

ASIAN BORREL CLUB (ABC)



ABC

RULES OF PROCEDURE

AMSTERDAM

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GENERAL

ARTICLE 1. GENERAL

1. The GAM is the highest body in the association; which therefore has the authority: to appoint and dismiss board members and SB, to discharge board members, to approve the budget, and annual accounts, to adjust the policy plan & statutes and to exclude members.
2. Wherever in this document the chairperson is mentioned, this is understood to mean the chairman of the general assembly of members (GAM).
3. In this document the association is referred to as follows ABC student association, seated in Amsterdam, registered in the trade register under the trade register under number 81660200.
4. Wherever this document mentions the statutes, it is meant to refer to the statutes of the association.
5. Wherever in this document the board is referred to, this shall mean the Board of the association.
6. Wherever reference is made in this document to persons entitled to vote, this shall be understood to mean those persons who are entitled to vote according to the articles of association. These are all members of the association at least four weeks after the start of the membership and boards that vote on behalf of a member association.

ARTICLE 2. SECRETARIAT

1. The Secretariat shall consist of a minimum of two persons which must include a chairman and a secretary.
2. Members of the incumbent board cannot take a seat in the secretariat.
3. The chairman shall be charged with leading the General Assembly and maintaining order during the General Assembly, with due observance of the provisions of the Constitution and this rule.
4. The secretary shall be charged with taking the minutes of the General Meeting.
5. In cases where one of the members of the Secretariat can't chair and/or take minutes at the General Meeting of Members, the principal board or supervisory board shall decide who shall be the deputy chairperson and/or minute taker.

PREPARATION

ARTICLE 3. AGENDA

1. Anyone may propose agenda items to the Secretariat. If the Secretariat decides not to include an item on the agenda, it shall immediately report at the General Assembly that the item has not been put on the Agenda, together with a description of the reason for its omission.
2. Additions to the GAM agenda will be honoured if at least 1% of the general members support the general request. To prove your support it is a must to create a form (Example: Google Forms) and have your supporters fill in their first and last names. After that, you will have to share the original answer spreadsheet with the Secretariat.
3. Additions have concise an explanation and are submitted at least two weeks in advance before the GAM.
4. The agenda shall in any case include the items: opening, determination of the agenda, announcements, voting, other things to discuss and closure.

ARTICLE 4. DOCUMENTS

1. The proposer of an agenda item must make an accompanying document available to the Secretariat to offer to the members. The failure to make an accompanying document available is reason enough for the Secretariat to decide that the agenda item will not be put on the agenda or will be taken off the agenda.
2. The documents must be made available at least seven days before the meeting, not including the day of convocation and the day of the meeting.
 - 2.1. An exception applies to financial proposals, which requires any proposals related to ABC's financial matters to be submitted at least two weeks prior to the date of the GMA to the secretary of the Executive Board. The proposal will, subsequently, be forwarded to the Audit Committee and Treasurer for review.
 - 2.2. In the case that the proposer/s does not manage to follow the procedure stated in 4.2.1, their proposal will not be considered in the upcoming GMA agenda unless permission is granted by the Audit Committee for the proposer/s to go forth with their proposal.
 - 2.3. The Audit Committee will assess the proposal and provide advice on the proposal in a separate document and will be made available for all General Members to view.
 - 2.4. Assuming that the procedure is in accordance with Article 4.2.1, the proposer/s is fully within their right to present their proposal to the GMA irrespective of the Audit Committee's advice.
 - 2.5. In the circumstance that the Audit Committee becomes the proposer, the Audit Committee must also adhere to the same procedure as stipulated in articles 4.2.1 through 4.2.4. The duty of an independent reviewer is thereafter transferred to the Treasurer.

3. If the GAM is dissatisfied with the documents, amendments may be submitted to change the content; if the documents are nevertheless not approved, a new GAM must be organized within two weeks where improved versions of the documents are presented.
4. Invitations for the GAM are sent at least three weeks in advance by the secretariat, which includes a concept agenda, the date, time and location.
5. If a situation as referred to in Article 14, paragraph 1, of the Articles of Association arises, the Secretariat can decide to postpone or distribute the document in question at the meeting

ARTICLE 5. WHERE AND WHEN

1. The Secretariat should schedule the general membership meetings in such a way that they occur three times a year. The Secretariat may deviate from this rule if the reason is deemed important enough.
2. At the beginning of the Association's year, the Secretariat shall submit a proposal for a meeting schedule to the GAM.
3. The meeting shall, as a rule, close no later than 23.00h. The general assembly can decide to extend the meeting by a maximum of 1 hour.
4. In principle all core Agenda points have to be primarily discussed. In case an additional Agenda point cannot be discussed due to a lack of time, a new GAM will be ordered within two weeks.
5. The agenda item that was started before the closing of the General Assembly, as mentioned in the previous paragraph, shall still be concluded, as well as the questionnaire.
6. The meeting shall be held in Amsterdam.
7. The Secretariat may determine, in consultation with the Board, another day, starting time or place for the meeting.

