
STUDENT ASSOCIATION FORTUNA

VERENIGING FORTUNA

RULES OF PROCEDURE

HUISHOUEDELIJK REGLEMENT

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TABLE OF CONTENT

CHAPTER 1 – GENERAL PROVISIONS 4

ARTICLE 1: STATUS OF THE RULES OF PROCEDURE 4

CHAPTER 2 – GENERAL PROVISIONS 6

ARTICLE 2: STATUS OF THE RULES OF PROCEDURE 6

ARTICLE 3: ANNEXES 6

ARTICLE 4: STATUTE OF LIMITATIONS 6

CHAPTER 3 – ON GENERAL ASSEMBLIES 7

ARTICLE 5: PROCEDURES FOR THE GENERAL ASSEMBLIES 7

ARTICLE 6: VOTING DURING GENERAL ASSEMBLIES 7

ARTICLE 7: PREVIOUS BOARD ACCOUNTS: ANNUAL REPORTS 8

ARTICLE 8: ANNUAL BUDGET 9

ARTICLE 9: MIDYEAR REPORT 9

ARTICLE 10: MIDYEAR FINANCIAL REVISION 9

ARTICLE 11: AGENDA, RECURRING TOPICS AND ELECTORAL ASSEMBLIES 10

ARTICLE 12: HONORARY MEMBERS 10

CHAPTER 4 – ON THE FORTUNA BOARD 12

ARTICLE 13: GENERAL TASKS AND COMPETENCE 12

ARTICLE 14: BOARD NOMINATIONS, ELECTIONS AND VOTING 12

ARTICLE 15: COMPOSITION OF THE FORTUNA BOARD 13

ARTICLE 16: TASK DESCRIPTION OF THE CHAIR AND THE FORTUNA BOARD 13

ARTICLE 17: TASK DESCRIPTION OF THE SECRETARY OF THE FORTUNA BOARD 13

ARTICLE 18: TASK DESCRIPTION OF THE TREASURER OF THE FORTUNA BOARD 14

ARTICLE 19: TASK DESCRIPTION OF THE FORTUNA BOARD GENERAL BOARD MEMBERS 14

ARTICLE 20: OTHER TASKS OF THE FORTUNA BOARD 15

ARTICLE 21: FORTUNA BOARD MEETINGS 15

ARTICLE 22: TRANSITION OF FORTUNA BOARDS 16

ARTICLE 23: FORTUNA BOARD VACANCIES 17

ARTICLE 24: RESIGNATION AND DISMISSAL OF FORTUNA BOARD MEMBERS 17

CHAPTER 5 – ON THE ADVISORY COUNCIL, COMPLAINTS AND APPEALS 19

ARTICLE 25: GENERAL TASKS AND COMPETENCE OF THE ADVISORY COUNCIL 19

ARTICLE 26: NOMINATION AND SELECTION OF THE ADVISORY COUNCIL 19

ARTICLE 27: WORK METHOD 21

ARTICLE 28: CONFLICTS AND COMPLAINTS 21

ARTICLE 29: PROCEDURE FOR COMPLAINTS 21

ARTICLE 30: PROCEDURE REGARDING APPEALS AGAINST VERDICTS BY THE ADVISORY COUNCIL 22

ARTICLE 31: RESTRICTIONS AND LIMITATIONS OF THE ADVISORY COUNCIL 22

CHAPTER 6 – ON COMMITTEES AND TEAMS 23

ARTICLE 32: DEFINITIONS OF COMMITTEES AND TEAMS 23

ARTICLE 33: GRIEVANCE PROCEDURE 23

ARTICLE 34: FINANCIAL MEETING 23

ARTICLE 35: GENERAL ASSEMBLIES 24

ARTICLE 36: RESPONSIBILITIES OF A COMMITTEE OR TEAM 24

ARTICLE 37: LIABILITIES OF A COMMITTEE OR A TEAM 24

ARTICLE 38: STRUCTURE OF A COMMITTEE OR TEAM 24

ARTICLE 39: FINANCIAL PROCEDURES FOR A COMMITTEE OR TEAM 25

ARTICLE 40: PROPOSAL AND ESTABLISHMENT OF A NEW COMMITTEE OR TEAM 25

ARTICLE 41: CONFLICTS WITHIN A COMMITTEE OR TEAM 26

CHAPTER 7 – ON COMMISSIONS 27

ARTICLE 42: DESCRIPTION OF COMMISSIONS 27

ARTICLE 43: PRAESIDIA 27

ARTICLE 44: VOTING COMMISSIONS 28

ARTICLE 45: ELECTORAL COMMISSIONS 28

ARTICLE 46: AUDIT COMMISSIONS 30

ARTICLE 47: LEGAL COMMISSIONS 30

CHAPTER 8 – ON FINANCIAL PROCEDURES 32

ARTICLE 48: GENERAL FINANCIAL PROCEDURES 32

ARTICLE 49: ALLOCATION OF THE ANNUAL BUDGET 32

ARTICLE 50: MEMBERSHIP FEE 33

ARTICLE 51: ON DONATIONS 33

CHAPTER 9 – ON SANCTIONS 34

ARTICLE 52: SANCTIONS AGAINST INDIVIDUAL MEMBERS 34

CHAPTER 10 – ON ASSOCIATION PROPERTY 35

ARTICLE 53: LIABILITY AND USE OF PROPERTY 35

ARTICLE 54: ASSIGNMENT OF OBJECTS 35

CHAPTER 11 – ON PROPERTY OF EXTERNAL PARTIES 36

ARTICLE 55: LIABILITY 36

CHAPTER 12 – ON CONDUCT AT FORTUNA EVENTS 37

ARTICLE 56: CONSUMPTION OF ILLEGAL SUBSTANCES 37

CHAPTER 13 – ON ENVIRONMENTAL CONCERNS 38

ARTICLE 57: FOOD AND BEVERAGE 38

ARTICLE 58: PRINTING 38

ARTICLE 59: CLOTHING 38

