

## **House Rules**

Last amendment: general meeting of members April 26<sup>th</sup> of 2018

### **A GENERAL PROVISIONS**

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#### *article 1*

The name of the association is BeeVee.

#### *article 2*

10 The association year is from 1 September to and including 31 August.

#### *article 3*

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

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### **B Members**

#### *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 the bachelor study Biology or a master study at the Faculty of Natural Sciences, Mathematics and Informatics with biology as basic discipline, either as students or external students. In addition to the rights listed in article 7 of the articles of association, members are entitled to receive the association magazine, free of charge. In the event of (a change in) membership, the members receive an accompanying membership card.
- 25 b. Friends of BeeVee are people who voluntarily support BeeVee financially. Friends of BeeVee are entitled to receive the digital association magazine published by BeeVee, in addition to the rights stated in article 7A of the articles of association.
- 30 c. Honorary members are entitled to attend the honorary members party, in addition to the rights stated in article 7 subsection 2 of the articles of association.
- d. Members who have showed exceptional input for the association during their study, can be proposed at the GMM for the honorary title: 'members of merit'. In addition to the honorary title, a member of merit also receives the honorary membership.
- 35 e. One needs to agree with the general terms and conditions membership if one is to become member of the association.

#### *article 5*

- a. The appointment of year and study members takes place in accordance with the procedure stated in article 4 of the articles of association.
- 40 b. Honorary members can be nominated by members as described in article 4.3 of the articles of association. Membership of BeeVee is not a requirement for nomination for honorary membership. The honorary membership will then need to be approved by the GMM.
- 45 c. The members of merit can be nominated by the members as described in article 4.3 of the articles of association. A nomination for a 'member of merit' must be approved by an independent committee that are appointed by the board before the GMM can approve the membership. Membership of BeeVee is not a requirement for nomination for honorary membership.

*article 6*

50 The membership of a member ends upon written termination by the board or the member. A  
division is made between study members and annual members.

- a. The board will proceed to terminate the study membership if:
  1. the member has terminated his registration at the Natural Sciences, Mathematics and Informatics Faculty at the educational institute Bio-Sciences or a study with Biology as basic principle, in Nijmegen. This refers to the premature termination of the study and completion of studies. In the event of a study break, the membership will continue for no more than one calendar year;
  2. provided article 6 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 6.1, and subsection a, b and e.
  3. the general terms and conditions membership of BeeVee are not complied with.
- b. The annual membership is terminated by the board:
  1. at the end of the study year;
  2. subject to the terms and conditions listed under a. We emphasise that an annual membership also ends upon termination or a studybreak and therefore does not continue for a full year.
- c. The member can also terminate his membership in accordance with the provisions in the articles of association, article 6.1 subsection c.

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## **C THE BOARD**

*article 7*

75 The board ideally consists of the chairman, secretary and treasurer as well as the education and study materials commissioner, the external relations commissioner and two internal relations commissioners.

*article 8*

80 The daily board has the opportunity to temporarily appoint an additional general board member beforehand pursuant to the articles of association in the event of an intermediate vacancy or in the event of an overburdening of the board. This appointment can have a duration of no more than six months. In the period in which an additional general board member is appointed, he/she has the same rights as the other members of the board.

85 *article 9*

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

- a. the chairing of the GMM and the board meetings;
- b. calling the meetings of the board as often as it deems necessary, though it must do so upon the request of another board member;
- 90 c. the general management of the association;
- d. the responsibility for the contact with Olympus, alumni and the faculty board;
- e. the vice-treasurership.

*article 10*

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

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

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

*article 11*

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

- 105 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;
- 110 c. writing the financial semi-annual report and the financial annual report and the related obligations;
- d. the signing of money payments. If it involves an amount of more than € 1,000.-, then this is discussed with the chairman of the board;
- e. the vice-secretaryship;
- 115 f. managing the merchandise of BeeVee.

*article 12*

The education and study material commissioner's tasks include, insofar as these have not been assigned to others:

- 120 a. to be aware of any subjects discussed in the various university councils and participation committees and inform the board thereof and communicate the members if necessary;
- 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;
- 125 e. supplying study materials to students;
- f. maintaining contact with suppliers of study materials;
- g. organising company trips and/or lunchbreak lectures that are interesting for biologists.

*article 13*

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

- a. acting as contact for sponsors and friends of BeeVee;
- b. finding new sponsors and maintaining the current sponsors if possible;
- 135 c. organising sponsored company trips and lunchbreak lectures.

*article 14*

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

- 140 a. dividing responsibility between the existing fixed activity committees (hereafter referred to as FACs) and ad hoc committees;
- 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 chairman of one of the FACs

- 145 or ad hoc committees.
- 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.

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*article 15*

The board must:

- a. execute decisions taken by the GMM within the determined period unless this is not feasible due to a force majeure;
- 155 b. notify the members and realise changes in the articles of association and the house rules and the general terms and conditions 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 (see article 2 of the articles of association).

