

Huishoudelijk reglement (House rules of BeeVee)

A GENERAL PROVISIONS

5 *article 1*

The name of the association is BeeVee.

article 2

The association year is from the 1st of September up to and including the 31st of August.

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article 3

The logo of the association consists of a rampant mouse holding a test tube depicting the name of BeeVee.

15 **B Members and honorary reunionists**

article 4

- 20 a. Members are those who support the association financially for the amount determined by the General Meeting of Members (hereafter referred to as GMM) and are registered for a study programme fitting the criteria of article 5 of the *house rules*. In the event of a (change in) membership, the members can receive an accompanying (digital) membership card. As described in article 10.1 of the *articles of association*, different membership categories can be created. For members, these categories are the year members and the study members. Year membership requires a one-time contribution payment for one whole year, after which the membership expires unless it is renewed by paying the yearly contribution once more. Study membership requires a one-time contribution payment and lasts until the termination of the study member's studies, fitting the conditions of article 5 of the *house rules*.
- 30 b. Friends of BeeVee are those who support BeeVee financially, but are not eligible for regular membership. Friends of BeeVee embody the stipulation of article 6.3 of the *articles of association*. As described in article 10.1 of the *articles of association*, different membership categories can be created. For friends of BeeVee, these categories are the payment per year and payment for three years categories. Friends of BeeVee in the 'per year' category pay once for one year, after this year this membership expires unless it is renewed for another year by paying the contribution once more. Friends of BeeVee in the 'per three years' category pay a minimum contribution at the start of these three years and after this period this membership expires unless it is renewed for another three years by paying the contribution once more.
- 35 c. Honorary members are those appointed by the general meeting of members due to their contribution to the association. Specifically for honorary members, an honorary members party will be organised on a yearly basis.
- 40 d. Honorary reunionists are former members appointed by the general meeting of members due to their contribution to the association, or become an honorary reunionist as described in article 8.d of the *House Rules*.
- 45 e. Members of merit are those appointed by the general meeting of members due to their extraordinary contribution to the association. In addition to the honorary title, a member of merit also receives the honorary membership.
- f. Honorary members, honorary reunionists and members of merit need to agree to the *statement personal information honorary members, honorary reunionists and members of merit of BeeVee*.

50 *article 5*

The following study programmes from the Radboud University allow someone to be eligible for year membership, study membership or honorary membership, and embody the studies outlined in article 5.2 in the *articles of association*:

1. The bachelor (medical) biology
- 55 2. The master biology
3. The master medical biology
4. A pre-master (medical) biology

article 6

60 The board decides on the admission of new members and friends of BeeVee, as stated in article 7 of the *articles of association*. For the admission of new members the following criteria apply:

- a. A year member will be admitted after paying the yearly contribution, agreeing to the general terms and condition of membership, and after approval of admission by the board. The yearly contribution amount is set by the general meeting of members.
- 65 b. A study member will be admitted after paying the one-time study membership contribution, agreeing to the general terms and condition of membership, and after approval of admission by the board. The one-time study membership contribution amount is set by the general meeting of members.
- 70 c. A friend of BeeVee will be admitted after paying the minimum amount of contribution for becoming a friend of BeeVee, and after approval of admission by the board. The minimum amount of contribution for becoming a friend of BeeVee is set by the general meeting of members.

When one becomes a year or study member, one agrees with the documents voted in by the GMM. These include the following documents:

- 75 1. The *general terms and conditions membership*;
2. The *alcohol and drugs policy*;
3. The *statements personal information members of BeeVee*;
4. The *social media guidelines*;
- 80 5. The *sustainability action plan*.

article 7

The appointment of honorary members and members of merit takes place in accordance with the following procedures, detailing the processes of article 5.3 and 6.1 of the *articles of association*.

- 85 a. Honorary members can be nominated by a minimum of three members or by the board. The honorary membership will then need to be approved by the GMM.
- b. Members of merit can be nominated by a minimum of three members or by the board. A nomination for a 'member of merit' must be approved by an independent committee that is appointed by the board before the GMM can approve the membership. Membership of BeeVee is not required to be nominated as member of merit.
- 90 c. Honorary reunionist can be nominated by a minimum of three members or by the board. The honorary membership will then need to be approved by the GMM. Membership of BeeVee is not required to be nominated as honorary reunionist.

