



HR of Eindhovense Studenten Squash  
Rackets Vereniging Quatsh.

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## List of abbreviations

- E.S.S.R.V. Quatsh, referred to as 'the association' or 'quatsh'
- Bylaws of Quatsh, referred to as 'Bylaws'
- association documents: HR, bylaws, documents of the GMM, decision list of the board, policy documents
- (association) policy: policy plan of the current board, as approved by the GMM
- HR: Houserules of Quatsh
- KvK: Kamer van Koophandel
- ESSF: Eindhoven Student Sport Federation
- SSCE: Student Sports Centre Eindhoven
- code of conduct: Values and standards regarding behavior of members of the association
- Board: a governing body that sets policies for the association and manages the day-to-day business
- Sports card: Subscription to the SSCE, allowing members to use the facilities of the SSCE and join associations
- 'five year rule': Maximum duration of the period in which you can remain a member of student sports associations after ending studying, as defined by the SSCE (see their website)
- GMM: General Members Meeting
- Association year: Period from October till October
- Communication in writing: typed or written
- annual report: Summary of the major events during the past year, including a reflection on the set policy for that past year
- financial year: Period of time during which a treasurer is responsible for the finances and book-keeping of Quatsh
- introduction week: Several days prior to the start of the academic year, as defined by the University of Technology Eindhoven (or Fontys)
- Multi annual policy: longer term policy plan of the association, as approved by the GMM and reflected on by each board
- RvA : Advisory Council (Raad van Advies)
- KasCo: Financial Audit committee (Kas Controle Commissie)

## Article 1: General

- 1.1. The board ensures the availability of the association documents to all its members.
- 1.2. The board ensures that the association policy is in accordance with the HR and the bylaws.
- 1.3. Upon revision of the bylaws or relevant articles in the Dutch law, the HR should be changed accordingly.
- 1.4. Upon termination of the association, this document is no longer valid.
- 1.5. The association is registered at the KvK under number 40238933.
- 1.6. The association is a member of the ESSF, based at the SSCE.
- 1.7. Rules regarding privacy of the data of its members are described in the privacy policy. The board ensures adherence to these rules.
- 1.8. Additional behavioral rules for its members are described in the code of conduct.

## Article 2: Members

- 2.1. The association distinguishes between two categories of members, defined as:
  - i. Regular members;
  - ii. Extraordinary members.The latter category does not belong to the class of 'members' as defined in the bylaws article 5.
- 2.2. The association distinguishes between three types of regular members:
  - i. Training members;
  - ii. Competition members;
  - iii. Recreational members.
- 2.3. Training members are regular members who regularly attend training sessions.
- 2.4. Competition members are regular members who regularly attend training sessions and are part of a competition team of Quatsh.
- 2.5. Recreational members are regular members who do not attend training sessions on a regular basis.
- 2.6. The association distinguishes between two types of extraordinary members:
  - i. Honorary members;
  - ii. Members of Merit;Extraordinary members are given their title by the GMM.
- 2.7. Honorary members are members of the association that were appointed this title due to their extraordinary contribution to the association whilst not being a member.
- 2.8. Members of merit are members of the association that contributed extraordinarily to the association during their time as a regular member of the association.
- 2.9. The title "member of merit" does not terminate regular membership and members of merit are thus allowed to be a regular member as well.
- 2.10. People can become a member of the association by requesting membership from the current board.
- 2.11. People are eligible of being a member if:
  - i. Their membership has been approved by the board , and;
  - ii. They are eligible according to the criteria set by the SSCE.
- 2.12. People are not eligible of becoming a member of the association if their profession consists of playing squash.
- 2.13. The board holds the right to deny a request for a membership.

