

# RULES OF PROCEDURE OF THE NIJMEEGSE STUDENTEN DEBATVERENIGING TRIVIUM

Adopted at the General Assembly of June 12, 2006.

Last amended at the General Assembly of May 8, 2019.

## Section 1: Introductory

### Article 1: General

- 1.1 The Rules of Procedure are intended to be supplementary to the Bylaws; every article hereof, and, per extenso, every resolution of the General Assembly must therefore be compatible with these Bylaws.
- 1.2 The official name of the association ('Nijmeegse Studenten Debatvereniging Trivium') is only used when strictly necessary and will in all other cases be written in full as 'Nijmeegse Studentendebatvereniging Trivium'. This name may be abbreviated for internal use to 'Trivium', or 'N.S.D.V. Trivium', and for external use to 'N.S.D.V. Trivium', or 'debate association Trivium'. Similarly, 'General Members Assembly' and 'Rules of Procedure' may be abbreviated to 'GMA' and 'RoP' respectively.
- 1.3 The Nijmeegse Studenten Debatvereniging Trivium strives continuously to be a student organization recognized by the Radboud University. By doing so it endorses the requirements set for it, in particular meeting the criteria as stated in Article 2 of the 'Regulations on the Recognition of Student Organizations' and acting in line with the 'Code of Conduct for Student Organizations'. The aforementioned documents are included as an appendix to these Rules of Procedure, are assumed to be known to all members and have equal value as any other part of the Rules of Procedure. The Board is responsible for meeting the criteria, acting in line with the Code of Conduct, and carrying out the application for recognition in a timely manner.
- 1.4 The Nijmeegse Studenten Debatvereniging Trivium is affiliated to the Nederlandse Debatbond and hereby observes the bylaws and the Rules of Procedure of the Debatbond. The bylaws and rules of procedure of the Debatbond can be found on the website of Trivium.
- 1.5 The establishment of a fraternity or sorority affiliated with Trivium requires permission from the General Members Assembly.

## Section 2: Membership

### Article 2: Contribution obligation

- 2.1 Membership is obtained by submitting a registration form to be issued by the Board, written agreement to the ongoing obligation to pay membership fees by direct debit, and acceptance by the Board as a member of the Association.
- 2.2 In the event of non-compliance with the continuing payment obligation, Article 5, Section 3 of the Bylaws may be applied.
- 2.3 The direct debit will be terminated when the membership is terminated. Termination of membership is possible up to one month before the new fiscal year. A member is solely responsible for deregistering on time. If a member has not deregistered in time, the payment obligation remains, unless the Board decides otherwise.

2.4 In addition to admitting students from Radboud University as members, in accordance with Article 3.1 of the Bylaws, the Board always makes an exception for students from the University of Applied Sciences Arnhem and Nijmegen, so that they are also admitted as members. Requests for membership from others (including other students, scholars, alumni and working people) are assessed individually by the Board.

### Article 3: Membership fee

- 3.1 The membership fee is €25.00 for a one-year membership.
- 3.2 When registering for membership after April 1, a membership fee of €10.00 is charged.
- 3.3 The amount of the membership fee, as laid down in paragraphs 1 and 2, can only be changed before the membership fees have been collected.
- 3.4 Members will be notified by email of a decision to increase the membership fees, and they will be given the opportunity to discontinue membership and cancel the payment obligation.

### Article 4: Rules of Procedure and Bylaws

- 4.1 By joining the Association as a member, one endorses the Bylaws and all other rules that apply within the Association. The Bylaws and Rules of Procedure are publicly available to members and can be found on the Trivium website. Members are expected to be aware of the contents of the Bylaws and other rules.

