

*"House rules of Wageningen Outdoor And Survivalrun Team, based in Wageningen", version April 2024. These house rules serve to supplement points to which the law and statutes do not apply or are not sufficient. Upon the adoption of this version, the previous house rules shall lapse by definition.*

*In the event of a discrepancy between this Dutch and the translated English version, the Dutch-language House rules shall prevail.*



### **Abbreviations:**

HR = House Rules

WOEST = Wageningen Outdoor En Survivalrun Team

GMM = General Members Meeting

AID = Annual Introduction Days

SWU = Sportstichting Wageningen University

SBN = Survivalrun Bond Nederland

SCB = Sport Centre de Bongerd

## Article 1. General rules

1. The house rules are an addition to the association's statutes in accordance with Article 18.1 of the statutes.
2. According to Article 18.2 from the statutes, the house rules cannot contain provisions, which are contrary to the law or the statutes.
3. In all cases not provided for by law, the statutes or house rules (HR), the board shall decide.
4. In case of difference of interpretation or ambiguity of the rules mentioned in the statutes or HR, the board decides, if there is disagreement from the members, the members can appeal the board's decision through the General Members Meeting (GMM). If this is not possible, or in case of a tie, the board decides.
5. All members of the association are expected to be aware of and comply with the statutes and house rules.

## Article 2. Members, aspirants, and donors

### General

1. The association consists of ordinary members, extraordinary members, members of merit, and honorary members (statutes article 2.9). When members are mentioned in the house regulations or statutes, it can be assumed that all are meant, unless otherwise stated.
2. Minors aged at least 16 can be/become members of the association. It is assumed that they have the approval of a parent or guardian. These members have the same rights and obligations as other members.
3. Members are obliged to keep the board informed of relevant changes in their personal data.
4. Members are entitled to nominate candidates to serve on the board and/or committees.
5. Members have a duty during an association activity to comply with the rules specified by the board and the organising committee.
6. Members are obliged to abide by the SCB's regulations when on SCB premises or using SCB-owned equipment.
7. Members present at training sessions are expected to be in possession of sports rights from SCB and be members of SBN throughout their membership. In the event that a member does not possess or cannot be shown to possess sports rights and the SCB imposes a fine (50 euro's) for this, the association is authorised to recover this fine from the member concerned.
8. Members have the right to attend all activities of the association.
9. Ordinary members, extraordinary members and members of merit have contribution obligations (statutes article 7.2) to the association, the amount of the contribution is set in article 4.6/4.8.

### Rights and obligations extraordinary members

10. Extraordinary members are members appointed by the board who do not fulfil the requirement to be enrolled in academic or higher professional education. A written request for this must be submitted to and approved by the board.

### Rights and obligations Honorary member

11. Honorary members are persons, appointed on the recommendation of the board or the GMM, because of their special merits for the association or the objective of the association.
12. Honorary members are ordinary or extraordinary members but are exempt from the obligation to pay dues. An honorary member may also become a donor at the same time, in which case the rights and obligations of the honorary member continue to apply, but as long as they are also a donor, this honorary member is obliged to pay the donation as defined in Article 2.28.

### Criteria for nominating members of honour

13. Minimum 1 year member

14. Special merits as a (board/committee) member within and/or outside the association and/or special merit in a special project which contributed to the survivalrun sport in Wageningen.

#### **Procedure members of honour**

15. A nomination for an award must be submitted in writing to the board and may be made by any member of the association. The nomination must be accompanied by clear and objective arguments to convince the board.
16. The board assesses whether the proposed candidate meets the required conditions; it also checks whether there are no other objections to the proposal.
17. The board's decision on candidature should be recorded in the minutes of the board meeting. This decision should also be communicated in writing to the relevant proposer giving reasons for approval/rejection.
18. At the next GMM, the proposal for a member of merit/ honorary member shall be presented to the members. For this, the member concerned, and the petitioner or delegate thereof, must be present. For approval, 4/5 of the voting members must vote in favour at the GMM.
19. If the GMM ratifies the proposal, the award will be officially presented by the board at the same GMM.

