

Dear reader,

In front of you you have the Aqua rules of Procedure. As this document is translated from Dutch to English, it is not an official document thus not legally valid. No rights can be derived from the document. If you have questions, do not hesitate to contact the board.

Happy reading,

Birthe Priesmann | *Chairwoman*
"H2O" 2023-2024

WSZV Aqua Rules of Procedure

Version: 07/02/2024



Article 1. GENERAL PROVISIONS

1. Subject to the provisions of the Articles of Association, the internal affairs of the Wageningen Student Sailing Association Aqua, hereinafter referred to as Aqua, are governed by these Rules of Procedure.
2. A new member receives the Rules of Procedure and the Articles of Association within one month after the application of his/her membership has been accepted. After amendment of the Rules of Procedure or the Articles of Association, members will receive a new version via e-mail.
3. In the event of non-compliance with the articles of association and HR, sanctions can be imposed by the Board.

Article 2. STRUCTURE ASSOCIATION

1. General members' assembly

- a. The General Members' Assembly (GMA) is Aqua's highest body. During the association year, a GMA is invested at least 2 times: 1 annual meeting and 1 half-year meeting. At the annual meeting, at least those agenda items described in Article 12 of the Articles of Association will be discussed. At the half-yearly meeting, Article 12 of the Articles of Association shall be dealt with at least in points a, b, g and i.
- b. The Board shall announce an GMA at least 14 days in advance and send an invitation to all members to attend the GMA.
- c. The agenda and relevant documents for a GMA are distributed to the members at least 7 days in advance.
- d. The minutes of a GMA will be distributed to the members by the Board no later than 14 days after the relevant GMA.
- e. The GMA will take place in Wageningen, unless it is impossible to meet physically. In that case, the GMA can take place online.
- f. The GMA can make decisions only if at least 10 percent of the voting members of the association are present.
- g. Should a member be unable to be present at the GMA, they may authorize another member to vote on their behalf. A member can only be authorized by a single other member. Authorizations must be made known in writing (by e-mail) to the Board before the start of the GMA.
- h. Members can submit written documents and motions to the Board for discussion and/or voting at the GMA. These must be submitted by e-mail at least 5 days before the GMA. The Board will include these documents in the agenda and distribute them to the members.

2. Board

The Board is elected by the GMA for a certain period and carries out the executive board of the association.

- a. The Board consists of at least three members, namely a chairman, secretary, and a treasurer.
- b. A Board member shall make himself available for a period of at least two quarters and a maximum of five quarters. A member may be a member of the

Board for a maximum of ten quarters.

- c. The responsibilities of the Board are:
 - i. Inform the members about developments within the association;
 - ii. Declare and preside over a GMA at least twice a year;
 - iii. Be accountable to the GMA at least twice a year for financial and administrative activities;
 - iv. Reporting on board meetings;
 - v. Correspondence within the association;
 - vi. Correspondence with sponsors, donors, and partners inside and outside Wageningen;
 - vii. Managing the funds and assets. The management of funds includes making payments and keeping track of revenue and expenditure; the management of assets includes Aqua's fleet and any stocks.
 - viii. Keeping up Aqua member lists;
 - ix. Supporting committees in the performance of their tasks;
 - x. Appointing and keeping in touch with the trust persons;

3. Committees

Committees within Aqua are responsible for organizing and carrying out association activities.

a. Schippersraad (Skippers Council)

The Schippersraad consists of members who have been tested and appointed as keelboat skippers, dinghy skippers and/or lelievlet skippers. Skippers are responsible for safety on board. Skippers can also appoint members and reunionists to skipper under the responsibility of the Schippersraad. In addition, the Schippersraad provides the training of members as skipper.

i. Voortouw:

- Voortouw is an administrative body of the Skippers Council and is responsible for facilitating sailing training and theory lessons.

b. ZeilCie (Sailing Committee)

De ZeilCie is responsible for planning and organizing sailing activities outside Wageningen.

c. SurfCie (Surfing Committee)

The SurfCie is responsible for planning and organizing surf-related association activities.

d. WalCie (Shore Committee)

The Walcie is responsible for planning and organizing association evenings and association activities other than sailing.

e. OnECie (Maintenance and Education Committee)

The OnECie is responsible for coordinating maintenance of the fleet. The OnECie also takes care of the acquisition and dissemination of knowledge and skills for the maintenance of the fleet.

f. CommoCie (Promotion Committee)

The CommoCie is responsible for internal and external promotion. This includes the introduction period, the accompanying promotional campaign. The merchandise also falls under the CommoCie.

