House Rules

Members

1.1. Admission of Members to the Association

1.1.1. The request for admission as an ordinary member shall only be granted after the membership fee has been paid, upon which they become a candidate member.
1.1.2. A candidate member becomes a full ordinary member upon attendance of a GA or having a proxy attend on their behalf.
1.1.3. A candidate member retains all the same rights as an ordinary member, but does not contribute to the minimum member attendance for a GA decision to be valid.
1.1.4. Article 1.1.3 does not apply for motions to dissolve the association.

1.2. Membership Length

The membership ends, unless otherwise agreed upon, at the end of the academic year.

1.3. Membership Fee Refund

No membership fee will be refunded upon termination of membership.

1.4. Rights of Ordinary Members

The rights of ordinary members are:

- **1.4.1.** To participate in member-only activities and events.
- **1.4.2.** To attend general assemblies, and to speak and put forward proposals in them.
- **1.4.3.** To call for general assemblies as detailed in article 13.4 of the statutes.
- **1.4.4.** To exercise voting rights in general assemblies.
- **1.4.5.** To interpellate the board during general assemblies.

1.5. Extraordinary Members

1.5.1. Individuals who require temporary membership to access the benefits of StudSec, such as non-member board members or committee advisors, will have an extraordinary membership that concludes when their role ends.
1.5.2. The request for admission as an extraordinary member shall only be granted through a general assembly decision following a proposal by the board.
1.5.3. The rights of extraordinary members are the same as those of ordinary members, but do not have the rights detailed in articles 1.4.3 and 1.4.4.

1.6. Honorary Members

1.6.1. The rights of Honorary Members are to attend general assemblies and to participate in association activities, unless specified otherwise by the event description.
1.6.2. Honorary members are exempt from membership dues.
1.6.3. An individual may be appointed as an honorary member provided they meet one or more of the following criteria:

- **1.6.3.A.** They have contributed effort to association activities over a number of years.
- **1.6.3.B.** They have actively participated in association activities and attained a certain social status within the association as a result.
- **1.6.3.C.** The association has frequently and successfully relied upon their support.
  1.6.4. The final decision regarding the acceptance of a person as an honorary member shall be made by the general assembly.

1.7. Members of Merit

1.7.1. Members of Merit have the same rights, entitlements, and restrictions as Honorary members specified in 1.6.

1.8. Donor Members

1.8.1. Donor Members have the right to attend general assemblies and participate in association activities, unless otherwise specified by the event description.
1.8.2. Donor members are recognized by the board, after they make a financial, unconditional contribution to the association, of at least 10 times the normal membership fee.
1.8.3. Donorship ends under the following conditions:

- **1.8.3.A.** With the death of the donor.
- **1.8.3.B.** With the termination of the donorship by the donor.
- **1.8.3.C.** With the termination of the donorship by the association.

- **1.8.3.D.** At the end of the academic year in which a donation was last made.
  1.8.4. When donorship automatically ends in accordance with Article 1.8.3, the board can decide upon extending the donorship until the end of the next academic year if the last donation was done shortly before the end of the academic year.

1.9. Reunionist Members

1.9.1. Reunionists have the right to attend events which explicitly specify their eligibility.
1.9.2. An individual may be appointed as a reunionist provided they meet the following criteria:

- **1.9.2.A.** They have previously held a membership category within the association.
- **1.9.2.B.** They have demonstrated ongoing interest and participation in the association's activities post-membership.
  1.9.3. The final decision regarding the acceptance of a person as a reunionist shall be made by the general assembly following a proposal by the board.
  1.9.4. Reunionists are recognized for maintaining their connection and engagement with the association even after the conclusion of their initial membership.
  1.9.5. Reunionist status can be terminated under the following conditions:
- **1.9.5.A.** With the death of the reunionist.
- **1.9.5.B.** With the termination of reunionist status by the reunionist.
- **1.9.5.C.** With the termination of reunionist status by the association.
  1.9.6. Reunionist status may be extended or reinstated based on continued interest and participation in the association's activities and subject to approval by the board and general assembly.

