



U.C. Face Off Association rules

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Chapter 1 Definitions

Art. 1

A member means an ordinary member or a supporting member, as defined in Article 3, paragraph 2, paragraph 5 and paragraph 6 of the Articles of Association, unless otherwise stated.

Art. 2

G.M.A is the abbreviation for General Members Assembly.

Art. 3

The Dutch Floorball and Unihockey Organisation (NeFUB) is the national organisation, whose aim is to promote floorball in all its manifestations. It tries to achieve this among other things by organising matches and competitions. It also keeps in touch with (inter)national floorball organisations.

It also promotes the floorball sport in the Netherlands. It does so by offering floorball packages, giving clinics and organising events, especially for primary and secondary schools.

Art. 4

The Sports Centre RuG & HG (Sports Centre) is a facilities organisation whose objective is to offer an optimally responsible package in the field of physical education and sport to its clients within the preconditions of human, material and financial resources.

Art. 5

The Academic Centre for Physical Education (A.C.L.O.) is the umbrella organisation for sporting students of the University of Groningen (RuG) and Hanze University Groningen (HG). The A.C.L.O. is the primary tenant of the Sports Centre.

Chapter 2: The Board

Part 1: General

Art. 1

The Board looks after the interests of the association; it implements the decisions of the GMA; it is in charge of enforcing the By-laws and regulations and supervises the committees.

Art. 2

The Board shall consist of at least three people: The Chair, the Secretary and the Treasurer. Preferably, the GMA adds the Vice-President and the Motivator to the Board.

Art. 3

Each Board member is accountable for the performance of his/her/their tasks and for the policy he/she/they has pursued in the first instance to the Board meeting and in the highest instance to the GMA

Art. 4

1. The Board meetings must be held at least fortnightly on average during the academic year.
2. In the event of an equality of votes, the Chair shall decide independently of his/her/their previously cast vote.
3. Outside the Board meetings, decisions by the Board can only be taken by unanimous vote.

Part 2: The work of the Board

Art. 5

Each Board member shall keep an archive, consisting at least of incoming documents, copies of sent documents and minutes. Each Board member shall further make use of the existing handover documents and ensure that they are updated and kept up to date.

Art. 6

1. The Board shall present its policy plan at the GMA in which it is installed.
2. The Board shall present its half-yearly evaluation at the Half-Yearly GMA held within seven months after the Board change.
3. The Board shall present its annual evaluation at the GMA in which it is discharged.

Art. 8

The Board shall maintain contact with the NeFUB, the A.C.L.O., the Sports Centre, the floorball associations recognised by the NeFUB, sponsors and other associations and organisations, which stimulate and help further develop the goals set by the association.

Art. 9

1. The Board should be represented at the sector consultations of the A.C.L.O.
2. At the sector consultations, the Board shall be represented by the Chair as a matter of course.

Art. 10

1. The Board shall take care of congratulations, condolences, occasional advertisements, flowers and gifts.
2. Upon the death of a member of the association, activities shall be halted up to and including the day of the funeral/cremation of the deceased member, unless the Board decides otherwise.

Art. 11

The Board shall be responsible for the management and proper use of the technical resources at its disposal.

Art. 12

The Board may at any time decide not to allow an activity to go ahead, due to overriding (association) interests.

Art. 13

The members of the Board shall keep themselves informed about association life and participate in it in a stimulating and coordinating way.

Part 3: The Chair

Art. 14

The Chair has the general management of the Board.

Art. 15

The Chair shall convene and preside over the Board meetings. He/She/They may invite advisors to these, who, however, have no voting rights.

Art. 16

The Chair supervises the execution of all decisions, he/she/they supervises the execution of the Board tasks and is obliged to intervene in case of gross negligence by one of the Board members.

Art. 17

The Chair shall promote good relations of the Board with the members, honorary members, members of merit and supporting members.

Art. 18

The Chair shall promote the general external interests of the association.

Art. 19

1. The Chair shall be responsible for sponsorship of the club in general.
2. The Chair shall also coordinate the sponsorship of committees.

Art. 20

At the GMA, before discharging himself/herself/themself, the Chair shall announce his/her/their vision of the future of the club, based on the course of events during the past club year.

Part 4: The Secretary

Art. 20

The Secretary shall be responsible for communicating decisions of the Board that are of interest to the members.

Art. 21

1. The Secretary shall be responsible for the creation and distribution of the club magazine.
2. A club magazine must contain at least:
 - Current information about the association
 - The agenda, with upcoming activities and tournaments
 - Announcements regarding decisions of the Board
3. The club magazine should appear at least six times a year with regularity.

