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14 AUG, 2015

Charter of Eindhoven Student Sport Association Hoc Habet

Formulated under the 2014/2015 board of Hoc Habet.

Approved by the General Member Meeting of 07/07/2015.

This charter contains a total of 13 articles pertaining to the Eindhoven Student Sport Association Hoc Habet.

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1. Preamble

In the interest of creating an orderly, democratic, and functional structure for our organization, henceforth referred to as Hoc Habet, the following statutes are to be adopted. The intention of this Charter is to guide, shape and form Hoc Habet so that it may grow and bring its members prosperity and avoid internal strife.

2. Aims

The aims of Hoc Habet are to provide fencing opportunities to the members of the student community surrounding the Technical University of Eindhoven and its subsidiary, the Student Sport Centre. This includes providing existing and potential members with both practice and tournament opportunities where they may hone their skills. Furthermore the organization shall endeavour to provide its members with opportunities to bond and build a functional community.

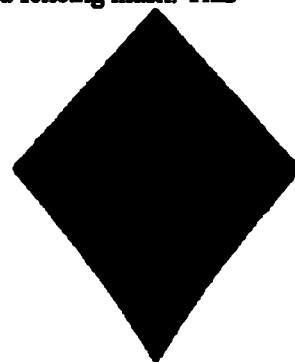
3. Name

The name of the organization, in full shall be: Eindhoven Student Sport Association Hoc Habet. Within formal documents it will still be possible to abbreviate this name to ESSA Hoc Habet, Hoc Habet or Hoc Habet Eindhoven. Derivatives of the name, such as HH, or any similar derived names may only be used informally by the association.

4. Symbols of the Organization

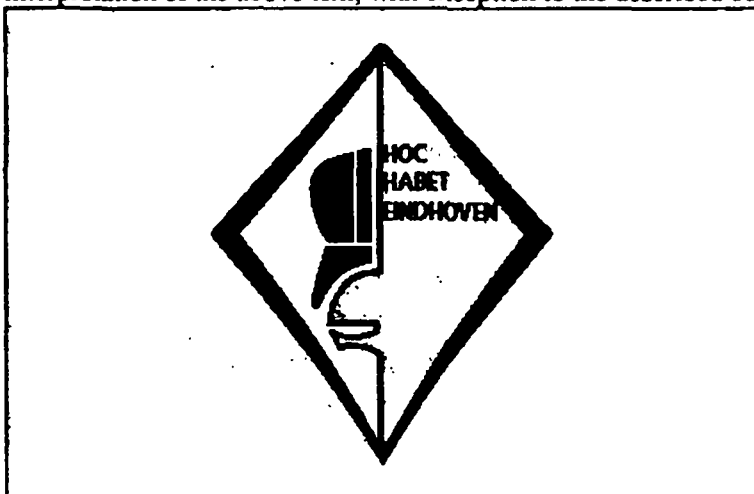
a. Logo

The logo of the association shall be as follows: a rhombus 677/854 times as wide as it is tall. Within this rhombus there will be a black (#000000) border, 5/122^{nds} of the total height at the top and bottom of the rhombus, and 56/677^{ths} of the total width thick at both sides. These four points will be connected by straight lines, the space between the edge of the external and internal rhombi will be the border, and thus be coloured black. A single black line 11/677^{ths} of the width will divide the rhombus in two even halves, the left being coloured purple (#a0719f) and the right coloured green (#31b061). The dividing line will at the height of 459/854^{ths} from the top bend leftwards to create the form of a pistol gripped epee. The right side of the logo will have the following text written in the font Myriad Pro: HOC HABET EINDHOVEN. This text will be placed with each word stacked upon the next. The left side will have, in black a stylized fencing mask. This mask will consist of a bib, visor and side protector, all spaced from one another. Should any uncertainties arise in the creation or maintenance of the logo the following image will hold precedence over any interpretation of the above text, with exception to the described colours.



b. Flag

The flag of Hoc Habet shall be a rectangle of ratio 3:2. This flag will be divided exactly in half, the right side coloured purple (#a0719f) and the left green (#31b061). In the centred in the exact middle of the flag the logo of the organization will be place and will have a height of 427/500 of the height of the flag. Should any uncertainties arise in the creation or maintenance of the logo the following image will hold precedence over any interpretation of the above text, with exception to the described colours.



