

# Standing Rules

Study Association Consultation Humanities  
November 2023



## **The Xth Board of SVO Humanities**

Chair: Pepijne van Rooijen

Secretary: Sharon van Berlo

Treasurer: Jacob Mitchell

Commissioner of PR: Roos van der Assem

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Pepijne van Rooijen	Chair/Student Assessor
Sharon van Berlo	Secretary
Jacob Mitchell	Treasurer
Roos van den Assem	Commissioner of Public Relations (PR)

**General details**

Name of association:	Study Associations Consultation Humanities (SVO)
Faculty:	Faculty of Humanities
University:	Utrecht University
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## Chapter 1: Operation of the Standing Rules

### Article 1. Definitions

#### *I. Study Associations Consultation Humanities*

The Study Associations Consultation Humanities (abbreviated as SVO, SVO Humanities or SVO HUM): The SVO Humanities is an association under Dutch law. The SVO Humanities serves as a faculty platform for the study associations and foundations of the Faculty of Humanities at Utrecht University. Besides this function as a platform, the SVO Humanities also organises various activities through committees and working groups to bring students from different degree programmes closer together.

#### *II. Articles of Association*

The Articles of Association of the Utrecht University Study Associations Consultation at the Faculty of Humanities, as adopted on 3 September 2015. The Articles of Association are a notarial memorandum of association signed by Martha Groenveld, Chair of the SVO at the Faculty of Humanities 2014-2015, Lieke Nijland, Secretary of the SVO at the Faculty of Humanities 2014-2015, Abraham Donders, Treasurer of the SVO at the Faculty of Humanities 2014-2015 and civil-law notary Jeffrey Lansing, LL.M., as deputy of IJntze Rieuwerd Hoekstra, LL.M. of civil-law notary firm Hoekstra & Partners notarissen in Utrecht.

#### *III. General Members' Assembly*

The General Members' Assembly, also known as the Meta-SVO, is the general meeting in which the member organisations of the SVO Humanities come together. If necessary, during the course of the year, (parts of) the SVOs can also serve as General Members' Assembly.

#### *IV. Board*

The Board of the SVO Humanities, consisting of at least a Chair, a Secretary, and a Treasurer. The first of these is also the Student Assessor of the Faculty of Humanities.

#### *V. Member organisations*

A study association or foundation affiliated to the Faculty of Humanities. Member organisations pay dues and have voting rights at the General Members' Assembly.

#### *VI. External parties*

A non-member organisation that does get invited to a General Members' Assembly or another meeting of the SVO, such as the student members of the Humanities Faculty Council, the student members of the University Council, Humanities departmental assessors, representatives of VIDIUS student union and the student members of the Humanities Board of Studies. This can also be an unrecognised student organisation of the Faculty of Humanities that is also not a member of the SVO. The external party may attend the General Members' Assembly to exchange information. It does not have voting rights.

#### *VII. Financial year (year)*

The financial year/year of the association runs from 1 September to 31 August of the following year.

#### *VIII. SVOs*

Study associations consultations on behalf of all associations and foundations of the Faculty of Humanities, organised by the SVO at the Faculty of Humanities.

*IX. Faculty of Humanities*

The Faculty of Humanities at Utrecht University, also referred to as the Faculty, Faculty of Humanities, Humanities or HUM/GW.

*X. Faculty Board*

The Faculty Board of the Faculty of Humanities of Utrecht University, also known as the FB. Whenever reference is made to the Dean, this refers to the Dean of FB.

*XI. University*

Utrecht University, also referred to as UU.

**Article 2. General provisions**

1. These rules will remain valid indefinitely and may be amended by the General Members' Assembly by obtaining at least a two-thirds majority of the votes cast by the member organisations present.
2. The Board shall decide on any application of these rules and in cases not provided for in these rules and/or the Articles of Association. An appeal against these decisions lies to the General Members' Assembly.
3. The Board cannot deviate from these rules unless determined otherwise by the GMA (see 2.4).
4. The General Members' Assembly may deviate from these rules. Deviation from these rules shall be explicitly reported at the General Members' Assembly.
5. Ignorance of the Articles of Association or these rules cannot be invoked.
6. In all acts and decisions, falling within and outside of these rules, directors and persons elected to office by the General Members' Assembly must at all times act in the association's interests.
7. The provisions of these rules are subject to the principle of reasonableness and fairness.