Art. 22

The Secretary shall take care of keeping the administrative data of

- a. all people mentioned in Article 3 of the By-laws;
- b. all institutions and people whom the Board considers of interest to the Association.

Art. 23

1. The Secretary shall be responsible for taking minutes during a GMA. The minutes of the GMA shall be published.
2. The Secretary shall ensure that at the start of the GMA the minutes of the previous GMA are available.

Art. 24

1. The Secretary shall be responsible for taking minutes during a Board meeting.
2. The Secretary shall ensure that at the start of the Board meeting the minutes of the previous Board meeting are available.

Art. 25

1. The Secretary shall take care of keeping the association's archives.
2. The association's archive shall consist of Face Off newsletters, club magazines, MUGguaria and Chair's folders containing at least minutes of Board meetings and GMAs. It may also include articles or other documents that have some association value.
3. Board members shall be entitled to inspect the association's archives; members of the Cash Committee and the Advisory Committee shall be entitled to inspect documents relevant to them.
4. Other interested parties than those referred to in paragraph 3 shall only be entitled to inspect the association's archives with the Board's consent.

Art. 26

1. The Secretary shall conduct the correspondence of the Association in consultation with the Board.
2. The Secretary shall ensure notification of events concerning the Association to people and institutions, which in the opinion of the Board qualify for such notification.

Art. 27

The Secretary shall ensure that a copy of the Internal Regulations and/or a copy of the Statutes is available on the website

Part 5: The Treasurer

Art. 28

1. The Treasurer shall be in charge of the management of the association's funds.
2. The Treasurer shall collect the funds and make the payments.
3. The Treasurer shall be responsible for proper financial administration.

Art. 29

The candidate Treasurer shall prepare a budget before his/her/their installation in consultation with his/her/their predecessor and present it to the members after the installation during the GMA.

Art. 30

At least fourteen days before the half-yearly GMA, as referred to in article 6, paragraph 2 of these Bye-Laws, and also at least fourteen days before the transfer GMA, as referred to in article 11, paragraph 3 of the Articles of Association, the Treasurer shall send a copy of the interim financial report respectively of the final financial report, as well as all documents required for the audits of both aforementioned financial reports, to the Cash Committee.

Art. 31

1. The Treasurer is authorised to exercise control over the financial policy of the committees.
2. In case of conflict between the Treasurer and one of the running committees, the Board shall decide after advice of the Advisory Committee. In the last resort, an appeal is possible at the GMA.

Par. 6 The Vice-Chair

Art. 32

The Vice President shall be responsible for the coordination and guidance of all committees of the Association.

Art. 33

The Vice-President shall be responsible for the promotion of the Association.

Art. 34

The Vice-President shall take care of the reservation of rooms, for an GMA and any other Board activities.

Art. 35

In the event that the President is unable to attend, the Vice President shall take care of his/her/their duties.

Part 7: The Motivator

Art. 36

The Motivator is in charge of training schedules.

Art. 37

1. The Motivator is ultimately responsible for the allocation of association members with regard to national league teams and tournaments.

2. The classification, as referred to in paragraph 1, shall be made by the Technical Committee.

3. The classification, as referred to in paragraph 2, is made on the basis of the guidelines as stated in the Technical Plan.

4. In this classification extreme care and objectivity shall be applied.

Art. 38

The Motivator maintains contact with the trainers.

Art. 39

The Motivator maintains contact with the Sports Centre and the A.C.L.O. on technical matters, including the allocation of training hours and competition teams.

Art. 40

The Motivator takes care of the floorball balls and sticks during training hours.

Art. 41

The Motivator is responsible for announcing the training plan to the members and is responsible for its correct implementation.

Art. 42

The Motivator encourages participation in various floorball activities, whether or not organised within the association.

Art 43

The Motivator is further responsible for the allocation and organisation of Match days in the A.C.L.O.. He/She/They shall proactively work towards obtaining all the possible and correct dates and times in collaboration with the A.C.L.O.

Chapter 3 The committees

Part 1: General provisions

Art. 1

A committee shall consist of at least two members.

Art. 2

1. The Chair of a committee shall notify the Board of decisions and plans in time.

2. The Chair of a committee shall keep an archive, consisting at least of incoming documents, copies of sent documents and minutes.
3. The Chair of a committee shall ensure that the committee makes use of the existing transfer documents and shall ensure that these documents are updated and kept up to date.

