

S.P.V. Blue  
Student sport association for Aerial Sports  
Studenten paalsport vereniging



# BLUE

## Huishoudelijk Reglement (House Rules)

These House Rules will be voted on by the members on the 26<sup>th</sup> GMM of S.P.V. Blue.

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## Article 1. General provisions

### Section 1.1 The house rules

In these house rules, important and binding rules of the association are written down. This gives clearance about rules and regulations within the association that are not written down in the statutes. The structure and goals of the association are mentioned. As well as expectations and rights of the members, committees, and the board.

In case a misstep concerning S.P.V. Blue or its members occurs, all members can find the rules that they and the board must follow in this document. Based on these rules, decisions about (mis-)behavior of members/the board are made.

If someone does not act in accordance with these rules, this should be reported to the board or, if there is a problem with board members, the advisory board. Depending on the situation, decisions will be made that are in line with the offence.

### Section 1.2 Goals

The goal of the association is to promote Pole Sports, Aerial Silks, and Aerial Hoop within the Student Sport Centre Eindhoven (henceforth SSC). S.P.V. Blue wants to emphasize the reputation of these sports as a great way to improve strength, endurance and flexibility while feeling graceful and confident.

Irrespective of which sport is performed, the classes focus on the ability to (feel in) balance and control (of ) one's own body.

## Article 2. The association and its members

### Section 2.1 The sports within the association

Our association offers three kinds of aerial sports: Pole Sports, Aerial Silk, and Aerial Hoop. All these sports are a full-body workout based on training with one's own body weight. All these sports can be individually performed and combined with for example dancing according to the personal preference of the performer.

Pole Sports, as the first sport offered by S.P.V. Blue, originates from pole dance. It combines artistic dance, acrobatics, and strength exercises. The sport involves exercises such as climbing, spins, poses, and flips. Pole Sports is known as a fitness form that can be used as aerobic and anaerobic training. You build up muscles through strength exercises on the pole with your own body weight.

Aerial silks, also called aerial tissu, originates from the circus world. Aerial silks is an acrobatic discipline performed in a fabric attached several meters off the ground. The fabric varies in colors, tightness and/or

stretchiness. It can be used single, double, or folded to a loop or hammock. Using different wrapping and climbing techniques, the acrobat can perform beautiful spins, drops, and poses high up in the air.

Aerial Hoop, also called aerial ring or aerial lyra, also originates from the circus world. Aerial Hoop is an acrobatic discipline performed in a metallic, cloth wrapped, hula hoop suspended from the ceiling. The acrobat uses his or her strength and flexibility to create static, spinning or swinging stunts.

## Section 2.2 Members

The association recognizes members according to article 4 and 5 in the statutes. Students who can get a sports card according to the rules of Eindhoven Student Sports Federation (henceforth ESSF), and SCC are eligible to join S.P.V. Blue.

Members of the Association are classified into:

- a. Regular Members: Members with an active sports card, paid contribution, and full yearly subscription.
- b. Sleeping Members: Members with an active sports card, paid contribution, full subscription but not actively following a course.
- c. Active Members: Regular members that are active in the board and/or a committee of the association.

## Section 2.3 Rights of the members

All members of S.P.V. Blue have the right to attend classes, following section 2.4, workshops and other activities organized by the association. Furthermore, members are encouraged to attend the general members meeting (henceforth GMM) to actively understand and contribute to the state of the art of the association. Their rights at the GMM are specified in section 6.

## Section 2.4 Courses and Classes

In all our disciplines safety comes first. Therefore, before a student can start classes of a specific sport with S.P.V. Blue, he or she needs to successfully finish the beginners course of the corresponding sport provided by the SSC. In this beginners course, basic techniques and basic tricks are taught to ensure safety and basic knowledge. It is not necessary to have previous experience or extra strength to join the beginners course. After completing the beginners course, members can join the association S.P.V. Blue. They are allowed to join classes organized by the association throughout the year. These classes are included in the contribution fee. The number of lessons can be adapted per academic year or per quartile according to arrangements with the SSC. The board has the right to change the class days and time slots.

