



N.S.P.V. Lasya

## **Internal Rules of Operation**

2nd of september 2020

These are the Internal Rules of Operation of the Nijmegen Student Pole Dancing Association Lasya, complementary to the statutes of the association.

### **1. General Clause**

1. The determinations contained in this regulation apply to all members, honorary members and members of merit of the association.
2. The determinations in this regulation originate from the statutes. If this regulation seems contrary to the statutes, this regulation needs to be revised.
3. When in this regulation 'he' or 'his' is written, it can also be read as 'she' and 'her' and vice versa.
4. In those cases for which this regulation, neither the statutes nor the law provide, the board will decide.

### **2. Rights and Obligations of Members**

- 1) Members must provide the board with their name, address, email address, date of birth, sports card number, and if applicable their student number in writing. This is done through a signed continuous direct debit authorization form, which finalises the membership. The signed form will stay valid as long as the membership lasts and will become void as soon as the membership ends.
- 2) Contribution
  - a) Members are obliged to pay a membership fee.
  - b) The amount of the contribution, annually determined by the General Member Meeting, is currently 30, - euro for the period of September 1st to the 31st of August, 18, - euros for September 1st till the 31st of January, or February 1th till the 31st of August, and 5, - euros for the period June 1st till the 1st of September.



- c) The contribution is collected through an automatic debit collection. The collection must be announced in writing at least two weeks in advance to the members. The board can allow members to pay in an alternative way.
  - d) For members who are a member at the beginning of the association year, the contribution must be collected before the 31st of December.
  - e) Honorary Members and Members of Merit as referred to in Article 4b of the Internal Rules of Operation are exempt from paying contribution.
  - f) Members (with the exception of summer members) have up to one month before the end of their term to cancel their membership. If this one month notice is not given they automatically give their permission to extend their membership for another term of the same length. The permission for an automatic debit collection of the contribution will remain valid.
- 3) Members must obey the rules of the Radboud Sports Centre when they use their facilities, or when locations facilitated by the Radboud Sports Centre are used.
  - 4) Members have the right to participate in all activities of the association, except if there are exceptions made in this regulation or announced otherwise.
  - 5) If members make purchases for the benefit of the association or a committee of the association, they can declare the costs for the purchase if they meet the following requirements:
    - a) Declarations must be made within 2 months after purchase;
    - b) Declarations must be made before the end of the financial year unless stated otherwise by the treasurer.
  - 6) If a penalty request is submitted to the board, it is first critically considered whether imposing a penalty is the right solution. The board takes sufficient time to deal with this matter. If the board is unable or incapable of judging the matter objectively, it is possible to appoint an independent committee to deal with this matter. This committee will lead the procedure during the GMM, in which the penalty is decided among the members. The following procedure is advised:
    - a) At the GMM, the board does not take a position and remains as objective as possible. If not possible, another chairperson must be appointed for the meeting.
    - b) The board proposes the procedure, the GMM votes on this
    - c) The application is read/presented
    - d) The accused defends himself
    - e) The GMM may ask questions
    - f) The board can propose a penalty



- g) The GMM votes for a penalty
- 7) For activities, the latest cancellation date is the same as the latest registration date with a minimum of 24 hours in advance. If the registration is not cancelled on time, the costs of the concerned activity will still be charged to the member.

### 3. The Board

#### 1) General

- a) The board is charged with leading the association.
- b) The board must act in the interest of the association.
- c) The board must ensure that the statutes and other regulations of the association are met.
- d) The board is ultimately responsible for the organisation of activities for the members, which are organised by the board or by the committees appointed by it. In principle, it has access to all the funds of the association for this purpose. For this end, the board draws up an annual budget that must be approved by the GMM.
- e) The board can independently enter into legal acts up to a maximum of 500 euros per legal act. For legal acts above the amount mentioned, the board must have the approval of the GMM. It is also possible to inform all members in writing. In the absence of a written objection from one of the members within two weeks after sending the message, the board may perform this legal act with the same rights as approved by the GMM.
- f) The board can independently enter into legal acts relating to a period of a maximum of one calendar year after the legal act. For legal acts relating to a longer period, approval must be requested from the GMM. It is also possible to inform all members in writing. In the absence of a written objection from one of the members within two weeks after sending the message, the board may enter into this legal act with the same rights as approved by the GMM.
- g) Payment confirmation must be requested for cash payments by the boards.
- h) For payments by a member to the board, the board must, at the request of the member convert, issue a payment confirmation, provided this request is submitted within two weeks.
- i) The board is in all cases accountable to the GMM. For this reference is made to the statutes of the association.
- j) The board is charged with the implementation of the decisions of the GMM.
- k) The board maintains contact with sister associations.



- l) The board is responsible for promoting the association.
- m) Board members must familiarise themselves with the statutes of the associations and the regulations of the association.
- n) For promotional activities, the board can make use of a billable amount of 75,- euros per board per year. One admission ticket is reimbursed per event, if possible at a reduced rate.