ARTICLE 60: DISPOSABLE ITEMS 39

CHAPTER 1 – GENERAL PROVISIONS

ARTICLE 1: STATUS OF THE RULES OF PROCEDURE

1.1 In these Rules of Procedure the following definitions apply:

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

Advisory Council: 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 Council 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 for so long as it is a member.
- 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 28: and ARTICLE 29:.
- 3.4 If an Annex is in conflict with the Rules of Procedure, the Rules of Procedure prevail.

ARTICLE 4: STATUTE OF LIMITATIONS

- 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 THE GENERAL ASSEMBLIES

5.1 A G 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 organizing 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 and the Annual Budget Review;
- (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 six days in advance of the General Assembly. The Fortuna Board will send these documents to the Members at least five days in advance of the General Assembly.

5.6 The General Assembly has a Praesidium which oversees the proceedings as outlined in ARTICLE 43:.

5.7 Voting during General Assemblies happens according to ARTICLE 6: and shall be coordinated by the Voting Commission, as described in ARTICLE 44:.

5.8 The Annual Budget and Annual Budget Review 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 24.;
- (b) appointments of Honorary Members;
- (c) 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, with the exception of Fortuna Board members, who can carry a maximum of 5 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 46:.

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.

8.2 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: MIDYEAR REPORT

9.1 The Mid-year Report including a financial overview of Fortuna shall be proposed for adoption to the first General Assembly after the winter break.

- (a) This will be sent to the members ten days before the General Assembly.

9.2 Upon disapproval the General Assembly may decide on:

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

ARTICLE 10: MIDYEAR FINANCIAL REVISION

10.1 The Annual Budget of Fortuna shall be revised before the first General Assembly after winter break. The revised budget will be proposed for adoption to the first General Assembly after winter break.

- (a) This will be sent to the members five days before the General Assembly.

(b) The General Assembly may instead adopt the reviewed budget conditionally.

10.2 Upon disapproval, the Annual Budget as adopted in the first General Assembly of the Club Year will remain in power.

ARTICLE 11: AGENDA, RECURRING TOPICS AND ELECTORAL ASSEMBLIES

11.1 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.

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

11.3 During the first General Assembly of the Club Year:

11.4 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.

ARTICLE 12: HONORARY MEMBERS

12.1 Members of Fortuna may nominate any member besides themselves to become an Honorary Member.

12.1.a Nominations for Honorary Members must be submitted in writing to the Secretary of Fortuna at least six days in advance of the last General Assembly of the nominee. The nomination must be accompanied by a brief motivation why the nominee deserves to be an Honorary Member. The Fortuna Board must announce these nominations at least five days in advance of the General Assembly.