**Chapter 2: General Members' Assembly**

**Article 3: Procedure for convening the General Members' Assembly**

1. The Board convenes the General Members' Assembly in accordance with the Articles of Association.
2. The Board shall set the date of a General Members' Assembly no later than one month before such meeting. The Board shall notify member organisations and external parties of this by sending them an email.
3. No later than one week prior to the General Members' Assembly, the Board will send an invitation to all member organisations and external parties, enclosing at least the agenda.
4. A member organisation or external party which is invited to the meeting must inform the Board in advance if no delegate is able to attend the General Members' Assembly.

**Article 4: Right to speak**

1. In principle, all member organisations present have and will be given the right to speak at the General Members' Assembly. This means that they can also be given time to speak and can propose agenda items. The Chair shall decide on the right to speak of external parties.
2. A request to speak at the General Members' Assembly should be clearly stated. The Chair decides who may speak.

**Article 5: Submission of documents and topics for discussion.**

1. The Board must provide all documents to be approved or discussed by the General Members' Assembly to the member organisations at least one week in advance. This is done by sending them an email.

2. Member organisations can also submit documents for the General Members' Assembly. They should provide these to the Board at least two weeks in advance.
3. The Board, member organisations and external parties are all permitted to indicate topics for discussion not accompanied by documents at the start of the meeting. Provided that it is reasonably substantiated by the requesting party in question, the Board will make room for this in the agenda.

#### **Article 6: Resolutions of the General Members' Assembly**

1. Decisions of the General Members' Assembly are always taken by an absolute majority of votes cast, unless these Standing Rules, the Articles of Association or the law provide otherwise.
2. The quorum for all decisions taken at the General Members' Assembly is half the total number of member organisations or 10 votes cast. Each member organisation has a vote.
3. The exact content of the proposals and/or amendments to be put to a vote must be clear to all those entitled to vote.
4. Voting takes place (if possible) by acclamation or with a show of hands. Prior to each vote, the Chair will ask if there are one or more member organisations that wish for voting to take place by ballot. If so, voting will be done by ballot.
5. Each member organisation has one vote.
6. When voting (whether by show of hands or by ballot), a member organisation has the following options: for, against, or blank. A 'for' vote means that a member organisation agrees with the proposal and/or amendment. An 'against' vote means the organisation votes against it. A 'blank' vote means that no opinion is expressed about the proposal and/or amendment, but the vote does count towards the majority of votes cast.
7. The member organisation may also decide to abstain from voting. In that case no opinion is expressed, and the vote does not count towards the majority of votes cast. The member organisation must make this clear before the vote and/or in the case of a vote by ballot, the member organisation will not receive a voting form.
8. If voting is done by ballot, a member – in addition to the SVO Board – which is not part of the SVO Board must participate in counting the votes.

#### **Article 7: Order during the General Members' Assembly**

1. The Chair heads the meeting and ensures order is maintained at the meeting.
2. The Chair decides to adjourn the meeting and determines the duration of the adjournment.
3. The Secretary takes minutes during the meeting and determines the quorum.
4. It is prohibited to consume alcoholic drinks during a General Members' Assembly.
5. Improper behaviour may be grounds for the Chair to request those guilty of it to leave the meeting. If the request is not obeyed, the Chair may decide to have the persons concerned removed from the meeting.
6. In case of extreme misconduct on the part of one or more attendees, the member organisation concerned may be temporarily suspended from the upcoming SVO General Members' Assemblies.
7. The Board shall determine the language of communication at the General Members' Assembly. This includes the following obligations:
  - a. All others who have access to a General Members' Assembly may use English or Dutch as their language of communication.
  - b. The Board sends out invitations to General Members' Assembly in Dutch and English.
  - c. Everyone who has access to the General Members' Assembly may request a translation of the documents on the agenda.
  - d. If it is not possible to provide a full translation of a document, the Board will provide a summary in

Dutch or English.

8. In all other cases, the accessibility for all parties concerned should be taken into account as much as possible when choosing the language of communication. The university (and especially the Faculty Board) can be involved in this decision-making; the Board has the final say.

#### **Article 8: Minutes and archiving of the General Members' Assembly**

1. The minutes of a General Members' Assembly must be considered at the next meeting or consultation organised by the SVO at the Faculty of Humanities.
2. Substantive and textual amendments to the minutes must be incorporated into those same minutes.
3. The (amended) minutes must be adopted at the same next General Members' Assembly, unless decided otherwise by the General Members' Assembly.
4. The Board shall arrange for the proper archiving of all documents discussed at a General Members' Assemblies, as well as the agendas and minutes of the General Members' Assemblies. Member organisations have the right to inspect these documents at any time.