## 2) Composition

- a) The board, also known as the General Board, consists of the Executive Board and the other board members.
- b) The Executive Board consists of the chairman, vice-chairman, secretary and the treasurer. These four positions must, in all cases, be held by at least three persons.

## 3) The Chairman

- a) is charged with leading the GMM and the board meetings.
- b) coordinates the duties of his fellow board members.
- c) keeps the vice-chairman informed of current affairs.
- d) keeps the association's correspondence in collaboration with the secretary and the vice-chairman.
- e) ensures, in collaboration with the vice-chairman, the order within the association.
- f) disposes, together with the treasurer, of the funds of the association.
- g) is, together with the treasurer, authorized to use the association debit card.
- h) is, together with the vice-chairman, responsible for representing the association in meetings of umbrella organisations.
- i) reserves the right to attend committee meetings if deemed desirable. He has an advisory vote in such meetings.
- j) is authorized to withhold correspondence from board and committee members and to request a decision about this from the board, if he deems this in the interest of the association.

## 4) The Vice-Chairman

- a) replaces the chairman if he is absent,
- b) is responsible for the key administration of the training locations.



- c) keeps the association's correspondence in collaboration with the secretary and the chairman.
- d) cooperates with the chairman to maintain order within the association.
- e) is, together with the chairman, responsible for representing the association in meetings of umbrella organisations.

#### 5) The Secretary

- a) coordinates with the chairman and vice-chairman the correspondence of the association.
- b) is responsible for taking minutes at the GMM and the board meetings.
- c) is responsible, in cooperation with the treasurer, in keeping a register in which are recorded all members, honorary members and members of merit of the association.
- d) is responsible for the archive of the association.
- e) is in collaboration with the other members of the Executive Committee and the committee heads are responsible for drawing up an annual report.
- f) is responsible for the timely announcement of the GMM, in accordance with the relevant provisions in the articles of association and the other regulations.
- g) is, in collaboration with the other members of the Executive Board and/or General Board, responsible for drawing up the agenda for the GMM.

#### 6) The Treasurer

- a) is charged with managing the funds of the association. To this end, he may, together with the chairman, have a bank account and a giro account at his disposal.
- b) is only authorized to spend amounts in excess of 100,- euros per week after the consent of at least one of the other members of the Executive Board.
- c) is authorized, together with the chairman, to use the association's debit card.
- d) ensures that no others have access to the association's accounts.
- e) must keep the cash book.
- f) must report the financial situation of the association to the board at least once every two months.
- g) is responsible for issuing an annual financial report for the financial year to the GMM.



- h) is responsible for the coordination and advising the auditing committee. For the tasks of this committee, reference is made to article 12, paragraph 3 of the statutes of the association.
  - i) is charged with handling grants awarded to committees.
  - j) is responsible for handling the contribution and any deviations.
  - k) is, in collaboration with the secretary, charged with keeping a register in which all members, benefactors and honorary members of the association are listed.
- 7) For all committees, there is a board member who acts as contact person. There is no objection if this board member is a member of the committee. The Contact Person:
- a) is charged with coordinating contacts between the board and the relevant committee.
  - b) reserves the right to attend and convene committee meetings as he sees fit. In such meetings, he has an advisory vote.
  - c) is authorized to inspect the correspondence of the relevant committee.
  - d) is authorized, in consultation with the Executive Board, to issue the committee head for the points relevant to him at an administrative meeting.
  - e) is charged with passing on all essential communications from the board to the head of the committee.
  - f) is, in collaboration with the relevant heads of the committee, responsible for keeping the agenda on the internet pages of the association concerning matters that his committees.

#### **4. General Member Meeting (GMM)**

- 1) Voting during the General Member Meeting
  - a) During the voting procedure there are four options: for, against, blank and abstain. Blank votes are counted in the voting procedure. If you abstain, you indicate that you do not wish to vote.
  - b) Voting on a proposal is only valid if two-thirds of the members present or represented have cast their vote. If this is not met, a vote can be taken on the next GMM, regardless of the number of votes cast.
  - c) Blank votes are added to the majority of the votes in favour or against. A proposal is adopted if more than 50 per cent of the votes cast, including the blank votes, are in favour of the proposal.



