

## House rules of the association SamenwerkingsOverleg Faculteitsverenigingen

These house rules\* were set during the general members assembly of the association SamenwerkingsOverleg Faculteitsverenigingen (after this: SOFv) on 9 July nineteen hundred ninety two. In this document the proposals of amendment are included dated; 17 September 1992, 7 September 1993, 7 October 1993, 10 December 2003, 29 March 2005, 31 March 2009, 3 November 2009, 23 February 2010, 11 May 2010, 22 June 2010, 24 June 2014, 15 June 2016, 27 November 2018, 31 Januari 2019, 10 February 2021 and the last proposal to change on 14 December 2022.

*\*Please note that the Dutch version of this document is legally binding and the English version is a translation of this Dutch document and is therefore not legally binding.*

### Goals

#### Article 1

SOFv seeks to achieve its objectives through, inter alia:

1. Establishing an executive board.
2. Seeking board members from as many different disciplines within Radboud University Nijmegen (further: RU) as possible.
3. Establishing task-oriented committees where necessary.
4. Obtaining external financial resources and/or funds.

### Board

#### Article 2

The board should preferably remain in office for the duration of a full association's year, as referred to in Article 11, paragraph 4 of the SOFv statutes. To ensure continuity, a candidate board for the next association's year should preferably be known before 1 June of the current association's year.

#### Article 3

The board is charged with the following duties:

1. To identify issues arising within the RU that concern the interest of (one or more) member organisations. Also formulating a draft position to be submitted to the general members assembly for approval.
2. To represent SOFv in the University Student Council (further: USC) and there represent the interests of the member organisations to the best of its ability. During the academic year one board member (the Political Chair) of SOFv will participate in the USC.
3. To represent SOFv at the meetings of Student Life and International Mobility and to represent the interests of member organisations there to the best of its ability.

4. To coordinate any activities organised by SOFv.
5. To maintain administration.
6. To manage the monetary resources of SOFv.
7. To review and provide subsidies.
8. To find a successive board.
9. To manage and make lendable items available to member organisations.
10. To manage the social media presence and the SOFv website.

#### *General Members Assembly*

#### **Article 4**

1. The board must present a budget and policy plan to the members for vote at the first general members assembly after the start of the association's year.
2. At the next general members assembly after 1 February of the association's year, the board must submit a bi-annual report to the members. In this report, the board, submitting the required documents, shall report on its policy conducted during the first six months.
3. With regard to the general members assembly, the board shall be responsible for setting the agenda, arranging a location for the meeting, chairing the meeting and taking minutes of the meeting. The board shall send its members the agenda and minutes of the previous general members assembly as soon as possible, but at least two weeks before the meeting. Further documents and a specification of the agenda shall be sent no later than one week before the start of the general members assembly.
4. Attendance at the general members assembly is restricted to member organisations only, with the exception of persons or organisations deemed present at the invitation of the board. The General Members Assembly (later: GMA) may object by means of a motion.

#### **Article 5**

The amount for spending, as mentioned in Article 13 paragraph 5 sub a of the statutes, is set by the GMA at € 1,000 (say: a thousand euros). If the expenditure for an activity exceeds the aforementioned amount, no permission needs to be requested from the GMA when the participation fee has already been received before payment and covers the costs.

#### **Article 6**

1. Member organisations may submit a motion by written means, this has to be done at least one week before the general members assembly. The motion will be shared by the board to the eligible voters and will be dealt with during the general members assembly.
2. Member organisations may also submit a verbal motion during a GMA.

#### *Voting*

#### **Article 7**

1. All voting shall take place orally, unless the chair deems a written vote desirable, having heard the general members assembly. Written voting shall take place by unsigned, sealed ballot papers.
2. Votes on persons, members and prospective members shall always be cast in writing.
3. Decision-making by acclamation is possible.

### *Suspension*

#### **Article 8**

1. Members may be suspended by the board. If this happens, the board will place the matter that led to the suspension on the agenda of the next general membership meeting. This meeting must be held within six weeks of the suspension decision.
2. The decision to suspend referred to in the previous paragraph shall apply for the duration of the period between taking the decision and the next general members assembly referred to in the previous paragraph.
3. A decision to suspend shall immediately be communicated in writing to the member concerned.
4. During the meeting referred to in the first paragraph, the suspended member shall be given the opportunity to defend themselves.
5. The board shall ensure that an invitation to the meeting referred to in the first paragraph is sent to the suspended member.
6. The general members assembly may extend the suspension to a maximum of three months from the date of the resolution to suspend.
7. The general members assembly may also decide to expel the member in accordance with the statutes and related rules of these regulations.

