

# INTERNAL REGULATIONS W.H.V. CENTAURI

## GENERAL

### Article 1.

1. The internal regulations define the application of the statutes, which are included in the determinations. The internal regulations define the further arrangement of all activities of the association as well.
2. Wherever there is written he/him/his in these internal regulations, she/her can be read as well.

## BOARD

### Article 2.

1. The board is responsible for the implementation of the management tasks as described below in articles 3 to 7.
2. The board is committed to achieve the goals of the association, as described in the statutes.
3. The board is responsible for the management of the funds and goods of the association, considering the determinations in the statutes and internal regulations.
4. The current board is responsible for forming the upcoming board, whereby the following must be considered:
  - a. new board members are nominated by the current board, but members can also nominate themselves;
  - b. the board consists of a minimum of three and a maximum of five members. The following functions are available; President, Secretary, Treasurer, Commissioner Tournaments and Commissioner Activities and PR;
  - c. if a board of five people cannot be formed, the tasks are being redistributed;
  - d. a vice-president must be appointed within the new board.
5. A board period consists of a minimum of one year, but there can be deviated from this in consultation with the other board members.
6. A board period ends in consultation with the other board members, whereby the resigning board member is responsible for the correct completion of his board period and the transfer of his function to his successor.
7. The installation and deinstallation of board members must take place at a general members meeting.

## PRESIDENT

### Article 3.

1. The President leads and supervises the life of the association and is responsible for complying with the statutes and the internal regulations. He is the official spokesperson of the association.

2. He coordinates the activities of the board.
3. He leads the meetings and determines the agenda, except for the right of the general members meeting to make changes. He has the right to end meetings if he believes that the meeting is sufficiently informed, but he is obliged to resume the meeting if 1/3 of the members present at the general members meeting expresses the desire to do so.
4. He prepares the annual report and presents it at the general members meeting at which a board change takes place.

## **SECRETARY**

### Article 4.

1. The Secretary conducts the administration of the association, insofar as this has not been entrusted to others. He is responsible for:
  - a. taking minutes of the meetings;
  - b. keeping overview of all incoming and outgoing correspondence, whereby he is obliged to make a copy or note of all relevant documents;
  - c. assigning correspondence which is meant for specific board members to the right people and conducting the other correspondence;
  - d. keeping track of the members register, out of which the nature of each memberships becomes clear, and manage the digital members register for SWU Thymos;
  - e. updating the script of the board, because this manual must be up-to-date before the transfer to a successor and that is why the script must be complete at the moment of the board change;
  - f. managing the archive of the association at which from each board year the following documents must be archived: financial budget, financial settlement, annual report, minutes of general members meeting(s) and all declaration forms and invoices.

## **TREASURER**

### Article 5.

1. The Treasurer is responsible for the management of the funds of the association. The responsibility for this management lies with the board.
2. He is responsible for collecting the contributions and grants, payments of money owed by the association and he keeps accurate records of this, whereby the following must be observed:
  - a. in absence of a payment to the association (collection of funds) after the expiry of the final payment date, the Treasurer can promote this by sending a reminder by mail and possibly a subsequent dunning;
  - b. he is responsible for settling declarations made for the benefit of the association under the condition that the declaration has been submitted on the official form including original receipt and within one month of issue.
3. He is responsible for the management of the bank account and associated updating of data. In addition, he manages the online banking, debit card and associated PIN code. All data must be accurately written down in the Treasurer folder.
4. The payments from the associations' till are not made by him if there is not a proper receipt.
5. Funds that are not required for covering current expenses are placed in the savings account. A maximum of 500 euros may be on the current account. An exception may be made if there are major payment(s) in prospect.

6. He reports his management at the general members meeting, and submits a budget for the incomes and expenditures for the new association's year.
7. The Treasurer is discharged for his management by decision of the general members meeting.
8. He is obliged to give the Auditing Committee access to the till and the administration and provide all information that the committee may require in respect of his management. He has the same obligation towards the board, which can call him to account at all times.

