

Rules of Procedure of ESWZV Nayade

Please note that the Dutch version of this document (Huishoudelijk Reglement der ESWZV Nayade) is leading. This is an unofficial translation of that document.

Article 1. General.

1. This is the Rules of Procedure document of the Eindhoven Student Water Polo and Swimming Association Nayade, as indicated in Article 23 of the statutes.
2. All members acknowledge by accessing the association to have knowledge of the statutes and Rules of Procedure and to subject themselves to it.
3. A copy of the statutes and the Rules of Procedure are available at the secretary at all times.
4. Wherever the masculine form is used in this document, the feminine form can be read as well.

Article 2. Members

1. Members of the association are all persons as mentioned in Article 5 of the statutes.
2. The association has three categories of regular members as mentioned in Article 5(9) of the statutes:
 - a) Members that participate in the KNZB water polo competition for the association, hereafter referred to as water polo members;
 - b) Members that do not participate in the KNZB water polo competition for the association, but that are in the possession of a starting permit of the KNZB for the association, hereafter referred to as swimming members;
 - c) All regular members, not mentioned in sub a), and b), hereafter referred to as guest members.
3. Honorary members have the same rights as regular members. Moreover, they have the right to attend board meetings, where they only have an advisory vote.
4. Members of merit have the same rights and duties as regular members.
5. Address changes must be communicated to the secretary in written form within 8 days.
6. Members who wish to pass on their membership for the upcoming academic year must notify the secretary in written form before August 1st.
7. Members that are in the possession of a starting permit of the KNZB for the association, but cannot be a regular member, must be appointed by the board as a special member.

Article 3. Payment arrangement.

1. Amounts owed to the association must be paid by giro, unless the board decides otherwise.
2. If a member owes the association an amount, then the association will send an invoice to the member in question within a maximum of two months.
3. The members of the association are obligated to pay the owed amounts within one month after date of the invoice.
4. If a member does not meet the obligation in Article 3(3), the board can impose the following sanctions:
 - a) In case of exceedance of two months of the payment term mentioned in Article 3(3), the association is entitled to raise the amount owed with the made administration costs.
 - b) In case of exceedance of three months of the payment term mentioned in Article 3(3), the association is entitled to raise the amount owed again, with the made administration costs. Moreover, the member in question will be suspended.

c) In case of exceedance of fourth months of the payment term mentioned in Article 3(3), the association is entitled to take all legal steps necessary to collect the owed amount. All costs incurred in doing so may be recovered by the association from the member in question.

5. The association is obliged send the member a reminder each month with which the payment term described in Article 3(3) is exceeded, in which the consequences of not paying the owed amount in time are mentioned.

6. If the association fails to meet the obligation as meant in Articles 3(2) and 3(5), a new sanction will not take effect until one month after the association has met the obligation.

7. The paying person himself is responsible for obtaining a proof of payment.

8. The amounts of costs as mentioned in Article 3(4a) and 3(4b) are established annually at the GMA .during the GMA yearly.

9. Every new member must pay an amount established by the GMA as a registration fee upon registration.

Article 4. Declarations.

1. If the association owes a member, the member will forward a declaration within at most one month to the association.

2. The association is obliged to pay the owed amounts within two months after date of the declaration.

3. Every declaration must be accompanied by a proof of payment of the declared, unless the board decides otherwise.

Article 5. Association board.

1. In the board at least one water polo (guest) member and at least one (competitive) swimming member need to be seated.

2. The board is elected and installed at the yearly general member assembly, or otherwise at an extraordinary general member assembly.

3. Within the board, the following positions exist: chairman, secretary, treasurer, vice-chairman, polo secretary, swim secretary and commissioner promotion and sponsoring.

4. The chairman is the spokesperson of the board. The chairman has the right to hold board meetings as often as he finds necessary. At the request of two different board members, he is obligated to arrange a board meeting within 8 days. In addition, the chairman has the right to attend a committee meeting at all times.