- 2.14. The decision to deny someone a membership needs to be announced at the next GMM at which it can be undone by the GMM.
- 2.15. The rights of the regular members are:
- i. Attending the GMM;
  - ii. Speaking at the GMM;
  - iii. Having access to the association documents;
  - iv. Making suggestions during the GMM;
  - v. Casting one vote per voting procedure at the GMM;
  - vi. Authorizing another member to vote by proxy at the GMM;
  - vii. Filing a motion during the GMM;
  - viii. Presenting alternative candidates for board positions or positions in association committees;
  - ix. Convening a GMM, while complying with article 3.3.ii;
  - x. Taking a position in the board or committees of the association;
  - xi. Participating in activities organized by and for the association open to their category of membership, while not exceeding the number of available spots for the activity;
  - xii. All other rights that are mentioned in the bylaws, HR, decisions made by the GMM and the board.
- 2.16. An additional right of training members is:
- i. The right to attend one slot of the weekly trainingsessions.
- 2.17. Additional rights of competition members are:
- i. The right to attend one slot of the weekly trainingsessions
  - ii. The right to join one of the competition teams.
- 2.18. Limitations of regular members:
- i. Members that have not paid the contribution fee as described in article 2.19.i and suspended members have limited rights. Only the rights described in article 2.15 up and until sub article 2.15.iii apply to them.
  - ii. Members that do not adhere to article 2.19ii or are absent too many times as determined by the board - can receive a written warning. If the behavior does not change after the warning this member can lose their rights stated in article 2.16 by decision of the board. Members can appeal this decision at the GMM or to the board.
- 2.19. Obligations of regular members:
- i. Paying the yearly contribution fee as described in article 6.7, unless being granted deferral of this obligation by the board;
  - ii. Announcing absence for training sessions, which they will not attend, sufficiently in advance — as determined by the board;
  - iii. Strictly adhering to the bylaws and HR;
  - iv. Not doing any harm to properties of the association;
  - v. Adhering to the code of conduct of the association and those of the organisations that the association is a member of;
  - vi. All other obligations stated in the bylaws and HR and decisions made by the GMM.
- 2.20. Rights of extraordinary members:
- i. Attending the GMM (partially) <sup>1</sup>;
  - ii. Speaking and giving advise during the GMM;
  - iii. Participating in activities by and for the association open to their category of membership, while not exceeding the number of available spots for the activity;
  - iv. If an extraordinary member is a regular member too, all rights as mentioned in article 2.15. 2.16 and 2.17, based on the type of regular membership.
- 2.21. Obligations of extraordinary members:

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<sup>1</sup>If an extraordinary member occupies an external function that might cause conflict of interest on one or more of the agenda topics, the board can decide to avert this member from these parts of the GMM, unless this person is a regular member too.

- i. Strictly adhering to the HR and bylaws;
  - ii. Not doing any harm to properties of the association;
  - iii. Adhering to the code of conduct of the association and those of the organisations that the association is a member of;
  - iv. All other obligations stated in the bylaws and HR and decisions made by the GMM;
  - v. If the member is a regular member as well, the obligation to pay contribution (article 2.19.i)
- 2.22. A membership can be terminated:
- i. In case of death of the member;
  - ii. In case of termination by the member;
  - iii. In case of termination by the board, on one of the following grounds:
    - A. The member does not fulfill its obligations towards the association as stated in article 2.19;
    - B. It can no longer be reasonably expected from the association to continue the membership of the specific member
  - iv. In case of disobeying the bylaws, HR or decisions made by the GMM, or in case of causing unreasonable disadvantages to the association by the member.
- 2.23. Termination of the membership stated in 2.22.ii and 2.22.iii can only be executed at the end of the association year, taking into account a notice of four weeks. Members can indicate a termination throughout the year, but it will be officially processed at the end of the year. Thus, obligations will hold for the entirety of the year (in case of 2.22.ii and 2.22.iii).
- 2.24. Termination of a membership by decision of the association, is to be executed by the current board.
- 2.25. Within a month after communication in writing of the decision to terminate a member's membership, the specific member has the right of requesting an appeal at the GMM. The request of appeal must be made in writing. During the period of appeal, the member is suspended.
- 2.26. A suspended member loses the rights stated in article 2.15, 2.16, 2.17 and 2.20. The suspended member is only allowed to join and speak at the GMM during which the appeal is discussed.
- 2.27. A suspended member currently awaiting appeal has the right of having their appeal tabled at a specific GMM provided they share this desire in writing at least 5 days before the specific GMM is held.

### **Article 3: General Membership Meeting (GMM)**

- 3.1. A GMM is organised by the board.
- 3.2. The GMM is organized at least two times per board year. During the first GMM (transfer GMM), the annual report, and financial realization are evaluated and a new board, including its policy and budget, is elected for the board year to come. Furthermore, association committee members are elected during this GMM.
- 3.3. Additional GMM's can be organized if:
- i. The board deems this necessary or;
  - ii. Ten percent of the members that are allowed to cast a vote during a GMM ask the board, in writing, to organize a GMM, or;
  - iii. If an association committee deems it necessary.
- 3.4. In case of a situation as described in article 3.3.ii or article 3.3.iii, the board is obligated to organize a GMM within four weeks after receiving the written request. If the board does not respond to the request within fourteen days, the party that sent in the request is allowed to gather a GMM, the same way as the board would have organized it.
- 3.5. The board has to send out written invitations for the GMM to all their members, at least eight days prior to the GMM. This invitation should include the agenda and minutes of the previous GMM. All other documents that will be discussed during the GMM need to be made available to the members at least eight days in advance as well.

