

*House rules of Wageningen Outdoor En Survivalrun Team, established in Wageningen, version April 2021.
These house rules serve as an addition on points where the law and the articles of association are not sufficient.
When this version is accepted, the previous house rules will expire by definition.*

In case of any difference between the Dutch and the English house rules the dutch version is leading.



Abbreviations:

HR= House Rules

WOEST=Wageningen Outdoor En Survivalrun Team

GMM=General Members Meeting

SWU= Sport foundation Wageningen University

SBN=Dutch Survivalrun federation (Dutch: Survivalrun Bond Nederland)

SCB= Sport Centre de Bongerd

Members (aspiring, regular, extraordinary, of merit & honorary)

As mentioned in the statutes there are four kinds of members; Regular members, Extraordinary members, Members of merit and Honorary Members. Everyone's membership, with the exception of aspiring members, is valid until the end of the financial year and is cancellable in writing with the board until the first of September, unless the member is otherwise obliged to pay contribution in the new financial year.

Aspiring members: In the sports card free weeks, organised by SWU Thymos, students participating in scientific or higher professional education in Wageningen are not yet required to be included in the membership administration. These persons also don't have any contribution obligation during these weeks. Aspiring members can, unless the board decides the circumstances at the time do not allow it*, also partake in three trainings outside the sports card free weeks without contribution obligations if they own a valid sports card. After three trainings the board, together with the trainer(s), decides if the aspiring member has enough experience to follow regular trainings without following an introduction period. The underlying aim is that the level of the trainings can be increased throughout the year, and to not burden the trainers with the continual task of giving introduction trainings all year.

*I.e. when the number of members is so high, that allowing aspiring members to train would inhibit paying regular members to have a (quality) training.

Regular members: Members included in the membership administration, maintained by the board. Members have the right to participate in activities organised by or on behalf of WOEST. They have the obligation to hand over the contribution on time, to be in possession of a valid sports card at sports center de Bongerd during the entire membership and to be a member of Survivalrun Bond Nederland. Any fines handed out by SCB to WOEST because of members not having or being unable to show a valid sports card with sportsrights, will be recovered from those members who do not have valid sports rights.

Extraordinary members: Members appointed by the board who do not meet the requirement to be enrolled in scientific or higher professional education in Wageningen and/or be a member of the SBN. A written request must be submitted for this. Extraordinary members have the right to participate in activities organized by or on behalf of WOEST. They have the obligation to hand over the contribution on time for the entire duration of the membership of WOEST.

Donors

For members who do not train, but do want to be involved in the association, there is the possibility to become a donor. A member becomes a donor when they have indicated to the membership administration that they want to be a donor and are admitted by the board.

Being a donor, one has the right to receive the newsletters and to be invited to ALVs and Iustrum activities. At a GMM, however, one does not have the right to vote, but the right to speak.

The obligations of a donor are only to pay his donation, for this an annual minimum applies that must be determined or changed by the GMM.

Board

The board consists of at least three and at most eight people and is appointed during the GMM. The dismissal of the board must be done by a 2/3 majority during the GMM.

General tasks:

Management includes the following, in addition to what is stated in the articles of association:

- a) The general day-to-day management of business;
- b) Implementing the decisions taken by the general meeting of members;
- c) Supervision of compliance with regulation and the articles of association.
- d) Registering all members of the board with the Chamber of Commerce as representative of the association.
- e) Representing the association at meetings of Sports Center De Bongerd, SWU Thymos and other parties relevant to the association.
- f) Providing a training location where sports can be done safely and insured.
- g) Conducting correspondence on behalf of the association.
- h) Appointing and dismissing committee members as well as establishing or dissolving committees if there is reason to do so.
- i) Managing committees and ensuring they have enough members to fulfill their tasks.

Role specific tasks:

In addition to a coordinating function within the board, the chairman has the following tasks:

- a) Leading the board meetings.
- b) Leading the General Members Meeting.
- c) He is spokesperson for the association at all official representations, unless he transfers the task to another board member.

The secretary has the following duties:

- a) Maintaining the membership administration.
- b) Keeping minutes during the board meeting.
- c) Keeping minutes during the General Members Meeting
- d) Correspondence in the name of and in consultation with the board.

