

# **ACLO House Rules 2025-2026**

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## CHAPTER I DEFINITIONS

### Acclamation:

Making a decision without explicitly voting on it.

### Budget:

A pre-arranged estimate of costs and expenses.

### Blank vote:

A blank vote is neither for nor against the proposal itself. The person submitting the blank vote cannot make a choice.

### Discharge:

Release from accountability.

### Recognitions:

Where the Rules of Procedure refer to recognition, this refers to both temporarily and permanently recognised associations.

### Operating account:

The operating statement is also called the statement of financial position. This is an overview of actual income and expenses.

### Simple majority:

With an even number of votes cast, the simple majority is half plus one. With an odd number of votes cast, the simple majority is half plus one-half.

### Unaffiliated athlete:

An unaffiliated athlete is an ACLO sports license holder who is not affiliated with an affiliated ACLO sports association.

### Abstinance:

Abstention is an option a voter can choose to not cast their vote. An abstention occurs when the voter feels their opinion is not represented in a possible voting option, believes there are other interests at stake, and that voting for or against would harm those interests or wants to avoid a conflict of interest.

### Partner association:

A partner club is a citizen sports club affiliated with the ACLO that participates in a sport in which no student sports club is affiliated. The goal for the ACLO and its partner clubs is to broaden the range of sports offered.

### Permanently recognized association:

A permanently recognised association has proven its right to exist and has demonstrated that it can function within the foundation.

Quorum:

The quorum refers to the minimum number of members required to be present at a meeting for the voting procedure to be considered valid. The quorum for a General Board Meeting is stipulated in Article 9, paragraph 4, of the foundation's articles of association.

Sector:

A group of recognized associations classified by the ACLO. The classification is based on similar issues that the associations face.

Sector meeting:

Consultative body of a sector.

Sector representative:

The General Board Member who attends the sector meeting and makes the opinion from that meeting known to the General Board.

Tie of votes:

When voting does not yield a clear outcome, for example, if there are an equal number of votes for and against. The proposal will be put to the vote again at a later date.

Founding:

The ACLO Foundation, established in Groningen and registered with the Chamber of Commerce under number 41009087.

Foundation year

A foundation year runs from September 1 to August 31.

Supplementary budget:

A supplementary budget based on more recent data.

Temporarily recognized association:

A temporarily recognized association has not yet proven its right to exist and must still demonstrate that it can function within the foundation.

Association:

A student sports association affiliated with the ACLO and recognized as such by the ACLO.

Association representative:

A representative of a recognized association who sits on the sectoral assembly. The representative also serves on the board of the association in question.

Financial position report or balance sheet:

A snapshot of assets, financial rights, debts, and obligations.

Reinforced majority:

With a reinforced majority, votes in favor, votes against, and abstentions determine the majority. A proposal is adopted when two-thirds of the votes cast are in favor.

Confidential agenda items

Agenda items that will only be discussed at the General Board Meeting.

## CHAPTER II PARTICIPANTS

### Article II.1

The foundation has participants.

### Article II.2

Membership is valid for the duration of the foundation year, unless expressly stated otherwise. A student who meets the requirements of Article II.4, paragraph 1, may become a participant at any time during the foundation year.

### Article II.3

Participants are those who can demonstrate that they belong to at least one of the categories defined in the sports certificate policy. This sports certificate policy, which specifies who may purchase a sports certificate and for what price, is adopted at a General Board meeting, as referred to in Article V.19, on the recommendation of the foundation's chairperson, and can be requested from the Executive Board.

### Article II.4

1. One becomes a participant by:
  - a. to comply with the provisions of Article II.3;
  - b. to pay the contribution referred to in Article XI.1.
2. Participants will be provided with a sports certificate in accordance with Article XI.2.

### Article II.5

Participants are entitled to use the accommodations, materials, discounts, subsidies and instructors made available to them by the foundation.

### Article II.6

1. Participants are required to show their valid sports license.
2. The obligation referred to in paragraph 1 shall be communicated clearly to the participants.

### Article II.7

Participants are bound by the regulations, board decisions and official communications established and implemented by the foundation.

#### Article II.8

If this is beneficial to the foundation's objectives, the Board of Directors may decide to allow persons other than those referred to in Article II.3 to assume certain rights and obligations within the foundation.

## **CHAPTER III     MANAGEMENT**

### **§ 1     Composition of the General Board**

#### **Article III.1**

1. The foundation's management is entrusted to a General Board, consisting of:
  - a. 6 delegates, each representing one of the six different sectors;
  - b. 3 representatives of the unbound package.
  - c. 1 independent vice-chairman;
  - d. 1 independent chairman.

#### **Article III.2**

1. Membership of the General Board is preferably not combined with an appointment at the Hanze or the University of Groningen, which is aimed at providing sports instruction or any other activity in which the interests of the foundation are involved.
2. It is a requirement for General Board Members to be a participant.
3. New candidates for the General Board must be registered with the Hanze or the University of Groningen.
4. Members of the foundation's Executive Board cannot sit on the General Board.
5. Members of the General Board may not serve on the statutory board of a sports club affiliated with the foundation, unless the member is discharged from the sports club within two months of being installed at the foundation. The General Board may otherwise decide on the period within which the member must be discharged from the board of the sports club in question.
6. Retiring members of the General Board may be reappointed a maximum of three times. After the second reappointment, the retiring member of the General Board must reapply for the General Board if they wish to be reappointed for a third time.
7. Members of the General Board may be reappointed to the General Board for a maximum of one year after graduation.
8. The members of the General Board should preferably serve on the General Board for at least two years.

### **§ 2     Designation and appointment of the General Board**

#### **Article III.3**

1. When seats on the General Board become available, the chair of the General Board will establish a selection committee at least two months before the meeting referred to in Article V.13. This committee is responsible for submitting nominations to the General Board for appointment of new members.



2. The nomination for a vacancy is made by the selection committee for the General Board members at least nine days before the meeting of the General Board in which a decision is made on the proposal, unless otherwise specified.
3. In exceptional cases, the selection committee may also nominate someone by giving written notice to the Executive Board up to 48 hours before the start of the meeting.
4. The committee referred to in paragraph 1 shall be composed as follows:
  - a. Two members of the General Board, preferably including the chairman;
  - b. One member from one of the associations affiliated with the foundation, who does not hold a position within the foundation;
  - c. A member of the Executive Board, preferably the secretary, as technical chairman, who is not applying for the General Board for the following season.
5. If there are multiple vacancies, you can apply for multiple positions. One interview is sufficient.
6. A member of the Executive Board, preferably the secretary, attends all interviews to ensure an objective and fair assessment and also handles all logistical matters relating to the applications.
7. The members referred to in Article III.1, paragraph 1, must be nominated for the annual meeting referred to in Article V.13.
8. Prior to their appointment, members of the General Board must sign a confidentiality agreement and be in possession of a Certificate of Good Conduct for the general screening profile management organization.

#### Article III.4

1. The members of the General Board are appointed for a term of one year. They retire at the annual meeting as referred to in Article V.13, with the understanding that they will remain in office until their successors are appointed.
2. At least two months before the periodic retirement of one of the board members referred to in Article III.1, paragraph 1, an application procedure will be initiated.
3. Retiring board members may be reappointed.

### **§ 3 Nomination and candidacy**

#### Article III.5

No one may be nominated as a candidate without having given written or oral consent to the nomination.

#### Article III.7

1. The Executive Board shall inform those involved of the decision within four days after the vote.
2. In the event of a decision to appoint, the person concerned shall, immediately after installation, bear all rights and obligations arising from the Articles of Association and the Rules of Procedure of the foundation.

#### **§ 4 Powers and duties of the General Board**

##### Article III.8

1. The Chairman of the General Board chairs the General Board meetings.
2. The Chairman of the General Board is the first point of contact from the Executive Board.
3. The chairperson of the General Board preferably takes a seat on the selection committees of both the General Board and the Executive Board.
4. The Chairman and Vice-Chairman of the General Board conduct performance reviews with the General Board members at least once a year.
5. The Chairman and Vice-Chairman of the General Board hold performance reviews with the Executive Board members twice a year and more often if necessary.
6. The Vice-Chairman of the General Board is the first person designated to replace the Chairman and assume the duties of the Chairman.
7. The Vice-Chairman of the General Board is responsible for promoting internal cohesion within the General Board.
8. The Vice-Chairman is the first person designated to replace General Board Members at sector meetings.
9. In carrying out their duties, the AB members shall focus on the interests of the foundation and the associated organisation.

#### **§ 5 Impediment and absence of the General Board**

##### Article III. 9

1. In the event of the loss of one or more members of the General Board, the remaining members shall be charged with the duties of the General Board.
2. If all members of the General Board fail to resign, the Executive Board of the University of Groningen will appoint one or more members of the General Board.

#### **§ 6 Composition of the Executive Board**

##### Article III.10

1. The foundation's management is formed by an Executive Board, which consists of a chairman, a secretary, a treasurer, a sports coordinator, a PR & marketing coordinator, an internal coordinator and an external coordinator.