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*article 16*

The board must open up the board chamber each working day from 12.45 to 1.15 p.m. One board member must be present at that time. The board determines when these services are not provided and will inform the members thereof.

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## **D COMMITTEES**

*article 17*

170 The association has committees, FACs and ad hoc committees. 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 a committee to a FAC and will continue to exist until they are terminated (see article 21 of the house rules).

175 *article 17.A*

The association has the following FACs with the following purposes:

- a. ABO: to secure the quality of education, support members of BeeVee during their studies and to teach them extra-curricular skills.
- b. ATP: to enable members to take part in sports activities.
- 180 c. BOC: to get the future first year biology students acquainted with the university, the study biology, the association and Nijmegen during the introduction period of biology.
- d. BOS: to enable members to acquaint themselves with universities and biology abroad, by way of a study trip.
- e. DIAFRAGMA: documenting activities of BeeVee with photographic and film material and entertaining members by organising creative and media-related activities.
- f. EC: ensuring the integration of first year members with older members.
- g. Fc: entertaining members by organising (theme) parties.
- h. Kultuur: providing cultural education to members.
- i. 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.
- 190 j. PRAC: to entertain members by organising drinks and to assist the board and other committees in the organisation of their drinks gatherings.

- 195 k. SPIn: to maintain the website of BeeVee and to entertain members with computer-related activities.
- l. 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.
- 200 m. VACUOLES: to amuse members with (informative) excursions and game related activities and to organise an association weekend.

*article 18*

Setting up ad hoc committees can be done by way of approval of the board of a written proposal submitted by a member with voting rights. This proposal must contain the following information:

- 205 a. the name of the committee;
- b. the names of the persons who will take part in this committee;
- c. the name of the chairman of the ad hoc committee;
- d. the content of the activities involved;
- 210 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.

*article 19*

215 The board will decide within four weeks after submitting a proposal for setting up an ad hoc committee. This decision is provided in writing and includes argumentation. This document is presented at the next GMM.

*article 20*

- 220 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;
- c. by way of a decision taken thereto by the GMM;
- 225 d. if the committee is transferred into a FAC by the GMM;
- e. upon the decision of the board.

*article 21*

A FAC is terminated:

- 230 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 22*

- 235 a. All members of FACs and ad hoc committees must be a member of BeeVee. Besides that all active members of BeeVee are obliged to sign the confidentially statement active members to participate in a FAC and/or an ad hoc committee. In the event of a study break, the terms and conditions specified in article 6a. of the house rules and the general terms and conditions membership apply. This can be deviated from with permission of the board.
- 240 b. A person is an active member when he/she 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.
- c. Members who are actively involved in the umbrella association Olympus are

automatically active members of BeeVee.

245 *article 23*

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

*article 24*

- 250 a. Each committee has an own name and logo which can only be changed with the permission of the board. As regards the logo: temporary versions of an existing logo do not need to be discussed with the board.
- 255 b. Each committee draws up its programme and performs this with the approval of the board. The programme must be in accordance with the purpose of the relevant committee. The board can intervene in the programme of a committee if it deems this necessary in the interest of the association.
- 260 c. Each committee chairman will draw up part of the annual budget of the relevant committee 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.

*article 25*

265 The Advisory Board (hereafter referred to as 'AB') provides advice in respect of the guaranteeing of quality and continuation of the association. They can be appointed by the board. Former board members can voluntarily take place in the AB. The following provisions apply to the AB:

- 270 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;
- 275 b. the AB has no liability or responsibility in respect of 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 any relevant board and policy related information it requests.
- d. meetings between the board and the AB must take place upon the request of one of both;
- 275 e. only former board members can take part in the AB; this is limited to three persons per board year;
- f. the AB has the right to be present at the GMM, but does not having any voting or election rights. When a member of the AB has BeeVee voting rights, then the provisions as stipulated in article 16.6 of the articles of association apply;
- 280 g. a contact for the board must be appointed in the AB for the purposes of guaranteeing the continuity of the AB;
- h. as such, members of the AB don't become active members of BeeVee. They therefore don't need to comply with the terms and conditions stipulated in article 22 of the house rules, unless they are an active member of BeeVee due to other activities.

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*article 26*

290 The chairmen and treasurers of the committees are authorised to perform legal acts as referred to in the articles of association, which financially do not exceed € 25.-. Legal activities that involve an amount of more than € 25.- must be approved by the treasurer of the board. The chairmen and treasurers of BOC and BOS do not require the permission of the treasurer of the board to perform legal activities exceeding € 25.-. All legal activities must service the purpose of the relevant committee.

*article 27*

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

## **E MONETARY FUNDS**

*article 28*

300 The financial year of the association is from 1 January up to and including 31 December.

*article 29*

The funds required for the association is obtained from:

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- a. contribution of the members;
  - b. income generated by the committees;
  - c. income from the sale of study materials;
  - d. sponsoring;
  - e. friends of BeeVee;
  - f. other income.
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*article 30*

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.