- d) Votes on persons and votes from which an opinion on a person can be derived are made in writing, with closed notes.
  - e) Other votes will be taken orally unless a person with the right to vote requests a written vote. Written votes are then taken by closed notes.
- 2) The chairman of the meeting has the right to suspend the GMM for an indefinite period if this is in the interest of the association. The chairman is accountable for this to the board at the next board meeting and at the next GMM. Until the approval of the accountability at the next GMM, the chairman cannot suspend that GMM for an indefinite period.
  - 3) The board is obliged to provide the following documents to all members at least two weeks prior to the GMM.
    - a) Agenda
    - b) Minutes of the previous GMM
    - c) Policy plan
    - d) Annual secretarial report
    - e) Financial report
    - f) Possible IRO changes from the board

## 5. Committees

- 1) Committees (with the exception of the audit committee, known as KasCie and the Big Advice Committee, known as GAdCie) :
  - a) are led by committee heads;
  - b) consist of members, honorary members and members of merit;
  - c) are, if applicable, committed to organising activities for the association. To do this a part of the total funds of the association is at their disposal. The amount is decided by the board;
  - d) are evaluated on their functioning and composition of committee members. This evaluation takes place during the General Members Meeting, where the committee heads or a delegate will be present;
  - e) should, if applicable, send a financial report to the board at least twice per financial year, in a form specified by the board;
  - f) should request a payment confirmation for any cash payments it makes;



- g) should provide a payment confirmation when a member makes a cash payment to the committee;
  - h) conduct their own correspondence. If needed they can ask the secretary for advice;
  - i) are accountable to the board for all their organised activities;
  - j) are obligated to sign the non-disclosure agreement and hand it in by the board;
- 2) The Committee Head:
- a) is responsible for coördinating the activities of the other committee members.
  - b) should keep the board up to date on the course of events of the committee, via the assigned contact.
  - c) should keep the board up to date on changes in the member composition of the committee.
  - d) has the right to attend relevant agenda items of a board meeting. This is in consultation with the board, and the committee head has an advisory role.
  - e) takes care of the good functioning of the committee.
  - f) makes sure the budget and settlement are consulted with the treasurer.
  - g) has to request written permission from the treasurer when total costs of an event are estimated to be higher than 150 euros.
  - h) is (with the exception of the TraiCie committee head) responsible for presenting the budget and settlement. These need to be approved by the general members meeting.
  - i) is allowed to halt correspondence of committee members and ask the board to make a decision on the halted correspondence.
  - j) is held accountable for updating the committee script and drawing up reports of big events. The committee head should send copies of these to the secretary.
  - k) has to keep track of an inventory of things, that are purchased by the committee members for the benefit of the association.
  - l) needs to be up to date on the statutes and the rules in this document.
  - m) is, together with the contact, responsible for keeping the calendar up to date on committee related business.
- 3) Committee members need to report at least one month in advance when they plan to leave the committee.
- 4) Appointed Committees.





- a) The following committees of the association are appointed:
- i) The Audit Committee (KasCie). The tasks of this committee are described in article 12, part 3 of the Statutes.
  - ii) The Training Committee (TraiCie). This committee is responsible for organising and accompanying the general training hours.
  - iii) The Pole Dance Activities Committee (PactCie). This committee organises sports-related activities for members with a focus on pole dance related activities.
  - iv) The Activities Committee (Actcie). This committee organises informal activities for members.
  - v) The Website and Information Committee (WebCie). This committee is responsible for the website of N.S.P.V. Lasya, the creation and distribution of the monthly newsletter. Additionally, the WebCie is jointly responsible for updating and managing the association's digital channels.
  - vi) The Introduction Committee (IntroCie). This committee coordinates, organizes and executes performances and parties during the introduction in August.
  - vii) The Big Advice Committee (GAdCie). This committee advises the board of the association and is an alternative point of contact for members for issues regarding the association. They receive the minutes of the board meetings in .pdf format. The board can ask for advice on association issues. The committee is allowed to give advice on their own initiative on the state of affairs regarding the association and its board. The committee members are to discuss their opinions in order to give one joint advice. Members of the GAdCie can be proposed by the board, the GAdCie or other members of the association. The members of the GAdCie need to be approved by the general members meeting. The number of GAdCie members has to be equal to, or lower than the number of approved board members.
  - viii) The Camp Committee (KampCie). The committee organises and coordinates the yearly members camp.
  - ix) The Drinks Committee (BoCie). This committee organises drinks at our sponsor pub. The BoCie makes sure the number of drinks mentioned in the sponsor contract is achieved. The Bocie also takes care of promoting contact between members outside of the training hours.
  - x) The Competition Committee (WedstrijdCie). This committee is meant as the main contact for members which would like to participate in competitions, is responsible for supporting those members and is responsible for the realization of the contest policy.



- xi) Lalitha. This committee is meant for all the former members that would like to stay in contact with Lasya. Lalitha is responsible for the organisation of the annual reunion and the creation and distribution of a quarterly newsletter for former members containing updates regarding Lasya.
- b) The board can appoint the following committees of the association:
  - i) The Lustrum Committee (LustCie). This committee is responsible for organising the association's lustrum activities.
  - ii) Other event committees. Such a committee is appointed to organise and/or coordinate a one-off event. After the event, the committee should be disbanded.
- 5) The intermediate training is given by at least two members that are responsible for the content of the intermediate training. For this, they receive a volunteer allowance. The amount and conditions of this allowance are recorded in the volunteer contract.

This document is a translation of the internal rules of operation approved by the general members meeting on February 20th, 2019. It was last updated on the 2nd of september 2020.