

# Internal Regulations



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By: The board of ESEV Zephyr 2018-2019

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## Preface

This document is a translation of the original (Dutch) version. Certain names and abbreviations have been kept in Dutch to provide a more truthful representation of the original document and avoid confusion. Despite best efforts, it is possible that certain nuances have been lost in translation. In case of uncertainty, feel free to contact the board.

## Definitions

- Art. 1 For the purpose of this document, “Zephyr” refers to the Eindhovense Studenten eSports Vereniging Zephyr.
- Art. 2 For the purpose of this document, “the association” refers to the Eindhovense Studenten eSports Vereniging Zephyr.
- Art. 3 For the purpose of this document, the roles of “chairman”, “secretary”, “treasurer”, “commissioner of internal affairs” and “commissioner of external affairs” refer to the occupants of those roles in the board of Zephyr, unless specified otherwise.
- Art. 4 For the purpose of this document, “GMM” refers to a General Members Meeting.
- Art. 5 For the purpose of this document, “RvA” refers to the Raad van Advies (Advisory Council)
- Art. 6 For the purpose of this document, “KCC” refers to the kascontrolecommissie.(auditing committee)
- Art. 7 For the purpose of this document, “IR” refers to these Internal Regulations.
- Art. 8 For the purpose of this document, “common methods of communication” refer to all methods of communication employed by the association. A non-exhaustive summation of examples could be: the website, WhatsApp, Discord and Facebook.
- Art. 9 For the purpose of this document, “AOE” refers to Association Organized Event, as specified in chapter 6 article 1.

## Chapter 1: General Provisions

### Paragraph 1 – By-laws

#### Art. 1

1. A change to the by-laws can only take place after the GMM deciding on it, if said GMM was announced with the notice that a change to the by-laws would be proposed there.\*
2. They who announced the GMM to discuss a proposed change to the by-laws, must make said proposal available to all members at least five days in advance of the GMM and for the duration of the day of the GMM.\*
3. A change to the by-laws can only be decided upon with a two-thirds majority of the votes in the GMM.\*
4. A change to the by-laws only comes into effect after a notarial deed of this has been drawn up. Any member of the board has the right to annul the deed of the change to the by-laws.\*
5. That stated in section 1 and 2 does not apply when all those entitled to vote are present or represented at the GMM and the decision to change the by-laws is taken unanimously.\*
6. The board is obliged to present an authentic copy of the deed of the change to the by-laws, as well as a full-text of the by-laws after the change, to the office of the Kamer van Koophandel en Fabrieken.\*

Art. 2 For the purpose of these by-laws, “written” includes any message sent by way of the common methods of communication which shows text, which also includes messages sent electronically.\*

Art. 3 The description of “written”, as stated in article 2, also applies to these IR.

### Paragraph 2 – Internal Regulations

Art. 4 The GMM can determine and change one or several regulations which treats topics not treated, or not treated sufficiently, by these by-laws.\*

Art. 5 A regulation cannot contain any clause that conflicts the law or these by-laws.\*

Art. 6 Article 1 sections 1, 2 and 5 apply similarly to the decision to determine or change a regulation.\*

Art. 7 Nothing in these regulations can object to the by-laws or the law. In case of conflict between regulations and the by-laws or the law, the by-laws or the law take precedent. This document includes, for the benefit of the knowledge of members with respect to the rights and regulations of the association, translations of the by-laws. Translations of the by-laws are marked with an asterisk (\*).

Art. 8 The goal of the association is to connect students interested in gaming, specifically by practicing and promoting eSports for students enrolled at a high school or university, to increase the interest and enthusiasm for eSports in the region of Eindhoven.\*

Art. 9 It tries to achieve this goal by all lawful means.\*

- Art. 10 When the board determines that a member threatens the goal mentioned in article 8, the board can, at its own discretion, apply a sanction to said member. This sanction cannot exceed the one determined in article 14 section 3.
- Art. 11 All other articles, with the exception of by-laws, are subservient and merely additions to article 7, 8, 9 and 10.

### Paragraph 3 – Membership

#### Art. 12

1. The association has (honorary) members.\*
2. Members are they who have signed up at the board by written means and have been admitted as members by the board. This is apparent from a statement by the board. In case of non-admission by the board, the GMM can decide to admit regardless.\*
3. The membership is personal and cannot be transferred or inherited. \*

#### Art. 13

1. The membership ends:\*
  - a. Due to the death of the member;
  - b. Due to cancellation by the member;
  - c. Due to cancellation by the association;
  - d. Due to deprivation.

#### Art. 14

1. Cancellation of the membership by the member can only take place at the end of a financial year. It takes place by written means addressed to the board, taking into account a notice period of at least four weeks. In case cancellation did not take place in time, the membership will continue until the end of the next financial year.