5. The secretary handles the general correspondence in name of and in consultation with the board. He signs all documents outgoing through him and is obliged to keep copies of these. He is charged with keeping the membership list up to date. He manages archive in case no archivist or archive committee has been assigned. Within one month after every member assembly, the secretary has made the minutes and completed the cumulative list of decisions available for inspection.

6. The treasurers is responsible for the management of the funds of the association and for the collection of all amounts owed to the association. He is entitled to conduct the correspondence that concerns him. He is obliged to give board members insight into administration and cash at all time.

7. The vice-chairman takes over the role of the chairman in case of his absence. He keeps the accountancy of the activity account, known as the Special. During member assemblies he is charged with the task of order if no order commissioner has been appointed

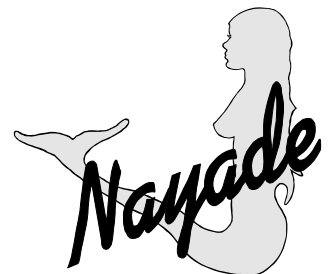
8. The polo secretary is the point of contact for all water polo related business. This includes the collection and timely forwarding of all competition forms of all competition matches played by a team of the association to the KNZB. He takes care of the timely registration and withdrawal of teams for the competition. In consultation with the trainers and coaches, he assigns players to the teams. He inventories which members will participate in the competition for the upcoming season, provides competition schedules and takes care of the jury division.

9. The swim secretary recruits people to participate in swimming competitions. He keeps the books of the swimming account.
10. The commissioner promotion and sponsoring concerns himself with the coordination of the sponsorship of the association activities and the association itself, and with internal and external promotional activities of the association.
11. The board has the authority to suspend members for a certain amount of time, if there is reason to. With suspension the temporary declaration of experiment of membership is meant, during which period the member in question has no rights or obligations other than his monetary obligations, to defend himself in disciplinary matters or disputes and to request a pardon. The suspended member may appeal the suspension decision during the general member assembly.

Article 6. Committees.

1. Cash audit committee (kascontrolecommissie).
 - a) The cash audit committee should in principle be filled with people, who through their experience within the association, or their experience with accounting, are capable of performing a good audit.
 - b) All financial pieces must be fully filled out and available to the cash audit committee at least by Carnival Friday and September 7th.
2. Advisory board.
 - a) The advisory board (RVA) consists of old board members that are also 'ex-watje' (meaning they crossed the river Maas when it the temperature has been below 0 degrees Celsius for a certain amount of time).
 - b) The RVA may give solicited or unsolicited advice at all times.
 - c) The RVA may suspend a GMA for the duration of 10 minutes for consultation between themselves.
 - d) The spokesperson of the RVA is the oldest present member of the RVA or a substitute appointed by him.

Article 7. Insignia.



1. The logo of the association is a nymph, with the tail pointed up diagonally to the left. Through the nymph the name of the association is written weakly stylized. The used font is Koffeedbol. The logo is available in vector file at the secretary. See appended figure.
2. The association colors are azure and gold.
3. Association song.
 - a) The association song is sung:
 - i) During all activities organized by the association;
 - ii) On occasion of a festive happening concerning a member, to which the association has been invited in written form;
 - iii) At other occasions, if the majority of the present Nayade members find it desirable;
 - b) The official lyrics of the Nayade song are written on the official Nayade song beer felt. This is available for inspection for all members at the secretary.
 - c) The association song is struck up by the chairman. If he is absent, the vice-chairman replaces him. If he is also absent, one of the other board members will fulfil this task.
 - d) The association song is sung with raised glasses, filled with beer, clasped at the top and bottom side

between the thumb and pink of the right hand.

e) The text is sung by the following consecutive shouts of the cantor:

i) The name of the person or institution that is sung to;

ii) A short statement filled with humor;

iii) The exclamation 'Nayade?'

f) After each exclamation, the present members shout 'Plons!'

