

Bylaws

E.S.S.V. Hoc Habet

21/02/2025

VERSION 1.3





This document contains the Bylaws of Hoc Habet, as mandated by the Charter of Hoc Habet.

List of abbreviations

ESSF - Eindhoven Student Sport Federation
SSCE - Student Sport Centre Eindhoven
TU/e - Eindhoven University of Technology
KNAS - Koninklijke Nederlandse Algemene Schermbond
FIE - Fédération Internationale d'Escrime
GMM - General Members' Meeting

1. Membership

- I. Potential members will be allowed to join three regular trainings before being required to join the association to access the trainings.
- II. The membership fee will be levied approximately two months into the semester.
- III. As per the regulations of the SSCE, any individual who is currently studying or having studied the previous year at an institution affiliated with the SSCE, is eligible for membership. This includes those pursuing a PhD or PDEng.
- IV. All members are required to have a membership of the SSCE, unless a specific exception is granted by the Executive Board.
- V. **Members with the least number of tournaments participated will be prioritized in lending of the equipment by the association for the purpose of any tournament participation.**
- VI. A membership account for the KNAS can only be confirmed and created if the member has done his KNAS payment prior to the sign up.

2. General Members' Meetings

- I. The documents sent to all members in advance of the GMM shall include at least:
 - A. The agenda for the GMM.
 - B. The minutes of the previous GMM.
 - C. A financial overview of the current financial year consisting of:
 1. Balance Sheet,
 2. Income Statement,
 3. Cashflow Statement.
 - D. Overview of the current inventory, including its condition.
- II. The GMM may be held both in person or online.
- III. Voting during the GMM is not anonymous, with the exception of voting for a motion of no confidence.



3. Executive Board

- I. The Executive Board is responsible for the association complying with her Charter, the Bylaws and the law.
- 3.1 Roles and responsibilities
- I. All responsibilities not explicitly assigned in these bylaws can be assigned to any board member as the Executive Board sees fit. These assignments must be included in the board plan where reasonably expectable.

3.1.1 Chairperson

- I. The Chairperson is responsible for the general management of the organization.
- II. The Chairperson is responsible for chairing GMMs and board meetings.
- III. The Chairperson is responsible for overseeing the other board members and the execution of their responsibilities.
- IV. The Chairperson is responsible for overseeing the execution of the board plan and the association's long term policies.

3.1.2 Secretary

- I. The Secretary is responsible for maintaining the membership records.
- II. The Secretary is responsible for maintaining the KNAS membership records.
- III. The Secretary is responsible for maintaining the archives.
- IV. The Secretary is responsible for the minutes of GMMs and board meetings.

3.1.3 Treasurer

- I. The Treasurer is responsible for the financial administration of the association.
- II. The Treasurer is responsible for overseeing the financial policy of the association.
- III. The Treasurer is responsible for drawing up financial reports for GMMs and financial institutions.
- IV. The Treasurer is responsible for collecting the membership fees for Hoc Habet and the KNAS.
- V. The Treasurer is responsible for judging the budgets of committees and for events.

3.1.4 Other

- I. In case more than three board members are elected, further board positions such as Officer of Internal Affairs, Officer of External Affairs, Armourer or Vice-Chairman shall be defined in the board plan.
- II. From their midst, the Executive Board shall choose one board member to be the competition secretary, who will be responsible for signing up the members for tournaments they wish to participate in.
- III. The Executive Board shall poll the members at the end of the academic year for their opinion of the state of the association and its running during the past year.



- IV. In case there is a shortage of fencing material during training, the board is responsible for organizing a repair or cleaning session before next training.

3.2 Board Transition

- I. The outgoing Executive Board will provide the newly elected Executive Board with a transition document outlining all the knowledge on running the organization and ongoing issues.
- II. The outgoing Executive Board will provide guidance to the newly elected Executive Board during the summer transition period.

3.2.1 Candidate Board

- I. At least two months prior to the GMM where the new Executive Board will be elected, the Executive Board will start the formation process for a Candidate Board.
- II. The Executive Board will endorse the Candidate Board during the election GMM.
- III. Members of the Candidate Board will be considered trainee members as delineated in the Charter.
- IV. The Candidate Board will write a board plan and budget prior to the election GMM.
- V. The Candidate Board will present their board plan and budget at the election GMM.