PUBLICITY

ARTICLE 6. PUBLICITY

1. The general meeting of members shall be public in the sense that everyone may attend as may attend as an audience, unless Article 7 applies.

ARTICLE 7. CLOSED GAM

1. In the case of a closed meeting, only those entitled to vote shall have the right to remain present. The GAM shall decide on other persons.
2. The Presidency and those entitled to vote may propose to the General Meeting that parts of the meeting or the entire meeting be declared closed.
3. This proposal shall be communicated to the members of the Association together with the agenda. The GAM shall decide on the proposal immediately at the opening of the meeting.
4. If, during the meeting, a member expresses the wish to declare the meeting closed, a vote shall be taken immediately after full discussion.

5. The meeting is in any case closed if the functioning of a persons is being discussed.
6. Only the resolutions of the closed (parts of the) meeting will be included in the public minutes.

QUORUM

ARTICLE 8. QUORUM

1. To open the meeting and to make decisions, at least 1/20 General Members must be present who are not members of the Board or the Secretariat.
2. If not enough members are present at the opening of the meeting or when a resolution is taken, the chairman will postpone the meeting for a maximum of half an hour.
3. If still, not enough members are present, the Secretariat must set a new meeting, which will be held within four weeks.
4. For the meeting mentioned in paragraph 3 of this article the provisions of Article 8 paragraphs 1 and 2 do not apply.

PROCEDURE

ARTICLE 9. ATTENDANCE LIST

1. Each member shall sign the attendance list upon coming to the meeting.
2. Members who enter after the opening of the meeting still need to sign the attendance list with the recorder.

ARTICLE 10. ORDER

1. Any person present who continuously takes the floor without having received it from the chairman or otherwise disrupts the order of the meeting may be removed from the meeting room by the chairman for the duration of the meeting.

ARTICLE 11. PROPOSALS FOR ORDER

1. The order in which the floor is given shall be interrupted when a procedural motion is submitted unless the chairman decides otherwise by stating his reasons.
2. Any member may table a procedural motion.
3. The Chairman may decide to accept a procedural motion. If the chairman decides not to do so, the decision on the procedural motion shall be taken immediately after the chairman has given anyone who wishes to do so the opportunity to speak on this proposal.

ARTICLE 12. SUSPENSION OF THE MEETING

1. Any member may request the chairman, giving reasons, to adjourn the meeting.
2. The chairman shall accept this proposal or shall submit it before the general meeting.

3. When deciding to adjourn the meeting, the chairman shall decide how long the duration of this suspension is.
4. The chairman can suspend the meeting when the order of the meeting requires this.
5. As soon as the meeting resumes, the chairman shall ask the member who requested the adjournment in accordance with paragraph 1 of this Article about the result of the discussions held during the adjournment.

ARTICLE 13. AMENDMENTS

1. Any member may submit amendments to the documents of the General Assembly as well as to subjects and proposals listed on the final agenda.
2. Substantive Amendments to the documents will be honoured if at least 1% of the general members support the general request. To prove your support it is a must to create a form (Example: Google Forms) and have your supporters fill in their first and last names. After that, you will have to share the original answer spreadsheet with the Secretariat. Amendments fixing spelling errors enjoy exemption from this rule.
3. The Secretariat may decide that (sub-)amendments to documents must be submitted in writing. This decision shall be made known via the agenda, the invitation or the relevant meeting document.
4. Sub-amendments, as referred to in paragraph 2 of this article that has not been submitted in writing, may be submitted at the meeting, stating the reasons, if the GAM wishes to consider them.
5. The GAM may decide by the motion of order that these (sub)amendments do not relate to the original proposal, or affect the purport of the original proposal in an unacceptable way, amendments to such an extent that they cannot be considered as (sub)amendments.
6. If proposed amendments have been the subject of debate and the mover so desires, they shall be put to the vote in the following order: first any amendment and finally
7. If several (sub)amendments are at issue, voting will take place in the order of comprehensiveness with the most far-reaching proposal shall be dealt with first. The chairman determines the resulting order.