4. The official body of the association carries the name 'Plonsje'.

5. Code of conduct association flag

a) the chairman is responsible for the association flag.

b) at all activities, members are obliged to defend the flag.

c) the flag must be hung up at all GMA's as well as all Nayade activities.

Article 8. Others.

1. The team captain is the point of contact on behalf of his team. He makes sure that the competition form or carbon copies thereof reach the polo secretary and that the results of the games are passed on according to the rules of the KNZB.

2. Fines.

a) If the association has to pay a fine to the KNZB due to misbehavior of a player, then the costs are recovered from that player, unless the board finds this undesirable.

b) If the association has to pay a fine to the KNZB for any other reason, the board decides whether these costs will be recovered and if so, from whom.

c) If a team shows up at a game with too few players, because one or more players did not sign off in time, any additional costs involved may be recovered from this player or these players.

3. Cap plan.

a) The cap plan has been made up so that beginning members can participate in the water polo competition at a low cost.

b) The cap plan provides members with the opportunity to rent a set of caps for one year.

c) The renter is responsible for the rented caps.

d) If the caps are not returned undamaged at the end of the rental period, the renter must pay the replacement cost of the caps.

e) The rental price and replacement cost of the caps is established by the GMA.

4. The membership file can only be used for purposes within the association.

5. The order commissioner at a GMA is the youngest member present.

6. Trainers and officials for the association without a starting permit for the association are exempt from paying contributions.

7. If a (new) member wants to enroll as water polo member after October 1st of the year, but the concerning team exists of the maximum number of players allowed per game, as prescribed by the KNZB, or more players, then the board decides, together with the team captain, coach and trainer whether this is allowed.

Article 9. Relatives.

1. Nayade Classic

a) Nayade Classic is registration in the official list as one sponsor. Classic transfers Nayade € 15 per classic member per year.

b) The Classic members have the following rights:

I. They remain included in the email listings

II. They can participate in Nayade activities

III. They receive the association magazine 'het Plonsje', but through their team captain rather than through the postal mail.

IV. They can continue to make use of the jury bag and drinks for referees.

- V.They can participate in the Nayade tournament free of charge.
- VI.Classic members have no voting rights within Nayade.
- VII.They cannot be a debtor on the Nayade accounts. If any accounts are still outstanding with Nayade, these will be collected through the board of Classic.
- c) A membership list is provided by the secretary of Nayade classic to the secretary of Nayade. Members that move to Nayade Classic are removed from the membership list of Nayade.
 - d) Honorary members and members of merit do remain on the member list of Nayade.

2. Friends of Nayade

The Friends of Nayade (VNN) financially support Nayade by sponsoring activities or materials. This sponsorship has to be submitted to the board of Nayade in written form.

- a) The VNN has their own account
- b) The committee Friends of Nayade is responsible for the account and takes care of the collection of donations on this account.
- c) Expense made by the committee are done in consultation with the VNN.
- d) A board member takes place in the VNN committee.
- e) This board member has an advisory vote.
- f) A representative of VNN becomes extraordinary member of Nayade and takes place in the VNN committee.
- g) The representative of VNN has veto right.