### Article 5: Alumni and honorary members

- 5.1 The Board maintains an alumni network to maintain or strengthen contacts between former members and members. To this end, members who terminate their membership are asked by means of a form whether they agree to the retention of (a selection of) their personal data and to receive mail relevant to alumni.
- 5.2 Members may convert their membership to an annual donation upon cancellation of their membership. Collectively, these donors are called "Quadrivium: Friends of Trivium". This name may be abbreviated to "Quadrivium". Former members who make annual donations may be referred to as "Quadrivians".
- 5.3 The conversion of membership to a fixed donation is done by means of a form, whereby the member concerned gives permission for:
  - a. the storage of their contact details;
  - b. the annual collection of the donation amount by continuous direct debit;
  - c. receiving relevant e-mails and the Quadrivians newsletter, published four times a year.
- 5.4 The fixed donation amount is 25 euros on an annual basis. An upward deviation from this amount is possible.
- 5.5 Donations are paid annually. Cancellation of the donation or changing the donation amount is only possible before the start of the association year, which runs from September through August. The board is authorized to make exceptions to this.
- 5.6 Honorary Members and Quadrivians are welcome to attend debate nights and internal tournaments. In addition, the Board organizes at least one activity each year for Honorary Members and Quadrivians.
- 5.7 In addition to the activity mentioned in the previous paragraph, the Board organizes an annual get-together for all former members.

## Section 3: Finances

### Article 6: Friends of Trivium

6.1 A Friend of Trivium is a person who is not (or has not been) a member of Trivium, but who does sponsor Trivium. The sponsorship amount can be paid annually or once only by direct debit or bank transfer.

### Article 7: Expense reimbursement

- 7.1 No member shall receive any pecuniary benefit from the funds or other financial resources of the Association, unless the Bylaws or Rules of Procedure explicitly provide otherwise.
- 7.2 A fair reimbursement of expenses may be granted by the Board to all members who by virtue of their position have to incur special expenses provided that this does not result in any benefit for themselves, or if they are authorized to do so by the GMA, or if the Bylaws or the Rules of Procedure expressly provide otherwise. The Board shall justify the expenses paid at the GMA.

## Section 4: Board appointment and resignation

### Article 8: Appointment and resignation

- 8.1 The new board nominated by the incumbent board, as referred to in Article 7, Section 3 of the bylaws, shall be referred to as the "candidate board" until appointed.
- 8.2 In addition to the Praeses, Quaestor and Abactis as stated in Article 7.4 of the bylaws, the board may include one or more other board members as provided in Article 7.2 of the bylaws. These may be appointed as part of the candidate board.
- 8.3 To arrive at a nomination, the incumbent board organizes an application process. Every member must be given the opportunity to express their interest in the candidate board to the incumbent board in a timely manner. The board shall notify members at least two weeks in advance of the closing of the application date for the candidate board.
- 8.4 The Board shall send the nomination of its part in writing or by e-mail to each member at least seven days before the GMA.
- 8.5 Before the end of the academic year, the candidate board will be presented to the members at an informal meeting organized by the board.
- 8.6 The appointment of the Praeses shall be made separately from the appointment of the rest of the Board, as provided in Article 7, Section 4 of the Bylaws.
- 8.7 After the Candidate Board has been appointed as Board, the GMA shall decide whether or not to grant honourable discharge to the former Board members. If the GMA decides not to grant honourable discharge, the one-year term of office specified in Article 7.7 of the Bylaws shall expire and the Board member(s) shall resign of their own accord.

### Article 9: Policy Plan

9.1 The candidate board shall present a policy plan at least seven days before the annual meeting referred to in article 10, paragraph 1 of the bylaws. This shall describe the main plans and a financial budget for the association.

9.2 After the new board has been elected by the general assembly, a policy plan including a financial budget shall be adopted by an absolute majority of the votes cast. If the policy plan including budget is not adopted, a deadline shall be set at the assembly on the initiative of the board within which the board must prepare an amended policy plan including budget and send it to the members. At an additional assembly, the amended policy plan including financial budget shall be adopted or not.

## Section 5: Board Duties

### Article 10: General Board Duties

- 10.1 The Praeses and Quaestor are responsible for the management of the Association's funds.
- 10.2 The Board shall ensure compliance with the Bylaws and Rules of Procedure and the implementation of decisions taken, either by the Board itself or by the General Assembly.
- 10.3 The resigning board is responsible for ensuring a proper transfer of the association administration.
- 10.4 The board shall always put the interest of the members of the association first.
- 10.5 The Board must be recognizably dressed at public activities intended to involve outside parties in Trivium. A reasonable amount of money will be made available to the board to purchase recognizable board clothing. The Board is accountable to the ALV for the expenditure of this amount.
- 10.6 In the day-to-day functions, the Praeses, the Quaestor and the Abactis shall hold the titles of Chairperson, Treasurer and Secretary respectively.