- a. Membership of the Executive Board is incompatible with an appointment at the State University Groningen or Hanze, which is aimed at providing sports instruction or any other activity in which the interests of the foundation are involved.
- b. Members of the Executive Board may not serve on the board of a sports club affiliated with the foundation, unless the member is discharged from the sports club within two months of joining the foundation. The General Board may otherwise decide on the timeframe within which the member must be discharged from the board of the sports club in question.

## **§ 7 Appointment of the Executive Board**

### Article III.11

1. The nomination for a vacancy is made by the selection committee with regard to the new Executive Board at least nine days before the meeting of the General Board in which a decision is made on the proposal, unless otherwise specified;
2. In exceptional cases, the selection committee may also nominate someone by giving written notice to the Executive Board up to 48 hours before the start of the meeting.
3. The General Board installs the members of the Executive Board on the recommendation of the selection committee.
  - a. The selection committee referred to in paragraph 1 preferably consists of: the chair of the Executive Board, the secretary of the Executive Board, and the chair of the General Board. In the absence of the chair of the General Board, another member of the General Board may be appointed to take over his/her/their duties.
  - b. The selection committee may invite an external candidate to serve in an advisory capacity. This person has no voting rights on the selection committee.
4. Members of the General Board of the foundation cannot sit on the Executive Board.
5. Prior to their appointment, members of the Executive Board must sign a confidentiality agreement and possess a Certificate of Good Conduct for the general screening profile for managing the organization. The chairperson and treasurer must also possess a Certificate of Good Conduct for the general screening profile for money.

## **§ 8 Powers and duties of the Executive Board**

### Article III.12

Without prejudice to the provisions of Articles 8 and 9 of the Articles of Association, the Executive Board represents the foundation in and out of court, provided that it may appoint two or more of its members to represent the foundation and that the treasurer

is authorized to receive funds and grant discharge therefor.

#### Article III.13

1. The Executive Board establishes guidelines for its activities and the division of tasks to the extent that the articles of association or the internal regulations do not provide for this.
2. These guidelines also specify the duties of the individual board members in more detail.
3. In carrying out their duties, the Executive Board and its individual members shall act in the interests of the foundation and the associated organisation.
4. A member of the Executive Board will not participate in the deliberations and decision-making if the member has a direct or indirect personal interest that conflicts with the interests of the foundation or the associated organization.

#### Article III.14

The members of the Executive Board reserve the right to attend all meetings held by the foundation's committees and to participate in the discussions held there, unless otherwise determined.

#### Article III.15

The Executive Board manages the foundation's office.

#### Article III.16

Declarations from anyone who incurs expenses on behalf of the foundation are processed by the treasurer. If the declaration concerns one member of the Executive Board, a second member of the Executive Board must approve it.

#### Article III.17

The Executive Board is obligated to annually invite the boards of a recognized association or partner association to a mandatory introductory meeting. In addition, the Executive Board or a recognized association or partner association may send an invitation to a mandatory evaluation meeting.

#### Article III.18

The Executive Board is responsible for investigating violations of the sports certification policy determined by the foundation.

1. The Executive Board may be assisted in this regard by persons appointed for this

purpose controllers as referred to in Article IX.18.

2. The inspector is provided with identification by the Executive Board.
3. Participants are obliged to follow the instructions of the inspector insofar as these relate to the performance of his/her/their duties.

## **§ 9 Impediment and absence of the Executive Board**

### Article III. 19:

1. In the event of the loss of one or more members of the Executive Board, the remaining members shall be charged with the duties of the Executive Board.
2. In the event of the loss of all members or the sole member of the Executive Board, the General Board shall appoint one or more persons to be temporarily charged with the duties of the Executive Board.
3. If one Executive Board member remains, new vacancies will open. In such a case, the General Board may also appoint new Executive Board members.

## **§ 10 The chairman**

### Article III. 20

1. The chairperson ensures that notices for all meetings, with the exception of General Board meetings and sector meetings, are sent out in a timely manner.
2. The chairman chairs the meetings of the Executive Board.
3. The chairperson ensures that a decision taken at the meeting is implemented smoothly.
4. The chairman is responsible for contacts with national, regional and local organisations, associations and institutions.
5. The chairman ensures compliance with the articles of association, regulations and conditions.
6. The chairperson represents the foundation at Studentensport Nederland (Student Sports Netherlands) and maintains contacts with the umbrella student sports organizations (OSSOs) in the Netherlands.
7. The chairperson preferably takes a seat on the selection committee for the next Executive Board.
8. The chairman is responsible for the sports license policy, including the management of the exemption members.
9. The chairman is chairman of the New Construction and Plussen Committee.

## **§ 11 The secretary**

### Article III.21

1. The secretary oversees the functioning of the secretariat. The secretary is

responsible for correspondence and handles it to the extent that this has not been delegated to other board members.

2. The secretary is responsible for the safekeeping of the documents and stores them in the ACLO's digital environment.
3. The secretary has the ultimate responsibility for keeping minutes of the meetings of the Executive Board and archiving them.
4. The secretary is responsible for the archives.
5. The Secretary is responsible for maintaining contacts with recognized and temporarily recognized associations, individuals, and groups, both organized and unorganized, insofar as these contacts do not specifically fall within the remit of one of the other members of the Executive Board.
6. The secretary is responsible for compiling the annual secretarial report as referred to in Chapter XVI. Without prejudice to the installation of a new Executive Board at the annual meeting as referred to in Article V.17, the secretary remains responsible for compiling the annual report as referred to in Article XVI.1 relating to the year in which the secretary was a member of the Executive Board.
7. The secretary is the technical chair of the selection committee that selects General Board Members.
8. The secretary chairs the selection committee for the next Executive Board.
9. A member of the General Board has the right to inspect documents held by the secretary, unless the nature of the document precludes this or it would jeopardize the public interest. A member may appeal a decision by the secretary to the General Board, which has the final say on the inspection.
10. The secretary is responsible for checking the membership lists of the foundation's association members.

## **§ 12 The treasurer**

### Article III.22

1. The treasurer is ultimately responsible for managing the funds. The treasurer maintains the accounts in accordance with the regulations of the Executive Board.
2. The treasurer is authorized to have activities arising from the management of funds carried out by the foundation's financial administration.
3. The foundation's funds, except for strictly necessary cash, are deposited with a savings or banking institution. This institution is designated by the Executive Board in accordance with Article 11 of the Articles of Association.
4. The treasurer is responsible for collecting receivables and making all payments. Except for established periodic expenses arising from agreements approved by the General Board, payments are made after the supporting documents have been approved by one of the members of the Executive Board. Supporting documents must be available for all payments.
5. The Treasurer is responsible for drawing up a budget and an annual financial

report as referred to in Chapters XI and XVI. Without prejudice to the installation of a new Executive Board at the annual meeting as referred to in Article V.16, the Treasurer remains responsible for drawing up the annual financial report as referred to in Article XVI.5 relating to the year in which the Treasurer was part of the Executive Board.

6. The treasurer is responsible for carrying out the duties referred to in Chapter XI.
7. The treasurer is responsible for the management and supervision of the use and maintenance of the foundation's movable property.
8. The treasurer plays a supporting role in distributing subsidies for equipment and facilities for club members' sports activities. The external coordinator is responsible for this.
9. The treasurer is responsible for managing the movable property belonging to the foundation and monitoring its use.

#### Article III.23

1. The Executive Board must inform at least the General Board and the Audit Committee of:
  - An expenditure on a non-budgeted item of an amount exceeding €1,000;- A special expenditure within a budgeted item that exceeds €1,000;- An expenditure that exceeds a budgeted item by €1,000.
2. The Executive Board must have obtained approval from the General Board at least for:
  - An expenditure on a non-budgeted item of an amount exceeding €5,000;
  - A special expense within a budgeted item that exceeds an amount of €5,000;
  - An expense that exceeds the budgeted item by €5,000.

#### Article III.24

Withdrawing funds from savings or banking institutions always requires the cooperation of one of the members of the Executive Board. Proof of payments must be provided for all payments.

#### Article III.25

1. The treasurer is obligated to provide the foundation's Audit Committee with all information regarding its financial management and to grant it access to all related supporting documents.
2. The treasurer is obligated to provide any member of the General Board, at their request, with all information necessary for assessing their management accounts and the foundation's financial position report, up to 48 hours before the meeting of the General Board referred to in Article V.16.

### **§ 13 The sports coordinator**

#### Article III.26

1. The sports coordinator is responsible for renting sports facilities. Except for periodic rental agreements, which follow the guidelines issued by the General Board, rental agreements are only prepared after approval by the Executive Board.
2. The sports coordinator is ultimately responsible for drawing up, implementing, and publishing the schedule.
3. The sports coordinator is responsible for allocating club hours and liaising with the relevant clubs. The external coordinator provides support in this process.
4. The sports coordinator, in consultation with the other members of the Executive Board and a representative of the Sports Center, determines the schedule of use during holidays and announces this at least ten days before the start of the holiday.
5. The sports coordinator is responsible for investigating violations of the foundation's rules and conditions regarding the use of facilities, materials, discounts, subsidies, and instructors provided by the foundation.
6. The sports coordinator coordinates non-association-related activities, provided that these activities do not specifically fall within the remit of one of the members of the Executive Board.
7. The sports coordinator is responsible for the Sports Council.
8. The sports coordinator is responsible for contacting the foundation's partner associations. The sports coordinator also conducts introductory meetings with these partner associations.

