



INTERNAL REGULATIONS

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CHAPTER I: GENERAL PROVISIONS

General provisions

Article 1

1. This document contains the internal regulations as referred to in the articles of association of "VUUR", United Utrecht University Councils.
2. The Articles of Association, the Internal Regulations and other established regulations shall apply to all members, honorary members, members of merit and benefactors.
3. All persons referred to in the previous paragraph shall be deemed to have taken note of these documents.
4. The Board publishes the current versions of the Articles of Association and other regulations on the website.

Definitions

Artikel 2

In this document, the following terms are used:

- a. VUUR: the association "VUUR", United Utrecht University Councils, located in Utrecht;
- b. Articles of association: the articles of association of VUUR;
- c. Law: the law of the Netherlands, whereby Art. 2:26-52 of the Civil Code applies in particular;
- d. General Members Assembly: the general assembly within the meaning of the law and the Articles of Association;
- e. Board: the board of the association;
- f. University: Utrecht University;
- g. Financial year: The financial year runs from 1 September to 31 August;
- h. Association year: The association year runs from 1 September to 31 August.

Name

Article 3

1. As stated in article 1 of the articles of association, VUUR may be referred to as follows:
 - a. VUUR;
 - b. Lijst VUUR;
 - c. Association VUUR.
2. In addition to the previous paragraph, the following designation is used as the English translation of the unabbreviated name: "United Councils of Utrecht University". However, the variants of the abbreviated name do not have a translation.
3. The board decides how the name will be applied.

Language

Article 4

1. The Board shall determine the language of the general assembly. All others who have access to a general assembly may use English or Dutch.
2. The Board shall send out the invitation and agenda for a general assembly in Dutch and English. All persons who have access to the general assembly can request a translation of the documents on the agenda.



3. If a full translation of a document is not feasible, the Board will provide an English summary.
4. The Board shall provide an English translation of the Constitution, these Rules and Regulations and all other regulations. The Dutch wording shall prevail for all rules and decisions.
5. The website has an English translation. In the case of social media, the board determines the language to be used for each medium.
6. In all other cases, the choice of the language should take into account, as far as possible, the accessibility for all parties concerned.

Design style

Article 5

1. The Board is ultimately responsible for VUUR's presentation to the outside world.
2. The board establishes a policy on the design style, where there is a consistent presentation both internally and externally.
3. The General Members Assembly shall approve the main points of the policy concerning the design style. This is understood to mean:
 - a. Colour(s);
 - b. Font(s);
 - c. Logo;
 - d. Motto.
4. The board is obliged to present the policy concerning the design style to the general members assembly for discussion at least once every three years.
5. In special circumstances, the board may deviate from the regular policy regarding the design style.

Copyright and intellectual property

Article 6

1. All products made or published by or on behalf of VUUR are subject to VUUR's copyright.
2. If work by any part of VUUR produces data or ideas, which are protectable under copyright law or other laws on industrial and/or intellectual property, those rights will exclusively belong to VUUR.

Privacy

Article 7

1. The Board shall adopt a privacy statement setting out VUUR's collection and processing of personal data. This privacy statement is published on the website.
2. The privacy statement shall be sent to all members and patrons when amended and sent to the next general members assembly for information.
3. The board keeps a register in which data breaches are recorded.

Multiannual plan

Article 8

1. Every three years, the Board draws up a multi-year plan to ensure a continuous strategy. This is submitted to the general members assembly for approval.



2. The multi-year plan deals with the objectives and the corresponding means in accordance with article 3 of the articles of association. In addition, the multi-year plan contains VUUR's mission and vision.
3. In the annual report, the Board shall report on the progress of the targets set in the multi-annual plan.

Party principle and election programme

Article 9

1. Lijst VUUR has a party principle through different points of view. Positions refer to a political position.
2. The general assembly has the right of approval on positions that are part of the party principle. A position shall be adopted by a majority of the votes cast at the general members assembly.
3. The Board shall adopt provisional positions outside a general assembly where the majority of the number of political groups is in favour.
4. In the run-up to the elections, an election programme is drawn up by the candidates for each council election in which VUUR participates. . The election programmes contain the specific intentions of the candidates to give substance to the party principle.
5. The general assembly has the right of consent to the main issues of all election programmes.