When a student has experience exceptions can be made. Athletes who are allowed to be a member and have previous experience, have the possibility to skip the beginners course. Their qualities will be judged

individually by the teachers. Afterwards, the teacher will decide at which level the student is allowed to take lessons.

Outside of class hours students are allowed to join free practice hours. During those slots S.P.V. Blue has booked the location, so that members can have opportunities to train and be creative. However, in order to maintain safety, a member cannot train alone during free practice. Specifically in the Gymnasium, if a member wants to train, they need to be accompanied by one student from intermediate or advanced.

## Section 2.5 Subscription

An athlete that wants to become a member of the association needs to subscribe at the association, as stated by the secretary, and pay their contribution. Only after the secretary of the board has received all asked documents and the treasurer has received the contribution fee for that specific year, a person is officially a member. Ending the membership can happen at any moment. This needs to be done by contacting the secretary. When a member ends their membership, they have no right to receive their contribution fee back.

If a member has missed a significant number of lessons, as decided upon by the teachers and the board, without further explanation or valid reason, the board can act against this member. First, at least two warnings per mail over a period of 2 weeks need to be given towards this member. Afterwards, the board has the right to unsubscribe the member and to refuse them the right to join a class. The member would have to (re-)subscribe by paying the contribution fee to participate in class again.

The membership year follows the academic year of the SSC and is from the 1<sup>st</sup> of September until the 31<sup>st</sup> of August, regardless of subscription moment.

## Section 2.6 Active Alumni

Alumni of the association are people who have been a regular member of the association before, but cannot be one now. An alumnus can stay active in the association by enlisting as an Active Alumnus. Active Alumni are invited to all activities organized by the association for the same price as regular members. If there is a limit to the amount of participants to an activity, regular members get priority.

Alumni cannot join classes or vote in the GMM. Alumni contribution is equal to regular member contribution.

## Section 2.7 Borrowing materials

The association has several materials that are available for its members to borrow. These include, but are not limited to: X-poles, pole straps, Aerial rig, A-frame, 1 blue silk. Those materials are owned solely by the association and can be lent to the members under some conditions. The member needs to sign a borrowing agreement, which states the purpose of the activity. An assembly manual will also be provided alongside the agreement. The member is responsible for (dis)assembling the products correctly, which will be checked by a representative of the association before and after the activity. The member is responsible for the product during the activity and until its return to the association. If a

damage is found, the member is liable for compensating the association of the amount needed to fix or replace the product.

## Section 2.8 English inclusivity

All classes provided by the association must be taught in English. This rule also extends to the management of the association: the board and committees. If there are only people present that share a language, they can use this language to communicate. As soon as there is a person present that does not share this language, all communication (in person and over chat) must be done in English. All minutes should always be kept in English.

## Article 3. The board

### Section 3.1 General

The board consists of a minimum of three members:

#### President

- a. Arranges and leads board meetings and general members meetings.
  - o Provides the agenda for the meetings.
  - o Leads the meetings.
- b. Checks whether board members perform their duties.

#### Secretary

- a. Writes minutes of board meetings and GMM.
- b. Keeps track of the in- and outgoing (e)mail.
- c. Manages (digital) archives.
- d. Keeps the administration of members.
- e. Recruits (potential new) members.

#### Treasurer

- a. Arranges the administration of the association assets
- b. Manages the financial resources.
- c. Makes the budget at the start of the fiscal year.
- d. Arranges a financial overview for every GMM.
- e. Informs the board about financial business.

There is no maximum amount of board members. Next to aforementioned positions, other positions can be added to the board, such as:

#### Vice-president\*

- a. Replaces the president in case of inability.
- b. Assists other board members when needed.

#### Commissioner of External Relations\*

- a. Coordinates promotional materials for S.P.V. Blue.
- b. Seeks for sponsors.
- c. Seeks for contributors
- d. Keeps contact with third parties.

#### General Board Member\*

- a. Function fulfilled by the needs of the association

\* Not specifically in this order.