### **§ 14 The coordinator PR & marketing**

#### Article III.27

1. The PR & Marketing Coordinator is responsible for all communications and PR for the foundation. Together with the Executive Committee, they are responsible for marketing.
2. The PR & Marketing Coordinator is responsible for recruiting members of the General and Executive Board.
3. The PR & Marketing Coordinator is responsible for the ACLO Promotion Team.

### **§ 15 The internal coordinator**

#### Article III.28

1. The Internal Coordinator is responsible for the Gala Committee, Anniversary Committee, Activities Committee, Sports Certificate Control Committee,



Weekend Committee, and Sports Committee.

2. The internal coordinator is responsible for all events organized by the foundation.
3. The internal coordinator is responsible for checking the sports credentials of the foundation's participants.
4. The internal coordinator is responsible for all sports competitions and broadcasts organized by the foundation.

## **§ 16 The external coordinator**

### Article III.29

1. The external coordinator is responsible for distributing subsidies for equipment and facilities for club members' sports activities. The treasurer plays a supporting role in this process.
2. The external coordinator supports the allocation of club hours and maintains contact with the relevant clubs. The sports coordinator is responsible for this.
3. The external coordinator determines the organization's acquisition policy and maintains contact with the parties involved.
4. The external coordinator is responsible for the affiliated athlete and maintains contact with the relevant associations, the sports coordinator, and the board's treasurer.
5. The external coordinator is authorized to draw up contracts on behalf of the foundation and will maintain contact with other parties for this purpose.
6. The external coordinator is responsible for supporting both recognized and temporarily recognized associations and, together with the secretary of the board, is responsible for the guidance of these associations.

## **§ 17 Vice-Chairman**

### Article III.30

At the beginning of the year, the Executive Board elects a vice-chair. The vice-chair supports the chair in external contacts and deputizes for the chair when the chair is unavailable or absent.

## **CHAPTER IV VOTES AND APPOINTMENTS**

### **Article IV.1**

1. A voting member of the General Board may grant written proxy to another voting member of the General Board.
  - a. The proxy must be given to the chairman of the General Board before the start of the meeting;
  - b. A person can be authorised by a maximum of one other person;
  - c. A power of attorney does not constitute attendance;
  - d. In the case of a power of attorney of substitution, the power of attorney can be passed on to a General Board Member other than the one to whom the power of attorney was initially given;
  - e. The issuer can specify on the proxy how the proxy holder must vote on their behalf. If this is not specified, the proxy holder can decide for themselves how they vote.
2. If the number of abstentions is equal to or greater than the combined number of votes for and against, the vote is declared invalid. In this case, the proposal must be put back on the agenda for the next meeting. If the number of abstainers is still greater than the number of votes for and against, the proposal, amendment, or motion is deemed rejected.

### **Article IV.2**

1. Votes are taken by show of hands. If at least two members of the General Board request a written vote, the vote will be held in writing.
2. Members of the General Board shall vote for, against, blank or abstain from voting in votes referred to in Article IV.2, paragraph 1.
3. Invalid votes, as determined by the chairman of the meeting, are null and void and shall be deemed not to have been cast.
4. In the event of a tied vote on any matter, the proposal shall be deemed to have been rejected.
5. The drafting of the proposal must be such that the proposal is formulated in a positive manner.
6. Appointment of persons can also be done by acclamation.
7. Acceptance of proposals on matters can also be done by acclamation.
8. In voting on persons, the person who receives an absolute majority of the votes cast is elected. If no one obtains this majority in the first ballot, a second ballot will be held between the two persons who received the most votes in the first ballot. If more than two persons are eligible for this second ballot, a second ballot will be held between:
  - a. the three or more candidates who received the most votes or

- b. the two or more candidates who have received the second highest number of votes.

If this second round of voting results in a tie among all candidates participating in the second round, lots will be drawn to determine who is elected or who will face the candidate who received the most votes in the first round. If the second round of voting again results in a tie, but not among all candidates, the procedure in the third sentence of this article will be repeated. If the votes are still tied, lots will be drawn to determine who is elected or who will face the candidate who received the most votes in the first round.

## **CHAPTER V     MEETINGS**

### **§ 1     General Board**

#### **Article V.1**

1. The General Board meets:
  - a. in accordance with the provisions of Articles V.16 to V.20;
  - b. as often as two or more members of the General Board deem this necessary;
  - c. as often as the Chairman of the General Board deems necessary.
2. In the cases referred to in paragraph 1(b) and (c), the secretary is obliged to convene a meeting of the General Board within 21 days.
3. In urgent cases, deviations from Article V.3, paragraph 1, are permitted at the discretion of the chair of the Executive Board. This follows from Article 10, paragraph 1, of the Articles of Association of the ACLO Foundation.

#### **Article V.2**

The AB Chairman places on the agenda all items that two or more members of the General Board have brought to his or her attention 21 days before the meeting.

#### **Article V.3**

1. A General Board Meeting is not valid unless the AB Chair has sent a notice of meeting, specifying the date, time, and location of the meeting, along with the agenda, to the members of the General Board nine days in advance. The AB Chair must include a brief explanation of each agenda item along with the agenda. This explanation must be such that a meaningful discussion can take place beforehand.
2. The AB chairperson may decide to send a convocation to other interested organizations, representatives of associations affiliated with the foundation, or partner associations.
3. The Executive Board must support the AB Chairman in preparing the General Board meetings.
4. The AB Chairman has the ultimate responsibility for keeping minutes of the meetings of the General Board.
5. The AB Chairman may delegate the organisation of the General Board Meeting to the Secretary of the Executive Board.

#### **Article V.4**

Notices of meetings convened because a previous meeting was unable to make decisions due to an insufficient number of board members present must state that the meeting may decide on the agenda items of the previous meeting, even if there is no

quorum present.

#### Article V.5

At least three members of the Executive Board must be present at General Board meetings, unless the General Board decides otherwise.

#### Article V.6

1. Representatives of organizations referred to in Article V.3, paragraph 2, have the right to participate in the deliberations.
2. The AB chairman can introduce anyone in the meeting and can grant the floor to the person in question.

#### Article V.7

1. The AB chairman opens and closes the meeting.
2. The AB chairman grants the floor and has the right to call any speaker to order and to interrupt the floor.
3. The AB chairman may suspend the meeting and immediately determine the time of its continuation.
4. No member shall speak unless he has obtained permission from the AB Chairman.
5. The AB Chairman has the right to close the debates.
6. The AB chairman maintains order during the meeting.

#### Article V.8

1. The AB chairperson may delegate the chairpersonship of the meeting to a technical chairperson, who may not be a board member of the foundation or one of the recognized associations.
2. The technical chairman has no voting rights.
3. If three or more members of the General Board object to the person of the technical chairman at the start of the meeting, he or she may not act as such.

#### Article V.9

After opening the meeting, the minutes of the previous meeting are put on the agenda and, after approval, are approved.

#### Article V.10

The attendance of directors and listeners is noted.

#### Article V.11

Each member of the General Board has the right to amend proposals made during a meeting and to submit motions.

#### Article V.12

1. The proposal with the most far-reaching scope, taking into account amendments, subamendments, and the original proposal, will be voted on first. If this proposal is rejected, the remaining proposals will then be voted on in order of decreasing scope until one proposal is adopted or all proposals are rejected.
2. The Chairman of the General Board will determine which proposal is the most far-reaching.

#### Article V. 13

A member of the General Board will not participate in the deliberations and decision-making if he or she has a direct or indirect personal interest that conflicts with the interests of the foundation or the associated organization.

#### Article V. 14

If this is stated in the invitation, all General Board Members may also participate in the meeting, speak and exercise their voting rights by electronic means of communication, provided that the board member can be identified and can participate in the deliberations.

#### Article V.15

The General Board may also make decisions outside of General Board meetings, by a statutory majority. Provided that all AB members have been able to express their views in writing or via any electronic means of communication, and none of them objects to this method of decision-making. A decision taken outside of a meeting will be included in the minutes of the next meeting, along with a statement of the views expressed. Members of the public who normally attend AB meetings will also be informed of the decisions taken.

### **§ 2 Meeting schedule**

#### Article V.16

The annual meeting of the General Board is held annually before October 15th, at which the following items are discussed:

- a. approval of the budget for the coming year;
- b. installation of the members of the General Board referred to in Article III.1 and installation of the Executive Board referred to in Article III.10;
- c. discharge of all committees referred to in Article IX. 1;
- d. installation of the members of the Advisory Council.
- e. presenting the partner associations approved by the Executive Board for the coming year.

#### Article V.17

Every year before January 1st, a meeting of the General Board is held in which the following matters are discussed:

- a. secretarial annual report as referred to in Article XVI.1.

#### Article V.18

Every year before March 1st, a meeting of the General Board is held in which the following matters are discussed:

- a. annual financial report as referred to in Article XVI.5.