Part 2: Freedom of action of a committee

Art. 4

A committee has freedom of action, which is limited only by:

- the provisions of the By-laws and the Association rules;
- the decisions of the GMA;
- the right of the Board to:
 1. suspend a decision of a committee, if in the opinion of the Board this decision is contrary to the interests of the association;
 2. promulgate measures of the Board.

Art. 5

1. The suspension decision referred to in Art. 4(1) shall be announced to the committee concerned and shall take effect at the time of its announcement.
2. The committee may, within one hundred and twenty hours after the announcement of the suspension decision, request the Board in writing to convene an GMA.
3. The Board shall be obliged to comply with this request as referred to in paragraph 2 within fourteen days of receiving it.

Art. 6

1. Measures of the Board as referred to in Art. 4(2) shall be announced to the members and shall come into force at the time of announcement.
2. The Board shall be obliged to convene an GMA within three days after publication of the Board measure.
3. If more than one-third of the number of validly cast votes abstains from approving the Board measure, the Board shall be obliged to consider the Board measure as not having been promulgated.

Part 3: The GMA Committees

Art. 7

An GMA committee means that the committee concerned is only accountable to the GMA

Art. 8

The Association has the following annual GMAcommittees:
the Advisory Committee (ADCIE);
the Cash Committee (KC);
the Technical Committee (TC);

Art. 9

Except with the consent of the GMA, an GMA committee may not perform any actions, which could financially burden the association beyond the budget allocated to the GMA committee.

Art. 10

1. Before the GMA at which an GMA committee is discharged, it shall make a report of its activities and of any management of committee funds, which reports shall require the approval of the GMA and the Cash Committee.
2. The Cash Committee shall investigate the management of the funds of the GMA committee, which shall be reported on at the GMA before the approval referred to in paragraph 1 can be given.
3. If a member of the Cash Committee is also a member of a committee to be audited, that person shall be excluded from the audit of the financial policy of the committee concerned.

Par 3.1. The Advisory Committee (ADCIE)

Art. 11

1. The Advisory Committee performs an advisory role for U.C. Face Off and meets on the initiative of the Board on average once every six weeks.
2. The Advisory Committee consists of former Board members or other members who can fulfil an advisory role for the Board.
3. The members of the Advisory Committee are elected by the General Assembly on the nomination of the outgoing Advisory Committee or at least five ordinary members.
4. If for the new Advisory Committee only candidates are nominated by the sitting Advisory Committee, they are elected by single nomination.

Par 3.2. The Cash Committee (KC)

Art. 12

1. The Cash Committee shall be charged with the control of the management of the funds of the Association in the manner regulated in Art. 10 of the Articles of Association.
2. At least one of the members of the Cash Committee shall be a previous Treasurer and at least one member shall not have been involved in previous financial activities of the Association, a so-called independent member.
3. The members of the Cash Committee shall be elected by the General Meeting on the nomination of the retiring Cash Committee or at least five ordinary members.
4. If for the new Cash Commission only candidates are nominated by the incumbent Cash Commission, they shall be elected by single nomination.

Par 3.3. The Multiyear Policy Plan Committee (MJBC)

Art. 13

1. The multi-year policy plan committee and thus the multi-year policy plan have been abolished in the past. Instead there will be an annual discussion evening. At the request of 5 Members, an MJBC may again be established for which the following will then apply:
 - a. general;
 - b. membership;
 - c. training and competition.
2. The Multi-Year Policy Plan Committee shall be responsible for monitoring the implementation of the existing multi-year policy plan by the Board.
3. The multi-year policy plan shall be resubmitted to the GMA at least once every three years.
4. The Multi-Year Policy Plan Committee consists of one member of the Board, one member of the Advisory Committee and an independent member.

Par 3.4. The Technical Commission (TC)

Art. 14

1. The Technical Committee, under the final responsibility of the Motivator, is in charge of the team allocations for competition and tournaments. **This implies the TC**
 - a. advices on the number of teams to sign up for the coming season and
 - b. Selects the members of each team via a selection process.
2. The Technical Committee consists of the Motivator, the trainers and at least one independent member.
3. For each training variant, there is a specialist group consisting of the Motivator, the relevant trainer and an independent member (who, in principle, does not participate in the relevant training variant).

Par. 4 The Board Committees

Art. 15

An Board Committee means that the committee concerned is accountable only to the Board.

