

House Rules

Huishoudelijk Regelement



E.S.H. Da Vinci
eshdavinci.nl



Contents

1	Safety Rules	7
	1.1 General	7
5	1.2 Shooting Protocol	7
	1.3 Ranges	7
	1.4 Outdoor Range	8
2	General	9
	2.1 Goal and Scope of the House Rules	9
10	2.2 Incorporation of the Association	9
	2.3 Changes to the House Rules	9
	2.4 Validity of the House Rules	9
	2.5 Availability of the House Rules	9
	2.6 Fines and Suspensions	9
15	2.7 Privacy Policy	9
	2.7.1 Availability	10
	2.7.2 Changes	10
3	General Assembly	10
	3.1 Organization	10
20	3.2 Voting	10
4	Accommodation	11
	4.1 Opening Hours	11
	4.1.1 Entrance	11
	4.2 Maintenance and Cleaning	11
25	4.2.1 Small tasks	11
	4.3 Shooting Range	11
	4.3.1 Entrance Requirements	11
	4.3.2 Allowed Materials on the Shooting Range	11
	4.4 Outdoor Range	11
30	4.4.1 Gate Keys	12
	4.4.2 Use of Materials from the Club Room	12
	4.5 Club Room	12
	4.5.1 Usage rules	12
	4.5.2 Safety	12
35	4.5.3 Storing personal belongings	12
5	Club Materials	12
	5.1 Use	12
	5.2 Maintenance and Repairs	13
	5.2.1 Beginners' Course and Workshops	13
40	5.2.2 General	13
	5.2.3 Damages	13
	5.3 Internal Use	13
	5.3.1 Beginners	13
	5.3.2 General	13
45	5.4 External Use	13

House Rules

April 2019 - Proposal for GA 33



E.S.H. Da Vinci

eshdavinci.nl

6	Members and Recreationists	13
6.1	Requirements	13
6.2	Contribution	14
6.3	Behaviour	14
50 6.4	Clothing Rules	14
6.5	Types	14
6.5.1	Members	14
6.5.2	External Members	14
6.5.3	Recreationists	15
55 6.6	Honorary Members	15
7	Board	15
7.1	Communication	15
7.2	Opening and Closing	15
7.3	Election	16
60 7.3.1	Insufficient Candidates	16
7.3.2	Inability to Elect a Board	16
7.4	Annual Report	16
8	Finances	16
8.1	General	16
65 8.2	Club money box	16
8.3	Archival	17
8.4	Purchase of Goods	17
8.5	Financial Committee	17
9	Committees	17
70 9.1	Establishment	17
9.2	Dissolution	17
9.2.1	Dissolution by the board	17
9.2.2	Dissolution upon task completion	17
9.2.3	Dissolution notice	17
75 9.3	Structure	18
9.4	Reporting	18
9.5	Committee members	18
9.5.1	Joining	18
9.5.2	Leaving	18
80 9.5.3	Disputes	18
9.6	Budgets	18
9.7	Workgroups	18
10	Training and Beginners' Course	19
10.1	Beginners' Course	19
85 10.1.1	Frequency	19
10.1.2	Duration	19
10.1.3	Fee	19
10.1.4	Rules	19
10.1.5	Trainers at the Beginners' Course	19
90 10.2	General Training	19
10.2.1	Frequency	19
10.2.2	Rules	19
10.3	Free Practice	19

House Rules

April 2019 - Proposal for GA 33



E.S.H. Da Vinci

eshdavinci.nl

11 Competitions and Activities	20
11.1 General	20
11.2 Internal Competitions	20
11.3 External Competitions	20
11.3.1 Yearly NHB competitions	20
11.3.2 Other competitions	20



List of Definitions

Definitions can be recognized by their color and bold print throughout this document. Board Member roles are spelled with a capital (Chairman, Secretary, Treasurer)

Accommodation

Our accommodation ("Aan de Meet") consisting of the Shooting Range, Outdoor Range and the **Club Room**.

ADM

Aan de Meet, the association in charge of the maintenance and renting of our **Accommodation**.

Administrative Regulations

Document detailing the actions that the board needs to take during the year.

Annual Report

Document detailing the actions of the board during the previous year.

Archer

Everyone at Da Vinci, including **guests**, **Members**, **beginners**, **Recreationists** and trainers.

Association Year

Parallel to the financial year; starting September 1st and ending the 31st of August.

