

# **Internal Regulations SZV Aquifer**

## **1. General provisions**

- 1.1 These Internal Regulations (HR) contain the internal agreements and rules of student swimming club Aquifer (SZV Aquifer). The HR is an addition to the articles of association of SZV Aquifer.
- 1.2 The Dutch version of the HR is official. Any alternative versions of HR written in a foreign language are by definition not official. If the content of alternative versions does not correspond to the official version, the official version supersedes the alternative versions. Changes to the official HR are automatically implemented in any alternative versions.
- 1.3 If this HR contradicts itself or the articles of association of SZV Aquifer, the agreements and rules of the articles of association apply above the conflicting agreements and rules of the HR.
- 1.4 If points in the HR contradict each other and the above-applicable articles of association do not offer a solution to this contradiction, or if a situation arises in which the articles of association and the HR are insufficient, the board is permitted to take a decision at its own discretion.
- 1.5 Changes to this HR can be adopted by vote in the General Members' Meeting (GMM; article 4.4).
- 1.6 This HR will enter into force on 12 October 2016 and applies until otherwise decided by vote in the GMM (Article 4.4).

## **2. Purpose SZV Aquifer**

- 2.1 SZV Aquifer aims to promote swimming at any level equivalent to diploma A or higher (i.e. that the person in question can swim in the deep part of a 25 meter pool without aids to stay afloat) for students in possession of a sports club from Wageningen University & Research. SZV Aquifer tries this by offering training and competitions and possibly making promotion.

## **3. Members**

- 3.1 Anyone who holds sports rights from Wageningen University & Research may become a member of SZV Aquifer, provided that the minimum required level is met (Article 2.1).

- 3.1.1 PhD students may also become members under the same conditions. To gain access to the training courses, they must obtain proof of membership from Sports Centre de Bongerd (SCB).
- 3.2 Candidate members are entitled to attend a introduction training. A candidate member preferably joins a training on Tuesday to see whether he/she/they wants to become a member. A candidate member can attend a maximum of three introduction trainings, although attending just one is preferred.
- 3.3 Members must ensure that their personal information is known and up-to-date with the board.
- 3.4 Members must pay a membership fee for a full year if they become a member in the first six months of the academic year (periods 1, 2 and 3) of SZV Aquifer. Members must pay an adjusted rate if they become a member in the second half of the academic year (after period 3) of SZV Aquifer.
- 3.5 New members SZV Aquifer pay a one-off administration fee of 7.50 euros. This price is in addition to the contribution.
- 3.6 Changes in the amount of the contribution and administration costs must be adopted by vote in the GMM (Article 4.4).
- 3.7 Members shall be entitled to:
- a) Participation in training courses provided by SZV Aquifer.
  - b) Competitions organized by the Stichting Nederlandse Studenten Zwembkampioenschappen (Stichting NSZ), possibly for a fee.
  - c) Casting a vote during the GMM in case of personal presence.
  - d) Appointment in all offices.
  - e) Nominating board candidates.
  - f) Participation in all activities of SZV Aquifer, possibly against payment.
  - g) Receiving the minutes of the GMM.
- 3.8 Termination of membership must be done at least four weeks before the end of the study year (September-September) in writing.
- 3.9 Honorary members can ultimately only be nominated by the board during a GMM and are appointed honorary members by vote in the GMM (article 4.4) if they have made an "exceptional contribution" to SZV Aquifer; the establishment of SZV Aquifer is considered an example of an exceptional contribution.
- 3.10 Honorary members may not be nominated if they have not made a contribution or an exceptional contribution to SZV Aquifer. Being a board member or a committee member himself is not considered an exceptional contribution and is not necessarily a criterion.
- 3.11 It is permitted to nominate an honorary member who is no longer a member of SZV Aquifer. However, honorary members who are no longer members of Aquifer do not have

the same rights that members have as described in Article 3. 6 and may only participate in activities after permission from the board in accordance with correspondence between the board and the honorary member.

#### **4. General Members Meetings**

4.1 A GMM must be organized at least once a year. All members have access to the meeting and all members present in person have the right to vote.