### Article 11: The Praeses

- 11.1 In principle, the Praeses shall preside over Board meetings and General Members' Assemblies.
- 11.2 He/she ensures the consistency of policies and their implementation within the board.
- 11.3 He/she shall ensure the proper representation of the association, both towards the members and towards parties important for the implementation of the objectives.

### Article 12: The Abactis

- 12.1 The Abactis shall conduct the administration of the Association insofar as it has not been assigned to others.
- 12.2 In particular, he/she shall be responsible for: taking minutes of the board meetings and the General Assembly; conducting the association's correspondence; keeping the membership register and all other relevant records.
- 12.3 The minutes of the General Assembly must be finalized and made available to the members within two weeks of the General Assembly.

### Article 13: The Quaestor

- 13.1 The Quaestor shall manage the funds and possessions of the Association.
- 13.2 He/she shall be responsible for the timely collection of fees and other income and also for the payment of amounts owed by the Association.
- 13.3 He/she accurately records the income and expenses of the association.

- 13.4 He/she is responsible for location rental and management.
- 13.5 (Board) members shall request permission from the Quaestor to make expenditures in advance. The Quaestor can grant permission independently within the budget approved by the ALV. When a (Board) member does not request permission in advance, disbursement is not guaranteed.
- 13.6 Decisions of the Quaestor may be rescinded by unanimous vote of the other Board members.

#### Article 14: Additional board members

- 14.1 In addition to the permanent positions, additional board members may serve on the Board. Other than by being part of the candidate board, as provided for in Article 8.2, an additional board member may also be nominated by the sitting board at any other time of the year at a GMA to support the board in its tasks. The GMA shall decide on this nomination by an absolute majority of votes.
- 14.2 The board shall propose naming and job description for each additional board member. All responsibilities of the Praeses, Abactis, and Quaestor set forth in the bylaws cannot be transferred to an additional board member.

### Section 6: Support bodies

#### Article 15: Committees

- 15.1 The Board may appoint one or more committees, which will assist the Board in the performance of its duties and/or which will be concerned with the preparation and organization of special activities. The division of tasks will be decided in consultation with the board and the committee.
- 15.2 A committee shall be represented at board meetings by a board member who serves on the committee. He/she shall also be accountable for the overall affairs of the committee.
- 15.3 A committee shall appoint a chairperson from among its members for the period until the end of the academic year. The committee shall determine its own working methods. A new chairperson shall be elected at the end of the academic year. The retiring chairperson shall be eligible for immediate reappointment. The members shall be informed of the new chairperson's appointment.
- 15.4 A committee chair may decide to resign before the end of the term. At that time, a new election will take place on the committee for a replacement for the period up until the end of the academic year.
- 15.5 In case of an emergency, the Board may decide to transfer the position of Chair for a period of up to six months to the Board Delegate referred to in paragraph 2. Such a decision shall be explained by the Board at the next meeting of the GMA. The GMA may then decide to overturn the Board's decision.

#### Article 16: Advisory Council

- 16.1 The Advisory Council shall consist of a minimum of three and a maximum of five members of the Association. A member of the Advisory Council may not be a member of the Board. The Advisory Council nominates potential new members to the General Assembly, which decides on the membership of the person(s) concerned.

- 16.2 The purpose of the Advisory Board is to assist the Association to the best of its ability with its knowledge of the Association's affairs in order to ensure the continuity of the Association's policies and the preservation of knowledge within the Association.
- 16.3 The Advisory Board shall have at least the following duties:
- a. initiating discussion within the association regarding association policies;
  - b. providing advice on issues that arise within the association;
  - c. consolidating and sharpening association policies;
  - d. providing independent advice to the General Assembly regarding policy matters;
  - e. providing advice to the Board on (internal) board matters.
- 16.4 The Advisory Council shall meet with the Board at least prior to each General Members' Assembly. Additional meetings may be requested if the Advisory Council and/or the Board deems it desirable.
- 16.5 Recommendations issued by the Advisory Council are to be unanimous.
- 16.6 The Advisory Council receives the minutes of the Board meetings. The Board shall ensure clear minutes and timely delivery.
- 16.7 The Advisory Council may request the Board to convene a GMA, provided it deems it necessary due to acute matters. If the Board refuses such a request, the Advisory Council may convene a GMA itself. In doing so it must state the reason for convening the meeting and send an agenda and any documents.