Beginner

Participants to the **Beginners' Course** Beginners are required to have a valid sports card. Beginners are by definition **inexperienced** archers.

Beginners' Course

Course given to beginners during the year.

"Behind the line"

The side of the Shooting Line where the targets are NOT placed.

BM Board Meeting (BV)

Bylaws

Articles of Association for Da Vinci ("Statuten")

Club Materials

Club Materials include bows, arrows, personal protection material, spare parts, (outdoor) targets, target faces, other material owned by the club and are used for archery.

Club Room

Also known as "het hok". It is the lockable area/room behind the shooting range, assigned for use by E.S.H. Da Vinci.

Contest Rules

Document stating regulations for Contests and Competitions.

Downrange of the Line

The area on the side the **shooting line** where the targets are located. Opposite of "**behind the line**".

ESSF

Eindhovense Studenten Sport Federatie (Eindhoven Student Sport Federation)

Experienced - Inexperienced

The Board determines if **archers** are experienced, or inexperienced depending on their safety level and skills.



External Member

Archers that are members of the E.S.H. Da Vinci association, but are **NHB** member through another club.

140 **GA** General Assembly or General Members Meeting (ALV)

General Training

Training given by the trainers during a defined time.

Guest

145 Guests are people who are not associated with Da Vinci, but are invited to be present at the range. This includes spectators and archers shooting in workshops.

Honorary Member

Special title given to an **archer** by the **GA** for exceptional services to Da Vinci.

HR House Rules (this document)

Member

150 **Archers** that are members of the E.S.H. Da Vinci association. Members are required to have a sport card from the **SSC**.

NHB Nederlandse Handboog Bond (Dutch Archery Federation)

Recreationist

Archers that are allowed to take part in trainings. Recreationists are required to have a sport card from the **SSC**.

155 **Safety Rules**

The Safety Regulations of E.S.H. Da Vinci can be found in this **HR** under Chapter 1.

Shooting Line

The line, marked on the floor, from where the **archer** shoots his arrows towards the target.

SSC Student Sports Centre Eindhoven (also SSCE)

160 **Supervisor**

Someone instructing **archers**, ensuring safety. Supervisors are: Board Members, official trainers, competition leader(s), and those appointed by the board.

TU/e

Technische Universiteit Eindhoven (Eindhoven University of Technology)

165 **Waiting Line**

The line placed behind, and parallel to, the **shooting line**. Only **supervisors**, trainers and **archers** currently shooting their turn are allowed to be in the space between the **shooting line** and the **waiting line**.

Workshop

170 An event organized for an external party, with an aim of presenting the sport to outsiders. If desired it is possible to try out archery under guidance of experienced **archers**.



1 Safety Rules

The Shooting Range is a safe place, provided that safety rules described here are followed. Every **archer** must know and observe these rules. We also expect **archers** to ensure others abide by these rules.

175 **Archers** violating these rules may be removed from the Shooting Range.

1.1 General

1. **Archers** must at all times use common sense and observe the safety of everyone.
- 180 2. All **archers** must immediately follow instructions from **supervisors**. The correctness of such instructions is not open for discussion until the instructions have been complied with.
3. **Inexperienced archers** are only allowed to shoot under supervision, and should strictly follow all instructions from their **supervisors**. **Experienced archers** are allowed to shoot unsupervised.
4. Aiming a bow at persons or animals is strictly forbidden (even without an arrow on the bow).
- 185 5. When drawing and/or shooting the bow, the angle of the arrow with the ground (elevation) may never exceed 30°. Shooting straight up is strictly forbidden.
6. A drawn bow without an arrow on it may never be released. Doing so may cause the bow to shatter, causing injury and/or damage.

1.2 Shooting Protocol

- 190 1. Bows may only be drawn at the **shooting line**, and only when aimed in the direction of the targets. This also holds when there's no arrow on the bow.
2. Arrows may only be placed on the bow when at the **shooting line**. The arrow tip must always be pointed in the general direction of the targets, or the ground.
3. **Archers** may only take place at the **shooting line** when there is no person **downrange of the line** and (for the indoor range) the back door is closed. Until that time, they must wait behind the **waiting line**.
- 195 4. During shooting only active **archers** and **supervisors** may be at the **shooting line**. Everyone else, including **archers** who finished shooting, must wait behind the **waiting line**.
5. If, during shooting, anyone is found to be **downrange of the line**, or (for the indoor range) the backdoor is found to be open, all **archers** will immediately stop shooting. Shots are aborted, not finished, and the arrows must be removed from the bows.
- 200 6. When all **archers** have finished shooting, everyone may fetch their arrows collectively.