## **COMMISSIONER TOURNAMENTS**

### Article 6.

1. The Commissioner Tournaments is responsible for the organisation of and participating in handball-oriented activities for members of W.H.V. Centauri and for sports equipment from W.H.V. Centauri. He is responsible for:
  - a. coordinating, stimulating and initiating participation in (student) handball tournaments for and/or by the members including the GNSK and international tournament;
  - b. coordinating, stimulating and initiating organisation of (student) handball tournaments and (practice) matches for and/or by the members;
  - c. having the final responsibility for participation in the international tournament;
  - d. having responsibility for the sports equipment of the association and keeping an overview of the available sports equipment, which includes balls, kits and other items that are used for handball matches and training sessions.

## **COMMISSIONER ACTIVITIES AND PR**

### Article 7.

1. The Commissioner Activities and PR is responsible for the non-handball activities for members of W.H.V. Centauri and the general promotion of the association among members and non-members. He is responsible for:
  - a. coordinating, stimulating and initiating the organisation of activities for and/or by the members;
  - b. coordinating, stimulating and initiating the promotion of the association, including the management of the association's website and other means of communication;
  - c. having the final responsibility for the organisation of the annual Centauri weekend.

## **COMMITTEES**

### Article 8.

1. The association can have the following committees:
  - a. auditing committee;
  - b. international tournament committee;
  - c. weekend committee;
  - d. other committees.

2. The committees, each assigned in its own field, assist the board in the performance of its duties. In doing so, the committees take responsibility at the board and keep the board informed of the state of affairs.
3. The committees are set up by the board, the composition of which is made up by members elected by the board or on initiative of a member. The committees have been appointed for a period of time decided by the board.

## **AUDITING COMMITTEE**

### Article 8a.

1. The auditing committee exists of two or three members who are entitled to vote. Members of the board cannot be part of this committee.
2. The auditing committee supervises the management of the Treasurer and has the right to check the till and the records of the Treasurer at all times.
3. The committee is obliged to carry out this inspection at least once a year for the general members meeting, and to communicate its findings to this meeting written and – if the audit gives incentive to do so – to propose the meeting to discharge the Treasurer for his management in the year in question.
4. The auditing committee is authorised to make proposals to the board regarding the financial policy.

## **INTERNATIONAL TOURNAMENT COMMITTEE**

### Article 8b.

5. The international tournament committee takes care of the organisation and correspondence concerning participating in an international tournament.
6. The international tournament committee exists of at least three members who are entitled to vote.
7. The international tournament committee is composed by the Commissioner Tournaments and he fulfils the role of president in this committee.
8. Within the committee, a treasurer must be appointed and he has the financial responsibility for the committee.
9. The international tournament committee makes a budget and proposes it for approval to the Treasurer of the board, two months prior to the tournament. Afterwards, a final statement has to be made, which also must be approved by the Treasurer of the board.
10. The international tournament committee cannot be discharged before the final settlement is approved before the end of the association's year by the Treasurer of the board.

## **WEEKEND COMMITTEE**

### Article 8c.

11. The weekend committee takes care of the organisation and correspondence regarding the annual Centauri members weekend.
12. The weekend committee exists of at least three members who are entitled to vote.
13. The weekend committee is composed by the Commissioner Activities and PR and he fulfils the role of president in this committee.

14. Within the committee, a treasurer must be appointed and he has the financial responsibility for the committee.
15. The weekend committee makes a budget and proposes it for approval, two months prior to the weekend, to the Treasurer of the board. Afterwards, a final statement has to be made, which also must be approved by the Treasurer of the board.
16. The international tournament committee cannot be discharged before the final settlement is approved before the end of the association's year by the Treasurer of the board.

## **MATERIALS OF ASSOCIATION**

### Article 9.

1. W.H.V. Centauri makes the following materials available for use by members; balls and club kits.
2. The association kit consists of black trousers and a red-black shirt, printed in black with the association's logo, back number and logo of Wageningen University. The away kit consists of black trousers with a blue shirt, printed in white with the association's logo, back number and logo of Wageningen University.
3. The Commissioner Tournaments takes care of the management and stocktaking of all association materials. In case of insufficient or bad material, he must replace it in consultation with the Treasurer of the association, trainer and SWU Thymos.
4. Borrowed materials must return to the association in the same condition. If this is not the case, then this must be reported to the board. The board has the right to take measures and provides any replacement of the material.