CHAPTER II: MEMBERS AND BENEFICIARIES

Membership

Article 10

1. Those who wish to obtain membership must apply to the Secretary.
2. Upon joining, members are required to pay the annual contribution and explicitly give their consent to the collection and processing of the personal data referred to in Article 11.
3. Membership shall commence on the date on which the prospective member is notified in writing to the Secretary.
4. The Board may decide not to admit persons who meet the requirements for membership, after having heard the Advisory Board. The Board shall inform the General Assembly of such a decision. The General Assembly may then decide on admission after all.
5. Membership of the Association is incompatible with:
 - a. the nomination of any other political party or group for a participation body if the association is represented in that participation body or participates in the elections for it;
 - b. the representation for any other political party or group for a participation body if the association is represented or participates in the elections for that participation body.
6. Former members without registration with the University can only become members again if proof of previous membership can be presented, such as registration in the former members' file.

Membership records



Article 11

1. The membership file is the register within the meaning of the Articles of Association. It shall in any case contain the names of members, honorary members, members of merit and benefactors.
2. The membership register is maintained by the secretary of the board.
3. Only members of the Board have access to all data processed in the member and former member files. Members of the Advisory Board may be granted access if access is required in order to provide a well-considered opinion.
4. In accordance with the law, members, honorary members, members of merit and benefactors have the right to inspect their data in the member database.
5. In addition to the provisions of subsection 1, the following details of members are recorded in the membership database:
 - a. Year of accession;
 - b. Category of membership;
 - c. Date of birth;
 - d. Address;
 - e. E-mail address(es), at least one of which must be a non-university e-mail address;
 - f. Telephone number;
 - g. Faculty(s) at the UU;
 - h. Studie(s) at UU;
 - i. Communication choices.
6. The data from the previous paragraph will be removed from the membership file as soon as possible if VUUR membership ends, but no later than one month after the end of the association year.
7. Members may not simply have the data listed in paragraph 5 deleted from the membership database. The decision to delete lies with the Board.
8. In addition to the provisions of subsection 1, the following data shall be recorded regarding honorary members and members of merit, if they are not members, and benefactors:
 - a. Year of commencement of the relevant relationship;
 - b. Address or telephone number;
 - c. E-mail address.
9. The provisions of paragraph 7 shall apply accordingly to honorary members, members of merit and benefactors, with the proviso that the data specified in paragraph 8 shall apply here.

Former members

Article 12

1. Members can be registered in the former members' database upon termination of membership. Registration of a former member only takes place with the written consent of the former member.
2. The following data are recorded in the former members' file:
 - a. Name;
 - b. Year of commencement of membership;
 - c. Year of termination of membership;
 - d. E-mail address.
 - e. Language



Termination of membership

Article 13

1. Termination of membership by the member shall take place before the end of the association's year. In the event of resignation after this date, the member shall automatically owe the association the membership fee for the next association year.
2. Termination by the association shall in any case occur if the membership has become incompatible.
3. In accordance with the law, the necessary information for cancellation will be prominently displayed on the main page of the website and on page 1, 2 or 3 of the association magazine, if VUUR makes use of these means of communication.
4. If, on termination of membership, a member still has outstanding payments to VUUR, the information in Articles 10 and 11, which serves as contact information, will not be removed until all payments have been made, irrespective of the provisions in Article 11(6).

Beneficiaries

Article 14

1. Benefactors are those who have declared themselves willing to support VUUR financially with a contribution to be announced. They should apply to the Secretary.
2. Being a benefactor shall commence on the date on which the prospective benefactor is notified in writing to the Secretary.
3. Beneficiaries can be divided into two categories, namely:
 - a. Donors: natural or legal persons who support VUUR financially, not being former members;
 - b. Friends of VUUR: former members who support VUUR financially.
4. Former members can only become Friend of VUUR if proof of previous membership can be submitted, such as registration in the former members' database.
5. Donors are entitled to attend all VUUR activities.
6. Friends of VUUR are entitled to attend all activities, participate in committees and have the right to speak at general member assemblies.
7. Being a Beneficiary may be terminated at any time at the request of the Beneficiary or by VUUR.