1.3 Ranges

1. There may be no objects (such as targets or scoring boards) on the floor within 3 meters of the target wall.
2. There will be no running, jumping, pushing, etc. on the range. Reckless behavior is prohibited.
3. Bows should be put in the designated areas, or in the bow rack.
- 205 4. Spectators are not allowed downrange of the **waiting line**, unless explicitly permitted by supervisors.

House Rules

April 2019 - Proposal for GA 33



E.S.H. Da Vinci

eshdavinci.nl

1.4 Outdoor Range

1. **Archers** are required to wear closed shoes on the outdoor range to protect against obscured arrows stuck in the grass.
2. **Archers** who are shooting on the outdoor range must confirm that all **archers** have returned after fetching their arrows, including those shooting at the 70 or 90 meter targets.



2 General

2.1 Goal and Scope of the House Rules

These **House Rules** supplement the **Bylaws** with regards to rules and conditions contributing to the day-to-day functioning of the association. **Members** (including the board) and **Recreationists** are tasked with knowing the contents of this document and following the described rules, which will be enforced by the board.

2.2 Incorporation of the Association

The association is incorporated at the Kamer van Koophandel under number 17174167. The association is also a member of the **ESSF**, based at the **SSC**, and the **NHB** under number 1364.

2.3 Changes to the House Rules

Proposals to change the **House Rules** shall be submitted at least 14 days in advance of the next **GA** by at least three **Members**, or the board. An overview of these changes will be communicated by written notice by the board at least 7 days in advance of the **GA**. Proposed changes to the **House Rules** will only go into effect after they have been approved by the **GA**. Changes in the **Safety Rules** can be implemented directly by the board, without **GA** approval, as they improve safety. Changes to the **Safety Rules** have to be discussed in the next **GA**.

2.4 Validity of the House Rules

The **House Rules** will be declared invalid upon dissolution of the association, or when the **Bylaws** are changed. Upon changing of the **Bylaws**, the **House Rules** have to be re-approved to make sure that they do not contradict the **Bylaws**. The **House Rules** should be checked at least once a year for inconsistencies with day-to-day rules, and updated if necessary. New rules decided upon by the **GA** should also be added to the **House Rules**.

2.5 Availability of the House Rules

At least one printout of the **House Rules** and **Bylaws** should always be present at the training location. Every **Member** and **Recreationist** is entitled to review these regulations, to make sure that nobody can claim unfamiliarity with these rules. The **House Rules** and **Bylaws** should also be available on the E.S.H. Da Vinci website.

2.6 Fines and Suspensions

Whenever an **archer**, thus including **guests**, infringes upon one or more articles from the **Bylaws**, **House Rules** or **Safety Rules**, or in case of infringing upon regulations based on the rules described in these documents, the board can punish the violator with a fine and/or suspension. The severity of this measure will be determined depending on the specific infringement. In case of disagreement between the board and the offender, the matter will be mediated by a **GA**.

2.7 Privacy Policy

As the association processes personal data for **guests**, **(external) Members**, **beginners**, **Recreationists** and trainers, a document detailing the processing and storage of personal data, the Privacy Policy needs to be available to all affected, in accordance to the *Algemene verordening gegevensbescherming* (AVG), as entered into Dutch law on the 25th of May 2018.



2.7.1 Availability

The Privacy Policy should always be made available together with the **House Rules**, as specified in Section 2.5. All affected, including **guests**, are permitted to view this document.

2.7.2 Changes

The board is permitted to change the Privacy Policy if regulations change in Dutch law, if contracted third parties require different data for daily functions and if the association requires different data for daily function of the association. Changes for other reasons, such as but not limited to gathering more data for statistical purposes, or the addition of new third parties, requires explicit **GA** approval.

If the Privacy Policy is changed, a written notice stating changes, and distributing the new Privacy Policy will be sent by the board to all affected, including but not limited to **Members**, **Recreationists** and trainers. Affected persons have the right to object to this change by written response within two weeks (fourteen (14) days) of the original notice by the board. If no explicit **GA** approval was given, explicit **GA** approval will be required upon objection of an affected person.