5. Membership

Hoc Habet shall pursue a policy of full enfranchisement and admit any and all members who wish to join its ranks regardless of sex, age, origin, education or any other factor that may be used to discriminate against any group. With exception for all individuals of ages inferior to the age of maturity, whom must provide parental authorization to join.

Furthermore any individual whose membership has been revoked or who has been expelled by the Executive Board may be refused at the discretion of the Board.

Hoc Habet distinguishes between full and aspiring members; both shall be subject to the same rights and obligations with the exceptions delineated within this document.

a. Fees

Membership to Hoc Habet shall be paid in two instalments, one per semester, levied one month into the current semester, the exact timing being left at the discretion of the Treasurer. The fees for both semesters are to be determined by the Treasurer, in combination with the Executive Board, and are subject to approval by the General Members' Assembly as part of the budgeting approval. Should there be a change in the fee in regard to previous years this must be clearly and explicitly stated in such a way that the members may object to or debate it. Ultimately should a new fee be rejected by the assembly the previous fee will be carried on into the new fiscal planning pending update.

Exempt from paying this fee are aspiring members, who may not be requested to pay a fee should they have fenced with the club for less than five weeks before stopping their participation in the club. Furthermore the fee for Honorary Members shall be determined on a case basis by the Executive Board, who may choose to waive or reduce the fee arbitrarily.

b. Articles of Conduct

All members are to comport themselves in an orderly, well mannered fashion. They are to treat the club and its materials with due respect, furthermore they must refrain from behaviour deemed to be dangerous by either the Maitre or the Executive Board, and follow the orders of both in regards to conduct during any events where Hoc Habet is the responsible party. Whilst friendly competitiveness between members is accepted and even encouraged, Hoc Habet will not tolerate overt displays of hostility between members. Individuals found in breach of the Articles of Conduct may face disciplinary action including, but not limited to, suspension or expulsion at the discretion of the Executive Board.

Expansion of the Articles of Conduct, separate from this document, may be undertaken by the Executive Board, and subject to the General Members' Assembly approval. The articles of conduct in full must be promulgated to each new and aspiring member. Failure to do so may result in disciplinary action against the responsible Executive Board member(s) by the General Members' Assembly but the principle of *Ignorantia juris non excusat* shall apply regardless.

c. Rights

All members have the right to utilize the equipment of Hoc Habet and full use of facilities during any training or activity. All members have the right to sit in the General Members' Assembly and vote on the issues proposed therein. Furthermore all members have the right to propose new legislation or suggest amendments to existing statutes.

Full Members, who have paid their membership fee a minimum of one time, may furthermore loan Hoc Habet's equipment and utilize it for tournaments. Any individual who has, at any time, been a Full Members has the right to wear the Hoc Habet logo on their non-dominant shoulder, or wherever deemed fit by FIE (Fédération Internationale d'Escrime) as per their regulations on logos. Additionally Full members may subscribe to fencing tournaments under Hoc Habet.

KNAS membership may at any time be requested through Hoc Habet by any of its members and all members will be entitled to joining Student Circuit Tournaments through Hoc Habet.

d. Honorary Membership

The Executive Board may choose to grant the title of Honorary Member to any individual they deem worthy of it. The choice requires a two thirds majority (rounded to the nearest whole number). Honorary Members enjoy full lifetime membership to the club, regardless of whether they are actively participating in it and may at any moment choose to participate in the General Members' Assembly or to fence under the colours of Hoc

Habet, as well as being granted the full rights available to any member. Honorary Membership may be revoked by the Executive Board should they believe that the individual upon whom it has been bestowed has acted contrarily to the principles of Hoc Habet or has shamed the organization.

6. Executive Board

The Executive Board shall be charged with the day to day running of the club. It is their duty to see the wishes of the General Members' Assembly fulfilled to achieve this they are vested with executive powers as well as the right to represent the organization, and by extension its members, at formal and informal events. They are charged with regular and periodic meetings amongst themselves to guarantee the correct functioning of the club. Whilst their position may grant them larger powers than other members of the association, due to the inherent nature of their work, they remain first amongst equals viz. they enjoy no privileges any other member would not enjoy, other than those strictly needed for their fulfilment of their office.