#### **Rights and obligations Aspirants**

20. Aspirants are students participating in academic or higher vocational education (in Wageningen) who are not yet compulsorily included in the membership records (e.g. during the sportsrights-free weeks organised by SWU Thymos).
21. Aspirants have no obligation to pay dues during the sportsrights-free weeks.
22. Aspirants are entitled to participate in activities organised by the committees of the association, to the extent there is capacity to do so.
23. Aspirants, unless the moment does not allow it and the board decides otherwise\*, can also participate in three training sessions outside the sports rights-free weeks without any contribution obligation if they have SCB sports rights. To do so, they must provide their SCB sports number to the board.

\*For example, when membership numbers are so high that paying members cannot come to train, or cannot train at level, because the training is already too full.

#### **Donors**

24. A person becomes a donor if he/she/they has indicated to the board that the donor wants to be a donor and is admitted by the board. A donor has no sports rights and is therefore not the same as an ordinary member.
25. As a donor, one has the same rights and duties as regular members, with the following exceptions:
  - a. Donors do not have the right to vote at an ALV, but they do have the right to speak.
  - b. Donors do not have the right to be part of a new board.
  - c. Donors have the right to remain in committees for up to 2 years after commencement of donorship, with the exception of the Advisory Committee and KasCo.
  - d. If a committee indicates that donors cannot be at an activity, they cannot go there.
  - e. If an activity has limited place for participants regular members have priority, unless indicated otherwise.
  - f. If a committee asks for an additional fee, donors must pay it if they want to participate in that activity. The same principle also applies to merchandise.
  - g. Donors have no right to train on the bongerd's survival course during a WOEST training.
26. Members hereby have priority over donors when registering for activities to which a maximum number of participants applies.
27. A donor is obliged to pay his donation, which is subject to an annual minimum to be determined or changed by the GMM. The current minimum is fixed at 15 euros in accordance with the GMM

19-04-2021.

## **Article 3. General rules of the association**

### ***General rules of conduct***

1. Everyone should refrain from illegal or inappropriate behaviour, as described in the code of conduct.

### ***Changes to the code of conduct***

2. When the code of conduct is rewritten, this first has to be presented and voted in by the GMM.

### ***Training***

3. During training, the (head) trainer is in charge unless otherwise indicated.
4. The training times on the site: woestwageningen.nl are leading unless otherwise stated by the board and/or trainers.
5. The board and trainers can cancel training sessions, an announcement should be sent to the WOEST WhatsApp group in time for this.
6. If the board or trainers cancel a training session, it should only be for a good reason (for example: severe weather, unsafe situations on the track or an GMM, etc.).

### ***Training independently***

7. Training outside training hours will only be tolerated by the SCB for WOEST members.
8. It is strongly advised not to train alone and/or in the dark.
9. Independent training is allowed only if the track is not reserved, unless the reserving party gives permission.

### ***Disclosure***

10. Members get regular updates on the association and its interests through the newsletter (4 per year), the website, the WhatsApp group, e-mail and GMM.
11. Members are informed of important issues by e-mail.

### ***Materials and constructions***

12. After each training, exchange, and build day, all used materials should be put away in the designated place.
13. Intentionally damaging materials and structures is not allowed. The board, commissie baan en materiaal (CoBaMa) and SCB staff (via the board/cobama) should be informed immediately in case of damage to or loss of equipment.
14. Materials should be used for their intended purpose. If in doubt, or if a member wishes to use materials for other purposes, enquiries can be made to a head trainer, the board or CoBaMa.
15. No safety ropes (aka safety ropes) may be used while climbing an obstacle (If in doubt, inquire with the CoBaMa).

### ***Liability***

16. The association is not liable for damage to, theft or loss of property of members or third parties, caused during activities or training sessions of the association, except for intentional or gross negligence on the part of the association.
17. All members are liable for damage caused by them to the association's property. The board and/or the SCB shall determine the appropriate compensation to cover the damage. This shall take into account the member's intention.