All members can become part of the board, if approved by the GMM as stated in Article 6. Both the board as well as S.P.V. Blue members can suggest board successors during a GMM. Members of S.P.V. Blue can provide suggested changes to the board. When this happens, the board is obligated to at least state the suggestion of change at the GMM. If the amount of board members is below three, the board members are obligated to organize an GMM as soon as possible, where the empty board functions are presented. The board is always allowed to shift tasks from one board member towards another if necessary.

### Section 3.2 Rights and obligations of the board

- a. The board must justify their actions to the attendees of the GMM.
- b. Before the board is appointed or within two months after appointment, a policy plan and budget of the upcoming year must be presented at the GMM.
- c. The board meets on as often as they deem necessary, or if one board member asks for this.
- d. A board meeting cannot start unless at least two-thirds of the board members are present.
- e. Decisions will be made if at least the majority of the attending board members votes in favor of this decision.

### Section 3.3 Policy plan

The board needs to present a policy plan at the beginning of their board year. In this policy plan, at least the following points should be discussed:

- a. General goals.
- b. Objectives and strategies.
- c. Committees.
- d. Members.

## Section 3.4 Board and committee (re-)elections

(Re-)election of the board members will take place during the GMM.

During the handover, the old board must provide the following to the new board, 14 days before the (re-)election GMM:

- a. Access to the board E-mail, Google drive, and handover documents.
- b. A list of all official documents by for example the KVK, SSC or ESSF that must be signed by the new board.
- c. The notion that the new board should have their policy plan provided vast in advance of the (re-)election GMM.

After the (re-)election GMM the bank account of S.P.V. Blue needs to transfer towards the new treasurer, within 1 month.

## Article 4. Finances

### Section 4.1 General

The board is responsible for all finances of S.P.V. Blue. The treasurer makes the financial documents of S.P.V. Blue. This consists of:

- a. Budget (at the beginning of their mandate),
- b. Balance (at every (re-)election GMM and every half-year GMM),
- c. Financial Settlement (at the end of their mandate),
- d. Profit and loss (at the end of their mandate).

### Section 4.2 Maximal expenses

The board is allowed to spend money from the association if their budget is approved. They can at all times spend the amount of money stated in the budget. The board can spend up till 500,- over budget, approval of the GMM is needed if the expenses is more than €500,- on the whole budget. In case of guaranteed income, no approval of GMM is needed. For example, a show night can be an expensive endeavor but with ticket sales and sponsorships the total cost can be brought down.

### Section 4.3 Equity

The equity of S.P.V. Blue consists of an overview of the money that is in the bank checking, savings and cash that is not reserved for specific goals but serves as a guarantee for the continuation of the sport association.

The board can use this money for organizing activities, these activities have to be organized for regular members of S.P.V. Blue as stated in article 2. In case, the association makes a profit out of this, it can be put back into the savings with goals assigned to it. For example: the profit can be used for reserving



money for new X-poles or for organizing a lustrum year. Each year, the board cannot spend over 40% of the free equity.

Each year a minimum amount of money is needed for S.P.V. Blue to make sure the association stays healthy without sponsorships. It is the job of the board to make sure that this amount is available at the end of a board year. The (difference in) amount of members and the inflation has to be considered when estimating the minimum amount of equity.

## Article 5. Committees

### Section 5.1 Advisory board

#### **Role of the advisory board.**

S.P.V. Blue has an advisory board to provide expertise, guidance, and insight to the board. The advisory board consists of people who can help fill in the gaps of knowledge from the board. The advisory board is not responsible for the governance of S.P.V. Blue. Instead, in cooperation with the board, they make sure that the statutes and the house rules are being updated and obeyed.

#### **Power of the advisory board.**

The advisory board exists mostly as an advisory body for the board. This means that the board will initiate meetings when they deem necessary. When the advisory board thinks it is necessary, they have the power to demand a meeting with the board. During this demanded meeting, the advisory board is allowed to ask the current board for improvements. These might be in general or for a specific subject and the board should make noticeable improvements within the agreed timeframe.

If any problems arise in regards to a specific board member, all members of S.P.V. Blue are able to get into contact with the advisory board directly in order to solve these problems. In this case the advisory board must plan a meeting with the board (this may be without the person in question).