## Section 7: Meetings

### Article 17: General Members' Assembly

- 17.1 In addition to the mandatory Annual Meeting and Semi-Annual GMA, GMAs may be convened as described in Article 11 of the bylaws.
- 17.2 The dates of the Semi-Annual General Meeting and the Annual Meeting must be known to the members at least three months in advance.
- 17.3 All documents for the General Assembly must, unless otherwise stipulated, be sent to the members via email at least fourteen days before the General Assembly. Members can have motions, amendments and agenda items placed on the agenda up to 72 hours before the start of the General Assembly by notifying the Board. The board will then send a new agenda with the new agenda items and any documents. Motions and/or amendments submitted during the GMA must be related to the items on the agenda prior to the GMA.
- 17.4 If the turnout at the GMA is sufficient that the votes of the Board are not required to constitute a quorum of 20 percent as stipulated in Article 12.1.2 of the Bylaws, the Board may not vote on evaluations concerning the functioning of the Board.
- 17.5 If desired, the GMA may decide to designate a person other than the Praeses as the chairperson of the GMA.

### Article 18: Annual Meeting

- 18.1 At the Annual Meeting, the GMA shall decide at least on the annual report referred to in Article 10.1 of the Bylaws and on the discharge of the Board. The annual report, including the necessary documents, account and justification, must be presented in writing or by email as completely as possible at least fourteen days before the Annual Meeting.

18.2 The agenda for the Annual Meeting shall include at least the items "Discussion of Annual Report" and "Discharge of Board". During "Discussing the Annual Report" the presented annual report shall be presented for discussion. During "Discharge Board", the ALV shall decide whether the annual report, including the financial statements, as presented, is sufficient to discharge the Board from financial liability for what is shown in the annual report and to approve the annual report.

#### Article 19: Semi-Annual GMA

19.1 At the Semi-Annual General Meeting, the Board shall render account for the policies pursued during the past six months. At least seven days before this meeting, the most complete possible half-year report (including the necessary documents, accounts and reports) must be presented.

#### Article 20: Authorizations

20.1 Authorizations as referred to in Article 12.1.1 of the Bylaws must be made known to the Board by means of an authorization form established by the Board and distributed to the members and bearing a signature whose authenticity can be verified.

20.2 Members may also make their authorizations known by sending an email to the Abactis from the email address listed in the membership records. Except for the signature, all information required in the authorisation form referred to in paragraph 1 must be included. The latter email must be received at least one hour before the start of the General Assembly. The Abactis will send a confirmation of receipt.

20.3 Revocation of authorizations is possible by sending the request to the Abactis by email, which must be received at least one hour before the start of the General Members' Assembly. The Abactis will send a confirmation of receipt.

20.4 If the authorizer is present at the GMA, the authorization expires immediately. The Abactis shall note this in the minutes.

20.5 A member present at the GMA may, upon leaving the GMA early, authorize a member present for the remainder of the GMA by expressing the desire for authorization of the member concerned. The Abactis shall note this in the minutes.

#### Article 21: Suspending the GMA

21.1 At the initiative of the Praeses, the GMA may be suspended and resumed at a date and time specified by the Praeses. If the GMA doubts the need for suspension or the resumption time, it may reverse the decision of the Praeses.

21.2 If the GMA is to be resumed on another day but no suitable time can be found at the time of adjournment, the Board shall send one or more proposals for the time of resumption to its members as soon as possible.

21.3 The part of the GMA after resumption, even if on a different date, is part of the same GMA before suspension. As a result, no new items can be placed on the agenda between the time of suspension and the time of resumption.

21.4 Authorizations from the first part of the GMA remain in place. New authorizations are not possible, with the exception of authorizations by members present in the first part who are not present at the second part. The method of authorisation is identical to that described in Article 20 of the Rules of Procedure.