Contributions, donations and other income

Article 15

1. The membership fee is the annual contribution within the meaning of the articles of association. The size is regulated in the by-laws.
2. Members are divided into categories that pay different contributions, namely:
 - a. General member: those who do not belong to any other category;
 - b. FR-member: those who represent VUUR in a faculty council of the university on 1 September;
 - c. UR member: those who represent VUUR in the university council on 1 September.
3. The contribution for general members is at least €10.00 ("ten euro"). General members are free to adjust the amount annually.
4. The contribution for FR-members is at least €20,00 ("twenty euro"). FR-members are free to adjust the amount yearly.



5. The minimum contribution for UR members is €60.00 ("sixty euros"). UR members are free to adjust the amount annually
6. If someone becomes a general member during the Association's year, but at least after 1 February, the Board may decide to reduce the membership fee for this member.
7. If a person becomes a member of a political group during the association year, he shall pay the amounts referred to in paragraphs 4 and 5. The Board may decide to reduce these amounts in individual cases.
8. The annual contribution for donors shall be at least €10.00 ("ten euro"). The donor is free to adjust the amount annually.
9. The annual contribution for Friends of VUUR is a minimum of €5.00 ("five euros"). Friends of VUUR are free to adjust the amount annually.
10. The collection of the contribution, contributions from donors and Friends of VUUR, and other contributions will be affected by the treasurer at the beginning of the financial year. The manner in which this is done is regulated in a financial protocol.
11. Collection costs for late payment shall be charged to the member. No collection costs shall be claimed from beneficiaries.
12. In the event of the death of the member, donor or Friend of VUUR, the obligation to pay the contribution will lapse on the day of death. The same applies to donors who are legal persons in the event of bankruptcy.

Sanctions

Article 16

1. Members, honorary members, members of merit and benefactors shall behave in accordance with generally accepted standards of decency.
2. The Board may impose sanctions on members, honorary members, members of merit and benefactors in the event of a breach of the law, the Articles of Association, the Internal Regulations or other established regulations of VUUR.
3. The provisions of the preceding paragraph apply by analogy to breaches of university regulations if such breaches take place in the context of co-determination or affect VUUR's image.
4. The Board may only impose sanctions based on the Statutes, the Internal Regulations or other provisions and regulations of VUUR.
5. The Board has the following sanction options:
 - a. Warning;
 - b. Reprimand;
 - c. Fine;
 - d. Suspension;
 - e. Dismay/royalty;
6. The Board may only issue a fine if the fine (including maximum amount) is specifically included as a sanction for a violation in the Internal Regulations.
7. The provisions of paragraph 5 under d-e shall not apply to honorary members and members of merit, if they are not members in the sense of the law. Instead, the honorary membership or membership of merit shall be cancelled on behalf of the association following a resolution of the general assembly.
8. The sanctions referred to in paragraph 5 under b-e shall always be in writing.



9. The Board keeps a file on all persons to whom a sanction has been imposed. It is not possible to have this file deleted.
10. It is not possible to apply the sanctions from sub a-c simultaneously to the same person.
11. Internal objections and appeals against sanctions shall be possible in accordance with the provisions of Article 24.

CHAPTER III: BOARD

Appointment and dismissal

Article 17

1. The articles of association regulate how the board is appointed and dismissed, as well as the composition of the board.
2. Board members are appointed for a specific position.
3. The Board shall be appointed within three months prior to the expiry of the Association's year or within three months after the expiry of this year.
4. Members may submit a binding nomination to the Board no later than seven days prior to the day on which the general members assembly at which the appointment of the Board is to be held is on the agenda.
5. Board members can be reappointed for a maximum of three consecutive years, regardless of their position.

General management tasks

Article 18

1. In accordance with the law and the articles of association, the Board is charged with the management of VUUR.
2. In accordance with the articles of association, each board member is obliged to properly fulfil his or her task vis-à-vis VUUR. A board member's task includes all board tasks not assigned to one or more board members by or pursuant to the law, the articles of association or a regulation.
3. The board maintains contact with all political groups.
4. The Board maintains contact with the Advisory Board.

