

These internal regulations of ASVA Student Union shall prevail over translations in the event of any disputes. The document is subordinate to the statutes of the association and Dutch law. In addition, it is subordinate to other provisions of the association, such as the ALV regulations, the Board Regulations, the Financial Regulations, the Social Safety Policy, and the working arrangements with employees.

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Version Register

Starting date	Change(s).	Date of decision
Feb. 11, 2025 (current)	RvA and KasCo arrangements, membership fees for associations, removal of vice chair from complaints committee, payroll supervision	ALV February 11, 2025
April 3, 2024	Contribution change, abolishing Board of Supervisors and adding Policy Council	ALV April 3, 2024
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Internal regulations

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Title I: General provisions

Article 1 Definitions

For the purposes of the regulations, the following definitions shall be used:

1. **The association:** ASVA Student Trade Union. Statutorily registered as ASVA Studentenvakbond, established in Amsterdam and registered in the Trade Register of the Amsterdam Chamber of Commerce under number 40539596, also to be referred to as ASVA.
2. **Internal regulations:** the internal regulations of the union.
3. **The board:** the board of the association, as referred to in Articles 8, 9 and 10 of the internal regulations.
4. **A member (or members):** a member of the Association, as defined in Article 4 of the internal regulations.
5. **The policy year:** an administrative year that relates to the policy plan and runs from January 1 to December 31.
6. **Fiscal year:** an administrative year that relates to the budget and runs from January 1 to December 31.
7. **Association year:** an administrative year covering the academic year of the educational institutions and the board term that runs from Sept. 1 to Aug. 31.
8. **The general membership meeting**, hereinafter referred to as the GMM:
 - a. or the voting members of the association together at a meeting;
 - b. or the meeting on the policy pursued and to be pursued by the association, as referred to in Article 11.
9. **The student desk:** the secretariat of the association and the physical point of contact for members of the association.

Article 2 Purpose of regulations

The internal regulations elaborate the statutes the association where they require it. Elaborating here means explaining and supplementing the internal regulations where necessary. The statutes do not reflect the policies of the board.

Article 3 Validity

1. Each member of the association by entering membership shall be bound by the provisions of these internal regulations.
2. Every participant in activities and meetings of and co-organized by the association is obliged to comply with the provisions of the social safety policy.

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Title II: Membership

Article 4 Members

1. Members are individuals or organizations who have applied at the student desk and have been accepted as members.
2. Members pay annual dues as described in Article 8 of these Internal regulations.
3. Membership is automatically renewed annually unless membership terminates as described in Article 5, Section 4 of the Internal regulations.
4. Members are kept informed as much as possible by the board of the affairs of the association.
5. Members receive clear information about their rights and opportunities for participation within the association.
6. Personal data of and data about members are used only for and by the association. These are only provided to third parties with the consent of relevant members.

Article 5 Honorary members

1. Honorary members are individuals who have shown special merit because of their commitment to the association.
2. Honorary members may be nominated to the ALV after approval of the person concerned.
3. Voting on honorary members takes place during the ALV. The appointment as an honorary member takes place immediately after the relevant vote.

Article 6 Employees

1. Employees are defined as persons employed by the association and paid for their work from the association.
2. Employees are members of ASVA free of charge.
3. Applications for employee positions should never be taken by a single person. At least one board member should always be involved in every interview for an employee position.
4. Efforts are made to ensure that each new employee is inducted by their predecessor. If this is not possible or desired, the board will see to it.
5. If the board decides to dismiss an employee, the decision must be made by the board as a whole. Before the dismissal is approved, it is necessary that the employee be repeatedly and concretely notified by the board of its doubts about the employee's performance, with the exception of summary dismissal. A written record must be made of each notice. A copy should be given to the employee.

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Article 7 Volunteers

1. Volunteers are individuals who serve ASVA on a volunteer basis.
2. Volunteers may be eligible for a volunteer stipend.
3. Volunteers are members of ASVA free of charge.
4. Volunteers can apply to the vice president and are appointed by the board or the ALV.

Article 8 Alumni

1. Alumni are individuals who have been volunteers, employees or board members at ASVA and are no longer students.
2. Alumni pay annual dues as described in Article 9 of these Internal regulations.
3. Alumni have access to ASVA's services.

Title III: Finance

Article 9 Dues

1. Members of the association pay an annual membership fee. This is collected in the month a person becomes a member.
2. The membership fee for the first year is €17.50 (say seventeen euros and fifty cents).
3. Members of a member organization will receive a discount of €5.00 (say five euros) for the first year of membership, making their membership fee for the first year €12.50 (say 12 euros and fifty cents).
4. The membership fee from the second year is €15.00 (say fifteen euros).
5. At least ten days before dues are collected, the payer will be notified that membership is being renewed.
6. The membership fee for member organizations is €20.00 (say twenty euros).