3 General Assembly

3.1 Organization

The board is obliged to, as stated in **Bylaws** Section 14.1, organize a **GA** at least once every year and they may organize a **GA** at any time. The board shall provide an agenda and invitation and send these together with the announcement of the date of the **GA**. Any **GA** is convened by written notice to all **Members** and **Recreationists** at least seven days prior, as specified in **Bylaws** Section 15.3. At the yearly **GA**, the board is obliged to report the **Annual Report** and to present and explain the Realization, in accordance to the **Bylaws** Section 14.1.

As stated in **Bylaws** Section 15.2, the board can be required to organize a **GA** within two weeks, if at least one tenth of the **Members**, eligible for voting at the **GA**, request them to do so. The normal procedure for **GA** announcement, as detailed above, will then be followed. If the board fails to organize a **GA**, the requesters will choose their own chairman for this **GA**, who will send the written notice to all **Members** and **Recreationists**.

3.2 Voting

The voting or poll takes place as a rule by show of hands and in person, or by proxy (you can vote by proxy for only two **Members**, as specified in **Bylaws** Section 12.2). If the board, or at least one **Member** or **Recreationist** deems it desirable, the chairman may decide to a written vote or poll, in accordance to **Bylaws** Section 12.4. If a vote or poll concerns people (for instance the choosing of a new board), it shall always be a written vote.

In the event of a written vote, the chairman designates a voting committee consisting of two members. The board provides authenticated voting papers. The numbers of voting papers handed in must be equal to the numbers of voting members present, combined with the amount of votes by proxy. The committee counts the votes and checks the validity of the votes. The committee will announce the result of the vote to the **GA**.

A voting ballot shall be declared invalid in case of the following: it is signed, the paper is not marked by the board, the ballot is unreadable/unclear or if it contains a choice that was not part of the set of choices that is currently being voted on.

4 Accommodation

4.1 Opening Hours

The **Accommodation** is opened at the regular training times during the **TU/e** academic year, except when communicated otherwise by the board. Exact dates and times are published on the website and communicated by the board in advance. Regular training times are (2019):

Monday	18.00-20.00	Free Practice and Beginners' Courses
	20.00-22.00	General Training (with a trainer)
Wednesday	18.00-20.00	Free Practice and Beginners' Courses
	20.00-22.00	Free Practice

If all the shooting lanes on the range are in use during a **Beginners' Course**, other **Members** or **Recreationists** are not allowed to shoot. The board will communicate the dates of the **Beginners' Course** to **Members** and **Recreationists**.

4.1.1 Entrance

On Wednesday evenings Da Vinci is not allowed to use the front door to enter or exit the Shooting Range, instead you can use the back door. If on any other day the front door can not be used, the board will clearly communicate this to the **archers**.

4.2 Maintenance and Cleaning

Members and **Recreationists** can be requested to help with maintenance and cleaning of the **Accommodation** by the board. Maintenance costs will be paid for by the association.

4.2.1 Small tasks

Members and **Recreationists** are expected to perform small maintenance, such as throwing out the trash, themselves without board involvement.

4.3 Shooting Range

4.3.1 Entrance Requirements

The Shooting Range can be used by **Members** and **Recreationists**. **Guests** need explicit permission from the board to use the Shooting Range.

4.3.2 Allowed Materials on the Shooting Range

Only traditional, recurve and compound bows are allowed on the Shooting Range. Shooting with crossbows, firearms or other weapons is forbidden. When introducing a different kind of bow, approval from the board is required. In general, only equipment allowed by Dutch law and the **NHB** regulations is allowed, except restricted further above.

4.4 Outdoor Range

The Outdoor Range offers some flexibility around opening hours. If the gates of the **Accommodation** are open, or the **Member** is in possession of a gate key, **Members** can use the Outdoor Range outside regular opening hours under the following conditions:

1. The **Member** uses their own material (bow, arrows).



2. The **Member** is an **experienced archer**, who is able to hit at least the 30 meter target without problems.
3. The **Member** needs to be aware of the safety regulations for the Outside Range, as described in Section 1.4, and must comply to these rules. Non compliance will lead to punishment, as specified in Section 2.6.

315 The gates are not always open: if the gates are closed it's not possible to use the range, except as specified in Section 4.4.1.

Use of the Outdoor Range outside regular opening hours by **Recreationists** is only allowed in the presence of a board member or a **Member** approved by the board. In all other situations it is absolutely forbidden for a non-**Members** to train on the outdoor range, outside regular training hours.