The term for the Executive Board lasts one academic year, beginning officially in August/September and ending in June/July. In the interim period of June to September the new board is officially charged with the running and maintenance of the organization, with support and supervision by the outgoing board. Elections for the new board are to be held in the second General Member Meeting. Elections are to be held per position, each contender submitting his candidacy to their desired position and will be awarded time to express their views and opinions. The General Members' Assembly will then proceed to vote per position which will be awarded to the contender holding a majority of votes with regards to the others. In the event that there is a single candidate to the position, the General Members' Assembly must vote on their ability to fulfil the position, and a simple majority is required for them to take office. Should the vote fail to confirm their position a new candidate must be proposed by either the General Members' Assembly or the Executive Board and new elections must be held for the position, this may occur during the General Members Meeting or in a special session. Should an election complete with no clear victor, two or more candidates having received the same number of votes, a new round of voting will be called. Prior to this all candidates who did not receive as many votes will be disqualified from resubmitting to the position whilst the candidates with equal number of votes will be awarded a new opportunity to speak to the Assembly. Should a new vote fail to determine a victor the Executive Board will have the right to choose from the candidates that the Assembly has selected and award them the position.

Should a member of the board find himself unable to fulfil his duties and request to be dismissed from his obligations it will be his duty to provide a suitable candidate with the aid of the Administrative Officer. This choice will be subject to a vote at the nearest General Members Meeting. Should none be located the Executive Board may choose to temporarily delegate the powers of the dismissed member to themselves, pending an emergency General Members Meeting wherein a new individual is chosen for the position.

The Executive Board is a committee composed of five individuals, plus trainees, whose roles, delineated below, exist to manage the club and have oversight over one another to guarantee fair and due process. Whilst these roles are the formal responsibilities that each board member is charged with and is ultimately responsible for, tasks and activities may be redistributed by the board members in whichever fashion they deem fit. This is in keeping with the concept of an organic organization and a pragmatic approach.

Voting within the board takes place with simple majority, however the board may not take any official action unless a minimum of half (rounded up to the nearest whole number) of the members are present. Abstentions are not permitted when voting, the sole exception is when voting for a motion. However, this requirement only holds for decisions that must be made as whole board. Decisions that fall within the direct responsibilities of one or more members need not be discussed in this fashion. A member of the board need not be physically present to cast their vote in any matter. Furthermore, should a decision directly fall within the given responsibilities of another member of the board, they must be asked as to their stance on the matter. This shall hold true in every circumstance, other than those detailed within this document.

a. Roles

i. Chairman

It shall be the Chairman's duty to act as a guide for the club as a whole. It shall be their duty to ensure the continued stability and correct operation of the club. As such they are charged with maintaining order within the organization and ensuring that both the other members of the board, as well as members of the organization, comply with the requirements and regulations set forth within this and other legislation. Furthermore it shall be their duty to create official documentation that does not fall within the given responsibilities of other board members.

ii. Secretary

The Secretary is charged with maintaining and circulating agendas and official documentation amongst the interested parties. Their duties comprise ensuring that both internal and external communication takes place in an orderly and timely fashion. Lastly in their scope, both as a point of contact and as part of their duty in ensuring correct communication, they are charged with ensuring that new and prospective members communicate their details to the board.

iii. Treasurer

The Treasurer has primary responsibility over any financial matter. It is their duty to review and authorize any expenditure or acquisition made by the club or any party authorized to represent them. Furthermore, it is their responsibility to create and maintain both the yearly budget and the final spending review for the past year.

iv. Administrative Officer

The Administrative Officer's responsibilities include ensuring that the club is managed correctly. Specifically it is their duty to ensure that the materials owned or maintained by the club are well kept, that the board is on schedule, and that the organizational structure is well kept and maintained.

v. Activities Manager

The Activities Manager is charged with creating and curating periodic events, for both the board and the organization's members. They are furthermore charged with maintaining a positive atmosphere within the club as well as assisting any activity that may not have been initiated by them.

b. Trainees

Trainee board members are individuals selected by the board members to participate in its meetings and to support the board members' actions and activities. Participation in the board is fully voluntary and encouraged by Hoc Habet, but does not grant the participants any special rights, as they cannot vote in board decisions and have no guarantees that they will be elected by the General Members' Assembly. They are however treated to a higher level of confidence by the board as they have a clearer picture of its inner workings. This comes with added responsibilities as they are to comport themselves as though they were board Members in full.