#### Article V.19

Every year before June 1st, a meeting of the General Board is held in which the following matters are discussed:

- a. establishing the sports certification policy for the next foundation year as referred to in Article II.3;
- b. establishing the Application Committees for General and Executive Board Members for whom a successor is being sought.
- c. determining the allocation of hours.

#### Article V.20

The following items must be addressed at the last General Board meeting, which takes place before July 15 of each foundation year:

- a. presenting the draft budget in accordance with Article XI.4;
- b. extension of temporary recognitions of associations according to Articles VI.4 to VI.13;
- c. the permanent recognition of associations that qualify for this according to Articles VI.14 to VI.20;
- d. determining the financial subsidy distribution.
- e. proposal to make changes to the HR and General Terms and Conditions.

### **§ 3 Executive Board**

#### Article V.21

1. The Executive Board meets as often as the chairman or two members of the Executive Board deem necessary.
2. Agenda items for a meeting of the General Board must be discussed beforehand in a meeting of the Executive Board.

#### Article V.22

The chairperson sets the agenda after consulting with the other members. Each member has the right to add items to the agenda.

#### Article V.23

In order to make a decision at a meeting of the Executive Board, at least 2/3 of the members of the Executive Board must be present.

#### Article V.24

1. The chairman may delegate the leadership of the meeting to a technical chairman.
2. If a majority of the members of the Executive Board present object to the person of the technical chairman at the start of the meeting, he or she cannot function as such.

#### Article V.25

After the chairman opens the meeting, the minutes of the previous meeting are put on the agenda and, after approval, are approved.

#### Article V.26

Notices of meetings convened because a previous meeting was unable to make decisions due to an insufficient number of board members present must state that the meeting in question may make decisions on the agenda items of the previous meeting, even if there is no quorum present.

### **§ 4 Sectors**

#### Article V.27

The sectors meet:



- a. as often as the General Board meets and deems it necessary. These sector meetings must be held before the aforementioned General Board meeting;
- b. as often as the sector representative or two or more sector members of the sector concerned deem(s) necessary.

#### Article V.28

1. A member of the General Board will chair the sector meetings. At the meeting referred to in Article V.27(a), he/she/they will, in any case, set the agenda for the next General Board meeting.
2. The secretary must send a notice of meeting, specifying the date, time, and location of the meeting, along with the agenda, to the members of the sector seven days in advance. The secretary will include a brief explanation of each agenda item along with the agenda. This explanation should be such that a meaningful discussion can take place beforehand.
3. The secretary also sends the non-confidential minutes of the last General Board Meeting and sector meeting to the sector members, together with the convocation referred to in the previous paragraph.
4. The Executive Board may, in consultation with the chairperson of the General Board, submit confidential agenda items to the General Board meeting.

#### Article V.29

The associations affiliated with the foundation are authorized to propose additions to the agenda 21 days before a General Board meeting. The association will provide the General Board with the necessary information to facilitate a discussion beforehand.

#### Article V.30

Recognized associations are required to attend sector meetings. An association may be absent once a year with prior notice. A €20 fine will be imposed for the subsequent meeting where it is absent with prior notice. An association will always receive a €20 fine for absences without prior notice. For each repeated absence during the same academic year, the fine will be increased by €20.

#### Article V.31

1. The Chairman opens and closes the meeting.
2. The Chair grants the floor and has the right to call any speaker to order and to interrupt the floor.
3. The Chair may suspend the meeting and immediately determine the time of its continuation, without further reason.
4. No member shall speak unless he has obtained permission from the Chairman.
5. The President has the right to close the debates.

6. The chairman maintains order during the meeting.

## **CHAPTER VI                      RECOGNITION**

### **§ 1      General terms and conditions**

#### **Article VI.1**

The recognition of a student sports association can be permanent or temporary.

#### **Article VI.2**

To be eligible for recognition, the association must have articles of association.

### **§ 2      Association in formation**

#### **Article VI.3**

If persons intend to establish a new association with the aim of becoming an association recognised by the foundation, they should contact the Executive Board.

### **§ 3      Temporary recognition**

#### **Article VI.4**

The following are eligible for temporary recognition:

- a. associations that are not permanently recognized;
- b. associations that are permanently recognized;
- c. associations that have been temporarily recognised for less than three full years of foundation.

#### **Article VI.5**

1. An association may be temporarily recognised by a decision to that effect taken by the General Board on a proposal from the Executive Board.
2. The decision on temporary recognition can only be taken by a reinforced majority.
3. Temporary recognition of associations may last until the General Board Meeting as referred to in Article V.20.

#### **Article VI.6**

1. An association must submit a written request for temporary recognition to the Executive Board. This request must indicate whether the association's board has consulted its general meeting of members.

2. An association shall submit to the Executive Board:
  - a. statutes and regulations;
  - b. if possible, a report on the activities during the two years preceding the request for temporary recognition;
  - c. an overview of the association's financial position;
  - d. if possible, an operating account for the previous financial year;
  - e. membership list.
3. Within three months of receiving the request referred to in paragraph 1 of this article and the supporting documents referred to in paragraph 2, the Executive Board shall submit the proposal referred to in Article VI.5, paragraph 1, to the General Board. To this end, the Executive Board shall send an explanation of the documents described in paragraph 2, subparagraphs a through e, as well as a reasoned recommendation, along with the meeting's agenda.
4. The documents described in paragraph 2, sub a toe, shall be available for inspection at the foundation's office.

#### Article VI.7

The proposal referred to in Article VI.6, paragraph 3, must address, among other things, the following points:

- a. the assessment of the association's objectives against those of the foundation;
- b. the association's membership criteria;
- c. the policy vision of the Executive Board with regard to the sport in question;
- d. the possibilities to accommodate the association meaningfully within the structure of the foundation;
- e. the opportunities the association offers its members to achieve the stated objectives.

#### Article VI.8

1. The General Board may only take the decision to grant temporary recognition if the association meets the following conditions:
  - a. the association's objective must fit within the framework of the foundation's objectives;
  - b. the association must have sound financial management.
2. The General Board motivates its decision.

#### Article VI.9

A temporarily recognized association holds all rights and obligations arising from the foundation's articles of association and internal regulations. However, the Executive Board may decide to restrict the rights of a temporarily recognized association.

#### Article VI.10

A newly established, temporarily recognised association can, in accordance with Article XII.7, apply for a loan to cover its start-up costs.

#### Article VI.11

The Executive Board will notify the association in writing of the decision and its reasons within 14 days of the decision on temporary recognition. It will also mention any restrictions on the rights associated with recognition as referred to in Article VI.9.

### **§ 4 Continuation and duration of temporary recognition**

#### Article VI.12

1. At least one month before the last General Board Meeting of the founding year, as referred to in Article V.20, the Executive Board invites all temporarily recognized associations to submit a written request for continuation of temporary recognition to it within fourteen days thereafter.
2. The association must accompany such a request with:
  - a. an annual report;
  - b. an operating account;
  - c. a report on the financial position;
  - d. membership list.
3. Associations will endeavor to prepare the documents described in paragraph 2(a), (b) and (c) in accordance with the guidelines set by the ACLO.
4. During the General Board meeting referred to in Article V.20 of the foundation year, the Executive Board will submit a proposal to the General Board regarding the continuation of the temporary recognition. To this end, the Executive Board will submit an explanation of the documents described in paragraph 2, subparagraphs a through d, as well as a reasoned recommendation, along with the meeting's agenda.
5. For votes on temporary recognitions, as referred to in Article VI.12, paragraph 4, a reinforced majority is required.

#### Article VI.13

Extension of temporary recognition can be granted for a maximum of two consecutive foundation years. If an association joins the foundation before February 1st in a given year, it will be considered for renewal of recognition in June. If an association joins after February 1st, it will only be considered for renewal of recognition for the following year.

## **§ 5 Permanent recognition**

### Article VI.14

Associations eligible for permanent recognition are those that have been temporarily recognised for at least two full previous foundation years.

### Article VI.15

1. An association may be permanently recognised by a decision to that effect taken by the General Board on a proposal from the Executive Board.
2. The decision on permanent recognition is taken in the General Board Meeting as referred to in Article V.20 by a reinforced majority.

### Article VI.16

1. At least six weeks before the last General Board Meeting of the founding year, as referred to in Article V.20, the Executive Board invites all temporarily recognized associations that meet the requirements of Article VI.14 to submit a written request for permanent recognition to it within 14 days thereafter. The request must indicate whether the association's board has consulted its general meeting of members.
2. An association shall submit the following request to the Executive Board at the same time as the request referred to in the previous paragraph:
  - a. a report on the activities during the period of temporary recognition;
  - b. an operating statement for the previous financial year;
  - c. an overview of the association's financial position;
  - d. a list of members;
  - e. a long-term vision of at least three years.
3. Associations will endeavor to prepare the documents described in paragraph 2(a), (b) and (c) in accordance with the guidelines set by the ACLO.
4. Within three weeks of receiving the request and the documents referred to in paragraph 2 from the association, the Executive Board shall submit the proposal referred to in Article VI.15, paragraph 1, to the General Board. To this end, the Executive Board shall send an explanation of the documents described in paragraph 2, along with a reasoned recommendation, to the members of the General Board, along with the meeting agenda.
5. The documents described in paragraph 2 shall be made available for inspection at the foundation's office.

