



# House Rules

v.v. Harambee





## Article 1 Members

- 1.1 When members are referred to in these house rules, this includes both ordinary and special members, unless the contrary is explicitly apparent.
- 1.2 Members have the following rights:
  - a. attending the general meeting, speaking and making proposals.
  - b. the right to vote and to elect, both actively and passively.
  - c. receiving association publications.
  - d. participating in activities organised by the association.
- 1.3 Harambee also offers its members the option to extend the membership with one or more of the following rights, for which the supplements determined in accordance with Article 5.1, paragraph b and Article 5.2 apply to the contribution:
  - a. receiving volleyball training in the hall.
  - b. taking part in the contests organised by Nevobo and using the competition uniforms provided by Harambee.
  - c. participating in the mixed competitions organised by Harambee.
  - d. receiving volleyball training on the beach fields.
  - e. participating in the beach competition organised by Harambee.
- 1.4 Beach members mentioned in these house rules, refers to the members who make use of the extensions as referred to in Article 1.3, d and / or e.
- 1.5 Members who extend their membership by one or more of the options from Article 1.3 must be in possession of a valid facility card recognised by the Student Union.
- 1.6
  - a. Donors have the rights as described in Article 1.2, paragraph d.
  - b. There is a separate category of donors, "25+ Club" donors. This is intended for former members who have been members of Harambee for at least one year. These members have the rights as described in Article 1.2, section 1.2c and 1.2d.
- 1.7 Honorary members have the same rights as members. If the condition in Article 1.5 is met, they can also take advantage of the extensions as referred to in Article 1.3.
- 1.8 Each member of the association can nominate an honorary member. The general meeting decides about awarding the honorary membership.
- 1.9 For beach members, Article 1.2 (c) does not apply outside the beach volleyball season unless they have requested the board.

## Article 2 The general meeting

- 2.1 At general meetings, matters concerning the association are discussed. At the general meeting decisions can be made that are binding to the board and members.
- 2.2 Decisions are binding only if at least one fifth of the total number of members is present on the understanding that twenty members are sufficient.
- 2.3 If not enough members are present to make binding decisions, a new meeting will be convened within two weeks. Binding decisions can be made during this meeting at all times, with the exception of decisions as referred to in Articles 12 and 13 of the Articles of association.
- 2.4 The members have the right to add points to the agenda up to seventy-two hours before the start of the general meeting. They will notify the secretary in writing. This ensures that members can take note of the added agenda items before the start of the general meeting.

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- 2.5 The chairman of the meeting is responsible for maintaining order during the meeting.
- 2.6 The chairman of the meeting has the right to suspend the meeting for an indefinite period.
- 2.7 The chairman of the meeting can give the floor to an attendee, if required. However, they do not have to give the floor to the same person more than three times on the same subject, subject to the appeal of this person at the general meeting.
- 2.8 The chairman of the meeting must put all proposals and motions to a vote, subject to an appeal to the general meeting. All proposals and motions on the same subject are put to a vote first.
- 2.9 Votes are made verbally or by show of hands, unless the board or at least three members request a written vote. Votes on persons are always in writing. Written ballots are confidential.
- 2.10 A ballot sheet has no value if:
  - a. it is signed;
  - b. it does not bear a clear name of the candidate(s), whereby nicknames never apply as a clear name;
  - c. it contains more names than is allowed;
  - d. it has not been certified by the board.
- 2.11 There are four voting options: "for", "against", "blank" and "abstention"; the first three are called counting votes, the last being a non-counting vote. In a first voting round, a required majority decides in the counting votes; if this is not achieved, a second round of voting follows, in which a required majority decides "for" or "against".
- 2.12 An appointment or the result of a vote will be announced at the general meeting.

