

SABA House Rules

Second revision, 2020

Created by the first board of SABA

Definitions

- The association - The association SABA: Study Association Business Analytics
- The articles of association (AoA) - The articles of association (Dutch: statuten) of the association
- The GA *or* the assembly - The general members meeting / assembly of the association
- The programme - the Bachelor or Master in Business Analytics at the VU University in Amsterdam
- The house rules (HR) - The house rules of the association

GENERAL

Article 1

Apart from any laws and what has been stated in the articles of association, internal affairs will be handled by the association through the existence of these house rules, through other documents that rely on the house rules and through lawfully binding decisions made by the GA.

Article 2

Within the association it is stated that all outgoing communications may be electronic. The term written communication also encapsulates email.

Article 3

1. Due to the international character of the programme, English will be the main language with all written communication within the association. The following documents are allowed to deviate from this article:
 - a. The agenda and meeting minutes of board meetings;
 - b. The agenda and meeting minutes of committee meetings, where the board has allowed this.

2. The AoA and the HR will be available in both English and Dutch versions. Only the Dutch versions are legally binding.

Article 4

In cases where the AoA and the HR disagree, the AoA is leading and valid. The board will make sure to solve any discrepancies between the two as soon as possible.

MEMBERS

Article 5

1. Persons that follow the Bachelor or Master in Business Analytics at the VU University in Amsterdam are allowed to become members of the association after payment of the membership fees;
2. Persons that wish to become a member, but do not fulfill the aforementioned requirements are allowed to become members after sending a request to the board. After the board has agreed, the person can become a member of the association after payment of the membership fees.

Article 6

1. It is possible to become a member of the association at all times;
2. The board or the GA will decide on the height of the membership fee, and can be found on the website of the association as well;
3. It is never possible to refund paid membership fees.

Article 7

The rights of regular members are:

1. Right to vote at the GA;
2. Right to attend the GA, speak at the GA and make propositions at the GA;
3. Participate in activities organized by the association.

Article 8

1. A member of the association can be granted the title 'member of merit' by a written request of at least ten members, or the board;
2. A member is eligible for the title 'member of merit' when they meet at least the following criteria:
 - a. They have spent multiple years being an active and positive member of the association, and participated in multiple committees or functions;

- b. They have actively participated at activities organized by the association and they have a certain familiarity among most of the members of the association;
 - c. The association has often and not in vain been able to request assistance from the member.
3. The title of 'member of merit' cannot be granted to non-members; 4. The rights of a member of merit are the same as for a regular member.

Article 9

1. An honorary member can be nominated by a written request signed by at least ten members, endorsed by at least six persons who are or were a member of the board. This request has to be submitted to the board no later than the day before the GA;
2. An honorary member is a person that meets at least the following criteria:
 - a. They meet all criteria stated in Article 8;
 - b. They have been a member of the board for at least one entire board year;
 - c. Their actions evidently influenced the growth of the association and the continuation of traditions in an exceptionally positive way;
 - d. They are not members of the current board.
3. An honorary member does not necessarily need to be a member of the association;
4. The rights of an honorary member are the same as for a regular member, with the addition that they are exempted from the membership fee. They are, in principle, lifelong members.

BOARD

Article 10

1. The board of the association needs to consist, by Dutch law, of at least three persons;
2. These three persons need to fulfill the function of chairperson, treasurer and secretary, and none of these functions may every be fulfilled by the same person at the same time;
3. The association should strive to have a board that consists of at least five members;

Article 11

Members of the board are installed and discharged by the GA. Usually this transition takes place at a special GA that will take place after the end of the fiscal year, preferably no later than one month.

Article 12

The following points hold with regards to board meetings:

1. The board strives to have at least one board meeting every week, except during holidays.

2. Board meetings are accessible for board members only, and persons that have been invited by the board.
3. If votes tie during a board meeting, the vote of the chairperson is decisive
4. The minutes of a board meeting can be requested through the secretary of the board, only by members of the association
5. The board has the right to withhold certain parts of the minutes, if and only if the whole board agrees with this.
6. The creation of the minutes at the board meetings is in principle the responsibility of the secretary, but if desired this task may rotate to other board members

Article 13

Mandatory function. The chairperson of the association has the following tasks/responsibilities:

1. Responsible for all board decisions;
2. Create agendas for both the GA as the board meetings;
3. Chair the GA;
4. Chair the board meetings;
5. Represent the association in general;
6. Coordinate the cooperation, tasks and control within the board.

Article 14

Mandatory function. The secretary of the association has the following tasks/responsibilities:

1. Responsible for the general administration of the board;
2. Responsible for the in- and outgoing correspondence;
3. Take minutes during the GA
4. Take minutes during the board meetings
5. Keep the membership administration up-to-date

Article 15

Mandatory function. The treasurer of the association has the following tasks/responsibilities:

1. Responsible for all financial affairs within the association;
2. Create a association-wide budget;
3. Responsible for financial administration and bookkeeping;
4. Responsible for financial policy within committees.

