

# Team Contract

We hereby establish or continue the following team:

.....

It shall function as an official team of *Vereeniging Fortuna*, the student association of LUC. It has sufficiently proven to meet the standards mentioned 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 team 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 team, 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 team*

1.1. The structure of the team will be as outlined in chapter 6, article 38 of the Rules of Procedure.

1.2. The board members of the team must be members of Fortuna.

## *Article 2: Liabilities of the team*

2.1. All material damages caused by the team or Fortuna members acting as team 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 team, 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 team involved will bear the responsibility of the reimbursements completion.

Initials Team Chair:

Initials Fortuna Treasurer:

Initials Team Treasurer:

Initials Fortuna CAO:

2.2. Charges against team 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 investigated by, the Board of Fortuna or the Advisory Secretariat. If this applies, sanctions will be performed according to article 5.

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

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

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

#### *Article 3: Team financial procedures*

3.1. The team financial procedures will be in accordance with chapter 6, article 39 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 4 weeks to reimburse the team.

#### *Article 4: Responsibilities of the team*

4.1. The responsibilities of the team will be as described in chapter 6, article 36 of the Rules of Procedure.

4.2. The chair and treasurer of the team have to meet with their respective Committee Affairs Officer at a minimum of once per club year.

4.3. All committees and teams must add their events to the official Fortuna events calendar, as indicated by the Fortuna Board.

4.4. Team board members are required to produce a transition manual at the end of the academic year and hand the document over during the board transition.

4.5. Teams 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.

Initials Team Chair:

Initials Fortuna Treasurer:

Initials Team Treasurer:

Initials Fortuna CAO:

4.6. Teams should request a fee or, in consultation with the Board of Fortuna, a considerable contribution from non-Fortuna members for their organized events and activities.

4.7. Teams should incorporate the Fortuna logo in their event promotional materials, which includes but is not limited to: posters, banners, flyers, brochures, Facebook pages, and videos. This could also be in the form of the statement “made possible by Fortuna”.

4.8. Teams must create an inventory list consisting of all items purchased using the budget given by Fortuna and the state of the items. The inventory list must be submitted to the Fortuna board per block and must be updated subsequently throughout the following blocks.

4.9. Teams must comply to all articles within Chapter 13 of the Rules of Procedure regarding the Green Amendment.

4.10. A deposit of 25 euros for all events held at Coasters student bar cannot be taken out of the teams’ budget given by Fortuna. It will be the teams’ personal responsibility to pay.

*Article 5: Sanction System*

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

5.2. Any failure to comply with the Fortuna Statutes, Policy Manual and its Annexes will result in a strike, upon discretion of the Board of Fortuna, which will have the following consequences:

5.2.1. The first and second strike will function as an official warning against the team;

5.2.2. The third strike will result in the disbandment of the team.

Date:

Chair of the aforementioned team:

Treasurer of the aforementioned team:

Treasurer or Chair of the Board of Fortuna:

CAO of the Board of Fortuna:

Initials Team Chair:

Initials Fortuna Treasurer:

Initials Team Treasurer:

Initials Fortuna CAO: