

## **Rules of Procedure of SV Eureka**

**Disclaimer:** This translation of the *Huishoudelijk Reglement van SV Eureka* was made for the sole purpose of giving people who do not speak Dutch an impression of how SV Eureka works and is not a legally valid document. Though we have striven to keep this translation as faithful to the original as possible, we recognize true accuracy in translation is impossible. As such, the rules as set out in the Dutch document take precedence in decision making.

### **Article 1. Description**

Study association Eureka is an association with full legal capacity and is based in Utrecht. A copy of the articles of association is filed with the Kamer van Koophandel (literally translated as the Chamber of Commerce) in Utrecht under number 67948014

### **Article 2. Organs within SV Eureka**

S.V. Eureka has the following organs:

1. The General Assembly of Members
2. The Board
3. The Advisory Board
4. The Auditors' Committee

### **Article 3. Membership**

Supplementing article 4 of the articles of association, the following applies:

1. Extraordinary membership can be divided in the following categories:
  - a. Employees connected to the Humanities Honours Programme of Utrecht University.
  - b. People who have been student-members in the past.
  - c. People who have been granted the position through special circumstances, by the board or by the General Assembly of Members.
2. Extraordinary members do not have the right to vote at a General Assembly of Members.

### **Article 4. Benefactors**

Supplementing article 5 of the articles of association, the following applies: benefactors do not have the right to vote at a General Assembly of Members. They do have right to all possible discounts and to participating in activities.

Supplementing article 6 of the articles of association, the following applies:

Benefactors need to meet the following demands:

1. They have some affinity with the Humanities Honours Programme.

#### **Article 5. Annual contributions**

Supplementing article 8 of the articles of association, the following applies:

1. Members, benefactors and extraordinary members are not obliged to pay an annual contribution.
2. Members, benefactors and extraordinary members will be asked for an annual donation.

#### **Article 6. Candidate Board**

1. A candidate board consists of at least three persons. They are chosen or rejected as a whole by the General Assembly of Members, The General Assembly of Members can also choose to reject an individual member of the nominee's board, provided they have a two-thirds majority of all ballots cast.
2. A candidate board has to make a policy plan available in Drift 13 room 1.16, available to all members for inspection.
3. A candidate board can be proposed by the board or through a written nomination.

#### **Article 7. Board meetings**

Supplementing article 11 of the articles of association, the following applies:

1. A board meeting should always be opened with a theme song.
2. The chairperson should always ask how the remaining board members liked their weekend.
3. Should the chairperson fail in performing the task set out in article 7.2, they should buy a crate of beer. The beer bought should not be "pauperbier"[beggar's beer]. This most certainly includes Bavaria.

#### **Article 8. The Board's Task**

Supplementing article 12 of the articles of association, the following applies:

1. The board supervises the enforcement and explanation of the articles of association and the Rules of Procedure.
2. The board ensures the articles of association and the Rules of Procedure are renewed in a timely manner.
3. The board decides in all instances not foreseen by the articles of association and the Rules of Procedure.
4. The decisions of the board should remain within the financial and administrative frameworks, as defined in the articles of association and the rules of procedure.

5. Decisions made by the board can at any and all times be revoked by the General Assembly of Members.

### **Article 9. Board positions and individual tasks**

1. The chairperson is the general leader of the board and offers guidance. The chairperson is the person ultimately responsible for all acts and activities of the association. The chairperson is responsible for chairing the General Assembly of Members, board meetings, and meetings with the Advisory Board.
2. The secretary supervises the correspondence and administration of the association. The secretary manages the board's agenda, the association's agenda, and the archive. Additionally, the secretary records the minutes of the General Assembly of Members, board meetings, and meetings with the Advisory Board and composes the annual report and the end of the association year.
3. The treasurer supervises the financial administration, the management of the association's financial assets and the budgets of committees or members of the association. Additionally, the treasurer is responsible for the semi-annual financial summary and the financial annual report.
4. The internal commissioner is responsible for all internal communication and promotion towards the Honours Programme and its members, coordinators and teachers. The internal commissioner shall support, guarantee and improve enthusiasm, participation and initiative within the association.
5. The external commissioner is responsible for all communication and promotion towards organisations and persons outside of the Humanities Honours Programme. Additionally, they are the primary point of contact for external parties and supports the rest of the board, the committees, and the association in contacting organizations and personen outside of the Humanities Honours Programme.

### **Article 10. Decision-making of the Board**

1. The board takes its decisions by a majority.
2. The chairperson has the deciding vote should a vote remain undecided.

### **Article 11. The Advisory Board**

Supplementing article 13 of the articles of association, the following applies:

1. Every Advisory Board has a term of one (1) year, that is to say the same term as a board. The Advisory Board ensures continuation after the term themselves, which may or may not be in cooperation with the board.
2. The Advisory Board should be approved via a General Assembly of Members with a two-thirds majority of all ballots cast.
3. The Advisory Board can be deposed via a General Assembly of Members with a two-thirds majority of all ballots cast.

