

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 4.1

- 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 Radboud University 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 1. Students that follow a pre-master (medical) Biology at Radboud University can become preliminary year or study members of BeeVee. Preliminary members have the same rights and duties as year and study members, but do not have voting nor election rights. All terms and conditions that apply to regular year and study members also apply to preliminary members. When a preliminary year or study member starts their master (medical) Biology, the membership can be converted to a regular year or study membership.
- 30 b. Friends of BeeVee are those who voluntarily support BeeVee financially. In addition to the rights stated in article 7.A of the *articles of association*, Friends of BeeVee are entitled to receive the digital association magazine published by BeeVee.
- 35 c. Honorary members are those appointed by the general meeting of members due to their contribution to the association. In addition to the rights stated in article 7.2 of the *articles of association*, honorary members are entitled to attend the honorary members party.
- d. 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.
- 40 e. Honorary reunionists are those appointed by the general meeting of members due to their contribution to the association. Honorary reunionists will have the same rights as honorary members. An honorary reunionist is appointed as follows:
- 45 1. upon the proposal of the board, or at least three members with voting rights from the GMM by a two thirds (2/3) majority of the validly cast votes. This majority is determined in the manner described in article 16.7 of the *articles of the association*;
2. as stated in the *House Rules* article 6.d.
- f. Honorary reunionists need to agree to the *statement personal information honorary members, honorary reunionists and members of merit of BeeVee*.

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article 4.2

a. The appointment of year and study members takes place in accordance with the procedure stated in article 4 of the *articles of association*.

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

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*.

60 These documents can be found on the BeeVee website and can be altered by an absolute majority on a GMM with at least 10% of members with voting rights present.

article 5

65 The appointment of honorary members and members of merit takes place in accordance with the procedure stated in article 4 of the *articles of association*.

a. Honorary members can be nominated by members as described in article 4.3 of the *articles of association*. The honorary membership will then need to be approved by the GMM. Membership of BeeVee is not a requirement for nomination for honorary membership.

70 b. Members of merit can be nominated by 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 is appointed by the board before the GMM can approve the membership. Membership of BeeVee is not a requirement for nomination for member of merit membership.

75 *article 6*

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:

80 1. the member has terminated the registration for the bachelor study Biology or master study at the Radboud University with biology as basic discipline. 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;

85 a. To verify if the abovementioned condition is met, all study members will be asked to verify if they are still enrolled in the bachelor study Biology or master study with biology as basic discipline at the beginning of the new academic year at Radboud University. 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.

90 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.

95 2. 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, subsections a, b and e;

3. the *general terms and conditions membership* of BeeVee are not complied with.

b. The board will proceed to terminate the annual membership if:

1. the academic year ends;

- 100 2. the terms and conditions listed under a. 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.
- c. The member can also terminate their membership if the member does so in accordance with the provisions in the *articles of association*, article 6.1.c or d.
- 105 d. An honorary member will become an honorary reunionist when the member has terminated the registration for the bachelor study Biology or master study at the Radboud University with biology as basic discipline. When one continues with a master study at the Radboud University with biology as basic discipline after their bachelor, one will remain an honorary member for the duration of this master.

110 C THE BOARD

article 7

115 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.

article 8

120 The daily board has the opportunity to temporarily appoint an earlier approved additional general board member, 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, it has the same rights as the other members of the board.

article 9

125 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 it deems necessary, though it must do so upon the request of another board member;
- 130 c. the general management of the association;
- d. the responsibility for the contact with Olympus and the faculty board;
- e. the vice-treasurership.

article 10

135 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;
- 140 d. arranging the sending of convocations and the association reports;
- e. the maintaining of an archive and a member administration;
- f. the vice-chairmanship.

article 11

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

- 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;
- 150 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.

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article 12

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

- 160 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;
- 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;
- 165 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

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

- 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.

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article 14

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

- 180 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 or ad hoc committees.
- 185 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.

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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;
- 195 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 2 of the *articles of association*.

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article 16

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.

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D ASSOCIATION BODIES

article 17.1

The association has association bodies, which include committees, namely 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*). 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 17.2

The association has the following FACs with the following purposes:

- 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.
- 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.
- 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.
- 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.
- 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.
- n. *Vaste Activiteiten Commissie voor Universitair Onderwijs Leuke Excursies En Spelletjes* (VACUOLES): to amuse members with (informative) excursions and game related activities.

