

# ACLO Rules of Procedure 2023-2024



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## **CHAPTER I Definitions**

### Acclamation:

Taking a decision without the explicit use of a ballot.

### Budget:

An ex-ante estimate of costs and expenses.

### Blank vote:

The blank vote is neither for nor against the proposal itself. The submitter of the blank vote is unable to make a choice.

### Discharge:

Relief from accountability.

### Recognitions:

Where the Rules of procedure refer to recognitions, both temporarily and permanently recognised associations are referred to.

### Operating account:

The operating statement is also called the statement of account. This is a statement of the earned income and expenditure.

### Simple majority:

For an even number of votes cast, the simple majority shall be half plus one. For an odd number of votes cast, the simple majority shall be half plus one half.

### Unaffiliated sportsman:

An unaffiliated sportsman is an ACLO subscription holder who is not affiliated with an affiliated ACLO sports association.

### Abstention:

Abstention is a voter's option not to cast his/her/them vote. An abstention occurs when the voter believes his/her/them opinion is not represented in a possible voting choice; he/she/they believes there are other interests and that voting for or against would be to the detriment of those interests or the voter wants to avoid a conflict of interest.

### Partner association:

A partner association is a civic sports association affiliated with ACLO with regard to a sport in which no student sports association is affiliated with ACLO. ACLO's goal with partner associations is to broaden the available range of sports.

### Permanently recognised association:

A permanently recognised association has proved its right to exist and its ability to function within the foundation.

### Quorum:

Quorum means the minimum number of members that must be present at a meeting for the voting procedure to be considered valid. The quorum for a General Board meeting is stated in Article 9 paragraph 4 of the foundation's articles of association.

Sector:

Group of recognised associations classified by ACLO. The classification is made based on similar issues that the associations are faced with.

Sector meeting:

Consultative body of a sector.

Sector representative:

The General Board member who attends the sector meeting and expresses the opinion of the General Board meeting.

Tied vote:

When voting does not produce an unambiguous result. For example, if there are as many votes in favour as against. The proposal will be presented again at a later date.

Foundation:

The ACLO Foundation, established in Groningen and registered with the Chamber of Commerce under number 41009087.

Foundation year

A foundation year is from 1 September to 31 August inclusive.

Supplementary budget:

A supplementary budget based on more recent data.

Temporarily recognised association:

A temporarily recognised association has not yet proved its right to exist and has yet to demonstrate its ability to function within the foundation.

Association:

A student sports association affiliated with ACLO and recognised as such by ACLO.

Association representative:

Representative of a recognised association with a seat in the sector meeting. This person has a seat on the board of the association concerned.

Statement of the financial position or balance sheet:

of the situation of the assets, financial rights, debts and liabilities at a given moment.

Enhanced majority:

In the case of an enhanced majority, votes in favour, votes against and abstentions determine the majority. A proposal is adopted if 2/3 of the votes cast are in favour of the proposal.

Confidential agenda items

Agenda items that are only discussed at the General Board meeting.

## **CHAPTER II PARTICIPANTS**

### **Article II.1**

The foundation has participants.

### **Article II.2**

Participation continues for the duration of the foundation year, unless explicitly stipulated otherwise. A student who meets the requirements of Art. II.4 section 1 may become a participant at any time during the foundation year.

### **Article II.3**

Participation can be effected by those who can prove that they are classified in at least one of the categories defined in the Sports Certificate Policy. This Sports Certificate Policy, which states who may purchase a sports certificate and for what amount, shall be adopted on the proposal of the President of the Foundation at a General Board meeting as referred to in Article V.19 and may be obtained from the Executive Board.

### **Article II.4**

1. The items below apply in order to become a participant:
  - a. compliance with the provisions of Article 11.3;
  - b. payment of the contribution referred to in Article XI.1.
2. Participants will be issued with a sports certificate in accordance with Article XI.2.

### **Article II.5**

Participants are entitled to use the accommodations, materials, reductions, subsidies and instructors provided by the foundation.

### **Article II.6**

1. Participants are required to show their valid sports certificate.
2. The obligation referred to in paragraph 1 shall be clearly communicated to the participants.

### **Article II.7**

The participants must submit to the regulations, board resolutions and official announcements adopted and entered into force by the foundation.

### **Article II.8**

If conducive to the objectives of the foundation, the General Board may decide to allow persons other than those referred to in Art. II.3. to bear certain rights and duties within the relationship of the foundation.

## **CHAPTER III MANAGEMENT**

### **§ 1 Composition of the General Board**

#### Article III.1

The foundation's management is vested in a General Board, consisting of:

- a. 6 delegates, each representing one of the six different sectors;
- b. 3 representatives of the unaffiliated package.
- c. 1 independent vice-president;
- d. 1 independent chairman.

#### Article III.2

1. Membership of the General Board is preferably not combined with an appointment at Hanze University or the University of Groningen, which is aimed at teaching sports or any other activity in which the foundation's interests are involved.
2. General Board members must be participants.
3. New candidates for the General Board must be enrolled at Hanze University or the University of Groningen.
4. Members of the foundation's Executive Board cannot be members of the General Board.
5. The members of the General Board may not serve on a statutory board of a sports association affiliated with the foundation, unless the member is discharged from the sports association within two months after inauguration with the foundation. The General Board may decide on a different period in which the member must be discharged from the board of the sports association in question.
6. Retiring members of the General Board may be reappointed a maximum of three times. After the second reappointment, the outgoing member of the General Board must reapply for the General Board if this member wishes to be reappointed for a third time.
7. Members of the General Board may be reappointed to the General Board up to one year after graduation.
8. The members of the General Board should preferably serve for at least two years.

### **§ 2 Assignment and appointment of the General Board**

#### Article III.3

1. When seats in the General Board become available, the chairman of the General Board shall set up a Selection Committee at least two months before the meeting referred to in Article V.13. This committee shall have the task of making a nomination for the appointment of new members of the General Board to the General Board.
2. The nomination for a vacancy shall be made by the Selection Committee for the General Board members at least nine days before the meeting of the General Board at which the proposal is to be decided, unless otherwise stipulated.
3. In addition, the Selection Committee may nominate a candidate by written notification to the Executive Board up to 48 hours before the start of the meeting.
4. The committee referred to in paragraph 1 should be composed as follows:
  - a. Two members of the General Board, preferably including the Chairman;

- b. One member from one of the associations affiliated to the foundation, who does not hold any position within the foundation;
  - c. A member of the Executive Board, preferably the secretary, as technical chairman who does not apply for the next season's General Board.
5. In case of several vacancies, several vacancies may be applied for. One application interview will suffice.
  6. A member of the Executive Board, preferably the secretary, shall attend all interviews to ensure an objective and fair assessment and shall also handle all logistics related to the applications.
  7. The members referred to in Article III.1 paragraph 1 must be nominated for the annual meeting referred to in Article V.13.
  8. The members of the General Board are required to sign a non-disclosure agreement possess a Verklaring Omtrent Gedrag (VOG) for the general screening profile directing an organisation.

#### Article III.4

1. The members of the General Board shall be appointed for a period of one year. They shall resign at the annual meeting referred to in Article V.13, on the understanding that they shall remain in office until their successors have been appointed.
2. An application procedure shall be started at least two months before the periodical resignation of one of the board members referred to in Article III.1, paragraph 1.
3. Retiring board members may be reappointed.

### **§ 3 Nomination and candidacy**

#### Article III.5

No one can stand as a candidate without having given spoken or written consent.

#### Article III.7

1. The Executive Board shall, within four days after the vote, inform the persons concerned of the resolution passed.
2. Upon a resolution for an appointment, the person concerned shall, immediately after inauguration, bear all rights and obligations arising from the foundation's articles of association and Rules of Procedure.

### **§ 4 Powers and activities of the General Board**

#### Article II 1.8

1. The chairman of the General Board chairs the General Board meetings.
2. The chairman of the General Board is the first point of contact for the Executive Board.
3. The chairman of the General Board shall preferably have a seat on the application committees of both the General and the Executive Board.
4. The chairman and vice-chairman of the General Board shall conduct performance interviews with the General Board members at least once a year.
5. The chairman and vice-chairman of the General Board conduct performance reviews with the Executive Board members twice a year and more often if necessary.



6. The Vice Chairman of the General Board is the first designated person to replace the Chairman and take on tasks of the Chairman.
7. The Vice Chairman of the General Board is responsible for the solidifying the internal connections within the General Board.
8. The Vice Chairman is the first designated person to replace General Board members at sector meetings.
9. In the performance of their duties, the AB members shall be guided by the interests of the foundation and the associated organisation.

## **§ 5 Non-attendance of the General Board**

### Article III. 9

1. In the event that one or more members of the General Board is/are absent, the remaining members are charged with the tasks of the General Board.
2. In the event that all members of the General Board are absent, the Board of Governors of the University of Groningen will appoint one or more members of the General Board.

## **§ 6 Composition of the Executive Board**

### Article III.10

1. The management of the foundation is formed by an Executive Board, which is made up of a chairman, a secretary, a treasurer, a sports coordinator, a PR & marketing coordinator, an internal coordinator and an external coordinator.
  - a. Membership of the Executive Board is incompatible with an appointment at the University of Groningen or Hanze University of Applied Sciences, which is aimed at giving sports instruction or any other activity in which the foundation's interests are involved.
  - b. The members of the Executive Board may not serve on the board of a sports association affiliated to the foundation, unless the member is discharged from the sports association within two months after inauguration with the foundation. The General Board may decide on a different period in which the member must be discharged from the board of the sports association in question.