Art. 16

1. The Association shall have the following annual Board Committees:
the Almanac Committee (ALCO);
The Media Committee(MEDICO);
The Activity committee (GGV: Genootschap der Gezelligheid ende Vermaeck)
the Promotion Committee (PROCO);
2. In the case of a lustrum year, a Lustrum Committee (LUC) shall also be established.
3. The Board may, at its discretion, create a new Board Committee, if it thinks it is needed in carrying out its tasks.

Art. 17

As members of the Board committee, all ordinary members and supporting members who are members of the association during the committee year shall be eligible for election.

Art. 18

Unless authorised by the Board, an executive committee may not perform any actions, which could financially burden the association in excess of the budget allocated to the executive committee.

Art. 19

1. Upon completion of its work, an executive committee shall report on its activities.
2. The Cash Committee shall investigate the management of the funds of the Board committee before the approval referred to in paragraph 1 can be given.
3. If a member of the Cash Committee is also a member of an Executive Committee to be audited, this person shall be excluded from the audit of the financial policy of the Executive Committee concerned.

Art. 20

A Board committee is presented to the members at the next GMA after it has been formed by the Board.

Art. 21

An executive committee shall briefly report on its activities to the GMA for the information of the members at the next GMA after its duties have been completed.

Par 4.1. The Almanac Committee (ALCO)

Art. 22

1. The Almanac Committee is charged with:
 - producing the MUGguarium, the Face Off Almanac;
 - distributing it in consultation with the Secretary of the Board;
 - recruiting a sufficient number of advertisers.
2. A MUGguarium should in any case contain
 - a complete list of members, including photographs;
 - a complete list of the supporting members, including photographs;
 - information concerning the Board and committees of that year.
3. The ALCO aims to issue the Almanac on the anniversary of UC Face Off.

Par. 4.2 The Media committee (MEDICO)

Art. 23

The media committee is charged with:

- Producing the club magazine: 'the stickstof'
- Maintenance of the U.C. Face Off social media and website

Art 24

The Stickstof shall:

- a. be published at least 6 times a year,

- b. contain a general update from the Board, stories and games for member entertainment (not on any members expense) and
- c. be uploaded on wordpress with password protection

Par. 4.3 The social activities committee (GGV)

Art. 25

The social activities committee, shortened GGV based on the dutch title: Genootschap der Gezelligheid ende Vermaeck, is charged with:

1. Organising the monthly drinks
2. Organising the members weekend
3. Organising additional activities throughout the year
4. Organising a birthday event on the birthday of U.C. Face Off

In order to promote social cohesion.

Art 26

Should a GGV activity overlap with the activity of the LuCo the lustrum activity takes precedence and the GGV needs to reschedule or cancel their plan.

Par 4.4. The Promotion Committee (PROCO)

Art. 27

The Promotion Committee is in charge of supporting the Vice-President in promotional activities.

Par 4.6 The Lustrum Committee (LUC)

Art. 28

1. The Lustrum Committee is charged with the activities to be organised in the lustrum year.
2. The Lustrum Committee shall be set up at least six months before the start of a lustrum year.

Chapter 4 Person of trust

Part 1: General

Art. 1

As advised by the A.C.L.O, U.C. Face Off shall have one or more people of trust.

Art 3

The person of trust can be approached in case of:

- a. bullying and being bullied
- b. abuse of power and verbal aggression

- c. the feeling that you do not belong or are treated differently because of your ethnicity, religion, sexual orientation or gender-identity
- d. transgressive behaviours (abuse of power, verbal aggression, sexual harassment etc.) defined as the way in which you are approached and/or touched by an association member, trainer/ coach or any behaviour that you experience as uncomfortable and inappropriate.
- e. a suspicion of transgressive behaviour: you perceived someone else being involved in an unpleasant manner
- f. doubts in yourself whether your behaviour as a trainer/coach is wise
- d. someone accuses you directly or indirectly of unacceptable behaviour

Art. 4

The person of trust is the first contact point for any Face Off member experiencing any of the points mentioned in article 3. Note that contacting the person of trust does not constitute a formal report, but only once the Board is notified. This implies that the conversation with the person of trust will be confidential and he/she/they will handle the situation discreetly. It is to remark that the confidentiality here is not to compare to that of a professional person of trust or physician.