4.2 Members present in person at the GMM may each be authorised in writing by one other (absent) member and cast a maximum of two votes per vote, namely one own vote and one vote on behalf of the other (absent) member concerned. An (absent) member may authorize one personally present member.

4.3 On the agenda of the GMM are at least the following items:

- a) Opening and setting agenda.
- b) (Half)annual report.
- c) (Half) annual clearance and budget for next (half) year.
- d) Proposals submitted by the board that must be voted on, including board changes.
- e) Wat Verder Ter Tafel Komt (WVTTK) and survey.
- f) Closing.

4.4 Decisions at the GMM are taken by majority vote, unless otherwise stated in the articles of association.

#### **5. Governance**

5.1 Every board member is obliged to be a member of SZV Aquifer.

5.2 Each board member is appointed for a maximum of one year by vote in the GMM (article 4.4), reappointment is possible.

5.3 The board of SZV Aquifer consists of preferably five and at least three adult members, who are elected by the GMM from among the members, namely: a president, a secretary, a treasurer and preferably two other board members. The number of board members is determined by the GMM (Article 4.4).

5.4 The president, the secretary and the treasurer form the daily management.

5.5 The board, that is not part of the daily management, preferably consists of at least one swimming commissioner and an activity commissioner.

5.6 If the functions of the swimming commissioner and activities commissioner cannot be held, SZV Aquifer will continue to exist with the daily management (article 5.4) that takes

on the tasks of these functions. Suitable persons for the aforementioned board positions should be sought as actively as possible.

5.7 In practice, the board has the following permanent positions:

- a) *President*. The president (chairperson) is the general management of the board. He/she/they represents the board externally, takes care of drawing up an agenda for board meetings and GMM's and leads these meetings. He/she/they ensures that the committees carry out their tasks properly. The president compiles a half-yearly report and an annual report, for which every board member can provide a partial report.
- b) *Secretary*. The secretary takes minutes during meetings, receives and answers mail and e-mail and preferably sends a newsletter and any additional information every period. He/she/they also keeps the inbox organized. He/she/they takes care of the registration of new members and keeps track of the membership.
- c) *Treasurer*. The treasurer draws up a (half) annual budget, making a (half) annual clearance, each of which must be approved by the GMM. He/she/they keeps track of income and expenses and ensures that payments are made by and to third parties. He/she/they is responsible for conducting correspondence about financial matters, and giving financial advice to committees and board members. He/she/they is also responsible for consulting with the KCC every three months to discuss and assess his/her/their work.
- d) *Swimming Commissioner*. The swimming commissioner takes care of the competition registrations and a smooth running of match days. He/she/they attends the General Delegates Meeting (AAV), belonging to each competition, and provides feedback to the other board members. He/she/they is a point of contact for all (potential) members regarding competitions.
- e) *Activities Commissioner*. The activity commissioner takes care of the activities of SZV Aquifer outside of the competitions and training sessions. The activities commissioner is therefore immediately the point of contact for the members regarding activities. He/she/they ensures that the members are informed in good time of the organized activities.

5.8 Other matters that are regulated by the board include at least:

- a) Taking care of club clothing for the members.
- b) Recruiting new members, preferably especially during the period around the start of the sports season.
- c) Make the existence of one or more confidential contact persons within SWU Thymos and/or SZV Aquifer known. If the board can find a confidential contact person within the association, then this is preferred. This confidential contact person should not be part of the current board.

5.9 Each board is free to purchase board clothing. SZV Aquifer reimburses half of the costs with a maximum of 20 euros per person per board term (i.e. from the first GMM of the academic year to the first GMM of the following academic year) for board clothing.