### Article VI.17

The advice referred to in Article VI.16, paragraph 4, must address, among other things,

the following points:

- a. the functioning of the association within the framework of the foundation;
- b. any changes to the association's statutes and regulations during the period of temporary recognition;
- c. the policy vision of the Executive Board with regard to the sport in question.

#### Article VI.18

1. The General Board may only take the decision to grant permanent recognition if the association meets the following conditions:
  - a. the association's objective must fit within the framework of the foundation's objectives;
  - b. the association must have sound financial management;
  - c. the association must have undertaken sufficient sports activities during the period of temporary recognition;
  - d. the association has fulfilled its obligations towards the foundation fully and on time during the period of temporary recognition;
  - e. the association demonstrates that it has a long-term vision for at least three years;
  - f. The association must have at least enough members to allow for the potential allocation of 1.5 hours of guidance per week – this is one parameter – with a minimum of twenty members.
2. The General Board motivates its decision.

#### Article VI.19

A permanently recognized association holds all rights and obligations arising from the foundation's articles of association and internal regulations. However, the Executive Board may decide to restrict the rights of a permanently recognized association.

#### Article VI.20

The Executive Board will notify the association in writing within 14 days of the decision to grant permanent recognition and its reasons for doing so. It will also mention any restrictions on the rights associated with recognition as referred to in Article VI.19.

### **§ 6 The lapse of recognition**

#### Article VI.21

1. Without prejudice to the provisions of Articles VI.5 and VI.15, permanent or temporary recognition may lapse upon a proposal of the Executive Board by a

resolution to that effect from the General Board, if the association, in the opinion of the General Board, no longer meets the conditions set for its recognition in Article VI.8, paragraph 1, or Article VI.18, paragraph 1, respectively, or if the association persistently fails to meet its obligations towards the foundation.

2. The decision to revoke the recognition can only be taken by a reinforced majority.

## **§ 7 Reverting from permanent recognitions to temporary recognitions**

### Article VI.22

1. The Executive Board is authorized to propose reverting a permanently recognized association to temporary recognition, provided that an evaluation meeting has been held with the association in question in the same year of its foundation.
2. At least one month before the last General Board Meeting of the founding year, as referred to in Article V.20, the Executive Board will notify the permanently recognized associations of the downgrade to temporary recognition.
3. The associations that have been permanently recognised up to that point must submit the following to the Executive Board within fourteen days:
  - a. an annual report;
  - b. an operating account;
  - c. a report on the financial position;
  - d. membership list.
4. Associations will endeavor to prepare the documents described in paragraph 3(a), (b) and (c) in accordance with the guidelines set by the ACLO.
5. At the last General Board meeting of the foundation year, the Executive Board will propose to the General Board the downgrade from permanent recognition to temporary recognition. To this end, the Executive Board will include with the meeting's agenda an explanation of the documents described in paragraph 3, subparagraphs a through d, as well as a reasoned recommendation.
6. The documents described in paragraph 3, sub a to d, will be available for inspection at the foundation's office.
7. The Executive Board has the option to oblige the association to submit a monthly report on the current state of affairs within the association, both financially and administratively, or on other matters that the Executive Board deems necessary, for the duration of the temporary recognition.



## CHAPTER VII ASSOCIATIONS

### Article VII.1

1. Temporary or permanently recognized associations can be granted access to accommodations, materials, discounts, subsidies, instructors, and other facilities made available by the foundation.
2. Subsidies made available by the foundation, as referred to in paragraph 1, may be reclaimed by the foundation up to three years after the award if it has been established that these subsidies have not been used for the purpose for which they were awarded.

### Article VII.2

Every year, the sports coordinator invites recognized associations to submit their wishes regarding the use of facilities and equipment for the coming year in writing within a reasonable period of time, including a justification if necessary.

### Article VII.3

1. All members of recognized associations are required to have an ACLO membership or semester membership. No exceptions are permitted.
2. Members of recognized associations must be notified to the foundation by the association through the membership list referred to in Article VII.6.
3. If association members identified by the membership list referred to in Article VII.6 do not hold an ACLO subscription or a semester subscription on the date communicated by the Executive Board, the foundation reserves the right to charge the association administration costs.
4. The association is responsible for communicating the provisions in this article to its members.

### Article VII.4

1. An association must make a distinction between:
  - a. Association members; these are participants as referred to in Chapter II.
  - b. Trial members; these are potential members who would like to get to know the association.
  - c. Donors, special or honorary members; these are people who support the association financially or in other ways.
2. The association board may submit a request for exemption from the provisions of paragraph 1 to the chairman of the foundation.
3. The distribution of dispensation cards is determined by decision of the General Board, taking into account the provisions of this chapter.

4. The Executive Board is authorized to make an exception to Article VII.4, paragraph 3.

#### Article VII.6

1. A recognized association is required to submit its membership list to the Executive Board every six months by a date determined by the Executive Board. This date will be announced by the Executive Board at least six weeks in advance.
2. Furthermore, a recognised association is obliged to inform the Executive Board of any changes to its membership list within a reasonable period of time if the Executive Board deems this necessary.

#### Article VII.7

Annually at the beginning of the foundation year, but no later than a date determined by the Executive Board, the association's board shall submit to the foundation's Executive Board:

- a. a profit and loss account for the past association year as well as an overview of the association's financial position;
- b. a budget for the new association year.

This date will be announced by the Executive Board at least six weeks in advance.

The Executive Board of the foundation may grant exemption from the provisions in this article.

#### Article VII.8

Annually at the end of the foundation year, but no later than a date announced by the Executive Board at least six weeks in advance, the association's board shall submit an annual report for the past foundation year to the Executive Board.

#### Article VII.9

1. The association is obliged to keep the foundation's Executive Board informed of all changes in the composition of its board.
2. The Executive Board of the foundation may grant exemption from the provisions in this article.

#### Article VII.10

The board of a recognized association or partner association is required to hold an annual introductory meeting. In addition, a recognized association or partner association, or the Executive Board, may send an invitation for a mandatory evaluation

meeting.

#### Article VII.11

The association is responsible to the foundation for its members.

#### Article VII.12

By using the associations, they are subject to the regulations, board decisions and notices established and enforced by the foundation.

#### Article VII.13

1. If a recognised association fails to comply with the provisions of this chapter, the Executive Board may decide to deprive the association of certain facilities.
2. If the Executive Board decides to deprive an association of certain facilities, it is obliged to report this at the next meeting of the General Board.
3. The General Board may declare the decisions described in paragraph 1 null and void.
4. In the event of the situation described in paragraph 3, the General Board may decide to deprive the association of certain facilities.

#### Article VII.14

1. A sector is a group of associations. Each association is represented by at least one representative from its board.
2. It is preferable that the same delegate attends each sector meeting.

#### Article VII.15

1. The General Board determines in which sector the associations affiliated with the foundation participate.
2. The General Board divides the associations into a number of sectors equal to the number of representatives specified in Article III.1(a).
3. If an association believes it is no longer performing its best within a particular sector, it can inform the Executive Board, which will then draft a proposal and submit it to the General Board for decision-making.

## **CHAPTER VIII PARTNER ASSOCIATIONS**

### **§ 1 General terms and conditions**

#### **Article VIII.1**

1. A partner association is a citizen sports association affiliated with the foundation in a sport in which no student sports association is affiliated with the foundation.
2. A partner association can apply for recognition to the Executive Board of the foundation.
3. The foundation's policy regarding partner associations is as follows:
  - a. the partner association can make use of the PR opportunities that the foundation offers to its affiliated associations;
  - b. the partner association is obliged to offer a course every year;
  - c. The partner association is required to hold an annual introductory meeting with the foundation's sports coordinator. The Executive Board or the partner association can also send an invitation for a mandatory evaluation meeting.

#### **Article VIII.2**

A partner association holds all rights and obligations arising from the foundation's articles of association and internal regulations.

### **§ 2 Recognition of partner associations**

#### **Article VIII.3**

The procedure and criteria for recognising a partner association are:

- a. the Executive Board of the foundation decides on the recognition of the partner association and communicates the outcome of the decision to the General Board;
- b. A partner association can only be recognised in a sport in which no student sports association is yet affiliated with the foundation.

#### **Article VIII.4**

Recognition may lapse following a decision by the Executive Board if, in the opinion of the Executive Board, the association no longer meets the conditions set out in this chapter, if the association persistently fails to meet its obligations towards the foundation, or if a student sports association in the same sport joins.

## **CHAPTER IX COMMITTEES AND CONSULTANTS**

### **§ 1 General terms and conditions**

#### **Article IX.1**

1. The Executive Board may delegate certain parts of its tasks, in addition to other duties, to a committee appointed by it, but remains responsible for their execution;
2. If the Executive Board deems it necessary, the tasks and powers of this committee can be established in internal regulations;
3. The members of a committee must be installed during a meeting of the General Board after the committee has been appointed by the Executive Board;
4. The members of a committee must be discharged at a meeting of the General Board when their term of office has been completed.

#### **Article IX.2**

In fulfilling certain parts of its duties, the Executive Board may obtain assistance and advice from a consultant appointed by it.

