
STUDENT ASSOCIATION FORTUNA

VERENIGING FORTUNA

RULES OF PROCEDURE

HUISHOUDELIJK REGLEMENT

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CHAPTER 1 - GLOSSARY AND DEFINITIONS

ARTICLE 1: GLOSSARY AND DEFINITIONS

1.1 In these Rules of Procedure the following definitions apply:

Academic Year: The academic year of Leiden University College The Hague.

Advisory Board: The advising organ to the Fortuna Board.

Annual Financial Report: A report, written by the Treasurer of Fortuna for the first General Assembly of the following Club Year, which contains the financial accounts of Fortuna of the previous year and a general reflection on the finances of Fortuna.

Annual Report: A report, written by the Chair of Fortuna for the first General Assembly of the following Club Year, that contains a summary of and reflection on Fortuna and its activities in the previous year.

Annual: Adjective indicating the yearly return of the noun. (See Club Year)

Articles of Association: Notarial Articles of Association for Vereniging Fortuna.

Board: The executive Board of Vereniging Fortuna.

Board Member: A Member of the Fortuna Board.

Club Year: The Club Year runs from the first of August to the thirty-first of July of the following calendar year.

Commission: An organ which can be created by the Fortuna Board or the General Assembly in order to fulfil a specific task.

Committee: A body within Fortuna that is open to all members and organises at least one event per block.

Complaint: A written statement filed to the Advisory Board regarding a conflict, a Formal Decision, or misconduct of the Fortuna Board.

Conflict: An issue that arises between Committee members, Fortuna Members, and/or Fortuna Board members.

Day: A working day (Monday to Friday). Holidays defined by the LUC academic calendar are not considered working days.

Electoral Assembly: The Electoral Assembly is the last mandatory General Assembly of the year at which the Fortuna Board candidates for the following Club Year are introduced.

Electoral commission: The commission instated to observe and guide the electoral process of the Fortuna elections at the end of the club year.

Formal Decision: A decision made by the Fortuna Board.

Fortuna: Vereniging Fortuna, Student Association of Leiden University College The Hague.

General Assembly: The highest decision making organ of Fortuna. A legal meeting that is open to all Fortuna Members, referred to by Dutch Civil Code as the ‘General Meeting of Members’.

General Assembly Agreement/Agreeing: A statement or action that has passed a legitimate vote in the General Assembly and is thereby endorsed by the General Assembly.

Honorary Member: An ex-member of Fortuna, who has been elected to Honorary Member status by the General Assembly. With the exception of voting and, running for certain positions they have all the same as Members, but do not have to pay an annual fee.

LUC(TH): Leiden University College (The Hague).

Member: A student registered at LUC, either for a BA/BSc or via an exchange programme; and who pays the annual fee to the association.

Resolution: Decisions made by the General Assembly.

Sign: To authorise a document by attaching one’s signature.

Team: A body with the same structure, rights and responsibilities as a Committee, except that it only has to organise a single event.

UCSRN: ‘University College Student Representatives of the Netherlands’. A student network of University Colleges, of which Vereniging Fortuna is a member.

(in) Writing: To write a (formal) email or letter.

CHAPTER 2 - GENERAL PROVISIONS

ARTICLE 2: STATUS OF THE RULES OF PROCEDURE

2.1 All regulations set forth in the Rules of Procedure will be upheld.

2.2 In the case where the Articles of Association and the Rules of Procedure contradict, the Articles of Association prevail.

2.3 Fortuna adheres to the Articles of Association of the UCSRN.

2.3.a In the case where the Rules of Procedure and the articles of the UCSRN contradict, the Rules of Procedure prevail.

2.4 In all cases that are not provided for by the Rules of Procedure, the Fortuna Board shall decide.

ARTICLE 3: ANNEXES

3.1 An Annex is an addendum to the Rules of Procedure.

3.2 The Fortuna Board can add an Annex without approval of the General Assembly. Once this decision has been made, it has to be made known by email to all members and must be mentioned in the following General Assembly.

3.3 Every Member has the right to appeal against the addition of an Annex in accordance with Article 26.

3.4 If an Annex is in conflict with the Rules of Procedure, the Rules of Procedure prevail.

ARTICLE 4: STATUTE OF LIMITATION

4.1 Unless otherwise specified, responsibility of those exercising any function outlined or referred to in this document is only applicable as long as they are still acting in this function.

4.1.a If they need to be legally discharged by the General Assembly from their function, their responsibilities remain until they have been discharged.

CHAPTER 3 - ON GENERAL ASSEMBLIES

ARTICLE 5: PROCEDURES FOR GENERAL ASSEMBLIES

5.1 A General Assembly is a meeting to which all Fortuna members are invited, with all powers not ascribed to Dutch Civil Code, the Articles of Association and the Rules of Procedure.

5.1.a A General Assembly can be abbreviated as 'GA'.

5.2 A General Assembly shall be held at least three times a year, in accordance with Article 8 of the Articles of Association.

5.2.a The Fortuna Board can call for a General Assembly at any time.

5.2.b A General Assembly shall be held if a written request, signed by at least one tenth of the Members, is submitted to the Secretary of the Fortuna Board.

5.2.b.i In case that the Board fails to organise a General Assembly within fourteen days, these Members may organise the General Assembly themselves, taking into account all other regulations for the General Assembly.