#### **Joining the advisory board.**

The advisory board consists of at least one old board member of the previous year of S.P.V. Blue. This can get complemented by other people with experience or expertise in areas which can benefit the association. Members of the advisory board are obligated to be members of S.P.V. Blue.

### Section 5.2 Cash Control Committee (CCC)

#### **Role of the CCC.**

S.P.V. Blue has a CCC in order to provide expertise, guidance and insight to the board regarding the financial areas of the association. The CCC exists to maintain knowledge with regards to the finances of the association. The CCC makes sure the association stays financially stable, informs the members of the association about the financial status, gives advice to the treasurer, and provides a balance of power with regard to the finances of the association.

#### **Obligations of the CCC.**

The CCC has some obligations in regard to the association.

1. Check the bookkeeping of the treasurer.
2. Check the final settlement.
3. Provide their experiences and discoveries (in writing) of the financial settlement of account of the resigning board to the (re-)election GMM.
  - a. This includes if they accept or decline: (1) the actions of the resigning treasurer and (2) the financial status of the association. Actions are specified in section 6.2.

The board is obligated to provide the CCC with all the information and documents they require in order to get a clear overview of the finances of the association.

### **Joining the CCC**

The Cash Control Committee consists of at least two members of S.P.V. Blue. These members have experience as a board member of S.P.V. Blue or expertise in financial areas which can benefit the association. Members of the CCC always have to be approved individually by the GMM. Members of the CCC are members of S.P.V. Blue.

## **Section 5.3 Other Committees**

Next to the previous mentioned committees, the board of S.P.V. Blue is free to create committees and detach them when deemed necessary. All committees of S.P.V. Blue must be accepted by the board. Committees must provide justification for their actions to the board and are required to ask permission from the board when expenses are made on behalf of S.P.V. Blue.

## **Section 5.4 Regulating Committee Members**

### **Authority of Committees**

All committees within the association, with the exception of the RvA and KCC, possess the authority to appoint and dismiss committee members. It is imperative that these committees uphold the responsibility of maintaining an adequate number of members necessary to effectively execute the committee's designated tasks.

### **Handling Inactive Members**

In the event of a member displaying prolonged inactivity, the committee is strongly encouraged to initiate communication with the individual in question. The purpose of this communication is to ascertain the reasons behind the member's lack of contribution. Depending on the response received, the committee holds the discretion to make a decision regarding the removal of the inactive member from the respective committee.

### **Removal Procedure**

The removal of a committee member should always be a collaborative decision made in consultation with the other committee members. Deliberations on this matter should be conducted with care and consideration for the member in question, while ensuring that the best interests of the association and its objectives are preserved.

## Article 6. General Members Meeting (GMM)

### Section 6.1 General

- a. The GMM is convened at least twice a year by the board and as often as the board or the members deem desirable. One of these GMMs needs to be the Board (re-)election GMM. The board carries the responsibility to organize the GMM.
- b. A written request from at least one-tenth of the members entitled to vote obliges the board to organize a GMM within 28 days.
- c. Members may submit agenda items and/or proposals in writing to the board. If these are in the possession of the board at least 8 days prior to the GMM, the board is obliged to state these agenda items and/or proposals in the organized GMM.
- d. If not all parts of the GMM are discussed but circumstances do not allow the GMM to continue, then the chairman can suspend the GMM and a new GMM needs to be organized within 2 months. Decisions where a voting still needs to be done are done at the new GMM.

### Section 6.2 Tasks of the GMM

The tasks of the GMM are to apply the statutes and the house rules on the association and its members. For the following events, approval is needed at the GMM by means of vote :

- a. The agenda for the GMM.
- b. The entering of new board members.
- c. The resigning of board members.
- d. The policy plan of the new arranged board.
- e. The budget of a new board, as specified in section 4.1.
- f. The settlement of a resigning board, as specified in section 4.1.
- g. Changes and/or supplements of the house rules.
- h. The dissolve or dissolution of the association, as specified in the statutes.
- i. Financial expenses as authorized by section 4.2.
- j. The resigning and entering of the advisory board.
- k. The resigning and entering of the Cash Control Committee.

