

SABA House Rules

Concept version 2018

Created by the first board of SABA

Definitions

- The association - The association SABA: Student Association Business Analytics
- The articles of association (AoA) - The articles of association (Dutch: statuten) of the association
- The GA *or* the assembly - The general members meeting / assembly of the association
- The programme - the Bachelor or Master in Business Analytics at the VU University in Amsterdam
- The house rules (HR) - The house rules of the association

GENERAL

Article 1

Apart from any laws and what has been stated in the articles of association, internal affairs will be handled by the association through the existence of these house rules, through other documents that rely on the house rules and through lawfully binding decisions made by the GA.

Article 2

Within the association it is stated that all outgoing communications may be electronic. The term written communication also encapsulates email.

Article 3

1. Due to the international character of the programme, English will be the main language with all written communication within the association. The following documents are allowed to deviate from this article:
 - a) The agenda and meeting minutes of board meetings;
 - b) The agenda and meeting minutes of committee meetings, where the board has allowed this.
2. The AoA and the HR will be available in both English and Dutch versions. Only the Dutch versions are legally binding.

Article 4

In cases where the AoA and the HR disagree, the AoA is leading and valid. The board will make sure to solve any discrepancies between the two as soon as possible.

MEMBERS

Article 5

1. Persons that follow the Bachelor or Master in Business Analytics at the VU University in Amsterdam are allowed to become members of the association after payment of the membership fees;
2. Persons that wish to become a member, but do not fulfill the aforementioned requirements are allowed to become member after sending a request to the board. After the board has agreed, the person can become a member of the association after payment of the membership fees.

Article 6

1. It is possible to become a member of the association at all times;
2. The board or the GA will decide on the height of the membership fee, and can be found on the website of the association as well;
3. It is never possible to refund paid membership fees.

Article 7

The rights of regular members are:

1. Right to vote at the GA;
2. Right to attend the GA, speak at the GA and make propositions at the GA;
3. Participate in activities organized by the association.

Article 8

1. An honorary member can be nominated by the board, or by a written request signed by at least ten members, or a written request signed by at least 3 honorary members;
2. An honorary member is a person that meets at least the following criteria:
 - a) They have spent multiple years being an active and positive member of the association, and participated in multiple committees or functions;
 - b) They have actively participated at activities organized by the association and they have a certain familiarity among most of the members of the association;
 - c) The association has often and not in vain been able to request assistance of the member.
3. An honorary member does not necessarily need to be a member of the association;
4. The rights of an honorary member are the same as for a regular member, with the addition that they are exempted from the membership fee. They are, in principle, lifelong members.

BOARD

Article 9

1. The board of the association needs to consist, by Dutch law, of at least three persons;
2. These three persons need to fulfill the function of chairperson, treasurer and secretary, and none of these functions may every be fulfilled by the same person at the same time;
3. The association should strive to have a board that consists of at least five members;

Article 10

The following points hold with regards to board meetings:

1. The board strives to have at least one board meeting every week, except during holidays.
2. Board meetings are accessible for board members only, and persons that have been invited by the board.
3. If votes tie during a board meeting, the vote of the chairperson is decisive
4. The minutes of a board meeting can be requested through the secretary of the board, only by members of the association
5. The board has the right to withhold certain parts of the minutes, if and only if the whole board agrees with this.
6. The creation of the minutes at the board meetings is in principle the responsibility of the secretary, but if desired this task may rotate to other board members

Article 11

Mandatory function. The chairperson of the association has the following tasks/responsibilities:

1. Responsible for all board decisions;
2. Create agendas for both the GA as the board meetings;
3. Chair the GA;
4. Chair the board meetings;
5. Represent the association in general;
6. Coordinate the cooperation, tasks and control within the board.

Article 12

Mandatory function. The secretary of the association has the following tasks/responsibilities:

1. Responsible for the general administration of the board;
2. Responsible for the in- and outgoing correspondence;
3. Take minutes during the GA
4. Take minutes during the board meetings
5. Keep the membership administration up-to-date

Article 13

Mandatory function. The treasurer of the association has the following tasks/responsibilities:

1. Responsible for all financial affairs within the association;
2. Create a association-wide budget;
3. Responsible for financial administration and bookkeeping;
4. Responsible for financial policy within committees.

Article 14

Optional function. The vice chairperson of the association has the following tasks/responsibilities:

1. Support the chairperson where necessary;
2. Replace the chairperson where necessary;
3. Responsible for inter-university communications (faculty, other associations, etc.)

Article 15

Optional function. The chief external relations of the association has the following tasks/responsibilities:

1. Responsible for the maintance of the external relations of the association;
2. Responsible for the organisation of company-related activities hosted by the association;
3. Responsible for the acquisition of sponsors for the association;
4. Support committees with obtaining sponsor funds where necessary.