The membership ends immediately:

- a. when the member cannot reasonably be expected to continue the membership;
  - b. within a month after a decision that limits the rights of the members or increases their obligations, was announced (unless it concerns a change in the monetary rights and obligations);
  - c. within a month after the member was notified of a decision to transform the association to another legal form, or to a merger.\*
2. Cancellation of the membership by the association can be done by the board at the end of the ongoing financial year:
    - a. when a member, after repeated written reminders, does not meet its monetary obligations to the association for the ongoing financial year;
    - b. when a member ceases to meet the requirements for the membership, as stated by the by-laws at that moment.

The notice period for cancellation is at least four weeks.

In case cancellation did not take place in time, the membership will continue until the end of the next financial year.

The cancellation can lead to immediate ending of the membership, when it cannot reasonably be expected of the association to continue the membership.

The cancellation always occurs by written means under specification of the causes.\*

3. Deprivation of the membership can only be pronounced when a member acts in violation of the by-laws, rules or decisions of the association, or when the member disadvantages the association in an unreasonable manner. It is done by the board, that informs the member of the decision as soon as possible, under specification of the causes. Said member is able to appeal to the GMM within one month after being informed.  
The member has its membership suspended until and for the duration of the appeal. A suspended member does not have the right to vote. \*
4. In addition to what the by-laws specify with regards to cancellation, it is also possible to have cancellation occur per e-mail. This e-mail should be addressed to the secretary of Zephyr.
5. When the membership ends during a financial year, the member continues to owe the association the entire yearly fee, unless the board decides otherwise.\*

Art. 15

1. Every member owes the association a yearly contribution. The size of the contribution will be determined (for each category of members) by the GMM.\*
2. Payment of the contribution can only take place via iDEAL, unless agreed otherwise with the treasurer.

#### Paragraph 4 – Special persons and institutions

Art. 16

1. Donors are they who have been accepted as donors by the board. The board is permitted to end the donorship by written means.\*
2. Donors are obliged to provide a yearly monetary contribution, the minimal size of which is determined by the GMM.\*
3. Donors exclusively have the right to be present at the GMM. There they do not have the right to vote, but they do have the right to speak.\*
4. People that paid the membership fee but have no membership at the SSC are also considered as donor. When the payment of the membership fee is clearly stated as contribution fee the board isn't obligated to contact this person for a donor contract.
5. The board is obliged to accept and contact donors who donate a minimum of €20. This is the minimal size stated by the GMM, as per section 2. The only exception of this is stated in section 4, in this case they are accepted as donor but the board is not obliged to contact them. The board and the donor will look for a donor contract which represents the extra rights of the donor, as long as these rights do not conflict with section 3.

Art. 17

1. Zephyr has a Senate. When asked, the Senate provides the board or the Advisory Council with advice.
2. All former members of the board are automatically entitled to membership of the Senate, unless this is explicitly objected to at the GMM.
3. In case of objection as specified in section 2, there will be a vote concerning the membership of the Senate at the GMM.
4. A member of the Senate is to be invited for Lustrum activities, if reasonably possible, unless said member explicitly states not wanting to receive invitations.
5. Membership of the Senate ends:
  - a. Due to cancellation of membership of the Senate by the member;

- b. Due to deprivation, as stated in article 14 section 3.
- 6. An additional requirement for deprivation is a two-thirds majority of present voters at the GMM.
- 7. All former members of the board, who have completed their board term, are automatically entitled as honorary member of E.S.E.V. Zephyr.
- 8. In case a former member of the board is removed as Senate he/she will automatically be removed as honorary member.
- 9. A member that is not part of the Senate can be voted to become honorary member. The member will need a two-thirds majority of present voters at the GMM.
- 10. Honorary membership of ESEV Zephyr ends:
  - a. Due to cancellation of the honorary membership by the honorary member;
  - b. Due to deprivation with a two-thirds majority of present voters at the GMM.
- 11. Honorary members are to be invited to lustrum activities.

