

# HOUSEHOLD REGULATIONS



## Article 1 - General provisions

1. The association called Tilburgse Studenten Voetbalvereniging Merlijn, hereinafter referred to as "the association" was established by notarial deed on May 13, 1968 and is located in Tilburg
2. The internal regulations are applicable in unbreakable conjunction with the articles of association of the association, as they were most recently amended and completely redone on the 25-08-2000.

## Article 2- General Association Agreements

1. TSVV Merlijn stands for fun and respectful behavior.
2. We are proud of TSVV Merlijn and receive everyone hospitably.
3. Everyone is welcome
4. We provide a positive atmosphere and a sporty climate
5. We show appreciation for the referee
6. We handle our accommodation and materials with care
7. If there are any problems, we will report them.

## Article 3 - Members

1. The association consists of:
  - a. Juniors
  - b. Seniors
  - c. members of merit
  - d. honorary members
2. Juniors are those members who have not yet reached the age of eighteen.
3. Seniors are members eighteen years of age and older.

## Article 4 - Members of merit and honorary members

1. Members of merit are those who have been appointed as such by the board on account of special achievements towards the association. Members of merit have all the rights of the members.
2. Honorary members are natural persons who have made a special contribution to the association and who have been appointed as such by the general meeting by at least 4/5 of the valid votes cast on the recommendation of the board. Members of merit and honorary members do not have any pecuniary obligations, but they do have all the rights of the members. The person who has been awarded the title of "honorary chairman" is equated with honorary member.
3. Anyone who has devoted himself to an extraordinary degree for the association at the administrative level may, after resigning as chairman, be appointed honorary chairman by the general meeting with at least 4/5 of the validly cast to vote.

## Article 5 - Donors

1. In addition to members, the association has donors.
2. Donors are those natural or legal persons who have been admitted by the board and who undertake to the association to make an annual contribution determined by the board.



3. Donors have no rights and obligations other than those granted or imposed on them in or by virtue of the articles of association and/or regulations.
4. The rights or obligations of donors can be mutually terminated at any time by giving notice, except that the annual contribution for the current financial year remains due in full.
5. Termination on behalf of the association is done by the board.

#### **Article 6 - Membership**

1. Registration takes place by filling in a registration form to be provided by the secretary on the website ([www.tsvvmmerlijn.nl](http://www.tsvvmmerlijn.nl)), on which the following information must be entered: name, first name (in full), address, date of birth, telephone number. This registration form is signed by agreeing to the internal regulations and articles of the association. If the candidate member is younger than 18, a legal representative will agree to this. The board may demand that the information provided in the form be substantiated by proper evidence.
2. The costs for registering members are determined by the board. These costs must be paid when submitting the registration form.
3. The board ensures that those who wish to be admitted to the association as a member are registered with the KNVB.
4. There are some important deadlines regarding joining and leaving TSVV Merlijn: The general deadline for signing up is the 15<sup>th</sup> of June
5. It is possible to sign up after this date up to and including the first Friday of March in the following cases:
  - When you want to sign up for a selection team (Zaterdag 1, Zaterdag 2 & Dames 1), you have to apply for dispensation??. This is the case when: you start a new job, you start a new study, and/or you have moved.
  - When you want to sign up for any of our other teams, you have to have fulfilled your financial obligations towards your previous club.
6. The deadline for canceling your membership is the 15<sup>th</sup> of May

#### **Article 7 – Waiting list**

1. The waiting list is ranked based on the date that the candidates have applied for membership.
2. There is an exception to this rule regarding possible members for Saturday 1, Saturday 2 and Ladies 1. Since these are our selection teams, possible team members for these teams will have priority.

#### **Article 8 - Adoption of members**

1. Membership is obtained by a decision of admission taken by the secretaries on behalf of the board. The secretary cannot unauthorizedly refuse someone's membership, in which case the board will decide whether or not to allow it.

