Bylaws of Study Association ADA

Version 1.0

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Article 1. General Definitions

1. The association carries the name “Studievereniging ADA”, and may be abbreviated as “S.V. ADA”.
   It may also be stylized in other forms, such as: “<ADA>”.
   In English, the association’s name may be translated to “Study Association ADA”.
2. Huishoudelijk Reglement; also abbreviated as “HR”.
   The Bylaws are an addition to the Statutes of the association.
   The Statutes are always above the Bylaws, and the Statutes are legally valid; the Bylaws are not.
   In English, Huishoudelijk Reglement may be translated as “Bylaws”.
3. Boekjaar
   As stated in the Statutes, a fiscal year is from 1 September untill 31 August.
   Meaning is it always close to, but not always matching up to a school year
   In English, Boekjaar may be translated as “Bookyear” of “Fiscal year”.
4. Algemene Vergadering; also abbreviated as “ALV”.
   This abbreviation stands for “Algemene Ledenvergadering”, a name that may also be used.
   In English, it may be translated to “General Assembly”, abbreviated “GA”.
5. In the case of any inconsistencies between the Dutch and English version of the Bylaws, the Dutch version takes precedent.

Article 2. Membership

1. Membership fees

a) The membership fees for normal members is €7,50 per fiscal year.
b) The membership fees for alumni is €12,50 per fiscal year.
c) The membership fees for donators is at least €12,50 per fiscal year. Donators may choose to increase their membership fee as way to donate.

2. Signing up

a) Members are to give their first name of choice, last name, e-mail address and phone number to the board when signing up.
b) In case of mutations in the information given, a member is expected to inform the board.
c) The board is expected to send an invoice to the member with their due membership fees.
d) The membership fees are expected to be paid within a month of receiving the invoice.

Article 3. Code of Conduct

1. Safety and respect

a) Members shall treat each other with respect. There will be no discrimination based on religion, personal philosophy, origin and race, sexuality, gender, political opinions, or any other grounds.
b) A member of the association shall not make other members feel unsafe.
c) Sexually transgressive behavior and/or sexual intimidation, even outside of association events, shall not be tolerated and will lead to instant suspension.

2. Narcotics

a) Alcohol is not allowed during association events, unless it is served by the association itself or a party that the association is working with.
b) The board and activity committee remain the right to stop serving alcohol for whatever reason they deem necessary.
c) It is not allowed to be under the influence of narcotics during events, except under the circumstances described in article 3 section 2a.
d) The use, trade, and possession of drugs is not allowed during activities of the association. When it is done, it can lead to immediate suspension.

3. Public space

a) Members shall not intentionally damage property or the public name of Stichting Saxion.
b) Members shall keep in mind the volume and will not be excessively loud. They will respect anyone's wish to lower the volume.
c) During activities, garbage will only be disposed of in the intended garbage cans and containers. Members shall try not to create excessive garbage.
d) Consumptions and material will remain in the area of the event.

Article 4. Budget

1. In case this article is changed, the changes only go into effect the next fiscal year.
2. This article can only be changed during a General Assembly if two thirds of the members vote in agreement.
3. Every new budget must be accompanied by a document in which the budget is explained. It must be clear that this document and the budget cannot be seen as separate.
4. This document must be written by the creator of the budget.
5. Every budget point must be explained in the document, and the intention of the budget point must be declared.
6. The presentation of the budget during the General Assembly must be transcribed in the minutes.
7. The audio recording of this General Assembly, if one is made, may only be deleted when the minutes of the budget presentation are approved by the General Assembly.
8. If one of these criteria is not met, the General Assembly may vote over the validity of the vote of approval of the General Assembly.

Article 5. Financial Year Report

1. In case this article is changed, the changes only go into effect the next fiscal year.
2. This article can only be changed during a General Assembly if two thirds of the members vote in agreement.
3. In the invite to the General Assembly in which the financial year report is discussed, the budget and its explanation for that year, as accepted by the General Assembly, must be included.
4. The financial year report must be accompanied by an export of the bank statements and a digital scan of all receipts.
5. There where the budget has exceeded its limits, the financial year report must contain a clear explanation for the motives for this.
6. If one of these criteria is not met, the General Assembly may vote over the validity of the vote of approval of the General Assembly.

Article 6. Members

1. Member of Merit

a) "Members of Merit" are those who played an important role for the association, and the association therefore wants to honor.
b) A "Members of Merit" is chosen on initiative of the General Assembly or by nomination of the board.
c) "Members of Merit" are normal members, with an obligation to pay membership fees and have voting rights during General Assemblies.
d) Should a "Members of Merit" stop their membership, they are still welcome to come to activities of the association.
e) The title "Members of Merit" can at all times be retracted by the General Assembly.

2. Alumni

a) Alumni are students who have graduated, or have otherwise quit with the study.
   They are allowed to remain members of the study association, including the keeping of their voting rights during General Assemblies.
b) Alumni members may make themselves available as interim board member, should no other members step forward.
   Regular members get priority during candidacy.