5.3 An invitation for the General Assembly shall be sent out by the Fortuna Board or the organising Members at least ten days in advance to all Members. This invitation must include:

- (a) the location and the time of the General Assembly;
- (b) the documents that will be dealt with during the General Assembly with exception of the Annual Budget;
- (c) the preliminary agenda for the General Assembly.

5.4 An amended agenda may only be discussed if the General Assembly agrees.

5.5 Members can propose amendments to the Articles of Association and the Rules of Procedure.

5.5.a These amendments must be submitted, in writing, to the Secretary of the Fortuna Board, at least five days in advance of the General Assembly. The Fortuna Board will send these documents to the Members at least four days in advance of the General Assembly.

5.6 The General Assembly has a Praesidium which oversees the proceedings as outlined in Article 38.

5.7 Voting during General Assemblies happens according to Article 6 and shall be coordinated by the Voting Commission, as described in Article 39.

5.8 The Annual Budget shall be sent out by the Fortuna Board or the organising Members at least five days in advance to all Members.

ARTICLE 6: VOTING DURING GENERAL ASSEMBLIES

6.1 All Members who are not suspended have the right to vote during a General Assembly.

6.2 Members can decide to vote in favour, against, neutrally or abstain. Abstentions will not be counted as a vote.

6.3 The General Assembly only has decision making power when the combined amount of Members voting in favour, against and neutrally, constitutes at least 15% of the total number of Fortuna Members.

6.4 All resolutions of the General Assembly shall be passed by a majority vote in favour, unless otherwise specified in the Articles of Association or Rules of Procedure.

6.5 Written votes at the General Assembly shall be cast using anonymous ballots in the following cases:

(a) resolutions to dismiss and/or appoint Fortuna Board members as described in Article 21;

(b) cases in which a majority of the General Assembly deems this necessary.

6.6 If an absent Member wants to cast (a) vote(s) they can authorise another member to vote on their behalf.

6.6.a A member can only be authorised to carry a maximum of 10 votes other than their own.

6.6.b Authorisation occurs via the signing of an authorisation form found on the Fortuna website and at a central location, communicated by the Fortuna Board

6.6.c The authorising Member must clarify whether the authorisation is restricted to specific resolutions and votes or allows the authorised Member to cast their vote as they deem fit.

6.6.d The authorising Member must make clear whether the authorised Member can transfer the vote to (an)other Member(s).

6.6.e The form must be delivered to the Secretary of the Fortuna Board in person or by email.

6.6.f Authorisation is only legal when the form is handed in before the General Assembly.

6.7 All voting-related issues for which the Rules of Procedure, organs empowered by the Rules of Procedure, Articles of Association and Dutch (Civil) law make no provision shall be decided by the Fortuna Board.

ARTICLE 7: PREVIOUS BOARD ACCOUNTS: ANNUAL REPORTS

7.1 The previous Fortuna Board is required to submit an Annual General Report and an Annual Financial Year Report of the previous year during the first General Assembly of the Club Year.

7.1.a In case the previous Chair or Treasurer is unable to attend this General Assembly, they may be represented by a current Fortuna Board member.

7.1.b The Financial Commission will create an additional review of the Financial Year Report as described in Article 41.

7.2 The Annual General Report and the Annual Financial Report must be approved by the General Assembly.

7.3 Upon disapproval the General Assembly may decide upon:

- (a) demanding the previous Fortuna Board to rewrite the report(s), to be voted upon in the following General Assembly;
- (b) establishing a Commission to investigate the causes of disapproval;
- (c) involving an external expert at the expense of the Association.

ARTICLE 8: ANNUAL BUDGET

8.1 The Annual Budget of Fortuna shall be proposed for adoption to the first General Assembly of the Club Year.

8.1.a The General Assembly may instead adopt the Annual Budget conditionally.

8.2 Upon disapproval the General Assembly may decide on:

- (a) establishing a Commission to investigate the causes of disapproval;
- (b) demanding that the budget is rewritten by the Treasurer of Fortuna, to be discussed in the following General Assembly.

ARTICLE 9: AGENDA, RECURRING TOPICS AND ELECTORAL ASSEMBLIES

9.1 A General Assembly has the following structure, unless amended:

- (a) Opening;
- (b) Approving the Praesidium;
- (c) Adoption of the minutes of the last GA;
- (d) Discussion of agenda points specific to the GA;
- (e) Any other Business (AOB);
- (f) Round of Questions; (g) Discharging the Praesidium;
- (h) Closing.

9.2 There are recurring topics throughout the year. The following sub-clauses apply to General Assemblies organised by the Board.

9.3 During the first General Assembly of the Club Year:

- (a) the structure and organs of Fortuna will be explained by the Chair of the Fortuna Board;
- (b) the Annual General Report will be presented as outlined in Article 7;
- (c) the Annual Financial Report will be presented as outlined in Article 7;
- (d) the Financial Commission will report its findings as outlined in Article 41;
- (e) the Annual Budget will be presented and voted upon.

9.4 During the Electoral Assembly of the Club Year:

- (a) the candidates running for the Fortuna Board for the following year will be presented;
- (b) it is recommended that candidates deliver speeches following the closing of the Electoral Assembly;
- (c) candidates may instead prepare a video message or write an official letter, which will be presented during the Electoral Assembly;
- (d) the Electoral Commission is announced;
- (e) the Financial Commission is appointed.

CHAPTER 4 - ON THE FORTUNA BOARD

ARTICLE 10: GENERAL TASKS AND COMPETENCE

10.1 The Fortuna Board has all powers given to them by the General Assembly, that are not limited by Dutch Civil Code, the Articles of Association, or the Rules of Procedure.