c. Powers

All members of the Executive Board, including trainee members, are awarded any powers necessary to the correct completion of their allotted tasks as delineated within this document. Their powers are, however, subject to the wishes of the General Members' Assembly. Should the assembly find itself in disagreement with the behaviour of one or more members of the Board they may choose to hold a Special Meeting to discuss their qualms.

d. Decrees

Members of the Executive Board proper may choose to create a decree, containing some new form of legislation. These must be properly promulgated amongst the members who may choose to abrogate or amend any such decree during either a General Member Meeting or during a Special Meeting. To become effective, a new decree must obtain a simple majority vote within the board with all members voting. Decrees may cover any number of aspects, which are at the board's discretion, and immediately become legislation upon promulgation. A decree may however not supersede this charter; any legislation created by the General Member's Assembly may be overwritten, effective immediately, pending final approval by the Assembly.

7. Executive Committees/Officers

Executive Officers or Executive Committees may be created by the Executive Board to aid in the running of the organization. They differ from Trainees or Board Members in that both Executive Committees and Officers can be commissioned by the Board without need for authorization by the General Members' Assembly. Furthermore Executive Committees and Officers are assigned a specific task upon being commissioned. Their office, along with any special powers and authority they were granted by the Board, dissolves upon completion of their assigned tasks. Additional limitations to the powers of Executive Committees and Officers are that their charters are time bound and terminate upon either the completion of their tasks or once their assigned time has elapsed. As the power of the Executive Committees and Officers stems from the Board, any office granted to them may not last longer than one Board year. However new Boards, may choose to extend their charter. Lastly both Officers and Committees, whilst able to cover some of the duties of the Board Members, such as having access to finances, are forevermore subject to supervision by the Board in their actions and may under no circumstance be awarded offices that override or replace the positions of the Executive Board.

8. Finances

The finances of the organization are to be administered by the Executive Board, specifically by the Treasurer. Membership fees may be levied at the Board's discretion, but the size of the fee must be approved by the General Member's Meeting. This is done when the General Member's Assembly convenes at the closing of the academic year to discuss the new budget.

During this session the spending review must be submitted by the board to the Assembly. This review must contain all post facto modifications made to the previously approved budget and a full oversight of expenses and income. This oversight must clearly delineate which funds have been allocated where as well as a final oversight showing the total yearly profit, or loss.

a. Budget

A new annual budget must be presented at the second General Member Meeting, nearing the end of the academic year, and is subject to approval by the General Members' Assembly. Should the budget fail to pass, the General Members' Assembly must define the necessary changes, allowing the budget to be passed, within the duration of the General Member Meeting. The General Member Meeting can then only be dismissed by a motion, even in the event that debate time is exceeded. In the event that continuing debate on the budget proves to be impossible within the scope of one meeting, a new meeting must be called. In order to allow final approval of the budget before the end of the academic year. In the event this should also prove impossible, the previous budget may be maintained until a new budget can be approved.

Whilst the budget should contain a full oversight of expenditure for the coming year and outline the specific expenses to be undertaken, it may be the case that deviations from the budget become necessary. In this event the Board, with a two thirds majority, may choose

to redistribute or appropriate funds. These measures are subject to the General Members' Assembly's final approval, and must be clearly highlighted during the end of year spending review. Should the Assembly fail to approve the changes made post facto, the Assembly shall have the right to request the dismissal of either the Board or the Treasurer as they deem fit. Additionally the General Members' Assembly may choose to pass any additional penalties, such as permanent suspensions and may even choose to undertake legal action against the Board or any of its members to recoup any losses they believe have been incurred by the club.

b. Property

Any and all property acquired by the organization or by third parties and placed under the supervision or management of the organization shall be considered property in full and thus subject to the decisions of both the General Members' Assembly and, by extension, the Executive Board. Property placed under supervision, will be treated as property in full in all cases other than those where the legal owners of said property may present reasonable objections to the actions Hoc Habet may wish to undertake. The Board holds the right to, as part of routine accomplishment of their assigned tasks or as an execution of the wishes of the Assembly, to liquidate, acquire or in any other way manage the property of the organization as they deem fit to the accomplishment of their duties.

