

House rules

The house rules are an addition to the bylaws of the Rotterdam Student Swim & Water polo Association, hereafter referred to as Ragnar.

Chapter 1 from the bylaws

Article 1

1. The association carries the name: Rotterdamse Studenten Zwem & Waterpolo Vereniging Ragnar (abbreviated: RSZ&WV Ragnar; shortened name: “Ragnar”).
2. The association is seated in the municipality of Rotterdam.

Article 2

1. The association is founded on the 17th of September 1990 (pronounced: seventeenth of September nineteen hundred-ninety) and is entered into for an indefinite period.
2. The fiscal year of the association commences on the first of September and lasts until the thirty-first of August.

Article 3

1. The association endeavors to achieve:
 - a. practicing swimming and water polo, in broadest sense, for members to improve and made more common;
 2. the involvement of the association and the members’ sense of community.

Chapter 2 General terms and conditions

Article 4

The contents of the Bylaws and the House Rules are expected to be known from every Ragnar member.

Article 5

Every member complies with the Bylaws, House rules, all common rules, provisions and decisions made by the Generals Members Assembly (GMA) and/or the board by enrolling into the association.

Article 6

Unsubscribing from the membership by either the member or the association can happen during the current association year in compliance with notice of at least one month. In case the member does not want to prolong its Ragnar membership into the next year, it means the member must notify the secretary in script before the first of August. When a member ceases to be a member before the end of the fiscal year, the member is still obligated to pay the contribution for the rest of the year.

Article 7

Every member is to notify the secretary in case of an address change.

Chapter 3 Members

Article 8

1. The association has decided on the following classifications of members:
 - a. Members: those who meet the description as stated in article 6 of the Bylaws and are categorized under either section two or three of this article.
 - b. Passive members: old-member who can participate in activities for an extra fee. They are not allowed to join the practices, with the exception of the arrangement stated in article 58.
 - c. Honorary members: (old-) member appointed to this title through extraordinary efforts.
2. People can only become a member if they are studying at an institution that offers Scientific Education or Higher Profession Education (a university or a university of applied science) in the Netherlands. Members who do no study can only have a membership with the approval of the board.

3. Those who became member during their studies at an institution, as mentioned in section 2, can stay member after their graduation in the current fiscal year. In the years to follow the member, as stated in section 2, can be part of the association with the approval of the board.

Chapter 4 General Members Assembly

Article 9

The General Members Assembly (GMA) is the highest decision mechanism and has the right to reverse the board's decisions.

Article 10

Every member is entitled to:

1. Attend the GMA and during this can:
 - a. speak out loud;
 - b. submit proposals, or amendments on these;
 - c. vote on a proposal;
 - d. request voting on a proposal.
2. Submit written proposals to be adopted into the agenda of the upcoming GMA to the board's secretary mentioning the underlying motives.

Article 11

The supervision on the board's finances is assigned to the in article 15 section 3 from the Bylaws mentioned auditing committee.

1. The auditing committee conducts apart from the annual check, at least three checks in between.
2. The auditing committee is entitled to provide both solicited and unsolicited advice to the board's treasurer.

Article 12

GMAs will be held at least three times a year. These are the Change of board GMA, the Half-year GMA and a closing GMA.

Article 13

The board notifies the members at least five days in advance of the upcoming GMA.

Article 14

1. The agenda comprises of the following mandatory items: - opening – notes of the previous GMA – submitted items – approval of the agenda – board announcements/ board decisions – any other business (AOB) – questionnaire and closure
2. The agenda of the Change of board GMA and the Half-year GMA comprises apart from above mentioned also the following mandatory items: - chairman report – secretary report – treasurer report – auditing committee report – reports of the other board members – committee reports.

Article 15

The board is obligated to send the documents to be discussed, the notes of the previous two GMAs and the financial documents to the members at least five days before the GMA.

1. These notes contain:
 - a. a summarized notification of all made announcements;
 - b. the scope of the held discussions;
 - c. all discussed documents;
 - d. all proposals, motions and amendments;
 - e. the outcome of all votes and elections;
 - f. the members present
2. The financial documents contain:
 - a. the balance sheet
 - b. the budget

c. the profit and loss statement

After the opening of the GMA, the notes will be dealt with and after approval of the GMA approved.

Article 16

The board has a maximum period of one month to send the members the notes of the GMA via email.

Chapter 5 Voting

Article 17

1. Voting about people is conducted via ballot except if the person or people in question are fine with voting via raising hand.

2. Members absent from a GMA can authorize other members to pass their vote for them. Every member present is only allowed to give a maximum of two votes, their own vote included.