- 3.6. The rights of a GMM consist of:
  - i. Bringing forward motions, points of order and amendments;
  - ii. Making decisions for the association, provided that these comply with the bylaws, HR and Dutch law;
  - iii. Dissolving decisions made by the board, possibly providing alternative;
  - iv. Proposing changes to the HR and bylaws and deciding on these proposals, following the procedure as described in bylaws article 23;
  - v. Calling for a vote;
  - vi. Deciding on the appeal of a suspended member;
  - vii. Deciding on the suspension of a board member and the appeal of the suspended board member (See article 4.17);
  - viii. Discharging a board member;
  - ix. Giving (dis)approval for the annual report and financial administration of the resigning board at the transfer GMM and;
  - x. Taking the measures they deem necessary to be able to approve of an already twice disapproved financial administration by a board.
- 3.7. The GMM is led by the chair of the board. In case of absence of the chair, another board member fulfils the role of chair.
- 3.8. The secretary of the board takes minutes during the GMM. If the secretary is absent, the chair appoints an attending member to take minutes.
- 3.9. The chair of the GMM has the following obligations:
  - i. Chairing the GMM;
  - ii. Giving people the opportunity to speak, within the discussed matter (point on the agenda), and;
  - iii. Initiating the voting procedure.
- 3.10. The chair of the GMM has the following rights:
  - i. Refusing an attendee the right to speak in case this person has already spoken three times during this topic on the agenda if this person no longer provides input that contributes to the matter discussed, according to the chair. The GMM has the right to overrule this decision;
  - ii. Removing an attendee from the GMM, in case of disturbing the 'order' of the GMM. The GMM has the right to overrule this decision.
- 3.11. The voting procedure must be initiated by the chair of the GMM and starts with the chair providing the statement that will be voted on.
- 3.12. Votes that concern events or matters take place by oral voting and votes that concern people are conducted by written voting. It is possible to approve a proposal by acclamation, if this is suggested by the chair.
- 3.13. Unless defined otherwise in the bylaws, a proposal passes in case of a majority vote.
- 3.14. In case of votes concerning people, the person who obtained the majority vote is elected. If none of the candidates has obtained the majority vote, a new voting procedure is organised for the candidates that have obtained the highest number of votes.
- 3.15. In case of a second vote concerning people resulting in tied votes, the meeting is suspended for at least five minutes. If none of the candidates withdraws, fate decides.
- 3.16. If the GMM disputes a result of a vote as communicated by the chair directly after the vote taking place, the voting procedure should be initiated again.
- 3.17. There are three options for all members eligible to vote at a GMM during a voting procedure:
  - i. Voting in favor of the presented proposal;
  - ii. Voting against the presented proposal;
  - iii. Abstaining from voting.
- 3.18. If a regular member will not attend the GMM, this member can authorize another regular member to vote by proxy. This member needs to be authorized in writing beforehand and the secretary needs to be informed of this authorization. Members attending the GMM can have two votes by proxy at most.

- 3.19. In order for a voting procedure to produce a valid result, a minimum attendance, including authorizations, of regular members equalling the amount of current board members is required. There need to be at least as many regular members not holding a position in the current board as there are board members. An exception is made for the situation described in bylaws article 18 and 23.
- 3.20. Decisions made by all the regular members of the association combined, outside the GMM, have the same power as decisions made at the GMM. If such decisions are made, they need to be communicated to the secretary. These decisions will be stated during the next GMM.

## **Article 4: Board**

- 4.1. The board consists of at least three and at most five regular members.
- 4.2. The board contains at least the following positions that should be fulfilled by three different people:
  - i. Chair
  - ii. Secretary
  - iii. Treasurer
- 4.3. The chair has the following tasks:
  - i. Organizing and chairing the following meetings:
    - A. GMM;
    - B. Board meetings;
    - C. General meetings with the SSCE and ESSF.
  - ii. Writing the annual report and presenting it to the GMM, within six months after their financial year ends;
  - iii. Managing the board.
- 4.4. The secretary has the following tasks:
  - i. Taking minutes of GMMs and board meetings and making sure that these are available to all members;
  - ii. Keeping attendance at the GMM;
  - iii. Taking minutes of general meetings with the SSCE and ESSF;
  - iv. Taking care of incoming communication;
  - v. General communication;
  - vi. Making all relevant documents available in time for a GMM;
  - vii. Keeping the administration of members up to date;
  - viii. Keeping the decision list up to date.
- 4.5. The treasurer has the following tasks:
  - i. Keeping the financial administration up to date;
  - ii. Collecting membership fees within three months after the start of the financial year, or within three months after a new member joins the association;
  - iii. Making a financial realization and presenting this during the GMM within six months after the end of the financial year;
  - iv. Having at least two of the current board members registered as representatives at the bank.
- 4.6. The board has the following tasks:
  - i. Representing Quatsh at the introduction week;
  - ii. Managing the committees;
  - iii. Subscribing new board members at the KvK;
  - iv. Creating the training schedule in consultation with the head trainer and providing training sessions (as described in article 7.2);
  - v. Organizing activities/tournaments or managing the committee(s) that organize these (as described in article 7.5);