21.5 Members who did not attend the first part of the GMA may attend the second part.

## Section 8: Substantive

### Article 22: Association nights

- 22.1 Every regular Tuesday evening of the association year, the association will hold its association night.
- 22.2 At all times, at least one Board member shall be present at the start of the association night or, in the absence of a Board member, the evening leader designated by the Board.
- 22.3 The evening schedule between 6:45 p.m. and 10 p.m. is aimed at developing and maintaining the debating skills of the members. For this reason, the association evening shall consist at least of debates in parliamentary form or courses that involve public speaking.
- 22.4 The debate portion of the association evening will take place at Radboud University Nijmegen.
- 22.5 At least one association evening per month shall be held in English.
- 22.6 The board will organize drinks or a social activity at least once a quarter, outside of the association night.
- 22.7 The Board may decide to deviate from the provisions mentioned in Article 22.3 and 22.4. When it makes such a decision, it is expected to be able to explain the reasons for this decision orally at the next General Meeting.

### Article 23: Debate formats

- 23.1 British-parliamentary debate is the main format practiced in the association. In addition, the aim is to have a debate in American-parliamentary form on a frequent basis.
- 23.2 One is given 15 minutes to prepare, after the announcement of the motion and position in the debate.
- 23.3 The American Parliamentary Debate shall, unless the Board determines otherwise, be conducted with speaking times of five minutes for the constructive speeches and three minutes for the conclusion speeches. The British Parliamentary Debate shall, unless the Board determines otherwise, be conducted with speaking times of 5 minutes for all speeches.
- 23.4 During debates, both the sound and vibration functions of cell phones are turned off.
- 23.5 During the evening, people address each other about unpleasant behavior, whereby the board has an exemplary role. If undesirable behavior occurs, the board is the first point of contact, and will take appropriate measures if necessary.
- 23.6 For judging, a full panel of judges deemed capable by the Board shall be appointed by the Board at the beginning of the debate.
- 23.7 Debate participants are not allowed to engage in discussion with the judges during judging.

### Article 24: Elementary course

- 24.1 Trivium provides a free elementary course that includes a solid introduction to the sport of debating.
- 24.2 The elementary course is provided at the beginning of each association year. The Board may decide that Trivium will conduct the elementary course again in the second semester.

24.3 During the evenings when the elementary course is held, there is also the possibility for members to attend a regular association evening.

## Article 25: External debating activities

25.1 Cooperation in debate activities in which members do not participate should have either a promotional or a financial purpose for the benefit of the Association.

25.2 The Board is entitled to determine an expense allowance for members who assist in debate activities for the benefit of the Association.

25.3 The Board is entitled to determine an appropriate fee for non-members who assist in debate activities for the benefit of the Association. The choice for this will be explained at the GMA.

## Section 9: Other provisions

### Article 26: House style

26.1 The logo of the association is shaped by the association name 'Trivium' with accompanying caption 'Debatvereniging Nijmegen' executed in the font 'Maiandra GD'. 'Triv' is executed in burgundy. The parts 'ium', as well as 'Debating Association Nijmegen' are transparent and surrounded by a burgundy rectangle. The margin in relation to the text is right angled. The burgundy association color has the following specifications: CMYK (C30, M98, Y94, K36); RGB (R128, G26, B27).

26.2 The adopted logo shall be attached to these regulations with the following description: Official logo of the Nijmeegse Studenten Debatvereniging Trivium.

26.3 Only this logo is used by the Association. In general Trivium presents itself with the colors as mentioned in article 26.1. For practical or aesthetic reasons the official colors may be deviated from. However, the Board will try to stick as closely as possible to the original colors.

### Article 27: Handling member information

27.1 The Board acts in accordance with the General Data Protection Regulation. The processing of personal data by Trivium is explained in the GDPR document, which can be consulted on the website.

27.2 The Board shall not provide any information concerning members to third parties, other than in cases where the Board is obliged to do so in any way.

27.3 In specific cases, the provisions of paragraph 2 may be deviated from, provided that the Board informs the member(s) concerned of the reason for doing so and the member(s) concerned agree(s) in writing.

27.4 The Board shall not enter into an obligation as referred to in the second paragraph without the consent of the General Assembly.

27.5 The Board shall notify all members of any decision taken by the ALV as referred to in paragraph 4, in writing and separately from the minutes of the relevant ALV. Furthermore, together with that notification, it shall offer every member the opportunity to deregister and thus prevent the disclosure of his or her own personal data. In addition, the Board shall offer a 14-day reflection period from the time of the written notification before proceeding with the disclosure.