12.2 Honorary Members have the same rights as Members, with the exception of voting or running for a Fortuna Board position.

12.3 The annual membership fee will be waived for Honorary Members.

CHAPTER 4 – ON THE FORTUNA BOARD

ARTICLE 13: GENERAL TASKS AND COMPETENCE

13.1 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 14: BOARD NOMINATIONS, ELECTIONS AND VOTING

14.1 Elections shall be held one week after the Electoral Assembly and shall be coordinated by the Electoral Commission in accordance with ARTICLE 45:.

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

14.3 Candidates shall run for a specific position as defined in ARTICLE 16:, ARTICLE 17:, ARTICLE 18: and ARTICLE 19:.

14.3.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.

14.3.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 14.5 may be annulled for that specific position.

14.4 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.

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

14.6 Board members are elected for a full Club Year.

14.6.a In case a new Board Member replaces another Board Member during the Club Year and in accordance with articles 23.1.b or 23.1.(b), they are elected or appointed for the remainder of that Club Year.

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

14.8 The recommended voting method is the Alternative Vote.

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

14.9.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.

14.10 The votes shall be tallied by at least two LUC staff members appointed by the Electoral Commission (see ARTICLE 45:).

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

14.11.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.

14.12 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.

14.13 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 15: COMPOSITION OF THE FORTUNA BOARD

15.1 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.

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

ARTICLE 16: TASK DESCRIPTION OF THE CHAIR AND THE FORTUNA BOARD

16.1 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 Council;
- (f) writing the Annual General Report and presenting this at the first General Assembly of the following Club Year;
- (g) assisting other board members in carrying out their duties.

ARTICLE 17: TASK DESCRIPTION OF THE SECRETARY OF THE FORTUNA BOARD

17.1 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 18: TASK DESCRIPTION OF THE TREASURER OF THE FORTUNA BOARD

18.1 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.

18.2 The Treasurer is limited in their spending possibilities by CHAPTER 8 – .

ARTICLE 19: TASK DESCRIPTION OF THE FORTUNA BOARD GENERAL BOARD MEMBERS

19.1 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.

19.2 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.

19.3 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) promoting Fortuna events;
- (b) keeping students updated about events taking place;
- (c) maintaining the website;

ARTICLE 20: OTHER TASKS OF THE FORTUNA BOARD

20.1 Two Fortuna members will function as UCSRN representatives in respectively the Academic Committee and the Social Committee on behalf of Fortuna for one Club Year for so long as it is a member.

20.1.a It is recommended that the Academic Committee representative position is held by the Secretary of Fortuna, and the Social Committee representative position is held by one of the CAO's of Fortuna.

20.1.b If the Fortuna Board believes the two UCSRN representative positions should be held by one and the same Board member this is allowed, as long as Fortuna is represented in both committees.

20.1.c If the Fortuna Board is unable to hold the positions, they can find suitable replacement among other Fortuna members.

ARTICLE 21: FORTUNA BOARD MEETINGS

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

21.2 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.

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

21.4 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 Article 21.5.

21.5 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.

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

21.6.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.

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

21.7.a Confidential information has to be shared with the Advisory Council.

21.8 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.

21.9 Members of the Fortuna Board shall meet every second week with members of the Advisory Council, where:

21.9.a Any topic deemed relevant either by members of the Fortuna board or Advisory Council can be discussed.

21.9.b If the majority of attending Fortuna Board and Advisory Council members agree that it would be beneficial for a third party to attend a meeting, the third party may be invited to attend.

21.10 Minutes of this meeting shall be published to both the Fortuna Board and the Advisory Council within five working days after the meeting has been held.

21.11 Minutes of this meeting are available to all members upon request, with the removal of confidential information.

ARTICLE 22: TRANSITION OF FORTUNA BOARDS

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

22.1.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.

22.1.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.

22.1.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.

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

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

22.1.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.

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

ARTICLE 23: FORTUNA BOARD VACANCIES

23.1 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.

23.2 Except for ARTICLE 23:1.(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.

23.3 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.

23.4 Without a resignation, the Board can also propose a new Board member in accordance with ARTICLE 23:23.1, as long as this is not in contradiction with Article 13.1.

ARTICLE 24: RESIGNATION AND DISMISSAL OF FORTUNA BOARD MEMBERS

24.1 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 23:

24.1.a The Board or General Assembly can decide to exclude the person in question from the processes outlined in Article 24.1.