#### **Article IX.3**

1. A committee or consultant may only act externally or on behalf of the foundation if the Executive Board expressly decides to do so.
2. The Executive Board is obliged to report a decision taken pursuant to paragraph 1 of this article at the next meeting of the General Board.

#### **Article IX.4**

The General Board may, if it deems this necessary for the performance of its duties, assign tasks to a committee.

### **§ 2 Audit Committee**

#### **Article IX.5**

The Audit Committee has the following tasks:

- a. Assessing receipts and expenditure on the basis of the budget, provided that in its work it avoids duplicating work already carried out by a financial expert;
- b. Providing advice on issues relating to the foundation's finances.

#### Article IX.6

1. The Audit Committee consists of at least three members and is appointed by the General Board on the recommendation of the Executive Board.
2. The members of the Audit Committee are appointed for a term of one year. They retire at the meeting referred to in Article V.16.
3. Retiring committee members may be reappointed.

#### Article IX.7

1. The Audit Committee informs the General Board of its findings after auditing the budget, as referred to in Article XI.4, paragraph 1, after auditing the accounts and balance sheet, as referred to in Article XI.7, paragraph 1, and when it deems it necessary on other matters insofar as these fall within Article IX.5.
2. The Audit Committee must provide information regarding the budget as referred to in Article XI.4, paragraph 1, and the accounts and balance sheet as referred to in Article XI.7, paragraph 1, in writing at the General Board Meeting as referred to in Articles V. 16 and V.18.
3. If a treasurer from the previous year serves on the Audit Committee, he/she/they may not provide advice on the accounts and balance sheet, as referred to in Article XI.7, paragraph 1, of the foundation year in which he/she/they served on the Executive Board.

#### Article IX.8

The Audit Committee has the right to inspect the documents and books in the possession of the Treasurer.

#### Article IX.9

1. The Audit Committee annually audits the annual reports of the affiliated associations to monitor their financial position. This includes, but is not limited to, the level of equity, the association's liquidity, the budget and statement, and the association's ability to meet its payment obligations.
2. The Executive Board is authorized to take measures as referred to in Article IX.10 if:
  - a. An association is guilty of an act or omission that prevents the Audit Committee from having access to the annual reports that must be submitted according to the Association document.
  - b. An association is guilty of an act or omission that results in incomplete annual reports being supplied.
  - c. An association is guilty of an act or omission that annual reports of insufficient quality are supplied.

- d. An association deliberately makes a false statement.
- 3. An appeal may be lodged with the General Board against decisions of the Executive Board containing a measure referred to in Article IX.10, paragraphs 1 to 4.

#### Article IX.10

The measures that may be taken against the acts referred to in Article IX.9, paragraph 2, are:

- a. warning;
- b. reprimand;
- c. imposing a fine of up to €500;
- d. full or partial compensation;
- e. advice to the General Board to suspend certain rights, functions or dignities for a certain period;
- f. advice to the General Board to prohibit holding certain positions or dignities;
- g. advice to the General Board to fully or partially withdraw the use of facilities, materials, discounts, subsidies and instructors made available by the foundation, either to associations or to participants;
- h. advice to the General Board on withdrawing or amending the association's recognition.

#### Article IX.11

1. The measures may be imposed jointly or separately.
2. The fine will be forfeited to the foundation. If a fine is imposed, a deadline will be set for payment. The fine will be collected by the foundation's treasurer.
3. The measures e through h referred to in Article IX.10 shall be submitted by the chair of the Executive Board to a meeting of the General Board within two months. This recommendation must serve as an agenda item for arriving at a definitive measure, without prejudice to the provisions of these regulations. The association affected by the measure has the right to present its views on the proposed measure at the relevant meeting.

### **§ 3 Advisory Board**

#### Article IX.12

1. The Advisory Board provides solicited and unsolicited advice to the Executive Board.
2. The Advisory Board is appointed by the General Board on the recommendation of the Executive Board at the meeting referred to in Article V.16.
3. The members of the Advisory Board are eligible for immediate reappointment annually.
4. In principle, the Advisory Board consists of fifteen members, of which at least two come from an old Executive Board.
5. The Advisory Board consults with the Executive Board at least once a year and furthermore as often as the Executive Board deems desirable.



6. The Advisory Council has no administrative responsibility.
7. A current ACLO board member cannot be a member of the Advisory Board.
8. The Executive Board enables the Advisory Council to issue advice on at least every proposed decision concerning the multi-year policy and the annual priorities and focus areas. The Executive Board provides the Council with the necessary policy documents for this purpose.
9. When composing the Advisory Board, the following profile of a prospective member will be taken into account:
  - a. The member endorses the statutory objectives of the ACLO.
  - b. The member takes note of the ACLO policy and current affairs.
  - c. The member uses his/her/their knowledge and experience selflessly for the benefit of the ACLO and the goals to be achieved by the ACLO.
10. A member of the Advisory Board may resign at any time by giving written notice to the Chairman of the Executive Board.
11. A member of the Advisory Board may be dismissed from this position by the General Board on grounds including neglect of his/her/their duties, structural incompatibility of views, incompatibility of interests, or if his/her/their social or personal integrity is or threatens to be compromised.
12. During an ongoing dismissal procedure, the member of the Advisory Board may be suspended by the General Board.
13. A member of the Advisory Board must sign a confidentiality agreement prior to appointment.

#### **§ 4 Sports Council**

##### Article IX.13

1. The Sports Council advises the Executive Board and the independent sector representatives of the General Board on the agenda items of the General Board meeting that relate to the independent package.
2. Sports Council members have access to the results of customer satisfaction surveys and marketing satisfaction surveys and incorporate them into their deliberations throughout the year.
3. The Sports Council is appointed by the General Board on the recommendation of the Executive Board.
4. The members of the Sports Council are eligible for immediate reappointment annually.
5. The Sports Council consists of at least five members.
6. Only participants are eligible for appointment to the Sports Council, unless the participant already holds a board position at the ACLO or an ACLO association.
7. The Sports Council meets one week before the General Board Meeting and discusses a topic linked to the independent package at each meeting.
8. Before each meeting, the members of the Sports Council gather information

from independent athletes, Sports Center coordinators, or by reading up on the subject.

## **§ 5 Hour Allocation and Subsidy Advisory Committee (USAcO)**

### Article IX.14

The USAcO supports the treasurer, sports coordinator, and external coordinator in allocating hours and distributing subsidies.

## **§ 6 New Construction and Plussen Committee**

### Article IX.15

The New Construction and Improvement Committee supports the Executive and General Boards in matters related to the sports center's new construction project. The goal is to appoint committee members who will serve for more than two years.

## **§ 7 Activities Committee**

### Article IX.16

The Activities Committee is responsible for events for the board members of the ACLO student sports associations. The Internal Affairs Coordinator believes that an additional event for the active ACLO could be added.

## **§ 8 Sports Committee**

### Article IX.17

The Sports Committee supports the Executive Board in organizing sports-related activities, including the foundation's open competitions.

## **§ 9 Sports License Control Committee**

### Article IX.18

1. If the Executive Board deems this desirable, it will establish a Sports Certificate Control Committee that on a regular basis checks whether participants of the foundation in Its Possession of a valid sports certificate. This is done as often as the foundation's internal coordinator deems necessary.

2. Individuals can join the Sports License Review Committee at any time. The Sports License Review Committee is not appointed by the General Board.

## **§ 10 Promotion team**

### Article IX.19

The Promotion Team is responsible for external promotional communications and taking photos at internal events, at the request of committees or the PR & Marketing Coordinator.

## **§ 11 Gala Committee**

### Article IX.20

The Gala Committee organizes the ACLO Sports Gala.

## **§ 12 Weekend Committee**

### Article IX.21

The Weekend Committee organizes a weekend for the active ACLO.

## **§ 13 Special committees**

### Article IX.22

The Executive Board may establish an ad hoc committee to outsource certain tasks.

### Article IX.23

The Executive Board can establish the Anniversary Committee for the ACLO's anniversary year, if necessary. The Anniversary Committee supports the Executive Board in organizing the anniversary.

### Article IX.24

The GNSK committee can be established by the Executive Board for a one-year term whenever necessary. The GNSK committee supports the Executive Board in organizing the GNSK when it is held in Groningen.

## **CHAPTER X COMPLAINTS AND DISCIPLINE REGULATION**

### **§ 1 General terms and conditions at complaints and violations**

#### **Article X.1**

1. Everyone has the right to file a complaint with the Executive Board. A complaint is a written expression of dissatisfaction regarding a matter affecting the ACLO Foundation.
2. Everyone has the right to report to the Executive Board any violation of the standards set in Article X.2.
3. Everyone has the right to file a complaint or report a violation to the Executive Board.
4. If the Executive Board or a member thereof is involved in a complaint or a violation, the chairman must immediately inform the General Board thereof. The Chairman and Vice-Chairman of the General Board then decide whether the case will be referred to a disciplinary committee or the Sports Law Institute.
5. If the General Board or a member thereof is involved in a complaint or violation, the chair and secretary of the Executive Board will decide whether the case will be referred to a disciplinary committee or the Sports Law Institute.