### ***Sanctions***

18. If a member does not comply with the provisions of the law, the statutes, the HR, the code of conduct or exhibits behaviour that harms the interests of the association and/or the board, the member will receive an official written warning for this. If, within one year of this warning, the member again fails to comply with the provisions of the HR or displays behaviour that harms the interests of the association and/or the board, the board may impose the following sanctions (in order of seriousness/severity):
  - a) Suspension. This means no access to the training sessions and activities of the association or its committees. Suspension of a member is done under the same regulations as described in article 5.22.
  - b) Terminate membership of the association with immediate effect, without the right to recover dues (expulsion).
  - c) Fines, determined by the board, to cover the damages.
19. A decision to expel is taken by the entire board and must be unanimous. Of an expulsion, a member shall be notified in writing with an accompanying reasoning by the board. This is also laid down in Article 5.5 of the statutes of Association.

### ***Merch and clothing***

20. For recognition and representation of the organisation, WOEST sells specially designed clothing to its members.
21. Former members may buy these clothes, but active members have priority and former members cannot take advantage of the subsidies that make these clothes cheaper for members.
22. People who are not former members and do not belong to the association are not allowed to purchase these clothes. Nevertheless, the board may decide to make an exception under special conditions.
23. Merchandise, clothing and other materials produced especially for events or for other reasons may only be sold to non-members during these special events. These items are not the same as the special clothing mentioned in Article 3.21. In case of uncertainty regarding the sale of these materials to non-members, it is recommended to consult with the board.

## **Article 4. Finance**

### ***Membership***

1. Contribution means the amount payable annually or semi-annually to be a member of the association. Adjustment of dues must be approved by the GMM.
2. The board offers members a direct debit for paying dues. This transfers the membership fee automatically. If a member objects to this, an alternative may be offered. For this alternative, additional costs may be charged by the board, according to reasonableness.
3. If a member does not have a European bank account, that member is requested to transfer the membership fee themselves. This is the member's own responsibility.
4. When a direct debit is pledged, it serves as a substitute for membership fees until the direct debit is fulfilled.

5. In case of non-compliance with the payment requirements given in section 4.2 or 4.3 in this article, a warning is given. If no action is taken within a week of the warning, the board has the right to remove the person in question from the association, including social media groups.
6. Ordinary and extraordinary members are expected to pay an annual membership fee of 27.50 euros. Annual membership can be applied for from 1 September, the beginning of the academic year. Annual membership is valid until 31 October of the following academic year.
7. Membership of ordinary and extraordinary members with WOEST renews automatically. Should a member not wish to renew their membership of last academic year with a membership for the new academic year of WOEST, they must notify the board in writing by 15 October of the current academic year. Should this member change their mind, this member must indicate this to the board by October 31 of the current academic year.
8. A six-month membership can be applied for from 1 September, the start of the financial year, or the start of period 4 and costs 17.50 euros.
9. A member can be exempted by the board from paying (the full) contribution in the event of special circumstances. These include long-term illness or other serious personal circumstances. No appeal is possible against a decision of the board on this matter.
10. When cancelling a membership, the board offers a donor agreement, however, donorship can be requested at any time.
11. In addition to income from membership fees, additional income for the association is obtained from income sources including, but not limited to:
  - a) Conducting workshops/clinics.
  - b) Donations.
  - c) Sponsorship.

#### ***Advance***

12. If a WOEST member has to incur a major expense in the interest of the association, the member may ask for an advance. The amount of this advance shall be determined in consultation between the member and the treasurer.
13. To receive an advance payment, it must be requested at least a week before the transfer date. This can be done through a request to the treasurer with an explanation of the cost.
14. For an advance, the claim must be submitted within one month of submission unless otherwise agreed in writing, otherwise the treasurer has the right to recover the advance.