g. WedCie (Competition Committee)

The WedCie is responsible for the promotion of sailing competitions and the dissemination of knowledge about competitive sailing.

h. WebCie (Website Committee)

The WebCie is responsible for the maintenance of the website.

i. FlitsCie (inactive)

The Flitscie is responsible for taking photos and videos and for managing photos and videos taken during Aqua activities.

j. CvA (Advisory Committee)

The CvA advises the Board on various association matters and administrative matters. The CvA assists the Board in the event of emergencies within Aqua.

k. KasCo (Money Committee)

The KasCo consists of two members who are elected by the GMA. The members may not be members of the Board or have been on the Board during the financial year to be assessed. The KasCo is the committee responsible for checking the finances of the association based on the annual statement and the budget. The GMA can ask the KasCo for advice on the budget and annual statement presented on the GMA.

l. LustrumCie (LuCo):

- i. The LustrumCie is a partly self-appointed committee that takes care of the

organization of the Lustrum every five years. The members of the LustrumCie are reappointed for each Lustrum. Who is a member of the LustrumCie remains a secret to the rest of the association

- ii. At the start of the organization, one member of Aqua may register with the board as a Representative of the LustrumCie on behalf of the Association.

m. SponsorCie:

- i. The SponsorCie is responsible for finding new sponsors and partners and maintaining contact with existing sponsors and partners.
- ii. Agreements with sponsors are first discussed with the board, and contracts are signed by the board.

4. Sterk water (Strong water)

Sterk water consists of Aqua reunionists who want to remain involved in the association.

- a. When cancelling the membership of an Aqua member, the Board informs this member about the possibilities to remain connected to the association via Sterk Water;
- b. Any reunionist may become a member of Sterk Water, unless the reunionist has been stripped of membership in accordance with article 7 (section 4) of the articles of association;
- c. Reunionists are not members of Aqua and the rights and obligations associated with membership do not apply to reunionists, unless the articles of association provide otherwise;
- d. The reunionists shall elect at least two representatives from their members, with the functions of Chairman and Secretary at least being filled.
- e. One representative of the reunionists may be present at Aqua's General Members' Meetings and be invited to do so by the Board of Representatives.
- f. A reunionist receives Aqua's annual report digitally.
- g. If a reunionist was still a member of Aqua in the previous calendar year and is still active on the Board or a committee, as mentioned in Articles 2 and 11, he or she may participate in activities as members until the end of the academic year and may be present at Aqua's General Members' Assemblies. In case activities take place at the Water Scouting, the aforementioned persons will inform the Board of attendance at the relevant activity.
- h. Aqua organizes an activity at least once a year in which, in addition to the Aqua members, all reunionists are invited.
- i. The reunionists are invited to at least one activity during the Aqua lustrum.
- j. Reunionists can in principle take part in weekends of Aqua, provided that Aqua members have priority. This priority expires at activities where reunionists are invited by Aqua.
- k. Members of Aqua may, in principle, participate in the activities of the reunionists, on the understanding that reunionists enjoy priority.
- l. The contribution of a reunionist, as referred to in Article 9 of the articles of association, shall be at the discretion of a reunionist, provided that it is at least 10 euros per calendar year and with the exception of the first year, without the need to pay any compulsory contribution. Five euros of the compulsory contribution will be ceded to the Sterk Water Board. The Sterk Water Board issues an annual binding opinion to the Aqua Board on the contribution of Sterk Water. The amount of the production is indicated on the half-yearly GMA.

5. Trust persons

The trust persons are available for the entire association to listen to and help solve personal and trusting problems.

- a. The association must always have two trust persons. At least one of the trust persons may not be a member of the board.
- b. There may be one temporary trust within the association, provided that the board continues to look for a second one. There may be only one trust person for a maximum of six months consecutively. During this period, the single trust person may be a member of the board.
- c. Trust persons must be presented and consented to in an GMA before they are allowed to take on the task. A trust person may not be a confidant for more than eight quarters.
- d. A trust person must be fluent in the Dutch language, for better knowledge and dealing with agencies and caregivers.
- e. Issues where additional action is needed from the trust person are recorded in a special file. The content thereof shall be approved by the member in the relevant paragraph. Additional action means the effective need to intervene in any form whatsoever to resolve the issue raised. This does not include hearing and discussing the issue.
- f. The files are only physically stored, in a closed container in the archive of the association at Thymos.
- g. Files must be destroyed immediately if:
 - i. The member in question leaves the association.
 - ii. The accused if he is found not guilty.
- h. The responsibilities of the trust persons are:
 - i. Be open to the personal and confidential issues of the members, and deal with them with care and respect.
 - ii. If necessary, further handling of the issues raised by the members of the association, in accordance with the protocol designed there on.
 - iii. keeping and monitoring the files.