### **§ 2 Offences of a distinct nature**

#### **Article X.2**

1. The Executive Board is entitled to take measures as referred to in Article X.3 if:
  - a. A participant or association that does not adhere to the statutes and regulations established by the foundation code of conduct and conditions or of which a member or members continuously harm the interests of the foundation.
  - b. A person who uses accommodations, materials, discounts, subsidies, or instructors made available by the foundation without meeting the conditions set for this purpose.
  - c. A person commits a criminal offence under the Criminal Code and this is established by a final judgment of the criminal court or a penal order issued by the public prosecutor within the meaning of Article 257a of the Code of Criminal Procedure.

### **§ 3 Measures**

#### **Article X.3**

The measures in Article X.3 are:

- a. warning;
- b. reprimand;
- c. imposing a fine of up to €125 per offence for individuals and €500 per offense for associations;
- d. full or partial compensation;
- e. advice to the General Board to suspend certain rights, functions or dignities for a certain period;
- f. advice to the General Board to prohibit holding certain positions or dignities;
- g. advice to the General Board for dishonorable discharge;
- h. advice to the General Board to fully or partially withdraw the use of facilities, materials, discounts, subsidies and instructors made available by the foundation, either to associations or to participants;
- i. advice to the General Board to make the provisions referred to in paragraphs e to h valid for several years;
- j. advice to the General Board to withdraw the recognition of the association.

#### Article X.4

1. The measures may be imposed jointly or separately.
2. The fine will be forfeited to the foundation. If a fine or compensation is imposed, a deadline will be set for payment. The fine and compensation will be collected by the foundation's treasurer.
3. The provision referred to in Article X. Measures e through j, as referred to in Article 3, will be submitted by the chair of the Executive Board to a meeting of the General Board within two months. This recommendation must serve as an agenda item for the final decision on the measure. The participant or association affected by the measure has the right to present their views on the proposed measure at the meeting in question.
4. The General Board may delegate the power to impose measures to a disciplinary committee or the Sports Law Institute, without prejudice to the provisions of these regulations.

### **§ 4 Complaints**

#### Article X.5

1. The Executive Board is responsible for handling a complaint.
2. If an association, person or institution is not satisfied with the handling of a complaint by the Executive Board, the complaint in writing, for the attention of the General Board, are brought
3. The association, person, or institution in question will receive an acknowledgement of receipt from the secretary of the Executive Board within three working days of receipt of the complaint. This acknowledgement will state

under whose responsibility the complaint will be handled and within what timeframe a response can be expected.

4. The complaint will generally be handled within 14 days. If the complaint is not resolved within the specified timeframe, the association, individual, or organization will be notified in a timely manner, and a new timeframe will be agreed upon.
5. A complaint is considered to have been dealt with when the association, person or body concerned has received a written response in which the Executive Board, or the General Board in the event of application of paragraph 2 of Article X.5, the foundation is convinced that it has made every reasonable effort, in line with the seriousness of the complaint, to handle the complaint properly.

## **CHAPTER XI FUNDS**

### **§ 1 Participant contribution**

#### **Article XI.1**

At the annual General Board meeting as referred to in Article V.19, the General Board, based on a proposal from the Executive Board, will determine the amount of the participation fee for the following foundation year.

#### **Article XI.2**

1. Payment of the participation fee must be made to the treasurer or a person authorized by the treasurer.
2. The Executive Board regulates the payment method for the participation fee. This will be clearly communicated to all students.
3. All rights and obligations that apply to participants under these regulations commence from the moment the payment of the participation fee has been completed.

### **§ 2 Budget**

#### **Article XI.3**

1. Every year before September 1st, the Treasurer, after consultation with the other members of the Executive Board, draws up a budget of income and expenditure for the following financial year.
2. The Audit Committee reports on its findings regarding the budget in accordance with Article IX.7.
3. The budget is subject to approval by the General Board at the annual meeting referred to in Article V.16.
4. In the event of rejection, a new budget will be drawn up within fourteen days.

#### **Article XI.4**

1. When the Executive Board deems it necessary, the Treasurer, after consultation with the Executive Board, draws up a supplementary budget.
2. The supplementary budget shall be subject to the approval of the General Board, taking into account Article XI.3, paragraph 4.

#### **Article XI.5**

1. Until 15 days after the annual meeting, the treasurer, after consultation with the

other members of the Executive Board, entitled to make necessary payments and collect claims on the basis of the budget drawn up by them, without the permission of the General Board.

2. These payments may not exceed 1/4 of the amount allocated in the budget for each item, unless the General Board determines otherwise.

### **§ 3 Account and Balance Sheet**

#### Article XI.6

1. Every year before March 1, the treasurer shall prepare an account of his/her/their management over the past financial year and a written report on the financial position of the foundation as referred to in Chapter XVIII.
2. The Audit Committee shall report on its findings regarding the accounts and balance sheet referred to in paragraph 1 in accordance with Article IX.7.
3. The accounts shall be audited by the General Board, which may be assisted by such persons as it deems appropriate.
4. Approval of the accounts does not automatically discharge the treasurer from his/her/their actions during the financial year to which the documents pertain, insofar as those actions are apparent from the documents. The treasurer renders an annual account of the management conducted during the past financial year, after which the General Board may decide to grant the treasurer discharge.
5. The Treasurer is obliged to communicate any changes made at the request of the accounting service to the General Board as soon as possible.

### **§ 4 Acquisition, construction and renovation of real estate**

#### Article XI.7

1. The foundation may not, except by a decision to that effect by the General Board, spend any funds on the acquisition, construction or renovation of real estate, the sum of €250. surpassing.
2. The decision referred to in paragraph 1 must be taken by a reinforced majority.

### **§ 5 Accountant**

#### Article XI.8

1. The General Board may appoint a financial expert responsible for supervising the foundation's accounting.
2. After examining these accounts, the financial expert will report to the General Board.
3. He must be given access to the documents and books pertaining to these



accounts upon request.

## **§ 6 Loans**

### Article XI.9

1. The foundation may decide to grant loans at favorable interest rates to recognized associations that suddenly face large expenses. Loans are only granted for financing fixed assets.
2. Loans are only granted to an association affiliated with the foundation or to a foundation established by one or more associations affiliated with the foundation.
3. The foundation only provides loans to the extent its financial situation permits.
  - a. The maximum amount you can borrow is €€10,000 per project for a permanently recognised association.
  - b. A temporarily recognised association can only take out a loan amounting to 50% of its annual budget with a maximum of €1.500,-.
4.
  - a. For permanently recognised associations, a maximum term of 10 years applies.
  - b. For temporarily recognized associations, the loan term may never exceed the remaining duration of their temporary recognition. Since this is a maximum of three years, the loan term in practice is one to three years, depending on when the loan is taken out.
5. For loans under €2,500, the minimum annual repayment is €500, excluding annual interest. In principle, the goal is full repayment within three years, unless the Executive Board decides otherwise based on a reasoned request.
6. An association must provide the foundation with security for at least the amount borrowed. The foundation's General Board assesses whether the security provided is sufficient and appropriate. If necessary, the Board may impose additional conditions or require a different form of security. Possible forms of security include:
  - a. the pledging of the purchased assets;
  - b. providing a bank guarantee;
  - c. the foundation's right to withhold future subsidies in the event of non-payment.
7. The interest rate on loans is set annually based on the European Central Bank's refinancing rate as of July 1st preceding the financial year. This interest rate is applied to all new and existing loans in that financial year, with a minimum of 1.0% and a maximum of 5.0%.
8. Early repayment is permitted without penalty and is encouraged if the association's financial situation permits.

### Article XI.10

1. A loan is granted by a decision to that effect by the General Board on a

proposal from the Executive Board.

2. In the event of non-payment, the foundation reserves the right to take appropriate measures, including suspending further financing, withholding subsidies, or recovering the debt through the securities offered.

#### Article XI.11

1. The foundation may grant a subsidy as referred to in XII.7 to an association newly affiliated to the foundation.

#### Article XI.12

1. An association must submit a request for a loan to the treasurer of the Executive Board.
2. Within three months thereafter, the Executive Board shall submit the proposal referred to in Article XI.12, paragraph 1, to the General Board. To that end, the Executive Board shall send a reasoned recommendation with the agenda of the meeting.
3. A loan application must be submitted in writing and must contain at least the following documents and information:
  - a. Repayment plan: A detailed plan explaining how the loan will be repaid, including the timeline and annual payment amounts.
  - b. Liquidity position over the past years: An overview of the association's cash position over the past years, demonstrating the association's ability to repay the loan.
  - c. Budget, actual results, and balance sheet: An overview of the association's current financial situation, including a budget for the current year, the actual results for the current and previous fiscal years, and a current balance sheet. If possible, a budget for the next fiscal year is also required.
  - d. Explanation of the loan's relevance: A justification in which the association explains why the loan is essential to its operation and how the proposed purchase contributes to the association's strategic goals.
  - e. Desired form of security: An explanation of the proposed form of security for the loan.

The General Board decides on the granting of loans and may, depending on the documents submitted, impose conditions on the approval or disbursement.