#### ***Clinics***

15. Clinics are given by trainers/members.
16. Members are asked by the board to facilitate clinics. For members without experience in conducting clinics, there is an opportunity to assist.
17. The number of members who will conduct a clinic and the compensation for their time is listed in the clinic schedule and can be requested from the board.
18. The money received for the clinic is partly used to pay the members hosting the clinic, the rest goes to the association.
19. Additional costs (such as transport) will be paid by the recipient of the clinic.

#### ***Other***

20. Expenses incurred by board or committee members for the association may be reimbursed if they meet the following requirements:
  - a) A claim form should be submitted to the treasurer.
  - b) All proofs of payment have been attached and are valid.

- c) The costs are reasonable and proportionate.
- 21. Claims should be sent to the treasurer within one month. Claims submitted after this period will not be paid by the treasurer unless otherwise decided by the board.
- 22. Declarations should be completed in all honesty. In case of well-founded doubt on the part of the board, they will not be considered or partially considered.
- 23. The board and committee agree on expenses incurred for the benefit of the association.
- 24. Any member who is not a member of a committee will need approval from the board before any expenses are incurred.

## Article 5. The board

- 1. The board consists of a minimum of three and a maximum of eight people. Appointing and dismissing the board must be done at the GMM by a 2/3 majority.
- 2. Board members are not allowed to be members of another board or side activities at the same time if there is a conflict of interest and/or if the performance of the function is compromised. If a candidate board member cannot complete the board term for another association before the start of the board year for WOEST, the advisory committee together with the incumbent board may impose requirements or refuse the appointment as board member.
- 3. If all board positions are not filled, the responsibilities of a board position can be divided among the board members present.
- 4. Decisions of the board are taken by a majority of the votes cast.
- 5. The board is allowed to have board clothing, it can be worn at activities where the board needs to be easily recognised, such as the Annual Introduction Days (AID), Administrative Overarching Student Survival Organ (BOSSO) etc. In addition, the attire should not place board members above other members by its conspicuousness or extravagance.

### **General duties**

- 6. Outside the provisions of Article 9 of the association statutes, the board is responsible for:
  - a) The general day-to-day running of the association.
  - b) Implementing the decisions taken by the GMM.
  - c) Monitoring compliance with statutes and regulations.
  - d) Registering all directors with the Chamber of Commerce (in dutch: kamer van koophandel) as representatives of the association.
  - e) Representing the association at meetings of SCB, SWU Thymos and other parties relevant to the association.
  - f) Providing a training venue where sports can be played safely and assuredly.
  - g) Conducting correspondence on behalf of the association.
  - h) The dismissal of committee members, as well as the establishment or dissolution of committees if warranted, for which accountability must be given at the next GMM.
  - i) Managing committees and making sure they have enough members.
  - j) Finding a new candidate board in a timely manner.

### **Role-specific tasks**

- 7. The chairperson carries a coordinating function within the board, at least the following duties:
  - a) chairing board meetings.
  - b) chairing the GMM.
  - c) The president is spokesperson for the association at all official representations, unless the president delegates the task to another board member.

- d) The chairperson prepares an annual report and presents it at the GMM at which a board change takes place.
- 8. The secretary shall carry at least the following duties:
  - a) Maintaining membership records.
  - b) Keeping minutes during the board meeting.
  - c) Keeping minutes during the GMM.
  - d) Conduct correspondence on behalf of and in consultation with the board.
  - e) Managing the board's mailboxes
  - f) Giving committee members access to the drive and committee mailbox.
  - g) Managing the letterbox located in the Bongerd.
- 9. The treasurer carries at least the following duties:
  - a) Managing the funds of the association.
  - b) Ensure timely making and monitoring of payments.
  - c) Ensure the collection of monies due to the association and take care of expenses approved by the board and the GMM.
  - d) Administer all financial actions and manage their archives.
  - e) Conduct correspondence regarding financial matters.
  - f) Managing the association account and debit card.