## **§ 7 Appointment of the Executive Board**

### Article III.11

1. The nomination for a vacancy shall be made by the Selection Committee for the new Executive Board at least nine days before the General Board meeting at which the proposal is to be decided, unless provided otherwise;
2. In addition, the selection committee can nominate a candidate by written notification to the Executive Board up to 48 hours before the start of the meeting.
3. The General Board shall inaugurate the members of the Executive Board on the recommendation of the Selection Committee.
  - a. The Selection Committee mentioned in subsection 1 shall preferably consist of: the chairman of the Executive Board, the secretary of the Executive Board and the chairman of the General Board. In the absence of the chairman of the General Board, another member of the General Board may be appointed to assume his/her/their task.
  - b. The Selection Committee may invite an external person to take on an advisory role in the Selection Committee. This person shall not have a vote in the Selection Committee.
4. Members of the General Board of the foundation cannot be members of the Executive Board.
5. The members of the General Board are required to sign a non-disclosure agreement possess a Verklaring Omtrent Gedrag (VOG) for the general screening profile directing an organisation. The chairman and the treasurer are also required to possess a VOG for the general screening profile money.

## **§ 8 Powers and activities of the Executive Board**

### Article III.12

The Executive Board represents the foundation in and out of court, without prejudice to the provisions of Articles 8 and 9 of the Articles of Association, on the understanding that it may appoint two or more of its members to represent the foundation and that the treasurer is authorised to receive funds and to grant discharge for such funds.

### Article III.13

1. The Executive Board shall draw up guidelines for its activities and the allocation of tasks, where not provided for in the articles of association or the rules of procedure. These guidelines also specify the tasks of the individual board members.
2. With respect to the discharge of their duties, the Executive Board and its individual members shall be guided by the interests of the foundation and the associated
3. organisation.

A member of the Executive Board shall not take part in any deliberations and decision-making if this member has any direct or indirect personal interest that
4. conflicts with the interests of the foundation or the organisation affiliated with it.

#### Article III.14

The members of the Executive Board shall have the right to attend all meetings held on behalf of committees of the foundation and to take part in the discussions at such meetings, unless provided otherwise.

#### Article III.15

The Executive Board manages the foundation's office.

#### Article III.16

Statements of expenses of anybody who incurs expenses on behalf of the foundation shall be processed by the treasurer. If it concerns a statement of expense of one of the members of the Executive Board, a second member of the Executive Board must approve it.

#### Article III.17

The Executive Board shall invite the boards of a recognised association or a partner association to a compulsory introductory meeting once a year. In addition, the Executive Board or a recognised association or partner association may send an invitation for a compulsory evaluation meeting.

#### Article III.18

The Executive Board is charged with the detection of violations of the rules laid down by the foundation.

1. The Executive Board may be assisted by inspectors appointed for this purpose as referred to in Article IX.18.
2. The auditor shall be provided with an identification document by the Executive Board.
3. The participants are obliged to follow the instructions of the inspector to the extent these relate to the performance of his/her/their task.

### **§ 9 Absence and inability to act of the Executive Board**

#### Article III. 19:

1. If one or more members of the Executive Board are absent, the remaining members are charged with the tasks of the Executive Board.
2. In the event that all members of the Executive Board are absent, the General Board shall appoint one or more persons to temporarily assume the duties of the Executive Board.
3. In the event that one member of the Executive Board remains, new vacancies will arise. In such a case, the General Board may also appoint new members of the Executive Board.

## **§10 The chairman**

### Article III. 20

1. The chairman shall ensure that convocations for all meetings, with the exception of General Board meetings and sector meetings, are sent in due time.  
The chairman shall preside over the meetings of the Executive Board.
2. The chairman shall ensure the swift implementation of a resolution passed at the
3. meeting.  
The chairman is in charge of contacts with national, regional and local organisations,
4. associations and institutions.  
The chairman shall ensure the enforcement of the articles of association, regulations
5. and conditions.  
The chairman represents the foundation at Student Sports Netherlands and
6. maintains contacts with the umbrella student sports organisations (OSSOs) in the Netherlands.  
The chairman shall preferably be a member of the Selection Committee for the
7. selection of the next Executive Board.
8. The chairman is responsible for the sports certificate policy, including the management of the dispensation members.
9. The chairman is the chairman of the Business Case Advisory Committee.

## **§11 The Secretary**

### Article III.21

1. The secretary shall supervise the secretariat's functioning. The secretary shall be responsible for the correspondence and shall conduct it to the extent this has not been assigned to other members of the Board.
2. The secretary looks after the safekeeping of the documents and stores them in the digital environment of the ACLO.
3. The secretary shall have the final responsibility for taking minutes of the meetings of the Executive Board and archiving them.
4. The secretary shall be responsible for the archives.
5. The secretary shall be responsible for the contacts of the recognised and temporarily recognised associations and persons and groups, both organised and unorganised, as far as these contacts are not specifically covered by the domain of one of the other members of the Executive Board.
6. The secretary shall be responsible for drawing up the secretarial annual report referred to in Chapter XVI. Without prejudice to the inauguration of a new Executive Board in the annual meeting referred to in Article V.17, the Secretary shall remain responsible for drawing up the annual report referred to in Article XVI.1, which covers the year in which he/she/they was a member of the Executive Board as Secretary.
7. The Secretary chairs the Selection Committee that selects General Board members.
8. The Secretary shall chair the Selection Committee for the selection of the next Executive Board.
9. A member of the General Board shall have the right to inspect the

documents held by the secretary, unless this is prevented by the nature of the documentor this would put the public interest at risk. The member may appeal to a decision of the Secretary to the General Board, which shall decide on the inspection in the highest instance.

10. The secretary shall be responsible for the supervision of the membership list of the association members of the foundation.

## **§12 The Treasurer**

### Article III.22

1. The treasurer shall have the final responsibility for the management of the funds. The treasurer shall keep the books in accordance with the regulations of the Executive Board.
2. The treasurer is authorised to have the activities from the management of funds carried out by the foundation's financial administration.
3. Except for the strictly necessary cash, the foundation's funds shall be placed with a savings or banking institution. This institution shall be designated by the Executive Board in accordance with the provisions of Article 11 of the Articles of Association. The treasurer shall be responsible for the collection of debts and for all payments.
4. Except for the fixed periodic expenses arising from the contracts approved by the General Board, payments shall be made upon approval of the supporting documents by one of the members of the Executive Board. Supporting documents shall be available for all payments.  
The Treasurer shall be responsible for the preparation of a budget and an annual financial report as provided for in Chapter XI and XVI. Without prejudice to the inauguration of a new Executive Board in the annual meeting as referred to in Article V.16, the Treasurer shall be responsible for drawing up the annual financial report referred to in Article XVI.5, which relates to the year in which he/she/they was a member of the Executive Board as Treasurer.
5. The treasurer is in charge of the implementation of the relevant provisions in Chapter XI.
6. The treasurer is in charge of the management and supervision of the use and maintenance of the foundation's movable property.  
The external coordinator is responsible for distributing the subsidies for equipment and accommodation for the purpose of practicing sport among association members. The treasurer has a supporting role with respect to this.
7. The treasurer is in charge of the management of the movable property belonging to the foundation and for the supervision of its use.
- 8.
- 9.
- 10.

### Article III.23

1. The Executive Board must inform the General Board and the Audit Committee of:
  - An expenditure on an unbudgeted item of an amount exceeding €1,000;
  - An exceptional expense within a budgeted item that exceeds €1,000;
  - An expense that exceeds a budgeted item by €1,000.

2. The Executive Board must have the approval of the General Board for:
  - An expenditure on an unbudgeted item of an amount exceeding €5,000;
  - An exceptional expense within a budgeted item that exceeds an amount of €5,000;
  - An expense that exceeds the budgeted item by €5,000.

#### Article III.24

Withdrawal of funds from savings and banking institutions shall at all times require the cooperation of one of the members of the Executive Board. Supporting documents shall be available for all payments.

#### Article III.25

1. The treasurer is obliged to provide the audit committee on behalf of the foundation with all information concerning the financial management and to allow it to inspect all supporting documents.
2. The treasurer shall be obliged, until 48 hours before the meeting of the General Board referred to in Article V.16, to provide a member of the General Board, at the latter's request, with all information necessary for assessing the account of his/her/them administration and the report on the financial position of the foundation.

### **§13 The sports coordinator**

#### Article III.26

1. The sports coordinator is in charge of the rental of sports facilities. Except for periodic rental agreements arising from the guidelines given by the General Board, rental agreements shall only be prepared with the consent of the Executive Board.
2. The sports coordinator has the final responsibility for drawing up, implementing and publishing the schedule of use.
3. The coordinator for sport is responsible for the distribution of association hours and therefore maintains contact with the associations involved and the external coordinator of the Executive Board.
4. The coordinator for sport, in consultation with the other members of the Executive Board and a delegate from the Sports Centre, determines the schedule during holidays and gives notification of these holidays at least ten days before they start.
5. The sports coordinator is responsible for detecting violations of the rules and conditions set by the foundation with respect to the use of the accommodations, materials, reductions, subsidies and instructors provided by the foundation.
6. The sports coordinator shall coordinate the non-association activities as far as these activities are not specifically covered by the domain of one of the members of the Executive Board.
7. The Sports Coordinator is responsible for the Sports Council.
8. The sports coordinator is responsible for contacts with the foundation's partner associations. The sports coordinator also conducts

introductory meetings with these partner associations.

