

# Bylaws of A.S.V. Gay

These Bylaws of A.S.V. Gay are a translation of the Dutch-language “Huishoudelijk Reglement der A.S.V. Gay”. Any contradictions between this document and the Dutch-language document should be resolved by following the text of the Dutch-language document.



## Title I: General Provisions

### Article 1 Definitions

In this document, the following definitions will be understood for the application for these bylaws:

1. The association: Amsterdamse Studenten Vereniging Gay (A.S.V.G.), registered in Amsterdam and listed in the business register of the Chamber of Commerce under number 34382807, hereinafter referred to as A.S.V. Gay.
2. The statutes: the statutes of the association.
3. The board: the board of the association, as referred to in article 9 of the statutes.
4. A member: a member of the association, as referred to in article 4 of the statutes.

### Article 2 Purpose

These bylaws serve to provide explanation of the statutes of the association where necessary.

### Article 3 Scope

Every member of the association is subject to the regulations set out herein.

## Titel II: Membership

### Article 4 General

1. Every member of the association endorses the goal of A.S.V. Gay as described in the statutes.
2. To be eligible for membership, one must identify oneself with the target group, students, and be younger than thirty years of age.
3. Members of A.S.V. Gay receive a membership card.
4. The contribution for the membership amounts to €60.00 (in words: sixty euros) for one association year, and €35.00 (in words: thirty-five euros) for half an association year.

### Article 5 Members of Merit

1. Members of merit are individuals who, for at least three years of their membership, have made an extraordinary contribution to the association. Only members can be named members of merit.
2. Members of merit can be nominated by any member of the association. Nominations and their motivation must be known by all members and the board, at latest, seven days in advance of the General Members Meeting (hereafter referred to as GMM).

3. Members of merit are officially named such immediately after a positive vote by the GMM.

### Article 6 Honorary Membership

1. Honorary members are individuals who, through their commitment to the association or on the basis of their pursuit of the mission of the association, have made a particularly meritorious contribution to the association. Both members and non-members of the association can be named honorary members by the GMM.
2. Honorary members can be nominated by the board or any member of the association. Nominations must be known by all members and the board, at latest, seven days in advance of the GMM.
3. Honorary members are officially named such immediately after a positive vote by the GMM.
4. The board will consult with the honorary member regarding whether or not they wish to be active in their honorary membership.

### Article 7 Alumni

1. Alumni are former members who have registered in writing with the board and have obtained alumnus status from the board.
2. Upon termination of membership one can choose to register as alumnus. The rights and obligations associated with membership of A.S.V. Gay do not apply to alumni.
3. Unless membership has been terminated by the board or the GMM, every former member can become an alumnus.
4. The board will pursue an active policy with regard to alumni. This means that at least twice a year a newsletter is sent to alumni and that at least once a year an activity is organised specifically for the alumni.
5. Alumni receive an alumni card.
6. The contribution for alumni is set at €20.00 (in words: twenty euros) per association year.
7. The regulation in article 5 section 1 of the statutes will be extended to hold for alumni, meaning termination of alumnus status by the alumnus is possible at all times through written notice to the Secretary.

### Article 8 Donors

1. Donors are persons who have registered in writing with the board and have obtained donor status from the board.
2. Donors donate a minimum of €10.00 (in words: ten euros) to the association per association year.
3. The regulation in article 5 section 1 of the statutes will be extended to hold for donors, meaning termination of donor status by the donor is possible at all times through written notice to the Secretary.

## Title III: The General Members Meeting

### Article 9 General

1. The process of determining the opinion of the GMM, except for divergences given in the law or the statutes for the size of the majority, will be done on the basis of a simple majority of votes cast.
2. Conform to article 13 section 2 of the statutes, every member has one vote in the GMM, with the exception of suspended members. Alumni, honorary members and donors do not have voting rights.
3. Every voting member can authorise in writing another voting member to vote on their behalf. Every member may vote on behalf of no more than two other members.
4. For a valid decision to be made, the agenda points must be published to the members at least seven days in advance of the GMM.

### Article 10 Voting Protocol During the GMM

1. The basis of the voting protocol is voting by the raising of hands.
2. The protocol for voting on persons is voting by secret ballot.
3. In the case of at least one voting member requesting a vote by secret ballot, the voting protocol will diverge from that mentioned in article 10 section 1.
4. Proposals to be voted on will be phrased such that a vote for the proposal will result in changed circumstances and a vote against the proposal will leave the circumstances unchanged.
5. Unless otherwise required by law, the statutes or these bylaws, the following voting options are possible:
  - a. a vote *for* the proposal;
  - b. a vote *against* the proposal;
  - c. a vote for none of the above, or NOTA for short, which indicates the voter's disapproval of the voting procedure. A NOTA vote will be counted as a vote against the proposal;
  - d. abstention, which means that the voter does not vote at all; therefore the vote will not be counted.

