

House Rules and Regulations of L.S.S.V. Het Duivelsei

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Disclaimer: this is the translation of the Dutch version of the Rules and Regulations. As the Dutch document is the main version, the wording in the Dutch version is leading. This document is provided for accessibility, not as a (legally) binding document.

1. Purpose of these Regulations

1.1 The internal regulations of the association 'Leiden Student Games Association Het Duivelsei' provides for those cases in which the articles of association do not provide. The law and the articles of association have priority over these regulations at all times.

2. General Assemblies

2.1 The general assembly referred to in article 16 paragraph 1 of the articles of association is called the Switch GMA or the wissel-ALV.

2.2 After the fiscal year is halfway through, the board shall convene a general assembly within two months at which they present the half-year realization. This GMA is called the Half Year GMA or the halfjaars-ALV.

2.3 The general meeting referred to in point 3 of the procedure in Article 3 paragraph 3 of these Rules, is called the Election GMA or verkiezings-ALV.

3. Change of the Board of the Association

3.1 The board is elected for a term of one year. This period starts on the exchange GMA. In the event of unforeseen circumstances, a board member may leave earlier, resign or be replaced. Each board member can serve on the board for a maximum of 6 years, possibly with interruptions.

3.2 A board is composed in accordance with the requirements in the Articles of Association of L.S.S.V. Het Duivelsei. The board must consist of at least a praeses, an ab-actis and a quaestor. These have to be three different people.

3.3 In preparation for the change of management, the following procedure applies:

1. During the half-year GMA, the Formaatcie is installed as described in article 11 paragraph 7 of these House Rules.
2. The Formaatcie must have formed a candidate board before 1 July. As soon as this board has been formed, it will be announced to the members within 14 days.
3. After notification, the election GMA will take place within at least 10 days and at most 4 weeks.
4. Up until three days before this meeting, written requests can be submitted to the current board for a counter-board. This board must also comply with the conditions as stated in the articles of association.
5. At the election GMA, a vote must take place for each proposed board, candidate board or counter-board, individually. The board with the most votes is elected as F.T.-board as referred to in Article 9 paragraph 2 of the Articles of Association, provided they have a majority.

6. From this election onwards, the elected f.t. board – be it the candidate board or counter-board – is authorized to assist the board in governing, as described in the Articles of Association and these Rules and Regulations, with the exception of Articles 10 and 11 of the statutes, where the board deems necessary.

7. During the exchange GMA, the current board resigns and the f.t. board takes office as the new board. Subsequently, the new board presents its policy plans and budget. These documents must be voted on by the general assembly.

3.4 If there is no majority for any of the boards at the election described in paragraph 3 point 5, the Formaatcie must form a new candidate board. The general assembly may decide to form a new Formaatcie.

3.5 If the budget or policy plan is not approved at the exchange GMA, the board must convene a new general assembly within five weeks to present a new version of the rejected documents.

3.6 If the Formaatcie does not meet the deadline as stated in paragraph 3 point 2, they are allowed to request for postponement from the board. This should be made known to the members.

4. Activities

4.1 We distinguish between ordinary and extraordinary activities. Ordinary activities include: game sessions.

4.2 Each game session is led by a board member, who assumes the position of head egg (hoofdei). The head egg is accountable to the board and is responsible for what happens at the game session. Participants are obliged to comply with the instructions of the head egg, insofar as they are reasonable.

4.3 The session ends when the head egg decides.

4.4 Participants in activities can be: members and alumni as well as guests (introducees).

4.5 Each member is entitled to a guest (introduc ) provided that:

- a. The guest is introduced to the head egg.
- b. The name of the guest is noted in the guest book.
- b. The introducing member is liable for any damage caused by the guest injury.
- c. The guest has not yet been introduced twice.
- d. The main egg approves the guest.
- e. For internal activities with a maximum number of participants, members are given priority over guests. In special cases, the board may deviate from this regulation.
- f. The introduc  is a student of at least the age noted in Article 4 Section 2 of the Articles of Association, or must fall in the age bracket noted in Article 4 Section 3 of the Articles of Association

4.6 The board decides on the course of events in case of extraordinary activities.

4.7 If a member of L.S.S.V. Het Duivelsei has in the past misbehaved in a rented space to such an extent as to be denied further entry, this denial also counts to any association activities in the same space.

4.8 Suspended and expelled members have no access to association activities, unless otherwise determined by the board.

4.9 Members that leave activities organized at Het Pelikaanhof after 23:00h must remain quiet while in the courtyard of Het Pelikaanhof.

5. Membership

5.1 Ordinary members pay €60 annually.

5.2 New members who join after January 31, pay €30 for that association year.

5.3 Extraordinary members pay €60 annually.

5.4 Exchange students who study in Leiden for half a year or less pay €30 for half a year year. By paying an additional €30, this can be converted into a normal membership for one year.

5.5 Honorary members are exempt from paying contributions.

5.6 Contribution is paid for a financial year as described in the articles of association.

5.7 Members who owe the association money for contributions, for participation in an activity, for fine or replacement costs or damage as described in articles 8, 9 and 10, must pay this debt within two months. **Those who fail to do so, will be regarded as defaulters until they do pay.** On items not paid within this period, a one-off increase of €5,- will be levied. The board will give the concerned persons written notice of default two weeks before the term has expired.