#### **Article 9: Provisions for the other meetings and consultations of the SVO**

1. The provisions of Articles 3 up to and including 8 also apply to other meetings and consultations organised by the SVO at the Faculty of Humanities, such as the SVOs.

### **Chapter 3: Board and committees**

#### **Article 10: Formation and nomination of the Board**

1. The Board shall inform member organisations and external parties in a timely manner about the search and application process for new Board positions, both during the General Members' Assembly and in writing.
2. The position of Chair is linked to the position of Student Assessor of the Faculty of Humanities. The application process for this is therefore the responsibility of the Utrecht University Humanities Faculty Board.
3. The application process for the remaining Board members of the Board is laid down and carried out by the incumbent board.
4. The switching out of the entire Board or a Board member requires its own agenda item. In any case, this will be put on the agenda at the first meeting of the academic year.
5. Before proceeding with the installation of the new Board members, the General Members' Assembly will first have the opportunity to ask questions about the nominated Board members. Subsequently, both the resignation of the sitting Board members and the installation of the new Board members must be carried out by the new Chair in one fell swoop.
6. In addition to the Student Assessor, the Board must consist of current or former Board members of study associations and foundations of the Faculty of Humanities.
7. The appointment of the Board shall take place within three months prior to the end of the association year or within three months after the end of the association year.

#### **Article 11: Board duties**

1. The Board consists of at least a Chair, Secretary and Treasurer, as stipulated in the Articles of Association.
2. The Board is charged with carrying out all administrative tasks and decides on matters that cannot be delayed and have not previously been discussed by the General Members' Assembly.
3. The Chair is responsible and is the official point of contact for external contacts of the association and is

ultimately responsible for the policy of the association.

4. The Secretary is the point of contact for the association's member associations and is tasked with processing and coordinating the association's administrative records. In addition, the Secretary is responsible for the minutes of all General Members' Assemblies.
5. The Treasurer manages the association's finances. In decisions of a financial nature, the Treasurer has the deciding vote. For the financial policy pursued, the Treasurer is accountable to the General Members' Assembly, the Audit Committee and the Board.
6. A board can consist of more than three Board members; it is laid down in the Articles of Association that the Board can consist of up to six people. In addition to the Chair, Secretary and Treasurer, the GMA may decide to appoint one or more officers and/or general Board members to office at the recommendation of the Board.
7. If applicable: the PR Officer is responsible for the (online) visibility and representation of the association. In addition, the PR Officer is the point of contact for media and promotional issues and is ultimately responsible for the annual planning.
8. The Board manages and distributes the portfolios of the association among its members. The member organisations and external parties are kept informed about this.

#### **Article 12: Formation of committees and working groups**

1. The Board and the General Members' Assembly may set up committees and working groups. Committees differ from working groups in that committees are structural and permanent in nature.
2. Both Board members of member organisations and external parties, and individual members of member organisations and external parties can serve on a committee.
3. The General Members' Assembly shall in any case appoint an Audit Committee, for a term of one year. This committee audits the financial records and current Treasurer's financial policies of the financial year.
4. Members of the committees established by the General Members' Assembly are also once again discharged by the General Membership Meeting after the end of their term.
5. In any case, the Board institutes the Let's Go! Committee and the Career Night Committee.
6. Members of the committees set up by the Board are also once again discharged by the Board after the end of their term. The Board informs the General Members' Assembly about this.
7. The committee or working group coordinators, also called supporting Board members or Board coordinator, are the contact persons of the committees on the Board. They are responsible for implementing policies and Board decisions in the committees and working groups. They also keep the rest of the Board informed of the progress of the committees and working groups and of other matters relevant to the Board.
8. SVO Board members can actively participate in a committee themselves, but this is not mandatory.
9. Committees must be supported and coordinated by at least one Board member. The relevant Board member is responsible for the performance of the committee. The General Members' Assembly may decide to appoint another committee or working group coordinator in the event of failure to perform (properly) of the committee and/or the Board member in relation to the committee.

#### **Article 13: Performance of committees and working groups.**

1. If a person decides to serve on a committee or working group with the approval of the Board or the General Members' Assembly, they thereby enter into an obligation of effort. This implies that they will make an effort to the best of their ability to ensure the committee performs as well as possible. Should they evade this obligation without giving reasons, the committee, working group or the Board may ask that person to leave the committee.
2. Each committee and working group has the opportunity to report at the General Members' Assembly on



the state of affairs of the respective committee or working group. If desired, a Board member can do so on behalf of the committee or working group.