Article 16

Optional function. The chief internal relations of the association has the following tasks/responsibilities:

1. Organize the committee structure within the association;
2. Responsible for activities in general;
3. Responsible for communication between committees and the board;
4. Responsible for finding the new board.

GENERAL MEMBERS MEETING / ASSEMBLY

Article 17

Members and honorary members have the right to speak during the General Assembly (GA).

Article 18

Members and honorary members have the right to vote during the General Assembly (GA).

Article 19

Members have the right of initiative, change and interruption at the current point of order. The chairperson will decide the correct moment for this.

Article 20

Participants of the GA will have to sign in with full name and signature on a presence list.

Article 21

1. Voting is generally by show of hands;
2. An option or candidate is chosen when they get a majority vote of the total number of votes;
3. Whenever votes are tied, when there are more than two possibilities, a re-vote is called for between the two highest ranking options;
4. Whenever there is another tie, random change will decide the outcome. This can be, for example, done by a random number generator or a coin toss.

Article 22

When announced during the introduction of the meeting, voting can be done *by acclamation*. This means that the chairperson of the meeting adopts a decision *by acclamation*, and the participants of the meeting agree with an applause. No single votes are cast here.

COMMITTEES

Article 23

The board appoints committees. Within the board, this is the responsibility of the Chief Internal Relations.

Article 24

A committee has at least the following functions:

1. Chairperson
2. Treasurer
3. Secretary

Multiple functions may be fulfilled by one person whenever the committee has less than three members.

Article 25

The chairperson of the committee is responsible for the communication from the committee with the board.

Article 26

The treasurer of the committee creates a budget in collaboration with the treasurer of the association.

Article 27

The treasurer of a committee is accountable to give a review of the financial status of the committee after the main committee event (i.e. for the introduction committee this would be after the introduction period) or at the end of the academic year, before the board change.

Article 28

The board appoints one responsible board member for each committee. This board member communicates with the committee through the chairperson of the committee regarding the progress and potential problems, and is allowed attend committee meetings whenever necessary. Within the board, this person reports on the progress of the committee.

ACTIVITIES

Article 29

Members and non-members can enroll for activities organized by the association. When a participation fee is required, members will never have to pay more than non-members.

Article 30

The board or the organizing committee will confirm enrollment to the enrolled person.

Article 31

Enrollment is generally on a first-come first-served base.

Article 32

When enrollment is not on a first-come first-serve base, selection is as follows:

1. When too many people sign up for an activity, and selection is needed, this is done based on the following order:
 - a) Board members;
 - b) Honorary members;
 - c) Members;
 - d) Non members.
2. Whenever selection needs to be done within one of these groups, it is done by chance, which will be controlled by either a member of the organizing committee or a board member;
3. Persons that are not selected are placed on a waiting list;
4. Whenever selection needs to take place, the board or committee will mention this in the invite. When selection has taken place, the results are published as soon as possible;

Article 33

The board can refuse to allow minors to participate in events in special cases.

Article 34

1. Persons that have enrolled for an activity enter an obligation to pay;

2. Selected participants and persons on a waiting list may cancel participation within a period of time that is determined by the board or the organizing committee, and may change for any event. Whenever the cancellation is within this period of time, the obligation to pay is dropped;
3. The board or organizing committee will send a confirmation of a cancellation;
4. Whenever there are cancellations, the free space(s) are filled up based on the waiting list using the stated selection criteria;
5. When a person from the waiting list is selected to participate, they enter the obligation to pay;
6. A person can find a replacement for an activity when they cancel after the cancellation period has passed. Persons on the waiting list have priority in this process. The replacement has to be communicated to the board or the organizing committee.

Article 35

1. The association is not responsible for irresponsible behavior by activity participants;
2. The association is not responsible for damages that occur during activities due to a fault of the participants;
3. The association is not responsible for disturbances, cancellations or changes in activities outside of her power.

Article 36

Participants need to follow instructions by the board and the committee during activities.

Article 37

The possession and use of drugs and prohibited substances during activities is prohibited, unless medically necessary.

Article 38

Ignoring any of the rules stated here during an activity is grounds for removing of the violator from said activity.

PRIVACY

Article 39

At enrollment, members of the association authorize the association to keep the delivered personal data during the membership, and up to two years after membership has been terminated.

Article 40

The board is required to remove personal data from (former) members of the association when the (former) member requests this, or the law requires this.

Article 41

Members of the association allow the association to use photo's on which they appear that have been made during activities or in otherwise association-related setting for their own purposes.

Article 42

At all times, members of the association have the right to request photo's to be removed from the association's database. The board or responsible committee will make sure the requested photos are deleted, or the requester is removed or made unrecognizable from the specific photos without removing the whole picture.

CHANGES

Article 43

These house rules can only be changed during a general members meeting / assembly, which has stated that during this meeting the house rules will be changed. The full overview of changes should be available before the meeting to all members.

FINAL PROVISIONS

Article 44

In all cases where the law, the AoA and these house rules do not give a definite judgement, the board of the association decides.