#### **§14 The PR & Marketing Coordinator**

##### Article III.27

The PR & Marketing coordinator is responsible for all of the foundation's marketing, communication and PR.

The PR & Marketing coordinator is responsible for recruiting the General and Executive Board.

The PR & Marketing coordinator is responsible for the ACLO Promoteam.

#### **§15 The internal coordinator**

##### Article III.28

The internal coordinator is responsible for the Gala Committee, Weekend committee, Lustrum committee, Activities committee, Sports Licence Control Committee and Sports Committee.

2. The internal coordinator is responsible for all events organised by the foundation.
3. The internal coordinator is responsible for the sports certificate control of the foundation's participants.
4. The Internal Coordinator is responsible for the registration of probationary members and special members (donators), as mentioned in Article VII.4 of the Rules of Procedure.
5. The internal coordinator looks after all sports competitions and broadcasts organised by the foundation.

#### **§16 The external coordinator**

##### Article III.29

1. The external coordinator is responsible for distributing the subsidy for equipment and accommodation for association members' sports activities.
2. The external coordinator has a supporting role in the distribution of association hours, and for this purpose maintains contacts with the associations concerned and the sports coordinator of the Executive Board.
3. The external coordinator determines the organisation's acquisition policy and maintains contacts with the relevant parties for this purpose.
4. The external coordinator is responsible for the affiliated sportsperson and maintains contact with the associations involved, the coordinator of sport and the treasurer of the board.
5. The external coordinator is authorised to draw up contracts on behalf of the foundation and will liaise with other parties for this purpose.
6. The external coordinator is in charge of supporting both recognised and temporarily recognised associations and, together with the secretary of the board, is responsible for the supervision of these associations.

## **§17 Vice-President**

### Article III.30

The Executive Board shall elect a vice-chairman at the beginning of the year. The vice chairman shall support the chairman in external contacts and replace him in his/her/them absence.



## **CHAPTER IV VOTES AND APPOINTMENTS**

### **Article IV. 1**

1. A voting member of the General Board may give a written power of attorney to another voting member of the General Board.
  - a. The power of attorney must be given to the chairman of the General Board before the start of the meeting;
  - b. A person can be authorised by a maximum of one other person;
  - c. A power of attorney does not constitute presence;
  - d. In the case of a power of attorney of substitution, the power of attorney may be transferred to a General Board member other than the one to whom the power of attorney was initially given;
  - e. The issuer may indicate on the power of attorney how the proxyholder should vote for him/her. If this is not indicated, the proxyholder can decide how to vote.
2. If the number of abstentions is equal to or greater than the number of those voting for and against, the vote shall be declared invalid. In this case, the proposal must be put on the agenda again at the next meeting. If the number of abstainers is at such time still greater than the number of those voting in favour and against, the proposal, amendment or motion shall be deemed to have been rejected.

### **Article IV.2**

1. Votes on matters shall be taken orally, votes on persons by ballot. If at least two members of the General Board require a written vote, the vote shall be effected in writing.
2. Members of the General Board shall vote in favour, against, abstain or vote blank in the elections referred to in Article IV.2(1).
3. Invalid votes, at the discretion of the chairman of the meeting, shall be null and void and shall be considered not cast.
4. In the event of a tied vote on matters, the proposal shall be deemed rejected.
5. The wording of the proposal must be stated in a positive manner.  
Appointments of persons may also be made by acclamation.
6. Acceptance of proposals on matters may also be by acclamation.
7. In the case of voting on persons, the person who obtains an absolute majority of the votes cast shall be elected. If no one obtains such majority in the first ballot, a further vote shall be taken between the two persons who obtained the most votes in the first ballot. Where more than two persons are eligible for such a vote, a further vote shall be taken between:
  - a. the three or more candidates who have gathered the most votes, or
  - b. the two or more candidates who have obtained the second highest number of votes.

If this re-run of the ballot again results in tied votes among all the candidates participating in the re-run, lots shall be drawn to decide who is elected, or who will compete with the candidate who received the most votes in the first ballot. If the repeat ballot again produces a tie, but not among all the candidates, the procedure set out in the third sentence of this Article shall be repeated. If the votes are still tied, lots shall be drawn to decide who is elected or who is to compete with the candidate who received the most votes in the first ballot.

## **CHAPTER V MEETINGS**

### **§ 1 General Board**

#### **Article V.1**

1. The General Board meets:
  - a. in accordance with the provisions of art. V.16 to art. V.20;
  - b. as often as two or more members of the General Board consider it necessary;
  - c. as often as the chairman of the General Board considers this necessary.
2. In the cases referred to in subsection 1 under b and c, the Secretary shall be obliged to convene a meeting of the General Board within 21 days.
3. In urgent cases, Art. V.3 section 1 can be deviated from, at the discretion of the chairperson of the General Board. This follows from article 10, section 1 of the ACLO articles.

#### **Article V.2**

The AB chairperson shall put any items on the agenda that two or more members of the General Board have notified him of 21 days before the meeting.

#### **Article V.3**

1. A General Board meeting shall not be valid if the GB chairman has not issued a convocation to the members of the General Board nine days in advance, stating the date, time and place of the meeting, together with the agenda. The GB chairman shall enclose with the agenda a brief explanation of each item on the agenda. This explanation must be such that a meaningful discussion can be held beforehand.
2. The GB chairman may decide to inform other interested organisations, representatives of associations affiliated to the foundation or partner associations to send a convocation.
3. The Executive Board should support the GB Chair in the preparation of the General Board meetings.
4. The GB chairman has the final responsibility for taking minutes of the meetings of the General Board.
5. The GB chairman may delegate the organisation of the General Board meeting to the secretary of the Executive Board.

#### **Article V.4**

The convocations for meetings convened because a previous meeting was unable to pass resolutions due to insufficient board members present shall state that this meeting may pass resolutions on items on the agenda of the previous meeting even if no quorum is present.

#### **Article V.5**

At least three members of the Executive Board shall be present at General Board meetings, unless the General Board decides otherwise.

#### Article V.6

1. Representatives of organisations referred to in Article V.3 paragraph 2 shall be entitled to participate in the deliberations.
2. The GB chairman may introduce any person to the meeting and may give that person the floor.

#### Article V.7

1. The GB chairman opens and closes the meeting.
2. The GB chairman shall give the floor to a member and has the right to call any speaker to order and to withdraw the right to address the meeting.
3. The GB chairman may suspend the meeting and immediately determine the time of the continuation.
4. No member shall take the floor unless so requested by the GB chairman.
5. The GB chairman has the right to close the debates.
6. The GB chairman maintains order during the meeting.

#### Article V.8

1. The GB chairman may delegate the chairing of the meeting to a technical chairman, who may not be a board member of the foundation or one of the recognised associations.
2. The technical chairman has no voting rights.
3. If three or more members of the General Board object to the respective technical chairman at the beginning of the meeting, this person cannot act in the capacity of technical chairman.

#### Article V.9

After the opening of the meeting, the minutes of the previous meeting are considered and, once approved, adopted.

#### Article V.10

Those present must sign the attendance list before addressing the meeting or voting.

#### Article V. 11

Any member of the General Board shall be entitled to amend proposals made at a meeting and to table motions.

#### Article V. 12

1. The proposal that has the greatest impact, allowing for amendments, subamendments and the original proposal, shall be put to the vote first. If that proposal is rejected, the remaining proposals shall be put to the vote in order of decreasing scope until a proposal is adopted or all proposals are rejected.
2. The proposal with the most extensive scope shall be at the discretion of the chairman of the General Board.

#### Article V. 13

A member of the General Board shall not participate in the deliberations and decision-making process if this member has a direct or indirect personal interest that conflicts with the interest of the foundation or the organisation affiliated to it.

#### Article V. 14

If so stated in the invitation, all General Board members may also participate in the meeting, address the meeting and vote by electronic means of communication, provided that the board member can be identified and take part in the deliberations.

#### Article V. 15

The General Board may also pass resolutions outside General Board meetings, with a majority required under the Articles of Association. Provided that all GB members have been able to express their views in writing or by some other means of electronic communication and none of them objects to this method of decision-making. A resolution passed outside a meeting will be adopted in the minutes of the next meeting, stating the opinions expressed. Audience that normally attends the GB meetings shall also be informed of the resolutions passed.

### **§ 2 Meeting schedule**

#### Article V.16

The annual meeting of the General Board is held before 15 October of each year to discuss:

- a. the approval of the budget for the coming year;
- b. the inauguration of the members of the General Board referred to in art. III.1 and the inauguration of the Executive Board as referred to in Article III.10;
- c. the discharge of all committees referred to in Art. IX. 1;
- d. the inauguration of the members of the Advisory Board.

#### Article V.17

A meeting of the General Board shall be held before 1 January of each year to discuss:

- a. secretarial annual report as referred to in Art. XVI.1.

#### Article V.18

A meeting of the General Board is held before 1 March of each year to discuss:

- a. the annual financial report as referred to in Article XVI.5.

#### Article V.19

A meeting of the General Board is held annually before 1 June to discuss:

- a. the establishment of the sports certificate policy for the next foundation year as referred to in Art. II.3;
- b. the establishment of the Recruitment Committees for General and Executive Board members whose successors need to be found.
- c. the establishment of the hourly rate.

