. The four parts coordinate related matters – e.g. creative provides social media and merchandise with designs;
7. Social Media is mainly concerned with managing and uploading content to all social media channels;

- 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;
8. Video production realizes the film material for the social media channels;
  - 8.1. Each event is promoted with fun, funny, short videos. In addition to these videos, ads are also produced for our partners;
9. Merchandise is one of the sources of income for ABC;
  - 9.1. Merchandise is dependent on Creative;
  - 9.2. Merchandise sets up a brand and guarantees its name recognition;
  - 9.3. Merchandise finds the most accessible ways to sell products via the website and will also to partly devise the marketing campaign;
  - 9.4. Merchandise is not something next to extra, but a separate thing that ABC supports financially;
  - 9.5. Merchandise products should speak for themselves;
10. Creative provides Marketing Merchandise with designs;
  - 10.1. Creative designs printable objects.

## ARTICLE 19. AUDIT COMMITTEE

1. The Audit Committee is responsible for ensuring and monitoring of the financial health, transparency, and integrity of the student association. Its primary objective is to maintain the association's financial health, ensure compliance with regulations, and uphold transparency in financial reporting. The Audit Committee's actions contribute to the long-term success and sustainability of the organisation;
2. To maintain effective collaboration, the Audit Committee should maintain clear communication with the Treasurer at all times. Both sides are expected to set deadlines and have frequent meetings;
3. The Audit Committee is granted full viewing rights to all financial records and documents within the organisation;
4. The Audit Committee has the responsibility to raise any concerns regarding financial matters to other entities within the organisation and at the General Members Assembly (GMAs);
5. The Audit Committee is empowered to provide requested and unsolicited advice on financial matters to the board;
6. The Audit Committee performs audits which must cover the periods that will be reported in the (Semi-)Annual Financial Report prior to the publication of these reports. The committee can decide on the number of audits it performs with a minimum of two and the option for a “surprise” audit throughout an academic year;
7. The Audit Committee can voice their findings and approval/disapproval of the financial reports created by the Treasurer at the GMA. An approving audit is highly recommended. The findings of these audits are included in the Semi-Annual and Annual Report;
8. The establishment of the Audit Committee is subject to approval by the GMA;

9. The Audit Committee is composed of a minimum of three and a maximum of five members who are not part of any other entity within the organisation;
10. The Audit Committee's term ends after the completion of the final audit and is discharged by the GMA.

## ARTICLE 20. ADMISSION TO AUDIT COMMITTEE

1. The term of Audit members is one year, which can be extended for the same term if necessary at the GMA;
2. During the nomination meeting, Audit members are nominated by the board members, AB, SB, and/or GMA;
3. Current board members are not allowed to be part of the Audit committee;
4. During the annual meeting, the Audit committee will be approved/installed, following the RoP, and the retiring Audit members will be discharged.

## ARTICLE 21. SUPERVISORY BOARD

1. The association has a Supervisory Board, hereinafter referred to as the SB;
2. The SB consists of at least three and a maximum of five members;
3. The SB task is to safeguard the continuity and long-term vision of the association. Its main objective is to oversee the organization's management, approve HR changes for legal validity, and closely monitor procedures at the GMAs. Members of SB are responsible for closely monitoring decision-making, compliance with laws and regulations, and the achievement of the organization's objectives;
4. The SB has the authority to make binding nominations for the appointment of board members and also has the power to suspend or dismiss board members, without prejudice to the authority of the GMA to do so;
5. In addition, the SB is responsible for providing requested and unsolicited advice to the board, GMA, committees, and other bodies of the association;
6. The presence of all SB members is expected at the GMAs;
7. Members of the SB cannot be members of the board, or the Audit Committee;
8. A meeting between the SB and the current board will take place at least once before the GMA to ensure compliance with the HR rules, statutes, and RoP;
9. Members of the SB are appointed for a period of one year;
10. The Supervisory Board must be provided viewing rights to the full Google Workspace of ABC;
11. One member of the Supervisory Board must be granted the Super Admin role in Google Workspace of ABC for one academic year.