### ***Board change***

- 10. To find a candidate board, the board should hold interest moments. If interested parties cannot attend an interest moment, their interest can also be expressed by e-mail (WOEST@wur.nl). In this, the board should not discriminate in forming a final candidate board.
- 11. When interested members for the board are found, the board will hold an application process, choosing the person they deem most suitable to hold the position.
- 12. Two weeks prior to the GMM, the board will send an e-mail containing the selected board members.
- 13. Members who have objections, doubts or comments can respond to the announcement. The board explains any questions and justifies their decisions. If objections are justified, the board considers reviewing its decision. The board ultimately decides who will be presented at the GMM.
- 14. A board change can take place at any GMM.
- 15. Each board member is individually conscripted for a position.
- 16. A retiring board member ensures proper handover of work to a subsequent board member.
- 17. Candidate board members must be present at the GMM at which their appointment is discussed. This can be either physically or online (exceptionally).
- 18. Board members can only be dismissed after, in the opinion of the GMM, they have sufficiently accounted for their performance during the past board period, this can take the form of a presentation of their performed tasks at the GMM. All tasks relating to a board year and falling under the responsibility of the board member must have been completed before this.
- 19. To ease the transfer of board duties, there is a one-month transfer period, which starts immediately after the GMM in which the new board is approved. During this month, the 'old' board has time to explain the function and carry it out together with the replacement. The division in performance of board duties may be determined by the 'old' and 'new' board members together. During this handover period, the responsibility of execution lies entirely with the members of the 'old' board but may in practice be carried out by the members of the 'new' board.

### ***Suspension and dismissal of board members***



20. Board members may be suspended or dismissed by the GMM at any time, stating reasons. With regard to suspension or dismissal, a majority of 2/3 of the votes at the GMM is required.
21. The advisory committee is entitled to suspend a board member at any time, the specifications for this are in Article 8.3.
22. When a board member is suspended, the GMM has not proceeded to dismiss/firing of this board member, within three months thereafter, the suspension ends. The suspended board member shall be given the opportunity to justify himself in the GMM and may be assisted by a councillor, after the justification, the suspension may be stopped by vote in the GMM.
23. The suspension and dismissal shall relate only to the position of board member and not to the membership of the association, unless otherwise provided in the suspension resolution.

## Article 6. The General Assembly (GMM)

1. A minimum of two GMMs should be organised during an academic year, including at least one at the end of the year or as a financial meeting.
2. If there is a need from the members for an additional GMM, a member can make this known to the board.
3. The secretary shall ensure that an attendance list is present at the GMM and signed by all members present. Only members who have signed may vote.
4. Written notice of the GMM must be given at least two weeks in advance.
5. All members, honorary members, aspirants and donors should be invited to the GMM. Both the agenda and the documents mentioned in the agenda will have to be attached to the invitation (think of changes to the HR, budgets or minutes of previous GMM).
6. After receiving the invitations, the addressees are entitled to propose any important topics that they consider to be such. The suggested topic should be dealt with that same GMM or the immediately following GMM should the agenda not allow it.
7. Submitting a topic can be done up to one week before the GMM. If a topic is not submitted before this deadline, the board may reject the topic.
8. At the GMM, at least 10 non-board members of the current membership must be present. If this is not the case, the GMM will not take place and an GMM will be scheduled within 14 days with the same agenda where no minimum attendance applies. For this substitute GMM, entitled parties should receive the invitation at least 48 hours in advance.
9. GMMs held (necessarily) online are also legally valid.
10. The board should stick to the agreements agreed on at the GMM, if not, they should give an explanation next GMM.

### Vote

11. Amendments to the house rules can only be approved if at least 2/3 of the votes of the members present at the meeting vote in favour.
12. In a vote, more than half the votes must be in favour for the decision to be approved. Should there not be a majority for the two choices then a new vote should be taken after any further explanation or extended discussion
13. A decision to appoint someone as a member of merit or honorary member is defined in Article 2.19.
14. For topics to be voted on, an introduction and/or summary will first be given by the board or relevant committee member. After this, the issue to be voted on will be presented. If the matter concerns a financial issue, the Cash Audit Committee (KasCo) will issue an opinion.