9. General Member Meetings

In the interest of maintaining a fair and well managed organization, Hoc Habet will organize two General Member Meetings per academic year, announced one month in advance. The agenda, in addition to any relevant documents, must be provided one week in advance by the board. The first meeting, taking place in the first semester of the year will allow the General Members' Assembly to set policy for the Executive Board as well as setting timelines and goals, furthermore it is an opportunity to revise the proposed budget in light of these new goals.

The second General Member Meeting shall take place in the second semester of the academic year. Herein new Board candidates will stand for election for the Board. Furthermore this meeting will allow the Board to present the new budget for approval as well as the spending review.

A General Member Meeting, and all decisions made therein, can only be considered valid if a minimum 1/3 of all registered members, or at least 15 registered members, are in attendance.

a. Special Meetings

At any time the Board may choose to hold additional Special Meetings. These meetings may be called to resolve an emergency or to gain permission to change policy in the event that the regularly scheduled meetings would not permit to respond to a situation in a timely fashion.

Special Meetings may also be called by the General Members' Assembly. To do so, the members of the Assembly must garner the signatures of a minimum 1/3 of all registered members, up to a maximum of 15.

10. Relationship with Other Organizations

Whilst being a fully independent organization, Hoc Habet, by its very nature, is closely tied in with certain other associations. Hoc Habet reserves the right to terminate relations with these associations at any time or to set up new relationships with competing organizations.

a. ESSF

The Student Sport Federation of Eindhoven (ESSF) holds the right to represent Hoc Habet at student related affairs, where Hoc Habet has chosen, or been unable to, represent itself. Any decisions it makes on behalf of Hoc Habet are subject to Hoc Habet's final approval.

b. SSC

The Student Sport Centre (SSC) houses and provides for Hoc Habet, in return Hoc Habet provides a service to the student sport community allowing all individuals, who have been authorized by the SSC, to participate in its trainings and activities.

c. KNAS

Koninklijke Nederlandse Algemene Schermbond (KNAS) (The Royal Dutch Fencing Union) has no specific hold over Hoc Habet, but holds an advisory position in all matters related to the fencing sport as well as enabling Hoc Habet to market its tournaments through its services. Full Members may request KNAS membership through Hoc Habet should they wish to do so.

d. Maître

The Fencing lessons at Hoc Habet will be taught by a certified Maître. The Maître is directly employed by the SSC, any conflicts concerning the Maître should be dealt with in cooperation with the SSC. He or she is expected to not hurt Hoc Habet's interests and provide proper and guiding lessons to Hoc Habet members. Due to the diverse nature of the Hoc Habet membership, consisting of both foreign and domestic students, a measure of flexibility concerning the language during lessons is expected.

11. Voting

In the interest of fairness and equality, all members of the organization hold the right to vote during the General Members' Assembly or any special session. The sole exception to this occurs when the General Members' Assembly passes judgement on the actions of the Executive Board, such as when approving deviations from the approved budget. In such an eventuality, Board Members are not permitted to vote on their behaviour.

To approve any decision, the General Members' Assembly must achieve a simple majority of all members present. Exceptions to this are those outlined within this document for special procedures. Furthermore in the event of a hung vote a motion will not be dismissed; rather debate time will be extended until a successful vote is achieved. Such an extension may be granted a maximum of three times after which a motion is tabled and may be brought back into discussion at the coming meetings.

a. Motions

At any time during the debate it is possible for members to present pre-established debate motions such as those used in normal parliamentary procedure. Doing so requires having been recognized by the chair, motions presented without recognition, other than motions which are generally accepted to not require recognition, are not permitted and will be considered disruptive behaviour if insistently presented. Additionally attempts at filibustering, either by incessantly presenting useless motions or by delaying voting by speaking off topic will not be tolerated and the offenders may be removed from the assembly.

An exception to this rule occurs if a motion of no confidence is presented by the General Members' Assembly against either individual members of the Board or the Board as a whole. Such a motion immediately overrides any previous debate or voting, and allows the presenter of the motion access to the floor to state their argument. The accused parties will similarly have the right to access the floor to defend their position. Once the speakers have finished, the motion automatically proceeds to a two thirds majority vote. Should the motion pass the individuals accused will immediately be removed from office and may be subject to additional penalties at the discretion of the General Members' Assembly. If need be, a new Board or Board member may be elected. Otherwise, should this prove impossible, a regent may be elected. It will be their duty to take on the role of any members of the Board that may have been removed until a new election can be organized and a new board formed. Due to the serious nature of this motion, abuse hereof will be treated severely and may result in removal from the meeting if it is deemed to have been called frivolously. This may be determined at the discretion of the General Members' Assembly via a simple majority vote.

Any motion, with the exception of points of order and similar motions, but not votes of no confidence, must be seconded by another member of the assembly to be brought to debate. This may be done without recognition by the chair, as is standard in parliamentary procedure.

b. Modifying the Charter

Should a change to this Charter be needed, it will be the General Members' Assembly's duty to vote on any newly submitted clauses or amendments. To pass these changes must gain a two thirds majority of all those registered as Full Members or Honorary Members. Recorded voting is to be used, the names of every Full or Honorary Member is to be called and their vote is to be written down. Only in the event of an attempt to change the Charter will voting by proxy be permitted, so long as proper documentation and evidence is submitted to guarantee that the voter has the just consent of the individual to represent them. This evidence is a signed writ empowering the holder to vote in a particular fashion. The writ itself must state whether or not the vote is in favour. In addition copies of identification papers of both the holder of the writ and the individual voting by proxy must be attached to the writ itself. A copy of this writ must be kept as evidence by the Board. Additionally the writ must specifically state whether they wish to vote even if the proposed changes to the Charter are amended during debate.

Individuals who abstain either by not being present at the meeting or by not submitting a vote by proxy will not be considered when counting the percentage of votes in favour, as such individuals who have abstained will be noted in the minutes as having abstained but their vote will not be counted as a no. However if the number of abstaining individuals is superior to that of voting individuals the vote itself cannot take place.

12. Dissolution of the Organization

The organization may be dissolved if the General Members' Assembly votes in favour of a dissolution by a two thirds majority of all active members during a Special Meeting called for this specific purpose. This may occur in the event that the club is forced to declare bankruptcy, if the membership has fallen too low for the organization to be effective or for any other reason the General Members' Assembly deems fit.

a. Liquidation of Assets

In the event of a dissolution of the organization, the Board will be tasked with divesting the club's financial and material assets. Should the General Members' Assembly not specify how they wish to see said assets utilized, the Board will be tasked with utilizing these assets to improve the availability of fencing in Eindhoven or the Netherlands as a whole. This may be either through providing these materials to other fencing associations or utilizing it to set up new fencing opportunities within the region.

b. Financial Liability

In the event the organization were to be unable to pay debts the Board cannot be held personally responsible and their property may not be utilized as securities to secure debts on behalf of the club. The club's own property may be utilized for this scope and liquidated to make good on unpaid debts, either through discussion between debtor and creditor or as part of a court mandated liquidation of assets.

13. Language

Should a conflict ever arise between versions of this charter due to translations, the English (UK) (henceforth referred to simply as English) language version will always hold sway over any and all other versions. All amendments to this charter must be made in English, which is to be henceforth the official language of the organization. All official communication is to be made in this language and all official records are similarly to be kept in English. All internal communication not intended for promulgation to members or future boards is, however, exempt from this requirement. Additionally, should it prove impossible to utilize English when communicating with external parties, this communication may take place in any other language acceptable to the board.

To maintain a fair and just environment, and ensure the free flow of information, any individual may request a copy of this charter in a language of their preference, the board will attempt to oblige to their request to the best of their abilities. A version in Dutch will be kept fully updated and ready at all times. This is due to the special position the language holds as the main language of the country of residence of Hoc Habet.

This document, the Eindhoven Student Sport Association Hoc Habet Charter (Dutch: Statuten van Eindhoven Student Sport Association Hoc Habet), is unanimously approved by the General Member Meeting on the Seventh (7th) of July, 2015.

Signed:

**Chairman (Dutch: voorzitter)
Jim Veerkamp**

Gegevens verwijderd door KvK

**Secretary (Dutch: secretaries)
Koen Antheunis**

Gegevens verwijderd door KvK

**Treasurer (Dutch: penningmeester)
Nicolle Beckers**

Gegevens verwijderd door KvK