24.2 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 Council or the creation of a Commission.

24.3 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.

24.4 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 COUNCIL, COMPLAINTS AND APPEALS

ARTICLE 25: GENERAL TASKS AND COMPETENCE OF THE ADVISORY COUNCIL

25.1 The Advisory Council shall be independent from the Fortuna Board.

25.2 Members of the Advisory Council shall also be members of Fortuna, ex-members of Fortuna, or staff members of LUC.

25.3 The Advisory Council shall restrict itself to the following tasks:

- (a) giving advice to the Fortuna Board about:
 - i. Annual Budget
 - ii. Midyear Budget
 - iii. All events exceeding €1000
 - iv. Any amendments to the Rules of Procedure or Articles of Association proposed by the Fortuna Board
- (b) having a financial meeting with Fortuna’s treasurer during one of the first two weeks each block.
- (c) presenting during each General Assembly except emergency General Assemblies.
- (d) advising the Fortuna Board upon request of the Fortuna Board or as the Advisory Council itself deems necessary.

25.4 The Advisory Secretariat shall restrict itself to the following tasks:

- (a) dealing with Complaints as outlined in ARTICLE 29.;
- (b) dealing with Appeals as referred to in ARTICLE 29.;
- (c) checking whether the decisions made by the Fortuna Board are in accordance with the Rules of Procedure, Articles of Association, and Dutch law.

25.5 Minutes of Advisory Council meetings shall be available upon request of any Fortuna member, with the removal of any confidential information.

ARTICLE 26: NOMINATION AND SELECTION OF THE ADVISORY COUNCIL

26.1 The Advisory Council consists of delegates from certain representative constituencies (specified in Article 26.2), as well as a number of independently selected members.

26.1.a The independently selected members form the Advisory Secretariat.

26.2 Delegates within the Advisory Council will be appointed from the following bodies:

- i. College Council; it is advised that the College Council’s delegate is a student.
- ii. Resident Assistants.

iii. Coasters Board; it is advised that Coaster's delegate is the Coasters Chair.

26.2.a It is up to the discretion of named bodies to appoint a delegate from their midst. Should these bodies fail to appoint a member as a member of the Advisory Council, an exception can be made to article 26.2 and an additional independent member may be selected instead.

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

26.4 The Advisory Secretariat may consist out of 7 members.

26.4.a At least one of these members will be an ex-Fortuna Board member.

26.4.b Should no ex-Fortuna Board member be able to take part in the Advisory Secretariat, an exception can be made to article 26.4.a and an additional independent member may be selected instead.

26.4.c It is strongly recommended that the Advisory Secretariat consists out of 5 members.

26.5 The Advisory Secretariat 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 Secretariat meetings.

26.6 The Advisory Secretariat shall appoint a Secretary from their midst. The Secretary is tasked with:

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

26.7 The Advisory Secretariat shall appoint a Financial Consultant from their midst. The Financial Consultant is tasked with:

- (a) having a blocky financial meeting with Fortuna's Treasurer as specified in Article ARTICLE 34:.

26.8 The Advisory Council shall be proposed to the General Assembly and be voted upon.

26.8.a Voting shall be done via secret ballot.

26.9 The Advisory Council may consist of a maximum of ten members.

26.9.a It is strongly recommended that the Advisory Council exists out of eight members.

26.10 Advisory Council members shall be appointed for the duration of one club year.

26.10.a Members may choose to end their term early. In this case it is up to the discretion of the Advisory Council to find a new member from the same constituency as the resigning member, specified in article 26.1 and 26.2. This member will be approved at the subsequent General Assembly.

26.10.b Advisory Council members may opt to stay on the Advisory Council for additional terms, provided this does not interfere with the representation specified in article 26.1 and 26.2.

ARTICLE 27: WORK METHOD

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

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

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

27.2 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 Secretariat.

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

27.4 If the complainant(s) deem the Verdict of the Advisory Secretariat unfair, they may Appeal the Verdict through a formal Resolution at a General Assembly as outlined in ARTICLE 30:.

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

ARTICLE 28: CONFLICTS AND COMPLAINTS

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

28.1.a A party can also choose to directly file a Complaint to the Advisory Secretariat.

28.2 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 Secretariat.