Chair

Article 19

1. The chair manages VUUR and the Board. He is responsible for the general developments within VUUR. The chair presides over the board meetings and draws up the agenda.
2. The chair sets out VUUR's general policy in cooperation with the board.
3. The Chair is responsible for the realisation of VUUR's objectives. In doing so, he pays special attention to the implementation of the multi-year plan and the policy plan.
4. The President shall ensure compliance with the Constitution, the Internal Regulations and other provisions and regulations of the Association.

Secretary

Article 20

1. The secretary is responsible for VUUR's membership administration, archives and general correspondence.



2. The secretary shall take minutes of the board meetings and general members assemblies. The minutes shall consist at least of a list of resolutions and attendance.
3. The Secretary shall, in particular, ensure compliance with privacy regulations.
4. The secretary shall ensure that the documents for a general members assembly are made available to the members in good time.

Treasurer

Article 21

1. The treasurer manages the financial resources and is responsible for VUUR's financial administration. They are also responsible for the proper archiving of the financial documents.
2. The treasurer shall be responsible for the collection of all monies due to the Association and shall keep such records of all receipts and disbursements that the financial position of the Association can be determined at short notice.
3. The treasurer manages the bank account; the president has access.
4. The treasurer shall report on the financial position and the statement of income and expenditure in accordance with the provisions concerning the annual accounts by means of a semi-annual financial statement around the middle of the financial year.
5. The treasurer shall prepare the budget, half-yearly accounts and annual accounts, including explanatory notes, and the Board shall adopt them. The half-yearly and annual accounts consist of an operating account and a balance sheet. Both are submitted to the general members assembly for approval.
6. The treasurer provides a quarterly general report on VUUR's financial state of affairs at a board meeting.
7. The treasurer supervises the finances of committees.

Other board members

Article 22

1. A board may consist of more than three board members. In addition to the chair, secretary and treasurer, the ALV may decide to appoint one or more general board members or supervisory board members on the board's recommendation.
2. Any change or addition of functions shall be justified to the General Assembly.

Policy plan and budget

Article 23

1. In accordance with the articles of association, the (candidate) board draws up a budget with the expected statement of income and expenditure. This is submitted to the general members assembly for approval.
2. If the approval is refused, the Board shall not be authorised, in accordance with the Articles of Association, to make investments in addition to those already determined in accordance with the budget of the previous Association year, provided that this is not to the detriment of the Association.
3. The Board shall require the approval of the general members assembly for making investments in excess of €500.00 ("five hundred euros"), unless the investment is directly included in the budget.
4. The budget shall consist of at least total amounts per item, including those of committees.



5. The (candidate) Board will draw up a policy plan with policy intentions for the forthcoming Association year. The starting point for this is the way in which VUUR's objectives will be fulfilled. The policy plan is submitted to the General Members assembly for approval.

Objection and appeal

Article 24

1. Anyone who has a direct interest in a Board decision may object in writing to the decision taken within a period of four weeks.
2. The Board is obliged to reconsider the decision taken on the objection within a period of four weeks.
3. An appeal against a decision taken on an objection is possible at the next general members assembly. An appeal may be lodged with the Board up to four weeks after the decision on the objection.
4. The Board shall inform interested parties of the possibility of objection and appeal.

CHAPTER IV: COMMITTEES

Committees

Article 25

1. The general members assembly shall annually appoint at least the following committees:
 - a. Cash Control Committee (KasCo). The Cash Control Committee is the committee within the meaning of Article 16 of the Articles of Association.
 - b. Advisory Board (RvA). The Advisory Board is the advisory board within the meaning of Article 17 of the Articles of Association.
 - c. Application Committee (SoCo). The Application Committee is the selection committee within the meaning of Article 17 of the Articles of Association.
2. The Board shall annually appoint at least the following committees:
 - a. Campaign Committee (CampaCie). The Campaign Committee is in charge of organising a joint campaign prior to the elections to the University Council and Faculty Councils.
 - b. Search Committee (ZoekCo). The Search Committee is in charge of recruiting applicants and candidates for at least the political group in the University Council.
 - c. Promotion Committee (PromoCie). The Promotion Committee is responsible for promoting VUUR in the broadest sense of the word.
3. All members and Friends of VUUR have the right to apply or to be applied for one or more committees.
4. The Board appoints committee members, unless otherwise stipulated in the articles of association, regulations or the committee's constitution.
5. The committees referred to in the first paragraph shall appoint a chair from among their number, unless the General Assembly decides otherwise.
6. The board sends each committee a clear mission statement at the start of their work.
7. The Board shall appoint a contact person from among its members for each committee.
8. Each committee arranges a handover document.