#### Article V.20

Annually, the following subjects must be addressed at the last General Board meeting, which takes place before 15 July of each foundation year:

- a. presentation of the draft budget in accordance with Article XI.4;
- b. renewal of temporary recognitions of associations according to art. VI.4 to VI.13;
- c. the permanent recognition of eligible associations according to art. VI.14 to VI.20;
- d. determination of the monetary subsidy distribution.
- e. presentation of the partner associations for the coming year.
- f. proposal to make amendments to the HR and General Terms and Conditions.

### **§ 3 Executive Board**

#### Article V.21

1. The Executive Board shall meet as often as the chairman or two members of the Executive Board deem necessary.
2. Agenda items of a General Board meeting must be discussed in advance at an Executive Board meeting.

#### Article V.22

The Chairman shall adopt the agenda in consultation with the other members; each member shall be entitled to propose items for inclusion in the agenda.

#### Article V.23

At least two-thirds of the members of the Executive Board must be present for the adoption of a resolution at a meeting of the Executive Board.

#### Article V.24

1. The chairman may delegate the chairmanship of the meeting to a technical chairman.
2. If, at the beginning of the meeting, a majority of the members of the Executive Board

present object to the respective technical chairman, he/she/they cannot act in the capacity of technical chairman.

#### Article V.25

After the chairman has opened the meeting, the minutes of the previous meeting shall be brought up for discussion and adopted upon approval.

#### Article V.26

The convocations for meetings convened because a previous meeting could not pass resolutions due to an insufficient number of Board members present shall state that this meeting may pass resolutions on the items on the agenda of the previous meeting, even if no quorum is present.

### **§ 4 Sectors**

#### Article V.27

The sectors meet:

- a. as often as the General Board meets and deems necessary. These sector meetings shall be held prior to the said General Board meeting;
- b. as often as the sector representative or two or more sector members of the sector concerned deem necessary.

#### Article V.28

1. A member of the General Board shall act as chairman of the sector meetings. This member shall in any event include the agenda of the next General Board meeting in the meeting referred to in art. V.27 under a..
2. The Secretary shall send a convocation of the meeting seven days in advance, stating the date, time and place of the meeting, together with the agenda, to the sector members. The Secretary shall add a brief explanation of each item on the agenda. This explanation shall be such that a meaningful discussion can be held beforehand.
3. The secretary shall also send the non-confidential minutes of the most recently held General Board meeting and sector meeting to the sector members, together with the convocation referred to in the previous paragraph.
4. The Executive Board, in agreement with the chairman of the General Board, may submit confidential agenda items to the General Board meeting.

#### Article V.29

The associations affiliated to the foundation are entitled to propose additions to the agenda 21 days before a General Board meeting. The association shall provide the General Board with any required information to enable a discussion in advance.

#### Article V.30

Recognised associations are obliged to participate in sector meetings. An association may be absent by giving notice of absence once a year. For the next meeting at which the association is absent with a notice of absence, it will be fined €20. An association will at all times receive a €20 fine for being absent without a notice of absence. For every repeated absence within student year, this fine will be €20 higher than the previous one.

#### Article V.31

1. The chairman opens and closes the meeting.
2. The chairman shall give the floor to a member and shall have the right to call any speaker to order and to withdraw the right to speak.
3. The chairman may adjourn the meeting and determine the time of the continuation without further justification.
4. No member shall take the floor until the chairman has given him permission to do
5. so.
6. The chairman is entitled to close the debates.  
The chairman maintains order during the meeting.

## **CHAPTER VI RECOGNITION**

### **§ 1 General provisions**

#### **Article VI. 1**

The recognition of a student sports association can be either permanent or temporary.

#### **Article VI.2**

The association must have articles of association in order to qualify for recognition.

### **§ 2 Association in formation**

#### **Article VI.3**

If persons intend to establish a new association for the purpose of becoming an association recognised by the foundation, such persons must apply to the Executive Board.

### **§ 3 Temporary recognition**

#### **Article VI.4**

The following associations shall be eligible for temporary recognition:

- a. Associations that are not permanently recognised;
- b. Associations that are permanently recognised;
- c. Associations that are temporary recognised for less than three years

#### **Article VI.5**

1. An association may be temporarily recognised by a resolution of the General Board to that effect, upon a proposal of the Executive Board.
2. The decision on temporary recognition can only be made by an enhanced majority.
3. Temporary recognition of associations may continue up to the General Board Meeting referred to in Article V.20.

#### **Article VI.6**

1. An association must submit a written request for temporary recognition to the Executive Board. This must state whether the association's board has consulted its members' meeting.
2. An association shall submit to the Executive Board:
  - a. articles and regulations;
  - b. if possible, a report of the activities during two years preceding the request for temporary recognition;
  - c. a statement of the assets and liabilities of the association;
  - d. if possible, an operating account for the previous financial year;
  - e. a membership list.



3. Within three months after the request referred to in subsection 1 of this Article and the supporting documents referred to in subsection 2, the Executive Board shall submit the proposal referred to in Article VI.5(1) to the General Board. For this purpose, the Executive Board shall send an explanation of the documents described in paragraph 2 under a through e, as well as a reasoned recommendation, along with the agenda for the meeting.
4. The documents described in paragraph 2 under a up to and including e shall be made available for inspection at the office of the foundation.

#### Article VI.7

The proposal referred to in Article VI.6(3) should include the following points:

- a. a review of the association's objective against that of the foundation;
- b. the association's membership criteria;
- c. the policy vision of the Executive Board with regard to this branch of sport; the possibilities of accommodating the association within the structure of the
- d. foundation in a meaningful way; the opportunities offered by the association its members to achieve the set
- e. objectives.

#### Article VI.8

1. The General Board may only pass a resolution for temporary recognition if the association meets the following conditions:
  - a. the objective of the association must fit in with the foundation's objectives;
  - b. the association must have sound financial management.
2. The General Board shall state reasons for its decision.

#### Article VI.9

A temporarily recognised association is holder of all rights and obligations, resulting from the foundation's articles and rules of procedure. However, the General Board may decide to restrict the rights of a temporarily recognised association.

#### Article VI. 10

A newly formed temporarily recognised association can apply for a loan to cover the start-up costs according to Art. XII.7.

#### Article VI. 11

The Executive Board shall, within 14 days after the decision on temporary recognition, inform the association in writing of the decision and the reasons for it. It shall also mention any restrictions on the rights attached to the recognition as referred to in Article VI.9.

### **§ 4 Continuation and duration of temporary recognition**

#### Article VI. 12

1. The Executive Board shall invite all temporarily recognised associations, at least

one month before the last General Board meeting of the foundation year, as referred to in Article V.20, to submit a written request for the continuation of the temporary recognition within fourteen days subsequently.

2. The association submit such a request together with:
  - a. an annual report;
  - b. an operating account;
  - c. a report on the asset position;
  - d. a membership list.
3. The associations shall endeavour to draw up the documents described in section 2 under a, b and c in accordance with the guidelines set by ACLO.
4. The documents described in paragraph 2 under a up to and including d shall be made available for inspection at the foundation's office.
5. The Executive Board shall make a proposal to the General Board on the continuation of the temporary recognition during the General Board meeting referred to in Article V. 20 of the foundation year. For this purpose, the Executive Board shall send an explanation of the documents as described in paragraph 2 under a up to and including d, as well as a reasoned recommendation with the agenda for the meeting.
6. Voting on temporary recognitions, as referred to in Article VI.12(4), requires an enhanced majority.

#### Article VI.13

An extension of temporary recognition can be granted for a maximum of two consecutive foundation years. If an association joins the foundation before February 1 in a given year, it will be reviewed in June during the renewal of recognition. If an association joins after February 1, it will be reviewed only when recognitions are up for renewal the following year.

### **§ 5 Permanent recognition**

#### Article VI.14

Associations that have been temporarily recognised for at least two complete previous years of foundation shall be eligible for permanent recognition.

#### Article VI.15

1. An association may be permanently recognised by a resolution of the General Board adopted at the proposal of the Executive Board.
2. The resolution for permanent recognition shall be adopted at the General Board Meeting referred to in Art. V.20 with a enhanced majority.

#### Article VI. 16

1. At least six weeks before the last General Board meeting of the foundation year, the Executive Board shall invite as referred to in Article V.20, all temporarily recognised associations, which meet the condition set out in Article VI.14, to submit a written request for permanent recognition within 14 days subsequently. The request must state whether the board of the association has consulted its members meeting.
2. An association shall submit the following documents with its request to the Executive Board referred to in the previous paragraph:
  - a. a report on the activities during the period of temporary recognition;

- b. an operating statement for the previous financial year;
  - c. a statement of the assets and liabilities of the association;
  - d. a members list;
  - e. a long term vision for at least three year.
3. The associations will endeavour to draw up the documents described in section 2 under a, b and c in accordance with the guidelines set by ACLO.
  4. Within three weeks after the request and the documents referred to in subsection 2 have been received from the Association, the Executive Board shall forward the proposal referred to in Article VI.15(1) to the General Board. For this purpose, the Executive Board shall send an explanation of the documents referred to in sub-article 2, together with a reasoned recommendation to the members of the General Board as well as the agenda for the meeting.
  5. The documents described in paragraph 2 shall be made available for inspection at the foundation's office.