## Article 3 Elections

- 3.1 The board is elected for one year at the annual meeting.
- 3.2 The board proposes candidate board members, whose names will be made public to members, in writing, at least seven days before the start of the general meeting, during which the relevant board election will take place.
- 3.3 An interim vacancy will be filled by the board within twenty-one days; within this period, the members must be informed of the manner in which the vacancy has been filled. Any election shall take place during a general meeting to be convened by the board for the duration of the term of office of the resigning board member.
- 3.4 Members can submit counter-candidates up to twenty-four hours before the start of the general meeting during which the election will take place. This application is made in writing to the secretary and must be signed by at least five members.
- 3.5 The candidate must agree to the candidacy in writing both when the candidate is appointed by the board and/or by the members. This written consent must be submitted to the secretary before the start of the general meeting in which the relevant election will take place.
- 3.6 If no opposing candidates were nominated, the candidates are elected without a vote.

## Article 4 The board

- 4.1 The board consists of a maximum of nine people.

- 4.2 The duties of the board shall be to:
- carry out the work required for the proper functioning of the association;
  - carry out the decisions made during the general meeting.
- 4.3 The powers of the board are:
- arranging general meetings;
  - proclaiming disciplinary measures;
  - taking measures against members, if their conduct gives rise to this.
- 4.4 One of the members of the board represents the association at Nevobo; if there is an overarching body for the sports sector at the University of Twente, hereinafter referred to as the sports umbrella, one of the members of the board represents the association at the sports umbrella; one of the members of the board represents the association at the Student Union, one of the members of the board represents the association at the regional council meeting of Nevobo.
- 4.5 The chairman of the board is in any case responsible for:
- the general management of the association;
  - the coordination of the activities of the co-directors;
- 4.6 The secretary of the board is in any case responsible for:
- taking minutes of meetings;
  - handling correspondence;
  - the timely announcement of general meetings to members;
  - preparing the annual report;
  - maintaining the archive.
  - managing and maintaining membership administration
- The secretary ensures that the articles of association and the house rules are present at every general meeting.
- 4.7 The treasurer of the board is in any case responsible for:
- the management of the funds of the association;
  - maintaining a statement of income and expenditure in such a way that control and accountability is possible;
  - submitting a budget to the secretary at the start of the association year, and before the fifteenth of September, and submitting a financial annual report for the past association year.
- 4.8 The board can grant the treasurer power of attorney to carry out financial transactions for the benefit of the association, without prior consultation with the board.

## Article 5 Finances

- 5.1 At the latest at the general meeting to be held before the end of the current association year, the following amounts and regulations for the following association year will be determined:
- the level of the club contribution
  - the level of the surcharges on the contribution for the expansions as stated in Article 1.3, paragraphs a, b and c.
  - the minimum contribution of donors;
  - the number of fines for the corresponding facts
  - the arrangement with regard to late payment of amounts due;
  - has been cancelled as of 22-09-2016;

- g. has been cancelled as of 22-09-2016;
- h. has been cancelled as of 22-09-2016;
- 5.2 The amount of the supplements on the contribution for the extensions as referred to in Article 1.3, paragraphs d and e shall be set no later than the last general meeting to be held before 1 March.
- 5.3 Honorary members do not pay club fees. However, if they wish to make use of the extensions as in Article 1.3, they must comply with the condition in Article 1.5 and they will owe the supplements referred to in Article 5.1, paragraph b and / or Article 5.2.
- 5.4 For the amounts as stated on the authorisation form, the members sign an authorisation, authorising the association to debit the amounts due. The authorisation is valid until the moment of termination of the membership. By submitting a written objection to the board, a member can request payment of the amounts due in a different way.
- 5.5 Only when members have fulfilled their debts and/or obligations towards Harambee can they terminate their membership.
- 5.6 All amounts owed by or to the board, Harambee or the members must be paid within one month of the invoice date.
- 5.7 The registration fees and travel costs for competitions and/or tournaments imposed by the association are reimbursed by the association. If there is a sports umbrella and *subsidy* for team expenses, the subsidy that the sports umbrella provides for team expenses will be used for *travel* costs. This travel allowance is divided based on kilometres travelled per person and will be paid per team.
- 5.8 If there is a sports umbrella, not referred to in Article, a percentage of the costs that the association can claim with the sports umbrella, can be reimbursed for competitions and/or tournaments.
- 5.9 The percentage mentioned in Article 5.8 can be determined at every general meeting.
- 5.10 Payment of the funds mentioned in Articles 5.7 and 5.8 takes place after the declaration has been submitted to the association.
- 5.11 If a member of the association commits or fails to carry out any actions, resulting in Nevobo fines or other costs that are charged to Harambee, the board can recover these from the person.
- 5.12 The board establishes dates before which expense reports must be submitted. The board will notify all members of these dates in writing.
- 5.13 A committee can only be discharged once the committee procedures have been updated by the committee.
- 5.14 Before a committee with a budget that exceeds € 1000 can be discharged, the following must happen:
  - a. within one month of the end of an event, the financial report must be submitted to the treasurer of the board;
  - b. the treasurer of the board checks the financial report and will forward this to the audit committee within a week after any additions and changes;
  - c. the audit committee checks the financial report and provides a report at the general meeting;
  - d. the committee is discharged by approval of the financial report at the general meeting.