## 6. Committees

- 6.1 The board is free to set up committees for the current association year to alleviate administrative tasks. These committees are under the responsibility of the board and must be accountable to the board for their financial and organizational activities.
- 6.2 The Financial Control Committee (KCC) is not the responsibility of the board and must be accountable to the members. It is a supervisory committee that is set up by members other than board members by vote in the GMM to oversee the financial choices of the board. Every three months there is a meeting with the treasurer to discuss and assess his/her work. The KCC will submit a written report of these consultations to the board. This committee is required by law and is an exception to other committees of SZV Aquifer.
- 6.3 SZV Aquifer has, among other things, the following possible existing committees:
- a) *KCC (Financial Control Commission)*. This committee, which is the only legally required committee of SZV Aquifer, was set up to independently monitor the implementation of the financial management by the board. The task of the KCC is to check the treasurer's administration for correctness and traceability; expenditure must also be checked against the budget. The KCC consists of at least preferably a former treasurer of SZV Aquifer and another member. Both members do not sit on the board to be controlled. The KCC will check the treasury at least twice per board year, including once at the time of the publication of the annual financial statement. Furthermore, it may carry out checks at any time at its own discretion. Reporting on the financial control is done in each GMM.
  - b) *WebCie*. The WebCie, or the Website Committee, is responsible for maintaining and renewing the website of SZV Aquifer. The committee is expected to update the website regularly.
  - c) *LustrumCie*. The lustrumCie, or the Lustrum Committee, can be established to organize a five-yearly lustrum of SZV Aquifer. She is responsible for all matters concerning the lustrum. She receives a determined financial support from SZV Aquifer from the current board. She is also expected to apply for a subsidy from the municipality. For budget deficits, it is expected to look for possible sponsors.
  - d) *ZAAC*. The ZAAC (Swimming Club Aquifer Activities Committee), or the Activities Committee, was established to organize activities, in collaboration with the activities commissioner. The role of the activities commissioner is initially to initiate the committee as chairperson of the ZAAC and is in any case at least the contact person between the committee and the board. The ZAAC was also established to promote the flow of active members to other committees or the board.
  - e) *NSZKCie*. This committee organizes the next NSZK in Wageningen. This includes matters about the competition itself, but also the food, the party and sleeping. The committee should have enough members; preferably at least 5 and preferably 6 or more. The organization of an NSZK requires some preparation, which means that committee members must be sought in good time. If not enough committee members are found in time and the organization of the NSZK in question cannot be accommodated by fewer than 5 committee members, then the board of SZV Aquifer is allowed to cancel the NSZK in question if necessary.

## **7. Course of events surrounding a change of management**

- 7.1 A board change can take place yearly or half-yearly. These preferably take place during a first GMM in September or October and/or during a later GMM. Half-yearly partial board changes contribute to retaining knowledge and experience in the board and can therefore be beneficial.
- 7.2 Both the board and ten members can nominate a new board. The board is looking for new board members, either by approaching members personally, or by appealing to all members. The nomination of the board is announced at the convocation for the meeting. A nomination by ten or more members must be submitted in writing to the board before the start of the meeting.
- 7.3 Nominated members are appointed by vote in the GMM (Article 4.4). A maximum of one nominated member is appointed per board position.
- 7.4 A nominated member may only be appointed for one board position per board term and this member may retain a maximum of one board position; this means that a member who has already been appointed for one board position cannot be re-nominated for a new position, unless the old position of this person is abolished. Although a board member can only be appointed for one position, a board member of the daily management (article 5.4) can hold new positions if necessary (article 5.6).
- 7.5 Preferably at least one Bachelor student should be on the board. As a result, SZV Aquifer remains accessible to new Bachelor students and the continuity of SZV Aquifer is maintained. Bachelor students are also more aware of self-study and exam weeks and this benefits if the board organizes an activity.

## **8. Relationship with SWU Thymos and Stichting Nederlandse Studenten Zwemcompetitie**

- 8.1 It is highly desirable that at least one of the board members is present at General Board (AB) meetings organized by Sportstichting Wageningen Universiteit (SWU) Thymos, the umbrella foundation of Student Sports Associations (SSVs) in Wageningen, and that the information is fed back to the rest of the board.
- 8.2 It is highly desirable that the swimming commissioner or, if necessary, another board member of SZV Aquifer is present at General Delegates Meetings (AAVs) organized by the Stichting Nederlandse Studenten Zwemcompetitie (Stichting NSZ).

## **9. Training**

- 9.1 During the sports season of Sports Centre de Bongerd (SCB) swimming training and dry training take place at regular times during the week.
- 9.2 Swimming training is preferably supervised by a suitable trainer and if necessary in the absence of the trainer preferably by at least one board member, as long as at least one

person is on the sidelines, while dry training is preferably supervised by a suitable trainer or otherwise alternately by two board members.