ARTICLE 11: BOARD NOMINATIONS, ELECTIONS AND VOTING

11.1 Elections shall be held one week after the Electoral Assembly and shall be coordinated by the Electoral Commission in accordance with Article 40.

11.2 Elections are open to all Members, except Honorary Members.

11.3 Candidates shall run for a specific position as defined in Articles 13 to 16.

11.3.a Before candidates can submit their candidature, the Fortuna Board must announce how many positions will be available and what these positions will be five days in advance of the Electoral Assembly.

11.3.b If no candidatures for a position are submitted by the deadline; the Electoral Commission and the Fortuna Board shall decide on an appropriate solution. In this case, Article 11.5 may be annulled for that specific position.

11.4 The Electoral Assembly is recommended to be held during the third week of the final block of the Academic Year. It must be held between week 2 and week 6 of the final block of the Academic Year.

11.5 Candidates must make their candidature known to the Electoral Commission, in writing, at least 24 hours in advance of the Electoral Assembly.

11.6 Board members are elected for a full Club Year.

11.6.a In case a new Board Member replaces another Board Member during the Club Year and in accordance with articles 20.2.(b) or 20.2.(c), they are elected or appointed for the remainder of that Club Year.

11.7 All Members of Fortuna have the right to cast one anonymous vote in accordance with procedures announced by the Electoral Commission.

11.8 The recommended voting method is the Alternative Vote.

11.9 The candidate who wins is elected for the respective position.

11.9.a If a position is open to two candidates, the candidates who come first and second shall fill the position. The same reasoning applies for positions open to three, four or five candidates.

11.10 The votes shall be tallied by at least two LUC staff members appointed by the Electoral Commission (see Article 40).

11.11 The candidates who win in their respective positions shall be announced no later than one day after the elections are held.

11.11.a in case of serious difficulty with counting, the Electoral Commission may postpone the publication of the results. If this occurs, this must be put up for review by the Fortuna Board at the next General Assembly.

11.12 In the event of a tied vote, a re-run shall be organized for the respective candidates only. This re-run shall be held within five days after the results are announced. The same election method shall be used for the re-run.

11.13 If an absent member wants their vote cast for the Fortuna Board elections, they must sign an authorisation form provided by the Electoral Commission and send it to the Secretary of the Fortuna Board. These votes are only counted when sent in before a deadline established by the Electoral Commission.

ARTICLE 12: COMPOSITION OF THE FORTUNA BOARD

12.1 The Fortuna Board must have a Chair, a Secretary and a Treasurer. The Fortuna Board can also have up to five General Board Members. The task descriptions of the Fortuna Board members are outlined in the following articles.

12.1.a It is recommended that the number of Board Members is uneven.

ARTICLE 13: TASK DESCRIPTION OF THE CHAIR OF THE FORTUNA BOARD

13.1 The Chair carries the overall responsibility of Fortuna. This constitutes the following tasks and responsibilities:

- (a) maintaining an oversight of all Association affairs;
- (b) chairing Fortuna Board Meetings;
- (c) maintaining contact with other associations together with the Secretary;
- (d) maintaining contact with the management of LUC and, where necessary, the management of Campus The Hague and Leiden University;
- (e) maintaining contact with the Advisory Board;

- (f) writing the Annual General Report and presenting this at the first General Assembly of the following Club Year.

ARTICLE 14: TASK DESCRIPTION OF THE SECRETARY OF THE FORTUNA BOARD

14.1 The role of the Secretary constitutes the following tasks and responsibilities:

- (a) ensuring that minutes are taken at every Board Meeting;
- (b) being responsible for the non-financial administration of Fortuna;
- (c) maintaining contact with other associations together with the Chair;
- (d) replacing the Chair if they are absent;
- (e) keeping track of and sending emails; (f) organising General Assemblies.

ARTICLE 15: TASK DESCRIPTION OF THE TREASURER OF THE FORTUNA BOARD

15.1 The role of the Treasurer constitutes the following tasks and responsibilities:

- (a) being responsible for the financial administration of Fortuna;
- (b) preparing an Annual Budget to be proposed at the first General Assembly of the Club Year;
- (c) keeping track of the overall expenditure of Fortuna;
- (d) having contact with third parties that provide services and goods for Fortuna;
- (e) writing the Annual Financial Report and presenting this at the first General Assembly of the following Club Year.

15.2 The Treasurer is limited in their spending possibilities by Chapter 8.

ARTICLE 16: TASK DESCRIPTION OF THE FORTUNA BOARD GENERAL BOARD MEMBERS

16.1 The Fortuna Board is recommended to assign specific tasks and functions to the General Board Members. These functions and what they constitute are at the discretion of the Fortuna Board.

16.2 It is recommended that two of the General Board Members shall also be Committee Affairs Officers (CAOs), which constitutes the following tasks and responsibilities:

- (a) communicating with Committee and Team chairs;

- (b) meeting with Committee and Team chairs at least once per block;
- (c) ensuring regular Committee events occur;
- (d) organising other events in cooperation with external parties.