The Board

2.1. Duty of the Board

The board is tasked with the explanation and upkeep of the statutes and house rules, and with the implementation of decisions made by the general assembly. The board is accountable to the general assembly.

2.2. Tasks of the Board

The tasks of every board member are to be discussed with their fellow board members, with the constraint that at least all the following tasks are to be fulfilled:

- **2.2.1.** Coordination of all proceedings.
- **2.2.2.** Chairing all board meetings and general assemblies.

- **2.2.3.** Taking Minutes
  - **2.2.3.A.** Taking minutes of all board meetings.
  - **2.2.3.B.** Taking minutes of all general assemblies.
- **2.2.4.** Managing all correspondence, both incoming and outgoing.
- **2.2.5.** Announcing all general assemblies.
- **2.2.6.** Managing member administration.
- **2.2.7.** Collecting and managing funds, as well as maintaining accurate bookkeeping.
- **2.2.8.** Making a budget at the start of the financial year, as well as making a financial statement at the end of it.
- **2.2.9.** Making a yearly report or summary of activities.
- **2.2.10.** Presenting an overview of the current financial situation to the Financial Committee at the end of the board year.
- **2.2.11.** Making sure that StudSec has a board.
- **2.2.12.** Ensuring the board transition.
- **2.2.13.** Ensuring the wellbeing of the members within the association.

It also applies that tasks 2.2.1 and 2.2.2 are part of the function of chairperson, tasks 2.2.3, 2.2.4, 2.2.5, and 2.2.6 are part of the function of secretary, and tasks 2.2.7 and 2.2.8 are part of the function of treasurer.

2.3. First General Assembly

Before the 21st of November of every calendar year, a general assembly is to be called. The following points will be discussed there:

- **2.3.1.** The presentation of the budget for the coming book year, preferably presented by the treasurer.
- **2.3.2.** The explicit opportunity for the general assembly to apply changes to the presented budget.
- **2.3.3.** A vote to approve the presented budget and the changes proposed by the general assembly.
- **2.3.4.** Only board members are required to be introduced as per article 12.2.C of the statutes.

At this general assembly, points 2.3.1 to 2.3.3 are to be settled before any other substantive matters.

2.4. Approval for Non-Budgeted Expenses

For non-budgeted expenses that amount to a minimum of 1000€ or 25% of the yearly budget, the board needs the approval of the general assembly.

2.5. Board Vacancies

In the case that vacancies arise in the board that cannot be filled internally, the board is to fill the vacancies as stipulated according to the statutes.

Committees

3.1. Creation of Committees

If deemed necessary or desirable, a committee may be instituted for the purposes of organizing activities or performing duties. A committee can be created by either:

- **3.1.1.** The Board
- **3.1.2.** The General Assembly

3.2. Disbandment of Committees

If deemed necessary or desirable, a committee may be disbanded for the purposes of financial or operational stability and upkeep, or due to a conflict with the interests of the association, its statutes, or its rules, or if a committee is no longer needed after serving its purpose. A committee may be disbanded by either:

- **3.2.1.** The Board
- **3.2.2.** The General Assembly.

In the event that a committee is disbanded, any budget allocated to it shall be reallocated at the discretion of the Treasurer. A decision for disbandment of a committee by the board may be appealed to the General Assembly.

3.3. Accountability of Committees

The board is responsible for the actions of a committee, and the committee must thus account to the board.

- **3.3.1** There should be at least one meeting between the head of the committee and the responsible board member
- **3.3.2** There should be at least one committee meeting every month that has an agenda and meeting notes created in the shared committee drive.

- **3.3.3** Every Quarter, there should be a committee meeting between the board and the head of all committees with drinks/snacks.
- **3.3.4** Members who take responsibility recorded in minutes and not fulfill them in due time, may have their Membership status to changed to Candidate upon agreement of the board.