#### Article VI. 17

The advice referred to in Article VI.16 section 4 shall include the following items:

- a. the functioning of the association within the system of the foundation;
- b. any amendments to the articles and regulations during the period of temporary recognition;
- c. the policy outlook of the Executive Board with regard to the sport in question.

#### Article VI.18

1. The General Board can only pass a resolution for permanent recognition if the association meets the following conditions:
  - a. the objective of the association must fit within the scope of the objectives of the foundation;
  - b. the association must have a sound financial management;
  - c. the association must have developed sufficient activities in the field of sports during the period of temporary recognition;
  - d. the association has fulfilled its obligations in respect of the foundation in full and on time during the period of temporary recognition;
  - e. the association shows that it has a long-term outlook for at least five years;

- f. The association must have at least a number of members that will be sufficient for a possible allocation of 1.5 hours of supervision per week - this is one parameter - with a minimum number of twenty members.
2. The General Board shall state reasons for its resolution.

#### Article VI. 19

A permanently recognised association holds all rights and obligations resulting from the articles and rules of procedure of the foundation. However, the General Board may resolve to restrict the rights of a permanently recognised association.

#### Article VI.20

The Executive Board shall inform the Association in writing within 14 days of the resolution for permanent recognition stating reasons. It shall also mention any restrictions on the rights attached to the recognition as referred to in Article VI. 19.

### **§ 6 The expiry of recognition**

#### Article VI.21

1. Without prejudice to the provisions of Article VI.5 and Article VI.15, permanent or temporary recognition may be cancelled on the proposal of the Executive Board, by a resolution to that effect by the General Board, if the General Board believes that the Association no longer meets the conditions for its recognition laid down in Article VI.8, sub-article 1 or Article VI.18, sub-article 1, respectively, or if the Association continuously fails to meet its obligations in respect of the foundation.
2. A resolution for the withdrawal of recognition can only be made by an enhanced majority.

### **§ 7 Reversal from permanent to temporary recognition**

#### Article VI.22

1. The Executive Board is authorised to make a proposal to revert a permanently recognised association to a temporary recognition, provided that an evaluation meeting with the association in question has taken place in the same foundation year.
2. The Executive Board shall notify the permanently recognised associations of any downgrade to temporary recognition at least one month before the last General Board meeting of the foundation year, as referred to in Article V.20. The associations that have been permanently recognised up to that point shall send
3. the following documents referred to in paragraph 2 to the Executive Board within fourteen days subsequently:
  - a. an annual report;
  - b. an operating account;
  - c. a report on the state of assets;
  - d. a members list.
4. The Executive Board shall propose to the General Board that the permanent recognition be reversed to temporary recognition at the last General Board meeting of the foundation year. For this purpose, the Executive Board shall send an

explanation of the documents as described in sub-article 3 under a up to and including d, as well as a motivated recommendation, with the agenda for the meeting.

5. The documents described in paragraph 3 under a up to and including d shall be made available for inspection at the foundation's office.
6. The Executive Board may require the association to send a monthly report on the current state of affairs within the association, both financially and with regard to its management, or any other topics that the Executive Board deems necessary for the duration of the temporary recognition.

## **CHAPTER VII ASSOCIATIONS**

### **Article VII.1**

1. Temporarily or permanently recognised associations may be given the use of accommodation, materials, reductions, subsidies, instructors and other facilities provided by the foundation.
2. Subsidies provided by the foundation, as referred to in paragraph 1, may be reclaimed by the foundation up to a maximum of three years after they have been granted, if it turns out that these subsidies were not used for the purpose for which they were granted.

### **Article VII.2**

Every year, the sports coordinator invites the recognised associations to submit their needs regarding the use of accommodation and materials in the coming year in writing within a reasonable period of time, stating reasons if necessary.

### **Article VII.3**

1. All members of recognised associations are required to have an ACLO or Semester Card. No exceptions allowed.
2. The foundation must be notified by the association of the members of recognised associations through the membership list referred to in Article VII.6.
3. If association members who have been identified by the membership list as mentioned in Art. VII.6 on the date communicated by the Executive Board do not have an ACLO or Semester Card, the foundation has the right to charge the association for administration costs.
4. The association is responsible for communicating the provisions of this article to its members.

### **Article VII.4**

1. An association should distinguish between:
  - a. Association members; these are participants as referred to in Chapter II.
  - b. Trial members; these are potential members who want to become acquainted with the association.
  - c. Donors, special or honorary members; these are people who support the association financially or in some other way.
2. The association's management may submit a request for dispensation from the provisions of paragraph 1 to the chairman of the Foundation.
3. The distribution of dispensation cards shall be determined by the resolution of the General Board in accordance with the provisions of this chapter.
4. The Executive Board is authorised to make an exception to art. VII.4 paragraph 3.

### **Article VII.5**

1. Probationary members and donors, special or honorary members, as referred to in VII.4 paragraph 1 under b and c, may make use of the items mentioned in Article VII.1 paragraph 1 for a maximum of six times.
2. Probationary members and donors, special or honorary members are not obliged to be members, as stipulated in Chapter II.
3. Probationary members and donors, special or honorary members, as referred to in VII.4 paragraph 1 under b and c, must be able to show a valid student card or other legally valid identification.
4. The association's board is obliged to report the names of probationary members and donors, special or honorary members to the internal coordinator of the foundation at the beginning of the period referred to in paragraph 1.
5. The association is obliged to include the regulation referred to in Article VII.5. paragraph 1 in its own HR.

#### Article VII.6

1. A recognised association is obliged to send the membership list of its association to the Executive Board every six months by a date determined by the Executive Board. This date shall be announced by the Executive Board at least six weeks in advance.
2. Further to this, a recognised association shall notify the Executive Board of changes in its membership list within a reasonable period of time, if the Executive Board deems necessary.

#### Article VII.7

Annually, at the start of the foundation year, but not later than by a date determined by the Executive Board, the board of the association shall send the Executive Board of the foundation:

- a. a profit and loss account for the past association year as well as a statement of the association's assets;
- b. a budget for the new association year.

This date shall be announced by the Executive Board of Management at least six weeks in advance.

The foundation's Executive Board may grant dispensation from the provisions of this Article.

#### Article VII.8

Annually, by the end of the founding year, but no later than on a date announced by the Executive Board at least six weeks in advance, the association's management shall submit to the Executive Board an annual report on the past founding year.

#### Article VII.9

1. The association is obliged to keep the foundation's Executive Board informed of any changes in the composition of its board.
2. The Executive Board of the foundation may grant dispensation for the provisions of this article.

#### Article VI 1.10

The Executive Board of a recognised association or a partner association shall mandatorily hold an annual introductory meeting. In addition, a recognised association or a partner association or the Executive Board may send an invitation for a compulsory evaluation meeting.

#### Article VI 1.11

The association is responsible for its members in respect of the foundation.

#### Article VI 1.12

Through their use, the associations submit to the regulations, board resolutions and announcements adopted and entered into force by the foundation.

#### Article VI 1.13

1. If a recognised association fails to comply with the provisions of this chapter, the Executive Board may decide to deprive it of certain facilities.
2. If the Executive Board decides to deprive an association of certain facilities, it is obliged to report this at the next meeting of the General Board.
3. The General Board may annul the decisions described in paragraph 1.
4. As for the provisions of paragraph 3, the General Board may decide to deprive the Association of certain facilities.

#### Article VII.14

1. A sector is a group of associations. Each association is represented by at least one delegate from the board of this association.
2. The same delegate should preferably attend the sector meeting each time.

#### Article VII.15

1. The General Board shall determine which sector the associations that are affiliated with the foundation shall join.
2. The General Board shall allocate the associations into a number of sectors equal to the number of representatives referred to in Article III.1 under a.
3. If an association believes that a certain sector no longer fulfils does the association justice, it may notify the Executive Board of this, which shall write a proposal and submit it to the General Board for a decision.



## **CHAPTER VIII**

## **PARTNER ASSOCIATIONS**

### **§ 1 General provisions**

#### Article VI

##### 11.1

1. A partner association is a civilian sports association affiliated to the foundation in a branch of sport of which no student sports association is affiliated to the foundation. A partner association can apply for recognition with the Executive Board of the
2. foundation.  
The interpretation of the foundation's policy on partner associations is as follows:
3.
  - a. The partner association can make use of the PR opportunities offered by the foundation to its member associations;
  - b. a course must be offered by the partner association every year;
  - c. The partner association is obliged to hold an introductory meeting with the foundation's sports coordinator every year. In addition, the Executive Board or the partner association may send an invitation to hold a compulsory evaluation interview.

#### Article VIII.2

A partner association holds all rights and obligations arising from the foundation's articles of association and rules of procedure.

### **§ 2 Recognition of partner associations**

#### Article VIII.3

The procedure and criteria for recognition of a partner association are:

- a. The Executive Board of the foundation decides on the recognition of the partner association and informs the General Board of the outcome of the decision;  
A partner association can only be recognised in a branch of sport in which no
- b. student sports association is yet affiliated to the foundation.

#### Article VIII.4

Recognition may be withdrawn by a resolution of the Executive Board if, in the opinion of the Executive Board, the association no longer meets the conditions set out in this chapter, if the association continues to fail to meet its obligations in respect of the foundation, or if a student sports association joins in the same branch of sport.