ARTICLE 14. TIME PRESSURE

1. The method of deliberation may be changed by the chairman in connection with the duration of the GAM. The chairman shall propose the GAM with a proposal to that effect.
2. The chairman may impose a limitation of speaking time in connection with the duration of the GAM

DECISION-MAKING

ARTICLE 15. VOTING

1. After the deliberation is closed or if nobody is asked to speak, the chairman shall formulate the proposal before the meeting and ask those present whether a vote is desired. If this is not answered in the affirmative, the proposal shall be deemed to have been adopted.
2. When voting, those present can choose between voting for, against, blank or abstention. In the case of voting for or against, the person entitled to vote shall vote for or against the proposal respectively. In the case of a blank vote, the person entitled to vote is against the procedure and casts a protest vote. This vote will be included in the total votes. In the case of abstention, the vote is not included in the total votes cast.
3. A proposal shall be adopted according to the 'half plus one' principle. At an odd number of votes, at least half the votes must be in favour, rounded upwards. rounded off. For an even number, at least half plus one has to vote in favour;
4. In the case of a written vote, the vote shall be submitted anonymously to the Secretariat. Votes where the anonymity of the member is not guaranteed, for example, because the member has given his or her name, and votes which are not anonymous shall not be counted.
5. The votes shall be counted by the Secretariat. If more votes are than the number of members present, a second vote shall be taken.
6. Immediately following a vote, the chairman shall announce the result, indicating the number of votes cast for and against.
7. Anyone can have it recorded in the minutes that they wish to be considered as having voted against the proposal.
8. It shall not be possible to revoke a vote.
9. The chairman may proceed to a further vote at the same meeting if the result of the first vote is not clear.
10. Individuals or groups presenting a proposal or nominee during a GMA shall be ineligible to cast a vote for that specific proposal or nominee during the voting process.

ARTICLE 16. CHANGES IN HOUSE RULES AND STATUTEN

1. Changes in House Rules or Statuten will only be considered if the proposal is signed by two members of the Board or at least 50 General Members.
2. Changes in the House Rules can only be effectuated through the GAM, with a quorum of at least 1/25 of the General Members and a 'half plus one' majority of all casted valid votes.
3. Changes in the Rules of Procedure can only be effectuated through the GAM, with a quorum of at least 1/25 of the General Members and a 'half plus one' majority of all casted valid votes.
4. Changes in the Statuten can only be effectuated through the GAM, with a quorum of at least 1/10 of the General Members and a 2/3 majority of all casted valid votes.

ARTICLE 17. POWER OF ATTORNEY (VOLMACHT)

1. Any person with voting rights may issue a proxy (volmacht), provided that the person receiving the proxy is also entitled to vote.
2. A power of attorney shall be granted by sending a message including the signature of the person granting the power of attorney to the Secretariat before the GAM, confirming the name of the person granting the power of attorney.
3. Each person may receive a maximum of one proxy.

ARTICLE 18. VOTING ON NOMINATED BOARDS & PERSONS

1. Nominated and to be installed boards shall be voted on as a whole.
 - 1.1. In the event a nominated Board is rejected as a whole, the GMA shall vote on each nominated Board member individually in the same GMA.
2. The appointment of persons shall always be subject to a vote, except when no member requires a vote.
3. In the case of a nomination of two or more persons for one seat, there shall always be a vote.
4. If there is a vote about persons, this will always be done anonymously.
5. If the general assembly wishes, persons who are the subject of a vote may be asked to leave the meeting during the discussion and the vote.
6. If several candidates are nominated for one position and none of the candidates obtains a majority, a re-voting, with the understanding that only the two candidates with the most votes shall be eligible for re-voting. If there is no difference in the number of preference votes between numbers two and three (and any higher numbers), an intermediate ballot shall determine which of them qualifies for the re-vote. If at this intermediate ballot, the first vote shall be whether the candidate who received the most votes in the first ballot shall receive the seat.

REPORTING

ARTICLE 19. MINUTES

1. The course of events during the deliberation and decision-making on all items on the agenda shall be recorded in the minutes, with the exception of the cases under article 7, paragraph 6.
2. An attendance list and a list of decisions and tasks shall form part of the minutes.
3. The minutes shall be voted on and adopted at the next GAM.

ARTICLE 20. ARCHIVES

1. All documents, including the minutes, that have been discussed at the meeting of the GAM are saved in the digital archive.
2. Members can freely request documents from the archive.

OTHER PROVISIONS

ARTICLE 21. IN CASE OF DOUBT OR AMBIGUITY

1. In the event of doubt or lack of clarity concerning the enforcement of these Rules of Procedure, the Secretariat shall propose the GAM to determine the order of process.

ARTICLE 20. ENFORCEMENT AND AMENDMENT

1. These Rules and Regulations shall come into force at the moment they are adopted by the concerning GAM and shall replace the previous regulations.
2. These Rules and Regulations may only be amended by an absolute majority of votes.
3. These rules can be cited as “Rules of Procedure ABC”.