3.4. Internal Communication of Committees

To ensure better communication between the board and committees, a board member will be appointed as liaison for every committee, who is tasked with facilitating communication between the board and that committee.

3.5. Financial Management of Committees

The financial activities of the committees account to the Treasurer.

3.6. Accessibility of Committees

The composition and the division of tasks of each committee must be laid down and made available at all times to members of the committee who wish to take cognizance of it.

Financial Committee

4.1. Eligibility of the Committee

Members of the board are excluded from admission into the financial committee. If a member of the financial committee becomes a member of the board, their membership of the financial committee is terminated.

4.2. Forming of the Committee

The financial committee for the coming book year is decided during the general assembly referred to in article 19 of the statutes.

4.3. Disbandment of the Committee

The financial committee is to be disbanded after approval of the final yearly financial report by the general assembly.

General Assemblies

5.1. Condition for Assemblies

5.1.1. A general assembly is to be called:

- **5.1.1.A.** When the statutes or house rules prescribe one.
- **5.1.1.B.** When the board considers one necessary.
- **5.1.1.C.** When a written request is signed by as many members as is statutorily stipulated, with a statement of points that are to be discussed, submitted to the secretary. The board is to follow up on this request within ten business days.

5.1.2. A general assembly shall be convened on any valid day, provided it does not fall during academic holidays, on Sundays, or during exam periods.

5.2. Method for Calling a General Assembly

A general assembly must be called for at least ten business days prior to the chosen date. The call for a general assembly should take place as follows:

- **5.2.1.** An invitation must be sent to all members that can participate in the general assembly, in accordance with article 13.2 of the statutes.
- **5.2.2.** All documents relevant to the general assembly, including a preliminary agenda, must be submitted with the aforementioned invitation. A member can obtain a physical print of the documents by requesting the board, within a reasonable time of the start of the General Assembly.

5.3. Motions to Change Statutes or House Rules

Proposals to amend the statutes or house rules may be submitted by the board or by at least as many members as determined in the statutes. A general assembly must be convened within thirty business days of submission, wherein the proposals will be voted upon.

5.4. Chairperson's Authority and Member Participation

5.4.1. The chairperson gives the word to a member when asked. The chairperson is, however, not required to give the word to the same person about the same subject more than three times, barring general assembly appeal. The chairperson has the right to have a member removed from the general assembly, barring general assembly appeal.
5.4.2. The chairperson is to put all motions to a vote in the order they were submitted to the general assembly, unless the submitter or the general assembly grants an extension as specified in the agenda.

5.5. Voting

5.5.1. A general assembly vote can take place by a show of hands, unless anyone present expresses the preference for a written vote. The chairperson decides the procedure in the case of a written vote. The only written votes that are considered as valid cast votes are ballot sheets that have been filled in by members that are entitled to vote. The established procedure must be complied with.
5.5.2. Written votes are anonymous. Votes involving individuals shall be anonymous.
5.5.3. In case of absence, a member can authorize another member to vote on their behalf by writing to the secretary. This person can also express their vote on a specific agenda item.
5.5.4. Votes of abstinence may be conducted by a show of hands as an alternative to article 15.5 of the statutes.

5.6. Minutes of General Assemblies

The minutes of a general assembly are to be published within four weeks of the general assembly.

Transfer

6.1. Board Dismissal

Before the end of every board year, new board members are chosen, and steps are taken to ensure a smooth board transition. The old board is collectively discharged upon the acceptance of the old board’s year and financial report by the general assembly. This happens during the first GA of the new board, unless agreed upon otherwise. The power of board is automatically transferred onto the new board at the start of the association year.

6.2. Board Applications

When a new board is to be chosen, the board is to seek applicants. It is to accomplish this by searching for applicants itself. Every member can also apply as an applicant for the new board during the board year until a date decided by the board. This date is to be made known to members at least twenty business days before its arrival.

6.3. Presentation of Candidate Board

The names of the members of the candidate board are to be presented for at least ten business days. The names of the candidates and the period of presentation are made known to members in writing.