## **CHAPTER IX COMMITTEES AND CONSULTANTS**

### **§ 1 General provisions**

#### **Article IX. 1**

1. The Executive Board may entrust certain parts of its task, as well as other activities, to a committee designated by the Executive Board, but shall continue to be responsible for their implementation;
2. When deemed necessary by the Executive Board, the tasks and powers of this committee may be laid down in rules of procedure;
3. The members of a committee must be inaugurated during a meeting of the General Board, after the committee has been formed by the Executive Board;
4. The members of a committee must be discharged at a meeting of the General Board when the term of office has been completed.

#### **Article IX.2**

The Executive Board may, in the performance of certain parts of its duties, be assisted and advised by a consultant appointed by the Executive Board.

#### **Article IX.3**

1. A committee or a consultant may only act outside the foundation or on behalf of the foundation upon an explicit decision of the Executive Board.
2. The Executive Board is obliged to report a decision taken pursuant to paragraph 1 of this Article at the next meeting of the General Board.

#### **Article IX.4**

The General Board may assign work to a committee if deemed necessary for the performance of its duties,.

### **§ 2 Audit Committee**

#### **Article IX.5**

The Audit Committee's task includes:

- a. Evaluation of the revenue and expenditure in accordance with the budget, provided that the repetition of work already done by a financial expert will be avoided;
- b. Providing advice on issues relating to the foundation's finances.

#### **Article IX.6**

1. The Audit Committee shall consist of at least three members and shall be appointed by the General Board on the proposal of the Executive Board.
2. The members of the Audit Committee shall be appointed for a period of one year. They shall resign in the meeting referred to in Article V.16.
3. Resigning committee members may be reappointed.

#### Article IX.7

1. The Audit Committee shall inform the General Board of its findings after auditing the budget, as referred to in Article XI.4(1), after auditing the accounts and balance sheet, as referred to in Article XI.7(1), and when it deems necessary about other matters to the extent they are covered by Article IX.5.
2. The information by the Audit Committee on the budget referred to in Article XI.4 section 1 and the accounts and balance sheet referred to in Article XI.7 section 1 must be provided in writing at the General Board Meeting referred to in Articles V.16 and V.18.
3. If a treasurer from the previous year is a member of the Audit Committee, he/she/they may not give an opinion on the account and balance sheet, as referred to in Article XI.7, paragraph 1, of the foundation year in which this person was a member of the Executive Board.

#### Article IX.8

The Audit Committee shall have the right to inspect the documents and books held by the Treasurer.

#### Article IX.9

1. The Audit Committee annually audits the annual reports of the member associations to monitor the financial position of the associations. It considers items including the amount of equity, the liquidity of the association, the budget and settlement, and the ability of the association to meet its payment obligations.
2. The Executive Board is entitled to take measures as referred to in Article IX.10 if:
  - a. An association is responsible for an act or omission that prevents the Audit Committee from having access to the annual reports that are required to be submitted according to the Association's document.
  - b. An association is responsible for an act or omission that results in incomplete annual reports being submitted.
  - c. An association is responsible for an act or omission that results in annual reports of insufficient quality being delivered.
  - d. An association deliberately makes a false statement.
3. An appeal may be lodged with the General Board against decisions of the Executive Board containing a measure referred to in Article IX.10, paragraphs 1 through 4.

#### Article IX.10

The available measures against the offences mentioned in art. IX.9 paragraph 2 are:

- a. warning;
- b. reprimand;
- c. imposing a fine of €500 max;
- d. full or partial compensation;
- e. advice to the General Board to suspension of certain rights, functions or dignities for a certain period of time;
- f. advice to the General Board to deny certain positions or dignities;
- g. advice to the General Board to remove, in whole or in part, the use of accommodations, materials, reductions, subsidies and instructors, which have been provided by the foundation, either to associations or to participants;
- h. advice to the General Board to revoke or amend the association's recognition.

#### Article IX.11

1. The measures may be imposed jointly or separately.
2. The fine shall revert to the foundation. If a fine is imposed, a deadline is set for its payment. The fine shall be collected by the treasurer of the foundation.
3. The measures e up to and including h referred to in Article IX.10 shall be submitted by the chairman of the Executive Board within two months to a meeting of the General Board, at which this advice shall serve as an agenda item for arriving at a final measure, without prejudice to the provisions of these rules of procedure. The Association which will be affected by the measure has the right to express its opinion on the proposed measure at the meeting in question.

### **§ 3      Advisory Board**

#### Article IX.12

- 1 The Advisory Board gives solicited and unsolicited advice to the Executive Board. The Advisory Board is appointed by the General Board on the nomination of the
- 2 Executive Board in the meeting referred to in Article V.16.
- 3 The members of the Advisory Board are eligible for immediate reappointment every year.
- 4 The Advisory Board has in principle fifteen members, at least two of whom are former members of the Executive Board.
- 5 The Advisory Board shall meet with the Executive Board at least once a year and moreover as often as deemed necessary by the Executive Board.
- 6 The Advisory Board has no administrative responsibility.
7. A current ACLO board member cannot be a member of the Advisory Board.
8. The Executive Board gives the Advisory Board the opportunity to issue advice on at least every proposed decision regarding the long-term policy and the annual spearheads and points for attention. The Executive Board makes the necessary policy documents available to the Board.
9. In the composition of the Advisory Board, the following profile of an intended member will be taken into account:
  - a. The member endorses the statutory objectives of the ACLO.
  - b. The member takes note of the policy of the ACLO and current affairs.
  - c. The member uses his/her/their knowledge and experience selflessly for the benefit

- of the ACLO and the goals to be realized by the ACLO.
- d. In case of incompatibility of interests, a member cannot join the Advisory Board.
10. A member of the Advisory Board can resign at any time by written notice to the chairman of the Executive Board.
  11. A member of the Advisory Board may be relieved of this position by the General Board, inter alia on the grounds of neglect of his/her/their duties, structural disagreement of views, incompatibility of interests or if his/her/their social or personal integrity is or threatens to be compromised.
  12. During an ongoing dismissal procedure, the member of the Advisory Board can be suspended by the General Board.
  13. A member of the Advisory Board is required to sign a non-disclosure agreement.

#### **§ 4 Sports Council**

##### Article IX.13

1. The Sports Council provides advice to the Executive Board and the unaffiliated sector representatives of the General Board on the agenda items of the General Board meeting that relate to the unaffiliated package.
2. Members of the Sports Council are given access to the results of customer satisfaction surveys and marketing satisfaction surveys and take them into consideration during the year.
3. The Sports Council is appointed by the General Board on the nomination of the Executive Board.
4. The members of the Sports Council are eligible for immediate reappointment annually.
5. The Sports Council has at least five members.
6. Only participants can be appointed to the Sports Council, unless they already hold a management position at the ACLO or an ACLO association.
7. The Sports Council meets a week before the General Board meeting and discusses a theme linked to the unaffiliated package at each meeting.
8. Before each meeting, the members of the Sports Council obtain information from the unaffiliated sportsperson, coordinators of the Sports Centre or by reading up on these matters.

#### **§ 5 Advisory committee for hour allocation and subsidies**

##### Article IX.14

The USAco supports the treasurer and sports coordinator in the allocation of hours and subsidies.

#### **§ 6 Business Case Advisory Committee**

##### Article IX.15

The Business Case Advisory Committee supports the Executive Board and the General Board in matters concerning the sports centre's new building project. The aim is to appoint committee members who will serve on the committee for more than two years.

#### **§ 7 Activities committee**

##### Article IX. 16

The Activities Committee is responsible for events for the administrators of the student sports associations at the ACLO. The internal coordinator feels that an additional event for active ACLO members could be added.

#### **§ 8 Sports Committee**

##### Article IX.17

The Sports Committee supports the Executive Board in organising sports-related activities including the foundation's open competitions.

## **§ 9 Sports Certificate Verification Committee**

### Article IX.18

1. The Sports Certificate Verification Committee regularly checks the participants of the foundation for bearing a valid sports certificate. This will be done as often as the internal coordinator of the foundation deems necessary.
2. Persons can join the Sports Certificate Verification Committee at any time. The Sports Certificate Verification Committee is not appointed by the General Board.

## **§10 Promotion team**

### Article IX.19

At the request of committees or the PR & Marketing coordinator, the Promoteam will be responsible for external promotion and taking photos at internal events.

## **§11 Gala Committee**

### Article IX.20

The Gala Committee organises the ACLO Sports Gala.

## **§13 Weekend Committee**

### Article IX.21

The Weekend Committee organises a weekend for the active ACLO.

## **§13 Special committees**

### Article IX.22

The Executive Board may set up an ad-hoc committee to outsource certain tasks.

### Article IX.23

The lustrum committee may, if necessary, be set up by the Executive Board for ACLO's lustrum year. The lustrum committee supports the Executive Board in organising the lustrum.

### Article IX.24

The GNSK committee may, if necessary, be set up for a year by the Executive Board. The GNSK (Great Dutch Student Championship) committee supports the Executive Board in organising the GNSK, when it is held in Groningen.