16.3 It is recommended that one of the General Board Members shall also be the Internal Communications Officer (ICO), which constitutes the following tasks and responsibilities:

- (a) representing Fortuna to the UCSRN;
- (b) promoting Fortuna events;
- (c) keeping students updated about events taking place;
- (d) maintaining the website;

ARTICLE 17: OTHER TASKS OF FORTUNA BOARD MEMBERS

17.1 One Fortuna Board member will function as UCSRN representative on behalf of Fortuna for one Club Year.

ARTICLE 18: FORTUNA BOARD MEETINGS

18.1 The Board shall meet at least once a week, throughout the Academic Year.

18.2 In addition, Meetings shall be held as often as the Chair deems necessary or if two of the other Board members submit a written request for a Meeting to the Chair. If the Chair fails to act on the request in the sense that no such Meeting can be held within three days of the request being made, the applicants may convene a Meeting themselves whilst duly observing the requisite formalities.

18.3 Board Meetings shall be chaired by the Chair of the Board. If the Chair is unable to attend, the Secretary will chair the meeting.

18.4 Formal Decisions may be passed if at least two thirds of the Fortuna Board members are present at a Board meeting, and if all the Board members have been able to express their opinion as outlined in 18.5.

18.5 Absent Board members may cast a vote and give their opinion upon matters in writing. All decisions not made during a Board Meeting must be mentioned in the minutes of the next Board Meeting.

18.6 Each Fortuna Board Member is entitled to cast one vote. All Formal Decisions are passed upon a majority vote in favour.

18.6.a The Board can delegate Formal Decisions to (an) individual Board Member(s). Information on these decision making processes must also be available in the minutes.

18.7 Minutes of Board Meetings shall be available upon request of any Fortuna member, with the removal of any confidential information.

18.8 All voting-related issues for which the Articles of Association or Rules of Procedure do not make provisions shall be decided on by the Board.

ARTICLE 19: TRANSITION OF FORTUNA BOARDS

19.1 The Fortuna Board members will prepare the newly elected Board members for their position to the best of their abilities during the transition period.

19.1.a The Chair and Secretary will provide a Board transition manual to the newly elected Board, by the end of the Academic Year, detailing the management of the Association.

19.1.b Each Board Member will provide a transition manual to the new Board Member elected in their position by the end of the Academic Year, which describes the details of their position.

19.1.c The Board will have at least one personal meeting with the newly elected Board, held no later than two weeks after the newly elected Board is elected.

19.1.d The Chair will discuss the Annual General Report with the newly elected Chair before the first General Assembly of the following Club Year.

19.1.e The Treasurer will discuss the Annual Financial Report with the newly elected Treasurer before the first General Assembly of the following Club Year.

19.1.f It is recommended that each Fortuna Board member will provide a weekly update to the newly elected respective Board member until the end of the Academic Year.

19.1.g Each Fortuna Board member will have at least one personal meeting with the newly elected Board Member in their position.

ARTICLE 20: FORTUNA BOARD VACANCIES

20.1 Any vacancies arising in the Board during the Club Year may be addressed in one of the following ways:

- (a) redistributing the tasks over the remaining Fortuna Board members; in the case of general board membership;
- (b) appointing one of the remaining Fortuna Board members to the vacant position and appointing a new Board member; this Member will be proposed by the Board to the General Assembly;
- (c) appointing a new Board member to the vacant position; this Member will be proposed by the Board to the General Assembly.

20.2 Except for 20.1(a), all decisions made by the Board concerning vacancies must be agreed upon by a General Assembly held within three weeks after the opening up of the position.

20.3 The Board can choose to propose any member to the General Assembly. If so, they must choose their proposed Board Member based on interview, to which all members have the opportunity to apply.

20.4 Without a resignation, the Board can also propose a new Board member in accordance with Article 20.2, as long as this is not in contradiction with Article 12.1.

ARTICLE 21: RESIGNATION AND DISMISSAL OF FORTUNA BOARD MEMBERS

21.1 A Fortuna Board member can decide to resign from their function. They have the responsibility to fulfil their Board tasks and facilitate the process of their replacement to the best of their abilities. The replacement occurs in accordance with Article 19.1.

21.1.a The Board or General Assembly can decide to exclude the person in question from the processes outlined in Article 21.1.

21.2 The General Assembly can, with a two-thirds majority, decide to dismiss a Fortuna Board member. This means the individual immediately loses their position on the Fortuna Board. If deemed necessary the General Assembly can decide to investigate the issue further through the Advisory Board or the creation of a Commission.

21.3 The Fortuna Board can also be dismissed, should a two-thirds majority on this be reached twice by the General Assembly, with the second round of voting being closed written votes.

21.4 Fortuna Board members are still accountable for their actions during their served term; even after they have been dismissed or have resigned.

CHAPTER 5 - ON THE ADVISORY BOARD, COMPLAINTS AND APPEALS

ARTICLE 22: GENERAL TASKS AND COMPETENCE OF THE ADVISORY BOARD

22.1 The Advisory Board shall be independent from the Fortuna Board.

22.2 The Advisory Board shall restrict itself to the following tasks:

- (a) dealing with Complaints as outlined in article 26;
- (b) dealing with Appeals as referred to in article 28;
- (c) advising the Fortuna Board upon request of the Fortuna Board or as the Advisory Board itself deems necessary.

ARTICLE 23: NOMINATION AND SELECTION OF THE ADVISORY BOARD

23.1 The Advisory Board is tasked with choosing the members of the Advisory Board for the following Club Year. The Advisory Board selects their members (and their terms) upon their own discretion, so long as all Fortuna Members, with the exception of Fortuna Board members, are able to apply.