ARTICLE 29: PROCEDURE FOR COMPLAINTS

29.1 The complaining party shall file a written Complaint to the Advisory Secretariat, 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.

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

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

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

***ARTICLE 30: PROCEDURE REGARDING APPEALS AGAINST VERDICTS BY THE
ADVISORY COUNCIL***

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

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

30.2 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.

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

30.2.b Should the Advisory Secretariat 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 Secretariat.

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

ARTICLE 31: RESTRICTIONS AND LIMITATIONS OF THE ADVISORY COUNCIL

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

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

CHAPTER 6 – ON COMMITTEES AND TEAMS

ARTICLE 32: DEFINITIONS OF COMMITTEES AND TEAMS

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

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

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

ARTICLE 33: GRIEVANCE PROCEDURE

33.1 In case of a severe disagreement with the Fortuna Board, the Advisory Council may choose to follow a grievance procedure. The Advisory Council may follow the following steps:

33.1.a The Advisory Council can call a meeting with the Fortuna Board. The Fortuna Board will notify the Advisory Council within 72 hours in writing that it has received the call for a meeting.

33.1.b The Fortuna Board has up to 10 working days to schedule a meeting with the Advisory Council. A minimum of two members of the Fortuna board and two members of the Advisory Council need to be present in order for this meeting to be valid.

33.1.c A member of the Fortuna Board, preferably its secretary, is tasked to make the minutes of this meeting.

33.1.d If the Advisory Council deems the outcomes of this meeting insufficient, it may put in a request in writing at the Fortuna Board to publish the minutes of this meeting to all members in writing.

33.1.d.i If the Advisory Council chooses to do so, the subject of the meeting will automatically be placed on the agenda of the upcoming General Assembly.

33.1.d.ii This procedure can be extended into multiple meetings upon discretion of the Advisory Council. If the Advisory Council deems it necessary to request a publication of the minutes after multiple meetings, the minutes of all meetings shall be published.

32.1.e The Fortuna Board has up to 5 working days to execute the Advisory Council's request to publish the minutes.

ARTICLE 34: FINANCIAL MEETING

34.1 The Financial Consultant will meet the Treasurer of the Fortuna Board within the first two weeks of each block to review the finances of the preceding block.

ARTICLE 35: GENERAL ASSEMBLIES

35.1 During every General Assembly the Advisory Council will report on their activities since the last General Assembly.

35.1.a During this presentation, the Advisory Council minimally discusses:

35.1.a.i The main points of discussion with the Fortuna Board during the preceding time period.

35.1.a.ii The working relationship between the Advisory Council and the Fortuna Board.

ARTICLE 36: RESPONSIBILITIES OF A COMMITTEE OR TEAM

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

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

36.2 A Committee must fulfil a general social function.

36.3 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.

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

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

36.6 Committee Chairs are responsible for meeting with their designated Committee Affairs Officer at least once per block.

36.7 Committee Chairs are responsible for actively keeping the Fortuna Board updated on their committee activities.

ARTICLE 37: LIABILITIES OF A COMMITTEE OR A TEAM

37.1 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 38: STRUCTURE OF A COMMITTEE OR TEAM

38.1 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.

38.1.a Each Committee Board member has to be a Fortuna member.

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

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

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

ARTICLE 39: FINANCIAL PROCEDURES FOR A COMMITTEE OR TEAM

39.1 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.

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

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

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

39.5 Committees must collect proof of payment for money spent and money gained through committee events.

39.5.a– When tickets are sold for an event, a log is to be kept of all tickets sold including the Fortuna membership statuses of those who bought them.

ARTICLE 40: PROPOSAL AND ESTABLISHMENT OF A NEW COMMITTEE OR TEAM

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

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

40.3 Committee shall fulfil the following requirements:

- (a) those in Articles 32.1, 36.2 and 36.3;
- (b) there should not already be a Committee with a similar purpose as the Committee that is to be established.

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

40.5 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.

40.6 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.

40.6.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.

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

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

ARTICLE 41: CONFLICTS WITHIN A COMMITTEE OR TEAM

41.1 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 41.1(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 41.1(a) and 41.1(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 29:.

41.2 If either the Fortuna Board or Advisory Council 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 42: DESCRIPTION OF COMMISSIONS

42.1 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.

42.1.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.

42.1.b There are five recurring Commissions. These are described in ARTICLE 44:, ARTICLE 45: ARTICLE 46: and ARTICLE 47:.