Article 3. EXTERNAL CONTACTS

1. S.W.U. Thymos (Thymos) and Sports Centre the Bongerd (SCB)

Aqua is affiliated with Thymos, the overarching sports foundation of Wageningen University. Thymos is part of the SCB. The connection to this will result in:

- a. Each member must be in possession of sport rights. If a member does not have sports rights before the 31st of Oktober, he/she will be unsubscribed from the association, the costs incurred for compensation will be recovered from the member.
- b. If a member does not have sports rights, the costs incurred by Aqua for compensation will be recovered from the member. This also includes, but is not limited to, any fine from the Bongerd.
- c. Aqua is eligible for various grants from both Thymos and the SCB.
- d. Aqua can use materials from the SCB.

2. Water scouting

Aqua is in collaboration with Water scouts Musinga-Rijn.

- a. Only members who have agreed to this on their registration form are members of the Water scouting. They may make use of the facilities that Aqua may use. Furthermore, Aqua members are subject to the same rules as for each member of the Water scouting. An exception to this can be made for guests, who must be notified in advance.
- b. The areas that Aqua is allowed to use are the room of the Gaos group, the instruction room, the kitchen, and the toilets. These spaces should be left as they are found.
- c. Aqua may only use the lelievletten, not the motorboats or the watch ship, of the Water scouting fleet. At least 2 lelievlet skippers must be present on a lelievlet and each person on board must wear a *life jacket*.
- d. If a member loses the key to the building, he/she will reimburse the replacement costs.

3. WSV VADA (VADA)

- a. Part of Aqua's fleet is located on the site and in the building of the civil sailing and rowing association VADA. In return, Aqua helps at least twice with the maintenance of the site and giving sailing lessons.
- b. Aqua has a cooperation agreement with VADA for the use of valken from VADA. There are no more than 10 people present at Aqua's premises at the same time. A minimum of 1 and a maximum of 4 board members will be present at the hearing in spring and autumn.

4. The Affiliated Dutch Student Sailing Associations (NESTOR)

Aqua is a member of NESTOR, the overarching organization of the student sailing associations in the Netherlands. NESTOR aims to stimulate and promote cooperation and contacts between sister associations. The Board of NESTOR is made up of members of these student sailing associations.

Article 4. ACTIVITIES

For all activities, a member must register via the Aqua website unless otherwise indicated on the website.

1. Association nights

- a. Food costs €3,00 per meal unless otherwise indicated. Signing up for food on the website obliges the member to pay the amount. Guests and any late comers register on the stripe list.
 - b. Drinks cost €0.90 for alcoholic beverages (and non-alcoholic variants) and €0.90 for non-alcoholic beverages, unless otherwise indicated. Each member ensures that the amount owed by him or her is registered on the stripe list.
2. Members' duties
- a. All members are expected to make an active contribution to the association by helping with maintenance of the fleet and clean and ordered leaving of the used spaces and cupboards.
3. Multi-day activities
- a. Prices of multi-day activities will be announced on the website no later than 12 working days before the start of the activity.
 - b. A participant may opt out free of charge up to 10 working days prior to the first day of the activity, as stated on the site.
 - c. If a participant finds a suitable replacement for the activity himself, no costs will be charged.
 - d. Cancellations must be emailed to the organizing committee and the Board.
 - e. If over the whole year more than 7.5% profit has been made on sailing activities organized by the ZeilCie, with a duration of a weekend or longer, then the profit on an annual basis that exceeds 7.5% will be proportionally refunded to the participants of the activities on which more than 7.5% profit has been made. This settlement is done before the end of the calendar year.
4. Introduction period
- a. During the introduction period, non-members can participate in Aqua's activities to get acquainted with the association.
 - b. The Board can always refuse guests without giving a reason.
 - c. An introductory period can take place at any time of the year.
5. Participation points
- a. Each registered member of WSZV Aqua must earn 3 participation points during the year. Points can be earned from working on the fleet or assisting with sailing lessons at Vada.
 - b. Participation points are awarded by the board, or by a committee that is competent by the board for the award of participation points, in consultation with the board.
 - c. Other activities may also be worth participation points; this is determined by the board or competent committees.
 - d. The board is also authorized to grant members exemption from obtaining participation points. Members can request an exemption in writing from the board.
 - e. Members of the board or members who help organize a Lustrum are also exempted from obtaining points for the year in which they are active in the board or the Lustrum Committee. In the event of any discrepancies, the board will determine whether or not a member will be exempted. For members active in the board, the other board members determine the right to exemption.
 - f. Members who do not achieve the required three points are expected to compensate their points financially. Three missing points are compensated with €40,-, two missing points met €30,- and one missing point with €20,-. Compensations are offset against the usual settlements.
 - g. The settlement of the points (read: the deadline for getting points) takes place at the start of the winter season: On the day, the Rán leaves the water OR 1