23.1.a Advisory Board members may opt to stay on the Advisory Board for an extra term.

ARTICLE 24: COMPOSITION OF THE ADVISORY BOARD

24.1 The Advisory Board is recommended to consist of six members. One of these members is recommended to be an LUC staff member and the other five will be Members of Fortuna. Two of these shall preferably be ex Fortuna Board members.

24.2 The Advisory Board shall appoint a Chair from their midst. The Chair is tasked with: (a) carrying the primary responsibility for communication with the Fortuna Board; (b) chairing Advisory Board meetings.

24.3 The Advisory Board shall appoint a Secretary from their midst. The Secretary is tasked with:

- (a) taking minutes during formal Advisory Board meetings;
- (b) maintaining the administration of the Advisory Board.

24.4 All members of the Advisory Board are responsible for carrying out the tasks specified in Article 22.2.

ARTICLE 25: WORK METHOD

25.1 The Advisory Board can investigate complaints. At the conclusion of an investigation, the Advisory Board shall write up a Verdict and/or Advice.

25.1.a A Verdict outlines the proposed settlement of a Complaint or Appeal by the Advisory Board. This document will be sent to all parties concerned.

25.1.b Advice is (policy) suggestions written for the Fortuna Board. These will only be sent to the Fortuna Board.

25.2 All parties must back up their claims by evidence. If a party or parties fail to provide this evidence, continuation of the case is at the discretion of the Advisory Board.

25.3 The Advisory Board will keep a copy of all documents related to cases for future Verdicts and Advice.

25.4 If the complainant(s) deem the Verdict of the Advisory Board unfair, they may Appeal the Verdict through a formal Resolution at a General Assembly as outlined in article 28.

25.5 In carrying out tasks for the Advisory Board, all of its members shall observe strict confidentiality.

ARTICLE 26: CONFLICTS AND COMPLAINTS

26.1 It is recommended that parties take conflicts to the Fortuna Board, who deals with the conflicts upon its own discretion.

26.1.a A party can also choose to directly file a Complaint to the Advisory Board.

26.2 If a party disagrees with the actions, or lack thereof, of the Fortuna Board regarding a conflict, the party can file a Complaint in writing to the Advisory Board.

ARTICLE 27: PROCEDURE FOR COMPLAINTS

27.1 The complaining party shall file a written Complaint to the Advisory Board, which shall contain:

- (a) the date of the decision and/or action by the Fortuna Board, if applicable;
- (b) brief summary of the decision and/or action;

(c) a Complaint about the decision and/or action.

27.2 The Advisory Board shall notify the stakeholder(s) within 72 hours in writing that it has received the Complaint.

27.3 The Advisory Board shall investigate and make a decision no later than two weeks after the Complaint was filed. The Advisory Board shall notify both parties of the Verdict/Advice in writing within 24 hours after a decision has been made.

27.3.a If deemed necessary by the Advisory Board, this deadline can be extended. Should this occur, the Advisory Board shall notify the stakeholders.

ARTICLE 28: PROCEDURE REGARDING APPEALS AGAINST VERDICTS BY THE ADVISORY BOARD

28.1 Appeals are recommended to be filed in writing to the Advisory Board and Fortuna Board and shall contain:

- (a) the date of the Verdict of the Advisory Board;
- (b) the Verdict of the Advisory Board;
- (c) an explanation for the reason of the appeal.

28.2 The appeal will be brought up in the following General Assembly, where the concerned parties will present their sides of the Verdict. The General Assembly will vote on the issue.

28.2.a Should the General Assembly dismiss the Advisory Board's Verdict, a vote of confidence will be carried out for the Advisory Board. This vote will follow a two-thirds majority voting mechanism.

28.2.b Should the Advisory Board lose the vote of confidence, it is at the discretion of the General Assembly to appoint a Commission that will carry out an investigation into the conduct of the Advisory Board.

28.2.c If all members of the Advisory Board step down during this procedure, a solution to the problem is at the discretion of the General Assembly.

ARTICLE 29: RESTRICTIONS AND LIMITATIONS OF THE ADVISORY BOARD

29.1 In case a member of the Advisory Board leaks confidential information, the person can be suspended from the Advisory Board pending investigation. The Advisory Board will carry out an investigation concerning the person's actions.

29.2 If an investigation takes place concerning a Committee or Team which (a) member(s) of the Advisory Board is/are part of, the member(s) cannot take part in the process.

CHAPTER 6 - ON COMMITTEES AND TEAMS

ARTICLE 30: DEFINITIONS OF COMMITTEES AND TEAMS

30.1 A Committee or a Team is a body within Fortuna that is open to all members and organises at least one event per block.

30.1.a A Team is the same as a Committee in all respects except that they only have to organise one event.

30.2 All articles below apply equally to Teams as to Committees.

ARTICLE 31: RESPONSIBILITIES OF A COMMITTEE OR TEAM

31.1 A Committee must sign a Committee Contract at the beginning of the Club Year or when it is founded.

31.1.a This Contract can be found on the Fortuna Website.

31.2 A Committee must fulfil a general social function.

31.3 A Committee must serve a part of the Member base of Fortuna. Whether the Member base is large enough to necessitate a Committee is left to the discretion of the Board.

31.4 At the end of each Academic Year, each Committee is required to compile a Committee Report.

31.5 Each year, at least one of the activities organized by a committee is strongly recommended to be held outside of campus premises.