Art. 18

- 1. Zephyr has an Advisory Council (RvA). The RvA gives advice, whether asked or not, to the board.
- 2. The RvA consists of a minimum of 3 and a maximum of 7 members.
- 3. Membership of the RvA is possible if the following criteria are met:
  - a. A minimum membership duration of one year at Zephyr;
  - b. Experience as a board member, whether or not at Zephyr;
  - c. Not a member of the auditing committee (KCC);
  - d. Not a member of the present board;
  - e. Acceptance by a majority of the present members of the RvA.
- 4. The maximum duration of a membership of the RvA is 5 year.
- 5. After leaving the RvA, there is a period of one year before membership of the RvA can be reconsidered.
- 6. From the members of the RvA a chairman is elected for the RvA. This chairman is responsible for planning meetings of the RvA and meetings of the RvA with the board of Zephyr.
- 7. The RvA meets whenever the chairman or two members of the RvA desire. The RvA meets with the board a minimum of four times a year. At these meetings the chairman and one additional member of the board ought to be present. Additionally, at least 3 members of the RvA ought to be present.
- 8. Any documents the board wishes to have checked by the RvA ought to be presented to the RvA one workweek in advance of the deadline.
- 9. The RvA determines in consultation with the board how potential board grants are to be distributed, in case the board does not come to an internal agreement.
- 10. In case the RvA wishes to take on tasks other than those mentioned in this article, this should always be done in consultation with the board.
- 11. The board is authorized to, in consultation with the RvA, delegate tasks to the RvA.
- 12. In case the RvA does not have the necessary knowledge or means at its disposal to execute its tasks, the RvA can, in consultation with the board, ask the Senate for advice.
- 13. Admissions to and resignations from the RvA have to be proclaimed at the next GMM.
- 14. In case the RvA is unable to find a suitable candidate that meets the requirement of section 3b, at most one active member may be admitted to the RvA. In this

case, section 3b is no longer applicable, while the remaining criteria in section 3 remain applicable.

15. Admission of an active member to the RvA, as per section 14, has to be proposed to and approved by the GMM through a vote. In case an active member is admitted to the RvA, their membership expires after a term of one year. During this year, the active member is regarded as full-fledged member of the RvA. After this year, the active member can be re-appointed to the RvA by the GMM. Upon re-appointment, the stipulations of this section remain applicable.

Art. 19

1. Before the association joins any umbrella organization, it ought to make sure it meets the membership requirements for said umbrella organization. Once part of any umbrella organization, the association ought to abide by the rules of said umbrella organization.
2. Members of a joined umbrella organization have no privileges. They are not allowed at GMM's unless they are invited by the board. They will also get no discount at Zephyr events and have no rights to be at a training location except open trainings or tryouts.

Art. 20

1. Members can associate in groups. These groups can petition the board to be acknowledged as a fraternity of the association.  
When the regular membership of the association ends, so too ends the regular membership of the fraternity.
2. Every acknowledged fraternity must have by-laws. These must be available for inspection.
3. A fraternity is a vertical relationship between members, characterized by friendly connections. It can only call itself a Zephyr fraternity if it is acknowledged as such by the board.
4. The board can acknowledge a group as a Zephyr fraternity only if:
  - a. Every membership of the fraternity is only accessible to members of the association;
  - b. By-laws and regulations of the fraternity do not conflict with by-laws and regulations of the association.
5. A Zephyr fraternity is obliged to organize an event accessible to all Zephyr members, a minimum of once per financial year.
6. The board is authorized to revoke the acknowledgement of a fraternity only if:
  - a. The reputation of the association is threatened;
  - b. There is a conflict with the by-laws and regulations of the association;
  - c. The behavior of the fraternity is deemed unfavorable by the board.

Art. 21 The main language of the association is English. If documents are available both in Dutch and in English, then the original version is prevalent, unless said document explicitly states otherwise. If it is unclear which language is the original language in which a document was written, then the English version takes prevalence.

Art. 22 Employees of the SSC assigned to Zephyr are allowed at Zephyr training. If they are no longer desired by Zephyr, the SSC should be informed. The board has the final say in whether or not they can join internal events.



## Paragraph 5 – Additional statutory provisions

### Art. 23

1. The association bears the name: Eindhovense Studenten eSports Vereniging (E.S.E.V.) Zephyr.\*
2. It is established in the municipality of Eindhoven.\*

Art. 24 The association has been entered into for an unspecified duration.\*

### Art. 25

1. What has been established in article 1 section 1, 2, 3 and 5 applies similarly to a decision by the GMM to merge or dissolve the association.\*
2. With the decision to dissolve, as described in the previous section, the GMM determines that a positive liquidation balance will be spent to the benefit of a public benefit organization with a similar goal.\*
3. The liquidation is performed by the board.\*
4. After dissolution the association continues to exist to the extent that this is required for the liquidation of its assets. During liquidation the by-laws continue to apply as much as possible. In papers and announcements published by the association, its name should be extended with the words “in liquidation”.\*
5. The liquidation ends the moment when there are no more assets known to the liquidators.\*
6. The books and documents of the dissolved association are to be kept for a period of ten years after completion of the liquidation. The keeper is the one who has been appointed as such by the liquidators.\*

## Paragraph 6 – General financial status

Art. 26 Zephyr does not accept responsibility for damage to personal belongings present at Zephyr trainings or events. In case of damage to personal belongings, the board will offer the owner of said belongings assistance in minimizing negative consequences and filing a report for relevant insurances.