Article 16

Optional function. The vice chairperson of the association has the following tasks/responsibilities:

1. Support the chairperson where necessary;
2. Replace the chairperson where necessary;
3. Responsible for inter-university communications (faculty, other associations, etc.).

Article 17

Optional function. The chief external relations of the association has the following tasks/responsibilities:

1. Responsible for the maintenance of the external relations of the association;
2. Responsible for the organisation of company-related activities hosted by the association;
3. Responsible for the acquisition of sponsors for the association;
4. Support committees with obtaining sponsor funds where necessary.

Article 18

Optional function. The chief internal relations of the association has the following tasks/responsibilities:

1. Organize the committee structure within the association;
2. Responsible for activities in general;
3. Responsible for communication between committees and the board;
4. Responsible for finding the new board.

Article 19

The members of the board will strive to clearly indicate when they speak on behalf of the association or on personal behalf, whenever this is considered relevant.

Article 20

A member of the board will not speak or act on behalf of the association in a situation where he or she has any personal interest. Personal interest includes any relevant engagement not in the role of board member of the association, including but not limited to professional or business involvement.

Article 21

A member of the board will not use the right to vote in a board meeting when the decision concerns a situation in which the board member has any personal interest, such as described in Article 20.

GENERAL MEMBERS MEETING / ASSEMBLY

Article 22

The board strives to facilitate a General Assembly (GA) at least thrice per academic year.

Article 23

Members and honorary members have the right to speak during the General Assembly (GA).

Article 24

If a house rule or motion costs money, SABA will have to pay for this. This should be considered while voting for the new house rule or motion. From which budget the money is coming from can be included in the house rule or motion before putting it to a vote. All motions should be done by board or members when this budget is created and the budget must not be exceeded. The motion should state the amount that is necessary to be valid for voting. Motions have First come, first serve. A motion which has to be completed in the beginning of the academic year takes money before one that has to be completed at the end. Fraud will be punished.

Article 25

Members have the right of initiative, change and interruption at the current point of order. The chairperson will decide the correct moment for this.

Article 26

Participants of the GA will have to sign in with full name and signature on a presence list.

Article 27

1. Voting is generally by show of hands;
2. An option or candidate is chosen when they get a majority vote of the total number of votes;
3. Whenever votes are tied, when there are more than two possibilities, a re-vote is called for between the two highest ranking options;

4. Whenever there is another tie, random change will decide the outcome. This can be, for example, done by a random number generator or a coin toss.

Article 28

When announced during the introduction of the meeting, voting can be done by acclamation. This means that the chairperson of the meeting adopts a decision by acclamation, and the participants of the meeting agree with an applause. No single votes are cast here.

COMMITTEES

Article 29

The board appoints committees. Within the board, this is the responsibility of the Chief Internal Relations.

Article 30

A committee has at least the following functions:

1. Chairperson
2. Treasurer
3. Secretary

Multiple functions may be fulfilled by one person whenever the committee has less than three members.

Article 31

The chairperson of the committee is responsible for the communication from the committee with the board.

Article 32

1. The treasurer of the committee creates a budget in collaboration with the treasurer of the association.
2. The treasurer of a committee is accountable to give a review of the financial status of the committee after the main committee event (i.e. for the introduction committee this would be after the introduction period) or at the end of the academic year, before the board change.

Article 33

During events organised by a committee where alcohol is served, the committee holds the responsibility for the following:

1. At least 1 person will be designated in advance who is completely sober during the event (sober duty)
2. The sober duty may be shared by more than one person, but only as long as a designated sober duty is present during the entire event. The designated sober duty is in charge during the entire event.
3. In addition, at least 1 person will be designated in advance who is somewhat sober during the event (sober light duty). This person is not allowed to drink more alcoholic drinks equivalent to the alcoholic amount of 2 beers.
4. The sober light duty may be shared by more than one person, but only as long as there is a designated sober light duty during the entire event
5. The designated sober duty ensures that the designated sober light duty remains able to act responsibly, which means that the sober light duty is not allowed to be in a state of drunkenness.
6. The designated sober duty may not leave the event unless serious reasons ask for this.
7. If it is apparently necessary that the sober duty leaves the event, the sober duty together with the present sober light duties and competent-to-act board members decides whether the event can proceed in a responsible manner.
8. The sober duty is allowed to be outsourced to a member of another association, the sober light duty may not.
9. All attendees at the event will be able to enquire which people are the sober duties and the sober light duties.

Article 34

The board appoints one responsible board member for each committee. This board member communicates with the committee through the chairperson of the committee regarding the progress and potential problems, and is allowed to attend committee meetings whenever necessary. Within the board, this person reports on the progress of the committee.

ACTIVITIES

Article 35

Members and non-members can enroll for activities organized by the association. When a participation fee is required, members will never have to pay more than non-members.

Article 36

The board or the organizing committee will confirm enrollment to the enrolled person.

Article 37

Enrollment is generally on a first-come first-served basis.