5.8 Candidate Honorary Members may be nominated as such by any member, except the candidate himself.

5.9 The board decides on when honorary membership is offered and/or handed out. This offering and possible handing out takes place within six months after the nomination.

5.10 The GMA must subsequently approve an honorary membership issued by the Board and can, if desired, cancel the honorary membership.

5.11 The GMA can still accept as an honorary member a member refused by the board as an honorary member.

5.12 The candidate honorary members have the right to refuse honorary membership.

5.13 Honorary members have the same rights and obligations as members, unless otherwise specified.

5.14 The issuing of an honorary membership is accompanied by a gift from the association.

5.15 Defaulters may be denied access to activities by the Board or head egg.

5.16 Eggs of Merit (Eieren van Verdienste) are (former) members or alumni who have provided exceptional services to the association and are appointed at a GMA with a majority of the votes.

5.17 Eggs of Merit can be submitted to the Board in writing at any time. Members are not allowed to nominate themselves or current board members as Egg of Merit. The board decides whether someone is eligible to be nominated as an Egg of Merit at a GMA. A month before the start of the GMA, the members of the association will be informed in writing.

5.18 The exceptional services described in paragraph 18 entail that a member must have, for at least three years, intensely contributed to L.S.S.V. Het Duivelsei. Intensive contribution means board membership for at least one year and that the other two years have been filled with a comparable commitment to committee work and/or other pursuits. The board reserves the right to deviate from this guideline.

5.19 The Egg of Merit receives an honorable mention in every association almanac from the point that the Egg of Merit is chosen. When expelling the Egg of Merit, or by decision of the GMA the Egg of Merit-ship can be canceled.

5.20 The candidate Eggs of Merit are informed in writing that they are submitted as such before the Association is notified. The candidate Eggs of Merit have the right to refuse the Egg of Merit-ship.

6. Alumni

6.1 Former members who want to continue to support the association can become alumni by notifying the board.

6.2 Becoming an Alumn is possible by indicating this in writing to the Board, and by paying a minimum donation of €20,- annually, or more if desired.

6.3 Alumni are entitled to visit 6 game nights and/or game days annually. Alumni do not have access to extraordinary activities that are for members only.

6.4 Alumni are not authorized to vote during the GMA.

6.5 Alumni cannot borrow games from the association.

6.6 The board will ensure that the alumni are notified in writing twice a year and are informed about the state of affairs at the association and the latest activities and thus get a picture of how the association is doing. In addition, the alumni receive the monthly email and the association magazine 'de Spelduivel' sent digitally.

6.7 You can only become an alumni if you have no outstanding debts with the association.

7. Committees

7.1 A committee is a group of members under the responsibility of the association who pursue certain goals.

7.2 For the existence, composition and function of independent committees we refer to the GMA records.

7.3 All committees, especially the financially independent committees, report every six months, before the GMA, to the quaestor.

7.4 Committees are set up by the board or by the general assembly, from hereon called the clients, for a definite or indefinite period of time. The clients set the goal of the committee and any guidelines for its working method. The committee chooses from among its members a contact person and informs its clients of who this person is. The contact person informs the clients of the way in which the committee implements their goals and working method; the clients will regularly inform about this.

7.5 Committees set up by the Board may act on behalf of the Board and represent the association insofar as this is apparent from a written assignment or job description of the board. The board is always responsible towards the general assembly for the actions of the committees set up by the board. Committees established by the general assembly cannot represent the association.

7.6 Someone only joins a committee if they, the committee, and its clients agree. Someone can only leave a committee after they have informed the board and the other committee members of this and have given them the opportunity to take over ongoing business. A committee member can be removed from the committee by the clients if their performance makes this necessary in the opinion of the clients and consultation about this demonstrably leads to unsatisfactory results. The board keeps the members of the association informed about appointments and dismissals of committee members at all times.

7.7 A committee member can be held accountable by their clients for up to five years after their retirement and be questioned with regard to their performance in the committee of which they were a member.

8. Borrowing Games

8.1 For the term replacement value, we refer to article 10 paragraph 2.

8.2 Each member is in principle entitled to borrow a game from the association's collection. Consoles, TVs and other hardware cannot be borrowed. The 'heirlooms' of L.S.S.V. Het Duivelsei (including the games in the video tape boxes and the game "Roads & Boats") are not available to borrow.

8.3 A borrowed game is for personal use and may not be passed on to third parties or played at other associations.

8.4 Trade fairs and conventions are an exception to paragraph 3. The board can give permission to play the game there for the promotion of the association.

8.5 In principle, the loan period runs from the moment of loan to the moment of return that has been agreed to with the lending board member.

8.6 The borrower must check the game beforehand for missing parts or other items damages. Afterwards, the member must count again and sign for the return of the game in the condition in which it was loaned. The board reserves the right to check the game for missing parts or other damage.