### *Contribution*

#### **Article 9**

1. Membership of SOFV obliges each member to pay a membership fee.
2. For member organisations that are associations, this fee is classified according to the number of members the association has. For an association with a membership base of up to 150 members, the membership fee is €23,50 (say: twenty three euros and fifty cents). For an association with a membership base from 150 members up to 500 members, the membership fee is €35,50 (say: thirty five euros and 50 cents). For an association with a membership of 500 members or more, the membership fee is €48,50 (say: forty eight euros and fifty cents). For an umbrella association, the membership fee is €16,00 (say: sixteen euros).
3. For member organisations that are not associations, the board will make a proposal based on the number of people involved, in whatever name or capacity, to which of the categories mentioned in the previous paragraph the organisation belongs. If the organisation does not agree to this for any reason, the general members assembly will be asked to make a decision.

4. The membership and number of people involved in member organisations is polled annually on 15 November of the current association's year.
5. The membership fee shall be communicated each year at the next general members assembly after the poll date.
6. Based on the surveyed membership number on 15 November of the current association year, the contribution to be paid shall be collected in January from each member.

#### *Member Administration*

#### **Article 10**

1. By means of a once-only completed and signed registration form, the member organisation confirms to SOFv that the procedure of registration and approval has been completed and the association has agreed to the payment referred to in article 5 of the statutes and is therefore registered as a member of SOFv.
2. Termination of membership by the member or by SOFv as referred to in article 8b and article 8c of the Statutes must be done through written text.
3. Member associations are expected to inform SOFv of eventual address and contact changes through written means.

#### *Electronic communication*

#### **Article 11**

1. Regarding the requirement of written text in these house rules and the statutes, it is considered sufficient when electronic communication is used.
2. For official announcements, email is the only accepted medium of electronic communication.

#### *Lending regulations*

#### **Article 12**

1. Lending of materials, managed by SOFv, shall be made available only to member organisations of SOFv.
2. Before borrowing one or more materials, a written request must be submitted.
3. If a member organisation borrows one or more materials, this member organisation itself is responsible for returning the materials in the condition in which they were obtained.
4. If one or more materials are not returned, damaged or incomplete, the board will decide on a reasonable consequence.

#### *Advisory Board*

#### **Article 13**

1. The Advisory Board consists of a minimum of two and a maximum of four persons for a term of one year.
2. Candidates of the Advisory Board are proposed by the sitting board to the GMA during the first general members assembly after the change general members assembly.
3. The Advisory Board aims to provide the board with solicited and unsolicited advice and to promote continuity within the association.
4. The Advisory Board has permission to inspect closed documents of the board.
5. A member of the Advisory Board shall be dismissed:
  - a. At the expiry of the term of office;
  - b. At the member's request;
  - c. In consultation with the sitting board;
  - d. At the request of a majority of the GMA.

#### *Cash Audit Committee*

#### **Article 14**

1. The Cash Audit Committee consists of a minimum of two and a maximum of four persons for a term of one year.
2. Candidates of the Cash Audit Committee are proposed by the sitting board to the GMA.
3. The Cash Audit Committee aims to provide the board with solicited and unsolicited advice and to promote continuity within the association.
4. The Cash Audit Committee has permission to inspect closed documents of the board.
5. A member of the Advisory Board shall be dismissed:
  - a. At the expiry of the term of office;
  - e. At the member's request;
  - f. In consultation with the sitting board;
  - g. At the request of a majority of the GMA.

#### *Final provisions*

#### **Article 15**

1. In cases not provided for in the regulations, or if there is a difference of opinion on the meaning of these regulations, the board shall decide and announce this at the first general members assembly after it has been known to the board.
2. Dispensation from these rules and regulations may be granted if the GMA declares itself in favour thereof by a two-thirds majority of the valid votes cast, or in urgent cases by the board, which shall be accountable for this to the next general members assembly.
3. Amendments to the rules and regulations must be approved at a general members assembly by a majority of at least two-thirds of the votes validly cast.
4. These regulations shall enter into force immediately after approval by the GMA. After this time, all previous regulations and by-laws lapse.