9. The Board may decide to change the name of a committee if it deems this necessary. It is not necessary to amend the Internal Regulations.

Cash Control Committee

Article 26

1. The Cash Control Committee audits VUUR's financial administration. This audit is mainly carried out with regard to the correctness of the accounts and major deviations in the annual accounts compared to the budget.
2. In principle, the Cash Control Committee does not give unsolicited advice to the Board on financial decisions.
3. The Board shall put the discharge or installation of members of the Audit Committee on the agenda for a general members assembly to be held no later than one month before or after the start of the new financial year.
4. Discharge of the members of the Cash Control Committee is not possible if this leads to the number of members falling below two.
5. It is not possible to be a member of the Cash Control Committee for more than two consecutive years. The ALV may grant dispensation from this Article.
6. The Cash Control Committee reports in writing to the General Assembly on the annual report, the annual accounts and the half-yearly accounts. This report concludes with a voting recommendation to the General Members assembly.
7. The Cash Control Committee shall send its written report to the Board, which shall also send it to the members, no later than seven days before the General Assembly
8. If approval of the annual report and accounts is refused, the Cash Audit Committee is installed, consisting of at least three members who are not members of the Cash Audit Committee, the Board or the Advisory Council. The Cash Audit Committee is the committee within the meaning of Article 16, paragraph 7 of the Articles of Association.

Advisory Board

Article 27

1. The Advisory Board advises the Board, on request or otherwise, on all VUUR matters, including in any case the documents that the Board forwards to members prior to a general assembly.
2. The Board has the right to disregard any advice given, but is obliged to give a considered response to the Advisory Board.
3. The Board is in any case obliged to inform the Advisory Board in a timely manner about the following issues:
 - a. Everything that regular members should receive prior to general members assembly;
 - b. Unscheduled appointment and resignation of committee members;
 - c. Data breaches;
 - d. Major financial developments;
 - e. Worrying internal developments within political groups;
 - f. Sanctions;
 - g. Concluding new agreements;
4. In addition to the first paragraph, the Board is obliged to consult the Advisory Board in good time before taking decisions on the following:
 - a. Resolutions as referred to in Article 15(2)(II) of the Articles of Association;



- b. Bankruptcy and liquidation;
 - c. Forced resignation of committee members;
 - d. Non-admission of members;
 - e. Suspension and expulsion of members;
 - f. Premature change of composition of the Board;
 - g. Change of duties of the Board;
 - h. Change of privacy policy;
5. The Board shall send the documents referred to in paragraph 1 to the Advisory Board at least 14 days before a general members assembly.
 6. The Advisory Board and the Board shall meet at least twice a year. The meeting is chaired by the Advisory Board.
 7. The Advisory Board is present at a general members' assembly, either with a delegation.
 8. The Advisory Board is appointed from among members and consists of a minimum of three and a maximum of five members. The appointment is made on the basis of nomination by the Board, whereby an effort is made to achieve a diverse composition.
 9. The Board shall put the discharge and respective installation of Advisory Board members on the agenda for a general members assembly to be held no later than one month before or after the start of the new Association year.
 10. Discharge of the members of the Advisory Board is not possible if this leads to the number of members falling below three.