The treasurer has the following tasks:

- a) Managing the funds of the association.
- b) Ensuring timely payment, checking and administration thereof.
- c) Ensuring the collection of funds belonging to the association and taking care of the expenses approved by the board and the General Members Meeting.
- d) Administer all financial actions and manage the archive of them.
- e) Conduct correspondence regarding financial matters.
- f) Taking care of the management of the association bank account and debit card.

Committees

Committees are there to spare the board from (peripheral) tasks that contribute to the goal of the association. A distinction is made between “Essential committees”, being committees that are very important for the core tasks of the association, and “Non-essential committees” that are important for the association and the association life but do not contribute to the primary goals of the association.

The board must ensure that the essential committees are able to carry out their duties at all times, within the means available. However, the board is authorized to change the list of committees. Committees listed below are essential. All committee budgets require board approval before ten percent, up to a maximum of 100 euros, is spent.

Essential Committees

- *Trainerscommittee*

The trainerscommittee consists of all trainers who give training on a regular basis. It does not matter whether they have the function of general or assistant trainer. The trainerscommittee is responsible for providing all trainings, including the introduction trainings.

- *CoBaMa*

The “Commissie Baan en - Materiaal” or CoBaMa in short, is the Committee for Obstacle course and Materials. They are responsible for supporting the maintenance of the obstacle court that belongs to Sportscentre the Bongerd, and other big materials that are used during trainings. The CoBaMa organizes a “building day” (bouwdag) when necessary. Replacement or addition of obstacles always needs to be approved by the board. In addition to this, The CoBaMa needs to keep an obstacle logbook (hindernislogboek), that is up-to-date and which can be admitted in the instance of examination of the course (baankeuring) by the SBN.

- *KasCo*

The “Kas Controle commissie”, KasCo, or cash control committee, is involved in the finances of the association. Members of the KasCo are expected to read financial documents before the GMM and give independent advice to the members regarding finances. Furthermore, the treasurer of the board can ask advice from the committee when in doubt about their duties or financial matters.

General Members Meeting

Invitation:

The General Members Meeting, hereafter referred to as GMM, must be announced in writing at least 1 week in advance. All members, honorary members, aspiring members and donors must be invited to the ALV. Both the agenda and the documents mentioned in the agenda must be added to the invitation (Think of the HR, the budgets, minutes of the previous ALV).

Upon reception of the invitation, the addressee is entitled to raise any important topics they consider such. The proposed topic should be dealt with at the same GMM or the immediately following GMM should the agenda not allow it.

Attendance:

At least *10 non-board members of the active members* must be present during the GMM. If this is not the case, the GMM will not take place and a GMM will be scheduled within 14 days with the same agenda with no minimum attendance. For this alternate GMM, the rightful must receive the invitation at least 7 days in advance.

Entitled to vote:

All members are entitled to vote. With the exception of:

- Aspiring members
- Members who have been reprimanded.
- Members who are voted on when a position is appointed or removed.
- The (former) treasurer with his own budget(s), statement(s) or balance sheet(s).

If a member is forced to be absent from a GMM and would be willing to vote, this is possible by authorizing another voting member. This authorization must be submitted in writing to the board 24 hours before the start of the GMM

Voting procedure:

For subjects to be voted on, an introduction and/or summary will first be given by the board or the committee member concerning the matter. The problem on which should be voted is proposed after that. If it concerns a financial subject, the KasCo will issue an independent advice.

3 options are possible for all voters:

1. To vote in favor of the proposed topic
2. Abstaining from voting on the proposed topic
3. Vote against accepting the proposed topic

In the case of a majority, the decision is taken. If there is no majority for the two choices, a new voting must take place after any further explanation or more extensive discussion.

Liability

All members are liable for any damage they cause to the property of the association. Any damage established is deemed to have been caused by those who last used the item concerned, if the contrary cannot be demonstrated by the person(s) involved.

The association is not liable for damage to, theft or loss of property of members or third parties, caused during activities or training sessions of the association, except in the case of intent or gross negligence on the part of the association.

Other

If a member does not comply with the provisions of the house rules, the member will receive an official written warning. If the member again does not comply with the provisions of the internal regulations within 1 year after this warning, the membership of the association will be terminated immediately, without the right to reclaim the contribution. A decision to expel is taken by the entire board and must be unanimous. A member will be notified in writing by the board of the cancellation of membership.