#### **Article 9 - Rights and obligations of members**

Apart from the obligations laid down in article 5 of the articles of association, all members have the rights and obligations mentioned below.

1. Upon joining as a member, they have the right to receive a copy of the articles and the internal regulations.
2. They have the right to participate in practices and competitions.
3. They have the right to participate in debates and votes in the members' meetings.



4. They have the right of free access to competitions and meetings unless determined otherwise by the board.
5. They have the right to submit proposals, complaints and wishes to the board. The board is obliged to deal with these as soon as possible or to investigate or to have them treated or to have them investigated and to inform the member about the result of the treatment and/or investigation that has submitted the proposal, complaint or wish.
6. They have the duty to inform the management of the change of their address.
7. They have a duty to pay the contribution on time.
8. They have the duty to comply with the regulations of the association, as well as with the guidelines issued by the board or by the board, in addition to the regulations of the KNVB.

#### **Article 10 - Penalties**

1. In general, it will be punishable to act or omit in such a way that is contrary to the law, or the articles of association, regulations and/or decisions of bodies of the association, or which damages the interests of the association.
2. Merlijn pays the first two yellow cards or first red card for every member. Members have to pay the rest of the cards obtained during the season however, when a yellow or red card is obtained without team interest (aggression, unsportsmanlike conduct), the card has to be paid by the member.
3. The board is authorized, with due observance of the principle of both sides hearing, in addition to a punishment that is given to a player, linesman, supervisor, caretaker or other member and by the disciplinary committee from the KNVB, to impose an additional penalty from the association.
4. In case of a decision, as referred to in paragraph 2 of this article, the member concerned has a right of appeal to the general meeting of the association. This appeal must, 6 months after the imposition of the punishment by the board, be brought before the general meeting by registered letter addressed to the secretary of the association.

#### **Article 11 - Club colors**

The sports outfit of the association consists of:

- a. Shirt: black and white
- b. Shorts: black
- c. Stockings: black

The away-kit of the association consists of:

- a. Shirt: red and black
- b. Shorts: black
- c. Stockings: black

#### **Article 12 - Board**

1. The (general) board consists of a chairman, a secretary and a treasurer, who must all be of legal age.
2. Without prejudice to the provisions of the statutes, elsewhere in the internal regulations or in other regulations, the following falls under the board:
  - a. the general management of business;
  - b. the implementation of the decisions taken by the general meeting;
  - c. supervising compliance with the articles of association and regulations;



d. appointment, dismissal and suspension of persons working for the association.

3. The board meets at least once a week according to a predetermined schedule, with the exception of the months of July and August. In addition, the board meets as often as the chairman or at least 3 members of the board wish.
4. A convening notice for a meeting must be in the possession of the board members at least 48 hours before the start of the meeting, while a meeting at the request of board members must be held within a maximum of one week.
5. A board meeting is authorized to make decisions if the majority of the board members are present. Votes on persons are taken in writing, while affairs can be voted verbally. Decisions are taken by a majority of valid votes.

If the votes are tied in a vote on matters, the proposal is deemed to have been rejected. In the event of a vote on persons in the first vote, if no one has obtained the majority of the valid votes cast, a further vote will be taken on the persons who have united the most or, if necessary, the second most votes. In the event of a second vote, the largest number of votes decides. If the votes are tied at the second ballot, the draw will be decided immediately by fate.