## **10. Competitions**

- 10.1 SZV Aquifer tries to be present at every match with as many people as possible. The swimming commissioner strives to ensure that everyone is registered in such a way that the best times for SZV Aquifer can be swam.
- 10.2 The costs associated with participation in the competition area will be charged to the participant, as well as the costs associated with participation in the food and parties. SZV Aquifer reimburses (partly) the competition participation in both the NSZK and the ONKS provided that sufficient budget has been budgeted, but does not reimburse the food and parties.
- 10.3 If possible, SZV Aquifer organizes an NSZK once every two years via the NSZKCie (Article 6.3). When Wageningen is allowed to organize an NSZK is determined by the placement in the rotation schedule of the NSZ Foundation.
- 10.4 On NSZK's only members of SZV Aquifer for SZV Aquifer may participate. For the ONKS, other Wageningen students can also register via SZV Aquifer.

## **11. Activities**

- 11.1 SZV Aquifer tries to organize other activities in addition to swimming. The purpose of this is that the members can also get to know each other in addition to swimming and the club feeling is strengthened. The board is free to organize activities as it sees fit.

## **12 Advisory Board**

- 12.1 Terms
  - a) The Advisory Board (RvA) supports the board of SZV Aquifer with regard to the formulation of the policy in the future, so that the continuity and coordination of policies are guaranteed.
  - b) The RvA serves as the memory of the association.
  - c) The RvA functions as a sounding board for the board.
  - d) The RvA mediates in internal management conflicts. If a conflict arises between persons within the board and the board itself is not able to resolve this, the help of the RvA may be called in to mediate in the conflict.
- 12.2 Members of the RvA
  - a) The RvA preferably consists of at least two people.
  - b) A board member cannot be part of the RvA.

- c) In order to become a member of the RvA, the member must become appointed with a majority of votes during a GMM of SZV Aquifer. Membership of SZV Aquifer or being a Friend of Aquifer is required.
- d) With regard to the required knowledge, it is desirable that a former chairperson and a former swimming commissioner of SZV Aquifer sit in the RvA and, if possible, one or more former board members.
- e) The RvA members sit on the board for an indefinite period of time. However, it is considered desirable that the members remain in office for at least one and a half years. A member who indicates that he/she/they no longer wishes to sit in the RvA must notify the board of SZV Aquifer of this decision six weeks before leaving office.
- f) During a GMM of SZV Aquifer, on the recommendation of the board, although not on the recommendation of the RvA of SZV Aquifer, it can be decided to relieve a RvA member of his task due to poor performance.

### 12.3 Status RvA

- a) The RvA may issue both solicited and unsolicited advice to the board and the members of SZV Aquifer. However, this advice is not binding. Advice to members is only given during a GMM.
- b) The RvA has the right to attend GMM's and this is also considered desirable in connection with maintaining affinity with current affairs. The members of the RvA have the status of listener at the GMM and therefore do not have the right to vote. If a RvA member is also a member of the association at SZV Aquifer, he/she/they has personal voting rights.
- c) Consultation between the RvA and the board of SZV Aquifer will take place as often as necessary on mutual request, but in any case before each GMM to discuss the agenda.
- d) The board of SZV Aquifer is obliged to provide documents to the RvA if they request this.

### 12.4 The RvA itself appoints a chairperson and secretary.

### 12.5 Changes, agenda and opinions.

- a) The board, together with the chairperson of the RvA, draws up a meeting schedule. The RvA consults at least twice a year, if necessary more. The board is authorized to call an additional meeting if special circumstances justify it. This can also be done at the request of the chairperson of the RvA. At least one member of the Board shall participate in all meetings.
- b) The agenda of a meeting is drawn up by the board in consultation with the chairperson of the RvA. The call for a meeting is made by the board. Together with the call, the agenda and any annexes will be sent. The meetings shall be directed by the chairperson of the Board.
- c) Opinions and action lines issued from the meeting shall be kept up to date and sent to the participants for information.

### 12.6 The board is at all times entitled to change these regulations via a GMM.



12.7 On matters not provided for in these regulations, the Board decides, in consultation with the RvA.