ARTICLE 32: LIABILITIES OF A COMMITTEE OR TEAM

32.1 Each Committee and Team have a Chair and Treasurer, who are responsible for the Committee or Team and are Liable according to their signed committee contract.

ARTICLE 33: STRUCTURE OF A COMMITTEE OR TEAM

33.1 Each Committee must have a Chair and a Treasurer. Upon approval of the Fortuna Board, they may be the same person. Other assigned positions may be established by the Committee. The proposed Committee Board must be approved by the Fortuna Board.

33.2 The Chair and Treasurer of the Committee are responsible for the finances, events and management of the Committee.

33.3 Fortuna Board members cannot hold the position of Chair or Treasurer within a Committee. They may be participating members of a Committee.

33.4. Changes in the official positions of a Committee must be made known to all Committee members and in writing to the Fortuna Board.

ARTICLE 34: FINANCIAL PROCEDURES FOR A COMMITTEE OR TEAM

34.1 Every Committee has a right to a part of the annual Fortuna Budget. This allocation is done by the Fortuna Board in consideration of the budget proposal of the Committee.

34.2 A Committee cannot exceed their budget. If they do, reimbursement is upon the discretion of the Fortuna Board.

34.3 The Committee's Treasurer is responsible for being informed of the correct financial procedures.

34.4 A Committee can also submit budget proposals throughout the Club Year for consideration by the Fortuna Board.

ARTICLE 35: PROPOSAL AND ESTABLISHMENT OF A NEW COMMITTEE OR TEAM

35.1 All members of Fortuna can propose a new Committee or Team.

35.2 New Committee proposals need to be sent to the Fortuna Board.

35.3 A Committee shall fulfil the following requirements:

- (a) those in Articles 30.1, 31.2 and 31.3;
- (b) there should not already be a Committee with a similar purpose as the Committee that is to be established.

35.4 Fulfilment of these criteria is decided upon by the Fortuna Board.

35.5 The Committee proposal must make clear that the above requirements are fulfilled and is recommended to contain at least the following points:

- (a) a clear outline of the purpose of the Committee;
- (b) a number of possible events, their feasibility and an explanation;
- (c) a preliminary agenda up to the end of the Club Year;
- (d) a budget proposal;
- (e) an indication of the number of people that showed interest in the proposed activities.

35.6 After receiving this proposal, the Board will decide whether it becomes a Committee during the next Board meeting, unless they are unable to do so due to extenuating circumstances.

35.6.a In the case of an inadequate proposal, the Board can advise changes to or improvements of the proposal. In this instance, a decision on the approval of the new Committee will be taken after the consideration of a revised proposal.

35.6.b The Fortuna Board can refuse the proposal with a written justification for this decision.

35.6.c The Fortuna Board can accept the establishment of the Committee, in which case both parties will sign a Committee Contract.

ARTICLE 36: CONFLICTS WITHIN A COMMITTEE OR A TEAM

36.1 If there is dissatisfaction concerning the functioning of the Committee's Chair, Treasurer and/or any other assigned function within a Committee, the following procedure is recommended:

- (a) the Chair of the Committee will talk to the member(s) involved, explain the problems and try to resolve the situation;
- (b) in case the procedure as outlined in Article 36.1 (a) does not yield any satisfactory results or the complaint relates to the functioning of the Committee Chair, the Fortuna Board will mediate and try to resolve the situation upon their own discretion;
- (c) if the procedures of neither 36.1 (a) and 36.1 (b) yield any satisfactory results, the Fortuna Board can decide upon replacement or removal of a Committee's Chair, Treasurer and/or other Board member in the Committee. A written justification for this must be provided to the Committee member involved. Complaints with this decision will be dealt with as per Article 27.

36.6 If either the Fortuna Board or Advisory Board investigates a Committee or Committee member's actions, the Board can choose to suspend the Committee member or the Committee whilst the investigation continues.

CHAPTER 7 - ON COMMISSIONS

ARTICLE 37: DESCRIPTION OF COMMISSIONS

37.1 The Fortuna Board or General Assembly can create an additional organ to accomplish one specific task as outlined by the Fortuna Board or the General Assembly. This organ is called a Commission.

37.1.a the appointment of the members of the Commission, the time period for which the Commission shall be effective, its mandate and to whom it is accountable are determined by those creating it.

37.1.b There are five recurring Commissions. These are described in Articles 39 to 43.

37.1.c New Commissions created do not have to be written in to the Rules of Procedure.

37.2 Upon completion of the assigned task, the Commission will be dissolved.

ARTICLE 38: PRAESIDIA

38.1 The General Assembly shall be led by a Praesidium consisting of a Chair, a Secretary and a Teller, who are Members that are not on the Fortuna Board,

38.1.a The role of the Praesidium Chair will be:

- (a) leading the General Assembly;
- (b) introducing agenda points;
- (c) introducing speakers;
- (d) managing questions and facilitating discussions.

38.1.b The role of the Praesidium Technical Secretary will be to take the minutes of the General.

38.1.c The role of the Praesidium Teller will be:

- (a) coordinating the Voting Commission established during the General Assembly according to Article 39;
- (b) ensuring that the Voting Commission fulfils its duties in accordance with the voting procedures outlined in Article 6;
- (c) if the counted number of votes is incorrect, relaying this information to the Praesidium Chair and Secretary;

- (d) warning the Praesidium Chair and Secretary should a potentially significant fluctuation in the number of votes occur, for example due to Members leaving the General Assembly.