### **Article 13 – The executive board**

1. The chairman, the secretary and the treasurer form the executive board. The executive board makes all of the decisions which cannot be postponed to a regular board meeting. The executive board shares their decisions at the next board meeting.
2. Tasks of the chairman:
  - a. Leads and keeps an eye on the whole association;
  - b. Is at all official representations the spokesman, except when this task is assigned to another board member.
3. Tasks of the secretary:
  - a. Performs the correspondence in the name of and in consultation with the board, signs all the out sending pieces, is obliged to keep the statements.
  - b. Has the administration and is responsible for goods that are entrusted to him/her.
  - c. Takes care of the meetings
  - d. Takes care of announcements of meetings and additions in the statutes and regulations
4. Tasks of the treasurer:
  - a. Control the amount of money of the association
  - b. Takes care of the innings of the association and is responsible for all the expenses which are accepted by the board and the general members meeting
  - c. Keeps the administration of all the income and expenses
  - d. Performs the correspondence, as long as this has an impact on the performance of the tasks of the previous members of this article, signs all of the out sending pieces, is obliged to keep the statements
  - e. Gives a presentation in the general members meeting of the financial situation and explains the balance and the statement of income and expenses with some additional explanation of the last association year and the financial budget for the upcoming association year.



#### **Article 14 – Cash Audit committee**

1. In accordance with article 12 of the statutes the members of the cash audit committee are appointed through the general members meeting.
2. The cash audit committee consists of three members.
3. The cash audit committee keeps an eye on the administration of the treasurer. She is obliged to control at least one time per year the cash, the balance and the books of the treasurer. She gives a report of the outcome of this research to the board.
4. When the cash audit committee conditions find reason to discharge the treasurer, she has to do a proposal at the general members meeting. The cash audit committee has the right to give proposals to the board according to the financial administration.

#### **Article 15 – Other committees**

1. According to the general members meeting, the association institution can only install (sub)-committees, the name and resignation of the members of the committees and the working method of the committee, as long as this belongs to the responsibilities of the corresponding association body.
2. Association institutions include the (department)board, the (department) meeting and the committees.

In principle, eight standard committees\* are known:

- a. TSZV committee
- b. TOFT committee
- c. Activity committee
- d. PR committee
- e. MI committee
- f. TOP committee
- g. Acquisition committee
- h. Men's committee

(\* When desired, one of more can be erased and/or added)

Besides the committees mentioned above, we will establish a lustrum committee every 5 years.

3. The nomination of a member of a committee is for one year or until the task is accomplished or withdrawn.
4. By the decision for installing a committee, the formation, task, rights and working method of the committee are declared in an instruction. This instruction is considered like an inseparable part of the internal rules.
5. Every committee reports the progress of his activities to the institution, which has nominated the committee, at least one time per year unless stated otherwise in the instruction.
6. A committee meets as often as the chairman or at least two members of this committee consider appropriate.

#### **Article 16 – Contribution**

1. The members are annually obliged to pay the contribution, which is established in the general members' meeting. The members can be divided into categories where they pay a different amount.



2. Members of honor are free of paying the contribution.
3. When the membership ends in an association year, the contribution of the whole year still has to be paid.
4. When a member forgot to sign out but didn't play, a negotiation can be made with the treasurer for a reasonable fee. The member is obliged to pay this fee.

#### **Article 17 – Reimbursement of expenses**

The board has the right to cover the necessary costs of transport and accommodation for members who participate in matches or practices, in accordance with the annually established norms and values by the KNVB.

#### **Article 18 – Matches**

1. In competitions, if possible, each team will be accompanied by a coach, to be appointed by the board. The coach is primarily responsible for the events surrounding the match. He reports irregularities to the board. If teams do not have a leader, the captain/members of the players' council will be held primarily responsible for the events in and around the field.
2. Members participating in competitions must appear in the prescribed club clothes.
3. The players of a team are (in principle) obliged to act according to the instructions of the captain and the coach.
4. The members of T.S.V.V. Merlijn represent the club on match days both in and around the field. As a member of our association, every player will therefore behave according to the "values" of T.S.V.V. Merlijn.
5. The board is authorized to organize competitions on behalf of the club and to have the club register as a participant in competitions organized by other persons, for which permission has been granted by the KNVB.
6. The achievement of prizes, championship titles or premiums by a team and/or members who represent the club at any match shall be recorded in a document intended for this purpose. These prizes and premiums are the property of the club and benefit the club.
7. Failure to show up as a team at match days will result in a fine for T.S.V.V. Merlijn. The leader/captain/the player councils of the teams are responsible for getting a team together. The fine for not showing up will therefore be charged to the entire team.

#### **Article 19 – responsibility of the members**

1. Every member is responsible for the damage, caused by themselves, to the properties of the association. Every noticed damage will be considered caused by him or them who has used the corresponding case for the last time, when the contrary cannot be proven by the person(s) involved.
2. The members cannot be held responsible for the costs that are paired with settling criminal affairs by the KNVB.

#### **Article 20 – Task Schedule**

1. The task schedule is fully completed by the male members of T.S.V.V. Merlijn. The Saturday branch members will referee on Sunday and the Sunday branch members will referee on Saturday.
2. The task schedule is sent by email twice a year. These moments will occur before the start of the season and before the restart of the competition after the winter break. The schedule provided by email is the mandatory guideline for members.
3. If the situation arises that a member is unable to attend on the date allocated to him, he is responsible for seeking a replacement.



4. If the situation arises that a member does not show up for his task, T.S.V.V. Merlijn will charge him a fine. This fine is determined at the start of the season.
5. If a member is unable to attend due to a long-term injury, is abroad or has stopped playing, he will indicate this in time so that a replacement can be arranged in time.
6. For every match, there is at least 1 and preferably 2 people of the board present.

#### **Article 21 – Representation**

For the following events the board will pay extra attention, when the secretary is informed in time:

- a. a wedding of a member;
- b. birth son/daughter of a member;
- c. during illness, with staying at home for at least 2 weeks;
- d. during illness, after a stay of a week in a hospital;
- e. with death of a member, his/her partner or child;
- f. with 25- or 50-years marriage anniversary of a member;
- g. with 12 ½-, 25-, 40-, 50-years association anniversary of a member;
- h. other representations and attentions to be determined by the board.

#### **Article 22 – The club magazine**

The club magazine 'MI International' is published once every 4 months.

The content and scope of the articles included may not harm the interests of the association in general. A board member appointed for that purpose, will take place in the editorial team. The MI committee is responsible for compiling, publishing and distributing the club magazine.

#### **Article 23 – Sports center**

Every member is obliged to be in possession of a membership of the Tilburg Sports Center. If you do not have a Tilburg Sports Center membership, then you are not a full member of T.S.V.V. Merlijn.

#### **Article 24 – Amendments to the internal regulations**

1. The internal regulations can only be amended by a decision of the general members meeting, which was convened with the announcement that changes to the internal regulations will be proposed there. The term for convening such a meeting must be at least 14 days.
2. At least 14 days before the meeting is held, a copy of the proposal, in which the proposed amendment is verbatim, must be made available for inspection by the members at a suitable place until the end of the day on which the meeting is held. In addition, the proposed amendment to the rules of procedure will be published in the club's magazine at least 14 days before the meeting and/or a copy will be sent to all members.
3. A resolution to amend the internal regulations requires at least 2/3<sup>rds</sup> of the valid casted votes, in a meeting attended by at least 2/3<sup>rds</sup> of the members. If this quorum is not present, a second meeting will be convened and held within 4 weeks thereafter, in which a resolution to amend the internal regulations will be taken on that proposal, irrespective of the number of members present, provided by a majority of 2/3<sup>rds</sup> of the valid casted votes.



### **Article 25 – Final provisions**

1. Every member and association's body has to comply with the provisions of these regulations.
2. After adoption of the regulations, the text will be made known to the members as soon as possible.
3. These internal regulations and subsequent amendments to these regulations will come into effect 14 days after the publication of the club magazine containing the text of the regulations.
4. Changes to the regulations will be announced via the site, e-mail and an announcement in the MI.

Thus determined in the general members meeting of the association on September 22<sup>nd</sup>, 2020.

On behalf of the board of the association.

The chairman:

Michelle Reijven

The secretary

Marit Heijmans