Part 2: Course of Action

Art. 5

Self-observation:

In case the person of trust notes any behaviour noted in article 3 he/she/they will inform

- a. the Board which then is tasked with deciding the further course of action, such as investigating the case and the person of trust is no longer involved or;
- b. the Advisory committee in case the board is involved in which case it will take over and decide on the further course of action, such as investigations or even organisation of a GMA

Art. 6

Occurrence of an incident or conversation initiated by a member:

1. Initial conversation

- a. In the first conversation it is important for the person of trust to listen to the story and to validate the emotions of the member. He/She/they should further hint towards that the acquirement of burden of proof is helpful and discuss the options available to do so.
- b. Furthermore he/she/they should notify the member that the issue will be addressed with board in order to determine the implication on the association. This can be anonymous if requested.
- c. If the case violates criminal law or poses a safety risk to a number of member the confidentiality cannot be upheld and the person of trust of the ACLO will be involved.
- d. Should it be a case of sexual harassment the member will be redirected towards the person of trust of the ACLO as it must be reported to the administration

2. Consultation of follow up steps

As a result of what the person of trust is told he/she/they will inform the concerned member on the possible follow up steps and to which (external) institutions the member can reach out

3. Report to the Board

The person of trust has to notify the Board of the case and must describe the taken course of action, such as the referral to external agencies/institutions/ACLO. This may be done in compliance to the request of remaining anonymous.

Art. 6

In any of the steps described above should the board be involved in the case the person of trust shall reach out to the advisory committee instead.

Art. 7

Lifting confidentiality

In some cases the person of trust may deem in accordance with the board the need to lift confidentiality. Should that occur the person of trust shall reach out to the concerned member and communicate the need to lift confidentiality and its possible consequences on the course of action. Should the concerned member consent to give up his/her/their confidentiality, confidentiality does not apply any longer. From this point onwards it is important that the concerned member is kept informed consistently of the status of the case and steps taken by the person of trust and Board.

Art. 8

Lifting of confidentiality without consent of the concerned parties may occur if

- a. if the member is in danger and cannot/does not dare to act out of fear of his/her/their own security
- b. because of the public interest to provide a safe sporting environment, which transcends the interests of the individual
- c. due to Dutch-law requirements
- d. in order to report in case of sexual harassment and abuse

Part 3: Selection and Appointment

Art. 9

A person of trust shall fulfil the following criteria

1. The person of trust may not be part of the Board or any GMA committee
2. He/She/They may not be captain of a team
3. If two people of trust are selected they should not be in the same competition team, nor same Board committee to avoid conflicts of interest
4. A person of trust must be proficient in both Dutch and English
5. A person of trust should be accessible, implying a person with frequent attendance to practices

Art. 10

The appointment of a person of trust follows the following procedure:

1. The Board may propose members fulfilling the criteria from article 3 at the GMA after discussion with the AdCie. Note these members must agree with their nomination
2. Should members want to suggest a person of trust they need at least 5 members backing the proposal. Agreement of the nominated applies here as well.
3. The selection of people of trust may be discussed during the GMA, under direction of the Chair
4. The final vote on the person of trust will be taken at the GMA by show of hands or ballot voting.
5. The appointment as person of trust will last till the next GMA at which it can either be extended or terminated by voting or end due to unwillingness by the person of trust to continue.
6. Should a person of trust cancel their membership before finalisation of their term as person of trust, the term automatically terminates.

Art. 11

With the election as a person of trust the member accepts the display of their contact information in the U.C. Face Off website and in different communication channels, which may include:

- a. Social media
- b. Whats app
- c. Monthly newsletter

Chapter 5 The members

Part 1 General provisions

Art. 1

The association knows the following categories of members: ordinary members, honorary members, members of merit and supporting members.

Art. 2

Every member representing the association during competition or tournament matches shall wear the clothing prescribed by the Board when doing so.

Part 2 The supporting members

Art. 3

1. A supporting member is in principle entitled to tournament participation, but cannot claim training in association and has no voting rights at the GMA.
2. In case of oversubscription of tournament participation of U.C. Face Off, ordinary members as defined in Article 3 of the By-Laws shall have priority over a supporting member as defined in Article 3 of the By-Laws.

Art. 4

Supporting members shall be informed in writing at least twice a year about the most important Face-Off events of recent times. They also receive the MUGuarium, the Face Off Almanac.

Art. 5

1. The membership fee of a supporting member is to be determined annually at the GMA.
2. On request, the club magazine may be sent at the association's expense.

Chapter 6 The meetings

Par. 1 General about the GMA

Art. 1

1. At least two GMA's shall be held per year: the transfer GMA and the half-yearly GMA
2. Any additional GMA, as referred to in chapter 3 art. 5 paragraph 2 and/or art. 6 paragraph 2 shall be equal to an GMA

Art. 2

1. Two weeks before the start of each GMA, all documents to be discussed must be available for inspection at the Secretary of the Board.
2. The number of copies of the documents referred to in paragraph 1 present shall be 15% of the total number of members, with a minimum of 10 copies.