38.2 It is recommended that ten days before the General Assembly, Members send in an application for the Praesidium to the Fortuna Board. The Fortuna Board shall appoint the Praesidium on the basis of these applications.

38.2.a If received applications do not yield satisfactory candidates, it is up to the discretion of the Fortuna Board to select the Praesidium.

38.3 The proposed Praesidium must be approved by the General Assembly. It is recommended that its members are announced in the email sent out by the Secretary of the Fortuna Board concerning the General Assembly.

38.3.a The Praesidium shall, at the end of a General Assembly, be discharged, with the exception of the Praesidium Secretary. They will send the minutes to the Fortuna Board, and are discharged once the minutes have been adopted by a following General Assembly.

38.4 If the General Assembly disagrees with the appointed Praesidium, or if the Board does not organise the Praesidium or General Assembly itself, the General Assembly can appoint a Praesidium upon its own discretion.

ARTICLE 39: VOTING COMMISSIONS

39.1 The Voting Commission consists of three Counting Assistants. Its Members are appointed by the General Assembly. Their role shall be:

- (a) counting the number of votes cast;
- (b) relaying this information to the Praesidium Teller.

ARTICLE 40: ELECTORAL COMMISSIONS

40.1 The Electoral Commission is tasked with organising and overseeing the Fortuna Board Elections.

40.1.a The Electoral Commission acts in three phases, during which its membership, duties and rights change as outlined in the rest of the Article; its phases are described in Articles 40.3, 40.4 and 40.5;

40.1.b The Electoral Commission is open to all Members who are not running for a Board position.

40.2 The general duties of the Electoral Commission are as follows:

- a. To reach agreement with two thirds in favour for any decision made; and to communicate as one to the outside.
- b. To uphold strict confidentiality, both during its mandate and thereafter.

Its rights are as follows:

- c. Non-interference from the Fortuna Board; including the explicit demand thereof.
- d. Non-interference from members; including the explicit demand thereof.
- e. All those vested in them by the duties; that are not limited by the Rules of Procedure, Article of Association or Dutch Civil Law.

40.2.a It is strongly recommended that the Electoral Commission follows the outlined procedures in the Electoral Commission Manual which is made publicly available at least 20 days in advance of the elections.

40.3 During its first phase, the Electoral Commission is occupied with establishing the rules and procedures surrounding the elections for the Fortuna Board.

40.3.a The Electoral Commission begins with a Fortuna Board Member, an Advisory Board Member and a regular member that are appointed five days in advance of the Electoral Assembly by the Fortuna Board.

40.3.b The Electoral Commission is required to publish information for (potential) candidates and the Members of Fortuna, including where applications may be sent and under what conditions

40.3.c It is expressly forbidden for the Electoral Commission to reject candidates on any other basis than a failure to comply with outlined procedures for elections.

40.3.d In the case where no legal applications have been made for (a) specific position(s); the Electoral Commission acts in accordance with Article 11.3.b.

40.4 During its second phase, the Electoral Commission is occupied with the logistics surrounding the Elections for the Fortuna Board.

40.4.a During the Electoral Assembly, an additional three members are appointed by vote to the Electoral Commission;

40.4.b The Electoral Commission must at least arrange for the following:

- a. A schedule of the elections
- b. Election-related events in collaboration with the Fortuna Board and, if needed, with Committees and or Teams.
- c. Ballots
- d. Ballot boxes
- e. Voting booths; including making a schedule for guarding them;
- f. Safe storage of ballots in preparation for the third phase.
- g. Finding two non-/academic members to help count the votes in the third phase.

40.4.c The Electoral Commission must publish regular updates where necessary to keep the members of the association informed about the process. This is recommended to be done in collaboration with the Fortuna Board.

40.5 During its third phase, the Electoral Commission is tasked with counting the votes and announcing the winners of the elections.

- 40.5.a The third phase begins once all the ballots have been moved into the Fortuna Office, or a similar space at which point the counting begins.
- 40.5.b The non-/academic members join at this point.
- 40.5.c During the counting phase, it is expressly forbidden for non-Electoral Commission members to enter the counting room.
- 40.5.d The Electoral Commission has 24 hours to announce the winners of the elections.
- 40.5.d.i In exceptional cases, the Electoral Commission may extend this period in accordance with Article 11.11.a.
- 40.5.e The Electoral Commission is required to create a written record of the votes cast and store this in a safe location.

40.6 Once the Election Results have been stored safely and announced, the Electoral Commission is considered disbanded.

40.7 The Electoral Commission may claim up to €10,- for refreshments per its members during the third phase while observing Article 43.3.40.3 The Electoral Commission should appoint at least two LUC staff members to count the votes.

40.8 The ballot box shall always be manned by at least one Fortuna Board member and a member of the Electoral Commission.

ARTICLE 41: AUDIT COMMISSIONS

41.1 The Audit Commission is tasked with the role of the Audit Committee described in Article 15 of the Articles of Association, and is also tasked with the following:

- (a) checking the Annual Financial Report;
- (b) writing a final report for the first General Assembly of the following Club Year, on the Treasurer's Annual Financial Report;
- (c) presenting and answering questions about this report in person at the first General Assembly of the following Club Year.

41.2 The Audit Commission is appointed during the Electoral Assembly and shall consist of at least two members.

41.2.a No current Fortuna Board member or candidates for the following Club Year can be a member of the Audit Commission.

