

Rules of procedure (HR) D.S.F.V. Blue Falcons

Note that this is a translation of the Dutch House Rules and although the translation is made as well as possible no rights can be obtained from this document!

General provisions

Article 1: -----

1. The association named Delftsche Studenten Floorball Vereniging Blue Falcons, hereinafter referred to as "the association", was founded by notarial deed on 29 November 2007 and has its registered office in Delft.
2. The House Rules shall apply in indissoluble connection with the Articles of the Association, as amended on 14 June 2016.
3. The club is affiliated to the Dutch Floorball and Unihockey Association (NeFUB).

Membership

Article 2: -----

1. Members are obliged to apply for membership of the NeFUB and, once admitted to the NeFUB, to act in accordance with the statutes, regulations and decisions of the NeFUB. The association board is responsible for applying for such membership.
2. Members have the right to participate in training sessions and competitions.
3. Members must be in possession of a valid X pass at X TU Delft, former Unit Sport & Culture, by the deadline set by X TU Delft. If members do not comply, they will not be allowed to participate in training sessions and must pay the sports card fine determined at the general meeting of members.
4. Members are entitled to attend regular and anniversary activities in accordance with the rules laid down for these activities.
5. Members are obliged to pay annual dues in accordance with the decisions made at the general membership meetings.
6. Members are required to complete an authorisation for the settlement of the association's membership fees and all activities, unless other arrangements can be agreed upon with the board. The treasurer will notify its members at least two weeks before a debit takes place.
7. All members should take note of the rules of floorball. Members participating in Dutch competitions are obliged to pass the referee exam of the NeFUB. If the competition-playing member has completed both attempts with insufficient results in the current season, the member will be imposed the sanction described in article 2.9 of the House Rules. Members participating in tournaments must pass or have already passed the referee exam, or have participated in the referee course or have been a referee during supervised training. The association is responsible for providing exams and other opportunities for members to learn the rules of the game.
8. Members participating in a tournament or competition of the NeFUB are also called competition-playing members. A member is a competition-playing member from the point that it has registered, through the board, for a NeFUB competition/tournament. A competition-playing member is no longer a competition-playing member from the regulatory end of the competition/tournament or when this member, through the board, has had himself deregistered early from the competition/tournament. A competition playing member is assigned to a team, for which he/she is co-responsible. The registration with the NeFUB is leading for which team a competition-playing member plays for.

9. In a current season, at least one examination and one re-examination will be held. If a league-playing member has completed both attempts with unsatisfactory results, the member must write a match report of a floorball match focused on the rules of the game. The match in question and deadline for the match report are determined by the Technical Committee. Any member of the Technical Committee other than the person in question has authority to approve a report. If the match report is found to be satisfactory by the set deadline, the member will be given two attempts at the NeFUB examination before the member has to write another match report. If the match report is not approved by the set deadline without valid justification to the board, the sanction will be determined by the general member meeting.
10. Members who, alone or in groups, participate in activities, matches, tournaments and competitions for which registration is through the association, are responsible for the costs and possible (financial) sanctions belonging to the conditions or regulations of the registration. If the member or members in a group are not themselves responsible for causing the (financial) penalty, the board may decide to distribute the responsibility of the penalty in another way.
11. Non-members are entitled to participate three times in a training session. The "Free TryOuts" of X TU Delft are not included here.

Article 3: -----

1. The association has guest players in addition to members.
2. Guest players must be members of a NeFUB member association.
3. Guest players are not members and are only entitled to play in the teams for which they are guest players.
4. Guest players are obliged to pay to the association the costs incurred by the association for their participation in the competition.

Committees

Article 4: -----

1. The association has:
 - a. Activity Committee (AC)
 - b. Promotion Committee (PC)
 - c. Sponsor Committee (SC)
 - d. BigMixed Committee (BC)
 - e. Lustrum Committee (LC)
 - f. Technical Committee (TC)
 - g. Audit Committee (KvC)
 - h. Kitchen and Food Committee (KFC)
2. A committee has committee members.
3. Committee members are installed and discharged at a general member meeting.
4. Committee members leaving a committee should give notice to the committee two months before stepping down. If this is not complied with, the member leaving the committee should help find a replacement if necessary.