## **PENALTIES**

### Article 10.

1. The board is authorised to suspend a member in the exercise of his rights for up to one year.
2. The only reason which is eligible for suspension is misbehaviour during meetings and matches, as well as not fulfilling monetary obligations.
3. The period of suspension is mentioned in the suspension decision. All suspensions, which are still in effect at the annual general members meeting thus expire by operation of law, unless the general members meeting extends the suspension.

## **MEMBERS**

### Article 11.

1. The association has members and honorary members, both have the same rights and obligations as being member of the association.
2. Membership is closed for a minimum of one year and a fixed amount of contribution applies to this.
3. By completing and signing the registration form, the undersigned declares to register as a member of W.H.V. Centauri and to agree with the privacy statement. In doing so, W.H.V. Centauri is responsible for making the privacy statement available and clearly referring to it before signing the registration form.
4. By completing and signing the authorization form, the undersigned authorizes W.H.V. Centauri until unsubscribing to deduct the contribution amount from his (bank)account in

accordance with article 12. If this is not possible for valid reason, the board may decide to make an exception.

5. Membership can only be terminated in writing by sending his unsubscribtion to whv.centauri@wur.nl and must be done before October 15 if the member otherwise is obliged to pay contribution. In doing so, W.H.V. Centauri is responsible for informing the new member of these obligations before signing the registration form.
6. Members are obliged to purchase sports rights by Wageningen University for the entire period that they are a member from W.H.V. Centauri.
7. The training policy applies to aspirant members. This means that these members are free to try out three trainings. After these trainings it is checked, in consultation with the trainer, aspirant member and possibly the board, if this person has sufficient sportive connection with the other members to join the trainings. If this is not the case, the person will be referred to the handball clinics in September or February.

## **CONTRIBUTION**

### Article 12.

1. The general members meeting determines the amount of contribution for members.
2. The contribution applies to the period of one academic year (September to August), regardless of the time of enrolment.
3. It is not possible to invoke a refund of paid contribution, with the exception of justified reasons; force majeure and the membership can no longer be continued.
4. The contribution amount is debited annually on November 1. In case of cancellation of the membership after the date stated in article 11.4, no refund of the contribution will be made.

## **GENERAL MEMBERS MEETING**

### Article 13.

1. A general members meeting is not authorised to take decisions, if less than 1/3 of the members who are entitled to vote signed the attendance list.
2. If the annual general members meeting cannot be held due to the lack of the required number of members, a new meeting must be held within fourteen days. This meeting will be authorised to take decisions, irrespective of the number of members who are entitled to vote, provided that the agenda has remained unchanged and the members have been timely informed about the determination of the new meeting.
3. Each member who is entitled to vote can be authorised by a single member who is entitled to vote to cast his vote.
4. In case of written vote, the President designates those members who form the voting committee.
5. The voting committee decides on the validity of a ballot. Not valid are ballots which:
  - a. not clearly designate a person;
  - b. are attached to other ballots;
  - c. mention other names than those nominated as candidates;
  - d. do not call the right number.

## FINAL DETERMINATIONS

### Article 14.

1. In all cases not provided for in these regulations, the board decides.
2. Each member is expected to know the determinations of the statutes and of the internal regulations as well as further legally established and properly announced rules and determinations.
3. A proposal to change the internal regulations can only be discussed at the general members meeting; it is necessary to be approved with a majority of 2/3 of the amount of valid votes cast.
4. The previous internal regulations will be cancelled by these internal regulations.

Thus established during the general members meeting of Wednesday, October 7, 2020 in Wageningen.

The board:

President: Kaylee Springer

Secretary: Jasmijn Benschop

Treasurer: Rianne van Straaten

Commissioner Tournaments: Laura Wetzel