Article 10 Financial duties of the board

1. A new budget is presented and voted on at an ALV before the close of the fiscal year.
2. As soon as possible, but at least four months after the close of the fiscal year already ended, a financial report is presented to the ALV and put to a vote.
3. Equity should have a level equal to one-third of the structural grants received by the association.
4. The time of equity testing is the same as the end of the fiscal year.
5. If equity does not reach the target level, it should be replenished by budgeting money to benefit equity until equity returns to the target level.

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6. If equity is larger than the target level, the board may choose to make equity write-downs. This must be stated in the budget.

Article 11 Financial responsibility of the board

Directors are jointly and severally liable in bankruptcy if the board has manifestly improperly performed its duties and it is likely that this is a major cause of the bankruptcy.

Title IV: General membership meeting

Article 12 ALV general

The association has an ALV regulation. In the ALV regulations all procedures and established further arrangements around the ALV.

Title V: Governance

Article 13 Board general

1. The board shall constitute the day-to-day management of the association and represent the association.
2. The board term shall run concurrently with the association year.
3. The board divides its tasks among itself insofar as they have not been communicated by the ALV. The board presents its portfolio division at the same time as the policy plan to the ALV, and informs the ALV when changes take place. The board may change the division of tasks it has established at any time for good reason.
4. The board should ensure that proper records are kept and that there is sufficient retention of information to prevent its loss.
5. As soon as possible, but in any case within 4 months of appointment, the board shall submit a policy plan and budget to the ALV for approval.
6. The board makes further working and meeting arrangements among itself. These are recorded in the board regulations.
7. The retiring board shall ensure that each new board member is inducted for their new position.
8. In the event of a conflict of interest of a board member, this board member shall not participate in the deliberations and decision-making on a subject. A conflict of interest refers to if a board member has a direct or indirect personal interest in a decision that conflicts with the interests of the association.

Article 14 Temporary observation of board duties

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1. Board duties will be temporarily assumed:
 - a. when there is temporary absence of a board member, such as due to vacation or illness;
2. The temporary assumption of an individual board task is in principle distributed within the board.
3. If the management duties of the full Board need to be temporarily assumed, the ALV decides on the steps to be taken, subject to the statutes. The Policy Council may support the ALV in this regard.
4. In case of decision-making involving a conflict of interest of a board member, the board member has only speaking rights and no voting rights.

Article 15 Application procedure

1. Any ordinary member of the Association may apply to the Nominating Committee for a seat on the Board.
2. The search committee is responsible for recruiting candidates.
3. The application committee is charged with forming a candidate board.
4. The Selection Committee, subject to these rules and internal regulations, shall determine its own methods of operation.
5. The Search and Selection Committee will treat information from and about applicants and their numbers confidentially.
6. As an exception to paragraph 5, the application committee may organize a team day.

Article 16 Appointment of the board

1. The selection committee makes a non-binding nomination for a new board. The ALV then makes the decision to appoint or reject the entire board.
2. During the ALV, the application committee will explain the nomination made and process that preceded it. There will then be an opportunity to ask questions about the nomination to the Selection Committee and the candidate Board.
3. If the nomination is rejected, the application committee will give members the opportunity to present their objections to the committee in writing or orally.
4. If the candidate board's nomination is rejected, another application process will be initiated and another nomination should take place.

Article 17 Resignation of the board

1. The full board shall resign at the end of the association year.

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2. The board should present a half-year report and half-year realization to the ALV after the board change. Upon approval of the half-year report and half-year realization, the board may be discharged.
3. If discharge is not granted, the full board will remain on after the end of the association year to complete only the tasks as handed down by the ALV, after which the ALV may still grant discharge.
4. Granting or not granting discharge does not affect the start of a new association year.
5. Former board members may not apply for employee positions.

Article 18 Premature resignation of board members

1. A board member may resign at any time on his or her own.
2. If one board member retires early, an ALV shall be held within two months to fill it, unless the board decides to wait until the board change.
3. During the existence of one or more vacancies, the Board shall continue to constitute an empowered college.

Article 19 Financial allowance for board members

1. If a board member does not qualify for a (full) board scholarship, that board member is entitled to a financial allowance from the association.
2. The financial allowance is compensation for voluntary work.
3. The financial allowance must be set in the budget and depends on whether a board member is a part-time or full-time board member. The financial allowance is never higher than a board scholarship from an educational institution for the same time investment.
4. In the event that a board member does not serve out the term, the allowance is calculated pro rata for the number of months than the board member served.