## **CHAPTER X**

## **COMPLAINTS AND DISPUTES PROCEDURE**

### **§ 1 General provisions for disputes**

#### Article X.1

1. In the event of disputes among participants or associations or between participants and associations, the Executive Board shall act as a mediator.
2. If the Executive Board or a member of the Executive Board is involved in a dispute, it shall immediately notify the General Board. The General Board shall hear the parties involved in the dispute. In urgent cases, the chairman of the General Board may appoint one to three persons to conduct the hearing.
3. When hearing the parties, they shall be entitled to bring persons who may act as witnesses or experts. The association and/or the participant may be represented. Evidence may be presented at the hearing.
4. No later than at the next General Board Meeting after the parties to a dispute have been heard, the General Board shall make a proposal for the termination of the dispute. The parties to the dispute shall, upon request, receive a written explanation of the reasons for this proposal.
5. If one or more parties to the dispute do not agree with the outcome of the mediation referred to in paragraph 1 or the proposal referred to in paragraph 4, an appeal may be lodged with the civil courts against the said decisions.

#### Article X.2

1. The General Board shall decide in case of disputes between the Executive Board and the General Board of the foundation or its members. Members of the General Board personally involved in the dispute are excluded from decision-making.
2. The decisions of the General Board referred to in the previous paragraph may be appealed against by the Executive Board before the civil courts.

### **§ 2 Different types of offences**

#### Article X.3

1. The Executive Board is entitled to take measures as referred to in Article X.4 if:
  - a. A participant or association is responsible for an act or omission that is to the detriment of the interests of the foundation or which causes damage to the foundation or to one or more persons who make use of the accommodation, materials, reductions, subsidies or instructors provided by the foundation or of the material under its responsibility.
  - b. An association fails to comply with the statutes, regulations and conditions laid down by the foundation, or whose member or members persistently harm the interests of the foundation.



- c. A board member of an association refuses to comply with the statutes, regulations and conditions applicable to him.
  - d. A person destroys, damages, or steals another person's property located in buildings or on the premises provided by the foundation, operated by it, or under its responsibility.
  - e. A participant fails to comply with the rules of conduct applicable to him.
  - f. A person, without having fulfilled the conditions set for it, uses accommodation, materials, reductions, subsidies or instructors provided by the foundation.
  - g. A person as referred to in Art. X.1 paragraph 3 intentionally makes a false statement.
2. An appeal may be lodged with the General Board against decisions of the Executive Board containing a measure as referred to in Article X.4 paragraphs a through e. Art. X.1 paragraph 5 shall not apply.

### **§ 3 Measures**

#### Article X.4

The measures in art. X.3 include:

The

- a. warning;
- b. reprimand;
- c. imposing a fine of up to €125 for each offence for individuals and €500 for each offence for associations;
- d. full or partial compensation;
- e. advice to the General Board to suspension of certain rights, positions or dignities for a certain period of time;
- f. advice to the General Board to deny certain positions or dignities;
- g. advice to the General Board regarding dishonourable discharge;
- h. advice to the General Board to remove, in whole or in part, the use of accommodations, materials, reductions, subsidies and instructors, which have been provided by the foundation, either to associations or to participants;
- i. advice to the General Board to apply the provisions in paragraphs e to h for several years.
- j. advice to the General Board to revoke the association's recognition.

#### Article X.5

- 1. The measures may be imposed jointly or separately.
- 2. The fine shall revert to the foundation. If a fine or compensation is imposed, a deadline shall be set for its payment. The fine and the damages shall be collected by the treasurer of the foundation.  
The measures e through j referred to in Article X.4 shall be submitted by the
- 3. chairman of the Executive Board within two months to a

General Board meeting, in which such advice must serve as an agenda item for arriving at a definitive measure. The participant or association that will be affected by the measure has the right to express his/her/them opinions on the proposed measure at the relevant meeting.

De General Board can mandate the power to impose measures to a disciplinary committee, without prejudice to the provisions of these regulations.

#### **§ 4 Complaints**

##### Article X.6

1. In the event that an association, person or body is not satisfied with the Executive Board's handling of a complaint, an appeal may be lodged in writing, to the attention of the General Board.
2. Complaints from unaffiliated persons/organisations are forwarded to the three unaffiliated General Board members. Complaints from associations or association members are forwarded to the relevant sector representative of the General Board. They will then determine, if desired with the advice of the Chairman of the General Board, whether the complaint will be presented at the General Board meeting.
3. The association, person or body concerned shall receive an acknowledgement of receipt from the secretary of the Executive Board within three working days after the receipt of the complaint, stating who will be the responsible person dealing with the complaint and in which time frame a response is to be expected.
4. The complaint will in principle be dealt with within 14 days. If the complaint is not dealt with within the communicated term, the association, person or authority will be notified of this in time and a new term will be agreed. If the complaint is to be handled at a General Board Meeting, the person, association or authority in question will be notified of this in good time.
5. A complaint is considered settled if the association, person or authority concerned has received a written answer stating that the General Board of the foundation is certain to have every effort, in all reasonableness and fairness and in line with the gravity of the complaint, to settle the complaint properly.
6. The decision of the General Board is binding and there is no possibility of appeal.

## **CHAPTER XI FINANCIAL RESOURCES**

### **§ 1 Participant contribution**

#### **Article XI.1**

Each year at the General Board meeting referred to in Article V.19, the amount of the participant contribution for the following foundation year shall be determined by the General Board at the proposal of the Executive Board.

#### **Article XI.2**

1. Payment of the participation fee is to be made to the treasurer or a person authorised by the treasurer.
2. The Executive Board shall make provisions for the manner in which payment of the participation fee may be made. This is clearly communicated to all students.
3. All rights and obligations applicable to participants under these rules shall take effect from the time when payment of the participant contribution is completed.

### **§ 2 Budget**

#### **Article XI.3**

1. Before 1 September of each year, the treasurer, in consultation with the other members of the Executive Board, shall draw up a budget of income and expenditure for the following financial year.
2. The Audit Committee shall report on its findings regarding the budget in accordance with Article IX.7.
3. The budget shall be subject to the approval of the General Board in the annual meeting referred to in Article V.16.
4. In the event of rejection, a new budget shall be drawn up within fourteen days subsequently.

#### **Article XI.4**

1. If deemed necessary by the Executive Board, the Treasurer shall prepare a supplementary budget in consultation with the Executive Board.
2. The supplementary budget shall be subject to the approval of the General Board in accordance with article XI.3 paragraph 4.

#### **Article XI.5**

1. Until 15 days after the Annual General Meeting, the Treasurer, in consultation with the other members of the Executive Board, shall be entitled to make any required payments and collect receivables pursuant to the budget drawn up by him, without the approval of the General Board.  
These payments shall not exceed one quarter of the sum allocated in the budget to
2. each item, unless the General Board decides otherwise.

### **§ 3 Accounts and Balance Sheet**

#### **Article XI.6**

1. Every year, before 1 March, the treasurer shall prepare an account of the administration on the past financial year and a written report on the financial condition of the foundation as mentioned in chapter XVIII.
2. The Audit Committee shall report on its findings regarding the account and balance sheet referred to in paragraph 1 in accordance with Article IX.7.
3. The accounts shall be audited by the General Board, which may be assisted by such persons as it deems appropriate.
4. Approval of the accounts shall not automatically discharge the Treasurer from liability for his/her/them actions during the financial year to which the documents are related to the extent these actions are evident from the documents. Annually, the Treasurer shall render account of the administration conducted in the past financial year, and subsequently, the General Board may resolve to discharge the Treasurer.
5. The Treasurer shall be obliged to notify the General Board as soon as possible of any changes made at the request of the auditing firm.

#### **§ 4 Acquisition, construction and renovation of real estate**

##### Article XI.7

1. Subject to the adoption of a resolution to this effect by the General Board, the foundation may not spend any money on the acquisition, construction or renovation of immovable property, exceeding the sum of €250.
2. The resolution referred to in paragraph 1 must be passed by an enhanced majority.

#### **§ 5 Accountant**

##### Article XI.8

1. The General Board may appoint a financial expert to supervise the foundation's accounts.
2. The financial expert shall report on these accounts to the General Board upon his/her/them examination.
3. The documents and books respective of these accounts shall be provided to him on request.

#### **§ 6 Financing fund**

##### Article XI.9

1. The purpose of the financing fund is to grant loans at a favourable interest rate of 3% to recognised associations that are suddenly faced with large expenses. Loans are granted only to finance fixed assets.

2. Loans are granted only to an association affiliated to the foundation or to a foundation set up by one or more associations affiliated to the foundation.
3. The foundation grants loans only if the financial situation so allows.
4. a. The maximum amount to be borrowed is €5,000 per project for a permanent recognised association.  
b. A temporarily recognised association can only take out a loan to the amount of 50% of its annual budget to a maximum of €1,000.
5. a. A maximum period of 10 years applies to permanently recognised associations.  
b. A temporarily recognised association can obtain a loan with a term that cannot be longer than the term for which it will still be temporarily recognised.
6. Repayment of amounts less than €2,500 shall be made in units of €500 per year, excluding the annual interest charge.
7. An association must provide the foundation with security for at least the loan amount.

#### Article XI.10

A loan from the financing fund shall be granted by a resolution of the General Board on a proposal from the Executive Board.

#### Article XI.11

1. The foundation may provide a subsidy as referred to in VII.7 to a newly affiliated association.

#### Article XI.12

2. An association must submit a request for a loan from the financing fund to the Executive Board.
3. The Executive Board shall forward the proposal referred to in Article XI.11 to the General Board within three months subsequently. The Executive Board shall send a reasoned recommendation for this purpose with the agenda for the meeting.