## Title IV: The board

### Article 11 General

1. The board of the association determines for itself, per board member, the job specification.
2. It is possible for one board member to fulfill several functions, however, the functions of chair, treasurer and secretary cannot be combined.

### Article 12 The Appointment of the Board

1. The Selection Committee nominates a candidate board and presents them to the GMM. The GMM then decides to appoint or reject the entire candidate board.
2. The composition of the candidate board (in article 12 section 1) is announced to all members at least seven days before the GMM.
3. During the GMM, the Selection Committee justifies this particular composition and illustrates the process of their decision-making. Afterwards, voting members are given

the opportunity to ask the Selection Committee about their decision and ask the candidate board questions about their nomination.

4. In derogation from article 10 section 5, for the appointment or rejection of the candidate board, voting members may only vote for the proposal, vote against the proposal, or abstain from voting.
5. If the proposal is rejected, the Selection Committee will give the members who voted against the proposal the opportunity to announce their objections to the committee either orally or in writing.
6. If the candidate board is rejected, the application procedure will be reopened. The Selection Committee will nominate another candidate board and present them to the GMM. This new process must also comply with the regulations of this title.

### Article 13 Application and Selection Procedure

1. Each member of the association can apply to the Selection Committee for any particular function of the board, or without a specific function preference.
2. The board exerts itself to recruit one or more candidates for every position within the board, as named in article 9 section 1 of the statutes.
3. The Selection Committee, taking into account these bylaws and the statutes, decides its own process.
4. The current board is kept abreast of eventual applicants and the number of applicants per position, so that they can contribute to the recruitment of the future board.
5. The Selection Committee and the board treat information about the applicants and their number confidentially.

### Article 14 Financial Compensation of Board Members

1. When a board member is not eligible for a bursary by virtue of their board position, then this board member has the right to receive financial compensation from the association.
2. The financial compensation comes in the form of a reimbursement given to board members for participation in activities organised by A.S.V. Gay.
3. The financial compensation must be established in the budget and amounts to a maximum of €200 per board member per board year. In the case that a board member does not complete their term, the compensation is prorated to the number of months that the board member was in position.

## Title V: Committees and organs

### Article 15 Common Regulations for Committees

1. The board can create committees. This can be done on their own initiative, or on assignment by the GMM.
2. A committee is charged with the responsibilities as described in the Committees appendix of the current board's policy plan.
3. Members of the committee are appointed by the board; this can be done at the request of the committee in question.
4. A committee may establish their own bylaws, on the condition that the bylaws deal only with the work protocol of the committee and do not run contrary to these bylaws, the statutes and/or the law.

5. The board chooses a chair for each committee. The committee chair is co-responsible with the board for the communication and information exchange from their committee with the board and other committees.
6. Each committee nominates a treasurer who is responsible for the committee budget. The committee treasurer is responsible for making a budget and a budget realisation per activity.

## Article 16 Selection Committee

1. The association recognises a Selection Committee.
2. The Selection Committee is nominated by the board and appointed by the GMM. The board is tasked with a timely nomination.
3. The Selection Committee is tasked with conducting interviews with candidates for the board of the association and the nomination of a candidate board to the GMM.
4. The Selection Committee has a minimum of four and a maximum of five members. If the number of members falls below this minimum, then the board takes responsibility for filling the vacancy or vacancies.
5. The Selection Committee must include at least:
  - a. one member of the current board of the association;
  - b. one member of the Advisory Council and/or one former board member;
  - c. two members.
6. The members of the Selection Committee are chosen from the membership of the association, nominated by the board and appointed by the GMM.
7. Membership of the Selection Committee ends:
  - a. after the GMM has assented to the candidate board that has been nominated through the Selection Committee;
  - b. after termination of membership of the association;
  - c. after notice is given by the member to the chair of the board, who promptly relays the message to the members of the association;
  - d. after dismissal by the GMM, which is decided in a closed vote by a simple majority. The member must be informed of the intended decision regarding their dismissal prior to the GMM.