## Chapter 2: Board

### Paragraph 1 – General provisions

#### Art. 1

1. The board consists of a minimum of three individuals, who appoint from their own a chairman, a secretary and a treasurer. Various offices can also be held by one person.\*
2. Board members are (with the exception of the first board, of which the members are appointed in office) appointed by the GMM from members of the association. The GMM determines, taking into consideration section 1 of this article, the number of board members.\*
3. Board members can at all times, under specification of the causes, be suspended or removed from office by the GMM. The GMM decides on suspension or removal with a two-thirds majority of the cast votes.\*
4. The suspension ends if the GMM has not decided on removal within three months. The suspended board member will be allowed to defend himself in the GMM and can choose to be assisted in this by a counselor.\*
5. Board members are appointed for a maximum period of three years. In this sense, a year denotes the period between two consecutive yearly GMMs. The board members leave office according to a schedule determined by the board. After leaving office according to schedule, a board member is immediately reappointable.\*
6. In case the number of board members drops below the minimum stated in section one, the board nevertheless remains authorized. The board is obliged to organize a GMM as soon as possible, which treats filling in the vacancie(s).\*
7. Chapter 3 articles 1 to 4 apply as much as possible to meetings and decisions of the board.\*
8. The board is allowed to show personal information when this is required to prepare the candidate board, but is not allowed to send these. Under the condition that the candidate board is announced.

#### Art. 2

1. The board is charged with running the association.\*
2. The board is, after endorsement by the GMM, authorized to engage in agreements regarding acquisition, disposal or encumbrance of registered property and to engage in agreements in which the association commits itself as guarantor or main joint debtor, advocates for a third party or binds itself as a guarantee for the debt of another.\*
3. The board is authorized to establish (temporary) committees and advisory bodies. The tasks and authorizations of these can be further specified in a regulation as stated in chapter 1 article 4.\*

#### Art. 3

1. The board represents the association.\*
2. The authority of representation belongs to any two board members acting in unison.\*

#### Art. 4

Besides the offices specified in the by-laws, Zephyr has a commissioner of internal affairs as a board member.

- Art. 5 Besides the offices specified in the by-laws, Zephyr has a commissioner of external affairs as a board member.
- Art. 6 In all cases where the law, the by-laws and these IR do not provide conclusion, the board decides.
- Art. 7 The board appoints a vice-chairman within the board. The vice-chairman takes on the tasks of the chairman, if the chairman becomes unable to fulfill these tasks.
- Art. 8 In case a new board cannot be found, the executive board must take care of a replacement as soon as possible. During two months after the latest application period for the replacing board, the executive board must continue performing its duties. If no replacing board members have been appointed by the end of those two months, the executive board is free to resign after organizing a GMM for the purpose of continuing the organization.

#### Paragraph 2 – Authorizations and duties of the board

- Art. 9 The general board duties, applicable to all board members, comprise of:
1. Attending and preparing board meetings;
  2. Maintaining current affairs;
  3. Facilitating and guiding trainings;
  4. Dealing with the daily course of affairs in the association;
  5. Determining and executing association policies;
  6. General representation of the association;
  7. Supporting fellow board members;
  8. Striving towards the continuation of the association;
  9. Drawing up a management plan;
  10. Taking care of a smooth transfer of board duties to the next board.;
  11. Being a point of contact for the committees;
  12. Maintaining the calendar.
- Art. 10 The duties of the chairman, in addition to those mentioned in article 9, in principle comprise of:
1. Leading board meetings;
  2. Leading GMMs;
  3. Organizing board meetings in cooperation with the secretary;
  4. Coordinating the board;
  5. Being responsible for the board's good results;
  6. Being accountable for the pursued policies to the GMM;
  7. Representing ESEV Zephyr to external parties;
  8. Maintaining external relations in cooperation with the commissioner of external affairs or other board members;
  9. Dealing with general affairs;
  10. Coordinating and organizing the board's succession;
  11. Recording progress with respect to the management plan;
  12. Checking the calendar;
  13. Maintaining contact with the RvA in cooperation with another board member.
- Art. 11 The duties of the secretary, in addition to those mentioned in article 9, in principle comprise of:

1. Publishing the agenda for GMMs;
  2. Organizing GMMs in cooperation with the chairman;
  3. Maintaining the membership files;
  4. Maintaining the donor files;
  5. Checking new registrations;
  6. Maintaining deregistrations and taking care of definitive deregistration;
  7. Processing mail, both physical and digital;
  8. Taking minutes of GMMs and board meetings and processing said minutes.
- Art. 12 The duties of the treasurer, in addition to those mentioned in article 9, in principle comprise of:
1. Managing the association's financial affairs;
  2. Bookkeeping;
  3. Managing and checking committee expenses;
  4. Collecting contribution;
  5. Sending, judging and paying invoices;
  6. Monitoring liquid assets;
  7. Maintaining the inventory;
  8. Maintaining contact with the bank;
  9. Writing up the budget;
  10. Writing up the annual reports and presenting these to the KCC to be checked.;
  11. Requesting subsidy from the Student Sports Centre Eindhoven, in cooperation with the secretary.
- Art. 13 The duties of the commissioner of internal affairs, in addition to those mentioned in article 9, in principle comprise of:
1. Managing committees;
  2. Organizing events;
  3. Promoting events;
  4. Keeping the information on the website and other Zephyr platforms up to date, in cooperation with the commissioner of external affairs.
- Art. 14 The duties of the commissioner of external affairs, in addition to those mentioned in article 9, in principle comprise of:
1. Maintaining external relations in cooperation with the chairman or other board members;
  2. Acquiring and maintaining sponsorship contracts;
  3. Actively looking for possibilities to organize events with third parties;
  4. Promoting external promotion and the image of Zephyr;
  5. Keeping the information on the website and other Zephyr platforms up to date, in cooperation with the commissioner of internal affairs.
- Art. 15 All of the above role-specific duties can, in consultation, be performed by other board members or committee members.

## Chapter 3: General Members Meeting

Art. 1 The General Members Meetings (GMMs) will take place in the municipality where the association is statutorily established.\*

### Art. 2

1. Access to the GMM is granted to non-suspended members, donors as well as those invited by the board and/or the GMM.  
A suspended member has access to the meeting in which his suspension is treated and is authorized to speak with regard to that topic.\*
2. With the exception of a suspended member, every member has one vote in the GMM. Every member entitled to vote can grant a written authorization to another member entitled to vote. Any member entitled to vote can only act as a proxy for up to two persons.\*
3. A written authorization must be accompanied by instructions on how the proxy should vote. Additional instructions or requirements may be attached to this by the proxy giver. An authorization is only valid for those specific agenda items for which it has been granted. The secretary must be informed of a proxy at least 24 hours in advance of the meeting. In case this is done electronically, it ought to be done per e-mail. The written authorization, except for the signature, must be digitally written up in accordance to the appropriate authorization form.
4. At the start of the GMM the secretary will check who has received authorization to act as a proxy.
5. A unanimous decision of all members entitled to vote, even if they are not gathered in a meeting, has the same authority as a decision of the GMM, provided it was taken with prior knowledge of the board. This decision can also be taken by written means.\*
6. The chairman determines the manner in which votes are held in the GMM.\*
7. Any decisions for which the law or these by-laws do not require a larger majority, are taken with an absolute majority of the cast votes. If voting ceases in a vote on affairs, the proposal is rejected. If voting ceases in the election of persons, fate decides. In case of the election of between more than two persons, if no one has received an absolute majority, a new vote is held between the two persons who received the largest number of votes, after intermediate vote, if need be.\*

### Art. 3

1. The GMMs are led by the chairman or, in his absence, one of the other, to be appointed by the GMM, board members. If no board members are present, the GMM decides on its own leadership.\*
2. The verdict cast by the chairman of the GMM on the result of a vote is conclusive. The same goes for the content of a decision, insofar as there was a vote on a non-written proposal. However, if immediately after the verdict of the chairman is cast the correctness of it is disputed, a new vote will take place, in case the majority of the meeting or, in case the original vote did not take place in person or by written means, an attendee entitled to vote desires so.  
This new vote causes all judicial consequences of the original vote to be nullified.\*
3. Minutes are made of that which is treated by the GMM, by the secretary or by someone appointed by the chairman. These minutes are to be determined in the same or the next GMM, which is shown by an autograph of the chairman and the secretary of said GMM.\*

Art. 4

1. The financial year of the association starts the first of September and lasts until the thirty-first of August in the following year. A minimum of one GMM will be held each year, more specifically within six months after the end of the financial year, barring an extension of this term by the GMM. In this GMM the board presents its annual report about the state of affairs in the association, as well as the pursued policies. It presents to the GMM the balance and the state of income and expenses accompanied with an explanation. These documents are to be signed by the board; in case the autograph of any board member is missing, this should be stated with an explanation as to the causes. Upon expiration of the term, any member can rightly demand the board to meet these obligations.\*
2. In case the truthfulness of the annual report is not supported by a declaration of an accountant as described in artikel 2:393 lid 1 of the Burgerlijk Wetboek, then the GMM appoints, every year, a committee of at least two members who may not be part of the board.\*
3. The board is obligated to provide the committee any information it requires for its investigation and present the committee with the treasury and provide access to the books and records of the association, if asked.\*
4. The committee investigates the documents described in section 1 and section 3.\*
5. In case the committee judges that this investigation requires special accounting knowledge, it is authorized to seek assistance from a professional, paid for by the association. The committee presents the GMM with the results of its investigation.\*
6. The committee described in this article will be addressed as the auditing committee (kascontrolecommissie/KCC).
7. The KCC will in principle consist of former treasurers of Zephyr.
8. In case an insufficient number of former treasurers is available, or there could be a risk of conflicting interests, the board will announce this vacancy to the members of Zephyr.