Art. 3

1. The invitation to the GMA must be made in writing, at least fourteen days before the GMA.
2. The invitation must state at least:
 - the notice that the documents are available for inspection at the Secretary of the Board.
 - time, place and date of the general meeting.
 - the relevant agenda on which all proposals are specified as much as possible. Moreover, the Secretary shall ensure that the proposals on the agenda are accompanied by an explanation.

Par. 2 Order in the meeting

Art. 4

1. The Chair shall perform the function of presiding at the meeting.
2. The Chair of the meeting shall determine the order of discussion of the agenda.
3. The Chair shall be obliged to conduct the meeting impartially.

Art. 5

1. The order may be changed by means of a motion of order. This point of order must be signed by at least five ordinary members.
2. A point of order shall be considered immediately.
3. After consideration, a point of order shall be put to the vote immediately. The vote cannot be postponed.
4. The Chair of the meeting is obliged to change the order, after approval of a point of order by the GMA, as indicated in the motion.

Art. 6

1. No one shall have the floor except after receiving it from the Chair of the meeting.
2. The Chair of the meeting shall give the floor in order of request.
3. He/She/They, who speaks unsolicited, may be called to order by the Chair of the meeting. If he/she/they repeats this, the Chair may order him/her/them to leave the meeting. If the person concerned does not comply with this order, the Chair may have him/her/them removed.
4. If a speaker at the GMA lapses into personalities, uses indecent language or behaves in an indecent manner, the provisions of paragraph 3 may be applied.
5. If a speaker deviates from the subject under discussion, the Chair of the meeting may draw his/her/their attention to it and call him/her/them back to the subject. In case of continued deviation, he/she/they may be deprived of the floor on the subject.
6. If the Chair of the meeting considers a subject sufficiently explained, he/she/they shall close the deliberations. Immediately afterwards, he/she/they shall put the proposals to the vote, on the understanding that it may be proposed to postpone the vote on a proposal. In that case, this proposal to postpone shall be put to the vote immediately. If it is not adopted,

a vote on the original proposal shall follow. An adjourned vote shall take place at the next GMA.

Par. 3 The proposals and motions

Art. 7

1. A proposal is a plan submitted to the GMA.
2. Each proposal shall be accompanied by the proposers with as full an explanation as possible.
3. Every proposal from the association must be signed by at least five ordinary members and submitted to the Secretary of the Board at least 24 hours before the start of the GMA.
4. The Board shall be obliged to place a proposal as referred to in paragraph 3 on the agenda of the next GMA.
5. If this is impossible, the Secretary shall notify the signatories in writing, giving reasons.
6. An adopted proposal shall constitute a binding resolution of the GMA.

Art. 8

1. An amendment concerns a making by members of a proposal to change any article concerning the By-Laws or concerning the association Regulations.
2. An amendment, signed by at least five members, must be submitted to the Secretary of the Board at least 24 hours before the start of the GMA.
3. The same rules, which apply to an amendment, also apply to a sub-amendment, i.e. a proposal to change an amendment already proposed by someone else.
4. The amendment with the furthest scope will be considered first. This shall be at the discretion of the Chair of the meeting.

Art. 9

1. A motion concerns a proposal, arising from the meeting, to make a statement on a matter not directly submitted to that meeting.
2. A motion must be submitted, signed by at least five ordinary members, to the Chair of the meeting.
3. A motion shall be considered and voted on at the meeting unless it is decided to postpone the vote.
4. Without prejudice to the provisions of Article 5 paragraph 4, as well as outside the case of Article 9 paragraph 3, a motion adopted shall be considered a non-binding decision of the GMA.

Art. 10

A motion of censure, concerning one or more members, may not be put to the vote before those concerned have been given the opportunity to defend themselves at the next annual general meeting at the latest.

Art. 11

If several motions on the same subject are pending at the same time, the most far-reaching one will be put to the vote first. The Chair of the meeting is responsible for assessing this.

Art. 12

1. A motion to reopen the debates shall be taken immediately.
2. The vote on a motion to reopen debates cannot be postponed.

Par. 4 The votes

Art. 13

1. In voting, a member may be authorised by up to two other members, as referred to in Art. 14 Par. 4 of the Statutes, to cast votes for them.
2. The proxies must be handed in by their issuer to the Chair of the meeting and signed by the proxy.