## Article 17 Financial Audit Committee

1. The association recognises a Financial Audit Committee.
2. The Financial Audit Committee is tasked with advising the board, the GMM, and other committees and organs of the association concerning financial matters in the broadest sense.
3. At the end of the financial year, the Financial Audit Committee gives a recommendation on discharging the board on the basis of the financial reporting by the Treasurer.
4. The Financial Audit Committee reviews the accounting and other financial reporting that the board makes available to it at least twice a year. On the basis of this review, the Financial Audit Committee gives a (written) report to the GMM.
5. The Financial Audit Committee consists of at least two and not more than three members, of which one may be an external person. The remainder of the committee is made up of members of A.S.V.Gay. The Treasurer does not have a seat on the

committee. If the number of members falls below this minimum, then the board takes responsibility for the filling of the vacancy or vacancies.

6. After nomination by the board or the GMM, the members of the Financial Audit Committee are appointed indefinitely.
7. Members of the Financial Audit Committee may not have been members of the board of the association in the previous eleven months.
8. The Treasurer is required to provide all desired information in a timely fashion to the Financial Audit Committee.
9. Membership of the Financial Audit Committee ends:
  - a. after the termination of membership of the association (the person concerned may possibly be nominated as an external member of the Financial Audit Committee in accordance with article 17 paragraph 4);
  - b. after notice is given by the member to the chair of the board, who promptly relays the message to the members of the association;
  - c. after dismissal by the GMM, which is decided in a closed vote by a simple majority. The member must be informed of the intended decision regarding their dismissal prior to the GMM.

## Article 18 Advisory Council

1. The association recognises an Advisory Council (hereafter referred to as AC).
2. The AC is tasked with the provision of both solicited and unsolicited advice to the board, the GMM, and other committees and organs of the association with the intention to keep the goals and future of the association in focus.
3. The AC has the right to address the GMM and, when the members of the AC deem it necessary, to advise on the matter at hand.
4. The AC addresses the GMM at least once a year to keep the GMM informed about the activities of the AC and any particulars of the board.
5. The AC organises a Team Focus Day for the board at least three times a year; the first at the beginning, the second in the middle and the third at the end of the board's year.
6. A meeting of the AC and the board may be organised at the request of a board member or of an AC member.
7. The AC has a minimum of three and a maximum of five members. If the number of members falls below this minimum, then the GMM takes responsibility for the filling of the vacancy or vacancies.
8. The members of the AC choose a chair from their membership, who acts as the point of contact for the GMM and the board.
9. The members of the AC are chosen from the membership of the association, nominated by the board and appointed by the GMM.
10. Members of the AC are appointed for a period of no more than two years and may be reappointed immediately.
11. A board member may not be a member of the AC.
12. Membership of the AC ends prior to term:
  - a. after the termination of membership of the association.
  - b. after notice is given by the member to the chair of the board, who promptly relays the message to the members of the association;

- c. after dismissal by the GMM, which is decided in a closed vote by a simple majority. The member must be informed of the intended decision regarding their dismissal prior to the GMM.

### Article 19 Alumni Committee

1. The association recognises an Alumni Committee.
2. The Alumni Committee is tasked with alumni engagement.
3. The Alumni Committee meets at least quarterly.

### Article 20 Acquisitions Committee

1. The association recognises an Acquisitions Committee.
2. The committee is tasked with building and maintaining a network of external parties to support the continuation of A.S.V.Gay by means of funding and other forms of sponsorship.
3. A meeting of the Acquisitions Committee and the board may be organised at the request of a board member or of an Acquisitions Committee member.
4. The Acquisitions Committee consists of at least two and not more than five members. If the number of members falls below this minimum, then the board takes responsibility for the filling of the vacancy or vacancies. The role of the chair is fulfilled by a board member.
5. The members of the Acquisitions Committee are nominated by the board and appointed by the GMM indefinitely. They will be evaluated by the board every six months.
6. The board always has the option to intervene in the committee structure if the situation requires it.
7. Membership of the Acquisitions Committee ends:
  - a. after the termination of membership of the association;
  - b. after notice is given by the member to the chair of the board, who promptly relays the message to the members of the association;
  - c. after dismissal by the GMM, which is decided in a closed vote by a simple majority. The member must be informed of the intended decision regarding his dismissal prior to the GMM, with the understanding that there is no right of appeal for this decision;
  - d. if it is established by the board that the Acquisitions Committee member performs their assigned duties incompetently and can no longer function within the Acquisitions Committee.

## Title VI: Clubs

### Article 21 Clubs

1. 'Clubs of the association' refers to groups of members of the association who have received permissions from the board to call themselves 'Club of A.S.V.Gay'. The board grants this permission based on the regulations in article 21 section 2.
2. To gain the permission as stated in article 21 section 1, the club must have internal regulations which show the following:
  - a. The composition of the club board, which must comprise at least a chair.
  - b. The internal financial regulations of the club.
  - c. The vision of the club.