95 *article 8*

The membership of a member ends under one of the conditions listed below. A division is made between study members, annual members, and honorary members.

- a. The board will proceed to terminate the study membership if:

- 100 1. the member has terminated the registration for their study programme fitting the conditions of article 5 of the *house rules*. This refers to the premature termination of the study or completion of the study. In the event of a study break, the (honorary) membership will continue for no more than one calendar year;
- 105 a. To verify if the abovementioned condition is met, all study members will be asked to verify if they are still enrolled in their study programme that fitting the conditions of article 5 of the *house rules*. When a study member fails to verify this, the study membership will be terminated. When an error occurred during verification and the membership was terminated incorrectly, the board will restore the membership.
- 110 b. Verification takes place by sending an e-mail in which the study member is asked to state if the member is still enrolled in the abovementioned study. At least two weeks after this first e-mail, a reminder will be sent. When the study member states he/she is no longer enrolled in the abovementioned study or if the study member fails to reply within one month after the reminder was sent, the membership will be terminated.
- 115 2. article 8, subsection a.1. of the *house rules* does not relate to the member, but the board cannot be reasonably expected to allow the membership to continue. Further provisions are included in the *articles of association*, article 8.1, subsections a, c and d;
- 120 3. the *general terms and conditions membership* of BeeVee are not complied with.
- 120 b. The board will proceed to terminate the annual membership if:
1. the academic year ends;
2. the terms and conditions listed under section a of this article apply. We emphasise that an annual membership also ends upon termination of the study or a study break, and therefore does not continue for a full year.
- 125 c. The member can also terminate their membership if the member does so in accordance with the provisions in the *articles of association*, article 8.1b.
- d. An honorary member will become an honorary reunionist when the member has terminated the registration for their study programme fitting the conditions of article 5 of the *house rules*. When one continues with another study programme fitting the conditions of article 5 of the
- 130 *house rules*, one will remain an honorary member for the duration of this master.

C THE BOARD

article 9

135 The board consists of at least the chairman, secretary and treasurer. Ideally, the board also consists of the commissioner education and study materials, the commissioner external relations and two commissioners internal relations. The board can also have one or more general board member(s), which have no predefined lists of tasks.

140 The appointment of board members by the GMM shall be made from one or more nominations. The authority to compile such a nomination rests with both the board and at least ten percent (10%) of the voting members, for which a number of at least fifteen is sufficient. All nominations must be submitted to the board at least five days prior to the respective general meeting of members

article 10

145 The requirement of documenting decisions made outside the board meetings are described in article 15.4 of the *articles of associations*. The decision needs to be documented as well as the considerations that led to this decision and added as an attachment to the next set of minutes. This

150 requirement shall be reserved exclusively for significant matters that significantly impact the
association's operations and finances. Decisions falling under this category may include but are not
limited to:

- a. Significant financial expenditures or investments
- b. Changes in leadership or executive appointments
- c. Adoption or modification of long-term strategic plans
- 155 d. Disciplinary actions towards members
- e. Decisions impactful to the operation of the association

article 11

- 160 a. As members of the association, board members are subject to the same regulations that
are in place for regular members. As such, the board has the right to suspend the
membership of one of its board members for a period of two months or terminate their
membership of the association, as stipulated in articles 8.10 and 8.8 of the *articles of
association*, provided the decision-making process is in accordance with article 15 of the
165 *articles of association*. As a consequence, said board member will effectively also be
suspended from the board.
- b. Seeing as members of the board are responsible for running the association, a failure to
carry out their duties can be interpreted as bringing unreasonable harm to the association. It
is therefore a valid ground for suspension. Other valid grounds include unwanted behaviour
and other acts fitting within the scope of reasons set out in article 8 of the *articles of
170 association*.
- c. Upon suspension of one of its members, the rest of the board must notify the association
and organise a GMM within the suspension period. Here, they will have to clarify the board
member's membership suspension. The GMM will then decide on any further action and can
decide to:
 - 175 1. suspend or terminate the board member's position on the board, as stipulated in
article 13.2 of the *articles of association*;
 - 2. terminate the board member's membership of the association, effectively ending
membership of the board as well in accordance with article 13.3. of the *articles of
180 association*;
 - 3. lift the suspension;
 - 4. take any further actions deemed reasonable and within the bounds of the *articles of
association*.