15. Except for the named statuses in article 6.15, each member has one vote at the GMM. Each voting member may grant a written proxy to another voting member to cast his/her vote. A voting member may act as proxy for a maximum of two persons. This authorisation must be submitted in writing to the Board 24 hours before the start of the GMM.

#### **Voters**

16. Persons entitled to vote are all members. With the exception of:
  - a) Aspirants.
  - b) Donors.
  - c) Suspended members.
  - d) Members voted on when appointing or removing.
  - e) The (former) treasurer at his own created budget(s), statement(s) or balance sheet(s).
17. Three options are available for all voters:
  - a) Voting in favour of the issue raised.
  - b) Abstaining from voting on the mooted topic.
  - c) To vote against accepting the issue raised.

### **Article 7. Committees**

1. Committees exist to relieve the board of (peripheral) tasks that contribute to the purpose of the association.
  - a) All members may apply for committees.
  - b) Current committee members decide who becomes a member of their respective committee, however, the board always has the right to stop this. An explanation should be given for this at the next GMM.
  - c) Recruitment initiative lies with the committee members. The board helps with recruitment by organising the Committee Interest Drink Extravaganza Royal (CIDER).
  - d) A member of the board is entitled to join a committee if a committee is not functioning properly. An explanation should be given for this at the next GMM.
2. Upon the decision to establish a committee, its composition, task, competence and working methods shall be laid down in a roadmap.
3. Each recognised committee must consist of at least one member. The position of chairperson must be filled. The positions of chairperson and secretary can be combined when there are fewer than three committee members. If the committee has been given a budget, a treasurer must also be appointed, these committees need a minimal amount of two members. The division of tasks can be decided by the committee itself and must be disclosed to the board.
4. A distinction is made between "Essential committees", committees that are necessary for the core tasks of the association, and "non-essential committees", committees that are important for the association and association life but do not contribute to the primary goals of the association.
5. The board should, within its capabilities, ensure at all times that essential committees can perform their duties.
6. The association recognises the following committees as thus essential:
  - a) Trainers' committee  
The trainers' committee consists of all trainers who train on a regular basis. It does not matter whether this involves someone holding the position of head or assistant trainer. The trainers' committee is responsible for providing all training, including introductory training.
  - b) CoBaMa

The Track and Equipment Committee, CoBaMa, is responsible for assisting in the maintenance of SCB's obstacle course and other large equipment used during training sessions. Should it be necessary to organise a construction day, CoBaMa will arrange this. Building, replacing or removing large parts or entire structures should always be done in consultation with the board. CoBaMa should adhere to the contract set with the SCB. In addition, CoBaMa must keep the obstacle logbook up to date and be able to submit it in case of a track inspection by the SBN.

c) KasCo

The Cash Control Committee, KasCo, is involved in the associations' finances. They are expected to review the financial documents prior to the GMM and give an independent opinion towards the members. Furthermore, the treasurer of the board or a committee can ask the KasCo for advice in case of doubt or ambiguity about the duties. This committee should consist of at least two members who are not on the board of the association.

d) Advisory commission

The advisory commission their duties and entitlements are further explained in Article 8.

7. When adding a member to a committee, the chairperson of the committee must notify the board (preferably the secretary) within two weeks. The member's name will be included in the committee members' file so that they can be granted access to necessary e-mail addresses and files.
8. The board is authorised to dismiss members of said committees. This may be the case if the committee member is deemed unable to function properly or if this member hinders the functioning of the committee. This decision (whenever possible) should always be in consultation with the person in question. Also, in the next GMM an explanation for this dismissal should be given.
9. As WOEST is a sport association, it is strongly recommended not to organise activities during training sessions. If there is reason to do so, this should be discussed with the board. Sporting activities organised instead of or during training such as exchange training sessions are usually not a problem, but even for these activities a (brief) consultation is desirable.
10. All committees are expected to keep a record of all their activities. This may include a roadmap, finances, results and evaluations. This can then be used by the committee to draw up a protocol for a future repeat of the activity. Once this information is recorded, a copy should be available for the board to keep on file.
11. All board members should have access to committee meetings at all times in consultation with the relevant committee. A board member has an advisory role during such meeting. Unless the board member is also a member of the said committee.
12. All committees are accountable to the board.
13. The board regulates the policies of said committees, by regulation of the statutes and through the house rules.
14. The board is authorised to change the list of committees. There is a list of these on the website ([woestwageningen.nl](http://woestwageningen.nl)), this list does not necessarily include all current committees.

