



# INTERNAL REGULATIONS

## ARTICLE 1. GENERAL

- 1.1. These internal regulations are an addition to the Statutes of the VSPVU, which have creating clarity within the existing rules as a goal.
- 1.2. Alterations of the internal regulations can be passed after approval by the General Meeting. Proposals for change can be submitted by all members.
- 1.3. The VSPVU is politically and religiously independent. The association will never carry out the thoughts of a political or religious movement, or house people who would want to do that in the name of the association.
- 1.4. When the VSPVU, one of her committees, or an external party, promotes (partially) in the name of the VSPVU, they have to obey the guidelines from chapter 1 (corporate identity). The Board will be responsible for being available to provide the therefore needed materials. Besides, the Board has the right to make exceptions for this.

## ARTICLE 2. BOARD

- 2.1. The Board meets as often as they feel is needed, but with a minimum of once every two weeks, holiday periods excluded.
- 2.2. The Board is present and available in the Board room from 13.00 to 14.00. If this is not possible due to circumstances, the members will be kept up to date on time. During this time there will be no meetings in the Board room.
- 2.3. The Board plans at least three evaluation meetings per academic year. During this meeting, the functioning of each Board member and the Board as a whole, during the previous period, will be evaluated. The findings of this will be communicated back to the Council of Advice.

## ARTICLE 3. COUNCIL OF ADVICE

- 3.1. The Council of Advice can be asked for advice by the Board. They can also give the Board advice, out of themselves, regarding association business.
- 3.2. The Council of Advice gets the transcripts of every Board meeting.
- 3.3. The members of the Council of Advice are meant to judge independently. Due to this reason, the membership of a committee can be denied to them by the Board.

## ARTICLE 4. COMMITTEES

- 4.1. The association knows the following committees:
  - 4.1.1. The Actie, responsible for activities that can be decided by themselves, of which at least one sporting activity and one cultural activity;
  - 4.1.2. The Balie, responsible for the sale of study books and summaries;
  - 4.1.3. The Chronicles, responsible for making the yearbook;
  - 4.1.4. The Congrescie, responsible for organising at least one study related event, in which the Child Studies students will also be taken into account;
  - 4.1.5. The Feestcie, responsible for organising parties;
  - 4.1.6. The Illusie, responsible for organising the introduction for first years;
  - 4.1.7. The LEX, responsible for organising study related activities;
  - 4.1.8. The Lucie, responsible for organising lustrum activities;
  - 4.1.9. The Opcie, responsible for organising different activities focused on orientation of the work field;
  - 4.1.10. The Reiscie, responsible for organising the yearly foreign country trip, with preferably a minimal of one study related activity;
  - 4.1.11. The Tranz, responsible for supplying the association magazine;
  - 4.1.12. The Wintersportcie, responsible for organising the yearly winter sports trip.
- 4.2. The chairman of a committee has the right to appoint new committee members. This happens under supervision and advice of the Board. This means that the Board has the right to undo the appointment, on grounds of the association interest.
- 4.3. The activities of the association are firstly organised for members, in principle. Because of this, there should be a difference in price for members and non-members. This difference is based on the following three questions:
  1. How much does the VSPVU invest (per participant)?
  2. Do the members benefit to not have non-members at the activity?
  3. What is a reasonable price for a non-member?If a committee concludes that it is preferable to not have a difference in price, than this is possible after approval of the Board.
- 4.4. Committees may decide on how they deal with decision making and meetings themselves. This decision may not conflict with the law, the Statutes of the association and/or the internal regulations of the association.

- 4.5. Every committee has a contact person within the Board. This contact person is an official emissary of the Board and is therefore not a member of the committee. They are supposed to be present at the meetings of the committee, when possible.
- 4.6. When a committee can't make a decision after a voting, the Board has the deciding vote.
- 4.7. A pilot committee is a trial committee or a temporary committee. They are therefore not an official committee. The pilot committee has the same rights and obligations as an official committee. Financial commitments for these committees are an exception on that. Dissolving a pilot committee can happen at all times after the decision of the Board. The Board will report of this in the General Meeting.