3. It is desirable that the board abstains from voting.

Chapter 6.1 The board

Article 18

The board consists of members of age and consists of at least one chairman, a secretary, a treasurer and at least one other board member. The functions secretary and treasurer can be unified; in this case the board needs two additional board members and a chairman. The most ideal composition is a chairman, a secretary, a treasurer, a swimming commissioner, a water polo commissioner and an activities commissioner. If this is not case, the candidate-board can propose another composition to the GMA.

Article 19

The board offers leadership and carries responsibility for all meetings concerning the association, except when this leadership is explicitly put into care of a committee.

Article 20

The board presents its policy and budget regarding upcoming season during their change of board GMA.

Article 21

The chairman: a) leads the board; b) keeps up to date to all matters concerning the association; c) is the first spokesperson; d) takes care of the external contacts of the association; e) is the deputy of the association for the Sportraad and other organs of the Rotterdam Erasmus University that require or request attendance and takes care of arranging a substitute if hindered; f) represents the association in and outer court.

Article 22

The secretary: a) replaces the chairman in case of his or her absence; b) manages the correspondence of the association; c) is responsible for press and publicity; d) manages the association's archives; e) carries responsibility for keeping the member's list up-to-date; f) keeps an old-members' list; g) writes notes during board meetings and GMA's; h) carries responsibility for the clothing

Article 23

The treasurer: a) controls the finances of the association and performs the accounting; b) is responsible for collecting and spending the money of the association; c) maintain contacts with sponsors and subsidy providers; d) notifies the board periodically on the financial situation of the association; e) ensures that money of the association is not used for personal purposes; f) aims to handle invoices and incoming declarations as soon as possible; g) is mandatory to request receipts and store them in case of supervision; h) is obligated to provide insight in the financial situation at least two weeks in advance before the change of board GMA, unless arranged differently, but in an acceptable time span for the auditing committee to be able to check the books and to close them before the change of board GMA; i) provides insight in the desired materials at least two weeks prior to the half year GMA; j) composes a budget; k) checks and advises the association's committees financially.

Article 24

The swimming commissioner: a) is responsible for all organising tasks concerning the swimming practices, such as providing coaches; b) is responsible for constituting the annual practices schedule in collaboration with the head coach; c) is responsible for the communication between the board and the head coach and possible other coaches; d) is responsible for the communication with the swimming pool in which Ragnar practices swimming; e) is responsible for the materials provided in the swimming pool in which Ragnar's swimming practices take place; f) has the intention to attend every swimming practice and is available for members' questions; g) arranges replacement within the board in case of absence from a swimming practice; h) is responsible for the signing up of the Nederlandse Studenten Zwem Kompetities and Nederlandse Studenten Kampioenschappen; j) is responsible in setting up a committee if an NSZK is organised by Ragnar in the following season; k) is responsible for the communication with the Stichting NSZK during the swimming commissioner AAV; l) arranges a substitute within the board if absent during an AAV.

Article 25

The water polo commissioner: a) is responsible for all organising tasks concerning the water polo practices, such as providing coaches; b) is responsible for constituting the annual practices schedule in collaboration with the head coach; c) is responsible for the communication between the board and the head coach and possible other coaches; d) is responsible for the communication with the swimming pool in which Ragnar practices water polo; e) is responsible for the materials provided in the swimming pool in which Ragnar's water polo practices take place; f) has the intention to attend every water polo practice and is available for members' questions; g) arranges replacement within the board in case of absence from a water polo practice; h) is responsible for the signing up of the Nederlandse Studenten Waterpolo Kompetities (NSWK) and water polo tournaments.

Article 26

1. The activities commissioner: a) has the possibility in setting up an activities committee; b) is responsible in organising at least three non-swimming/water polo related activities; c) organizes an annual camp for the members; d) is responsible for setting up a lustrum committee at least one year before Ragnar's lustrum year.
2. It is much desired to have a board member fulfilling the position of activities commissioner. In case there are not enough people to make up a six people board, this function can either be connected to another position or be divided amongst multiple board members.
3. In case of article 26.2, other board members are obligated to portray their functions decently as appointed by the GMA.

Article 27

The in article 21 until 26 mentioned tasks can be, in accordance to the GMA, divided differently amongst the board members.

Article 28

1. The board has meetings as much as the chairman desires in order to execute all the tasks to be done or on request by at least two other board members.
2. Absent board members are notified of the results.

Article 29

1. Board decisions must be supported by a majority within the board.
2. Despite the outcomes the board is act as one entity.

Article 30

The board can decide subsidize (partially) certain activities. The organizers of the activity will go into discussion with the board about the matter. In case of requesting subsidy from the Sportraad, the whole has to be securely coordinated.

Article 31

1. A board member ought to be present often at practices and activities.
2. When a board member is unable to fulfill his or her tasks properly, in consultation with the other board members, a (partially) substitute has to be searched for as soon as possible. This needs to be ratified during the next GMA.