## Article 8. Advisory committee

- a) The supervisory board, further referred to as the advisory committee, is tasked with supervising the board and offering advice on policies and important decisions. They assist WOEST's board by providing them with advice in carrying out their duties. In doing so, they keep the interest of the association in mind, support WOEST in maintaining a long-term vision and preserving its character.
- b) Advisory committee members must be current or former members of WOEST, given that they have not been expelled. In case the current advisory committee contains no

members, the incumbent board will nominate committee members. The following rules apply to the nomination of members:

- a. Nominees must have experience in a committee, board of an association or possess skills or experience that would add value to the advisory committee.
- b. Nominees can be nominated by the advisory committee, other members or themselves.
- c. Nominees must send a motivation by e-mail to the board no later than four weeks before the GMM. This will be sent with the agenda. To join the committee, each nominee will be voted on separately in the GMM.
- d. Nominees must be accepted by the current advisory committee.
  - i. If the nominee is refused by the sitting advisory committee members, an explanation must be given at the current GMM. This explanation must relate to their functioning within the advisory committee.
- e. A person can be part of the advisory committee for a maximum of six years.
  - i. The advisory committee introduces itself every GMM, which gives members the opportunity to ask substantive questions or make comments on the composition. After this, it is possible to hold a vote to remove a commissioner from office.
- f. The advisory committee aims to include at least one retiring board member at the end of their board year.
- g. The advisory committee should have a minimum of three members.
- c) The advisory committee carries the following rights and duties:
  - a. The WOEST board shall inform the advisory committee at least three times a year as fully as possible about their policies, vision, general and financial risks, management and any other essential matters.
  - b. The advisory committee has the right to all information available to the WOEST board, with the exception of sensitive and/or private information. The WOEST board is obliged to hand over information if requested.
  - c. The WOEST board shall inform the advisory committee, if their services are necessary, two weeks in advance of exercises. With the exception of the GMM, this should be four weeks so that documents can be sent to members in time.
  - d. In the event of a unanimous vote, the advisory committee has the power to suspend any board member if the member acts contrary to the interests of the association. This suspension can be lifted at any time during the GMM by a vote. For this, the normal rules for a vote apply.
  - e. The advisory committee may take away a board member's right of decision if the board member has direct or indirect interests in a decision that goes against the interests of the association or in which the board member has a personal interest. When reporting the taking away of the right of decision, proper reasoning is mandatory.
  - f. The following choices during internal communication of the advisory committee are made by voting:
    - i. By majority vote:
      - 1. Proposing a new advisory committee member to the GMM;
      - 2. or accepting or rejecting a nominee who may be approved at the GMM
    - ii. By unanimous vote:
      - 1. Suspending a board member

- iii. The advisory committee may also vote internally to arrive at a single opinion, keeping in mind that different views may also be of interest to the board.

## **Article 9. Duty of confidentiality, integrity and termination of membership of board and committees**

1. The board and committees shall treat as strictly confidential all confidential information (and information that can reasonably be considered confidential) they receive in the performance of their duties, even after their resignation.
2. When a member leaves the board or a committee, the person concerned is obliged to immediately transfer all documents, property and other data carriers in their possession for their position to the board. If digital files are involved, the member must delete them from or from their computer(s), data carrier(s) and/or e-mail account(s) after transfer.