### **§7 Bank**

#### Article XI.13

As stipulated in the Articles of Association, the Foundation's capital must be held in a risk-free savings account with a systemically important bank. At least two rating agencies of the three major rating agencies, S&P, Fitch and Moody's, must have assigned a single A rating to this systemically important bank.

## **CHAPTER XII GRANTING SUBSIDIES**

### **§ 1 General provisions**

#### Article XII.1

1. Subsidy criteria shall be established by a resolution of the General Board, with due allowance for the provisions of this Chapter.
2. Recognised associations are expected to be aware of the provisions of the foundation's subsidy regulations.

#### Article XII.2

The Executive Board may grant dispensation in respect of Articles XII.4(1) and XII.6.

### **§ 2 Student sport events**

#### Article XII.3

The foundation may grant a guarantee subsidy on the cost of organisation of tournaments or competitions organised by associations, at the discretion of the Executive Board.

#### Article XII.4

1. The subsidy must be applied for in writing to the Executive Board not later than one month before the date of the event.
2. A balanced budget must be included in the subsidy application.

#### Article XII.5

1. Based on the budget, a maximum guarantee subsidy shall be determined by the Executive Board upon submission of the grant application, subject to compliance with the provisions of this Chapter.
2. The Executive Board shall have the right not to grant an application for financial reasons.

#### Article XII.6

1. Within two months after the end of the event, an operating account must be submitted to the foundation's treasurer, on the basis of which, with due observance of the provisions of paragraphs 2, 3 and 4 of this Article, the definitive subsidy will be agreed.
2. Based on the operating account and other accounting records, the foundation's treasurer will check whether the applicant has observed the budget and whether the funds have been managed carefully.
3. The Executive Board of the foundation may require an audit to be conducted. In the event of proved mismanagement, the cost may be borne by the association, at the discretion of the Executive Board of the foundation.
4. The Executive Board may decide not to pay all or part of the subsidies agreed in the event of proved maladministration.

### **§ 3 Start-up subsidy for newly established associations**

#### Article XII.7

1. The foundation may grant a loan of up to €500 to a newly affiliated, temporarily recognised association to cover start-up and affiliation costs.
2. The loan referred to in Article XIII. 7 paragraph 1 serves as a contribution towards the start-up costs or affiliation costs that an association needs to incur in order to join the foundation.
3. The amount of the loan is based on the actual costs incurred, which the association must demonstrate by submitting a statement to the foundation's treasurer.
4. The loan referred to in paragraph 1 shall be to a maximum of the duration of the temporary recognition.
5. A loan as referred to in Art. XII.7 paragraph 1 may be converted into a gift from the moment that:
  - a. the association is permanently recognised;
  - b. the association is not recognised on a permanent basis, but the Executive Board of the foundation has reasons to do so. The Association must submit a written request to this effect to the Treasurer of the Foundation.

## **CHAPTER XIII USE AND MANAGEMENT OF PROPERTY**

### **Article XII.1**

Real property owned by the foundation or leased to the foundation may be provided to recognised associations for their use.

### **Article XII.2**

1. The user shall be liable for any damage caused to the property during the period of use, unless the Executive Board believes that the user cannot be considered responsible for the damage.
2. The user may not change the internal structure of the property provided for use. The user may only use the property in accordance with the purpose stated at the
3. start of the assignment for use.  
The foundation cannot be held liable if the use provided by the foundation is
4. infringed by provisions or measures of third parties.

### **Article XII.3**

No dispensation can be granted on the articles in this chapter.



## **CHAPTER XIV USE AND MANAGEMENT OF MOVABLE PROPERTY**

### **Article XIV. 1**

1. Movable property owned by the foundation or leased to the foundation may be provided for use by recognised associations and participants of the foundation upon presentation of their valid sports certificate.
2. The Executive Board may decide to lend movable property to third parties, provided that this does not conflict with any interest of the foundation.

### **Article XIV.2**

The foundation is not obliged to maintain the property referred to in Article XIV.1 paragraph 1 in a condition that it can serve the purpose for which it was provided.

### **Article XIV.3**

The user may only use the property in accordance with the purpose which was given to the property at the start of the assignment for use.

### **Article XIV.4**

If the user puts the property to a use other than the purpose for which it is intended or uses it in such a way that it may cause the foundation any harm, the Executive Board may, subject to the circumstances, terminate the concession.

### **Article XIV.5**

The user shall be liable for any damage caused to the property during the period of use, unless the Executive Board believes that the user cannot be held responsible for such damage.

### **Article XIV.6**

If the value of an item is reduced as a result of the use for which it was provided and through no fault of the user, the user shall not be liable for this reduction.

## **CHAPTER XV NETHERLANDS STUDENT CHAMPIONSHIPS**

### **§ 1 Grand Dutch Student Championship (GNSK)**

#### Article XV. 1

The Executive Board is in charge of organising a delegation to the GNSK.

#### Article XV.2

In consultation with the sports managers, the Executive Board shall consider which participants are eligible for delegation.

#### Article XV.3

1. The Executive Board may decide not to participate or to limit participation if it believes there are valid reasons to do so.
2. The decision referred to in paragraph 1 shall be taken in consultation with the sports managers concerned.

#### Article XV.4

In cooperation with the sports instructors involved, the internal coordinator shall ensure the most effective composition and preparation of the GNSK team.

## **CHAPTER XVI                      ANNUAL REPORT**

### **§ 1 Secretarial Annual Report**

#### Article XVI.1

By the end of his/her/them year of office, and no less than two weeks before the meeting referred to in Article V.17, the secretary shall issue a secretarial annual report on his/her/them year of office, which shall run from 1 September to 31 August.

#### Article XVI.2

The annual report referred to in Article XVI.1 shall include:

- a. a report by the Executive Board, of the policy, management and other activities of the foundation;
- b. the composition of the Executive Board and the General Board;
- c. a report on the internal and external contacts maintained by the Executive Board with national, regional and local organisations, associations and institutions;
- d. a brief report on the (Grand) Dutch Student Championships, which are organised on account of the student sports;
- e. a brief report on the competitions, events and broadcasts organised by the foundation.

#### Article XVI.3

1. The annual report shall be sent to the members of the General Board, the recognised associations, the CUOS, the Sports Centre and furthermore to those who qualify to receive the annual report according to the Executive Board.
2. An annual report is available for inspection at the foundation's office.

### **§ 2 Annual Financial Report**

#### Article XVI.4

By the end of his/her/them year of office, and no less than two weeks before the meeting referred to in Article V.18, the treasurer shall issue an annual financial report on his/her/them year of office, which runs from 1 September to 31 August.

#### Article XVI.5

The annual report referred to in Article XVI.4 shall include:

- a. the account of the treasurer's financial management on the past year
- b. a report on the foundation's financial position;

#### Article XVI.6

1. The annual report shall be sent to the members of the General Board, the

recognised associations, the CUOS, the Sports Centre and furthermore to those who qualify for receipt of the annual report according to the Executive Board.

2. An annual financial report shall be available for inspection at the foundation's office.

## **CHAPTER XVII PUBLICATIONS**

### **Article XVI 1.1**

1. The secretary and the PR & Marketing coordinator together are in charge of the supervision of all publications issued by the foundation.
2. The contents and design of all publications require the approval of the PR & Marketing Coordinator or the Secretary.

### **Article XVII.2**

The texts of all annual publications concerning the associations are drawn up in consultation with the boards of the associations concerned.

### **Article XVII.3**

The sports coordinator shall clearly announce the schedule of use and the opportunities involved in participation.

## **CHAPTER XVIII DISPENSATIONS**

### **Article XVI 11.1**

Dispensations shall not be contrary to the articles of association.

### **Article XVIII.2**

1. Dispensations with regard to provisions of the rules of procedure may be granted by the General Board by a resolution adopted by a simple majority of votes, unless these rules of procedure provide otherwise.
2. Dispensation from provisions which allow resolutions to be adopted by an enhanced majority can only be granted with the same voting clause.

### **Article XVIII.3**

1. In case of urgent necessity and if no meeting of the General Board can be held to discuss the proposal, the Executive Board may grant dispensation.
2. The Executive Board shall report at the next meeting of the General Board with regard to which provision dispensation has been granted with and to what extent.

### **Article XVIII.4**

No dispensation from the provisions of this chapter can be granted.

#### Article XIX. 1

1. The rules of procedure may only be amended by a resolution of a General Board meeting passed by two-thirds of the valid votes cast.  
No dispensation from the provisions of paragraph 1 of this article can be granted.

2.

#### Article XIX.2

A proposal for the amendment of the rules of procedure may be made by:

- a. the Executive Board;
- b. at least two members of the General Board.

#### Article XIX.3

If at least two members of the General Board wish to make such a proposal, the secretary shall be obliged to convene a meeting of the General Board within three weeks after a respective request to consider this proposal.

#### Article XIX.4

The Executive Board shall issue a reasoned opinion on a proposal made by at least two members of the General Board.

## **CHAPTER XX FINAL PROVISIONS** ~~CHAPTER XIX AMENDMENTS~~

### Article XX. 1

Each participant is expected to be familiar with the articles and the regulations, as well as Board resolutions and official announcements.

### Article XX.2

1. The articles and the regulations, as well as Board resolutions and official announcements, shall be filed at the office of the foundation and shall be available for inspection by anyone who so requests.
2. Upon request, the Executive Board shall be obliged to allow everyone to inspect these rules of procedure.

### Article XX.3

These rules of procedure shall enter into force on the day after they have been duly adopted and the rules have been published.