Article 5: -----

1. The Activity Committee is responsible for organising various activities for the benefit of the association.
2. The Promotion Committee is responsible for promoting the association, including through the website, social media and at designated events, such as the introductory programmes of Delft University of Technology, De Haagse Hogeschool and InHolland.
3. The Sponsor Committee is responsible for seeking and retaining financial or material sponsorship for the association.
4. The BigMixed Committee is responsible for organising the BigMixed tournament. The BigMixed tournament is an annual large-field mixed tournament held for teams from home and abroad.
5. The Lustrum Committee is responsible for organising activities around the association's lustrum.
6. The Technical Committee, consisting of at least all team captains and permanent trainers, is responsible for the organisation within the teams and training sessions.
7. The Audit Committee, consisting of experts, checks the annual accounts and budget. It also advises the general assembly on its findings.
8. Kitchen and Food Committee provides joint dinners

Advisory Board

Article 6: -----

1. The association has the Advisory Board
2. The purpose of the Advisory Board is to ensure the continuity of the association and observe the interests of its members.
3. The task of the Advisory Board is therefore to provide solicited and unsolicited advice to the board. The Advisory Board is tasked with meeting with the board at least once every three months. In addition, the Advisory Board also acts as a point of contact if a member cannot discuss/resolve something with the board.
4. The Advisory Board should have access to (digital) storage of the association. In addition, the Advisory Board has the same rights and obligations as the board concerning access to personal data and data of the association.
5. The Advisory Board should ensure the continuity of the association if one or more board members do not fulfil their duties for any reason. This means that a member of the Advisory Board can temporarily take over tasks from the board member and the Advisory Board can instruct the board to call an ALV.
6. The Advisory Board writes an annual report of its work. That report is added to the association's annual secretarial report.
7. At least the following decisions of the board are subject to the accountability of the Advisory Board:
 - a. A new permanent direct or indirect cooperation with another association or organisation with a similar purpose, as well as the break-up of such cooperation.
 - b. A proposal to amend the articles of association and by-laws.
 - c. A proposal to dissolve the association.
 - d. Application for suspension of payments or bankruptcy.

- e. A proposal to amend general policy plans.

Article 7: -----

1. The Advisory Board consists of a minimum of two and a maximum of five natural persons.
2. Members of the Advisory Board are appointed by the general member meeting.
3. An Advisory Board member is appointed for a period of three years. For this purpose, one year means the period between two consecutive annual general meetings of members. After expiry of appointment period, the member is immediately eligible for reappointment.
4. Membership of the Advisory Board ends by:
 - a. The charge at a general membership meeting
 - b. Written notice from the member to all other members of the Advisory Board and the Board
 - c. Dismissal or suspension by the general member meeting. If a suspension has not been followed by a resolution of the general assembly to dismiss within one month of a resolution to suspend, the suspension shall end.

Confidential contact persons

Article 8: -----

1. The association has at least two confidential contact persons who are not part of the board and/or trainers' staff.
2. The confidential contact person is a contact officer within the association who is committed to preventing cross-border behaviour, and can be contacted if there are questions and/or concerns and in the event of incidents. The confidential contact person hears and refers but is not responsible for the resolution of an incident.
3. The board is in charge of appointing the confidential contact persons.

Donors

Article 9: -----

1. The association has:
 - a. Annual donors
 - b. One-off donors
2. Annual donors are obliged to make an annual monetary contribution to the association, the minimum size of which is determined by the general meeting of members. Annual donors may also make a one-time donation to the association. A one-off donation is subject to a minimum size decided by the general meeting of members. The donation must be reported by the board at the first general meeting following this donation.
3. Annual donors are entitled to attend the general membership meeting. They have no voting rights therein, but do have the right to speak.
4. Annual donors have the right to terminate their donorship without giving reasons at least four weeks before the end of the financial year by written notice.
5. One-time donors may make a donation. The donation is subject to a minimum size, decided in the general membership meeting. Donations from one-off donors

may be refused by the board, this must then be declared at the next general member meeting

6. One-time donors are not entitled to attend the general membership meeting.
7. Non-cash contributions may be refused by the board.