### Article 28: Final Provisions

- 28.1 These Rules of Procedure may be amended or supplemented at any time by a resolution of the General Assembly.
- 28.2 These Rules of Procedure contain some appendices to which reference has been made. The contents of these appendices shall be presumed to be known and the provisions relating to them contained in the Rules of Procedure shall be presumed to be applicable:
- Appendix 1: Official logo of the Nijmeegse Studenten Debatvereniging Trivium
  - Appendix 2: Regulations recognition student organizations
  - Appendix 3: Code of Conduct Student Organizations
- 28.3 The documents of parties other than N.S.D.V. Trivium included in the appendices have been adopted without change, except for any changes in layout.
- 28.4 If the documents included in the appendices are changed, the most recent version is valid and should be attached in the Rules of Procedure.

Appendix 1: Official logo of the Nijmeegse Studenten Debatvereniging  
Trivium



## Appendix 2: Regulations recognition student organizations (version 19-03-'19)

These regulations and code of conduct were adopted by the executive board on 19 March 2019.

### Article 1. Benefits

An accredited organisation may be eligible for:

- a. training provided by the Student Affairs Office. Such professional training can help student administrators to improve their skills in that capacity;
- b. compensation for committee work from the Profiling Fund;
- c. a subsidy. An accredited student organisation may apply to Student Affairs or an accredited umbrella organisation for a subsidy as provided for in the Student Life Subsidy Regulations [Subsidiereglement Student Life];
- d. free use of halls and discount arrangements for catering within the framework stipulated for the purpose;
- e. office space. A request may be submitted to Student Affairs for office space;
- f. assistance from the office for accredited organisations. Student Affairs and more especially, the Student Life department, is the office within Radboud University which deals with questions submitted by student administrators from accredited student organisations. Student Life may receive requests, search for answers or solutions, or provide referrals.

### Article 2. Criteria

A student organisation shall be eligible for accreditation, provided that the following criteria are satisfied.

- a. it is entirely legally competent;
- b. it focuses on the university or faculty community within Radboud University or the student community in accordance with its constitution;
- c. no less than 75% of its members must be registered as students of Radboud University or HAN University of Applied Sciences and no less than 50% of its student members must be registered as students at Radboud University;
- d. it must have no less than twenty (20) members. Should it be impossible for an organisation to have such a number given its nature, it must be able to show that its activities benefit no less than twenty (20) students;
- e. it has signed and – in so far as a regular assessment occurs as provided for in Article 3(a)(1) – complied with the code of conduct (Annex 1);
- f. it is viable. The student organisation must satisfy a demonstrable need and be able to fill its executive board and committees;
- g. it is healthy in financial terms. It raises funds with the aid of member contributions or external sponsorship or subsidies and is not largely dependent on Student Affairs for support in order to survive.

### Artikel 3. Decision-making procedure

- a. Assessments may occur in the following way:
  1. regular assessments. Accredited organisations shall be assessed in relation to the criteria for accreditation in September once every three years. A student organisation shall receive an invitation by email for this purpose. Regular assessments shall occur in September 2019, 2022, 2025, 2028 and so forth;
  2. through an initial assessment. An organisation that is not accredited but would like to be eligible for accreditation may submit an application for accreditation to

Studentlife@ru.nl. Applications have to be submitted 10 working days prior to meetings of the 'Toewijzingscommissie'. It shall also be assessed in relation to the criteria referred to in Article 2.

- b. The following documents shall be submitted for the purposes of an application referred to in the foregoing clause:
  - a completed application form (Annex 2);
  - the relevant student organisation's constitution;
  - a recent annual budget;
  - a signed code of conduct.
- c. A decision concerning accreditation may entail that:
  - the student organisation is accredited;
  - the student organisation is not accredited.
- d. A student organisation will be accredited, provided that it satisfies all of the criteria. A decision may also be taken in favour of accreditation where a student organisation has not yet satisfied all of the criteria but it is realistically deemed likely that it will do so within a year. In the event that an organisation is not accredited, it may again submit to an assessment the next time one is conducted.
- e. Accreditation shall apply as of the first day of the month following that in which the decision is taken in favour of such accreditation.