8.7 Each loan must be indicated on the game loan list and must be signed by both the borrower and a board member.

8.8 Unless stated otherwise in the game loan list, the borrower signs for a complete and undamaged game. A game is complete at return when the contents of the box are equal to the contents of the box at the start of the loan.

8.9 In the event that one or more parts of the game are missing or damaged at the return, a replacement fee will be charged to the borrower. In case of damage of a console game, the replacement value must always be charged

8.10 A failure to return will incur replacement costs.

8.11 The borrower remains responsible for the game at all times until it has been returned and the return has been signed in the ledger by both a board member and the borrower.

8.12 Late returns will incur a fine of €5 per game session or two weeks, depending on whichever is shorter, will be charged. This must be paid when returning the game. The maximum amount charged is the replacement value.

8.13 The fine is initially collected by the head egg. If the fine is not paid the quaestor will further arrange the collection.

8.14 The game can possibly be handed in to a board member outside the game sessions.

8.15 No loan is made to members who still have an outstanding debt to the association.

8.16 The Board reserves the right to refuse a loan, stating reasons to refuse.

8.17 The board reserves the right, in special cases, to deviate from the above regulations.

9. Consumptions

9.1 The head egg ensures the presence of a reasonable selection of consumptions during the game session.

- 9.2 The compensation for consumptions must be paid immediately upon purchase.
- 9.3 Chips and other greasy or easily staining consumables are not allowed to be consumed near a game without express permission from the owner of the game.
- 9.4 In principle, the permission referred to in paragraph 3 is not granted for association games.
- 9.5 In the event of damage to games or parts thereof as a result of the consumptions referred to in paragraph 3, replacement costs will be charged. Exception to this is what is stipulated in paragraph 6.
- 9.6 If the owner of a game gives permission to consume the consumptions referred to in paragraph 3, they take full responsibility for that game. If the game is damaged due to consuming or having consumed the consumptions referred to in paragraph 3 the game, then they must come to an agreement in consultation with the damager.
- 9.7 Each member can submit a request to include a drink in the selection referred to in paragraph 1.
- 9.8 No products may be consumed other than those purchased from the association. The board reserves the right to deviate from this in special cases. Full meals are allowed.
- 9.9 Unless otherwise specified, smoking is not allowed during normal game sessions in the room in which they take place.
- 9.10 Unless otherwise specified, alcoholic beverages items are permitted during regular game sessions.
- 9.11 Unless a good reason is provided, for example for medical reasons, drugs are not permitted to be brought to or consumed during **activities** and members may not partake in activities under the influence of drugs.
- 9.12 Members who have not yet reached the age of 18 may not buy alcoholic beverages. During activities, members may not share alcoholic beverages with other members who are not yet 18 years old.
- 9.13 It is prohibited to sell alcohol or give alcohol to drunk people.
- 9.14 The board and barkeeps have the right to check the age of members who which to buy alcoholic beverages.
- 9.15 Barkeeps must ask members for their age when buying alcoholic beverages, unless they are certain the members are over 18.
- 9.16 The board and barkeeps have the right to not sell alcoholic beverages to a certain person for any reason.

10. Damages

- 10.1 Members are at all times responsible for damage to belongings of members, the association or third parties during association activities.
- 10.2 Replacement value means the new price. If a game or part of a game is no longer newly available, the exchange or auction price expected by the board is meant.
- 10.3 If games or parts thereof are damaged, the replacement value will be charged, unless otherwise agreed.
- 10.4 In the case of damage to tables, chairs and other materials present in the rented space any bills will be charged to the damaging party(s).
- 10.5 The board or the association does not take any responsibility for belongings of members, guests and/or other attendees.

10.6 If necessary, the board can collect damages.

11. Advisory Bodies

11.1 The advisory bodies of L.S.S.V. Het Duivelsei include the Senate, the Kasco and the Formaatcie.

11.2 The Senate is an advisory body that can provide solicited and unsolicited advice to the Board. The Senate may request the unmodified records of all board meetings.

11.3 The Kasco is a committee with the tasks as described in the Civil Code, edition 2014/2015: BW 2 art. 48 paragraph 2. In short: the committee examines the balance sheet and the statement of income and expenditure, and reports its findings to the general Assembly. The Kasco consists of at least two people.

11.4 The Senate and Kasco each consist of two to five members. It is possible for a member to be part of both advisory bodies.

11.5 The Kasco consists of members with accounting experience. All members of the Senate and Kasco must be a member of L.S.S.V. Het Duivelsei. Members of the Senate and Kasco may not be board members.

11.6 The Senate itself proposes a new Senate, but it must be approved by the general assembly. The general assembly determines the composition of the Kasco.

11.7 De Formaatcie is a committee charged with forming the candidate board. The Formaatcie consists of at least three members, including at least one board member. Members of the Formaatcie cannot be part of the candidate board at the same time. The Formaatcie is elected by the general assembly.

12. Change House Rules

12.1 Amendments to these Rules and Regulations can only be decided with a majority of at least two thirds of the votes validly cast at a GMA. Changes to the rules and regulations must be announced at least 5 days before the relevant GMA.

13. Final remark

13.1 In all cases not covered by these internal regulations, the board decides.