Article 7. Committees

1. General provisions

a) A committee is a group of two or more members of the association that jointly work on executing a task of the association.
Committees can be declared and dissolved by the General Assembly.
b) Committees are accountable to the board, and should it be asked, to the General Assembly.
c) A member of a committee can be exempt from, for example, admission fees for activities, to properly exercise their task.

2. Activity committee

a) The activity committee has as goal to organize activities for members of the association.
b) Ideally, the activity committee has a chairman and a treasurer.
c) The chairman of the activity committee organizes and leads meetings of the committee, and is the point of contact for the board.
d) The treasurer of the activity committee keeps and checks the budget of the committee, and is the point of contact for the treasurer of the association.

4. Audit committee

a) The audit committee is also known as the “Kasco”.
b) The audit committee consists of two members and the treasurer of the association.
c) Ideally a committee member is elected for two years, and one rotates out every year.
d) The audit committee is chosen by the General Assembly.
In case no members step forward during the General Assembly, an advice committee member can temporarily be appointed and has to be replaced by a regular member as soon as possible.
e) It is the task of the audit committee to check the treasurer at the end of the fiscal year. They can do this by getting access to the financial information of the association of the past fiscal year.
f) The audit committee has the right to see invoices, bank statements, and other relevant information.
g) An audit committee member can only be fired with a two thirds majority vote during a General Assembly and only if a replacement member can immediately be appointed.

h) If an audit committee member becomes an interim treasurer, they are immediately fired as an audit committee member. This can only be done if a replacement member to the audit committee can be immediately appointed.

5. Travel committee

a) The travel committee is an optional committee that can be set up when the association wants to organize a trip.
b) The travel committee consists of at least a chairman and a treasurer. Besides them, they can allow more members to the point they deem necessary.
c) The travel committee is accountable to the board.
d) The chairman of the travel committee organizes and leads the meetings of the committee and is the point of contact of the board.
e) The treasurer of the travel committee keeps the budget of the committee and is the point of contact for the treasurer of the association.
f) It is the task of the treasurer of the committee to make the budget for the trip. They decide the price that members have to pay to join the trip. They get budget restrictions from the treasurer of the association.
g) The budget for the trip must be approved by the treasurer of the association.
h) The members of the travel committee are obligated to come along on the trip, unless there is force majeure.

6. Advice committee

a) The advice committee consists of members that have deeper knowledge or insights about governing an association, like for example ex-board members.
b) New members of the advice committee can be nominated by the board, but are voted in by the General Assembly.
c) Members of the advice committee can at all times be fired by the General Assembly or be suspended by the board.
d) Members of the advice committee may request insight of board affairs, if they have good reasoning to do so.
Reasoning can be approved by both the board and the General Assembly, or by petition of at least 5% of the members.
e) Members of the advice committee may nominate themselves as candidate interim board member if no regular members nominate themselves.

7. SHT-Posting committee

a) The abbreviation ‘SHT‘ stands for Synergized Hypermedia & Trends.
b) The SHT-Posting committee occupies itself with the public image and the name recognition of the association.
c) The SHT-Posting committee manages the social media accounts of the association.

d) In case any events are organised, the SHT-Posting committee is tasked with the promotion of the event through for example posters and social media posts.

Article 8. Candidate board members

1. Searching

a) In case a board member will soon step down, the board has to start actively searching for new board members at least two months in advance.
b) The board is to announce to all members that it is looking for new board members through for example online channels or by hanging up posters.

2. Finding

a) A member of the association can nominate themselves as candidate preferably through informing the board, or by declaring it at a General Assembly.
b) In case a member informed the board about their candidacy, the member can get limited insight into board affairs for the position they are candidate for.
c) In case a member informed the board about their candidacy, the board has to properly inform the candidate board member about being a board member.

Article 9. Interim board

In case a part or the whole board of the association falls away, the General Assembly can choose to install an interim board or interim board member.

1. Appointing

a) An interim board member can only be appointed if the board member in function falls away or is removed, and there are no other candidates.
b) An interim board member is always only a board member for limited time.
c) During every General Assembly, a vote will be cast about the position of the interim board member.

2. Tasks

a) The interim board member is only to carry out the basic tasks of its function.
b) The interim board member is to find a replacement as soon as possible.
c) The interim board member is not to make any important decisions without a non-interim board member.

3. Vice chairman

a) Unless decided otherwise, the vice chairman is the longest sitting board member.
b) The vice chairman enters their role als temporary chairman when the chairman is gone for longer periods due to for example sickness or mourning.
c) In case the chairman falls away, and no interim chairman is found, the vice chairman is automatically the interim chairman.
d) The vice chairman represents the association as the chairman is expected to.
e) If the board or the advice committee is of the opinion that the vice chairman is not filling their role as they should or with the due respect, the vice chairman can be removed from their position by vote, at which at least a third of the collective members of the active board and advice committee are present.

Article 10. Transfer

1. During the transfer, the resigning board is to give up all files, login information of online infrastructure, the Statutes, and the Bylaws to the new board, and to write a transfer letter in which all current affairs are described.
2. Every resigning board member has to deprive themselves of online access to infrastructure after the transfer.
3. Every resigning board member is to delete all board information they possess after dischargement.
4. A resigning board member may not share any sensitive information about current affairs with non-board members until this information is made knowable to the General Assembly.
5. Every resigning board member is to make the transfer possible with good will.
6. The new board is to, after receiving the year report of the resigning board, call for a General Assembly to discuss the year report.

