

Rules of procedure student gymnastics association U-turn in Utrecht

Members

Article 1 Admission to membership

- a) A request for admission to membership must be submitted with the board
- b) The board decides about the admission to membership, taking into account the following:
 - 1) The target demographic of the association is the population of students at Utrecht university and the Utrecht university of applied sciences. A student is a person in possession of a valid student card and/or evidence of admission to at least one of the aforementioned institutions. All other individuals will be considered a not-student in these rules of procedure.
 - 2) not-students can become members of U-turn, as long as the board is held to the rule that a maximum of 20% of members may consist of non-students. This rule is imposed upon the association by Mesa Cosa.
 - 3) The board will ensure no not-students will be allowed admission when the 20% limit would be exceeded
- c) If an individual is not allowed admission the board will inform them of the reason for this decision.
- d) The board will ensure that the policy for admission is in accordance with the demands imposed upon the association by USS Mesa Cosa.

Article 2 Rights of members

Alongside the rights of members established in the bylaw, the rights of members are:

- a) To attend the general member meetings, to speak at these meetings and make propositions.
- b) Suffrage and the right to vote, actively as well as passively.
- c) To receive publications by the association
- d) To participate in activities organized by the association, that are not practices
- e) To partake in competitions and different activities organized by the NSTB or affiliated associations
- f) To participate in practices organized by U-turn. A fee can be demanded for participation.
- g) To call for a general members meeting via the procedure established in the bylaw

Article 3 Obligations for members

Alongside the obligations established in the bylaw, members are obligated to:

- a) Pay the association a yearly contribution fee. One may not participate in a practice organized by U-turn, if the fee is not payed.
- b) Be in possession of a valid membership card of Sports center Olympos (USS Mesa Cosa) in Utrecht
- c) Behave in accordance with the rules stipulated in the bylaw, regulations and acts of the association

Article 4 Honorary members

- a) The board can nominate a person as an honorary member. Someone can be nominated as honorary member if they provided exceptional service to the sport gymnastics in general or to the association in particular.
- b) After the nomination is put on the agenda, the matter will be voted on during the general members meeting. If the vote for the nomination is in favor with an absolute majority of the validly admitted votes, immediate appointment will follow.
- c) honorary members have the same rights as general members, provided they are in possession of a valid sports card as mentioned in article 3 sub b of these rules of procedure.

- d) Honorary members who are not in possession of a valid sports card have the same rights as general members with the exception of the right expressed in article 2 sub f of these rules of procedure.
- e) The board has the right to revoke honorary membership, given the behavior of the member in question provides sufficient reason.

Article 5 Donors

- a) A person can become a donor of the association when they want to support the association through financial means.
- b) Donors have the same rights as general members with the exception of the rights expressed in the bylaw and article 2 sub f in these rules of procedure.
- c) In accordance with Article 6 sub 3 of the bylaw, the board has the right to terminate a donorship through termination in writing.

General Members Meeting

Article 6 In general

- a) At general member meetings affairs with regards to the association are discussed. The general members meeting can make decisions that are binding for the board as well as members.
- b) Decisions are only binding if:
 1. At least as many members without a function within the board as members with a function within the board are present. As well as:
 2. The number of members present constitutes at least one/forth of the total number of members of the association, with the understanding that seven (7) is sufficient.
- c) In case the criteria as stated in sub b of this article are not met, a new general members meeting will take place within two weeks. This meeting can not take place in an academic vacation or on a holiday. This meeting can always make binding decisions, with the exception of decisions such as the ones mentioned in Article 16 and 17 of the bylaw.
- d) General members meetings can not take place in academic vacations or on holidays.

Article 7 Convocation

- a) Every general members meeting has to be announced to the members at least seven (7) days beforehand, by means of an invitation and an agenda.
- b) The members have the right to add points to the agenda up until seventytwo (72) hours before the general members meeting. They will notify the secretary in writing. The secretary will make sure that members can inform themselves of the added points before the start of the general members meeting.

Article 8 Course of events

- a) The chairman of the association leads the general members meeting. In special cases the board can appoint a different board member as the chairman of that particular meeting.
- b) The chairman of the general members meeting is responsible for keeping order during the meeting.
- c) The chairman of the general members meeting has the right to suspend the meeting for an indefinite amount of time.
- d) The chairman of the meeting offers the floor to those present when asked. They do not, however, have to do this for more than three times regarding the same subject. Appeal by this person during the general members meeting is exempt.

Article 9 The vote

- a) The chair of the meeting must, with the exception of appeal for a general members meeting, put all proposals and motions to a vote. When proposals and motions regard the same matter, the most encompassing proposal or motion will be voted on first.
- b) Proposals will be voted on by means of the majority of the validly entered votes, provided the proposal is not in direct conflict with the bylaw.

- c) The chair, Will ask for every proposal and motion whether a vote is preferred. If this is not the case, the proposal or motion is automatically passed. If a vote is preferred, a vote will proceed as follows: An oral vote will be held unless the board, or at least two members ask for a written vote. A vote regarding a person will always be a written vote. Written votes are secret ballots
- d) The ballot is not valid when:
 - It is signed
 - It does not contain a clear place to fill in your name
 - It contains more than allowed
 - It is not branded by the board
- e) The results of a vote will be announced at the general members meeting.