Selection Committee

Article 28

1. The Applications Committee establishes the lists of candidates for the elections to the University Council and any faculty councils.
2. The Selection Committee is accountable to the General Members assembly. It shall report in general terms on the application procedure at a general members' assembly.
3. The composition and working method of the Application Committee shall be regulated in supplementary election regulations. The application procedure consists in any case of a vacancy with profile and interview.
4. The Applications Committee, in consultation with the Board, will ensure that VUUR makes a positive impression on the applicants.
5. The content of the interviews is confidential. The Application Committee ensures a safe atmosphere towards the applicants.
6. The Board instructs the Applications Committee to nominate candidates for a new political group to be formed.
7. The Application Committee informs the Board of the progress. The board may give solicited and unsolicited advice.

Political groups

Article 29

1. As provided for in the Statutes, political groups are committees of members who represent VUUR in a participatory body. They consist of members who have stood as



- candidates on behalf of VUUR or of members who have been appointed as group members by the Board due to special circumstances.
2. The political groups are accountable to the general members assembly. At the end of the Association's year, they shall render account of their policy at a general members' assembly .
 3. Political groups shall distribute among themselves any positions they may hold, including in any case a group chair. The Board may advise on this.
 4. The group chair is responsible for the general developments within a group. He keeps in regular contact with the board on this.
 5. The group chair shall represent the group inside and outside the Association, on the understanding that only the Board shall represent the Association in and out of court.
 6. At the beginning of the year, a political group makes agreements about the forthcoming cooperation, including in any case the method of decision-making.
 7. The group in the University Council discusses this cooperation at least twice a year in confidence with the administration.
 8. Political groups are bound by the party principle of VUUR, as laid down in Article 9 of these Rules. A political group shall take the interests of other political groups into consideration when defining the content of political group positions.
 9. Political groups strive to radiate uniformity to the outside world: both within and between the political groups.

CHAPTER V: GENERAL MEMBERS ASSEMBLY

Convening

Article 30

1. The articles of association regulate the convening of the general members assembly (GMA).
2. The Board shall convene a general members assembly at least three times a year:
 - a. An alternate general members assembly in August or September, with the aim of putting the following on the agenda:
 - i. Accountability of political groups;
 - ii. The annual report and accounts;
 - iii. The discharge and installation of the board;
 - iv. Discharge and installation of the Cash Control Committee;
 - v. The discharge and installation of the Advisory Board;
 - vi. A policy plan of the board;
 - vii. The budget for the new financial year.
 - b. A general members' assembly in November or December, with the aim of putting the following on the agenda:
 - i. The installation of the Application Committee.
 - c. A general members' assembly shall be held at least two weeks before the close of the co-determination elections and shall endeavour to include the following on the agenda:
 - i. The half-yearly accounts and half-yearly reflection of the board
 - ii. The accountability of the Application Committee;
 - iii. The electoral programmes of the political groups.



- iv. A campaign plan, insofar as this has not been put on the agenda at a previous GMA.
3. In principle, the general members assembly takes place at a location or digital platform that is reasonably accessible to all members.
4. The Board shall endeavour to convene the general members assembly at least 21 days in advance. The Board shall send all documents for the general members assembly digitally to those entitled to vote at least seven days in advance.
5. Notwithstanding the previous article, the Board shall retain the right to send the documents by post until two days before the General assembly, after which the General assembly shall decide whether or not to discuss the documents when setting the agenda.

Authorisation

Article 31

1. In accordance with the Articles of Association, members are entitled to vote. Each person entitled to vote may grant a proxy to a maximum of two other persons entitled to vote.
2. A written proxy shall be issued in accordance with:
 - a. A general power of attorney, which applies only to all items on the agenda in advance;
 - b. A special power of attorney, which only applies to:
 - i. A specific mood;
 - ii. A certain goal.
3. If no specific vote or purpose is mentioned in the written proxy, a general proxy is granted.
4. A written power of attorney shall be granted by sending an e-mail from a known e-mail address to the Board by the grantor of the power of attorney.
5. A written proxy may be granted no later than two hours before the start of the General assembly on the agenda. The Board may declare inadmissible all written proxies that were not sent in time.

Retaining order

Article 32

1. The Chair shall decide on the order of the assembly in compliance with the Constitution, these Rules and Regulations or other Rules and Regulations.
2. Persons other than the President shall not speak unless authorised to do so by the President.
3. The chair may deny persons present who disrupt the order of the assembly the right to speak or to enter the assembly, until such time as they declare themselves willing to submit to the order of the assembly.