November, depending on which of the two is earlier. After this day, the count starts over, and all members have zero participation points again.

- h. Awarded participation points are kept by the board and can be viewed by all members. Committees that are authorized to award participation points keep their own assigned points. These are regularly shared with the board, so that the board has and keeps a complete overview.
- i. Of the funds raised from compensation, rewards are given to the five members with the highest total of participation points. These rewards are separate from the rewards for active members. A member can earn both rewards at the same time.
- j. The budget for the rewards may not exceed €100 and is paid from the compensation funds.
- k. Any remainder of the funds raised from compensation will be spent on a purpose determined by the GMM. This purpose consists of materials for the associations or a group-wide activity.

Article 5. SKIPPER SYSTEM

1. A skipper is a person appointed by the Schippersraad, who can bear responsibility for the type of boat for which he has been appointed and for the safety of the crew members. The crew must comply with the instructions of the skipper.
2. Within the association, a distinction is made between keelboat skippers, dinghy skippers and MBL skippers.
 - a. Keelboat skippers are authorized to skipper on keelboats. Keelboat skippers are appointed by the keelboat skippers council.
 - b. Dinghy skippers are authorized to skipper with dinghies. dinghy skippers are appointed by the dinghy skippers council.
 - c. Lelievlet skippers are qualified to skipper on llielievletten according to the standards of Waterscouting Musinga-Rijn. To become a llielievletschipper, a CWO-Gevorderd kielbootexamen must be passed, taken by the Regional Admiralty of Scouting Netherlands.

Article 6. RELATIONSHIPS

1. Within Aqua, three types of connections can be set up, namely disputes, societies, and years.
2. Only members of WSZV Aqua, or Sterk Water may be members of a dispute, society, or year.
3. Relationships are officially recognized during an GMA. After recognition by the GMA, an article is posted on the website of WSZV Aqua.
4. Relationships, or its members, will not undertake ancillary activities in activities organized by WSZV Aqua. In terms of planning own activities, the important activities organized by WSZV Aqua are also considered.
5. Relationships are themselves responsible for their own financial resources and their implementation.
6. Relationships must not cause image damage to WSZV Aqua.
7. Dispute
 - a. A dispute determines who may become a member of the relevant dispute.
 - b. A dispute has at least three years and hires new members at least every two years.
 - c. A dispute is well known within the association, and has a specific characteristic, typical of the dispute.

- d. A dispute organizes at least two activities per academic year, open to the entire association.
 - e. A dispute draws up an annual document, in which it demonstrates that they meet the conditions set out in this article and presents it on an GMA.
8. Societies
- a. All members of WSZV Aqua or Sterk Water may be members of a society, provided they make an active contribution.
 - b. A society has a specific characteristic, typical of the society.
 - c. A society organizes at least one activity per academic year, open to the entire association.
9. Years
- a. One year consists of all members of WSZV Aqua, who became members in that specific academic year.
 - b. A year gives itself a name.
 - c. One year organizes at least one activity in the first year of existence, open to the entire association.
10. The Board shall be entitled to suspend a relationship for a period of at least two weeks, and not more than three months, in the event that the association is in breach of its obligations, or in the case of acts and/or conduct which seriously harm the interest of the Association. During the period during which the link has been suspended, they cannot invoke the rights attached to it. However, they may invoke the GMA within 14 days of receipt of the suspension notification. The appeal must be submitted in writing to the Secretary.
11. The board may dissolve links if they act in violation of the statistics and/or regulations, and/or unreasonably disadvantage the association. The Board shall inform the relevant association, as soon as possible of this decision, stating the reason(s).