- d. The guarantee that at least five members of the association from two different association years will become a member of the club.
  - e. The club does not violate the statutes, bylaws or vision of the association, nor defies decisions of the association.
3. To retain the title of club, the club must meet the following requirements, unless the association board decides otherwise:
  - a. The club must continue to meet the requirements as stated in article 21 section 2.
  - b. The club is required to recruit at least one member each association year.
  - c. The club may only consist of members of the association.
  - d. The club must draw up an annual financial report to share this with the members of the club and the association board at the end of the academic year.
4. The activities of the club may not conflict with association-wide activities. The club board and the association board will keep each other apprised of their activity calendars.
5. The club is entitled to:
  - a. Decide the maximum number of members of the club.
  - b. Set conditions in their internal regulations for new members of the club in consultation with the association board.
6. The club shall receive each year a budget for open activities and promotion, to be decided by the treasurer of the association.
7. The association board reserves the right to remove recognition of the club if the club fails to comply with the regulations set in article 21 section 3.
8. The association board always has the option to intervene in the club structure if the situation requires it. However, this must always be justified during the first following GMM.
9. The club board always has the ability to appeal decisions of the association board regarding clubs including after loss of recognition as described in article 21 section 7.

## Title VII: Finances

### Article 22 Direct Debits

At least five calendar days prior to the final collection date, the association must inform each member concerned what amount will be debited from the account specified by the member.

### Article 23 Financial Responsibility of Members

1. If a member is unable to fulfill their financial responsibilities towards the association, this must be communicated to the treasurer no later than the day of the direct debit.
2. If a member has blocked three direct debits without communicating a reason to the treasurer, the member will be banned from association events and activities until the complete debt has been paid or an agreement with the treasurer has been reached. This applies per membership.
3. If a member's debt to the association exceeds €65.00, the member will be banned from association events and activities until the complete debt has been paid or an agreement with the treasurer has been reached.
4. If a member has a debt of at least €50.00 for at least a year and no agreement with the treasurer has been reached, their membership will be cancelled.



## Title VIII: Code of Conduct

### Article 24 Drugs

1. A zero-tolerance policy applies to being under the influence of, the use of, the sale of and the possession of drugs during activities of, or co-organised by the association.
2. Drugs are understood to mean everything that falls under the Opium Act (*Opiumwet*), with the exception of drugs registered under the Individual Healthcare Professions Act (*Wet BIG*). However, these drugs and other substances that are not on this list may still be considered drugs when used for recreational purposes.
3. Within A.S.V. Gay cannabis (weed) is not tolerated.
4. If a member is under the influence of, in possession of, using or selling drugs, removal of the member from the event may follow as well as a formal warning, and the board may proceed to sanctions, such as suspension or termination of membership.
5. If a member repeats the violation, the board may terminate their membership.

### Article 25 Violence, Intimidation and Other Undesirable Behaviour

1. A zero-tolerance policy applies to intimidation, violence and other undesirable behaviour during activities of, or co-organised by the association.
2. If a member shows intimidating, violent or otherwise undesirable behaviour during an activity of, or co-organised by the association, removal of the member from the event may follow and the board may proceed to sanctions, such as a suspension or termination of membership.
3. After hearing all involved parties, the extent of punishment is determined by the board.
4. If a member shows intimidating, violent or otherwise undesirable behaviour towards other members outside of association activities, and one or more members involved in the incident raise this with the board, mediation will be conducted via the Advisers Committee or the Advisory Council before a punishment is discussed. The board then has the option of imposing penalties.
5. Should one of the members involved report to the Advisers Committee and explicitly give permission to pass on the situation to the board, the same applies as mentioned in article 25 section 4.

## Title IX: Association Identity

### Article 26 House Style

1. There is a house style handbook, wherein guidelines for internal and external publications of the association can be found. It is at the discretion of the board to deviate from these guidelines, but the aim is to have, to the greatest extent possible, publications within these guidelines.
2. Fixed aspects of the house style are, as specified in the house style handbook, the A.S.V. Gay logo, the colour palette, font and other fixed style elements.

3. If changes are made that do not fall under the fixed aspects as specified in article 26 section 2, these changes can be made and added to the house style handbook without the consent of the GMM. The board is tasked with the timely distribution of the new version of the house style handbook to the members.

## Title X: Final Provisions

### Article 27 Final Provisions

1. The provisions in these bylaws must be read whilst taking into account the statutes.
2. Changes to these bylaws can only be made with the consent of a majority of the GMM.
3. These bylaws go into effect the moment they are accepted by the majority of the GMM on 4 February 2020 and will serve to replace the previous bylaws from 31 October 2019.
4. These bylaws can be cited as 'Bylaws of A.S.V.Gay'.