

NSVV RADBUDO



MARTIAL ARTS ASSOCIATION

House Rules

House Rules of the Student Sports Association 'NSVV Radbudo', supplementing the official bylaws (statuten) of the association.

1. General Conditions

1.1.

The association is governed by the rules and regulations set in its bylaws and house rules.

1.2.

The house rules are set to complement the bylaws of the association and cover regulations that are not explicitly regulated through the bylaws. In case of conflict between the two regulatory texts, the bylaws are to take precedent over the house rules.

1.3.

The rules and regulations defined in the bylaws and this document apply to all members, alumni supporters, and honorary members of the association.

1.4.

Cases that are not covered by the bylaws, statutes, university regulations or law are to be decided by the currently presiding board of the association.

1.5.

Should the currently presiding board consider it necessary, it can, with agreement from the general assembly, decide to deviate from the regulations in this document.

1.6.

Unless otherwise specified, 'written notice' in the context of this document includes communication through electronic means.

2. Membership

2.1.

The association recognizes trial participants, members, honorary members, 'friends' (passive benefactor) and 'fighters' (active benefactor) within the association. Throughout this document, 'membership' is used as an umbrella term where applicable.

2.2.

Within the context of Radbudo, a new membership year starts every 1st of September. Each year is further divided into two halves, the second half starting from 1st of February.

2.3.

Members are required to pay the contribution. Contributions are to be paid semi-annually or annually in accordance with the contribution scheme that has been agreed upon by the previous board.

2.4.

Honorary Members are exempt from paying contributions.

2.5.

The status of friend or fighter is given to beneficiaries (non-members) of the association annually based on their contributions/donations to the association following the scheme that has been agreed upon by the previous board.

2.6.

Unless the board receives written notice more than 30 days before the end of a (semi-)annual membership, all memberships are subject to automatic renewals.

3. Rights & Responsibilities of Members

3.1.

General access to association trainings is limited to trial participants, members, honorary members and fighters. Where capacity is limited, priority is given to (honorary-)members.

3.2.

Access to association trainings and events held within the facilities of the Radboud Sports Center (RSC) is further limited to people with a valid RSC entry ticket (day ticket, subscription, etc.). The association withholds the right to deny access otherwise.

3.3.

Costs arising for Radbudo from the absence of a valid RSC entry ticket will be charged to and are to be carried by the individual of whom the entry ticket was missing. These costs must be reimbursed to the association within 14 days of receiving written notice from the Treasurer.

3.4.

Access to social events is limited to members, honorary members and fighters unless otherwise specified. In case of limited capacity, priority is given to (honorary-)members.

3.5.

Access to the General Member Assembly (GMA) is granted to members, honorary members, friends and fighters

3.6.

Suspended members do not have the right to attend the GMA, except for bringing their appeal to the assembly.

3.7.

Members, honorary members and fighters agree to notify the association with changes to their address information, such that they can be kept complete, correct and up to date.

3.8.

All members, honorary members and fighters agree to be aware of and follow the association's bylaws, house rules and decisions made through the GMA.

3.9.

Each member is liable for any damage caused by them to the association's property. Any damage found will be deemed to have been caused by the person or persons who last used the item in question, unless and insofar as the person(s) concerned can prove otherwise.

4. Board & Board Tasks

4.1. General

4.1.1

To assemble a new board, the current board divides the following positions among the prospective board members. Tasks and expectations for each position are laid out in more detail in the playbook.

4.1.2

Board meetings can be called by either the chair or a minimum of 2 board members

4.1.3

Board members are obligated to attend board meetings. Where not possible, written notice is to be given to the secretary prior to the meeting.

4.1.4

All board meetings are to be documented in the form of minutes. The board agrees to be thorough in this documentation and the storage thereof. Subsequent boards can request access to the minutes of previous boards.

4.1.5

The board may only pass valid decisions in meetings where the majority of board members is present.

4.1.6.

Only members and honorary members can become board members.

4.2. Chair

4.1.1.

The chair leads and oversees all aspects of the association's activities and provides a general direction for the association.

4.1.2

The chair presides over all meetings. In absence of the chair, the remaining members choose a substitute among themselves.

4.3. Treasurer

4.3.1.

The treasurer manages the association's funds, assets and liabilities.

4.3.2.