6.4. Proposal of a Counter Board

During the GA where a new board is voted on, members may propose a counter board and hold a runoff election.

6.5. Presentation of a Counter Board

If there are counter-candidates, the board will communicate to the members in writing their names, the place, and the date of voting. This is to happen at least seventy-two hours before the vote. This vote is to be a written vote.

6.6. Voting between Proposals

The board is to be chosen by absolute majority of the amount of cast votes. If no one has received the absolute majority of votes, a revote will take place between the two candidates that have received the most votes. The majority of votes decides in the case of a revote. If the votes are tied, another revote will take place.

Social Event Rules

7.1. Social Event Definition

StudSec recognizes social events organised in the name of the association (such as borrels or Hack N Chills) and their importance as a place and moment for members to meet each other.

7.2. Sober Duty

7.2.1. The board is always ultimately responsible for the course of a social drink and other events with alcoholic consumption organised in the name of the association.
7.2.2. During the entire time frame of a drink or other event involving alcoholic consumption organised in the name of the association, at least one person present remains completely sober. At least one person must be a board member and must make themselves known to the security of the VU as designated sober duty in the case the event is held on campus.
7.2.3. The designated persons for sober duty are also responsible for maintaining awareness regarding social safety to the best of their ability. Members can report cases of discrimination, harassment, or assault during the event to the sober duty person, who must then report the incidents to the Board. Such reports are always classified and restricted to the Board. In the event that an incident involves a Board member, the sober duty person must report the case to the Social Safety Team of the VU.

7.3. Alcohol Dispensing Rules

7.3.1. Members serving alcoholic beverages must recognize intoxicated (drunk) people must not provide them with more alcoholic beverages and must inform the sober duty.
7.3.2. During the entire time frame of a social drink or event involving alcoholic consumption organised in the name of the association, there should always be non-alcoholic beverages available that are cheaper than alcoholic beverages.
7.3.3. Games with the goal of alcoholic consumption are prohibited and it is the board's and the organising committee’s responsibility to enforce this rule.
7.3.4. Canal water is provided free of charge to all attendees at all times if tap water is not available.

Anti-Discrimination and Inclusivity Policies

8.1. Anti-Discrimination Policy

8.1.1. Discrimination of any kind shall not be tolerated within the StudSec association. This includes, but is not limited to, discrimination based on race, gender, sexual orientation, religion, age, disability, or socioeconomic status.
8.1.2. The Studsec Board reserves the right to ask any individual to leave in the event that they are deliberately being disruptive at any Studsec gathering. This disruption includes but is not limited to heckling, arguing based on race, gender, sexual orientation, religion, age, disability, or socioeconomic status.
8.1.3. Any form of harassment or bullying, whether verbal, physical, or online, is strictly prohibited. If member(s) disagree with a decision taken by the board in accordance with 8.1.2, then they may also raise that in a GA. Members are encouraged to report any incidents of harassment or bullying to the board, or to the designated sober duty person during events.
8.1.4. Members who feel they have been discriminated against or harassed can confidentially report the incident to the board. The board is obligated to investigate all reports and take appropriate action, ensuring the reporting member's safety and privacy.

8.2. Inclusivity in Promotion and Advertisement

8.2.1. Advertisement of certain beliefs, religions, or any content that might make a member feel excluded due to their identity shall not be tolerated or promoted with a bias.
8.2.2. If the association chooses to promote any religious or belief-based content, it must be inclusive and promote all other beliefs equally. The aim is to foster an environment of mutual respect and inclusivity.
8.2.3. Official communication channels of the association, including social media, newsletters, and events, should remain neutral and refrain from promoting any single belief, religion, or ideology over others.
8.2.4. All association activities, events, and materials should be accessible to members of all backgrounds and identities, and efforts should be made to accommodate specific needs upon request if it is within the association's control.

Revision #10
Created 2024-09-30 14:21:08 UTC by cents02
Updated 2025-03-21 10:41:02 UTC by cents02