ARTICLE 42: LEGAL COMMISSIONS

42.1 A Legal Commission is a body of at least three members who are tasked with the following:

- (a) reviewing the Articles of Association and Rules of Procedure;

(b) providing advice for (re)writing these or other documents to the organ that has created it.

42.2 It is recommended that the Legal Commission contains at least one Fortuna Board member, an Advisory Board member and another Fortuna member.

42.3 Should the Legal Commission find any issues that require formal legal change related to the Articles of Association and or Chamber of Commerce, it is the responsibility of the Fortuna Board to act upon this information, at the expense of Fortuna, even when unaccounted for in the Annual Budget.

CHAPTER 8 - ON FINANCIAL PROCEDURES

ARTICLE 43: GENERAL FINANCIAL PROCEDURES

43.1 In no case shall Fortuna members receive monetary compensation from Fortuna for their services to Fortuna.

43.2 No more than ten per cent (10%) of the budget may be spent before the Annual Budget has been approved by the General Assembly.

43.3 When purchasing goods, bodies within Fortuna are recommended to buy more socially and environmentally responsible options, taking into account budgetary limitations and feasibility.

43.4 Expenses of Fortuna accounted for in the Annual Budget or agreed upon by the Board shall be reimbursed by the Treasurer of Fortuna upon completion of the procedure outlined in Article 43.6.

43.5. Reimbursements will only occur if the receipts are provided within eight weeks of the expenses with a reimbursement form.

43.5.a If the receipts are provided after eight weeks of the expense, the decision to reimburse is upon discretion of the Fortuna Board.

43.5.b If a member disagrees with the Fortuna Board's decision, they can appeal as per Article 26.

43.5.c If the expenses made are in accordance with the allocated budget, and/or with any other Formal Decisions.

43.6 Reimbursements will be made according to the following procedure:

- (a) a reimbursement form provided by the Fortuna Board has to be filled in and signed. The receipts specifying the expense for the requested reimbursement must be attached to the reimbursement form. If receipts are not available, bank statements can be used and will be reimbursed upon the discretion of the Fortuna Board;
- (b) the reimbursement form must be handed to the Treasurer of Fortuna in person, via postal means, or via email. The form can also be given to another Board member.

43.7 Any unforeseen expenses caused by the behaviour of individuals or members of Committees acting on the behalf of Fortuna will not be reimbursed.

43.7.a In case of extenuating circumstances, the Fortuna Board can decide to reimburse the Committee or individual.

ARTICLE 44: ALLOCATION OF THE ANNUAL BUDGET

44.1 The proposed Annual Budget shall be divided by the Fortuna Board. This shall be done in consideration of budget proposals from Committees and Teams and other necessary costs.

44.2 In the event of proposed expenditures of over €1000,- not included in the approved Annual Budget, the Treasurer of the Fortuna Board has to formally notify the members.

44.3 Following this notification, should more than five per cent (5%) of the members make any objections within 72 hours of the announcement, in writing or by email to the Fortuna Secretary or Treasurer, the issue must be brought to a vote at a General Assembly.

ARTICLE 45: MEMBERSHIP FEE

45.1 The annual membership fee is €50,-.

45.2 The annual membership fee may be altered by the General Assembly upon the recommendation of the Fortuna Board or an individual member.

45.3 No refunds of the annual membership fee will be granted when membership ends.

CHAPTER 9 - ON SANCTIONS

ARTICLE 46: SANCTIONS AGAINST INDIVIDUAL MEMBERS

46.1 As a result of one or more Complaints filed against an individual in accordance with Article 27 and after careful consideration of the Verdict(s)/Advice by the Advisory Board, the Fortuna Board is entitled to issue the following sanctions:

- (a) an official warning;
- (b) a temporary suspension: an individual may be suspended as a Member of Fortuna for a pre-specified amount of time. This means that the individual Member may no longer attend events organised by Fortuna until the suspension has lapsed. This includes General Assemblies, unless the General Assembly will discuss the suspension of the individual, in which case they must be invited to join;
- (c) the termination of membership: an individual's membership is permanently revoked unless successfully appealed in accordance with Article 28.

46.2 It is up to the discretion of the Fortuna Board to hand matters over to, or discuss matters with, the management of LUC relating to conflicts and sanctions.

46.3 All complaints and hearings will be processed with the utmost confidentiality.

CHAPTER 10 – On Association Property

ARTICLE 47: LIABILITY AND USE OF PROPERTY

47.1 Members can be held liable for any damage or misplacement they personally cause to equipment or other property of the association in accordance with Dutch civil law.

47.2 Any claims of theft, loss or damage of property should be reported to and dealt with by the Fortuna Board.

47.3 Fortuna property shall be used only in service of the association. Use of property for private gain is prohibited unless expressly allowed by the Fortuna Board. Appeals can be made in accordance with Article 26.

ARTICLE 48: ASSIGNMENT OF OBJECTS

48.1 The Fortuna Board assigns certain objects to a committee.

48.2 Should other members or committees wish to use such an assigned object, they need to request so by contacting the Secretary. Permission will be given after consultation with the committee to which the object has been assigned and with the Fortuna Board, if deemed necessary. This does not apply to objects that are not assigned to any committee.

48.3 Committees are required to maintain an up-to-date registration of assigned objects with a purchase value greater than EUR 50,00, including when and by whom they are used. If such assigned objects are not used by any member, their usual location of storage should be registered.

48.4 An overview of all assigned and unassigned Fortuna objects shall be available upon request of any member.