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*article 31*

No more than two weeks before the GMM takes place, the treasures will provide a balance sheet and profit and loss account of the previous association year to the cash audit committee (hereafter referred to as 'CAC'), which must have audited these documents before the GMM takes place. During the GMM the treasurer presents the accounts.

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*article 32*

Members must fulfil their financial obligations, other than the contribution, within 30 days after receipt of 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 (see article 6 of the articles of association).

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*article 33*

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- a. The CAC must ensure it is aware of the financial condition of the association, at least three times a year.
  - b. If the CAC considers the financial situation of the association alarming, it must call a GMM.
  - c. The board and the committees must provide the CAC an insight into their financial data
- 335 within a reasonable period.

## **E MEMBER ADMINISTRATION**

*article 34*

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- a. Member administration
- The association has an online system of keeping a record of its members. The personal information that is collected and the registration method are appointed in the statement

personal information members of BeeVee.

- 345 b. Accessibility of the membership administration  
The member administration is intended to provide members the opportunity to view their  
own data and change if necessary. 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  
350 the member once the member has changed it. The board has access to all administered  
data of the members and can also change them.

## **G GENERAL MEETING OF MEMBERS**

### *article 35*

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

### *article 36*

The following is discussed in a GMM held during the study year:

- 360 a. the (semi-)annual report;  
b. the (semi-)annual report of the treasurer regarding the financial condition of the  
association and the account and reporting on the previous association year, as well as a  
financial balance sheet, drawn up no more than one month before the GMM;  
365 c. the findings of the CAC;  
d. the election of the board;  
e. the election of the CAC;  
f. the policy plans and the forecast for the next association year;  
g. determining the contribution of the next association year.

370 The GMM can, if the board deems this necessary, be split up in two parts. In the first part the  
above-mentioned points a, b and c will be dealt with. In the second part, points d, e, f and g and  
the discharge of the former board will be discussed. In the event of a split up, the second part  
must always take part within the period stipulated in the articles of association.

### *article 37*

- 375 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.  
380 b. A decision regarding persons or matters on a subject that was not placed on the agenda  
of the relevant meeting can be postponed by the GMM to the next meeting, which must  
be held between two and four weeks later. During this meeting the relevant proposal  
must be voted on.

## **H VOTING AND ELECTIONS DURING THE GENERAL MEETING OF MEMBERS**

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### *article 38*

Voting about persons is done in writing. Other votes are taken by a show of hands 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.

390 The vote is null and void if:

- a. a voting note contains names that are not in accordance with the names of the relevant  
proposed persons;

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

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

400 *article 39*

- a. members with voting rights can cast their vote as follows:
  - in favour; the member with the voting rights considers that the proposal must be accepted.
  - against; the member with the voting rights considers that the proposal must not be accepted.
  - 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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410 *article 40*

If a vote is cast by an authorised representative, this must be reported to the board by the authorised person before the relevant meeting; this can be done digitally. In doing so, the authorised person must show the authorisation. The authorised person has the right to cast the vote on behalf of the person providing the authorisation during all voting, 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. See also article 16.11 of the articles of association for further provisions.

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*article 41*

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

*article 42*

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The voting on the various board member positions is done individually. When all the candidates for one certain board member position are rejected by the GMM, then the GMM will arrange that new candidates will be introduced within four weeks. When no new candidate is proposed within four weeks, the candidate who relatively had the most votes is automatically selected.

## **I WEBSITE**

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*article 43*

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

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1. The members (see article 3 of the articles of association) can view the following:
  - personal details;
  - personal contact details;
  - personal login details.

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They can change:

- personal contact details

- personal login details (only password)
- 445 2. The committee chairman can request the following:
- activities approved by Internal Relations ('IR') listed in the monthly overview, the agenda and on Facebook
- 450 3. Members of the FAC SPIn can change the following:
- the technical data of the site
- 455 4. Members of the FAC DIAFRAGMA can change the following:
- media related parts of the site
- 455 5. The board can change the following:
- the documented data in the member administration.
  - the technical data of the site

## **J FINAL PROVISIONS**

460 *article 43*

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.

465 *article 44*

In special cases the board is authorised to issue a substantiated written decision deviating from the general policy guidelines, as stated in its articles of association or the house rules. The board must explain itself on the next GMM on the decisions taken.

470 *article 45*

The house rules cannot contradict the articles of association.

475 *article 46*

The house rules take effect immediately after approval by the GMM, provided it is documented in writing.

*The abovementioned house rules have been determined on the GMM held on April 26<sup>th</sup> of 2018 and have been signed by the chairman and secretary of the association:*

480 *Floor Hurkens*  
*(Chairman)*

*Sven Bennis*  
*(Secretary)*