## ARTICLE 22. ADMISSION TO SUPERVISORY BOARD

1. The term of SB members is one year, which can be extended for the same term if necessary at the GMA;
2. During the annual meeting, the SB will be approved, following the RoP, and the retiring SB members will be discharged;

3. During the annual meeting, the SB will be approved, following the RoP, and the retiring SB members will be discharged;
4. The SB always presents the SB nominees at the nomination GMA. The GMA then decides on the admission of the potential SB members. If a position becomes available in the SB, an application process will also be initiated: promotion of the open SB position, applications, selection, interview assessment, decision, possible nomination at the general meeting, appointment at the general meeting;
  - 4.1. Anyone can nominate themselves on the spot at GMA and campaign for a position. Anyone can also make nominations;
  - 4.2. To be included on the candidates' list, you must be nominated by at least two individuals.

## ARTICLE 23. TRUSTEES

1. A trustee is a member of the executive and /or supervisory board;
2. A trustee is a listening ear for all problems and/or concerns happening at ABC events or is involved with the student association;
3. A trustee should keep the conversations to themselves;
4. If further action is needed, it must have the consent of the person pointing this out at all times;
5. At the beginning of the year, members are free to make the choice to withdraw from being trustees;
6. If they do not wish to be a trustee, inform the executive board in writing about your withdrawal;
7. No reason needs to be given for the withdrawal;
8. Withdrawal during the academic year is not allowed. In exceptional cases, it needs to be discussed with the executive board;
9. There needs to be a minimum of two trustees per academic year, one from each board;
  - 9.1. 1 executive and 1 supervisory board;
  - 9.2. There are no requirements for gender distribution.
10. At the start of the academic year, the trustees for the year will be announced on social media platforms;
11. The website needs to be updated with the names, functions, and contact information of the trustees;
  - 11.1. Trustees can be approached anytime through their social media, ABC mail, or at physical events;
  - 11.2. Trustees need to reply or give a response within two working days.

## ARTICLE 24. GENERAL ASSEMBLY OF MEMBERS (GAM)

1. GAM is the highest body in the association;
2. Invitations for GAMs are sent at least four weeks in advance by the secretariat;
  - 2.1. The invitation provides a concept agenda, the date, time and location;
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;
4. There are three GAMs per year;

- 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;
- 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;
- 4.3. The third GAM is a nomination meeting.
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.
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;
7. The GAM will proceed in accordance with the GAM regulations, which are derived from the statuten;
8. Changes to the GAM regulations can be made by voting during the GAM and must remain within the framework of the statuten;
9. Before the GAM, all members are given the opportunity to put items to discuss on the agenda;
  - 9.1. Additions are sent to the secretariat;
  - 9.2. Additions to the GAM-agenda will be honored if at least 1% of the general members support the request;
  - 9.3. Additions have concise an explanation and are sent at least two weeks in advance before the GAM.
10. Decisions are implemented by voting;
11. The chairman/chairwoman/women guides the GAM and ensures that all present members have had the opportunity to share their thoughts;
12. Minutes of the GAM are taken by the secretary;
13. GAM can be requested in writing by the members and will be honored provided 1/10 of the voters support the request.

## ARTICLE 25. ANNUAL MEETING

1. The first GAM, also known as the annual meeting, will take place between September 01 and October 31;
2. Before this GAM, the annual report, realization and renewed policy plan must be sent to the members by email with the invitation;
3. Members have the opportunity to put discussion points on the agenda about the documentation attached with the invitation;
4. The retiring board presents the annual report and annual realization;
  - 4.1. After the presentation on the annual report and realization, the points regarding this subject will be discussed;



- 4.2. Members can always ask other questions after the report about the annual report and realization;
  - 4.3. Both documents must then be approved;
  - 4.4. Board is discharged if both documents are approved;
  - 4.5. If the GAM is dissatisfied with the documents, amendments may be submitted to change the content;
  - 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.
5. The nominated approved new board presents the new policy plan;
- 5.1. Vision, mission and goals are presented by chairman/chairwoman;
  - 5.2. Subsequent objectives of committees are presented by committee heads;
  - 5.3. After the presentation on the policy plan, the points regarding this subject will be discussed;
  - 5.4. Members can always ask other questions after the presentation of the policy plan;
  - 5.5. Policy plan must be approved by the GAM;
  - 5.6. If the GAM is dissatisfied with the policy plan, amendments can be submitted to change the content;
  - 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 26. SEMI-ANNUAL MEETING

1. The second GAM, also known as the semi-annual meeting, will take place between January 1 and February 28(29);
2. Before this GAM, the half-yearly realization and any redistribution must be sent by email to the members with the invitation;
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;
4. The incumbent board presents the realization of the first half year;
5. The audit committee, together with the treasurer, informs the GAM about the funds;
  - 5.1. There may possibly be a redistribution in the budget, which must be approved by the GAM.