Art. 5

1. GMMs are summoned by the board whenever it finds this desirable, or is obliged to on basis of the law.\*
2. When a written petition is made by at least one-tenth of members entitled to vote, the board is obliged to summon a GMM, which is to be held within four weeks after the request was made.  
In case the petition is not acted upon within fourteen days, the petitioners can choose to summon the GMM themselves in accordance to section 3, or by means of an advertisement in at least one widely read newspaper in the location where the association is established. The petitioners can then charge people outside of the board with leading the meeting and writing up minutes.\*
3. Summoning the GMM comes to pass by means of a written announcement to those members entitled to vote, at least seven days in advance.  
The announcement includes the topics to be treated.\*

Art. 6 The GMM possesses all authorities that are not reserved for other institutions by the law or the by-laws.\*

Art. 7 Members may send in items for the agenda, accompanied with justification, until 5 days in advance of the GMM. These items will be discussed in first possible GMM. The board can, if it deems it necessary, move said item to the agenda of

the next GMM. The board may disregard topics that are apparently not suited to a GMM.

- Art. 8 The agenda is subject to change. Changes that may require preparations by the members may not be made unreasonably close to the time of the GMM.
- Art. 9 Formerly proposed topics, if deemed sufficiently treated by the GMM, need not be treated again unless there are relevant new circumstances to consider.
- Art. 10 Any appendices to the agenda may be published at a later date. Said appendices should not be published unreasonably close to the time of the GMM.
- Art. 11 If possible, every GMM should provide time for questions, remarks and suggestions.
- Art. 12 The minutes will be published in English within two workweeks. The minutes may additionally be published in Dutch. There is no deadline for the publication of the latter.

## Chapter 4: Communication

- Art. 1 This chapter applies to all common methods of communication of Zephyr, insofar as the provisions in this chapter can be applied to the common methods of communication it discusses.
- Art. 2
1. The board decides on the creation and discontinuation of the common methods of communication used by Zephyr.
  2. The board decides the name, image, group description and other details of the common methods of communication.
  3. The board appoints and dismisses the moderators for the common methods of communication.
  4. Every common method of communication has at least two moderators. At least one moderator is a member of the board.
  5. Name, image, group description and other details of the common methods of communication may only be edited by moderators with permission from a board member. The board can make exceptions to this rule.
  6. The board takes responsibility, insofar as can reasonably be expected, for providing its members with access to the common methods of communication.
- Art. 3 The board decides which of the common methods of communication are accessible to non-members and former members.
- Art. 4 Moderators may temporarily deny people access to the common methods of communication. This can be done without consulting the board and can last for a maximum of 24 hours. The moderators will notify the board of this decision as soon as possible. In consultation with the board, access may be denied for up to 72 hours. The board may diverge from this regulation, under clarification of the causes.
- Art. 5 Someone may only be denied access to the common methods of communication, when that person acts in violation of the code of conduct (see Code of Conduct).
- Art. 6 When membership of a member ends, said member shall not be denied access to all common methods of communication until after one workweek has passed. The board is authorized to make exceptions to this rule.
- Art. 7 The common methods of communication have no additional participation requirements for members. This does not apply to groups for teams, team captains or similar groups.



## Chapter 5: Committees

### Paragraph 1 – General provisions

#### Art. 1

1. The KCC can be made an exception from the regulations in this chapter.
2. The board is responsible for the creation of committees.
3. Committees are appointed by the board. The board appoints and discharges both committees and committee members.

#### Art. 2

1. Every committee has a committee chairman.
2. The committee chairman is responsible for organizing meetings, providing the minutes to the board and generally keeping the board informed. The committee chairman is responsible for the proper execution of the committee's tasks and warns the board when problems arise.

#### Art. 3

1. Minutes are made during committee meetings. The board may require these to be made in English.
2. Minutes of the meetings are to be provided to the board within 5 workdays, in the most elaborate fashion possible. The board may prescribe a template in which minutes are to be provided.

#### Art. 4

1. The board is authorized to request a written evaluation report from any committee after an event where said committee was (jointly) responsible for the organization.
2. The board may set requirements to the contents of the evaluation report.

Art. 5 When a committee is to be discharged in the next financial year, this will be announced in the first GMM of that year.

Art. 6 You have to be a Zephyr member to join a committee unless the board decides otherwise and no other qualified candidate among the members exists.

### Paragraph 2 – Financial provisions

Art. 7 A budget is to be made for every committee-organized event. This budget must be approved by the treasurer before expenses are allowed to be made. In case the treasurer is unavailable, the chairman may provide approval instead. The chairman informs the treasurer of this as soon as possible.