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

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

ARTICLE 43: PRAESIDIA

43.1 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. Members who are not on the Advisory Council will be given priority when fulfilling the positions of the Praesidium,

43.1.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.

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

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

- (a) coordinating the Voting Commission established during the General Assembly according to ARTICLE 44:;
- (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.

43.2 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.

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

43.3 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.

43.3.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. The Praesidium Secretary is requested to send the minutes within three weeks after the General Assembly to the Secretary of the Fortuna Board.

43.4 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 44: VOTING COMMISSIONS

44.1 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 45: ELECTORAL COMMISSIONS

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

45.1.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 45.3, 45.4 and 45.5;

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

45.2 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

45.2.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.

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

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

45.3.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.

45.3.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.

45.3.d In the case where no legal applications have been made for (a) specific position(s); the Electoral Commission acts in accordance with Article 14.3.b.

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

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

45.4.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.

45.4.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.

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

45.5.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.

45.5.b The non-/academic members join at this point.

45.5.c During the counting phase, it is expressly forbidden for non-Electoral Commission members to enter the counting room.

45.5.d The Electoral Commission has 24 hours to announce the winners of the elections.

45.5.d.i In exceptional cases, the Electoral Commission may extend this period in accordance with Article 14.11.a.

45.5.e The Electoral Commission is required to create a written record of the votes cast and store this in a safe location.

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

45.7 The Electoral Commission may claim up to €10,- for refreshments per its members during the third phase while observing Article 45.3. The Electoral Commission should appoint at least two LUC staff members to count the votes.

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

ARTICLE 46: AUDIT COMMISSIONS

46.1 The Audit Commission is tasked with the role of the Audit Committee described in Article 17 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.

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

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

ARTICLE 47: LEGAL COMMISSIONS

47.1 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.

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

47.3 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 48: GENERAL FINANCIAL PROCEDURES

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

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

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

48.4 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 48.6.

48.5 Reimbursements will only occur if the receipts are provided within four working weeks of the expenses with a reimbursement form.

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

48.5.b If a member disagrees with the Fortuna Board's decision, they can appeal as per ARTICLE 28:.

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

48.6 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.

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

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

ARTICLE 49: ALLOCATION OF THE ANNUAL BUDGET

49.1 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.

49.2 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.

49.3 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 50: MEMBERSHIP FEE

50.1 The annual membership fee is €50,-.

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

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

ARTICLE 51: ON DONATIONS

51.1 A donation shall be understood as an amount of money given by an individual that does not fulfill the purpose of covering for costs declared by the committee and recognized and approved by the Fortuna Board:

- (a) The recipients of said donations are a specific committee and/or committee Chair and/or general member and/or board member.

51.2 It is not permitted for a committee and/or committee Chair and/or general member and or board member to ask for donations, anonymous or not, from Fortuna members:

- (a) However, this does not include donations done to aid organizations such as NGOs and Charities that would fulfill the committee's purpose or otherwise raise awareness to an issue or movement. The NGOs must have an objective that is that of a charity;
- (b) Committees cannot oblige any Fortuna member to donate to Charities.

51.3 It is not permitted for a committee and/or committee Chair and/or general member and/or board member to accept donations from their members even if they did not explicitly ask for the donations.

CHAPTER 9 – ON SANCTIONS

ARTICLE 52: SANCTIONS AGAINST INDIVIDUAL MEMBERS

52.1 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 Secretariat, the Fortuna Board is entitled to issue the following sanctions:

- (a) an official warning: an individual receives an e-mail outlining the undesired behavior, as well as potential sanctions in case change thereof does insufficiently take place. In case an individual receives a second warning this will result in a temporary suspension (see 52.1(b));
- (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 29:.

52.2 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.

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

CHAPTER 10 – ON ASSOCIATION PROPERTY

ARTICLE 53: LIABILITY AND USE OF PROPERTY

53.1 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.

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

53.3 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 29:.

ARTICLE 54: ASSIGNMENT OF OBJECTS

54.1 The Fortuna Board assigns certain objects to a committee.

54.2 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.

54.3 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.