## ARTICLE 27. NOMINATION MEETING

1. The third and last GAM, also known as nomination meeting, will take place between 01 May and 31 June;
2. Board presents general update about the association;
3. Incumbent board and SB jointly nominate the new board, SB and audit committee;
  - 3.1. GAM may ask the nominated board questions;
4. The GAM votes on the nominated board and audit committee.

## ARTICLE 28. BOARD MEETING

1. Board members determine a day and time where they meet each week;
2. Absence must be reported to the secretary;
  - 2.1. In case of absence, an update must be typed out by the person concerned and passed on to the secretary.
3. During this meeting, the board members will in any case briefly provide an update;
4. The meeting should ideally take place offline, but can also be done online;
5. The chairman/chairwoman sends a PDF of the agenda up to three hours in advance;
  - 5.1. The chairman/chairwoman personally approaches each board member for agenda items;
  - 5.2. The chairman/chairwoman supervises the meeting and tries to prevent deviation as much as possible.
6. The chairman/chairwoman ensures that there are concrete action points with dates;
  - 6.1. The chairman/chairwoman checks whether the action points are synchronized with the total spreadsheet of deadlines and tasks of board members.
7. The secretary keeps track of attendance and time and takes minutes of the entire meeting;
  - 7.1. The secretary immediately sends a PDF of the minutes and a separate file of the action points after the meeting.
8. Decisions are approved or rejected by voting;
  - 8.1. A decision is implemented with a majority vote of half plus one;
  - 8.2. In the event of a tie the Supervisory Board is consulted, after which a re-vote takes place;
  - 8.3. If after the re-vote the tie remains, the board member – who executes and operationalizes the decision – makes the final call.

## ARTICLE 29. COMMITTEE MEETING

1. Committee members shall set a day and time for them to meet each week;
2. Absence must be reported to the head of the committee;
  - 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.
3. Ideas are brainstormed in isolation;
4. Effectuation of ideas takes place outside the meetings;
5. Meetings are often used to discuss ideas, make decisions, devise solutions and divide tasks;
6. A checklist with deadlines is adhered to;
7. Meetings are minuted by a designated committee member.

## ARTICLE 30. POLICY PLAN

1. Policy plan forms the basis on which the board performs its actions and makes decisions;
2. Policy plan is usually written for three years;
3. Policy plan comprises at least thirteen parts:
  1. Vision, Mission and Goals;

2. Objectives;
  3. Association Structure;
  4. Board Positions;
  5. Policy;
  6. Finances;
  7. Membership;
  8. Communication;
  9. Partners and Sponsors;
  10. Annual Planning;
  11. Portfolio Allocation;
  12. Annual Budget;
  13. Registration Form;
4. Policy plan must be approved by the GAM and is always adjusted by the new board;
  5. Changes to the policy plan are made under the GAM.

### ARTICLE 31. ANNUAL REPORTS

1. The annual report reflects the performance of the association in the past year and is mandatory for recognition in higher education;
  - 1.1. In a straightforward manner it is made explicit to what extent the agreed goals in the policy plan have been achieved;
    - 1.1.1. How were the activities carried out?;
    - 1.1.2. What are the results?;
    - 1.1.3. Have the goals been achieved?;
    - 1.1.4. Should objectives go up/down?;
    - 1.1.5. Adding/removing (new) objectives?;
    - 1.1.6. Additional relevant subjects in the concerned academic year.
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;
  - 2.1. Changes on the balance sheet must be explained;
  - 2.2. Results on the income statement must be explained.
3. Based on the outcomes of both the reports, the retiring board may make recommendations for the new board;
4. Based on the annual reports, the new board members can adjust the policy plan.

### ARTICLE 32. CHANGES IN HOUSE RULES AND STATUTES

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;
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;

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.