4. Committees

- I. Committees are appointed by the Executive Board as delineated in the Charter.
- II. Committees are subject to supervision by the Executive Board and subject to any decision made by the Executive Board.
- III. Committees can attract new members upon agreement of the Executive Board.
- IV. Committees will only be reimbursed for expenses if they submit a budget to the Executive Board and it has been approved by the Treasurer of the Executive Board prior to the expense.
- V. Committees shall choose a Chairperson, Secretary and Treasurer from their midsts. If one of these members leave the committee, a new member shall be appointed to take over their responsibilities.
- VI. Each Committee will be assigned one Board Representative, a member of the Executive Board that is their first point of contact. The Board Representative will regularly attend the meetings of the Committee, with the exception of committees which enjoy full independence, such as the Financial Committee and Transition Committee defined in the Charter.



5. Finances

- I. The Executive Board shall keep digital records of all transactions and financial documents in the last seven years.
- II. The Executive Board shall use specialized software to maintain the financial records.
- III. The Executive Board shall apply a 10% annual depreciation to the owned fencing equipment.
- IV. The executive board is able to utilize 15 euro (€) per board member on a final dinner nearing the end of the current board year.
- V. In the case of receiving a fine due to traffic law violations during activities initiated by E.S.S.V. Hoc Habet, the offender may receive financial compensation from the treasury. To do so, the offender must explain their case (the circumstances of the traffic law violation) to the Executive Board. The Executive Board has the right to investigate multiple parties related to the misdemeanor, if needed.
 - A. In order to be eligible for compensation, a document proving the fine and the offender's identification must be provided to the Executive Board.
 - B. The fine received by the violation must not exceed the amount of 400 Euros.
 - C. The maximum allowable compensation (in euros) is determined by the following formula:

$$\text{Compensation} = \text{Total sum of the fine} * \left(\frac{\text{number of HH members involved in the incident} - 1}{\text{number of HH members involved in the incident}} \right)$$

- D. The compensation is only allowed after a unanimous agreement by the Executive Board.
- E. Any compensations for traffic fines throughout the academic semester shall not be anonymous and shall be declared during the upcoming GMM.

6. Disciplinary actions

- I. No disciplinary action may be initiated without the member it concerns having violated the Articles of Conduct of Hoc Habet, the Code of Conduct of the ESSF, or the law.
- II. The Executive Board may suspend the membership of a member for a period of at most two weeks at their sole discretion. During this period, the member may not attend any training sessions or activities organized by the association, with the exception of GMMs and Special Meetings as described in the Charter.
- III. The Executive Board may block a member from joining a specific activity organized by the association, except for trainings, GMMs and Special Meetings as defined in the Charter.
- IV. The GMM may suspend the membership of a member for a period of at most four weeks. During this period, the member may not attend any training sessions or activities organized by the association, with the exception of GMMs and Special Meetings as described in the Charter.



- V. In case a member does not treat equipment with respect, the Executive Board may revoke the member's access to equipment from Hoc Habet and the SSCE.
- VI. The Executive Board may propose to revoke the membership of a member during a GMM or Special Meeting. The GMM will then vote on the issue, including the member the motion concerns.
- VII. **In case a member has lost any properties that belong to the SSCE or Hoc Habet during their borrowing period, they are expected to replace the properties at their own cost.**
- VIII. A member who receives disciplinary action has the right to appeal at the next GMM or Special Meeting. During this meeting, both sides will make their case, and the GMM will vote on their behaviour. Should the member who received disciplinary action be vindicated, all disciplinary actions will be lifted immediately.

7. Confidential Counselor

- I. Members shall be entitled to a Confidential Counsellor for any suffered misconduct within the association. They shall not need to contact the Executive Board to approach the Confidential Counsellor.
- II. The Confidential Counselors as offered by the ESSF and the TU/e will be available to all members of Hoc Habet.

8. Language

- I. All internal communication by the association shall be in British English.
- II. All official documents of the association shall be written in British English, unless otherwise specified by law, in which case a translation in British English shall be available.