The treasurer is responsible for all association expenditures, as well as those made by members on behalf of the association, under provision of a valid receipt.

4.3.3.

The treasurer is responsible for drawing up and presenting a financial report of the past board period at the year-end assembly. Approval by the General Meeting discharges the treasurer from liability.

4.3.4.

The treasurer may not step down from their position until book keeping has been checked and approved by the audit committee up until and including that day.

4.4. Secretary

4.4.1.

The secretary is in principle responsible for all correspondence with and in the name of the association and the board.

4.4.2.

The secretary is responsible for careful handling and archival of association documents and correspondence.

4.4.3.

The secretary is in principle responsible for minute taking at all meetings.

4.4.4.

The secretary is responsible for keeping an up-to-date member registry, including documentation of the date of enrolment and withdrawal from the association.

4.5. General Board Member

4.5.1.

A general board member assists the board in their tasks and contributes to the decisions made.

4.5.2.

A general board member supports the committees in its tasks where possible.

5. General Member Assembly (ALV)

5.1.

In accordance with Article 10 and 11 of the bylaws the board can organize GMAs when deemed appropriate, with a minimum of one year-end (jaarvergadering) and one half-year GMA.

5.2.

Voting rights at the GMA are restricted to members and honorary members.

5.3.

Fighters have a right to advise at the GMA, but are not granted voting rights.

5.4.

Friends have a right to attend the GMA but are not granted voting rights, nor the right to advise.

5.5.

GMAs are generally considered in-person events. Radbudo does not guarantee online accessibility.

5.6.

Voting rights of a member that cannot attend the GMA can be transferred via written mandate to another member of the association.

5.7.

No member may hold more than one additional voting mandate.

6. Committees

6.1.

The board is responsible for nominating and approving committee members.

6.2.

The board may form new committees where deemed appropriate. The assembly and management of these committees is the responsibility of the board.

6.3.

The following committees are fixed and their assembly as well as execution to be overseen by the board:

6.3.1. Audit Committee

In correspondence with article 10.2. of the bylaws, the audit committee is responsible for checking and verifying the year-end overview and financial report provided by the board and treasurer.

6.3.2. Advisory Committee

The advisory committee seeks to advise the board on matters with regard to the association

- A. The GMA and the board can request advice from the advisory committee on topics pertaining to the association
- B. The advisory committee may independently bring forward suggestions to the board
- C. The advisory committee provides a report of its activities at the year-end GMA, including an overview of all advice provided to the board and whether they have been followed or not.
- D. The advisory committee treats all information it receives as confidential
- E. Advice is only provided to the board, not to members or third parties.

6.3.3. Activity Committee

The activity committee is responsible for the planning, organizing and executing of association events including but not limited to seminars/clinics from external teachers, workshops from association members or social gatherings.

6.3.4. Public Relations (PR) Committee

The PR committee is responsible for managing the presentation of the association e.g. to potential new members. It manages the association's social media presence, merchandise, advertisement of events, promotional material and outreach for potential sponsors.

6.3.5. Health and Safety Committee

The health and safety committee seeks to actively maintain and improve the well being of the members of the association.

6.4.

Members, honorary members and fighters can be nominated for committees.

7. Privacy & AI

7.1.

During association trainings, with prior notice provided at the start of the training, the association withholds the right to take pictures for promotional purposes.

7.2.

At Radbudo organized events, such as but not limited to seminars, social gatherings and workshops, the association withholds the right to take pictures for promotional purposes without prior notice.

7.3.

Members that wish to not appear in any promotional material need to provide written notice of this to the PR Committee.

7.4.

No personal information, including but not limited to photos, addresses, and names of members or trainers will be shared with, or used for, AI applications of any kind unless explicit written permission has been granted by the member(s) or trainer(s) in question.

8. Reimbursements

8.1.

A valid reimbursement request needs to include proof of the payment (e.g. a receipt) showing the total expense, an itemized list of the individual expenses and the date of payment. Receipts that do not meet these conditions, i.e. pin receipts only showing a total but no items, cannot be reimbursed.

8.2.

Requests for reimbursement need to be provided within two months of the date of payment and cannot be processed otherwise.

9. Safety

9.1. General

9.1.1.

