

# Internal Regulations

[18-07-2019]

By: The Board of Respawn 2019-2020

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# Chapter 1      General Provisions

1

Everything in these regulations cannot be held against the statutes or the law. If any conflict between the regulations and the statutes or the law may occur, the statutes and the law will take precedence. Clauses that repeat what is laid down in the statutes are marked by an asterisk.

2

Deregistration of membership may only occur near the end of the association-year, if done in writing and taking notice of the term set for relinquishing membership of at least one month. The association-year runs from July 1st until June 30th of the next year.\*

3

Apart from what is laid down in the statutes on relinquishing membership, relinquishing membership may also be done via e-mail. This e-mail must be addressed to the secretary of Respawn.

4

Payment may occur through the following means: iDEAL, automatic payment.

5

The GMA determines the minimum amount that – either per association-year or at once – is owed by a donator to the association. The secretary keeps a register of the names and addresses of the donators.\*

6

The association has two Confidential Advisors. These are chosen by the board. Preferably, the Confidential Advisors are of different sex. Any information shared with these Confidential Advisors is strictly confidential and the Confidential Advisors have a duty of secrecy. They may not exchange any information amongst themselves.

7

If an English translation of the Internal Regulations exists, and any difference happens to exist between the English and Dutch editions, the Dutch version of the Internal Regulations takes priority.

8

The main language of the association is English. If any documents are available in both English and Dutch, then the language of the original versions takes priority, unless the document expressly states otherwise. If it is unclear which language is the original language of the document, then the English version takes priority.

9

1) A member may be suspended by the board for a period of no more than three months if the member repeatedly fails to comply to their membership's duties or if they behave in a way that severely damage the interests of the association. During this period, the member may not exercise their membership rights, neither at Respawn nor TSEA Link.

2) Within one month after the member has been notified of the decision to suspend, that member may appeal to the GMA and may defend themselves there. During this period of appeal and during the appeal itself, the member remains suspended.

# Chapter 2 Board

1

In addition to the three statutory board members, Respawn features an external party as an advisory body to the board. This function will be fulfilled by a TSEA Link board member, preferably but not necessarily the External Affairs Officer.

2

In all situations not covered by the law, the statutes or these internal regulations, the board is qualified.

3

If a new board cannot be found to replace the current one, the current board must take care of a replacement as soon as possible. During the two months after closing of the period for applying for a board position for the new board, the sitting board members must continue performing their duties. If a replacement board has not been appointed after this time, the sitting members may step down after organising a GMA about the continued operation of the organisation.

4

A member of the board may be suspended at all times by the GMA. The suspension will last no more than three months and can be extended by the GMA once with another three months. If the board member is not dismissed from their position during the suspension, then the suspension will end after the determined period. The board member will be provided the option to justify themselves during the GMA in question.

5

The general board duties for all board members are:

1. Being present during and preparing for board meetings;
2. Keeping up with current affairs;
3. Concerning themselves with the daily dealings of the association;
4. Determining and executing the policy of the association;
5. The general representation of the association;
6. Supporting their fellow board members;
7. Striving for the continued existence of the association;
8. The creation of the board plan;
9. Taking care of a good transition of the board duties to the next board;
10. Being a point of contact for the committees.

## 6

The board duties of the president are primarily, in addition to the general duties mentioned in article 5:

1. Leading the board meetings;
2. Leading the GMA's;
3. Organising the board meetings together with the secretary;
4. Coordinating the board;
5. Ensuring the good performance of the board;
6. Justifying the pursued policy to the GMA;
7. Representing Respawn to third parties;
8. The maintaining of external relations together with other board members;
9. Taking care of general business;
10. Coordinating and organising the successors of the board;
11. Keeping up with the progress concerning the board plan;
12. Updating and checking the year calendar together with the secretary.

## 7

The board duties of the secretary are primarily, in addition to the general duties mentioned in article 5:

1. Creating the agenda for the board meetings together with the president;
2. Creating and publishing the agenda for GMA's;
3. The planning of GMA's together with the president;
4. Updating the member's list;
5. Updating the donator's list;
6. Processing new registrations;
7. Keeping up with the deregistrations and taking care of the final deregistration;
8. The processing of letters and e-mails;
9. The writing and processing of minutes during GMA's and board meetings;
10. The updating and checking of the year calendar together with the president;
11. Keeping the information on the website and other Respawn platforms up to date.

## 8

The board duties of the treasurer are primarily, in addition to the general duties mentioned in article 5:

1. Managing the finances of the association;
2. Updating the bookkeeping;
3. Updating and checking the expenses of the committees;
4. Collecting the contribution;
5. The sending, checking and paying of invoices;
6. The monitoring of our liquid assets;
7. Maintaining contact with the bank;
8. The creation of the budget;
9. The creation of the annual reports and providing this for review to the audit committee.

## 9

All the function-specific tasks described above may be executed by other board- or committee members if discussed prior.



# Chapter 3      General Members' Assembly

1

An agenda will be provided before a GMA. This will be made public at least 14 days before the GMA.\*

2

The agenda may be changed. Changes that require preparation from the members may not be made in a 24-hour window before the commencement of the GMA.

3

Members may provide subjects for a GMA until 5 days before a GMA, accompanied by motivations. These will be discussed during the nearest GMA. The board may, if they deem it necessary, delay the subject until the following GMA. The board may ignore subjects that are clearly not fit for a GMA.