## Article 6 Audit Committee

- 6.1 The committee referred to in Article 10.3 bears the name audit committee.

- 6.2 Committee administrations of committees with a budget that exceed € 1000, must be checked by at least 2 members of the audit committee who are not members of the relevant committee.
- 6.3 The audit committee performs an interim audit of the accounts as per 31 December in January. During the year, the audit committee can carry out (unannounced) checks on the accounts.
- 6.4 The audit committee conducts a cash check for each regular general meeting. The report of this inspection must be available for inspection at least one week before the relevant general meeting.
- 6.5 The audit committee checks the financial report of a committee with a budget that exceeds €1000 one month after the treasurer has checked it.
- 6.6 At least one week before the annual meeting, the report of the audit committee for the members must be available for inspection by the board; in the event of an interim resignation of the treasurer of the board, a report must also be submitted at least one week before the general meeting in which this change of management takes place.
- 6.7 If, in the interim, the audit committee does not have enough members, the Board must fill this vacancy within twenty-one days (not including academic holidays). The election will take place at the next general meeting and will be for the duration of a year.

## Article 7 Referees

- 7.1 The association must supply sufficient referees to Nevobo every year.
- 7.2 Each league team that plays 2nd division or higher supplies at least one student at the start of the season for the association referee course, who must be available for next season's regional referee course.
- 7.3 If the duty to supply to Nevobo as stated in Article 7.1 cannot be met by having one team supply one student, the teams with the lowest number of referees will have to supply an additional student until this duty to supply can be fulfilled. This ratio is determined by the number of referees (regardless of the code) divided by the number of team members. If 2 or more teams with the lowest ratio have an equal ratio, they must all provide an additional referee.
- 7.4 Each student is expected to successfully complete the course and receive a Certificate of Competence during the course year. Each referee is expected to referee the designated matches. Moreover, the student is expected to be available as a referee for two years or longer.
- 7.5 The board of Harambee can grant dispensation for the duties mentioned in Articles 7.2 and 7.4.
- 7.6 The costs of the referee course are paid by Harambee.
- 7.7 If a student or referee does not comply with the provisions of Article 7.4, the board can impose the following sanctions:
  - a. fine to the student or referee
  - b. fine to the entire team
  - c. retiring the team from the competition
- 7.8 The amount of the fine referred to in Article 7.7 can be determined at every General Meeting.

## Article 8 Association publications and personal data

- 8.1 The association has an official body to maintain contacts with the members. This body is called the Association Mail.
- 8.2 The association has an official body to provide members with general information about the association. This body is called "Wham 0". A variation of this body can act on behalf of beach volleyball by the name "Beachwham 0".
- 8.3 The association has an official body to maintain contacts between members. This body is called "Wham". A variation of this body can act on behalf of beach volleyball by the name "Beachwham 0".
- 8.4 The association has an internet page. On this website, in addition to a public section, there may also be a restricted section that is accessible to members and donors in the category of the 25+ Club with a personal access code.
- 8.5 Personal data is collected from members and included in the membership records. This data can be divided into the following categories:
  - a. first name, inserts, last name, birthday (not expressly referring to birth year or age), photo, team in which the member is assigned and position within that team, any memberships of committees;
  - b. address, telephone number, second telephone number, email address;
  - c. other information.
- 8.6 The association has publications that:
  - a. are only intended for members and donors in the 25+ Club category. This concerns the following publications: "Wham 0", "Beachwham 0", and the restricted part of the website
  - b. intended for both members and non-members. This means: the public part of the website, club mailing, "Wham", "Beachwham".
- 8.7 In the publications referred to in Article 8.6, paragraph a, no information about members may be published other than the data from Article 8.5, paragraphs a and b.
- 8.8 In the publications referred to in Article 8.6, paragraph b, no information about members may be published other than the data from Article 8.5, paragraph a.
- 8.9 If a member objects to the publication of certain data as referred to in Article (a) and/or (b), they may submit a written objection to the management.