Title VI: Supporting organs

Article 20 Supporting bodies general

1. The association has supporting bodies and (special) committees characterized as supporting bodies.
2. Members of a supporting body are appointed by the ALV on the nomination of the board.
3. The supporting body, with the board, ensures good communication and information exchange.
4. The supporting body, along with the treasurer, is responsible for the body's budget.

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5. The board shall inform the ALV of changes in the composition and/or structure of the supporting body.

Article 21 Policy Council

1. The association has a Policy Council.
2. The task of the Policy Council is to provide solicited and unsolicited advice to the board, the ALV, committees and other bodies of the association. In addition, the Policy Council strives to preserve the continuity and long-term vision of the association.
3. In the case of a formal request for advice, the Policy Council should be informed in a timely manner and in writing. From the dispatch of the request for advice, the Policy Council should respond substantively as soon as possible, and at most within 3 working weeks. Depending on the needs of the Board and the capacity of the members of the Policy Council, ad hoc oral or written consultation may take place.
4. The Policy Council strives to have at least one Policy Council member present at the ALV.
5. The Policy Council shall meet with the Board at least twice per association year.
6. The Policy Council shall consist of at least three and no more than five members. Persons who have been members of the Board for less than six months may not serve on the Policy Council.
7. The Policy Council is appointed once a year in its completeness by the ALV. In doing so, the ALV seeks to reappoint at least one member of the Policy Council.
8. No member of the Policy Council shall hold this position for more than four calendar years.

Article 22 Advisory Board

1. The Association has an Advisory Board (Raad van Advies), hereinafter referred to as the RvA.
2. The role of the RvA is to support the board in both their individual growth, and the group process.
3. The RvA has the right to address the GMM and, when the members of the RvA deem it necessary, issue an opinion on matters surrounding the functioning of the board.
4. At least three times a year, the RvA shall organize a meeting day for the board. The format and duration of these are at the discretion of the board and the RvA together.

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5. A joint meeting may be organized at any time on the initiative of a board member or a member of the RvA.
6. The number of members of the RvA equals the number of board members, plus a chairman.
7. Members of the RvA may not be members of the Board, the KasCo, or the Policy Council.
8. Members of the RvA are appointed for a period of one year and are immediately eligible for re-election after the expiration of this period.
9. No member of the RvA shall hold this position for more than four association years.

Article 23 Cash Audit Committee

1. The Association shall have a Cash Audit Committee, hereinafter referred to as the KasCo.
2. The task of the KasCo is to advise the board, the ALV and other bodies of the association on financial matters in the broadest sense of the word.
3. The KasCo checks the accounts at least once every ten weeks for accuracy and reasonableness.
4. The KasCo checks financial documents presented to the ALV for fidelity and gives a statement on them.
5. The KasCo will make a recommendation to the ALV after the semi-annual realization on discharging the board based on the treasurer's financial reporting.
6. The board should give full cooperation to the KasCo in performing its duties.
9. The committee shall have at least two and no more than four members. Should the number of members fall below this minimum, the KasCo and the board should jointly make a nomination to fill the vacancy(s) as soon as possible.
10. Persons who have been members of the board for less than one year may not serve on the KasCo.
11. There should always be at least one KasCo member who has held the position for at least three months.
12. No member of the KasCo may hold this position for more than four calendar years.
13. Members of the KasCo may not be members of the Board, the RvA, or the Policy Council.

Article 24 Administration Committee

1. The Association shall have an Administration Committee, hereinafter referred to as the AdCo.

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2. The AdCo is tasked with monitoring the board, specifically the vice chair, and his payroll and employee records. This includes keeping careful track of contracts and their amendments, keeping careful track of vacation days, and getting the general payroll document in order.
3. The AdCo reviews payroll and employee records at least twice a year; once around August and around February.
4. The AdCo consists of the current vice chair and a former vice chair. At the August audit, the incoming vice president also sits on the AdCo.
5. Persons who were members of the board less than one year ago may not serve on the AdCo as a former vice chair.
6. No AdCo member may hold this position for more than four calendar years.
7. The vice president and the board are granted discharge partially based on proper maintenance of payroll records.

