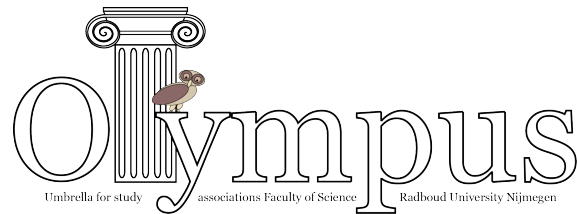


*De Nederlandse versie van het Huishoudelijke Reglement is leidend.*



## **INTERNAL RULES OF OPERATIONS**

### **established 12th December 2018**

Accompanying the umbrella association Olympuss Statutes, approved by the notary on 18 December 2003 and amended on 18 July 2007, approved on 30 March 2005 including amendments approved by the general meeting on 12 May 2005, 27 October 2005, 31 May 2006, 28 June 2006, 24 October 2006, 11 March 2008, 9 October 2008, 17 May 2011, 2 October 2014, 1 July 2016, 28 February 2017 and 12 December 2018.

## **1 General Provisions**

- a. The provisions apply to all members as well as anyone who uses the facilities which the association provides.
- b. In any situation not governed by these regulations nor the associations Statutes, the decision of its board shall be final.

## **2 The Board**

### **2.1 General**

- a. The board is required to act in the interests of the association.
- b. The board is required to take notice of the Statutes and regulations and ensure that the Statutes and these regulations are complied with.
- c. In all cases the board is required to render account to the general meeting.
- d. Once a year the board is required to arrange for the general meeting to approve a policy plan and budget.
- e. Approval by the general meeting is required in case of major changes in the policy plan or budget.

### **2.2 Constitution**

- a. The positions of chair, secretary and treasurer must be held by three different natural persons referred to in article 11 paragraph 2 of the Statutes, unless the board consists of less than three persons.

- b. The board appoints from its members a vice-chair as deputy of the chair, referred to in article 10 paragraph 1 of the Statutes.

## **3 Board Responsibilities**

### **3.1 General**

- a. The board is responsible for maintaining the website of Olympus.
- b. The board is responsible for maintaining contacts with members, the Tartarus Foundation, the Faculty Student Council and the assessor.
- c. The board has the right to be present at committee meetings and give advice.
- d. The board has the right to examine the minutes and correspondence of the committee.
- e. Written documents for the in article 9 referred to meeting have to be communicated to the participants of the meeting no less than one week in advance.

### **3.2 The Chair**

- a. The chair is responsible for the orderly conduct of the board and general meetings.
- b. The chair is responsible for guiding fellow board members if needed.
- c. The chair has to guide the development of the association, for example by adding items to the agenda of the board meeting.
- d. The chair can halt actions from individual board members if it is in the interest of the association and propose them to the board meeting first.

### **3.3 The Secretary**

- a. The secretary is responsible for the minutes of the general meeting and the board meeting.
- b. The secretary is responsible for maintaining the printed and electronic archive of the association, as referred to in article 12 paragraph 7 of the Statutes.
- c. The secretary is responsible for maintaining the members registry, as referred to in article 14 paragraph 2 of the Statutes.
- d. The secretary is responsible for conducting the correspondence of the association on behalf of the board.

### **3.4 The Treasurer**

- a. The treasurer is responsible for managing the financial means of the association, as referred to in article 12 paragraph 2 of the Statutes and as long as this responsibility is not directed to another board position.
- b. At least once per three months or upon the boards request the treasurer is required to report on the financial situation during the board meeting.
- c. The treasurer is not allowed to make payments above 500 euro's without explicit approval of the board.

### **3.5 The Chief of Faculty Affairs**

- a. The Chief of Faculty Affairs is responsible for managing the canteens which are managed by Olympus.
- b. The Chief of Faculty Affairs is responsible for the management of the board rooms.
- c. The Chief of Faculty Affairs is responsible for organising meetings between the faculty and the study associations and consulting with the faculty on behalf of the study associations.
- d. The Chief of Faculty Affairs is responsible for representing the interests of the faculty when it concerns study associations and Olympus.

### **3.6 The Chief of Activities**

- a. The Chief of Activities is responsible for leading the committees of Olympus which organise events.
- b. The Chief of Activities is responsible for organising events that are not managed by any committee.

## **4 General Meeting**

- a. Convening the General Meeting electronically is allowed.
- b. Any written documents to be discussed during the General Meeting shall be communicated to all members no less than two weeks in advance.
- c. In case of a preliminary General Meeting (consultation between members before the General Meeting, as referred to in article 9), in which feedback can be provided by invited guests, or in case of encountering one or more mistakes in the written documents, updated versions of the documents and/or an erratum in the context of the original documents can be communicated to the General Meeting for discussion, no less than 24 hours before the General Meeting.
- d. An authorisation for another voting member must be submitted to the board before a vote at the General Meeting. This can either be done in writing before the start of the General Meeting or in person during the General Meeting.
- e. Every member can contribute points of discussion before or at the beginning of the General Meeting. The General Meeting decides which of these points will be discussed.
- f. The chair of Olympus has the right to suspend a General Meeting for an indefinite time, in the interest of Olympus. The chair will render account to the board at the next board meeting.
- g. Every member has the right to suspend the General Meeting prior to a vote, in order to consult, if desired in a private setting.