## Article 9 Technical Committee

- 9.1 The association has a committee that executes the technical policy of the association. This committee is called "Technical Committee".
- 9.2 At least one member of the Technical Committee, the TC coordinator, must also be a member of the board of the association.
- 9.3 When changing the team classification, no play ban may be imposed on any eligible member by dividing it lower than this member at the Nevobo registered state.

## Article 10 Volleyball Uniform

- 10.1 Every member of the association, when representing the association in competitions or tournaments, except for the beach and mix competition, must wear the club colours. The club colours are orange/purple.
- 10.2 The team is fully responsible for the shirts they have received from the board on loan.

- 10.3 At a general meeting, on the recommendation of the board, it may be decided to deviate from the club colours, and only if
- this is required by a sponsor;
  - it concerns competitions/tournaments where the organisation sets additional uniform requirements.
- 10.4 The board ensures sufficient club clothing and distributes it among the teams.

## Article 11 Sponsoring

- 11.1 Where this article refers to sponsorship, the amount of money that is received from the sponsor or advertiser is meant, after deduction of costs required by the sponsor agreement for uniforms, advertising material etc.
- 11.2 This article applies to sponsorship for one or more Harambee teams.
- 11.3 Sponsorship for other matters such as tournaments and advertisements in publications is not covered by this article.  
Where this article mentions team expenses, this refers to registration fees, travel costs and trainer/coach costs. The costs actually incurred by Harambee or the team apply to registration fees and trainer/coach costs; for travel expenses the rates from the Tax and Customs Administration's table apply, regardless of whether the actual costs are higher or lower.
- 11.4 If costs are incurred for competitions or tournaments to which Harambee has not sent a team, the board must first grant permission for these costs to be increased in accordance with this article.
- 11.5 If a team is sponsored and all costs for that team are borne by Harambee, the entire proceeds of the sponsorship will go to Harambee.
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- 11.7 If the costs are borne partly by the team and by Harambee, the sponsorship is in principle divided in proportion to the amount that each contributes to the costs.
- 11.8 If in the case of Article 11.5, 11.6 or 11.7 the total sponsorship is higher than the costs, the remainder flows to the party that has brought in the sponsor: Harambee or the team.
- 11.9 If both a team in particular (eg the highest team) as well as the entire club is sponsored, 50% will in any case go to Harambee and the rest will be divided according to the provisions in Articles 11.5 to 11.8.
- 11.10 The board may deviate from the provisions in this article in special cases. This is laid down in a written agreement between Harambee and the team.

## Article 12 Final Provisions

- 12.1 Each member is obliged to behave in accordance with the articles of association and the house rules. In the event of non-compliance with these obligations, the relevant member will receive a written warning. They may be suspended by the board for a maximum of three months, subject to an appeal to the general meeting. Finally, the member may have their membership withdrawn. Likewise, misbehaviour that damages the good name of the association may result in suspension or disqualification.
- 12.2 Proposals to amend the house rules may be submitted by the board or by at least five members. After submission, a general meeting must be convened within three weeks, which should not be during any academic holidays, in which the proposals will be voted on.

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- 12.3 All terms used in the articles of association and house rules which refer to male persons also concern female persons and vice versa.
- 12.4 All articles of these house rules apply subject to the provisions of the articles of association.
- 12.5 These house rules shall enter into force on 31 October 1986.
- 12.6 The latest amendment to the house rules was approved at the GM of 22 September 2016.