article 12

- 185 The chairman's tasks include, insofar as these have not been assigned to others, at least:
- a. the chairing of the GMM and the board meetings;
 - b. calling the meetings of the board as often as deemed necessary, and they must do so
upon the request of one third of the board members;
 - c. the general management of the association;
 - 190 d. the responsibility for the contact with Olympus and the faculty board;
 - e. the vice-treasurership.

article 13

195 The secretary's tasks include, insofar as these have not been assigned to others, at
least:

- a. the exchange of information of the board;
- b. taking the minutes of the board meeting and the GMM;

- c. issuing the (bi)annual report;
- d. arranging the sending of convocations and the association reports;
- 200 e. the maintaining of an archive and a member administration;
- f. the vice-chairmanship.

article 14

The treasurer's tasks include, insofar as these have not been assigned to others, at least:

- 205 a. the management of the monies of the association and the meticulous keeping of the incoming and expenses;
- b. drawing up an intermediate balance sheet four times a year, which must be presented in the board meeting;
- 210 c. writing the financial (bi)annual report and the related obligations;
- d. the signing of monetary payments. If it involves an amount of more than € 1000.-, then this is discussed with the chairman of the board;
- e. managing the merchandise of BeeVee;
- f. the vice-secretaryship.

215 *article 15*

The commissioner education and study materials' tasks include, insofar as these have not been assigned to others, at least:

- a. to be aware of any subjects discussed in the various university councils and participation committees and inform the board thereof, and communicate to the members if necessary;
- 220 b. to support the advancement and the promotion of biology education in the Netherlands and biology education at Radboud University in particular;
- c. keeping the content of the study page on the BeeVee website up to date;
- d. maintaining contact with teachers regarding study materials used by students;
- e. supplying study materials to students;
- 225 f. maintaining contact with suppliers of study materials;

article 16

The commissioner external relations' tasks include, insofar as these have not been assigned to others, at least:

- 230 a. acting as contact for sponsors and Friends of BeeVee;
- b. finding new sponsors and maintaining the current sponsors if possible;
- c. organising sponsored company trips and lunchbreak lectures;
- d. organising company trips and/or lunchbreak lectures that are interesting for biologists.

235 *article 17*

The commissioners internal relations' tasks include, insofar as these have not been assigned to others, at least:

- a. dividing responsibility between the existing fixed activity committees (hereafter referred to as FACs) and ad hoc committees;
- 240 b. maintaining contact with the FACs and ad hoc committees;
- c. discussing the programmes of the various FACs and ad hoc committees with each other;
- d. calling meetings with various FACs and ad hoc committees as often as deemed necessary, though this must be done upon the request of a chair of one of the FACs or ad hoc committees.
- 245 e. discussing the programmes of the various FACs and ad hoc committees with the general

- programme of the board;
- f. informing the board of matters concerning (the activities of) the FACs and ad hoc committees, and vice versa.

250 *article 18*

The board must:

- a. execute decisions taken by the GMM within the determined period, unless this is not feasible due to a force majeure;
- 255 b. notify the members of, and realise changes in, the *articles of association* and regulations accepted by the GMM;
- c. report to the GMM with regard to the policy performed;
- d. generally ensure that the association looks after the interests of a member and acts in accordance with its purpose, as described in article 4 of the *articles of association*.

260 *article 19*

The board must open up the board room each working day from 12.30 to 13:00 p.m. At least one board member must be present during that time. The board determines when these services cannot be provided, and will inform the members thereof.

265 **D ASSOCIATION BODIES**

article 20

The association has association bodies, which include committees, namely FACs and ad hoc committees. The FACs are fixed committees within the association. The ad hoc committees are set up by the board for a period of no more than six months. This period can be extended, provided the GMM has agreed. A FAC can be set up with permission of the GMM by converting an ad hoc committee into a FAC and will continue to exist until they are terminated (see article 24 of the *house rules*). When a FAC is set up with permission of the GMM or an ad hoc committee is set up by the board, a chair of this FAC or ad hoc committee needs to be appointed with immediate effect. Another association body is the Cash Audit Committee (hereafter referred to as 'CAC'), which is further elaborated on in section E – Monetary funds.