Article 7. FINANCE

1. Membership
- a. Membership of WSZV Aqua runs from 1 January to 31 December of that year.
 - b. The membership for a whole year is €70. Membership of the Water scouting is €105. Of this, €50 is paid by SCB and €30 by Thymos. The other membership fees are paid by Aqua.
 - c. It is possible to become a member from or after 1 August until 31 December. This autumn membership is €35,-
 - d. The cancellation of membership must take place no earlier than 30 November prior to the new financial year. If the cancellation takes place on 1 December or thereafter, the person shall be a member again for the following financial year.
2. Powers of the Board
- a. The Board needs approval from the GMA for the taking of legal acts and the making of investments as mentioned in the articles of association, Article 11 paragraph 2 of an amount higher than €500.
 - b. Authorizations from the GMA for expenditure as described in paragraph 2.a of this article apply for one year after the date of the decision, unless otherwise decided by the GMA.
 - c. The Treasurer clears a legitimate cash deficit at the beginning of the financial year by a rollcall change over the members in the form of a contribution increase.
 - d. If collections are reversed more than twice and the Board has informed the

member twice, a fine of 10% of the amount to be collected will be settled.

3. Declarations

- a. Declarations of members to the association are submitted by means of a declaration form available by the Board.
- b. A declaration form must be submitted to the treasurer.
- c. Members are responsible for checking the declaration until the money has been received by him/her. Declarations must be submitted within three months of publication and before the end of the booking year. Later declarations submitted may be refused by the Board.
- d. Declarations must be submitted at all times with the attached receipts or copies. If these have not been attached, the Board may declare the declaration invalid.

4. Advance

- a. If an Aqua member has to make a large expense in the interest of the association, this member can ask for an advance. The amount of this *advance* will be determined in consultation between the member and the treasurer.
- b. To receive an advance payment, this must be requested at least one week before the transfer date. This can be done via a request to the treasurer with an explanation of the costs.
- c. For an advance, the declaration must be submitted within one month of publication otherwise the treasurer has the right to collect the advance back.

5. Damage and insurance

- a. The construction of the damage buffer for sailing activities is €100 per year up to a maximum of €500. For each sailing activity with a higher risk than the existing buffer, the Board takes a separate decision in the event of a higher excess than the damage buffer.
- b. If Aqua members wish to make use of the Aqua insurance for sailing activities that are not organized by Aqua, all finances (budget and declarations regarding boat rental and participant history) must run through Aqua. This budget must be submitted to the Board 15 working days before the start of the activity. An additional 5% fee must be paid on top of the weekend price to build up the damage buffer. Aqua rules apply to this sailing activity, which are also in force for weekends. Aqua is not responsible for cancellation costs unless the Board determines otherwise.

6. Reserves

- a. To finance the expansion of the fleet, Aqua saves an amount annually for the fleet reserve. The amount saved annually is €1000, of which €500 via SWU Thymos and €500 from own financial resources.
- b. If the total fleet reserve on January 1 is higher than €10,000, savings will only be made with the contribution from SWU Thymos, unless otherwise determined by the GMA.
- c. To help fund the five-yearly lustrum celebration, Aqua saves €250 annually for the upcoming lustrum.
- d. With the approval of the GMA, it can be decided to allocate no or less money to the reservations for a year.

Article 8. POSSESSIONS

1. fleet
 - a. The fleet consists of all ships owned by Aqua.
 - b. The fleet is intended for members, but guests can sail for free once.
 - c. Each member may use the fleet, provided that a skipper of the relevant discipline sails or the Schippersraad has appointed someone to sail under the responsibility of the Schippersraad, as referred to in Article 2-3a.
 - d. It is important to report any damage to the fleet to the Board. Damage to the fleet can be recovered from (part of) the crew.
2. Other possessions of Aqua
 - a. All Aqua possessions must be available to members. Use of Aqua possessions must be reported to the Board.

- b. Possessions are managed by the Board, by chairmen or designated material coordinators of committees or stored at designated locations.
3. Possessions of third parties
 - a. If third-party possession is made available for an activity, agreements are made in advance about costs and any damage that may arise during the activity.

Article 9. LIABILITY

Participants cannot in any way hold Aqua liable for loss and/or theft of personal property and security or personal injury arising during an Aqua activity, activities in which Aqua participates, activities in which Aqua assets are reused or during the trip made to and from the activity in question.

Costs resulting from loss and/or damage of material of the fleet or the loss of material rented from a sailboat rental company will be recovered from Aqua, provided that it is not caused by gross negligence and/or fault and provided that it is not covered by the insurance. In the event of gross negligence and/or guilt, the costs will be recovered from the person or persons concerned. The Board of Aqua can at any time determine when members are held liable and whether costs can be recovered. The Board can be appointed as a mediator in the event of disagreement between two parties involved in Aqua.