Article 10: -----

1. The association has the following special annual donors:
 - a. Activity donors
 - b. Bald Falcon donors
2. Activity donors are entitled to attend regular activities.
3. Activity donors and Bald Falcon donors are entitled to attend lustrum activities.
4. Bald Falcon supporters should receive the association newsletter.
5. The minimum size of the monetary contribution of Activity Donors and Bald Falcon donors are set at a general member meeting.

Honorary titles

Article 11: -----

1. The association has the honorary title: member of merit.
2. A member of merit is a member or former member determined at a general member meeting to be a member of merit.

General member meetings

Article 12: -----

1. In voting on persons, the general assembly shall have the following modes of voting:
 - a. Written vote
2. In voting on matters, the general assembly shall have the following modes of voting:
 - a. Voting by show of hands
 - b. Written vote
 - c. Roll-call vote
 - d. Vote by acclamation

Article 13: -----

1. For voting on persons, the board should nominate its candidate at least one week before the general membership meeting
2. A candidate for voting on persons, not nominated by the board, must be notified to the board at least three days before the general membership meeting. Also, the candidacy must be supported in writing by at least eight members.

Article 14: -----

1. Upon entering the general membership meeting, each attendee must sign in on an attendance list.
2. Members do not exercise the right to vote until they have signed up, unless they were already represented by a proxy.

Board

Article 15: -----

1. The board must write an annual report. An annual report includes:
 - a. A secretarial annual report, which provides an overview of important events for the association.
 - b. An annual financial report, which provides an overview, of the association's finances. This financial report should include both financial statements and verbatim explanations.

Article 16: -----

1. The association and the board shall not be liable to its members for loss of property, inflicted material or physical damage or adverse consequences incurred in connection with or during the practice of sports and activities of the association.

Article 17: -----

1. The board is in charge of membership administration.
2. The following details, if available, are kept of the member in the membership records:
 - a. Name
 - b. Date of birth
 - c. Gender
 - d. Membership statement
 - e. Address
 - f. Phone number
 - g. Sports card number
 - h. Email address
 - i. NeFUB number
 - j. Membership type
 - k. Authorisation
 - l. Payment details of obligations to the association
 - m. Transfer forms
3. Personal data are obtained by:
 - a. The registration form filled in at registration
 - b. Changes notified by the member
 - c. Data provided by NeFUB
4. The member is himself responsible for communicating changes in the data described in Article 16 paragraph 2 of the Internal Regulations except Article 16.2.i.: the NeFUB number.
5. Personal data will be used by the association exclusively for association purposes and for information of the NeFUB and X TU Delft. The data will not be made available to third parties unless explicitly authorised by the member.

Images

Article 18: -----

1. At activities, training sessions and competitions belonging to the activities of the association, visual material may be made, unless one explicitly does not give permission. The board will treat this request reasonably.
2. Image material owned by the association may be published on its own channels for the purposes and activities of the association, unless one explicitly does not give permission. If, after publication, it appears that someone objects to the publication, a request for removal should be submitted to the association's board. The board will reasonably deal with the request within 3 working days.

Amendment of Internal Regulations

Article 19: -----

1. Amendments to the standing orders may only be made by a resolution of the general meeting of members, which has been convened with the announcement that amendments to the standing orders will be proposed at that meeting.
2. If a notice is given to a general meeting to discuss a proposal for an amendment, a written copy of it shall be available for inspection by the members in a place suitable for that purpose at least five days before the day of the meeting until after the day of the meeting. This copy must contain the proposed amendment verbatim. This must be done by those who issued the notice convening the general meeting to discuss this proposal.
3. Amendments to the by-laws can only be decided by the general assembly by a two-thirds majority of the number of votes cast.
4. The amendment of the By-Laws comes into force in indissoluble connection with the valid statutes. When the bylaws are amended, the bylaws should be reviewed.
5. The provisions of paragraphs 1 and 2 shall not apply if all persons entitled to vote are present or represented at the general members' meeting and the resolution to amend by-laws is passed unanimously.

Final provision

Article 19: -----

1. In all cases not provided for by the statutes or these bye-laws, the board shall decide, subject to its responsibility to the general assembly.
2. Every member and association body has to abide by the provisions of these internal regulations.