## **5 Board Meeting**

- a. The board has a board meeting at least once every four weeks, with the exception of non-teaching weeks. This entails among others vacation weeks and exam periods.
- b. All board members have to be present at board meetings or be represented by means of written authorisation, unless they have cancelled in time.
- c. The board can grant people access to the board meeting in order for them to provide the board with advice.

- d. Member associations that have no representative in the board, have the right to let a representative be present at the board meetings as a observer.
- e. Unless the board decided differently, the board meeting are head by the chair or, in case they are absent, the vice-chair.
- f. Minutes will be taken of the matters discussed at the board meeting, which will be made available to the board as soon as possible for their approval.
- g. The board has the right to exclude confidential information from the minutes. Board members are expected to guarantee this confidential character.
- h. Only after the minutes have been approved by the board, the minutes will be accessible to the members.
- i. Voting in a board meeting happens according to article 16 of the Statutes.
- j. If there are two proposals on the same subject, the most far-reaching proposal has to be put to a vote first.
- k. Decisions that are made at a board meeting where less than two-thirds of the board members are represented, are only valid until the next board meeting. In this meeting a new vote will be taken to make the decision permanent, no matter the turnout of this meeting.
- l. In case of a disagreement within the board, a board member can always bring the matter before the General Meeting.

## 6 Senate

The senate is an advisory body, consisting of former board members, established by the General Meeting.

- a. At least yearly, the senate will choose a chair from their midst, who will be responsible for convening internal consultations and making sure these consultations happen in an orderly fashion.
- b. The purpose of the senate is to give solicited and unsolicited advice to the board of Olympus. This way, the senate has a supervising role and contributes to the continuity of the association.
- c. The board must provide the senate with the requested information on the association.
- d. The senate strives for having an internal consultation at least every quarter, preferably prior to the General Meeting, as well as a meeting with the board in their policy-forming phase.
- e. The senate strives for providing uniform advice concerning matters they find relevant. They will communicate this opinion as an advice to the board and can substantiate this at a General Meeting.
- f. Former board members of Olympus can take place in the senate after their release, except when refused by the General Meetings. Current members of the Senate do not have to be re-approved by the General Meeting.
- g. Senate membership ends through termination from the member, termination by the senate or termination by the General Meeting.

## 7 Committees

- a. Every committee appoints a chair from their midst. The chair is responsible for controlling the committees and is the point of contact from the board.

- b. Committees consists of members, honorary members, and beneficiaries of the member associations.
- c. Committees are tasked with organising a part of the tasks of the board, as mentioned in article 11, paragraph 3 of the Statutes. For this they have a part of the associations budget at their disposal. The amount will be determined in the budget.
- d. Committees are accountable to the board in all their activities.
- e. Members of committees have access to the General Meeting and have an advising role.
- f. Olympus is assisted by at least the following appointed committees:
  - I. Voorraadcie: manages the canteens and manages the reserving and assigning of the canteens.
  - II. Movie Night committee: takes care of the organisation of the movie nights.
  - III. Website committee: maintains and improves the technical aspects of the Olympus website.
  - IV. Technicians: takes care of technical matters pertaining, among others, the canteens and the accounting systems.
  - V. Audit committee: as mentioned in the Statutes article 12 paragraph 4.
  - VI. Application committee: is responsible for the application procedure and gives advice to the current Olympus board on the lay-out of the candidate board. The Application committee consist of three current board members and two active students. The current board will take the initiative to set up the committee and decides who will be in it. The current board will also notify all members of who will take place in the Application committee.
  - VII. BeestFeest committee: supports the organising of the BeestFeest and all related matters.

## 8 Honorary-members-of-members

- a. People who have done extraordinary work for Olympus, either through committees or otherwise, will receive the title of honorary-member-of-member.
- b. Honorary-members-of-members are not members.
- c. Assignment of this title happens by a vote in the General Meeting.
- d. Nominating candidates for the title can only be done by the board.
- e. A person with the title honorary-member-of-member will lose this title when the person themselves cancels or in case the General Meeting decides to cancel this title.

## 9 Role of Olympus

*This article sets a framework for Olympus and is thus informally formulated.*

Olympus has, as an umbrella association, the role to manage communal spaces, organise events that individual students find hard to do, and solve problems that can be more easily solved collectively. It is not the intention that Olympus replaces the existing role of member associations; she is only an addition to these associations.

A good balance between the individual and the group interest is important. When there cannot be a single disadvantage for one of the members, it will be at the expense of progress. When

the collective importance is valued too high, however, it will be at the expense of the individual character of the member associations. As a guideline, it is stated that changes focused on collective interests and which are at the expense of the interests of individual associations, must be carried by a large majority, matching the situation.

The above-mentioned encompasses at least the following matters:

- Olympus will not take on sponsors when it is reasonable to believe that this sponsor can consequently not be taken on by a member association.
- Olympus will not plan an activity on the same date as an announced activity of a member without permission of said member.
- Olympus bears the responsibility of organising meetings with everyone they invite (usually (a part of) the General Meeting). The subject matter of these meetings are determined by the board and have to be applied to the question of specific subjects. These meetings will be held as often as the General Meeting deems necessary.