320 4.4.1 Gate Keys

Members can obtain a Gate Key through the board in exchange for a fee, as specified by the **ADM**. After receiving a Gate Key, rules from **ADM** apply regarding the ownership of the key. **Members** that return the key after the end of their membership will get the fee (as it was at the time of getting the key) returned from Da Vinci. If a **Member** does not return the key after the end of their membership, the rules from Section 4.4 still apply, and they will thus not be allowed to use Da Vinci targets.

325 4.4.2 Use of Materials from the Club Room

When using the Outdoor Range outside of Da Vinci opening hours, **archers** are never permitted to enter the **Accommodation**, including but not limited to the **Club Room**, except with express permission from **ADM**. Those wishing to shoot outside of Da Vinci opening hours are therefore responsible for bringing their own equipment with them.

4.5 Club Room

330 4.5.1 Usage rules

The **Club Room** may be used by **Members** and **Recreationists** at Da Vinci, as well as by participants of the **Beginners' Course**, as well as those who have been granted access by the board.

4.5.2 Safety

335 To prevent holdups at the Shooting Range, the door **downrange of the line** will be closed whenever nobody is present, or when **archers** are present for longer than a minute. The door will only be reopened after knocking, in accordance with the **Safety Rules**.

4.5.3 Storing personal belongings

340 **Members** and **Recreationists** are permitted to store their archery equipment, such as bows and arrows in the **Club Room** in spots designated for storage, as decided by the board. These materials are stored without any insurance policy, and are stored at own risk. The board will ensure safety of stored materials on a best effort basis. Stored items must be labeled with some indication of the owners identity. The board may also request the removal of items with a one month notice.

5 Club Materials

5.1 Use

345 **Club Materials** can be used by any person who is permitted by the board to use the materials. The board can always limit usage of **club materials** if needed, for instance by allocating them to Beginners or Guests. The **club materials** are primarily used during the **Beginners' Course** and **workshops**, other usage is permitted only if it does not hinder these activities.



5.2 Maintenance and Repairs

5.2.1 Beginners' Course and Workshops

During the **Beginners' Course** and **workshops**, **supervisors** are responsible for inspecting the material for damage at the beginning and end of each training or **workshop**. Damaged materials must not be used until repaired if safety is compromised.

5.2.2 General

The board is responsible for preventative and corrective maintenance of the **club materials** to ensure the materials are safe to use. The board can delegate maintenance to a committee.

5.2.3 Damages

In case of any damage during usage in **General Training**, free practice or external use, the **archer** who used the bow is responsible for contacting the board. In case the damage occurred due to misuse, the **archer** is also responsible for repair costs. In case of normal wear and tear it is highly appreciated that **archers** who use the material play an active role in repairing it.

5.3 Internal Use

5.3.1 Beginners

Beginners are required to use **club materials** during the Beginners' Course, unless specified otherwise by the board.

5.3.2 General

After the **Beginners' Course**, **Members** and **Recreationists** are allowed to use the Club Materials during training and free practice. In case there are not enough bow and/or arrows available, the bows are distributed on a first come first serve basis.

5.4 External Use

Members and **Recreationists** are allowed to borrow materials owned by Da Vinci and seen as **club materials**, for use in external competitions, by requesting this through the board. When borrowing, a fee is required equal to 1 euro (2019) for each period between **Accommodation** opening hours. If the bow is not returned before the beginning of the next time that the **Accommodation** is open, a fee of 0,50 euros (2019) is required. A deposit of 50 euros additionally needs to be paid, any damage needs to be paid from this deposit. In case damage exceeds the amount of the deposit, the member is still required to pay for the damage.

In case **club material** is needed for a **Beginners' Course**, the material needs to be returned in good working order, at the latest at the start of the lesson. In case the material is not in good order or returned too late, a fine of 10 euros is to be paid. If no valid reason is provided for not returning the material in good order on time, the board can decide that the member is no longer allowed to use **club materials**.

6 Members and Recreationists

6.1 Requirements

All **Members** and **Recreationists** are required to conform to the **SSC** rules for joining sports associations, including, but not limited to, the rule requiring a valid student sport card.



6.2 Contribution

Members and **Recreationists** have to pay the yearly contribution, within two weeks of being requested to do so. If a **Member** or **Recreationist** fails to do so, the board may (temporarily) suspend them from Da Vinci, as described in Section 2.6.

385 Where applicable, the contribution includes the **NHB** fee. Da Vinci will pay the **NHB** fee on behalf of the **Member**.

Members or **Recreationists** wanting to join after the end of the second **TU/e** quartile are charged a reduced fee.