In the case that the settlement of the account of the resigning board is declined by the cash control committee, the council can decide about further measurements. These can differ due to the circumstances.

### Section 6.3 Invitation to the GMM

A written invitation to the GMM must be sent to the voting members at least 14 days prior to the GMM by the secretary to all the members of S.P.V. Blue.

This invitation should include:

- a. The place, date, and time of the GMM.

- b. An agenda including the subjects to be discussed, possibly with an explanation. This is with reservation of changes and supplements.
- c. The minutes of the previous GMM.
- d. In the event of an election, the names of the candidates nominated by the board.
- e. An invitation to investigate the financial aspects of the association.

The following documents, if discussed at the GMM, need to be sent to the members of the association 7 days in advance.

- a. In the case of a proposal to change the statutes or the HR, a copy of that old version and the proposed new version is included.
- b. The reflection of the sitting board from the period of the previous GMM until the announced GMM.

The statutes and house rules can always be asked by members from the board. They need to be sent within three days. They can also be found on the website.

## Section 6.4 Course

During the GMM the following rules apply:

- a. Every member present during the GMM is obliged to make their presence known, in the way the board asks for, at the time they arrive and the time they leave. The members present are called the council.
- b. No member talks without permission of the chairman of the GMM. The chairman does not need to let a council member talk more than 3 times about the same agenda point if this hinders the course of the GMM.
- c. The chairman always has the right to keep order.
- d. Each member has the right of amendment. Amendments will be voted on first. It shall be dealt with under that item on the agenda to which it relates or under 'whatever else comes up for discussion'. If desired, the Chairman shall suspend the meeting before an amendment is tabled.

## Section 6.5 Voting

A proposal for a decision or an election shall be voted on by the members who are present (or gave their proxy) at the GMM. Only members of S.P.V. Blue can vote.

- a. An oral vote during the GMM shall take place as follows. The Chairman of the meeting shall clearly indicate what is to be voted on. After this, all members entitled to vote shall be asked to vote by raising one hand for one of the following choices: in favor, against, blank or abstain, which shall be dealt with in this respective order. The votes are counted by the secretary or by a person appointed by the Chairman.
- b. Blank votes are considered to have been cast and therefore count towards the quorum. Abstentions shall be considered as not having been cast and shall therefore not count towards the quorum.
- c. A written vote during the GMM shall be held as follows. The Chairman of the meeting clearly indicates what is to be voted on. After this, each member entitled to vote will vote by means of

anonymous closed ballot papers. Proxies shall sign an additional ballot paper by proxy. The ballot papers will be collected by a board member appointed by the Chairman.

- d. The board may invite board members of the ESSF, external non-members or employees of the SSC to the GMM if they deem necessary. These visitors cannot vote.

## Section 6.6 Voice of members

Members who cannot attend the general members meeting are allowed to give their vote to another member who is present at the GMM.

- a. This should be announced towards the secretary in writing before the GMM starts.
- b. One member can only have two proxies from other members.
- c. This proxy is only valid if the member that receives the proxy is present and the member who gives the proxy is absent.

## Section 6.7 Minutes

- a. Minutes shall be taken during the GMM by the secretary of the association, or by a person designated by the chairman of the GMM.
- b. The minutes shall be submitted to the next GMM for approval.
- c. Any recordings made during the GMM must be deleted within 14 days.
- d. The minutes of the GMM shall be sent to the members at least 14 days after the end of the GMM.

## Article 7. Final provisions

- a. Neither the association nor the board are responsible for damage caused during activities provided by the association. In cases when it is unclear who is responsible for damage the SSC will be asked to mediate the situation.
- b. Donations to S.P.V. Blue will go directly to the equity of the association, unless a specific goal is given for the money of the donation.
- c. If a situation occurs that is not stated in the law, statutes or HR, the unilateral opinion of the board is deemed highest and therefore will be considered right.
- d. This document is immediately deemed valid after being accepted at a GMM.