Article 10 Vote by proxy

Alongside the notification of impediment of voting, a member can inform the secretary of the meeting in question, of the person who has the authorisation to cast their vote by proxy. Only one member in attendance can be authorised by another member and they must have agreed. One member cannot be authorised by more than two (2) people. Members of the board cannot be authorised.

Elections

Article 11 Every board member will be appointed for the duration of one (1) year. Board members who step down can be re-elected, but no more than two (2) terms in succession.

Article 12 A board member is elected by means of a majority vote

Article 13 The board will propose candidate board members. The names of these candidates will be announced in writing, at least eight days before the general members meeting in which members will vote on their election.

Article 14 The board will arrange interim vacancies within twenty one (21) days. Potential elections take place during the next general members meeting

Article 15 Members can propose opponents until twenty four (24) hours before the election. A proposal must be served to the secretary in writing. A proposal must be supported by at least three members with the right to vote.

Article 16 The proposed candidate of members as well as the candidate of the board must agree either vocally or in writing with the candidacy.

Article 17 If no opponent is brought forward, the candidate as described in article 13 will be appointed without an election, unless the general members meeting requests a vote. This request for a vote must be served by at least one (1) member present at the general members meeting. It is not possible to request a Vote by proxy.

Board

Article 18 Formation of the board

The board consists of at least three, at most seven people. Beside the chair, secretary and treasurer, who form the everyday board, four other people can be part of the board.

Article 19 Tasks of the board

The board has the following tasks:

- a) To perform the work necessary for a smooth functioning of the association
- b) To exercise decisions made during the general members meeting
- c) To uphold the norms imposed by USS Mesa Cosa upon their associations
- d) To represent the association at the NSTB, USS Mesa Cosa (board and sports council) and other organisations and or people of importance for the functioning of the association. To maintain contact with these organisations or peoples well.

Article 20 Competence of the board

The board has the following competence

- a) To call for and hold meetings
- b) To install and discharge members for committees
- c) To take disciplinary action in general or against members, honorary members and donors in case their behaviour provides reason.

Article 21 Tasks of the chair

The tasks of the chair pertain:

- a) To lead the association in general
- b) To lead meetings
- c) To coordinate the work of other board members

Article 22 Tasks of the secretary

The tasks of the secretary pertain:

- a) To take minutes during meetings
- b) Correspondence
- c) To announce General members meeting to the members on time
- d) To prepare the annual report
- e) To maintain the archives
- f) The secretary makes sure the rules of procedure and bylaw are present at every general members meeting

Article 23 Tasks of the treasurer

The tasks of the treasurer pertain:

- a) To manage the financial means of the association
- b) To submit the budget and an annual report at the start of the season during the first general members meeting of the financial year.
- c) To collect the money owed to the association.

Finances

Article 24 amount of financial contribution

- a) The amount of contribution to the association of the current year is determined at the first general members meeting of that year.
- b) During this meeting the minimum contribution for donorship is determined as well.

Article 25

- a) When becoming a member, one is owed contribution for the entire year, unless they become a member in the period of february until the end of that association year. In that case one owes an adjusted contribution determined by the board for the year in question.
- b) When becoming a donor, one is owed an amount for the entire year, unless they become a member in the period of february until the end of that association year. In that case one owes the adjusted contribution determined by the board for the year in question.

Article 26 All amounts owed to the association should be paid within a month of the billing cycle

Committees

Article 27 In general

- a) The board will be supported in exercising their tasks by committees. Committees are installed and abolished by the board. They are always accountable to the board, therefore report to the board after committee meetings.
- b) Committee members are installed and discharged by the board during a general members meeting.
- c) In every committee one committee member serves as a point of contact for the board.
- d) In every committee one of the board members will take part in the committee or serve as point of contact for the committee.
- e) Prior to an activity, a committee will prepare a budget, which will be established in correspondence with the board.
- f) A committee has to submit a financial report within a timespan to be determined by the board.
- g) If members want to start a committee, they have to serve a proposal to the board. The proposal must contain the purpose of the committee in realising the goals of the association (referral to Article three (3) of the bylaw). If the proposal is approved by the board, the committee can be established.
- h) A year after the committee is established, it will be evaluated during a general members meeting.
- i) Committees are not authorised to sign contracts with a third party.

Article 28 Audit committee

- a) The audit committee consists of at least two (2) people, who are not board members. They are chosen during the general members meeting. The objective is to install an audit committee at the first general members meeting of the association year. An audit committee consisting entirely of members from the previous board is not desirable.
- b) The audit committee has the task to monitor the financial policy of the treasurer
- c) The audit committee is installed for the duration of one year
- d) In case of early retirement of the treasurer, the audit committee checks the financial management of the treasurer, unless the new board takes on the responsibility of the finances of the year in which the treasurer steps down.