Article 11. Confidant

1. In case a member has problems with Saxion, or with an employee of it, they can go to the chairman or another board member of the association. This person will then, as far as possible, try to solve the problems in name of this member, or mediate between the parties.
2. In case a member has problems with a board member of the association, or the association as a whole, they can go to their SLB teacher or another trusted employee of Saxion.

Article 12. General Assemblies.

1. Refreshments

a) The use of alcohol is not allowed during the assemblies.
b) The board is free to provide the present members a free drink after an assembly, even if it contains alcohol.

2. Voting

a) Members cannot vote if they are under influence of alcohol or any other drug. If they do vote, their vote is not counted. Should the board not know if the member is under influence, they will not be held accountable for it, and the vote will not be nullified.
b) Members have a few options during voting, unless the board specifies otherwise.
These options are as follows:
1. In favor: Members that are in favor, agree with the statement.
2. Against: Members that vote against, disagree with the statement.
3. Neutral: Members that vote neutral, have no opinion over the statement.
4. Withholding: Members that withhold their vote, let the others know that they do not want to vote about this statement. These votes are also not counted towards the total amount of votes over the statement.
c) A voting is accepted in case at least half + 1 of the cast votes is in favor, unless agreed upon otherwise.
d) The board does not cast a vote during voting. Their voting right is not taken away, but their vote is automatically seen as withheld.
e) Voting can be done anonymously. This may be done on initiative of the board, or when a member asks for it. This can be done by, for example, putting folded papers in a hat.

f) The votes are counted by the chairman, and at least one other board member. Only when the result of this counting are the same, the result of the vote is recorded. If the result of the count is not the same after a second counting, the vote takes place again.

3. Calling by members

a) Members may request the board to hold a General Assembly.
b) Should the board not reply within ten class days, members may summon the board to do so by way of sending a letter by e-mail.
c) Should the board also not reply to this summon, members may call for a General Assembly themselves by hanging up posters within Saxion and sharing social media posts at least a week in advance.
The first agenda point will be that the board did not heed the summon. This can be turned into a Motion of Disapproval or a Motion of Distrust towards one or more board members.

4. Motions

a) Members may submit motions, that will then be brought to vote.
b) Motions can consist of new rules, a task for the board, or obliging the board to other things.
c) The treasurer holds the right to block motions, if these bring the financial situation or existence of the association in danger. The treasurer then has to explain their reasoning for blocking this motion.
d) A Motion of Disapproval or a Motion of Distrust can be submitted when members find that the subject is not performing their tasks correctly.

5. Motion of Disapproval

a) A Motion of Disapproval can only be submitted against a committee member, board member, a whole committee or the whole board.
b) A Motion of Disapproval sends the signal that the General Assembly disagrees with the coarse or behavior of the subject of the motion.
c) A second Motion of Disapproval against the same member is to be changed into a Motion of Distrust.

6. Motion of Distrust

a) A Motion of Distrust can only be submitted against a committee member, board member, a whole committee or the whole board.
b) A Motion of Distrust gives the signal that the General Assembly disagrees with the coarse or behavior of the subject of the motion.

c) In case a member has two Motions of Disapproval or one Motion of Distrust submitted against them, the member is to step down from their function as committee or board member.
d) In case a board member steps down because of a Motion of Distrust, an interim board member is to be appointed if the rest of the board deems it necessary.
e) In case a whole board has to step down because of a Motion of Distrust, an interim board must be appointed immediately.

7. Empowerment

a) A member may be empowered by at most two other members.
b) An empowerment must be made known to the secretary before at least the start of an assembly.

Article 13. Suspension and expulsion

1. The board is at all times empowered to suspend or expel a member of the association.
   This can be with a term, or for an indefinite period.
2. A suspended member remains to be a member, but is not welcome at activities of the association.
3. An expelled member is not a member of the association, and is not welcome at activities of the association.
4. The board is required to give the member a list of reasons for their suspension or expulsion, and to invite them to the first following General Assembly, where the member has the right to speak and a vote can take place to undo the suspension or expulsion.
5. When a member chooses to use their speaking rights, the board also has the right to publicly explain their list of reasons for the expulsion.
6. A member is suspended from the moment the board has told them about their suspension, and until at least the next General Assembly.

Article 14. Accessibility

1. The board has to provide Dutch documents at least also in English.
2. If a member asks for it, the board has to provide a Dutch version for English documents.
3. The board shall do their best to make events wheelchair accessible.
4. The board shall only organize General Assemblies at locations that are wheelchair accessible.

Article 15. Modification

1. The Bylaws can only be modified during a General Assembly, in which it is clearly stated that the Bylaws will be modified in the invitation.
2. Modifications to the Bylaws can only be accepted if a two thirds majority votes in favor.

This version of the Bylaws is drawn up by Sam Niehaus, with help from André van der Lugt and Madelief Raben.