## ARTICLE 5. GENERAL BOARD MEETING (GBM)

- 5.1. In the GBM the Board pays their responsibility and has to explain about the executed policy and the still to execute policy.
- 5.2. The Board present a financial statement during the GBM three times and addresses this.
- 5.3. Every Board member and every committee chairman has the right to vote in the GBM.
- 5.4. In case a chairman can't be present at a GBM, they have to send a representative of the committee. In case this representative wants to vote, the chairman has to give a written authorization of this to the Board.
- 5.5. Every member has the right to ask the Board for an invitation to the GBM, in case they find this necessary. During this GBM, this member has the right to ask for initiatives and to make their opinion known.
- 5.6. There will be a voting about alterations in the association space, if this can be reasonably expected. Members must always ask the Board for permission to make alterations to the space. The Board will judge if permission of the GBM is necessary for this.
- 5.7. There must be a voting in the GBM about replacements of association properties and new investments, if the amount is larger than or equal to 200 euros, as long as it is less than 500 euros, see article 6.5. This does not apply to a payment that is being done from the post Board expenses, because these have to be answered for to the School.
- 5.8. In case the Board deems it desirable that a new pilot committee is founded, this can only happen after approval by the GBM.
- 5.9. The GBM has to elect new committee chair(wo)men. Current chair(wo)men who want to stay during the following year, have to be re-elected. In case a position remains open, the Board is responsible for finding a solution. The Board can take a decision on this.



- 5.10. A new chair(wo)man of a committee has to get at least a majority of positive votes. When there is a choice between multiple candidates, all the candidates need to have a majority of positive votes and the person that has the most positive votes wins. Before this meeting it will be decided when this chairman starts its function.
- NB: Neutral votes are votes not cast and therefore do not count.
- 5.11. Only after a discussion and hearing everyone's opinion, there can be a voting in a GBM. Voting as an activity can not be a purpose on its own.
- 5.12. The committee chair(wo)men keep the GBM up to date on the progress within their committee.

## ARTICLE 6. GENERAL MEETING (GM)

- 6.1. The VSPVU is required to have a GM twice a year. The first will be in the beginning of the association year, the second half way through the association year. Committee chair(wo)men are deemed to be present there.
- 6.2. During the last planned GM of the academic year, the current Board has to present a Candidacy Board, for which will be voted.
- 6.3. The last GM of the association year, which is also the first GM of the next association year, is the year meeting. During this meeting the Candidacy Board presents her Policy Plan and Budget, which will be voted on.
- 6.4. There has to be a financial audit twice a year, which will be reported on during the year meeting.
- 6.5. There must be a voting in the GM about replacements of association properties and new investments, if the amount is larger than or equal to 500 euros. This does not apply to a payment that is being done from the post Board expenses, because these have to be answered for to the School.
- 6.6. In case the Board deems it desirable that a pilot committee becomes an official committee, or that a committee is founded, this can only be done after approval of the GM.

## ARTICLE 7. MOURNING PROTOCOL

- 7.1. If one of the members or honorary members passes away, the Board makes sure that:
- 7.1.1. The family receives a message of condolence.

- 7.1.2. There will be a wreath or flower piece present at the funeral or cremation, in consultation with the next of kin.
- 7.1.3. There will be an obituary in a national newspaper, in consultation with the next of kin.
- 7.1.4. There will be a message on the association website [www.vspvu.com](http://www.vspvu.com), in consultation with the next of kin.
- 7.1.5. There will be an 'In Memoriam' in the following almanac, in consultation with the next of kin.
- 7.1.6. There will be a condolence register in the VSPVU room, in consultation with the next of kin.
- 7.1.7. There will be a minute of silence in remembrance of the deceased in the next GM.
- 7.1.8. All the activities that are planned until the day of the funeral or cremation, with the exception of trips, will be postponed, in consultation with the next of kin.
- 7.2. In case one of the committee members passes away, the funeral or cremation will be attended by at least two members of the Board, in consultation with the next of kin.
- 7.3. In case one of the members of the Board passes away, the members of the Council of Advice and the General Board may keep the VSPVU room open, without any members of the Board present, during at least 5 work days or however long the Board deems necessary.
- 7.4. The Board has the final say regarding acting during times of mourning.

## ARTICLE 8 CALAMITY PLAN

- 8.1. In case of any kind of calamity, the Board ensures they:
  - 8.1.1. Follow national and international guidelines
  - 8.1.2. Follow VU guidelines, if the VU is involved or relevant
  - 8.1.3. Try to remain in touch with members as much as possible, we can be a “safe space” for them
  - 8.1.4. Notify members the same day/day after what that will mean for the association, if any news is being shared by the government,
  - 8.1.5. In case of death among members, see mourning protocol in the Internal Regulations.
- 8.2. Should a natural calamity occur (for example a flood), the Board will take the following steps:
  - 8.2.1. Contact members via social media
  - 8.2.2. Follow guidelines of the government
  - 8.2.3. Follow guidelines of the VU if the VU is relevant
  - 8.2.4. If on an event or international event see 8.3 and 8.5 respectively.
  - 8.2.5. Within five working days update members on the current standings regarding things like meetings, opening times of the room and activities
- 8.3. Should a Calamity occur on location (in the Netherlands), the Board should make sure they take the following steps:
  - 8.3.1. Get people to safety
  - 8.3.2. Make sure 112 is called
  - 8.3.3. If necessary, make sure to take care of members, provide first aid if someone present is certified and ensure that members are hospitalized if needed. If members happen to be hospitalized, contact the provided emergency contact(s) about their situations
  - 8.3.4. Go to a visible safe place for stragglers and text everyone where that location is.
  - 8.3.5. Gather the organizing party (either committee members, board members or a combination of the 2). In case anyone is missing, see required actions at point 8.3.4 & 8.3.6.