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article 18

250 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 chairman of the ad hoc committee;
- d. the content of the activities involved;
- 255 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.

260 *article 19*

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.

265 *article 20*

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;
- 270 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:

- 275 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

- a. To become a member of a FAC or ad hoc committee, one must be;
 - 280 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;
- b. Students who have completed a bachelor Biology in Nijmegen and will not enroll in the master (Medical) Biology can remain a member of their committee when they start a master in Nijmegen, which can be enrolled for without a pre-master and are a Friend of BeeVee,
285 as long as they are enrolled in this master. Students who have already started the aforementioned master can rejoin their original FAC, considering the same conditions mentioned above.
- 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
290 member of the board or a committee of the umbrella association Olympus are automatically active members of BeeVee.
- 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,
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the terms and conditions specified in article 6.a. of the *house rules* and the *general terms and conditions membership* apply. This can be deviated from with permission of the board.

article 23

300 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

- 305 a. Each committee has their 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.
- 310 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.
- 315 c. Each committee chairman 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.

article 25

320 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, if appointed by the board. The following provisions apply to the AB:

- 325 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;
- 330 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;
- 335 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. only former board members can take part in the AB; this is preferably limited to three persons per board year;
- 335 f. 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 16.6 of the *articles of association* apply;
- 340 g. a contact for the board must be appointed in the AB for the purposes of guaranteeing the continuity of the AB;
- h. 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 22 of the *house rules*, unless they are an active member of BeeVee due to other activities;
- i. 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 26

345 The chairmen and treasurers of the committees are authorised to perform legal acts as referred

350 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 committee in question.

article 27

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

355 **E MONETARY FUNDS**

article 28

360 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 29

The funds required for the association are obtained from:

- 365 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;
- 370 f. other income.

article 30

375 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.

article 31

380 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.

article 32

385 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 see article 6 of the *articles of association*.

article 33

- 390 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. Upon request, the board and the committees must provide the CAC an insight into their financial data within a reasonable period.
- 395 d. 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

400 *article 34*

- 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 appointed 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.

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G GENERAL MEETING OF MEMBERS

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article 35

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

article 36

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

- 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;
- 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.

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Based on the time periods named in article 28, the (financial) annual report and the (financial) biannual report, as stated in 36.a and 36.b, are written.

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The GMM can, if the board deems this necessary, be split up in two parts. The board will offer a proposal of which topics will be moved to the second 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 37

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- 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.
- 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.

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H VOTING AND ELECTIONS DURING THE GENERAL MEETING OF MEMBERS

445 *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.

The vote is null and void if:

- 450
- 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;
 - c. a voting note has not been completed in accordance with the requirements of the board notified before the voting took place.

455 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 39

- 460
- 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;
 2. against: the member with the voting rights considers that the proposal should not be accepted;
 - 465 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.

article 40

470 If a vote is cast by an authorised representative, this must be reported to the board by the authorised person before the relevant meeting, which 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 votes, even those not listed on the agenda. Members of the current board are not authorised to submit authorisation during a
475 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 16.11 of the *articles of association*.

article 41

480 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.

article 42

485 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

article 43

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

- a. The members, the definition of which is described in article 3 of the *articles of association*, can view the following:
 - 495 1. personal details;

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

They can edit:

1. personal contact details;
 2. personal login details (only password).
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- b. The committee chairman can do the following:
 1. add activities approved by Internal Relations ('IR') listed in the monthly overview, the agenda and on Facebook;
 2. edit the committee pages on the BeeVee website.
 - 505 c. Members of the FAC SPIn can edit the following:
 1. the technical data of the site.
 - d. Members of the FAC DIAFRAGMA can edit the following:
 1. media related parts of the site.
 - e. The board can edit the following:
 - 510 1. the documented data in the member administration;
 2. the technical data of the site.

J FINAL PROVISIONS

515 *article 44*

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 45

520 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 during the next GMM on the decisions taken.

article 46

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

article 47

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

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The abovementioned house rules have been determined on the GMM held on the 3rd of February 2021 and have been signed by the chairman and secretary of the association:

535 Robin Jansen
(Chairman)

Merijn Schutgens
(Secretary)