Art. 8 All of a committee's income and expenses are to be presented to the treasurer within two weeks. All receipts should be kept to be presented to the treasurer.

## Chapter 6: Events

### Paragraph 1 – General provisions

- Art. 1 "Association-Organized Events" are events organized by the board or its committees.
- Art. 2 Members may organize events within the bounds of the association. The association and the board are not responsible for the organization and the course of such member initiatives.
- Art. 3 Committees bear (joint) responsibilities for the organization of relevant AOE's.
- Art. 4 The board bears ultimate responsibility for the adequate organization of AOE's.
- Art. 5 AOE's must serve the goals of Zephyr, as defined in chapter 1 article 8.
- Art. 6 Members are liable to the association for any damage they cause during AOE's.
- Art. 7 All AOE's are subject to these regulations. The member initiatives described in article 2 are in principle not subject to these regulations.
- Art. 8
1. In case a committee provides financial supports to a member initiative, these regulations will apply to said member initiative. The committee points this out to the relevant organizers.
  2. In case a committee provides non-financial support to a member initiative, this may cause these regulations to apply to said member initiative. The committee points this out to the relevant organizers.
- Art. 9 AOE's are open to all Zephyr members. Zephyr members may only be rejected based on non-personal limitations (e.g. physical lack of space to provide for more members, a maximum number of participants, signing up to late, etc.). The chairman can make exceptions to this rule.
- Art. 10 At AOE's members ought to abide by the Code of Conduct.
- Art. 11 The board is not responsible for events where these regulations do not apply.
- Art. 12 Violation of these IR can lead to someone being temporarily denied access to events by the board.
- Art. 13 The board determines which events are to be published and promoted via the common methods of communication.

### Paragraph 2 – Financial provisions

- Art. 14 The commissioner of internal affairs determines, in cooperation with the treasurer, which members are (partially) reimbursed for their entry fee to what events.
- Art. 15 In case a member earns money at an event where the association (partially) reimbursed said member, the association may claim from said member (a part of)

the amount that was reimbursed to said member, unless otherwise agreed between board and member. Any remaining gains are due to the member.

Art. 16 In case a member violates these IR or the Code of Conduct at an event, the board is authorized to revoke any promised reimbursements to said member.

Art. 17 In case the association (partially) reimburses the entry fee for an event, the board ought to inform all concerned members about article 15 and 16 before said event takes place.

## Justification

### Paragraph 1 – Internal Regulations

These Internal Regulations are made for the purpose of professionalization and sustainability of the association as well as internal transparency, clarity and equality of rights of members and the specification of the rights and duties of the board and committees.

The purpose of the Internal Regulations is primarily to write down existing rights, duties and procedures within the association, but also to establish new rights, unused rights, duties and procedures. Some rights, duties or procedures, are adjusted for the benefit of the professionalism and sustainability of the association.

Creating and establishing these rules may feel bureaucratic or formal compared to the attitude that Zephyr has had in previous years, but they are of enormous importance if there is uncertainty or conflict within the association. If Zephyr becomes a sustainable association, it will hopefully still exist in 50 years and although we wish that there would never be a conflict within the association, we cannot rule out a conflict in the future and with these Internal Regulations we hope these conflicts will be sorted out as quickly and smoothly as possible. Establishing the Internal Regulations is of the utmost importance and must be done as quickly as reasonably possible. This document should already have existed.

The introduction of the Internal Regulations is aimed to have as little impact as possible on the rights of the members. However, any procedures used in the past within Zephyr may be adjusted. In addition, the introduction of Internal Regulations facilitates the operationalization of set procedures within Zephyr to increase efficiency and clarity.

### Paragraph 2 - Events

Regarding events organized by the board/committees and events organized by members: There are a few reasons why a distinction is made between events organized by the board/committees and events organized by members.

First, Zephyr cannot be a sustainable association if it depends on member initiatives for events. If members who actively organize events depart from Zephyr or no longer want to organize events, a layer of events is lost. Zephyr must generate a good basis of events on its own so that no shortage of activities can arise.

In addition, it must be clear whether something is a Zephyr event in the context of participation. For example, a group of friends consisting of Zephyr members may want to go out to dinner with each other. If they want to make that event public for other members to participate freely, it should be clearly communicated. If that does not happen, then confusion and dissatisfaction may arise. A member could invite themselves thinking it was an event for the entire association, while the group did not want that. On the other hand, it may be that the group is fully open to other members who want to come along but have not clearly communicated that. Then it may be that members who would have liked to join, miss out on the event because they did not know that everyone was welcome. This can be harmful to the mutual relationships between the members of Zephyr and therefore the board wants to try to make some support or guidance for this in the Internal Regulations.

