



STICHTING STUDENTEN ACTIVITEITEN

## Advisory Committee regulations

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## CvA – Regulations

### Advisory Committee (CvA) – Regulations Stichting Studenten Activiteiten

#### Section 1 General rules

##### Art. 1

The Advisory Committee Regulations are the regulations of the Advisory Committee, further referred to as CvA, of Stichting Studenten Activiteiten (the foundation of student activities), further referred to as SSA. The purpose of the CvA, within this foundation, is to act in the interests of the proper functioning of the foundation with regard to the affiliated Hanze UAS organisations, in its objectives. The CvA is formed by the individual representatives of the separate student organisations, affiliated to Hanzehogeschool Groningen, further referred to as HG.

##### Art. 2

The members of the CvA can only represent one internal student organisation of the SSA. Regulations:

1. There is a maximum of two people per student organisation.
2. During the first CvA of the board year, both the chairmen and the former chairmen take a seat in the meeting.
3. During the last CvA of the board year, both the current chairmen and the trainee chairmen of the September boards take a seat in the meeting. The February boards are represented by both the current chairmen and the former chairmen.
4. In case of an additional CvA, the associations will be represented by the current chairman.
5. If the chairman cannot be present, another board member can perform this task, provided that this was reported to the SSA board no less than a day prior to the CvA.
6. If the former chairman or the trainee chairman cannot be present, another former board member or trainee board member can perform this task, provided that this was reported to the SSA board no less than a day prior to the CvA.
7. Every student organisation gets one vote.

##### Art. 3

During the first CvA meeting of the new SSA board year, a list is drawn up of the Hanze UAS organisations taking part in de CvA. During every CvA, the representatives of every Hanze UAS organisation taking part are decided.

##### Art. 4

The term in office of CvA members is two years at most.

##### Art. 5

The regulations may be amended by the CvA and the SSA. A request for amendment of the regulations needs to be submitted in writing to the chairman of the SSA. The chairman will circulate the proposal among the members of the CvA. During a meeting convened for this purpose, the request for amendment shall be put to a vote. Amendments of the regulations need to be carried out in consultation with the board.

#### Art. 6

Once a year, the CvA decides, in consultation with the board, which activities and projects the foundation will be organising. Activities and projects that will carry the name of the foundation, need to be organised by the foundation. The activities can include the following: workshops, lectures, general meeting organisations (AVO), sports events, maintaining informal contacts or other activities requested by the SSA board or the Hanze UAS organisations. The four AVO's are mandatory during the year and only the frequency of the AVO's can be discussed. An AVO is a periodical consultation. Primarily, the board will come with a proposal. The projects that are organised during the year are intended for all Hanze UAS organisations.

## Section 2 Functions

#### Art. 7

During the meeting, a voting chairman and an impartial chairman will be appointed. These will be nominated by the SSA board. If the majority of the CvA objects to this appointment, a new person will be nominated on the spot by the SSA board.

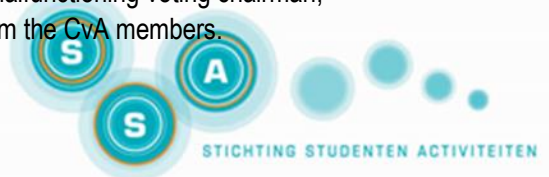
#### Art. 8 technical chairman CvA

1. The technical chairman of the CvA is a member of the Supervisory Board (RvT) of the SSA;
2. Tasks:
  - a. The technical chairman is the contact person of/for the CvA and the SSA board;
  - b. The technical chairman presides over the CvA meeting.
3. The CvA members can submit a vote of no-confidence against a malfunctioning technical chairman;
4. The vote of no-confidence will be accepted with majority vote from the CvA members.

#### Art. 9 Voting chairman

1. The voting chairman is a member of the RvT of the SSA. He/she will supervise the voting process;
2. Tasks:
  - a. Handing out the ballot papers;
  - b. Ensuring a fair process;
  - c. Counting and checking the votes.
3. The CvA members can submit a vote of no-confidence against a malfunctioning voting chairman;
4. The vote of no-confidence will be accepted with a majority vote from the CvA members.

#### Art. 10 Suspension



The impartial chairman can adjourn a meeting for a period of time, to be decided by him/her, to maintain the order. If the order is disrupted again after reopening the meeting, the impartial chairman can end the meeting.

#### Art. 11 Voting

For valid decision-making, at least half of the Hanze UAS organisations of the CvA have to be physically present. The voting is conducted by the voting chairman, to be appointed in the first CvA meeting.

#### Art. 12 Resolutions

The resolutions will be adopted if there is an absolute majority of votes. An absolute majority of votes is half the votes plus one. Unrepresented Hanze UAS organisations at the meeting will have no vote for the duration of said meeting. During the first CvA, there is a vote on the policy plan, during the second CvA, there will not be a vote.

### Section 3 CvA meeting

#### Art. 13 Meeting

The CvA meeting takes place at least twice in a board year and it is convened by the SSA board. If one third or more members demand it, an extra CvA meeting can be convened.

#### Art. 14 Convocation

The chairman of the SSA will take care of the convocation. The convocation occurs at least two weeks prior to the meeting. The chairman of the SSA sets and sends the agenda.

#### Art. 15 Meeting documents

The meeting documents will be available at least two weeks prior to the meeting.