3. The Audit Committee meets at least once a year with the Treasurer of the Board and, if possible, with the Chair and discusses the financial state of affairs of the association. The committee is given access to the finances and discusses the budget, results and balance sheet documents before these are sent to the General Members' Assembly. The committee has its own white paper in which it lays down its procedure in consultation with the Board.
4. Committee and working group members will be given access to the communication tools of the SVO Humanities. A Board member may deny a committee or working group member access to the communication tool. This can then be discussed at the next General Members' Assembly.
5. Committee and working group members sit on an SVO committee or working group in a personal capacity; member organisations to which they are affiliated cannot be held liable for the individual member's conduct and related consequences and outcomes.
6. Committees and working groups are told at the beginning of the academic year by the Treasurer of the Board whether they will be allocated an amount from the budget, to which they must in principle adhere to. However, the Treasurer may, in consultation with the other Board members, decide to incur an additional expense, or make adjustments to the budget in favour of the relevant committee or working group, if they can justify why increasing the amount is desirable.
7. Accounts opened by committee or working group members without the consent of the sitting Board are not the responsibility of the SVO Humanities or the Board.
8. Any committee or working group member can submit claims for expenses incurred for benefit of the SVO Humanities. These should be discussed with the Treasurer in advance. After approval and submission, payment of the claim will follow within three weeks.
9. If a committee or working group member of a committee or working group wishes to enter into a contract or agreement with a party in connection with an SVO Humanities activity or service, the contract must be submitted to the Board for approval and signature. Only Board members are legally authorised to enter into contracts and agreements on behalf of the association.
10. Committee and working group members are jointly and severally and financially liable if they enter into a contract or agreement in their personal capacity and without the Board's approval.
11. If a committee or working group member nevertheless enters into contracts or agreements with third parties on behalf of the SVO Humanities, neither the Board nor the SVO Humanities shall be liable in any way for the consequences thereof.
12. The Board is ultimately responsible for all matters concerning committees and working groups.

## **Chapter 4: Member organisations and activities**

### **Article 14: Member organisations**

1. Any study association, study foundation or study organisation affiliated with and/or recognised by the Faculty of Humanities of Utrecht University may be a member organisation of the SVO Humanities. To become a member organisation, the relevant organisation submits an application via the Board (by email).
2. The Board decides whether the study association or foundation will become a member organisation of the SVO Humanities. This decision is announced and discussed at the next General Members' Assembly. If necessary, this can be postponed until a subsequent General Members' Assembly. If the study association, foundation or organisation is not admitted, the General Members' Assembly may still decide to admit it.
3. A member organisation is obliged to pay dues. This amount is set annually by the Board and approved by the General Members' Assembly. If a new member organisation becomes a member organisation between

1 February and 1 September, the member organisation will owe half of the regular dues for that period to the Board.

4. The Board may deny a member organisation access to the General Members' Assemblies for a certain period of time if the member organisation has not paid the dues.
5. A member organisation may decide to give up its membership. Notification of this including motivation will be given no later than four weeks before the start of the new financial year (1 September).
6. The membership may be terminated earlier if the member organisation cannot reasonably be expected to continue its membership. There will be no refund of dues.

#### **Article 15: Activities and communications of the SVO Humanities**

1. Members of member organisations and external parties, committee members, Board members, and any third parties participating in an SVO Humanities activity, are prohibited from doing the following during an SVO Humanities activity of the SVO Humanities, or the communications surrounding these activities:
  - a. disturbing the peace;
  - b. disturbing the public order;
  - c. acting in an obscene, offensive, vulgar or discriminatory manner towards others;
  - d. wilfully damaging or harming persons, animals, objects, spaces/rooms and the public space; dealing drugs, etc.
2. During an activity, there should be supervision in the form of at least one Board member, committee member or working group member of the committee/working group that organised the relevant activity.
3. During an activity, at least one Board member, committee member or working group member of the committee/working group that organised the relevant activity must be sober.
4. During activities affiliated to the SVO Humanities, a zero-tolerance policy on drugs will apply. Attendees who do not comply with this policy will be asked to leave the activity. If they do not leave the activity voluntarily, they will be removed from the activity. Breaking the zero-tolerance policy is subject to sanctions, to be determined by the incumbent Board.
5. As a member, you are not to participate in non-legitimate alcohol consumption; sanctions are also attached to this in case of violation. Minors are not allowed to obtain alcohol through other adult members. Adult members are also in all reasonableness prohibited from providing alcohol to minors.
6. In the case of misconduct of members, the board of the member organisation to which these members belong is responsible. The Board will decide on a justifiable sanction if necessary. In the event of extreme misconduct, the Board may decide on removal from the activity and, if necessary, not admit the relevant member of an association or a contributor of a foundation, who is himself a member of the SVO, to further organised activities.
7. The Board shall determine the language of communication of the activity. This includes the following obligations:
  - a. Lingua receptiva is always used: all others who have access to the activity may use English or Dutch as the language of communication. When non-Dutch speakers are present, English is encouraged as the language of communication.
  - b. For an English-speaking activity, the Board must also ensure all (online) communications surrounding the activity are in both English and Dutch, with Dutch as the second option.
  - c. In the case of a Dutch-language activity, the language of communication must be clearly indicated in all (online) communications surrounding the activity, so that all those involved are aware of it.
8. In all other cases, the accessibility for all parties concerned should be taken into account as much as possible when choosing the language of communication. The university (and mainly the Faculty Board) and the relevant committee or working group may be involved in this decision-making; the Board has the final say