4. The Advisory Board is an advisory and supporting organ that advises the board in the taking of important decisions and supervises the progress of the board.
5. A meeting of the Advisory Board is only valid if at least half of the Advisory Board's members is present during this meeting.
6. A Advisory Board meeting should always be opened with a theme song.
7. An Auditor's Committee shall exist within the Advisory Board, to whom the treasurer should always be answerable for the financial state of affairs.

### **Article 12: General Assembly of Members**

Supplementing article 15 of the articles of association, the following applies:

1. Before a convening of a General Assembly of Members, invitations should be sent out at the very least two (2) weeks before the meeting. The agenda should at the very least be sent out one (1) week before the meeting.
2. The board is required to convoke a General Assembly of Members in the case of a written request signed by at least fifteen members, within a period of maximally four (4) weeks.
3. The General Assembly of Members is chaired by the chairperson and the secretary takes minutes. In the case of absence of the chairperson and/or the secretary, the other board members are required to take over these responsibilities.
4. During a General Assembly of Members a voting is solely allowed to take place if this has been established in the agenda and all members of Eureka have been briefed on this vote beforehand per invitation.

### **Article 13. Motions**

1. A motion can be requested of the board via a written request signed by at least fifteen members. This motion has to be submitted at least two weeks before a General Assembly of Members.
2. Motions are accepted if a majority of all ballots cast during the General Assembly of Members support the motion. Motions are only accepted if the articles of association or the law do not determine otherwise.
3. The applicant of the motion presents the content of the motion and the motivations for requesting the motion during the General Assembly of Members. The board gets time to speak after the presentation of the applicant.

### **Article 14. Proxies**

1. Proxies should be submitted in writing or digitally to the secretary.
2. The following information is required to be present in the proxy at the very least: the first and last names of both the proxy giver and the representative, the date of the GAM, and the motion for which the proxy applies.

3. Should the proxy giver be present at the GAM at the time of voting, the proxy expires.
4. If one of the above requirements is not met, the secretary has the right to declare the proxy null and void.

#### **Article 15. Archive**

1. The secretary is responsible for the managing of an archive.
2. The core of the archive consists of annual reports, minutes of the GAM, minutes of the board meetings and photographs of the association's activities.
3. The archived material is kept in the original form the record was. Should a record be digital, it is kept digitally, should a record be physical, it is kept physically.
4. The secretary is free to decide to keep physical records digitally as well.
5. Should it be impossible to keep the archive in an appropriate manner within the association, the secretary is allowed to decide to move part of the archive to an archive repository.

#### **Article 16. Committees**

1. All members of a committee should be members of Eureka.
2. The board has the right to establish and abolish committees. This can also be done by the General Assembly of Members if a majority of all ballots cast is in favour. A two-thirds majority of the General Assembly of Members is so able to reverse decisions made by the board about the abolition of a committee.
3. The committees are obliged to provide for a playbook or a transfer document wherein relevant information for later committee members is collected.
4. Every committee has a board liaison who acts as the primary point of contact between the board and the committee. The committee can use this liaison to pass on their questions and requests to the board. This liaison also keeps the rest of the board up to date regarding relevant developments within the committee.
5. The board liaison of a committee can be a member of this committee but they don't have to be. This person may, by agreement with the committee, be present at meetings with the committee, irrespective of whether they are a member of the committee. Should the liaison be a member of the committee, their position as board liaison does not give them any special influence compared to the other members of the committee.
6. The interpretation and distribution of all roles within a committee - the role of board liaison excepted - are decided within a committee.
7. A committee should at all times be able to disclose financial plans and developments within the committee
8. The committees have academic freedom. This means that the board does not have any influence on a committee's events, publications and other expressions, except in

the cases stated in Article 16, paragraph 10.

9. The committees are accountable to the board.
10. The board is allowed to intervene if the expressions of a committee break the law or cause reputational damage to Eureka, the Humanities Honours Programme, or Utrecht University. The board owes the committee and the Advisory Board an explanation should the board intervene in such a way in the expressions of a committee.
11. The Advisory Board and/or the committee involved can, when doubting the intervention made by the board as mentioned in Article 16, paragraph 10, convoke an emergency GAM. A vote on the validity of the board's intervention shall in any case happen during this GAM, whereby a majority decides. Such an emergency GAM has to be held in a period of maximum three weeks after the initial request.

#### **Article 17. Alumni**

1. Everyone who has been a member of SV Eureka automatically becomes an alum.
2. The board is responsible for the administration of alumni membership.
3. An alum is able to unregister by notifying the board of this in writing.

#### **Article 18. Etiquette**

1. Lightsabers should at all times be used when duelling for the coffee card, that is to say the right to get coffee. Winning is, in this context, defined as the mutual recognition of victory and loss.