- 8.3.6. Do a headcount to make sure that everyone at the activity is accounted for. This should be done by one of the contact persons from the Board. If they are not present, the committee should take over
- 8.3.7. If anyone is missing who was not on the emergency site, make sure to set out a two person search party. This search party would preferably consist of committee members if they are able and willing to perform said task, since the Board is responsible for the headcount. If that is not possible, the people doing the headcount should make a search party. Before searching, make sure to find out if there are leads of where the particular person has last been seen. The search party should only search in short perimeter and safe places. **Never** search for anyone through rubble
- 8.3.8. Gather supplies and blankets if needed
- 8.3.9. Wait for emergency teams and follow their orders
- 8.3.10. Take the group home at the first safe opportunity
- 8.3.11. Notify (board)members and people at home about the situation to ensure the (Board)members at home can answer any questions as truthfully as possible.
- 8.4. Should a calamity occur on a trip, the Board will execute the following steps:
  - 8.4.1. Get all participants to safety and call the alarm number
  - 8.4.2. Gather the organizing party (either committee members, board members or a combination of the 2). In case anyone is missing, see required actions at point 8.5.3. & 8.5.4.
  - 8.4.3. Do a headcount to make sure that everyone at the activity is accounted for. This should be done by one of the contact persons from the Board. If they are not present, the committee should take over
  - 8.4.4. If anyone is missing who was not on the emergency site, make sure to set out a two person search party. This search party would preferably consist of committee members if they are able and willing to perform said task, since the Board is responsible for the headcount. If that is not possible, the people doing the headcount should make a search party. Before searching, make sure to find out if there are leads of where the particular person has last been seen. The search party should only search in short perimeter (this perimeter will be established on site) and safe places. **Never** search for anyone through rubble
  - 8.4.5. The board will wait for the emergency team to arrive and follow their instructions
  - 8.4.6. One Board member will check up on hospitalized participants. At least one board member must stay with the group



- 8.4.7. The board arranges the trip home if possible.
- 8.4.8. The Board will notify the other Board members in the Netherlands to ensure they can answer all questions they get as truthfully as possible
- 8.5. In case of an epidemic, a variety of things may happen. For example events may be cancelled, the VSPVU room might have to close or even university might close. The Board will handle as follows:
  - 8.5.1. Notify the members through all active communication channels (e.g. mail, Instagram, WhatsApp)
  - 8.5.2. Use Social media to notify members if any large changes occur for the members (e.g. room opening to some extent)
  - 8.5.3. Do as many social activities online as you can (if a committee doesn't organize something, organize something new as Board)
  - 8.5.4. Check with the Faculty Board if the Board is allowed to go to the VU
  - 8.5.5. Check with the Faculty Board if the Board is allowed to work at the VU
  - 8.5.6. Check with the Faculty Board if there is a maximum amount of people allowed in the VSPVU room
  - 8.5.7. Check with the Faculty Board if members are allowed to pick up personal belongings in the VSPVU room
- 8.6
  - 8.6.1. If the Board should decide to act differently than above guidelines due to that being beneficial to the specific situation, the Board always has the right to do so. This is due to the varying nature of these situations.
  - 8.6.2. If no one of the Board is fit to take steps, then RVA and/or committee should take over if (mentally and physically) able to do said task.

## ARTICLE 9. OTHER SUBJECTS

- 9.1. The Board computer is primarily only available for Board members. Members can also make use of it as an exception, after it has been discussed with the Board, with the exception of the Council of Advice and the Financial Audit Committee
- 9.2. Members can preferably only become a member of one committee. When the suitability is equal, the preference should be given to a non-active member
- 9.3. There will not be a different status to members of a committee regarding the rights of payment conditions. When someone feels like they can claim the rights to a different status, the Board will give a definitive answer about this.
- 9.4. Anyone can only be authorized with one blank vote. Every following authorization then has to be in favour, against or neutral. The responsibility of checking this lies with the Board.