on the language of communication of the activity.

### **Article 16: Code of conduct**

1. Within the association, it is desirable for everyone to feel at ease and to be able to participate in activities and committees in an atmosphere of safety, regardless of matters that are part of one's identity. Every member is expected to pursue this objective.
2. As a member, you will have respect for other association members, or members/contributors of member organisations, and anyone otherwise involved in the association. As a member, you are to ensure that your behaviour contributes to a safe atmosphere within the association; respecting each other's boundaries is part of this;
3. As a member, you will not participate in verbal and physical violence, which includes (cyber) bullying and harassment. There is also a zero-tolerance policy on (sexually) transgressive behaviour, whether physical or mental in nature. The Board will decide on the corresponding sanctions in such cases. If this involves a member of a member organisation who does not hold a board position in the relevant association, the Board will enter into discussions with the board of the member organisation.
4. As a member, you will ensure an exemplary attitude towards both other members present and external parties.
5. If activities or consultations take place on university premises, you as a member must abide by the applicable university rules. As a member of an association or a contributor to a foundation, which is itself a member of the SVO, you are personally responsible for this.
6. The rules of conduct apply to any form of contact or communication, including contact via email or communications via social channels. We encourage members to report behaviour that violates this code of conduct. This report can be made confidentially to the Board, the confidential contact person(s) of the SVO at the Faculty of Humanities, the faculty contact person for undesirable behaviour of the Faculty of Humanities or one of the confidential contact persons for undesirable behaviour of Utrecht University.
7. Within the association, a formal complaint can only be submitted to the Board. A formal complaint within the university can be submitted to the Committee for Interpersonal Integrity.

## **Chapter 5: Privacy**

### **Article 17: Personal data**

1. Personal data will be considered confidential at all times and will not be shared with third parties.
2. The data will be used for the following purposes:
  - a. being able to identify participants;
  - b. being able to collect any charges;
  - c. notification of up-to-date information;
  - d. notification in case of emergency.
3. Personal data must be deleted at the end of the year to ensure the privacy of participants.

### **Article 18: Images**

1. During events and activities, photos or videos may be taken of participants. These may be shared and/or published on our social channels and/or in the annual almanac.
2. If there is any objection to publishing photos and/or videos taken or if someone indicates a wish to have a photo or video deleted, this should be taken into account.

3. The Board and/or the organising committees are expected to inform participants in advance of the activity of what is mentioned in 18.1. and 18.2.

## **Chapter 6: Other provisions**

### **Article 19: Other provisions**

1. The Board will decide on situations which are not or not fully covered by these rules.
2. The Board is authorised to deviate from the provisions of these rules if strict application would lead to an injustice of an extreme nature, and if there is no possibility to submit this for the approval of the GMA, a statement on the deviation from the rules must be issued at the next GMA.
3. The Board has the following options with regard to sanctions:
  - a. warning
  - b. reprimand
  - c. fine
  - d. suspension
  - e. removal/expulsion
4. In case of non-compliance with these rules, the Board is authorised to remove a member organisation from the association.

### **Article 20: Concluding provisions**

1. The revisions in these rules, and therefore these rules in their entirety, will come into force on 4 December 2023.
2. These rules will remain in force until the day of the next amendment (see Article 2).

Adopted on 4 December 2023 in Utrecht at the General Members' Assembly of the Study Associations Consultation Humanities.