



Committee Contract

We hereby establish or continue the following committee:

.....

It shall function as an official committee of *Vereniging Fortuna* (hereinafter referred to as 'Fortuna'), the student association of LUC. It has sufficiently proven to meet the standards as outlined in Chapter 6 of the Rules of Procedure. It will remain so until the end of the current academic year.

We hereby declare that:

As a committee board member I understand my duties as defined by the rules of procedure with special attention to chapter 6, on committees and teams.

1. the role of chair will be fulfilled by

.....

2. the role of treasurer will be fulfilled by

.....

The committee, represented by its chair, obliges itself, by signing this contract, to adhere to the following articles as described in the Rules of Procedure:

Article 1: Structure of the Committee

1.1. The structure of the committee will be as outlined in chapter 6, article 33 of the Rules of Procedure

Article 2: Liabilities of the committee

2.1. All material damages caused by the committees or Fortuna members acting as committee representatives, i.e. not as private persons, are financially covered by Fortuna, as long as this is financially possible. In case this does not apply, material damages caused shall be covered by the budget of the particular committee, unless the Board of Fortuna has strong grounds for deciding otherwise.

2.1.1. If the damage is due to personal negligence, the cost of the damages will be paid by the concerned individual. The committee involved will bear the responsibility of the reimbursements completion.

Initials Committee Chair:

Initials Fortuna Treasurer:

Initials Committee Treasurer:

Initials Fortuna CAO:



2.2. Charges against committee board members, on the basis of neglecting their tasks and/or duties, or abuse of power and/or position against other Fortuna members, are brought to the attention of, or can be instigated by, the Board of Fortuna or the Advisory Board. If this applies, sanctions will be performed according to article 5.

2.2.1. Charges against any individual member of a committee, which cannot be placed solely on the individual in question, will be placed on the committee as a whole: the committee shall be responsible for the action of committee members and committee guests (i.e. guest speakers, performers).

2.4. In case of any conflict the chair and/or the treasurer of the committee will be asked to meet with the Board of Fortuna on behalf of the committee and/or their guests to settle the matter.

2.5. The committee's chair (and preferably more committee members) shall be present at general assemblies organised by the Board of Fortuna. If a committee's chair for strong reasons is unable to attend a general assembly, he or she shall appoint a committee member to attend in his or her place. This shall be notified to the secretary of the Board of Fortuna at least 24 hours in advance and via e-mail. Failure to comply with these regulations may result in penalties or sanctions upon the Board of Fortuna's discretion.

2.6. If the committee repetitively fails to hold to the agreements made between the Board of Fortuna and the committee, a new chair and/or treasurer may be appointed and sanctions will be applied.

Article 3: Committee financial procedures

3.1. The committee financial procedures will be in accordance with chapter 6, article 34 of the Rules of Procedure.

3.1.1. Receipts specifying the expense for which reimbursement is requested must be provided and submitted with a completed reimbursement form. The receipts must be provided within 8 weeks of the expense, the Board of Fortuna then has 1 week to reimburse the committee.

Article 4: Responsibilities of the committee

4.1. The responsibilities of the committee will be as described in chapter 6, article 31 of the Rules of Procedure.

4.2. The chair and treasurer of the committee have to meet with their respective member of the Board of Fortuna at a minimum of once per block.

Initials Committee Chair:

Initials Fortuna Treasurer:

Initials Committee Treasurer:

Initials Fortuna CAO:



4.3. In order to be advertised on the bulletin it is very strongly urged to pass events on to the official Fortuna calendar.

4.4. Committees will clean up any facilities used during their activities. This must be finished by 17:00 the day after an activity. No difference will be made between days during the week and the weekend.

4.5. Committees should request a fee or, in consultation with the Board of Fortuna, a considerable contribution from non-Fortuna members that participate in their organized events and activities.

Article 5: Sanction System

5.1. Sanctions against committees will be administered through a three-strike system.

5.2. I understand that any failure to comply with Fortuna's Articles of Associations and Rules of Procedures may result, on the board's discretion, on receiving a strike, and that if my committee receives three strikes, it may be disbanded upon the board's discretion.

I have read and understood this contract, and will respect its clauses.

Date:

Chair of the aforementioned committee:

Treasurer of the aforementioned committee:

Treasurer or Chair of the Board of Fortuna:

Committee Affairs Officer of the Board of Fortuna:

Initials Committee Chair:

Initials Fortuna Treasurer:

Initials Committee Treasurer:

Initials Fortuna CAO: