

## **Internal Rules of Operation**

***Installed: 29-04-2019***

### ***General Members Assembly (GMA)***

#### **Article 1. Agenda items**

The draft agenda of a GMA should include at the least the following items:

- Opening
- Determine agenda
- Minutes of previous GMA
- Announcements
- Further topics (W.V.T.T.K.)
- Survey
- Closing

#### **Article 2. Authorisation**

A member can be authorized by a different member during the meeting. The maximum number of authorisations a single member may fulfill is listed in the statute. The authorization is only valid during the part of the meeting at which the authorizing member is not in attendance.

#### **Article 3. Candidacy**

A member may announce their candidacy for a position, or may, with permission of said member, be recommended by (one of) the board members.

#### **Article 4. Survey**

##### **Sec 1**

If a written survey takes place during a General Members Assembly, the board must assign a survey committee, consisting of at least 2 members. All written surveys will be counted by the survey committee, after which they will announce the result to the assembly

##### **Sec 2**

If a survey considers a single individual, the motion will be either accepted or rejected according to the general rules for motions as described in the statute.

##### **Sec 3**

If a survey considers multiple individuals, they may use the same voting ballot, unless the survey considers multiple candidates for the same function.

If a scenario occurs where there are multiple candidates for the same function, there will be a survey in which each member can cast their vote on no more than one candidate. If a candidate receives a majority vote, they are accepted into the position. If this is not the case, a new survey will be held, considering only the two candidates with the highest number of votes. If there is a tie between two candidates, the (current) board has the deciding vote, unless the survey considers the board, in which case the advisory board has the deciding vote.

#### **Article 5. Quorum**

The quorum for a General Members Assembly is equal to the number of board members times two plus one attending members. If the quorum is not met at the start of a meeting, a

new GMA must be held within a month, discussing only agenda items that were on the previous meeting. After the GMA is opened, the quorum is counted, including authorisations. If the quorum is not met on a motion, it must be discussed once more at the following GMA. In both scenarios the agenda items or motions may be accepted or rejected at the following GMA without meeting the quorum

**Article 6.      Addresses at the GMA**

The chairman of a GMA may limit the number of times per agenda item or motion members may address the assembly. The chairman may also limit the duration of addresses per agenda item or motion. Every member has the right to at least two addresses, each with a minimum duration of 2 minutes.

Limitations on the number and duration of addresses are viable from the moment the chairman rules them.

## ***TASKS OF ACTIVE MEMBERS***

### **Article 7. Active members**

Members who belong to at least one of the following categories are considered active members:

- Members of the board
- Members of committees listed in article 12
- Members of committees recognised by the board

The duties of active members are:

- To take care of the association space as described in articles 3 and 4 of the statute (as far as capable)
- To assure the statute and IRO are executed correctly

### **Article 8. Tasks of the chairman**

The chairman must fulfil amongst others the following tasks:

- Representing and speaking in behalf of the association;
- Leading the GMA. If the chairman is absent, a different board member may take over
- Leading the board.
- Coordinating committees and committee members;

### **Article 9. Tasks of the secretary**

The secretary must fulfil amongst others the following tasks:

- Take minutes of GMAs and board meetings;
- Maintain the archive;
- Assemble the annual report. The secretary contributes to this the secretarial report, which reports amongst others the activities held by the association.
- Maintain correspondence for the association. Important pieces must be co-signed by a fellow board member.
- Make sure the invitation and pieces of a GMA are sent no less than one week before the meeting.

### **Article 10. Tasks of the treasurer**

The treasurer must fulfil amongst others the following tasks:

- Attempt to obtain the means that belong to Bellettrie;
- Represent Bellettrie in conversations that concern finances;
- Manage the finances and keep their accounts;
- Hold accountability to the GMA about the financial management through an annual financial report. This must contain the following:
  - Balance
  - Revenue/expenditure oversight
  - Debtor/creditor oversight
  - Capital comparison
- Create a budget for the coming year
- Make sure the financial pieces of a GMA are sent no less than one week before the meeting

### **Article 11. Tasks of openers**

When Bellettrie is open, there is always a single person who bears the final responsibility for the execution of this article. During the standard opening hours this is usually the opener assigned on the timetable, or an arranged replacement. If Bellettrie is opened by an opener outside of standard opening hours, they bear final responsibility.

The opener must fulfil, amongst others, the following tasks:

- Manage the members administration (mainly signing up new members and openers);
- Manage the borrowing administration (mainly lending and taking in media)
- Note accounting adjustments in the till logbook;
- Manage the association space in general, including taking care of the space and music;
- Execute the Bellettrie policy concerning activities inside the association space and access to the space;

### **Article 11. Committees**

Bellettrie contains, amongst others, the following committees:

Activity- and PR-committee:

This committee bears responsibility for the advertising policy and organises Bellettrie-related activities.

Purchasing and catalogue committee:

This committee purchases books and manages the catalogue of Bellettrie.

This committee has one coordinator, the book despot.

Book committee:

This committee assists the book despot in managing the collection and its catalogue.

Accounting committee:

The accounting committee monitors the treasurer and advises the GMA on the financial pieces.

This committee may contain neither active board members nor ex-board members who were active board members during the financial period that is being discussed.

Kick-In committee:

This committee is responsible for Bellettrie's participation to the Kick-In.

Konnichiwa:

This committee organises activities to promote Japanese culture in the Netherlands.

Timetable coordinator:

Divides the openers over the official opening hours. The official opening hours are listed in an appendix. Furthermore, the timetable coordinator keeps a list of all active members.

Room committee:

This committee is responsible for maintaining the association space, and procuring the materials required for this task.