Article 38

When enrollment is not on a first-come first-serve base, selection is as follows:

1. When too many people sign up for an activity, and selection is needed, this is done based on the following order:
 - a. Board members;
 - b. Honorary members;
 - c. Members;
 - d. Non members.
2. Whenever selection needs to be done within one of these groups, it is done by chance, which will be controlled by either a member of the organizing committee or a board member;
3. Persons that are not selected are placed on a waiting list;
4. Whenever selection needs to take place, the board or committee will mention this in the invite. When selection has taken place, the results are published as soon as possible;

Article 39

The board can refuse to allow minors to participate in events in special cases.

Article 40

1. Persons that have enrolled for an activity enter an obligation to pay;
2. Selected participants and persons on a waiting list may cancel participation within a period of time that is determined by the board or the organizing committee, and may change for any event. Whenever the cancellation is within this period of time, the obligation to pay is dropped;
3. The board or organizing committee will send a confirmation of a cancellation;
4. Whenever there are cancellations, the free space(s) are filled up based on the waiting list using the stated selection criteria;
5. When a person from the waiting list is selected to participate, they enter the obligation to pay;
6. A person can find a replacement for an activity when they cancel after the cancellation period has passed. Persons on the waiting list have priority in this process. The replacement has to be communicated to the board or the organizing committee.

Article 41

1. The association is not responsible for irresponsible behavior by activity participants;
2. The association is not responsible for damages that occur during activities due to a fault of the participants;

3. The association is not responsible for disturbances, cancellations or changes in activities outside of her power.

Article 42

Participants need to follow instructions by the board and the committee during activities.

Article 43

The possession and use of drugs and prohibited substances during activities is prohibited, unless medically necessary.

Article 44

Ignoring any of the rules stated here during an activity is grounds for removing the violator from said activity.

FINANCE

Article 45

The association has an audit committee which consists of at least one person at all times.

Article 46

The members of the audit committee are installed and discharged by the GA.

Article 47

The audit committee is an exceptional committee that is not obligated, unlike ordinary committees, to appoint a chairman, secretary and treasurer.

Article 48

The main task of the audit committee is to monitor the financial situation of the association.

Article 49

The audit committee has the right of access to all documents that they ought relevant to execute the main task of the committee.

Article 50

The audit committee presents its findings at the GA.

Article 51

Whenever the treasurer of the association wishes to alter the budget in such a way that it will (partially) benefit one or multiple members of the board, the advisory board always needs to be notified of this alteration, such that they can advise on this decision if desired.

ADVISORY BOARD

Article 52

An advisory board may be appointed by the association in order to help the board of the association wherever necessary.

Article 53

The members of the advisory board are installed by the GA.

Article 54

The members of the advisory board can be discharged by the GA or by notifying the board of their decision to cancel installment.

Article 55

The members of the advisory board strive to have a meeting at least once per academic year. The advisory board has the right to invite board members of the association to this meeting.

Article 56

The main task of the advisory board is to give non-binding advice to the board, either requested by the board or unsolicited. This advice may concern anything relevant to the state of affairs of the association. Furthermore, the advisory board is authorised to select an application committee such as described in the section 'application committee'.

Article 57

A member of an advisory board may give advice during the GA in order to provide the members with their view on an issue.

Article 58

The advisory board can give binding advice to the board in case of the situation such as described in Article 51. The board is obligated to follow this advice. Only the GA has the right to invalidate this advice.

APPLICATION COMMITTEE

Article 59

The association may install an application committee to ensure the swift and efficient formation of a candidate board.

Article 60

The members of the application committee may be selected by the advisory board and are installed by the GA. All members of the association can be selected for the application committee, including members of the current board, the advisory board and honorary members.

Article 61

The application committee is not obligated to fulfill the positions of secretary and treasurer. The application committee consists of at least three people.

Article 62

The main task of the application committee is to form a candidate board. The committee strives to find at least five suitable candidates to be installed after the term of the current board.

Article 63

The application committee will inform the board timely of the progress and has the obligation to inform the GA about the (general) application process if the GA requests this.

PRIVACY

Article 64

At enrollment, members of the association authorize the association to keep the delivered personal data during the membership, and up to two years after membership has been terminated.

Article 65

The board is required to remove personal data from (former) members of the association when the (former) member requests this, or the law requires this.

Article 66

Members of the association allow the association to use photos on which they appear that have been made during activities or in otherwise association-related settings for their own purposes.

Article 67

At all times, members of the association have the right to request photos to be removed from the association's database. The board or responsible committee will make sure the requested photos are deleted, or the requester is removed or made unrecognizable from the specific photos without removing the whole picture.

CHANGES

Article 68

These house rules can only be changed during a general members meeting / assembly, which has stated that during this meeting the house rules will be changed. The full overview of changes should be available before the meeting to all members.

FINAL PROVISIONS

Article 69

In all cases where the law, the AoA and these house rules do not give a definite judgement, the board of the association decides.