	Fee	Half Year	Honorary	Half Year + Honorary
Recreationist	€40,-	€20,-	-	-
External Member	€40,-	€20,-	-	-
Member	€75,-	€55,-	€35,-	€20,-

390 It is also possible to become a financial donor, as specified in the **Bylaws** Section 6. The minimal donation to become a financial donor is €20,-. As specified in **Bylaws** Section 6.3, donors have the right to attend the **General Assembly**, but do not have the right to vote. They are also not allowed to join any activities or training.

6.3 Behaviour

395 **Members** and **Recreationists** are always obliged follow the rules of the **NHB** (and World Archery) regarding the sport and competitions, both during Da Vinci hours as well as at external competitions, where these **House Rules** do not specify otherwise, as specified in **Bylaws** Section 4.4.

400 **Archers** are expected to behave and represent Da Vinci appropriately as long as they are in direct association of Da Vinci. This includes that **archers** who participate in external competitions will show good sportsmanship, follow up the (safety) rules and regulations for that competition. While not mandatory, assistance at and supporting activities organized by the association is highly appreciated.

Further regulations about safe behavior on the shooting range, as well as general competition rules, are part of the **Contest Rules** and the **Safety Rules** (Section 1).

405 6.4 Clothing Rules

At **NHB** competitions, the **NHB** regulations for clothing should be followed. Additionally, for **(non-external) members**, the pants are required to be black, and without markings. These rules also applies if one is representing Da Vinci, for instance during the intro, the **Beginners' Course** or at another competition where one is using the Da Vinci name, or present with a larger team from Da Vinci.

410 6.5 Types

6.5.1 Members

Members of Da Vinci, as defined in **Bylaws**. **Members** are required to be **NHB** member and to have a valid sports card. **Members** have the right to attend **GAs** and vote there.

6.5.2 External Members

415 **External Members** are a type of **Members**; they have the exact same rights and obligations, except that they have an **NHB** membership through another club and not through Da Vinci.



6.5.3 Recreationists

Recreationists are **SSC** members with a valid sports card who through the **SSC** are allowed to make use of Da Vinci's facilities and materials. **Recreationists** are allowed to attend the **Beginners' Course**, as well as trainings and activities, to be selected by the board.

Recreationists are not **Members**. As a courtesy they are invited to attend **GAs** as guests; they are not allowed to vote there.

6.6 Honorary Members

A person who has shown extraordinary effort to support or improve Da Vinci can be nominated as an **Honorary Member** by the board or at least 5 **Members** that are eligible to vote on **GAs**. The **Honorary Membership** is awarded by the **GA** if there is at least a two-thirds majority vote. **Honorary Membership** can only be awarded if accepted by the nominee.

The **Honorary Membership** is for life, unless a **GA** dissolves the **Honorary Membership** with a two-thirds majority vote. **Honorary Members** have the right to attend and speak at **GAs**, but they do not receive a vote. They are also welcome to join (internal) competitions and club activities. When not registered as either a **Recreationist** or **Member**, **Honoraries** cannot attend regular training.

The **Honorary Membership** is a title unrelated to normal membership. However they can also be regular **Members** assuming they satisfy the relevant conditions. In this case, they also pay a reduced fee.

7 Board

More information about the actions that the board needs to take are detailed in the Administrative Regulations.

7.1 Communication

The board has to hold **BMs** as often as the chairman or two other board members find this necessary.

The board needs to communicate all information that is important for **Members** and **Recreationists** and the association, to all **Members**, **Recreationists** and trainers. All general notifications need to be communicated through the main communication method, currently the Da Vinci Info App in the Whatsapp application (2019). Personal messages need to be emailed to the person in question, such that they can be archived. Official documents and announcements, such as **GA** Agenda, Minutes, etc, need to be communicated per email.

All upcoming activities and up to date training times need to be published on the website. General announcements, updates about upcoming activities and urgent changes in planning will also be communicated via the main communication method, as listed above.

7.2 Opening and Closing

The board is responsible for opening and closing of the **accommodation** on club evenings. Exceptions to regular opening times must be communicated via the website and other main methods of communication at least one week before the exception. The board is allowed to close early if:

1. There are no active **archers** on the shooting range.
2. They have notified the early closure on a main mode of communication.
3. There are no objections within 30 minutes after notification.