Chapter 6.2 Change of board

Article 32

1. The retiring chairman takes care for providing the correct information and materials available for the next board in order to sign up for the Chamber of Commerce (KvK). The retiring chairman is to aid the new chairman in signing up at the KvK. The retiring chairman hands over his or her whitebook to the new chairman from the change of board GMA on.
2. The retiring secretary takes care for transferring the members' administration and the association's archive. The retiring secretary also hands over his or her whitebook to the new secretary from the change of board GMA on.
3. The retiring treasurer takes care that the new treasurer has access to the financial materials of the association from the change of board GMA on. The retiring treasurer also hands over his or her whitebook to the new treasurer.
4. The retiring swimming commissioner hands over his or her whitebook to the new swimming commissioner from the change of board GMA on.
5. The retiring water polo commissioner hands over his or her whitebook to the new water polo commissioner from the change of board GMA on.
6. The retiring activities commissioner hands over his or her whitebook to the new activities commissioner from the change of board GMA on.

Article 33

1. The board resigns annually at the start of the new season. The discharge and the installation of both the old and new board takes place during a GMA specified for this occasion.
2. Whenever a board member renounces before this period, the board communicates so to the members in script within 14 days. The board, if they feel the need for it, proposes a new candidate who can be appointed during the next GMA.

Article 34

1. The change of board GMA as mentioned in 33.1 takes place preferably before the 1st of October in the financial year followed on that of the retiring board.
2. During the change of board GMA, the board takes responsibility over their policy as mentioned in article 15 of the Bylaws. Approval of the GMA over the executed policy leads to the discharge of the board.
3. During the change of board GMA, the board retires, whether discharged or not, and the new board will be installed.

Article 35

1. After execution of the particular mentioned in article 34 the board proposes a candidate board for approval of the members present at the change of board GMA. The composition of the new board has to be announced at least four weeks prior to the change of board GMA but is preferably announced on script before the first of July of the association's year before the change of board GMA. Members not included in the proposed candidate board can maintain their candidacy. The board is obligated to mention this candidacy during its own proposal and enables the opposing candidate or the opposing board to present themselves in the same manner as the proposed candidates to the members.
2. In case of more applicants than vacancies in the board, the current board votes.
3. The proposed candidate board is installed after the approval of the GMA during the change of board GMA.

Article 36

Whenever a different board as opposed to the proposed board is appointed (by the GMA), the board has two weeks to fulfill the tasks mentioned in article 20.

Article 37

It is allowed for a member to apply for a position in the next year. This board member is excluded from voting for the desired position during the board meeting.

Article 38

The new board informs the most important external contacts of the new board composition within two weeks after the change of board GMA.

Chapter 7 Committees

Article 39

1. The board can be assisted by one or more committees.
2. The installation of the committee, as proposed by the board, is conducted by approval of the GMA. In occurring occasions this can be done in retrospect.

Article 40

1. Every committee is under the responsibility of at least one board member. The responsible board member keeps the board posted on the activities of the committee.
2. Every committee has a chairman. The chairman of the committee discusses the progress with the responsible board member.
3. The auditing committee is an exception on section 1. This committee does not have a responsible board member but reports directly to the GMA.

Article 41

1. A committee consists of at least two members.
2. Amongst these, the committee appoints a chairman who is responsible for all actions of the committee; this chairman can also be the present board member.
3. The committee members act within a society acceptable way and are never personally responsible for any made costs.

Article 42

The board can design an assignment which is to be completed within a set period of time.

Article 43

The committees report that which is desired in the association's interest to the members.

Article 44

A committee dealing with financial matters is to appoint a treasurer amongst themselves. This person holds responsibility to the board's treasurer about the accounting and the incomes and expenses. Receipts are to be shared over all transactions made.

Article 45

1. When the board desires so, it can call a committee, or one of more of its members, for accountability.
2. This may result in removal from the committee.
3. The board may in case of removal, take place in the committee to fill in the arisen vacancies.

Article 46

A committee member can retire in the meantime. The board approves retirement, provided that the previous mentioned in this chapter has been executed correctly.

Chapter 8 Competitions and practices

Article 47

The board is responsible for the organising of, and the publicity around the competitions organised by the association (NSZK or NSWK).

Article 48

The swimming commissioner and the water polo commissioner publish the data of subscription way in advance.

Article 49

Required for this is owning a valid sport's card. Members have to inform the secretary of the number as soon as possible.

Article 50

The board decides if participation of certain sport events, in name of the association, is eligible for (partially) subsidized starting fees.