Art. 14

1. Other than in the case of elections of persons, votes shall be cast by voting "for" or "against", or by abstaining.
2. The Secretary shall record the number of persons abstaining from voting. If this number exceeds the number of those voting for and against, the vote shall be invalid. In that case, the vote shall be taken again at the next GMA. If the number of abstaining persons also exceeds the number of those voting for and against, the proposal, amendment or motion shall be considered rejected.

Art. 16

1. Oral votes shall be by a show of hands.
2. If the Board or the Chair of the meeting deems it necessary, or if five or more members request this in writing to the Chair, an oral vote shall take place by calling names, to which the person called answers with "for", "against" or "abstain".

Art. 17

1. The Secretary shall be responsible for distributing and collecting ballot papers.
2. The Secretary shall read out the result of all votes cast and, at the end, shall give the final result of the vote.

Art. 18

The adoption of proposals, amendments and motions is possible by acclamation, provided this is done on the proposal of the Chair of the meeting. In this case, proxies are deemed not to have been cast.

Par. 5 The elections

Art. 19

No person may be nominated for any office without his/her/their consent.

Art. 20

He who is elected to an office shall be deemed, unless weighty reasons prevent him/her/them from doing so, to accept that office.

Par. 6 The installations and discharge

Art. 21

He/She/They, who has been elected to an office, shall be installed at the current meeting, unless these By-Laws provide otherwise.

Art. 22

1. For discharge from an office it is necessary that all requirements of the By-laws and the Internal Regulations are fulfilled.
2. At the proposal of the Board or at least five members, the GMA may decide that a discharge is honourable.

Art. 23

1. If not all requirements in the By-laws and the Internal Regulations have been complied with, the General Members assembly may decide, on the proposal of the Board or of at least five members, not to discharge the person concerned or to discharge him/she/they conditionally while retaining responsibility for the task assigned to him/her/them.
2. If a successor is installed immediately, the Board member in question shall be removed from office, but shall remain responsible for the duties as performed during his/her/their Board time. Only once he/she/they has fulfilled his/her/their imposed task will he/she/they be discharged as a Board member.

Art. 24

1. In case the person concerned is not discharged, he/she/they may be ordered by the GMA to continue to perform his/her/their duties for a certain time, preferably not exceeding the duration of one month, in order to give him/her/them the opportunity to fulfil all requirements.

Art. 25

In case the person concerned is conditionally discharged, he/she/they shall be considered discharged as soon as he/she/they has proved to the President that he/she/they has fulfilled all the requirements in the By-laws and the Internal Regulations. This shall be reported in the notification of the next GMA.

Par. 7 The introduction

Art. 26

On the proposal of the Board or of one or more members, the GMA may decide to introduce non-members to the GMA. The vote on this cannot be held.

Chapter 7 The money

Art. 1

Every year the GMA shall fix a membership fee for both ordinary members and supporting members.

Art. 2

The Association shall pay the compulsory NeFUB membership fee.

Art. 3

In case of disputes between the Cash Commission and the Board concerning financial actions, the GMA shall decide.

Art. 4

1. The Board shall be obliged to offer an account to any person who owes money to the Association on any account.
2. If the debt is not paid within one month after offering the account as referred to in paragraph 1, the debtor will be sent a reminder, for which the actual extra costs will be charged.
3. The debtor is obliged to pay the relevant debt within one month after the reminder referred to in paragraph 2.
4. If the person concerned still remains in default even then, the Board must proceed to suspension after one month.

Art. 5

Lifting of the suspension follows after payment of the amount due or a part thereof to be determined by the Board.

Art. 6

Whoever, six months after the suspension has started, has not paid the amount referred to in Art. 4 paragraph 1, will be expelled from membership by the Board and, in addition, may be subject to other punishments and/or measures by the NeFUB, pursuant to the NeFUB disciplinary regulations.

Art. 7

If those, who have been expelled from their membership for non-payment, still pay their debts to the association, the expulsion from membership can be undone by the Board.

Art. 8

Any person, who for whatever reason has a financial obligation towards the association, may be charged with costs for collection, both judicial and extrajudicial.

Art. 9

1. A budget item concerning expenses shall not exceed 10% of the annual association budget.
2. The GMA may allow exceptions to paragraph 1.