Radbudo seeks to create and foster an inclusive, positive and safe environment for everyone. As such, we have a zero-tolerance policy towards violence that falls outside of sportsmanship, (sexual) intimidation of others or discrimination of any kind. Trainers and the board have the right to remove participants from trainings, events or other Radbudo spaces, including the groupchats.

9.1.2.

Radbudo takes a zero-tolerance stance towards alcohol at practices and seminars. Trainers and the board have the right to remove participants from the event that do not adhere to this policy.

9.1.3.

Radbudo takes a zero-tolerance stance towards drugs at all Radbudo related trainings and events. Trainers (in case of trainings/seminars) and the board have the right to remove participants that do not adhere to this policy.

9.2. During the training

9.2.1.

Radbudo is a Martial Arts association in which we study and practice different forms of self defense and fighting. This comes with an inherent risk of injury due to accidents. However, within this context, safety of ourselves and our training partners during the training remains a priority at any moment. The teacher has the authority and decides what level of intensity is appropriate during the exercises.

9.2.2.

Teachers and the board have the right to remove participants from training if they deem their behavior inappropriate. In this case, teachers are expected to notify the board and provide a short explanation of the situation.

9.2.3.

Teachers have the right, after discussion with the board, to refuse participants at future trainings.

9.2.4.

In extreme cases of inappropriate behavior the board withholds the right to, given a majority vote of the board members, revoke the membership of the person in question.

9.3. Hygiene

9.3.1.

Members are expected to take care of personal hygiene before attending a class. This includes but is not limited to:

- A. Cutting nails short (hand and feet)
- B. Brushing teeth
- C. A clean set of training gear
- D. Showering before training
- E. Clean feet

9.3.2.

Mats can only be accessed barefoot (or in specifically designated grappling socks).

9.3.3.

In case of an injury that causes bleeding, the person in question is to stop training and properly disinfect and cover the wound before continuing.

9.3.4.

Members are expected to wear sports shirts that cover the armpits.

9.3.5.

Members are expected to wear sports pants without any metal (e.g. metal zippers)

9.3.6

In case of an infectious disease, the member in question is expected to stay home until a medical professional deems attendance of the trainings safe.

9.3.7.

Members are expected to get changed in the designated changing rooms of the RSC for association trainings and seminars within the RSC facilities.

9.3.8.

Outside of the mat area, shoes are to be worn at all times.

9.3.9.

Makeup, skin and hair products are allowed at association trainings as long as they do not rub off.

9.3.10.

Long hair (including beards) should be tied up during training.

9.3.11.

Hijabs are explicitly permitted at all trainings and seminars.

9.3.12.

Sportsbags and other personal items should not be placed on the mat space.

9.3.13.

Piercings and earrings should be taken out if possible and otherwise properly taped off during trainings and seminars for safety.

10. Sanctions and Appeal Processes in Case of Violations

10.1.

In line with Article 4 of the bylaws, the board withholds the right to suspend memberships for a period lasting up until the following General Member Assembly. Suspension of the membership in specific entails:

- A. No participation in association trainings
- B. No participation in association events
- C. No access to GMAs, except where specifically needed for appeal process

10.2.

During suspension, the member is not entitled to any of the member rights laid out in the bylaws or the house rules.

10.3.

Notice of a suspension has to be given in writing by the board. The notice needs to provide the reason for the suspension.

10.4.

Suspended members have a right to appeal the suspension. Appeals are to be committed as follows:

- A. The suspended member can request a meeting with the board to discuss the decision. The request has to be submitted in writing to the board within a week of the member receiving notice. The meeting then needs to be held within two weeks of the request being submitted.
- B. The board does not need to be complete for the appeal meeting. Based on the appeal meeting, the board can decide to revert or lower the suspension.

11. Changes to the House Rules

11.1.

The house rules can only be amended through a decision of the GMA. Members need to be notified of the GMA at least 14 days in advance. The notice needs to state that the house rules are to be amended and a copy of the proposed amendment needs to be included.

11.2.

A decision in favor of amending the house rules requires at least two thirds ($\frac{2}{3}$) of the valid casted votes.

12. Closing Statements/Provisions

12.1.

Radboud expects all members to adhere to the rules and regulations as provided by the house rules, statutes, the RSC, Radboud University and, in case of external events, the third party organizers.

12.2.

Once agreed upon by the GMA, the house rules are made publicly available by the board as soon as possible. Notice of the change is given to all members.