Events organized by the board or committees will also fall under the Internal Regulations and therefore be subject to a certain set of rules. One of those rules is that no member can be denied access unless there are objective reasons for this or unless that member has violated the Internal Regulations and has been denied access on that basis. At private events, it is of course up to the organizers themselves to decide whether or not they want to invite someone

and to whom they grant access.

In addition, there is a strict no alcohol < 18 policy at association-organized events and there is a no drugs policy. Responsibility for the organization of association-organized events also falls with the board and the committees.

### Paragraph 3 – Member initiatives: support and representation

Member initiatives can receive support from committees at the request of their organizers. If approved, the organizers can count on help from the association. That could be a financial contribution, but it could also consist of providing facilities, assistance with lugging or other assistance with the organization if the organizers so wish. That means that money, time and/or effort from the association is put into that event and that the event also has some representation for Zephyr; after all, it would not be supported by the association if the association sees no value in it. This means that the committee requests that the Internal Regulations and the Code of Conduct also apply to that event. After all, the association must have a guarantee for the proper representation of Zephyr and protection of Zephyr's reputation.

This brings us to the next point: an association-organized event represents Zephyr. This means that Zephyr's image also accounts for any errors during that event. If Zephyr organizes an event that unexpectedly gets out of hand, it may cause serious damage to the association's reputation. If this ever happens at an event that is not organized by the association but is organized by members of the association, Zephyr must have grounds to be able to distance itself from that event to limit damage to its reputation, if possible.

Let it be clear that Zephyr definitely does not want to restrict the organization of events by members within Zephyr. We are very excited that members are so eager to hold events with other members and we especially encourage that. For the above reasons, it is simply important that the association can clearly distinguish between these types of events for its own survival.

### Paragraph 4 – Drug use

Although weed is tolerated by the government, a relaxed attitude towards drug use has consequences for the reputation of an association. Given that drug use has nothing to do with eSports or gaming in general, we have a zero-tolerance policy regarding drug use at association-organized events or events organized by members to which the Internal Regulations apply. This is in the interest of protecting the reputation of the association. Let it be clear that this only applies to events to which the Internal Regulations apply; members who, for example, organize a house party on their own initiative for the members of Zephyr are of course free to determine whether they allow drug use in their home.

We also want to prevent members from accidentally entering an environment in which they are exposed to drugs or even feeling pressured to use drugs. That is why we also ask in the Code of Conduct not to discuss the collection and use of drugs<sup>1</sup>.

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<sup>1</sup> This does not mean that it is no longer allowed to talk about drugs in a general sense. We just don't want members in Zephyr chats to discuss their own drug use, offer drugs, ask for tips on drug use or invite others to share drugs together in freely accessible chats.

## Addendum

It is possible that some statutory provisions are not phrased as would currently be desirable. In some cases this cannot be solved by adding regulations, because these regulations would then directly contradict the by-laws. Because these are not major issues, it is currently not necessary to change the by-laws. However, a summation will be given here of said statutory provisions, accompanied by suggested changes:

H1 Art. 1 section 4:

A change to the by-laws only comes into effect after a notarial deed of this has been drawn up. Any member of the board has the right to annul the deed of the change to the by-laws.\*

Suggestion:

A change to the by-laws only comes into effect after a notarial deed of this has been drawn up. Any **two members** of the board have the right to annul the deed of the change to the by-laws.\*

H1 Art 22:

1. The association bears the name: Eindhovense Studenten eSports Vereniging (E.S.E.V.) Zephyr.\*
2. It is established in the municipality of Eindhoven.\*

Suggestion:

1. The association bears the name: Eindhovense Studenten eSports Vereniging Zephyr.
2. **The association bears the abbreviation: E.S.E.V. Zephyr.**
3. It is established in the municipality of Eindhoven.

H3 Art 4 section 1:

The financial year of the association starts the first of September and lasts until the thirty-first of August in the following year.

A minimum of one GMM will be held each year, more specifically within six months after the end of the financial year, barring an extension of this term by the GMM. In this GMM the board presents its annual report about the goings on of the association, as well as the pursued policies. It presents to the GMM the balance and the state of income and expenses accompanied with an explanation.

These documents are to be signed by the board; in case the autograph of any board member is missing, this should be stated with an explanation as to the causes. Upon expiration of the term, any member can rightly demand the board to meet these obligations.\*

Suggestion:

The financial year of the association starts the **first of October and lasts until the thirty-first of September** in the following year.

A minimum of one GMM will be held each year, more specifically within six months after the end of the financial year, barring an extension of this term by the GMM. In this GMM the board presents its annual report about the goings on of the association, as well as the pursued policies. It presents to the GMM the balance and the state of income and expenses accompanied with an explanation.

These documents are to be signed by the board; in case the autograph of any board member is missing, this should be stated with an explanation as to the causes. Upon expiration of the term, any member can rightly demand the board to meet these obligations.\*