Agenda

Article 33

1. The first items on the agenda are successively:
 - a. Opening;
 - b. Announcements;
 - c. Adoption of the Minutes of the previous sitting
 - d. Adoption of the agenda.



2. Decisions to amend or supplement the agenda may only be taken under the agenda item referred to in paragraph 1(d),
3. The last items on the agenda are successively:
 - a. What else is on the table;
 - b. Any other business;
 - c. Closure.
4. Other business shall include the items added to the agenda in accordance with paragraph 2 as well as items that the chair, in agreement with the GMA, has moved during the assembly .
5. Questions for the Board and for the political groups may be taken during any question time. Following the answers to these questions, the Chair may allow supplementary questions.

Decision-making

Article 34

1. The decision-making process of the general members assembly shall be in accordance with Article 21 of the Statutes.
2. Before each vote, the President shall indicate the subject of the vote.
3. Voting shall take place orally by a show of hands or, in the case of a digital meeting, by the digital equivalent, unless the chair or one of the persons entitled to vote requires a written vote. Votes on persons or objections to sanctions imposed by the Board, as provided for in Article 24 of these Rules and Regulations, shall in any case be cast in writing.
4. The chair, or a member appointed by the chair, shall determine the result of the vote and then pronounce what the General assembly has decided. The vote shall be terminated accordingly, unless the chair's opinion is contested as provided for in Article 21, paragraph 4 of the articles of association.

Amendments

Article 35

1. The purpose of an amendment is to make a change to a proposal to be adopted by the General assembly .
2. Amendments may be tabled by one or more voters.
3. Amendments may be withdrawn by their author(s) unless a Member objects.
4. Amendments shall be submitted in writing to the executive committee no later than 72 hours before the start of the general assembly on the agenda. The Board shall circulate the amendments to all members no later than 24 hours prior to the aforementioned commencement.
5. Amendments to a document in a postponement, as provided for in Article 30(6) of these Rules, shall be submitted to the Board no later than 24 hours before the start of the assembly . The Board shall circulate the amendments to all members no later than 12 hours before the aforementioned commencement.
6. The Board retains the right to give a voting recommendation to the General Assembly on submitted amendments.

Memoranda

Article 36



1. The purpose of a memorandum is to present a certain subject, plan or viewpoint to the general members assembly either for information or for discussion.
2. Memoranda may be submitted by one or more voters.
3. Memoranda may be withdrawn by the proposer(s) unless a member objects.
4. Memoranda shall be submitted in writing to the executive committee no later than fourteen days before the start of the general assembly on the agenda. The Board shall send the memoranda to all members together with the other documents.

CHAPTER VI: FINAL PROVISIONS

Secrecy

Article 37

1. Both during and after their membership, members are obliged to observe strict confidentiality with respect to all matters heard or experienced by or in connection with their membership of VUUR. This also applies to communications to third parties whereby VUUR's interests are harmed.
2. The provisions of the previous paragraph apply accordingly to honorary members, members of merit, benefactors and all other persons who are part of a section of VUUR.
3. The Board and the general members assembly may decide to make matters public. The provisions of the previous paragraph do not apply to matters that have been made public by VUUR.
4. The Board is authorised to impose a fine in the event of a breach of the provisions of the first paragraph. This fine shall not exceed €200.00 ("two hundred euros"). The fine must be paid within 30 days after the board has sent an invoice.

Transitional provisions

Article 38

1. These regulations are valid until the day of the next amendment.
2. After three years since the previous amendment, the Board is obliged to submit these regulations to the General Members assembly.
3. These Rules and Regulations may only be amended by the Board following a resolution of the General assembly passed by two-thirds of the valid votes cast.
4. The initiative to submit a proposal to amend these Rules to the General assembly lies with the Board. If a political group or at least five members jointly wish to take such an initiative, the Board shall be obliged to put this on the agenda.

Final provisions

Article 39

1. In all cases not covered by these regulations, the Board shall decide.
2. The Board is authorised to deviate from the provisions in these regulations if strict application would result in extreme unfairness.
3. These regulations shall enter into force on 25 March 2021.