Article 25 Confidential contact person

1. The association has a confidential contact person.
2. The confidential contact person's task is to support the creation of a safe atmosphere within the association. This includes:
 - a. the confidential contact person is a point of contact for active members of the association regarding confidential matters;
 - b. in performing the task described in paragraph 2a, the confidential contact person primarily has a referral function.
3. The role of confidential contact person can only be held by a person who has never previously been active with the association. This role is incompatible with other roles within the association.
4. The confidential contact person is appointed by the GMM.
5. The confidential contact person has a strict duty of confidentiality.

Article 26 Complaints Committee

1. The association has a complaints committee.
2. The task of the complaints committee is to advise the board on complaints regarding undesirable behavior.
3. The complaints committee shall consist of at least the confidential contact persons and an external member. The external member is appointed by the GMM.
4. The role of the external member of the complaints committee can only be held by a person who has never previously been active with the association. This role is incompatible with other roles within the association.

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5. The complaint committee has a strict duty of confidentiality. It may not be broken under any circumstances.
6. The opinions of the complaints committee are strictly confidential and should not be shared with third parties under any circumstances.
7. The complaints committee is struck in its entirety annually at the changeover GMM.

Article 27 Application committee

1. The Association has an application committee, hereinafter referred to as the SoCo.
2. The task of the SoCo is to make the best possible nomination of a candidate board to the GMM. This nomination is non-binding.
3. The SoCo should always receive a motivation and resume from an applicant. The SoCo invites applicants to one or more interviews or other activities for the applicant's consideration.
4. The board should nominate the creation of SoCo at the last GMM of the policy year.
5. The SoCo has a duty of confidentiality. It only reports to the GMM on the content of the application of nominated candidates.
6. If the nomination is disapproved, the ALV may decide that the SoCo must come up with a new nomination within a specified period of time.
7. The SoCo consists of a minimum of five and a maximum of seven people.
8. SoCo members include at least:
 - a. two members of the association's current board;
 - b. two members who have never previously held office with the Association.
9. Members of the SoCo may not apply for the new board themselves.
10. The SoCo should present an evaluation of the application process to the GMM after the board change. Following this, the SoCo will be discharged.

Article 28 Search Committee

2. The Association has a search committee, hereinafter referred to as the ZoekCo.
3. The ZoekCo is tasked with motivating individuals to apply for a board position with the association.
4. The board must make a nomination for the creation of the ZoekCo no later than the last GMM of the policy year. In principle, the appointment is for the duration of one year.
5. The ZoekCo consists of a minimum of six and a maximum of 10 people.
6. ZoekCo members include at least:

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- a. two members of the association's current board;
 - b. two members who have never previously held office with the Association.
7. The ZoekCo should present an evaluation of the search process to the GMM during the GMM at which the candidate board is nominated.
8. The ZoekCo will be discharged at the GMM following the board change.

Title VII: Other provisions

Article 29 Inventory

1. The association has an inventory that should be handled with care.
2. The inventory should be used primarily for purposes related to activities of the association.
3. Parts of the inventory may not be used in violation of statutes and/or regulations of the association, and/or in conflict with (activities of) the association.

Title VIII: Social Security Policy

Article 30 Social security policy in general

1. The association has a social safety policy. Article 3 paragraph 2 applies to this.
2. The board may make additional rules for activities and meetings by exception. The board must give advance notice, within a reasonable time, of these.
3. If an activity or meeting takes place at a third-party location, the house and conduct rules of that location automatically apply (as well).
4. The board monitors compliance with the social safety policy.
5. Failure to comply with the social safety policy may result in sanctions by the board. Sanctions will be recorded in writing by the board.
6. In principle, the Association has the following sanctions, increasing in severity:
 - a. one-time removal of an activity or meeting;
 - b. a formal warning;
 - c. a temporary suspension, as described in Article 6 of the internal regulations;
 - d. permanent expulsion from membership, as described in Article 5, Section 4d of the statutes.

Article 31 Violence, harassment and other unwelcome behavior

1. There is a zero tolerance policy regarding violence, harassment and other unwelcome behavior.

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2. If necessary, the board may proceed with the immediate removal of a member from an activity or meeting. Further sanctioning may follow.
3. Before proceeding with further sanctioning, all concerned will be heard and, if necessary, assisted. The complaints committee may assist the board in this regard.

Title IX: Final provisions

Article 32 Final provisions

1. Amendments to these Internal regulations require an absolute majority vote of the GMM.
2. In principle, an amendment to these regulations takes effect from the date as determined by the GMM. If the GMM does not set a date, then an amendment shall enter into force immediately after the decision.
3. Amendments to these regulations shall be kept in a version register.
4. The board shall ensure that members have access to the most recent version of these regulations at all times.
5. If one or more provisions of these regulations are found to be null and void, the remaining provisions shall remain in force.