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article 20.2

The association has the following FACs with the following purposes:

- 280 a. *Actief Biologen Overleg* (ABO): to secure the quality of education, support members of BeeVee during their studies and to teach them extra-curricular skills.
- b. Alumni committee (Ac): to bear the responsibility for the integration between alumni and the members of BeeVee.
- c. *Activatie Tot Prestatie* (ATP): to enable members to take part in sports activities.
- 285 d. Biology Orientation Committee (BOC): to get the future first year biology students acquainted with the university, the study Biology, the association and Nijmegen during the orientation of Biology.
- e. *Biologen Op Stap* (BOS): to enable members to acquaint themselves with universities and biology abroad, by way of a study trip, and to organise an association weekend.
- 290 f. DIAFRAGMA: documenting activities of BeeVee with photographic and film material and entertaining members by organising creative and media-related activities.
- g. *Feestcommissie* (Fc): entertaining members by organising (theme) parties.
- h. First Year Committee (FYC): ensuring the integration of first year members with older members.

- 295 i. *Kultuur*: providing cultural education to members.
- j. *MOTJE et Al.*: to entertain and inform members with articles regarding biology-related and other subjects in the association magazine and to keep a record of the memories of a year in the form of an almanac. The association magazine will be provided free of charge.
- 300 k. *Public Relations Activity Committee (PRAC)*: to entertain members by organising drinks and to assist the board and other committees in the organisation of their drinks gatherings.
- l. *Site Perfectionerende Internetters (SPIn)*: to maintain the website of BeeVee and to entertain members with computer-related activities.
- m. *Symci*: to introduce members to biological research in the form of seminars and an annual symposium, and to inform them of study and career options.
- 305 n. *Vaste Activiteiten Commissie voor Universitair Onderwijs Leuke Excursies En Spelletjes (VACUOLES)*: to amuse members with (informative) excursions and game related activities.

article 21

- 310 Setting up ad hoc committees can be done by way of approval by the board of a written proposal, submitted by a member with voting rights. This proposal must contain the following information:
- a. the name of the committee;
 - b. the names of the persons who will take part in this committee;
 - c. the name of the chair of the ad hoc committee;

315 d. the content of the activities involved;

 - e. an indication of the period in which the activities will be organised;
 - f. planning the relevant activities and the necessary activities;
 - g. a forecast for the organisation regarding the activities;
 - h. the date on which the proposal is submitted to the board.
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article 22

The board decides on the proposal for an ad hoc committee within four weeks after the proposal was submitted. This decision is provided in writing and includes argumentation. This document is presented at the next GMM.

325

article 23

An ad hoc committee is terminated:

- a. by written termination by the ad hoc committee with the approval of the board;
- b. upon the lapsing of the six-month period if this has not been extended by the GMM;

330 c. by way of a decision taken thereto by the GMM;

- d. if the committee is transferred into a FAC by the GMM;
- e. upon the decision of the board.

article 24

335 A FAC is terminated:

- a. by way of a decision taken thereto by the GMM;
- b. by written termination by the FAC itself with the approval of the board.

article 25

- 340 a. To become a member of a FAC or ad hoc committee, one must be;
- 1. a member of BeeVee;
 - 2. in the case of the FAC Ac, either a member of BeeVee or an alumnus of the study Biology in Nijmegen and a Friend of BeeVee or honorary reunionist;

- 345 b. Students who have completed their study programme fitting the conditions of article 5 of the *house rules* and will not enrol in another study programme that meets these criteria can remain a member of their committee if they meet at least one of the following conditions:
1. They start a master in Nijmegen, which can be enrolled for without a pre-master and are a Friend of BeeVee. They can remain in their committee for as long as they are enrolled in this master.
 - 350 2. They start the (pre)-master Medicine in Nijmegen and are a friend of BeeVee. They can remain in their committee for as long as they are enrolled in this (pre)-master. If they have already started the aforementioned (pre)-master, they can re-join their original FAC, considering the same conditions as mentioned above.
- 355 c. A person is an active member when it takes part in the board, or when this member is a member of a FAC or ad hoc committee and is registered as such with the board and regularly takes part in the proceedings of the committee. Members of BeeVee who are a member of the board or a committee of the umbrella association Olympus are automatically active members of BeeVee.
- 360 d. All active members of BeeVee are obligated to sign the *confidentiality statement members association bodies of BeeVee* to participate in a committee. In the event of a study break, the terms and conditions specified in article 8.a. of the *house rules* and the *general terms and conditions membership* apply. This can be deviated from with permission of the board.