7.3 Election

A new board is elected during the yearly **GA**, as specified in Section 3.1, or during any other **GA**, if there is no board. At least three weeks before the **GA**, the board will notify all **Members** and **Recreationists** with a prior notification that a **GA** will be held where a board will be elected. Candidates must apply for a board position by written notice to the Secretary of the current board within one week of the prior notification. The board will make the candidates known at the time the agenda for the **GA** is sent. Board candidates also have to submit a Policy for their board year, before the sending of the **GA** agenda. Only **Members** may be board candidates.

7.3.1 Insufficient Candidates

If there are not enough candidates to fill all required board positions, the board will notify all **Members** that the application period is extended to the start of the election vote of the **GA**.

If the candidates are not chosen to be board members by the **GA**, **Members** can apply for a board position during the **GA**. If enough candidates are found and a board is chosen it can be installed at the same **GA**. If no board is chosen, the current board will remain installed.

7.3.2 Inability to Elect a Board

If no new board is elected at the **GA**, the effective board is entitled to suspend all activities including training, free practice and all other club activities until new candidates are found. The board is obligated to organize a **GA** with the intent to elect and install a new board as soon as enough candidates have applied.

If no new board can be found within three months after the original **GA**, the board is entitled to organize a **GA** with the purpose to either elect and install a new board or, if no new board can be found, initiate the termination of the association.

7.4 Annual Report

The board is required to deliver a **Annual Report** at the end of their board year. This **Annual Report** needs to be discussed and approved at the yearly **GA**. In this **Annual Report** the board lists all decisions/changes made in the last year, as well as their accomplishments for the association. It should also include a vision for the future of the association.

8 Finances

8.1 General

The Treasurer is responsible for keeping track of all income and expenses in the financial administration. They are also required to submit the Budget, Balance and Realization to the **GA** for approval.

8.2 Club money box

The club money box is the responsibility of the Treasurer and he/she must ensure that money is only used to purchase goods for the club.

8.3 Archival

The Treasurer is responsible for maintaining the financial administration in accordance with the applicable law. The Treasurer should furthermore make sure that all paper transactions (including declarations) are signed and properly archived. Digital transactions should also be archived digitally.

8.4 Purchase of Goods

The board can purchase goods for the club. Board members can spend a maximum of €50,- without consultation of the other board members, provided it is in the interests of the association. A board majority is necessary to approve a purchase of more than €50,-. In this case the purchase must be discussed and decided on during a **BM**.

When a budget post is exceeded by €350,-, new purchases require a new budget, or approval by the **GA**. All purchases that have not been announced in the budget, exceeding €350,- need to be approved through a **GA**.

8.5 Financial Committee

The Financial Committee is appointed by the **GA** to check the execution of the financial policy by the board. It checks the administration of the Treasurer to ensure correctness, traceability and adherence to the submitted budget. The Financial Committee consists of two committee members. They will be appointed during the yearly **GA**. One backup committee member will also be appointed. The committee is, as specified in **Bylaws** Section 14.5, entitled to help by a professional, to be paid by Da Vinci, if this is necessary to verify the finances.

9 Committees

9.1 Establishment

The board can establish a committee with a clear task description by communicating its establishment at a **GA** or by using a written notice, which includes the task description and the initial committee members, sent to **Members** and **Recreationists**.

9.2 Dissolution

9.2.1 Dissolution by the board

The committee can be dissolved by the board or **GA** when they have decided that its task is accomplished or obsolete, or if all tasks have been distributed over other committees (or the board). When a committee by the board or **GA** is dissolved, the board will send a written notice of dissolution to all **Members** and **Recreationists**.

9.2.2 Dissolution upon task completion

The committee can also be dissolved automatically, if this was decided at establishment. These committees will be automatically dissolved after they have accomplished their tasks, and are used for one-time events. When such a committee has completed their tasks, a written notice of dissolution will be sent to all **Members** and **Recreationists** by the board.

9.2.3 Dissolution notice

Dissolution notices for committees should contain a date when the committee will be dissolved and a final report about their tasks.



9.3 Structure

Every committee has a chairman, who is responsible for presenting results to the board and maintaining order and effective task execution within the committee. Every committee will also be appointed a board member as a board contact, who will serve as a first contact point, and will stay up to date with current committee tasks.

525 9.4 Reporting

Committees are tasked with reporting their status to the board before every GA. Committees also have to report their status to the board when asked. Committees should present regarding their committee at the GA, provided they provide their report to the board at least 14 days before the GA, such that the board is aware of the contents of the report.