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

CHAPTER 11 – ON PROPERTY OF EXTERNAL PARTIES

ARTICLE 55: LIABILITY

55.1 Members can be held liable for any damage or misplacement they personally cause to equipment or other property of third parties that are directly involved in Fortuna events:

- (a) Third parties include Fortunians who lend their property to a Fortuna Committee for a Fortuna event, as well as owners of venues where Fortuna events are organized;
- (b) In order to invoke Article 52.1, Fortunians lending property to Fortuna shall fill in a form indicating the type and condition of the lent object as well as the period of lending, prior to lending the object.

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

- (a) Fortunians responsible for damage or misplacement as described in Article 53.1 shall be expected to fulfil their payment responsibility within 10 days after they have received an invoice from a member of the Fortuna Board;
- (b) Appeals can be made in accordance with ARTICLE 29:.

CHAPTER 12 – ON CONDUCT AT FORTUNA EVENTS

ARTICLE 56: CONSUMPTION OF ILLEGAL SUBSTANCES

56.1 Consumption of substances illegal under Dutch law is prohibited at events taking place at LUC and at other venues.

56.2 The Fortuna Board is in the position to remove Fortunians if they are seen consuming illegal substances at Fortuna events:

- (a) The Fortuna Board will send either a warning or a suspension to the Fortunian seen consuming illegal substances. This will be done in accordance with ARTICLE 52:.

CHAPTER 13 – ON ENVIRONMENTAL CONCERNS

ARTICLE 57: FOOD AND BEVERAGE

57.1 The association cannot provide reimbursement(s) for any red meat products and urges its committees and teams to refrain from organizing events wherein meat is consumed.

(a) Red meat shall be defined as beef, pork, and lamb.

57.2 Upon submission of a receipt and reimbursement form to the treasurer, any products in violation of the above will be subject to non-reimbursement.

57.3 A committee, team and/or individual shall be exempted from the limitation on purchasing red meat products with Fortuna funds if it serves an explicit cultural purpose. Such cultural purpose requires prior consultation and permission of Fortuna.

ARTICLE 58: PRINTING

58.1 Any printing of flyers, both outsourced and printings within LUC, will not be funded by Fortuna.

58.1.a Flyers are defined as a piece of paper that are distributed to individual students, smaller than or equal to A4 size, with information on it about a product or event.

58.1.b Tickets, which are defined as papers or cards that give the holder a right to enter a place or participate in an event, are excluded from the concept of flyers. Therefore printing of tickets is not prohibited as a subject of Fortuna funding given it is in compliance with the rest of the rules.

58.1.c Posters are defined a piece of printed paper (not distributed on an individual basis) with information of an event or product designed to be attached to a wall or vertical surface. Therefore posters are excluded from the concept of flyers. Printing of posters is not prohibited as a subject of Fortuna fund given it is in compliance with the rest of the rules.

58.2 All paper products that belong to outsourced printing must bare at least one environmental certification (such as “PEFC,” “FSC,” “EU ecolabel,” etc.). The certification(s) need to be made explicit in the reimbursement form.

58.2.a An outsourced printing project shall be defined as any printing project contracted to a third-party company, outside of Leiden University or Leiden University printing facilities.

ARTICLE 59: CLOTHING

59.1 All clothing items purchased or subsidized with Fortuna funds are highly recommended to be of a second-hand nature, with the exceptions of LUC and Leiden University merchandises, and sports t-shirts.

59.2 All clothing items purchased with Fortuna funds, with the exception of merchandise sold by Fortuna, must be returned to the Fortuna 'Recycling Center' after use, for future utilization.

59.3 Committees are obligated to re-use the items in the 'Recycling Center' as long as it is possible.

59.3.a The assessment of necessity of purchase will be examined by Fortuna through prior consultation.

59.4 Any newly purchased first-hand clothing items must be in compliance with at least one basic socio/environmental certification (such certifications can be "fair-trade," "organic," etc.). The certification(s) need to be made explicit in the reimbursement form.

ARTICLE 60: DISPOSABLE ITEMS

60.1 Fortuna will not provide reimbursements for any disposable plastic tablecloths, cutlery, cups, or plates.

60.2 In general, Fortuna urges its committees and teams to consider the necessity of decorations and other disposable items at Fortuna events, which will generate unnecessary waste.

60.3 Committees and teams will be exempt from subsection (56.1) if the items are of a recycled nature (i.e. recycled paper), or are wooden/bamboo. However, when possible, teams and committees should organize events that both encourage and make logistically possible the bringing of reusable cutlery, plates, and cups.