article 26

365 The decisions in the committees are taken by absolute majority of the votes present. In the event of a tie, the board decides.

article 27

- 370 a. Each committee has their own name and logo which can only be changed with permission from the board. With regards to the logo: temporary versions of an existing logo do not need to be discussed with the board.
- b. Each committee draws up its own programme and performs this with the approval of the board. The programme must be in accordance with the purpose of the committee in question. The board can intervene in the programme of a committee if it deems this necessary in the interest of the association.
- 375 c. Each committee chair will draw up part of the annual budget of the committee in question together with the committee treasurer, if present, and the board. The board can refuse expenses of committees if it is in doubt as to whether the money was correctly spent and/or if the expenses deviate too much from the forecast drawn up beforehand and approved by the board.
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article 28

385 Another association body is the Advisory Board (hereafter referred to as 'AB'), that provides advice in respect of the guaranteeing of quality and continuation of the association. Members of the AB are appointed by the board. Former board members can volunteer to take place in the AB. AB members are appointed by the board, but the GMM must be notified of any such appointments. The following provisions apply to the AB:

- a. the acting of the AB must be in the interest of BeeVee. If this is not complied with, the GMM is authorised to remove members from the AB;
- 390 b. the AB has no liability or responsibility in respect to the association and the running thereof and is only an advisory body. The advice of the AB is therefore not binding;
- c. the board must provide the AB with any relevant board and policy related information it

requests. If the board has serious objections towards providing specific documentation, the board should discuss this with the AB. If they cannot reach a conclusion, an impartial organ or person should be asked for advice;

- d. meetings between the board and the AB must take place upon the request of one of both;
- e. the AB has the right to be present at the GMM, but does not have any voting or election rights. When a member of the AB has BeeVee voting rights, the provisions as stipulated in article 19.3 of the *articles of association* apply;
- f. a contact for the board must be appointed in the AB for the purposes of guaranteeing the continuity of the AB;
- g. members of the AB do not become active members of BeeVee. They therefore do not need to comply with the terms and conditions stipulated in article 25 of the *house rules*, unless they are an active member of BeeVee due to other activities;
- h. Members of the AB must sign the *Confidentiality statement members association bodies of BeeVee*, insofar as they have not done so as part of another association body.

article 29

The chair and treasurers of the committees are authorised to perform legal acts as referred to in the *articles of association*, which financially do not exceed € 50.-. Legal activities that involve an amount of more than € 50.- must be approved by the treasurer of the board. The chair and treasurers of BOC and BOS do not require the permission of the treasurer of the board to perform legal activities exceeding € 50.-. All legal activities must service the purpose of the committee in question.

article 30

The board is always entitled to see all the documentation of a committee.

E MONETARY FUNDS

article 31

The financial year of the association is from the 1st of January up to and including the 31st of December. The financial biannual year of the association is from the 1st of January up to and including the 30th of June.

article 32

The funds required for the association are obtained from:

- a. contribution of the members;
- b. income generated by the committees;
- c. income from the sales of study materials;
- d. sponsoring;
- e. Friends of BeeVee;
- f. other income.

article 33

- a. The board is only authorised to perform legal acts, such as obtaining study materials, for an amount of no more than € 200,000.- per year, unless the GMM has given its permission.
- b. The board is allowed to sign contracts binding the association for up to one year without permission of the GMM. For contracts that bind the association for longer than one year permission of the GMM is required before signing.

article 34

445 No more than two weeks before the (bi)annual GMM takes place, the treasurer will provide a balance sheet and profit and loss account of the previous association (half) year to the CAC, which must have audited these documents before the GMM takes place. During the GMM, the treasurer presents the accounts.

450 *article 35*

Members must fulfil their financial obligations, other than the contribution, within thirty days after receiving the invoice. If this rule is not complied with, a summons will be sent which must be paid within fourteen days. If this period is exceeded, the board can suspend the member. A written warning can be followed by a termination of the membership by the board on behalf of the association, as stated in article 8.1c of the *articles of association*.

article 36

The financial committee, as mentioned in article 17.4 of the *articles of association*, the CAC is responsible for checking the monetary flows of BeeVee.

- 460 a. The CAC consists of at least two people. None of the members of the CAC can be a current board member.
- b. The CAC contains at least one non-former board member.
- c. The CAC reports their findings to the GMM.
- 465 d. The CAC must ensure it is aware of the financial condition of the association, at least three times a year.
- e. If the CAC considers the financial situation of the association alarming, it must call a GMM.
- f. Upon request, the board and the committees must provide the CAC an insight into their financial data within a reasonable period.
- 470 g. Members of the CAC must sign the *Confidentiality statement members association bodies of BeeVee*, insofar as they have not done so as part of another association body.

F MEMBER ADMINISTRATION

article 37

- 475 a. The association has an online system of keeping a record of its members. The personal information that is collected and the registration method are stipulated in the *statement personal information members of BeeVee*.
- b. In order to gain access to this data, a personal user name and a password is required. The password is saved in code and is only known by the member once the member has changed it. The board has access to all administered data of the members and can also change them.
- 480

G GENERAL MEETING OF MEMBERS

485 *article 38*

The GMM must be announced in all the relevant means of communication BeeVee has.

article 39

The following is discussed in one of the GMMs held during the academic year:

- 490 a. the (bi)annual report;
- b. the (bi)annual report of the treasurer regarding the financial condition of the association and the account and reporting on the previous association (half) year, as well as a financial

- balance sheet;
- c. the findings of the CAC;
- 495 d. the election of the board;
- e. the election of the CAC;
- f. the policy plans and the budget for the next financial year;
- g. determining the contribution of the next association year.

Based on the time periods named in article 31 of the *house rules*, the (financial) annual report and the (financial) biannual report, as stated in articles 39.a and 39.b of the *house rules*, are written.

The complete agenda and all necessary documents must be available for inspection at least two weeks before the start of the GMM.

The GMM can, if the board deems this necessary, be split up in two or more parts. The board will offer a proposal of which topics will be moved to the next part. The GMM will then decide whether to accept the proposal or not. When declined, the board will come up with a new proposal.

article 40

- 510 a. The members have the right to submit proposals during the meeting if these are supported by at least two other members who have voting rights. They will be discussed immediately unless the GMM wishes it to be discussed at a later date, in which case it is placed on the agenda of the next meeting.
- 515 b. A decision regarding persons or matters on a subject that was not placed on the agenda of the meeting can be postponed by the GMM to the next meeting, which must be held between two and four weeks after the meeting in question. During this meeting, the proposal in question must be voted on.

H VOTING AND ELECTIONS DURING THE GENERAL MEETING OF MEMBERS

article 41

Voting about persons is done in writing. In accordance with article 21.7 of the *article of association* other votes are taken by a show of hands, differently coloured voting cards, or orally, unless the chairman decides otherwise or ten percent of the members with voting rights request a written vote. The request for a written vote must be notified to the chairman of the meeting.

The vote is null and void if:

- a. a voting note contains names that are not in accordance with the names of the proposed persons;
- b. more than one option per candidate has been ticked by the voter;
- 530 c. a voting note has not been completed in accordance with the requirements of the board notified before the voting took place.

When voting about persons, every member present at the GMM who is eligible to vote can submit one voting note. When the GMM does not require a vote, a proposal is deemed to have been accepted by acclamation.

article 42

- a. members with voting rights can cast their vote as follows:
 - 1. in favour: the member with the voting rights considers that the proposal should be accepted;
 - 540 2. against: the member with the voting rights considers that the proposal should not be accepted;
 - 3. blank: the member with the voting rights does not have an opinion on the proposal, but agrees with the outcome;

b. members with voting rights are entitled to withhold their vote.

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article 43

If a person is authorised to vote, this must be reported to the board by the person authorising before the relevant meeting, which can be done digitally. In doing so, the authorised person, who must have voting rights, must show the authorisation. The authorised person has the right to cast the vote on behalf of the person providing the authorisation during all votes, even those not listed on the agenda. Members of the current board are not authorised to submit authorisation during a GMM. During the GMM in which the board changes, the above applies to both the former as well as the new board. Further provisions are provided in article 19.4 of the *articles of association*.

550

555 *article 44*

The candidacy of the board members and the members of the CAC must be accompanied by an oral or written confirmation that the person in question agrees to the candidacy.