## **§7 Bank**

#### Article XI.13

As stipulated in the articles of association, the foundation's capital must be held in a risk-free savings account at a systemic bank. At least two of the three major rating agencies—S&P, Fitch, and Moody's—must have assigned a single-A rating to this systemic bank.

## **CHAPTER XII GRANT**

### **§ 1 General terms and conditions**

#### **Article XII.1**

1. Subsidy criteria are established by decision of the General Board, taking into account the provisions of this chapter.
2. Recognized associations are expected to be aware of the provisions of the foundation's subsidy regulations.

#### **Article XII.2**

The Executive Board may grant exemptions with regard to Articles XII.4, paragraph 1, and XII.6.

### **§ 2 Student sports events**

#### **Article XII.3**

The foundation may provide a guarantee subsidy for the organizational costs of tournaments or competitions organized by associations, at the discretion of the Executive Board.

#### **Article XII.4**

1. The subsidy must be requested in writing to the Executive Board no later than one month before the date of the event.
2. The grant application must be accompanied by a balanced budget.

#### **Article XII.5**

1. Based on the budget, after the Executive Board has submitted the subsidy request, a maximum guaranteed subsidy will be determined, provided that the provisions of this chapter are complied with.
2. The Executive Board has the right not to honor an application for financial reasons.

#### **Article XII.6**

1. Within two months after the end of the event, an operating account must be submitted to the treasurer of the foundation, on the basis of which, taking into account the provisions of paragraphs 2, 3 and 4 of this article, the final subsidy is

- promised.
2. Using the operating account and other bookkeeping, the foundation's treasurer checks whether the applicant has adhered to the budget and whether the funds have been managed carefully.
  3. The foundation's Executive Board may request an audit. In the event of proven mismanagement, the association may bear the costs, at the foundation's discretion.
  4. The Executive Board may decide not to pay out promised subsidies or to pay them out only in part in the event of proven mismanagement.

### **§ 3 Start-up grant for newly established associations**

#### Article XII.7

1. The foundation can grant a loan of up to €500 to a newly affiliated, temporarily recognized association to cover start-up or connection costs.
2. The loan referred to in Article XII. 7, paragraph 1, serves as a contribution towards the start-up costs or connection costs that an association must incur in order to join the foundation.
3. The loan amount is based on actual costs incurred, which the association must demonstrate by submitting an invoice to the foundation's treasurer.
4. The loan referred to in paragraph 1 applies for a maximum of the duration of the temporary recognition.
5. A loan referred to in Article XII.7, paragraph 1, may be converted into a gift when:
  - a. the association is permanently recognized;
  - b. The association is not permanently recognized, but the foundation's Executive Board sees reason to do so. The association must submit a written request to the foundation's treasurer.

## **CHAPTER XIII USE AND MANAGEMENT OF REAL ESTATE**

### **Article XII.1**

Real estate owned by the foundation or leased to the foundation can be transferred for use to recognized associations.

### **Article XII.2**

1. The user is liable for all damage caused to the property during its use, unless the Executive Board deems the user not to be responsible for the damage.
2. The user may not change the internal structure of the real estate assigned for use.
3. The user may only use the property in accordance with the intended purpose stated at the start of its use.
4. The foundation cannot be held liable if provisions or measures taken by third parties infringe on the use provided by the foundation.

### **Article XII.3**

No exemption can be granted for the articles in this chapter.

## **CHAPTER XIV USE AND MANAGEMENT OF MOVABLE PROPERTY**

### **Article XIV.1**

1. Movable property owned by the foundation, or leased to the foundation, can be made available to recognized associations and to foundation participants upon presentation of their valid sports certificate.
2. The Executive Board may decide to lend movable property to third parties, provided this does not conflict with any interest of the foundation.

### **Article XIV.2**

The foundation is not obliged to maintain the property referred to in Article XIV.1, paragraph 1, in such a condition that it can serve the use for which it was given.

### **Article XIV.3**

The user may only use the property in accordance with the intended purpose assigned to it at the start of its use.

### **Article XIV.4**

If the user uses the property for a purpose other than that for which it is intended or uses it in such a way that it could cause any harm to the foundation, the Executive Board may, depending on the circumstances, terminate the use.

### **Article XIV.5**

The user is liable for all damage caused to the property during its useful life, unless the Executive Board deems the user not responsible for the damage.

### **Article XIV.6**

If a good diminishes in value as a result of the use for which it was given and through no fault of the user, the user shall not be liable for this diminishment.

## **CHAPTER XV DUTCH STUDENT CHAMPIONSHIPS**

### **§ 1 Grand Dutch Student Championship (GNSK)**

#### **Article XV.1**

The Executive Board is responsible for organising a delegation to the GNSK.

#### **Article XV.2**

In consultation with the sports leaders, the Executive Board determines which participants are eligible for delegation.

#### **Article XV.3**

1. The Executive Board may decide, if it sees valid reasons for doing so, to refrain from or limit participation.
2. The decision referred to in paragraph 1 shall be taken in consultation with the sports leaders involved.

#### **Article XV.4**

The internal coordinator, in collaboration with the relevant sports instructors, ensures optimal composition and preparation of the GNSK team.



## **CHAPTER XVI ANNUAL REPORT**

### **§ 1 Secretarial annual report**

#### **Article XVI.1**

After the end of their administrative year, but at least two weeks before the meeting referred to in Article V.17, the secretary will publish a secretarial annual report covering their administrative year, which runs from September 1st to August 31st.

#### **Article XVI.2**

The annual report referred to in Article XVI.1 shall contain at least:

- a. a report from the Executive Board, on the policy, management and other activities of the foundation;
- b. the composition of the Executive and General Board;
- c. a report on the internal and external contacts maintained by the Executive Board with national, regional and local organizations, associations and institutions;
- d. a brief report of the (Great) Dutch Student Championships, which are organised within the framework of student sports;
- e. a brief report of the competitions, events and broadcasts organised by the foundation.

#### **Article XVI.3**

1. The annual report is sent to the members of the General Board, the recognized associations, the CUOS, the Sports Center and to those who, in the opinion of the Executive Board, are eligible.
2. An annual report is available for inspection at the foundation's office.

### **§ 2 Annual financial report**

#### **Article XVI.4**

After the end of their administrative year, but at least two weeks before the meeting referred to in Article V.18, the treasurer will publish an annual financial report for their administrative year, which runs from September 1st to August 31st.

#### **Article XVI.5**

The annual report referred to in Article XVI.4 shall contain at least:

- a. the account and accountability of the treasurer's financial management over the

past year

b. a report on the foundation's financial position;

Article XVI.6

1. The annual report is sent to the members of the General Board, the recognized associations, the CUOS, the Sports Center and to those who, in the opinion of the Executive Board, are eligible.
2. An annual financial report is available for inspection at the foundation's office.

## CHAPTER XVII PUBLICATIONS

### Article XVII.1

1. The secretary, together with the PR & Marketing Coordinator, is responsible for supervising all publications issued by the foundation.
2. The content and design of all publications require the approval of the PR & Marketing Coordinator or the Secretary.

### Article XVII.2

The texts of all annual publications concerning the associations are drawn up in consultation with the boards of the associations concerned.

### Article XVII.3

The sports coordinator will clearly announce the schedule of use and will also make it known what opportunities are available as part of the program.

## **CHAPTER XVIII DISPENSATIONS**

### **Article XVIII.1**

Dispensations may never conflict with the articles of association.

### **Article XVIII.2**

1. Exemptions from provisions of the internal regulations may be granted by the General Board by a resolution passed by a simple majority of votes, unless otherwise provided in these regulations.
2. Dispensations from provisions allowing decisions to be taken by a reinforced majority can only be granted with the same voting provision.

### **Article XVIII.3**

1. In the event of urgent necessity and if no meeting of the General Board can be held to discuss the proposal, the Executive Board may grant an exemption.
2. The Executive Board is obliged to report at the next meeting of the General Board which provision has been exempted and to what extent.

### **Article XVIII.4**

No exemption is possible from the provisions of this chapter.

## CHAPTER XIX CHANGES

### Article XIX.1

1. The internal regulations may only be amended by a resolution of a meeting of the General Board, passed with 2/3 of the number of valid votes cast.
2. No exemption is possible from the provisions of paragraph 1 of this article.

### Article XIX.2

A proposal to amend the internal regulations can be made by:

- a. the Executive Board;
- b. at least two members of the General Board.

### Article XIX.3

If at least two members of the General Board wish to make such a proposal, the secretary is obliged to convene a meeting of the General Board within three weeks of the request to do so to discuss this proposal.

### Article XIX.4

The Executive Board issues a reasoned opinion on a proposal made by at least two members of the General Board.

## **CHAPTER XX FINAL PROVISIONS**

### **Article XX.1**

Every participant is expected to be familiar with the articles of association and regulations, as well as board decisions and official communications.

### **Article XX.2**

1. The articles of association and regulations, as well as the board decisions and official notices, are filed at the foundation's office and are available for inspection by anyone who so requests.
2. The Executive Board is obliged to provide anyone with access to these regulations upon request.

### **Article XX.3**

These regulations shall enter into force on the day after a decision has been made on them in the prescribed manner and the regulations have been published.