Article 51

1. A member subscribing for a tournament and/or swimming competition via a subscription form with a contact or a board member will be charged with a (beforehand decided) fixed amount of money. The member is obligated to pay these costs.
2. Unforeseen costs can be collected from participants.
3. In case of a withdrawal from participation after the unsubscription deadline, the member is still obligated to pay the set costs for the tournament and/or swimming competition.
4. If a member is fined by blame during the participation of the tournament and/or swimming competition, the member must pay the costs to the association.

Article 52

When the association is fined by Erasmus Sport because a member participates in practices without a sport's card, the board has the possibility to collect the money on that specific member.

Article 53

1. Non-members can participate in activities under certain conditions.
2. In case of a maximum amount of participants, members have priority in filling the open sports.
3. When it is proven (by the board) that a non-member can participate without compromising other members, this non-member can participate without additional costs. This means that the non-member will only be paying the regular costs of the activity.

Chapter 9 Marks of recognition

Article 54

As logo of the association the full name as well the abbreviated name "Ragnar" suffices. An image of a Viking can support the logo.

Article 55

The available association's clothing consists of:

- a. a bathing suit;
- b. a water polo bathing suit;
- c. swimming shorts
- d. a jammer
- e. a cap
- f. a t-shirt
- g. a sweater
- h. a bathing robe

Article 56

The clothing of the association is to be purchased independently. The board has the authority to offer one or more pieces of clothing with lower rates.

Article 57

Members are encouraged to wear the clothing mentioned in article 55.

Chapter 10 Acquaintance

Article 58

Non-members can join three practices for free as a matter of introduction.

Article 59

1. New members get information about the clothing and activities of the association.
2. The coaches can provide in this need to after consultation by either providing the materials or by giving the explanation.

Chapter 11 Privacy

Article 60

The association is entitled to transfer names and addresses of her members to the Erasmus University in order for them to check the sport's cards.

Article 61

The board can, in case of necessity, give names and addresses of both members and passive members to committees.

Article 62

The member's administration can only be distributed to board members.

Chapter 12 Coaches

Article 63

1. The association is supported by a coach and assistant-coach(es) during swimming practices. The following applies to them:
 - a. the coach is appointed, paid by and fired by the managing board of Erasmus Sport;
 - b. the coach works together closely with Erasmus Sport and is accountable to the board of Erasmus Sport;
 - c. coach and (deputy of) the board discuss at least two times a year;
 - d. coach and board can decide on appointing one or more assistant-coaches who are not necessarily employed by Erasmus Sport.
 - e. assistant-coaches follow the instructions of the head coach.
2. The association is supported by a coach and assistant-coach(es) during water polo practices. The following applies to them:
 - a. coach and (deputy of) the board discuss at least two times a year;
 - b. coach and board can decide on appointing one or more assistant-coaches who are not necessarily employed by Erasmus Sport.
 - c. assistant-coaches follow the instructions of the head coach.
3. The (head-)coach is responsible for technicalities of the practices and the competition aspects of the swimming and water polo sports and has amongst others the following tasks:
 - a. designing an integral and varied practices program in which both beginners and advanced swimmers/water polo players are challenged by;
 - b. designing and deciding on the content of practices and executing those;
 - c. stimulating members to join practices and participating in competitions;
 - d. the training and guiding of beginning swimmers;
 - e. has the intention to attend competitions and guide swimmers.
4. The (head-)coach or an assistant-coach can in consultation with the board expand his or her tasks by planning and organising special practices such as a beginner's course, guest practices or further education.

Article 64

The head coaches of swimming and water polo are exempted from paying contribution but are able to make use of the training facilities as long as this is in proportion with the amount of practices they give.

Chapter 13 Miscellaneous

Article 65

Suspension as mentioned in article 8 of the Bylaws has a maximum of three months. If the member disagrees with the board's decision he or she can request a GMA to discuss the situation within the whole association.

Article 66

1. Members who made payments for activities, organised by the association, and can be related to the association, have to hand in a declaration accompanied by a receipt to the treasurer via the provided declaration form within 14 days. If these conditions are not met, the declaration can be rejected.

Exceptions can be made in consultation with the board.

2. If the declaration has been received within the conditions mentioned in section a, the treasurer is to process the request within 14 days and in case of approval, has to pay too.

Article 67

1. In cases these House rules do not foresee, the board decides.

2. The right of interpretation of this document resides within the board.

Article 68

The Bylaws and the House rules can be published on the website.

Article 69

1. Changes to the House rules can only be made in a GMA designated to the House rules.

2. Changes are set in motion immediately unless agreed on differently by the GMA.

3. Every change must be conveyed to the members in script by the secretary of the board.

4. In case of a proposal to change the House rules, the member who requested the GMA needs to distribute a copy of the proposal in script amongst the members at least five days before the GMA.