Art. 10

1. The Board is authorised to incur expenses if they are based on a budget approved by the GMA.
2. The Advisory Committee must be informed if the Board wishes to incur expenses that:
 - a. either exceed the amount of € 100.00 and are not based on a budget approved by the GMA.
 - b. Or lead to an excess of € 100.00 of a budget item of a budget approved by the GMA.
 - c. or lead to an overrun of the total budget of more than 10%.
3. The GMA must give permission if the Board wishes to incur expenses that:
 - a. either exceed the amount of € 250.00 and are not based on a budget approved by the A.L.V..
 - b. or lead to an excess of € 250.00 of a budget item of a budget approved by the GMA.
 - c. or lead to the total budget being exceeded by more than 10%.
 - d. and are not necessary for the continued existence of the association.
 - e. If the General Meeting is not in session, only the Advisory Committee shall be authorized to determine the degree of necessity as referred to in sub d.
4. This Article shall not apply if:
 - a. the costs referred to in this article are offset by directly related income and
 - b. the balance of the costs and the directly related benefits does not exceed one of the amounts referred to in paragraphs 2 and 3 of this article.
5. With regard to the incurring of expenses by the Board, reference is made to article 10, paragraph 3 of the Articles of Association.

Chapter 8 Drug use and consequences

Art. 1

Drug use at social events organised by U.C. Face Off is defined as excessive consumption of any recreational drugs to the point of

- a. impairment of the members ability to behave properly and/or
- b. physical and/or mental abuse of another person.

Art. 2

Should a member be caught in an act described such in article 1 the following procedure shall be followed.

1. The person shall be notified to the Board and they will remove the person from the event.
2. The Board is then tasked to contact the corresponding person once they have regained sobriety and is to issue a warning.
3. Should the event occur again a second warning will be issued and suspension from social activities may be imposed should the Board see fit.
4. Should it occur again after the suspension the Board is advised to call for a general members assembly to decide about further steps such as indefinite suspension or expulsion.
5. Should the behaviour occur at training the Board may under advice from the advisory committee suspend the member until further notice.
6. Expulsion of a member on the premise of drug abuse has to be decided at the next general members Assembly, at which the person in question may defend themselves.

Art. 3

The suspensions described in article 2 paragraph 3,4,5, may be contested within 48h via a formal request of a general members assembly which the Board has to organise within 2 weeks.

Chapter 9 The disciplinary measures

Par. 1 Suspension and/or proposal for expulsion from membership

Art. 1

Without prejudice to the provisions of Article 7 of the By-Laws, suspension and/or proposal for expulsion from membership will be communicated in writing to all members of the Association, always stating the articles on the basis of which the suspension and/or proposal for expulsion from membership was decided upon.

Par. 2 Fines

Art. 2

1. If less than four team members are present on a small field floorball competition day, the whole team will be fined.
2. If less than six team members are present on a large field floorball competition day the entire team will receive a penalty.
3. The team shall decide on the distribution of the penalty within the team.
4. If the team does not agree on the division of the fine, it will be divided equally among the team members.
5. The fine consists of the fine determined by the NeFUB plus a fine determined by the annual GMA.

Art. 3

1. Cancellation for training sessions must be done before 12h00 of the same day via Teamy.
2. In case of absence without cancelling according to paragraph 1, a fine will be imposed, the amount of which will be determined per GMA.
3. Absence shall also include arriving late for training.
4. The Board may deviate from paragraphs 1 to 3 if there is good reason.

Par. 3 Exclusion from training

Art. 4

1. If a person has failed to attend training three times during a trimester without cancellation or without timely cancellation, according to Art. 3 Paragraph 1, that person will be denied participation in training for a period of up to three months.

2. If a person has been absent four times or more during a trimester, the Board may decide to exclude that person from training until the end of the trimester.
3. The Board may deviate from paragraphs 1 and 2 for good cause.

Chapter 10 Final Provisions

Art. 1

Every member is deemed to know the Rules and Regulations.

Art. 2

These Rules are established to regulate all those matters not provided for in the By-laws, whose regulation is required by the By-laws or whose regulation is deemed desirable by the General Assembly of Members.

Art. 3

In all cases, in which the Internal Regulations do not provide, the Board shall decide provisionally. The final decision is up to the General Assembly.

Art. 4

1. The Rules and Regulations may be amended by a resolution of the GMA, provided the notice convening this meeting has been issued at least four weeks in advance and the notice states the proposal to amend the Rules and Regulations verbatim.
2. These Internal Regulations may be amended by two-thirds of the number of valid votes cast.

Art. 5

Provisional dispensation from the articles of the Internal Regulations can be made on the proposal of the Board and is granted by the GMA by a majority of votes.

Art. 6

Whenever reference is made in these Internal Regulations in the masculine form, the feminine and gender-neutral form is also meant.

Art. 7

These Rules and Regulations supersede all previous ones and come into force on the day of approval by the Annual General Meeting.