Openers committee:

This committee contains all openers. It has a chairman who is responsible for coordinating all openers.

If any of these committees are empty, their tasks will be fulfilled by the board, within the realm of possibility. Some committees can be shared with Fanaat. This applies to committees that participate in activities that are not bound to a specific association but would nonetheless exist in both associations.

The board maintains the right to disband associations that have been empty for several year with the approval of the advisory board. Any possessions belonging to these committees will return to Belletrie, after which the association may decide what to do with them.

**Article 13. Advisory board**

The advisory board is an independent institution inside the association made up of (former) members who have a lot of experience in running the association. The advisory board provides advice to the association, invited and uninvited, and supports the board in matters in which they require advice.

New members of the advisory board are chosen by the current advisory board.

## ***LENDING AND MEMBERSHIP***

### **Article 14. Difference between members and borrowers**

The statute differentiates between members and borrowers. Borrowers and normal lenders are treated equally, unless the IRO or statute states differently. Within an article a distinction can be made; unless explicitly stated otherwise, 'members' refers to both members and borrowers. Borrowers have neither active nor passive suffrage on GMAs. Borrowers are not allowed to participate in members only activities. Borrowers cannot be active members.

### **Article 15. Membership fee**

Normal members and borrowers owe a membership fee. Normal membership and being a borrower last until the end of the association year, after which the membership fee must be paid once more to remain a member or borrower. The size of the fee depends on its duration. The size and dependence of the membership fee are determined by the GMA and must be listed in the appendix. There may be a differentiation in membership fee between normal members and borrowers. The type of membership may change during the membership. The difference in membership fee must be paid by the member or reimbursed by Bellettrie.

### **Article 16. Borrowing fee**

For borrowing items from the comics and magna sections a borrowing fee is owed. The size of the borrowing fee is determined by the GMA and must be listed in the appendix.

### **Article 17. Returning borrowed items**

Borrowed items may be returned when Bellettrie is open. Returning the item to the association space is not considered returning it. Only when it is handed to the opener, the item is considered returned.

The item can, on own risk and costs, be either mailed to or directly placed inside the mailbox in the Bastille.

### **Article 18. Fines**

When the borrowing period is exceeded, one will owe a fine. The borrowing period as well as the magnitude of the fines and their maxima are determined by the GMA and must be listed in the appendix. Fines are calculated according to the rules that are in place at the moment of returning.

Items which have reached the maximum fine way, if sufficient action has been taken to contact the member, be replaced by the board. The costs of replacing the items, as listed in the appendix, will be charged to the (ex-)member in question. After the replacement has been paid for, the material belongs to the member.

In cases of destruction or loss of property belonging to or managed by Bellettrie, the costs of repairs or replacement will be charged to the perpetrator(s).

If one has signed up as a member and did not give a valid personal facilitycardnumber, and the Student Union posts a fine as a result, these costs will be charged to the member, including any costs for purchasing a facilitycard.

An expiration or termination of membership does not provide an extension or annulment of payment for posted fines.

Failure to pay open fines on time may result in an increase by additional fines,

administration-, and collection costs. Providing the maximum fine has been reached, the board may decide to suspend the membership of the member until the fines have been paid.\

**Article 19. Terms and Conditions of membership**

One can only become a member of Belletrie if they are not indebted to Belletrie as described in article 18. There are two kinds of normal members: free members and paying members. One can only become a free member if they are in possession of a Union Card by the Student Union University of Twente or declares to purchase one before the first of November of the academic year. One can become a paying member if they own a facilitycard by the Student Union University of Twente or declares to purchase one before the first of November of the academic year. One can only become a borrower if they had been a borrower in the previous year.

## ***OTHER REGULATIONS***

### **Article 20. Removals from the collection**

Items can be designated for removal from the collection by the buyers, book despot, and book committee. If necessary, the book committee will make a list of all designated items. At least one month before the removal it will be announced in the association space and the list will be available in the association space for reviewing.

All members may object the removal of these for the duration of a month. If there is an objection, the buyers, book despot, and book committee will reconsider the removal of those items. The board will decide what is done with the items after removal.

### **Article 21. Access to regulations**

- Any member can, when requested, receive a free copy of the statute or internal rules of operation, including any supplements and/or appendices.
- A copy must also be available in the association space and the archive of Bellettrie.

### **Article 22. Legal entities**

Non-natural legal entities may use borrowing facilities. They owe a membership fee as listed in the appendix.

### **Article 23. Oppositions**

If the IRO and statute are in opposition, the statute is leading.



Reservations count when determining the maximum number of borrowed items.

Books comics and manga's that have not been picked up two weeks after they were handed in may be placed back in the bookcases. The reservation will expire in this scenario.

## **Appendix B – House rules**

- A) The board does not bear any responsibility for the behaviour of members in the association space. Someone who behaves bothersome may at the request of a present member, and after a warning by the openers committee or a member of the board of Bellettrie and/or Fanaat, be barred from the association space for 24 hours.
- B) Smoking is forbidden in the association space.
- C) The playing of board games provided by Fanaat in the association space fall under the auspices of Fanaat. Bellettrie maintains the right to refuse games in the association space during Bellettrie time when they do not fit the association policy.
- D) It is generally forbidden to use the room phone for personal phone calls.
- E) It is generally not allowed to permit entry to animals into the room.
- F) It is generally forbidden to prepare food inside the association space.’
- G) It is generally forbidden to consume alcoholic beverages inside the association space.

The board may rule exceptions to rule D through G.

Aside from the board openers may also rule exceptions to rule D and E.

If there are any questions, these decisions may be explained on the next GMA