

House Rules

General provisions

Article 1

1. The association called Alumni Association Hanze Racing Division, hereinafter referred to as “the association” was established by notarial deed on July 16, 2019 and is located in Groningen.
2. The internal regulations apply inextricably with the articles of association of the association, as they were most recently amended and completely re-established by notarial deed on July 16, 2019.

Members

Article 2

1. The association consists of members. These members are active during their study period Been to the Formula Student team Hanze Racing Division (HARD) in Groningen.

Donors

Article 3

In addition to members, the association has donors and affiliates. Affiliates are natural persons who have been involved with HARD, but have not been a member of the team as a student.

The daily management

Article 4

1. The executive board is formed by the chairman, the secretary and the treasurer. The daily board takes all decisions that cannot be postponed to an ordinary board meeting. The executive board announces its decisions, for ratification at the next board meeting.
2. The executive board can be supplemented with general board members.

Chair

- Has general management of the association;
- Represents the association externally;
- Provides leadership to the board;
- Is the first point of contact for board members;
- Draws up the agenda for each meeting in consultation with the secretary;
- Leads the board meetings and the general meeting of members;
- Ensures that decisions are taken in accordance with the law, the articles of association and these internal regulations;
- Draws up the annual program and budget in close consultation with the secretary and the treasurer and revises this annually, prior to the general meeting of members;

- Coordinates and directs activities;
- Ensures that board members fulfill their duties properly and calls them to account if this does not seem to be the case;
- Supported the board members with the preparation of the annual reports.

Secretary

- A report of each meeting stating at least:
 - The date and place of the meeting;
 - The present and absent board members;
 - The powers of attorney granted;
 - The decisions taken;
- Ensures communication with the members, including via the website and newsletter; - Ensures the maintenance, updating and correct functioning of the association site and contacts the website builder if necessary; - Provides an attendance list at every meeting and general meeting of members; - Prepares the non-financial part of the annual report; - Ensures the correct processing of the registration of a new member and the cancellation of existing membership and informs the treasurer about this;
- Receives all incoming mail, directly or through other board members;
- Takes note of and handles the mail, where necessary engages other board members to handle the mail and takes care of the resulting correspondence;
- Archive all relevant documents;
- Ensures that the current part of the archive is accessible to all via the website board members is accessible;
- Ensures that the adopted minutes of the board meetings for the audit committee is accessible;

Treasurer

- Conducts the financial administration;
- Ensures the continuity of the financial administration;
- Makes the financial part of the annual report; the balance sheet and the statement of income and charges with explanation;
- Manages the cash and bank accounts;
- Budget the income and expenditure and monitor these activities in the interim and after completion of financial audit;
- Assesses whether the expenditure and declarations made fall within the annual budget and agreements made in board meetings; where the four eyes principle applies; two board members, who have not made the expenses, sign this already paid bill for approval.

General board member

- Supports and/or replaces one of the other board members where necessary taken;
- Can participate in a potential committee or working group.

Board meetings

Article 5

1. The daily board meets at least 3 times a year and if the chairman takes the initiative to do so, or two or more board members request this; 2. At the end of each board meeting, the date of the next regular meeting is set; 3. Board members can submit agenda items to the chairman and/or secretary before the meeting; they draw up the draft agenda in consultation; 4. The secretary will email the draft agenda no later than 2 days before the start of the meeting sitting on;
5. Drafted draft minutes are discussed at the next meeting and established.

Board election

Article 6

1. The general board of the association sits for an indefinite period of time, board members may, however, terminate their board membership at any time with due observance of a notice period of 3 (three) calendar months.
2. The names of the retiring board members, as well as the candidates nominated by the board, must be published in the agenda of the (semi-annual) meeting at which the election of the board is discussed. In this agenda, the possibility for nominations by voting members of the association must also be opened, stating the associated procedure.

Cash Committee

Article 7

In accordance with article 10 of the articles of association, the members of the audit committee are appointed by the general meeting of members.

1. The audit committee consists of two members.
2. The treasury committee supervises the management of the treasurer, she is held to check the cash register, the balances, the books and records of the treasurer at least once a year. The outcome of this investigation is reported to the board.
3. If the audit committee deems it necessary to appoint the treasurer discharge, it will make a relevant proposal to the general meeting. The audit committee is authorized to make proposals to the board regarding financial management.

Other committees

Article 8

1. With the exception of the general meeting, the association bodies can only set up (sub)committees, regulate the appointment and dismissal of their members and the working methods of those committees, insofar as this falls within the area of responsibility of the relevant association body. Association bodies include the (department) board, the (department) meeting and the committees.

External communication

Article 9

Announcements and invitations to events and/or meetings will be sent via the email address that the member has provided to the association.

representation

Article 10

In the following events, gifts to be determined by the board will be provided on behalf of the association, if the secretary has been able to take note of this in time: 1. Marriage of a

member; 2. Birth son/
daughter of a member:

3. During illness, after a week's stay in hospital; 4. In the event of the death of a member, his/her spouse or child; 5. on a member's 25th or 50th wedding anniversary; 6. at the 12 ½, 25, 40 or 50-year jubilee of a member; 7. Other representations and gifts to be determined by the board.

Sponsoring

Article 11

The board can draw up guidelines for entering into sponsorship contracts.

Membership and annual dues

Article 12

Signing up for membership is done via the HARD website. The new member automatically receives a confirmation of receipt, the secretary receives a signal to activate the new member on the member list of the website and the treasurer receives a signal that a new member has been registered and that this contribution is due. The new member will automatically receive a call to pay the contribution;

1. The members are obliged to pay an annual contribution, which is determined by the general meeting will be determined annually.
2. The contribution amount has been set at € 15 per year with effect from 2019.
3. Membership runs from September 1 to August 31, membership is canceled no later than August 15 of the previous year.
4. When membership ends in the course of an association year, it nevertheless remains due for the entire year.
5. Also if a person becomes a member during the current financial year, a contribution of € 15 will be collected.

Amendments to these internal regulations 1.

- These internal regulations can only be adopted by the general meeting of members amended in accordance with the provisions of Article 16 in the Articles of Association;
2. At least 14 days before the general members' meeting is held, a copy of the proposal, in which the proposed amendment is verbatim, must be sent to the members at their specified e-mail address.
 3. A resolution to amend the internal regulations requires at least $\frac{2}{3}$ of the valid votes cast by the members of the members' meeting present.

Final provision

1. Every member and association body must adhere to the provisions of this regulations;
2. In cases not covered by these regulations, the board will decide subject to its accountability to the general meeting of members;
3. The association is not liable for illness, accident or damage of any kind, regardless of the cause. Members and donors are responsible for their own safety and health at all times.

These internal regulations were established during the establishment of the association on July 16, 2019 and entered into force on that date