4

Previously discussed subjects, provided the GMA deems them sufficiently settled, do not need to be discussed again unless there are relevant new circumstances that warrant doing so.

5

Any attachments to the agenda may be made public at a later date. These attachments must be made public at a reasonable date.

6

The president may appoint a timekeeper for the GMA. Their role is to make sure the agenda is followed and that all subjects are discussed. This person determines when a discussion is over and when voting will begin, or whether the current subject will be ended.

7

If possible, there will be time for questions, remarks and suggestions at every GMA.

8

The minutes will be published within one business week after the GMA in an appropriately elaborated fashion. English minutes will be published online in two business weeks after the GMA. Minutes may also be published exclusively in English.



## 9

1. In accordance with the statutes, a member with voting rights may pass their right to vote to another member. This must be done in writing. One member may not hold the voting rights for more than two different members.\*
2. Aside from what has been determined in paragraph 1, a member may also pass on their voting rights through electronic means, on the condition evidence can be provided.
3. The voting rights may only be passed until 24 hours before the GMA and must be made known to the secretary within that timeframe. This must be done by e-mail or WhatsApp.
4. In case the empowered person uses their granted vote to vote differently than has been agreed upon with the person granting voting rights, the empowered person's vote takes priority.

## 10

At the start of a GMA, the secretary or notetaker will check who has been granted the voting rights for other members.

## 11

1. Voting is done on closed, unsigned ballots, unless the president or at least three members request that voting be done orally.
2. Decisions on ad hoc subjects may not be made during a GMA, unless all members are present or are represented.

## 12

1. When voting, a vote may be taken in favour of a proposal.
2. When voting, a vote may be taken against a proposal.
3. When voting, a blank vote may be placed. This vote does not count for the total number of votes but does count for any statutory quote.\*
4. When voting, a voter may abstain from their vote. This person will not be counted for the total amount of votes but will count for any statutory quote. In practice, there is no difference between voting blank and withholding a vote.

# Chapter 4      Communication

1

This chapter applies to all general means of communication and WhatsApp groups (henceforth: WA-groups) employed by Respawn.

2

1. The board determines the creation and removal of WA-groups and general means of communication that are operated by Respawn.

2. The board appoints and relieves the administrators for the WA-groups and general means of communication.

3. Every general means of communication has at least 2 administrators. At least one administrator is a board member.

4. The name, image, group-description and other details of general means of communication may only be changed by administrators that have received permission from a board member. The board may make exceptions to this rule.

5. All general means of communication will be published on the Respawn platforms (e.g. the website), with exception of groups and servers for the associations' teams.

3

Only Respawn members are allowed to join WA-groups.

4

Administrators may temporarily deny individuals access to a group or server. This may be done for 24 hours without consulting a board member or another administrator. The administrators will notify the board of this action as soon as possible. If the board has been consulted, access to a group or server may be denied for up to 72 hours. The board may make exceptions to this rule if provided with good reasons.

5

When the membership of a member ends, they will be kicked no sooner than one business week from all means of communication, except for those exempted by the board. The board may make exceptions to this rule.

6

The board may make exceptions to the rules with regards to WA-groups and other general means of communication. Exceptions can only be made in case on unanimous agreement within the board.

# Chapter 5 Committees

**1**

1. The board decides which committees exist and how they are run.\*
2. The board is responsible for the forming of the committees.
3. The committees are appointed by the board. The board installs and discharges the committees and their members.

**2**

1. Every committee has a committee-head.
2. The committee-head is responsible for organizing the meetings, making the minutes known to the board and the general informing of the board. The committee-head cares for the correct execution of the committee and warns the board when problems may arise.

**3**

1. Minutes will be taken during the committee's meetings. These must be in English.
2. The minutes of the committee's meetings will be made known to the board in as complete a form as possible within 5 business days. The board may prescribe a template that the minutes must follow.

**4**

All expenses and income of committee will be made known to the treasurer no more than 2 weeks after occurring. All proof of payment must be saved and must be able to be presented to the treasurer.

**5**

If any committee will be abolished in the next association-year, that must be announced in the first GMA of that year. In exceptional situations, the board may deviate from this rule.

# Chapter 6      Events

1

“Association-organised events” (AOE) are events that have been organised by the board or her committees.

2

“Respawn events” are events that have been organized by the board or her committees or the members of the association.

3

Committees are responsible for the organisation of relevant AOE's.

4

The board holds the final responsibility for the adequate organisation of AOE's.

5

AOE's must fit within the goals of Respawn.

6

Members are liable towards to the association for any damages they may cause during AOE's.

7

All AOE's are subject to these regulations.

8

If the board or a committee grants financial support to a members' initiative, they may ask that the regulations on events will apply to that initiative. The board is also qualified to do this. The board will inform the relevant members, planners, and committees organizing the event.

9

AOE's are open for all members of Respawn. Members may only be denied access on impersonal grounds (e.g. physical lack of room for more members, a maximum number of players, registration past a deadline, etc.). The board may make exceptions to this rule.

10

No drugs may be used at events to which these regulations apply. Members under the age of 18 may not consume alcohol at these events. Members who are under the influence of drugs and under-aged members who are under the influence of alcohol during the event will be denied access or removed from the event.

**11**

Drug use and under-aged alcohol use will not be tolerated at any AOE.

**12**

The board may temporarily refuse a member access to events in case of violating the Internal Regulations.

**13**

The board determines which events are published and promoted using the general means of communication.

**14**

The board is not responsible for events to which these regulations does not apply.