- vi. Enabling participation in squash competition for their members and creating the competition teams in consultation with the head trainer (as described in article 7.4);
  - vii. Adhering to and explaining of the HR and bylaws;
  - viii. Adhering to their policy as accepted by the GMM, and making sure that this is in line with the association documents and vision of Quatsh;
  - ix. Keeping association documents and vision of Quatsh up to date;
  - x. Enabling access to the association documents for all members;
  - xi. Handling the public relations of Quatsh;
  - xii. Finding a new board.
- 4.7. The board can make a decision through a majority vote of their board members, on all matters regarding Quatsh, as long as this is not in conflict with the bylaws, HR, Dutch law, decisions of the GMM.
- 4.8. A board can be elected during a GMM by a majority vote of the GMM upon presentation of their policy and budget.
- 4.9. Board members are elected for their positions for a maximum of two years. However, a new policy needs to be approved by the GMM each year.
- 4.10. Upon ending their term in the board, ex-board members can be re-elected directly.
- 4.11. The treasurer can only be discharged upon approval of the financial report by the GMM.
- 4.12. The chair can only be discharged upon approval of the annual report by the GMM.
- 4.13. If there are not enough eligible candidates for the board of Quatsh that can be elected during the GMM, the GMM can decide on executing the 'emergency board plan'. If this plan is to be executed, the procedure is executed by the current board.
- 4.14. In case of an emergency board, not all tasks need to be executed. The emergency board plan is designed to ensure continuation of the basic practices of Quatsh. The tasks that need to be executed are the tasks listed in articles: 4.3.i-ii, 4.4, 4.5, 4.6.i-iii-iv-vii-viii-x-xii, 5.6 and 5.11.
- 4.15. The emergency board consists of (at least) three people. The entire emergency board plan and procedure can be found as an attachment to this HR.
- 4.16. If one of the board members has stepped out of function preliminary, their tasks can be taken over by current board members. In extraordinary occasions, a regular (non board) member can take over the tasks. In case of the number of board members dropping below three, or in case of absence of a chair, a GMM has to be organized to fill the vacancy within one month after this vacancy becoming available.
- 4.17. A board member can be suspended by decision of the GMM. This period of suspension has a maximum duration of three months. This period is ended by appeal of the suspension. If no decision is made by the GMM within three months, the suspension is automatically lifted.
- 4.18. During their suspension, board members cannot execute their tasks. These have to be taken over by other (board) members, as described in article 4.16
- 4.19. Board membership can be terminated following one of the following procedures:
- i. According to a board member's own wish (resignation);
  - ii. By reaching the end of their board term;
  - iii. By a vote of the GMM, either following suspension or if it cannot be reasonably expected from the board member to execute their tasks.
- 4.20. Termination of board membership does not mean that this board member is discharged.
- 4.21. The board has the right to suspend a member, following the procedure described in article 2.22. The GMM decides on the fate of this member, as described in article 3.6

## Article 5: Committees

- 5.1. There are two types of committees within Quatsh:
- i. Board committees;

- ii. Association committees.
- 5.2. There are two types of association committees:
  - i. The Advisory Council (RvA);
  - ii. Financial Audit Committee (KasCo).
- 5.3. The association committee members have to be (re)elected and approved of each year by the GMM during the transfer GMM. Association committees are accountable to the GMM.
- 5.4. The KasCo consists of three regular members of Quatsh that are not part of the board.
- 5.5. The KasCo has to present their findings on the financial report of the past book year within six months after the ending of the book year, at the transfer GMM.
- 5.6. The board has to provide the KasCo with the necessary information so they can fulfill their task of creating a report on the finances of the past year.
- 5.7. If the KasCo report is not approved by the GMM, a new KasCo has to be elected by the GMM that makes a new report within a month.
- 5.8. The KasCo has to meet with the treasurer at least two times each year. Once halfway through the year to discuss the finances of the first half of the book year and before the transfer GMM, to discuss the financial report of the book year of the current treasurer.
- 5.9. The RvA consists of at least two regular members excluding board members.
- 5.10. The RvA meets with the board, at least twice a year before each GMM. This meeting has to be a month- two weeks prior to the GMM, to be able to take advice of the RvA into account (before sending the documents to all members). Additionally, meetings can be scheduled as often as the RvA or board deems necessary.
- 5.11. The board has to provide the RvA with the necessary information to enable them to fulfill their task of providing advice on current matters, documents and (execution of) their policy.
- 5.12. The board has the right to establish and dissolve board committees.
- 5.13. Board committee members are appointed by the board after consultation with the current committee members and potential committee members.
- 5.14. All board committees are accountable to the board.