560 *article 45*

In case the financial year report is not approved, the GMM can request the Cash Audit Committee and the board to present the financial year report again within a month. The GMM can also appoint a new committee consisting of at least two people, who are tasked with checking the finances of BeeVee once more. This decision also has to be taken if the financial year report is rejected for a second time. This committee has all the same rights and abilities as the Cash Audit Committee. Within a month of their appointment, they report to the GMM with their findings. If this does not result in the financial year report being approved, the GMM takes other action which it deems to be in the best interest of the association.

565

570 **I WEBSITE**

article 46

The system of the BeeVee website differentiates between types of groups, whereby each group has its own digital authority.

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a. The members, the definition of which is described in article 5 and 6 of the *articles of association*, can view the following:

1. personal details;
2. personal contact details;
3. personal login details.

580

They can edit:

4. personal contact details;
5. personal login details (only password).

b. The committee chairmen can do the following:

1. request activities approved by Internal Relations ('IR') listed in the activity planning to be added on the website;
2. edit the committee pages on the BeeVee website.

585

c. Members of the FAC SPIn can edit the following:

1. the technical data of the website.
2. all parts of the frontside of the website with exception for those designed to contain members' personal details or the webshop.

590

d. Members of the FAC DIAFRAGMA can edit the following:

1. media related parts of the website.

e. The board can edit the following:

- 1. the documented data in the member administration;
 - 2. the technical data of the website;
 - 3. all other aspects of the BeeVee website.
- f. The board can make a temporary group filled with only active members for a select period of time which can edit specific webpages, or other parts of the website that do not pertain to the member administration in relation to the purpose of the active members, which must be a part of a purpose of at least one FAC or ad-hoc committee.

J UNWANTED BEHAVIOUR

article 47

Unwanted behaviour in any way, shape or form will not be tolerated within BeeVee. This includes:

- a. unwanted sexual behaviour;
- b. aggressive behaviour;
- c. unwanted physical contact;
- d. other unwanted behaviour.

Article 48

If the board is notified of unwanted behaviour, they will investigate the situation, whilst respecting the privacy of the involved parties. If the behaviour was indeed deemed intolerable, after the aforementioned investigation, the board is compelled to take appropriate action. This can include, but is not limited to, an official warning, the suspension of membership or the termination of membership. Suspension of membership is two months, as stipulated in Article 8 of the *articles of association*. Termination of membership can happen in two ways, as stipulated in articles 8.1c and 8.1d of the *articles of association*. Depending on the severity of each case, it can be decided to either remove the suspected perpetrator from the location or issue a warning and let the activity continue. In case the same individual is found breaking these rules on another occasion, the membership should be suspended. The board should deliberate on the following course of action, which can result in readmittance in the association or a permanent termination of their membership.

All decisions concerning unwanted behaviour should not be taken lightly, as it is always important to investigate and assess the situation with care and vigilance. The board will therefore allow both sides to elaborate on their view of each situation, before taking permanent action.

article 49

Drugging participants of activities is not allowed under any circumstances. If the board is notified of an instance of drugging, they will launch an investigation into the allegations. If the board finds the allegation sustained after the investigation, they will be able to enforce article 8 of the *articles of associations*, which states that the board is allowed to suspend a member for two months or terminate of the membership.

K FINAL PROVISIONS

article 50

Any cases not provided for in the *house rules* or involving a difference of opinion with regard to the content of the provisions of these rules, will be settled by the GMM.

article 51

In special cases, the board is authorised to issue a substantiated written decision deviating from

645 the general policy guidelines, as stated in its *articles of association* or the *house rules*. The board must explain itself during the next GMM on the decisions taken.

article 52

The *house rules* cannot contradict the *articles of association*.

650 *article 53*

A proposal for an amendment to the house rules may be submitted at least two weeks prior to the respective general meeting of members by either the board or by at least ten eligible voting members.

655 The *house rules* take effect immediately after approval by the GMM, provided it is documented in writing. The text of the house rules must be signed by the chairman and the secretary.

The abovementioned house rules have been determined on the GMM held on the 16th of October 2024 and have been signed by the chairman and secretary of the association:

660 *Edyta Kurowska*
(Chairman)



Michiel van Schie
(Secretary)