#### Artikel 4. Term of validity and revocation of decision

- a. A decision in favour of accreditation which follows a regular assessment shall apply for a period of three (3) years subject to an interim revocation provided for in §(c) of this article.
- b. A decision in favour of accreditation which follows an initial assessment shall apply until such time as the next regular assessment occurs.
- c. A decision in favour of accreditation may be revoked in the event that:
  - the relevant student organisation no longer satisfies the criteria referred to in Article 2;
  - or
  - it acts contrary to the code of conduct.
- d. A student organisation shall be heard before its accreditation is revoked.
- e. Written notice shall be given of a decision in favour of the revocation of accreditation.
- f. By virtue of the revocation of its accreditation a student organisation shall forego all of the rights associated with such accreditation on the date on which the revocation comes into effect.
- g. The director of the Student Affairs Office shall make any decision pursuant to these regulations on behalf of the executive board.
- h. A decision referred to in §(g) may also be signed by the Student Life manager (as instructed).

#### Article 5. Objections

An objection may be lodged against any decision that is taken on behalf of the executive board in accordance with these regulations within six (6) weeks after the date of such decision. This may be done through the Central Complaints Office ([www.ru.nl/centraalklachtenloket](http://www.ru.nl/centraalklachtenloket)). The statement of objection must set out the grounds for the objection. A copy of the relevant decision must accompany the objection.

# Appendix 3: Code of Conduct Student Organizations

## (version 18-05-'22)

### 1. Introduction

Radboud University has made clearly understandable arrangements concerning the behaviour of student organisations which use its facilities. This code of conduct confirms the norms and values of the relevant parties. Both Radboud University and the student organisations shall actively subscribe to this code of conduct.

Radboud University and the accredited organisations shall discuss this code of conduct at the beginning of every administrative year, so as to raise awareness and encourage compliance. This code of conduct is preventative in its nature and facilitates good behaviour. In addition, the parties may call each other to account in respect of any conduct which does not comply with the provisions of this code of conduct.

Where there is any question of conduct which does not comply with the provisions of this code of conduct and such behaviour may have implications for the accreditation of the relevant student organisation, a discussion shall first occur before any consequences are decided on.

### 2. Principles

The principles underlying this code are as follows:

2.1 A student organisation's executive board shall:

- a. be responsible for drawing up and carrying out the policy and activities of that student organisation. In this respect the executive board shall ensure that it is possible to withstand an assessment in relation to acceptable community standards;
- b. seek to ensure that everyone is accepted as they are and that the members treat each other with respect, and it shall refuse to accept any undesirable behaviour, such as violence – both mental and physical – discrimination, sexism, force and humiliation;
- c. seek to ensure that the student organisation is inclusive by nature and is one in which a student feels safe and welcome;
- d. see to it that the members exercise due care and respect when dealing with the property of Radboud University or any other party
- e. consider sustainability when making policy or other decisions;
- f. see to it that the organisation complies with national and local legislation, and regulations during its activities, in particular, the Licensing and Catering and the Tobacco Acts. The executive board shall also see to it that the members and other parties do not exhort anyone to drink excessive alcohol or to take drugs;
- g. seek to ensure that the members of its student organisation are aware of the principles of this code of conduct and that it is applied and complied with within the context of the student organisation;
- h. report any potential incident immediately to Radboud University through the Student Life manager or the Student Affairs director;
- i. be alert to any indication that a person may have violated the principles of this code of conduct

and shall not hesitate to conduct any further investigation in response to such indication and to take appropriate action where necessary.

2.2 The Radboud University executive board shall:

j. recognise and acknowledge the importance of active student organisations and the potential that they offer to students for self-development and fulfilment as part of and in addition to their studies, and shall actively express this;

k. provide support to the student organisation executive boards by providing compensation for committee work and subsidies within the frameworks stipulated for them and shall appoint a Radboud University student counsellor whom the executive boards may approach for counselling and advice;

l. ensure that everyone can inspect this code of conduct;

m. always first contact the relevant student organisation in the case of a potential incident before responding publicly.

Nijmegen, 18-05-2022

Nijmegen, (date)

On behalf of the executive board

(student organisation's name)

C. van Mourik,  
Head of Student Life and International Mobility

(representative's name)