## **Article 6: Finances**

- 6.1. At the transfer GMM, the financial administration of the previous board year is presented as well as the budget for the upcoming board year.
- 6.2. The treasurer can spend 50 euros within a budgeted post spent in the interest of the association, without consultation of the GMM, KasCo or other board members.
- 6.3. If the treasurer wants to spend 0 - 50 euros more than budgeted on a post, the treasurer has to get approval from the rest of the board.
- 6.4. If the treasurer wants to spend 50,01 - 300 euros more than budgeted on a post, the treasurer has to get approval from the KasCo.
- 6.5. If the treasurer wants to spend over 300 euros more than budgeted on a post, the treasurer has to get approval from the GMM.
- 6.6. If a board committee wants to spend money for Quatsh, they have to get approval from the treasurer or the otherwise responsible party according to article 6.2-6.5.
- 6.7. The board proposes the amount of contribution for regular members of the upcoming year. This has to be approved by the GMM.
- 6.8. Regular members that join the association after February have the right to a reduced contribution by decision of the board.
- 6.9. The board has the right to partially or fully grant dispensation of the obligation of paying the contribution on extraordinary occasions.
- 6.10. A financial donor is a person who donates at least the amount of money decided by the board, at least the contribution fee, each board year.

- 6.11. Financial donors have the right to:
  - i. Attend a GMM;
  - ii. Speak at a GMM;
  - iii. Visit the activities open for financial donors (at least one each year).
- 6.12. Financial donors have the following obligations:
  - i. Pay their yearly fee within three months after getting notified by the treasurer.

## **Article 7: Activities organized by Quatsh**

- 7.1. The goal of Quatsh is to stimulate/enable playing squash in a non-professional way. To achieve this goal, Quatsh organises multiple activities that can be divided in the following categories:
  - i. Training sessions;
  - ii. Competition;
  - iii. Internal tournaments;
  - iv. Others.
- 7.2. Training sessions are open to regular training and competition members. Quatsh strives to place everybody in a training group in which they can play squash at their own level.
- 7.3. Quatsh provides the opportunity to competition members to participate in a squash competition each year.
- 7.4. 'Oefeningen' as stated in the bylaws, article 10.1, refers to the internal tournaments.
- 7.5. Other activities consist of all activities that are organised by Quatsh, apart from the training and competition sessions and internal tournaments.
- 7.6. These activities, mentioned in article 7.5, should at least be open to all regular members,
- 7.7. The board can decide whether an activity is open for extraordinary members, financial donors, and external guests.
- 7.8. The board is allowed to organize 2 activities per association year which are exempt from the requirement stated in article 7.6. In this case, the board decides to whom the activity is open. The board must justify their decision during a GMM.
- 7.9. All SSCE sports card holders interested in squash are provided the opportunity to participate in at least one open training organized by Quatsh.

## **Article 8: Cooperations**

- 8.1. As long as the association is part of the SSCE (or uses its facilities) the association adheres to the cooperation rules/guidelines as defined by the SSCE.
- 8.2. As long as the association is a member of the ESSF, the association adheres to the HR and guidelines/cooperation rules as defined by the ESSF.
- 8.3. At least once every half year, the board meets with the trainer to discuss and evaluate training and other relevant matters for the association.

## **Article 9: Final provisions**

- 9.1. The HR can be altered by decision of the GMM, if this is requested in writing by at least one-third of the regular members.
- 9.2. Quatsh can receive dispensation on the HR, if this is requested by the board or at least five regular members and approved of by the GMM. With exception to article 9.1
- 9.3. If changes are made to the Bylaws, the HR needs to be revised and changed accordingly.
- 9.4. The content and its relevance of the HR should be evaluated at least once every five years.
- 9.5. In all cases of the Bylaws and HR not providing sufficient guidance, the board decides, safe for decisions made by the GMM.