

House Rules

Tilburgse Studenten Squash Vereniging (T.S.S.V.) Lancelot

As of 09/09/21



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Contact information

Association

Tilburgse Studenten Squash Vereniging (T.S.S.V.) Lancelot
KVK-registration: 40260041

Address

Olympia Building (Sports Center Tilburg University)
Academialaan 5, 5037 ET Tilburg
www.tilburguniversity.edu/nl/campus/sports-center/

Email Addresses

General/Secretary: info.tssvlancelot@gmail.com
Chair: voorzitter.tssvlancelot@gmail.com
Treasurer: penningmeester.tssvlancelot@gmail.com

Bank Account

NL02 INGB 0006615481 t.a.v. T.S.S.V. Lancelot

Facebook page

<https://www.facebook.com/TSSVLancelot/>

Introduction

The purpose of the House Rules is to inform members of the rules and their rights and responsibilities within the association. This document serves as regulation inside the association, and as an expansion on the association's bylaws, as well as regulations of FOSST and the Sports Center of Tilburg University. All members must follow the rules and regulations in this document. This document should be made available for the members at all times and may be disclosed with parties outside of the association. The House Rules may only be altered by the board with approval of the members given during a general meeting of members (GMM). It is the board's responsibility to keep the House Rules up to date.

Vision

T.s.s.v. Lancelot aims to introduce sports enthusiasts to the sport of squash, to improve the level of squash played and to broaden members' social networks.

Mission

T.s.s.v. Lancelot was brought to life to provide a social and sportive home for students attending higher education in Tilburg

Membership

Admission

Everyone with a subscription to the Sports Center of Tilburg University is allowed to request admission to T.s.s.v. Lancelot. In order to become a member, one needs to fill in the registration form. The registration form will then be put in front of the board. The applicant will become an official member if, and only if, the board accepts the applicant as a member during a meeting of the board. The new member will be informed of their official membership.

Membership fee

Every member is supposed to give permission to the association to write off the membership fee. The membership fee amounts to €25 for a year, meaning from the 1st of September up until and including the 31st of August. Contribution for half a year amounts to €15 and is valid from the 1st of July up until and including the 31st of January or from the 1st of February up until and including the 30th of June. The chosen membership fee will be written off on the 21st of the month.

Termination of membership

The membership needs to be terminated by sending an email to the secretary (info.tssvlancelot@gmail.com) before the end of the chosen membership. The termination of the membership, or the expiration of the membership, is official when the secretary has informed the leaving party about the successfully undertaken process.

Suspension

A member could be suspended by the board when a member does not act according to the House Rules. A suspension generally consists of three months. The board is allowed to decide on different lengths of suspensions whenever that is appropriate.

Rights and responsibilities

The rights and responsibilities of the members are mentioned throughout the chapters in this document.

Board

The board consists at a minimum of a chair, a secretary, and a treasurer. The board may consist of a chair and secretary that share the responsibilities of the treasurer. The chair and the secretary may not be the same person.

Responsibilities of the board

Chair

The chair is the spokesperson and face of the association. The chair is responsible for the following:

- Agenda setting for the board
- Construct policy for the association
- Plan and lead meetings, including the general meeting of members
- Make and maintain contact with sports associations

Secretary

The secretary is the right hand of the chair and takes over responsibilities of the chair, if the chair is not available. The secretary is responsible for the following:

- Make minutes during meetings
- Make minutes during the general meeting of members
- Maintain email traffic
- Inform members about their admission to and termination from the association

Treasurer

The treasurer is responsible for supervising the finances of the association. The treasurer is responsible for the following:

- Make the balance sheet, income statement, and cash flow statement
- Present the financial statements during the general meeting of members
- Manage the finances of the association

Transfer of the board

The transfer of the board takes place at the last general meeting of members of the season. The candidate board will be announced at least one month before the last general meeting of members. The members of the association will get the opportunity to vote in the new board during the general meeting of members. If there are not enough people in attendance, the old board will decide who will become the new board.

Committees

Committees within the association are brought to live by the board. Members reserve the right to propose a committee to the board. A committee can only exist with a minimum of three members. The committees will be assigned a board member as coordinator. The committees need to have a goal, assets to achieve that goal and moments to evaluate the progress made to achieve that goal.

Annual report, financial statements and accountability

The chair and secretary are responsible for making the annual report. The treasurer is responsible for making the financial statements. The annual report and the financial statements will be presented to the members during the general meeting of members.

Financial policy

The association does not pay its members for their services in the name of the association. Members are not allowed to take money from the bank account to use for their own ends. The board strives for a financially healthy association.

General meeting of members

As an official member, one is allowed access to a general meeting of members of T.s.s.v. Lancelot. During the general meeting of members, plans, realisations, and possible changes to the rules will be presented. Members will get the chance to vote on the proposed rule changes. A majority of the votes is needed during the general meeting of members to make a change official. Half of all members need to be in attendance for a legitimate general meeting of members. A proxy to vote is available through a designated form. Every member may cast one vote.

The general meeting of members will be called by the board or by request of the members backed by at least one tenth of the members. A general meeting of members is supposed to be called at least seven days in advance of the meeting. The agenda and relevant documents are supposed to be shared at least seven days before the meeting.

Promotion material

The association reserves the right to make and use imagery and recordings for the purpose of promoting the association.