3. Fraternities

- a) To a number of members who have set themselves the goal of becoming a Nayade fraternity, hereafter called 'fraternity', may be granted the status of Nayade fraternity in formation, hereafter called "fraternity i.f.", by the board, provided that the board finds that the fraternity adds to the association and is different from existing connections within the association. At the next GMA the board mentions that a fraternity i.f. has been established. Fraternities should only be given the status i.f. if it is expected that the formation of this fraternity will positively influence the association. A fraternity of all water polo players can give rise to division of the association and is thus undesirable. A Nayade house fraternity is also seen as not adding to the association, because the intended members of this fraternity are already united in the house. Other examples of non-additive fraternities are a 'technique group fraternity' or a 'men's second team fraternity', as these connections already exist.
- b) A request to the board to obtain the status fraternity i.f. should be provided to the board in written form.
- c) An open activity is an activity to which participation is open for at least every member of the association, as meant in statutes Article 5(1), after this called 'Nayade member'.
- d) A fraternity has to organize at least one open activity per association year. Open activities must take place with permission of the board.
- e) A fraternity i.f. may be given the status Nayade fraternity by the general member assembly if the fraternity i.f. has organized at least one open activity and has indicated to want to obtain this status to the board at least 2 weeks prior to the general member assembly,
- f) All members of the fraternity i.f. who wish to be united in the fraternity must attend and present themselves at the GMA at which the fraternity status is granted. In extraordinary circumstances, the GMA can make an exemption to this requirement.
- g) Each member of the fraternity must also be a member of Nayade.
- h) A fraternity must have at least five members that do not all belong to the same connections.
- i) Within a fraternity, a fraternity board is formed. In this fraternity board a chairman should take place at all times. The chairman is at least responsible for communication with the Nayade board and is the point of contact for fraternity issues for Nayade members.
- j) A Nayade member can only be a member of one fraternity or fraternity i.f.
- k) Fraternities must have their own rules of procedure that does not contradict the law, the statutes and the rules of procedure of the association. The rules of procedure of a fraternity must be approved by the board.
- l) Fraternities may make use of the facilities of the association, unless the board decides differently.
- m) Fraternities are entitled to their own colors which, that can deviate from the association colors, and to their own clothes, provided that on these at least contain the name Nayade, possibly with addition of the nymph that is clearly visible.

- n) The board has the right to inspect all written records of a fraternity, and access to all fraternity meetings. The board has the right to make its advice known at all fraternity meetings. In exceptional cases, the board may veto a decision made by the fraternity board or during a fraternity meeting.
- o) Before the end of the board's year, the fraternities are accountable for all activities of the fraternity of the past board's year at a GMA.
- p) The rights and duties of fraternities mentioned in points 4, 7 till 9 and 11 till 15 also hold for fraternities i.f.
- q) The board has the right to subtract the status mentioned in Article 9(3a) if:
 - i) Aggravating circumstances give rise to it;
 - ii) The number of fraternity members is less than five;
 - iii) No fraternity board can be formed;
 - iv) The fraternity provides a written request to this effect to the board .
- r) The member assembly has the right to revoke the status mentioned in Article 9(3e) if:
 - i) Aggravating circumstances give rise to it;
 - ii) The number of fraternity members is less than five;
 - iii) No fraternity board can be formed;
 - iv) The fraternity provides a written request to this effect to the board, at least 14 days prior to a GMA.

Article 10. Final provision.

1. Decision to alter these rules can only be made by the GMA with at least two-thirds of the validly casted votes. Proposed alterations have to be available for inspection at the secretary at least 2 weeks before the assembly. A proposal to alter should be mentioned in the convocation for the GMA>

2. In all cases where these rules do not provide, the board decides.

3. Issued by virtue of a decision of the general members association, gathered on November 24th 1961.

Thus reissued by general revision of the rules of procedure by virtue of a decision of the general members association, gathered on December 8th 1967.

Altered in the general member assembly of Friday November 29th 1968 and reissued.

Altered in the general member assembly of Friday November 15th 1974 and reissued.

Altered in the general member assembly of Friday October 30th 1975 and reissued.

Disabled in the general member assembly in 1983.

Reissued by virtue of a decision of the general member assembly, gathered on Friday March 5th 1999.

Reissued by virtue of a decision of the general member assembly, gathered on September 26th and 30th 2001.

Altered in the general member assembly of Monday June 20th 2005 and reissued.

Altered in the general member assembly of Monday December 10th 2012 and reissued.

Altered in the general member assembly of Monday February 22nd 2021 and reissued.