9.5 Committee members

530 9.5.1 Joining

Both **Members** and **Recreationists** can join committees after approval of the committee chairman. The board or GA can object to new committee members, provided that they supply both the joining member, as well as the committee itself of a written reasonable objection. The committee chairman is responsible for informing the board when members has requested to join the committee.

535 9.5.2 Leaving

Committee members can leave their committee after they have completed or transferred all their tasks. If tasks cannot be transferred to other committee members, the leaving member will have to complete their task first. The committee chairman is responsible for informing the board when members have requested to leave and can decide if one is allowed to leave the committee.

540

The board or GA can also force members to leave committees, provided they supply both the leaving member, as well as the committee itself of a written reasoning.

9.5.3 Disputes

In case that disputes arise between the board and committees (and its members), the GA will mediate.

545 9.6 Budgets

Committees have to pass every purchase by the Treasurer, who will approve or deny requests, except if this purchase is already approved in a budget. Purchases totaling to more than €100,- require a budget to be submitted to, and approved by the board. Budgets totaling more than €350,- have to be approved by the GA. All committee budgets have to be communicated at a GA.

550 9.7 Workgroups

Committees may have workgroups, which can have members from outside the committee, to take care of a very specific task. These workgroups have a chairman, who is in the committee, and reports to the committee. Budgeting, reporting, joining and leaving go through the committee. Workgroups can be established to take care of one-time tasks within the supervision of a committee, permitting members from outside the committee to help.



10 Training and Beginners' Course

10.1 Beginners' Course

10.1.1 Frequency

A **Beginners' Course** is organized at least twice per year. A course will start at the start of every semester at the **TU/e**.

10.1.2 Duration

The **Beginners' Course** consists of 5 classes. The classes will take place during the times described in Section 4.1 and will be given in 5 consecutive weeks, if possible. In general there will be no lessons on days the **TU/e** or Fontys is closed, or in exam weeks. If necessary, the board can overrule this.

10.1.3 Fee

Beginners are required to pay a fee, which is determined to be 10 euros (2019). The board can decide that a deposit needs to be paid, which will be given back to the **beginner** if the **beginner** attended all lessons, or if the board decides that non-attendance is justified.

10.1.4 Rules

Beginners have to follow all instructions provided by the **supervisors**. **Beginners** need to have a valid sport card, issued by the **SSC**. This sports card needs to entitle them to enroll in student sport associations.

10.1.5 Trainers at the Beginners' Course

The board will appoint **beginners** trainers of the **Beginners' Course**, trainers can be **Archers** that have sufficient skills in archery.

10.2 General Training

10.2.1 Frequency

The **General Training** is given once a week for two hours. The trainers and board determine the exact day and time of the training, which can be found in Section 4.1.

10.2.2 Rules

To participate in the **General Training**, you need to be either a **Member** or **Recreationist**, and follow directions from the trainers and the board. If one decides to not join the **General Training**, you may shoot freely on the condition that you do not hinder the training. You should still listen to **supervisors**, whether you are participating or not.

10.3 Free Practice

During Opening Hours (Section 4.1) when there is no training or activity, you are allowed to shoot freely (called: Free Practice). The board may limit the free practice hours in times of expected low participation, or if activities need to be scheduled during that time.

To join the Free Practice you need to be either a **Member** or **Recreationist**, and follow directions from the board. You'll also need to be able to exercise archery without extensive supervision in a safe way (**experienced archer**). The board and trainers can decide to allow **guests** to participate in the free practice.



11 Competitions and Activities

590 11.1 General

All internal competitions and activities are considered to be a training. Both **Members** and **Recreationists** can participate. Additional regulations for competitions are described in the **Contest Rules**.

11.2 Internal Competitions

The board (or a assigned committee) is at least required to organize the following internal competitions:

595

1. **Ladder competition:** During every academic year a ladder competition is held, open to all **Members** and **Recreationists**.
2. **Koningsschieten:** Koningsschieten is held in the week of the founding of Da Vinci, as close as possible to the 2nd of February.

11.3 External Competitions

600 11.3.1 Yearly NHB competitions

Da Vinci **Members** can participate in yearly **NHB** competitions (such as the bondscompetitie) both individual as well as in teams. The board is responsible to notify **Members** that they can participate, the board is also responsible for subscribing **Members** and teams. In case **Members** participate in one of these competitions, the board will publish competition dates on the website. During the whole competition members are required to wear the club clothing, as described in Section 6.4.

605 11.3.2 Other competitions

The board should relay invitations to other competitions and publish dates.