#### Art. 16 Agenda

The chairman of the SSA draws up the agenda and sends it at least two weeks prior to the meeting to the CvA. The CvA can bring up agenda items to the chairman of the SSA up to two days prior to the meeting, after which the agenda will be altered.

## Art. 17 Minutes

1. The secretary of the SSA or a minutes secretary appointed by the SSA will write the minutes of the CvA meeting. The secretary needs to make a truthful record of the meeting. Within a period of one week after the meeting, the minutes need to be circulated among the members of the CvA. The minutes can be retrieved at any time with the chairman of the SSA, who is in charge of the management of the documents.
2. The minutes shall include at least the following:
  - a. The names of the SSA board members present;
  - b. The names of the CvA members present;
  - c. The names of the RvT members of the SSA present;
  - d. The names of the impartial chairman and the voting chairman;
  - e. A brief reproduction of the announcements that were made;
  - f. An indication of the subjects covered and the proposals submitted, together with a brief report of the deliberations;
  - g. All the decisions that were made;
  - h. An overview of the course of every voting.

## Art. 18 Attendance list

The chairman of the SSA will distribute the attendance list at the start of the meeting, it is to be signed by all the present members. The attendance list can be retrieved by the CvA at any time with the chairman of the SSA.

## Art. 19 Order

1. If a member of the CvA has to leave before the end of the meeting, this needs to be communicated with the chairman of the SSA before the start of the meeting.
2. The chairman of the SSA will open the meeting at the scheduled time.
3. The cases shall be dealt with in the order of the agenda of the meeting, unless the meeting decides otherwise through an adopted motion of order, or through an proposal of the chairman of the SSA.
4. In special cases, if he/she deems it urgent, the impartial chairman can deviate from what is said in subsection 3 of this article. This case can be brought up at w.v.t.t.k. (what else may come to the table).
5. The request to add a subject to the agenda needs to become known to the impartial chairman at the start of the meeting.
6. The impartial chairman announces the requests, as mentioned in the preceding subsection, at the start of the meeting to the CvA, with a brief statement of the motive. The CvA then decides by a proposal of the chairman, without further discussion whether the matter should be dealt with.

#### Art. 20

1. No member speaks unless he/she got permission from the impartial chairman;
2. The impartial chairman decides in which order everyone can speak, taking into account the subject's stage of discussion;
3. If a speaker deviates from the subject at hand, this will be brought to his/her attention by the impartial chairman and he/she will be called to order;
4. In case the speaker continues to deviate from the subject at hand, in spite of the warnings given by the impartial chairman in accordance with subsection 3 of art. 20, the impartial chairman can closure the speaker for the duration of this agenda item, subject to the meeting;
5. If the admission of a member is denied, it will be written down on the attendance list.
  - a. Whether the admission of a member will be denied, will be decided by the SSA board;
  - b. Objections can be submitted with the RvT of the SSA, who will then decide if the denial is justified or not.
6. Disruption of the CvA-meeting by a member of the CvA.
  - a. If a member disrupts the meeting multiple times and keeps ignoring subsection 1 of this article, this member can be excluded from the meeting by the impartial chairman;
  - b. Objections can be submitted with the Rvt of the SSA, who will then decide if the exclusion is justified or not.

#### Art. 21

1. The order in which everyone can speak, may be broken when the floor is requested for a motion of order;
2. A motion of order will only be a subject of discussion if it is introduced orally.

#### Art. 22

1. The impartial chairman can limit the speaking time of every speaker for only one agenda item each time;
2. The limitation of the speaking time doesn't apply to the impartial chairman themselves or, in first instance, the defender of the proposal at hand.

#### Art. 23

1. Every member can submit amendments or sub-amendments in writing to the chairman of the SSA. These amendments can be to proposals submitted for consideration, as well as proposals in relation to subjects set out in the announcement.
2. Amendments, sub-amendments and proposals in relation to subjects set out in the announcement, can be further explained by the person who submitted them, and they will be a subject of the deliberations.
3. The provisions of subsection 1 and 2 of this article are also applied when a division of a proposal is requested.
4. Amendments, sub-amendments or proposals like the ones referred to in subsection 1 of this article, can be submitted to the technical chairman before as well as during the discussion of a subject. The technical chairman decides when the documents mentioned above will be discussed.
5. With every submitted proposal, if it is divided in parts or articles, there will first be a discussion on the proposal in general and then a discussion on the separate parts or articles, in the right order. It is to be done in such a way that for every part or article the proposed amendments and sub-amendments and proposals will be discussed as mentioned in subsection 1 of art.23.

## Art. 24

As soon as the technical chairman decides that the discussion on a subject can be closed or needs to be carried on in a next meeting, he/she will make a proposal to the CvA.

## Final articles

### Section 4

1. In cases not provided for in the regulations, or if a disagreement arises about the meaning of the provisions in this document, the technical chairman decides.
2. Every CvA member is entitled to inspect the articles of association and the HR. The inspection takes place in the office, the articles of association and the HR remain there too.
3. Every CvA member is expected to know the articles of association of the SSA.
4. These CvA regulations will become effective immediately after approval by the CvA with a two-thirds majority. After this moment, all previous regulations cannot be applied anymore.

Drawn up in Groningen, 13 October 2019