

Rules of Procedure

Study Association Asterix

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DISCLAIMER: The English text is a courtesy translation. In case of ambiguity, the Dutch text shall prevail.

Article 1. Legal capacity

Study Association Asterix (hereinafter referred to as 'Asterix') has full legal capacity. This means that the association as such is liable for proceedings in the association and that the board members are not jointly and severally liable.

Article 2. Objects

(Study Association Asterix Articles of Association, Article 2)

The objects of Asterix are:

1. To serve as a platform for current and former students and lecturers of the degree programme in *Celtic Languages and Culture* and of the *Medieval Celtic Studies* track as part of the degree programme in *Ancient, Medieval and Renaissance Studies* (hereinafter referred to as 'Celtic Studies'). This also includes current and former students who are not, or were not enrolled in the Celtic Studies programme, but are pursuing or have pursued a Celtic Studies minor, or a number of Celtic Studies courses. Asterix thus supports not only its members but also all Celtic students, whether they are members of the study association or not;
2. To bring together Celtic students in an informal atmosphere. To that end, Asterix undertakes to organise a number of activities on an annual basis, including both degree-programme related activities and social activities. Celtic students' presence at these activities is without any obligation.
3. To enable students to pursue the courses provided under the Celtic Studies programme. The association will realise this by informing the students concerned in good time of the study material to be used and, to the extent advantageous to students and feasible for Asterix, by ensuring the availability of the study material. Asterix aims to prevent problems with the subject matter by offering the possibility of student counselling by senior students.
4. To contribute to the recruitment and provision of information to prospective Celtic students, where necessary in collaboration with the Celtic Studies programme and the Faculty of Humanities.

Article 3. Membership

(Study Association Asterix Articles of Association, Articles 4, 5, 6 and 7)

Asterix has various types of membership:

1. Ordinary membership, which is open to anyone who is enrolled as a Celtic student and for those who are pursuing, or have pursued a minor, or at least one Celtic Studies programme course.
2. Alumni membership, which is open to anyone who has completed or concluded their study programme and was an ordinary member of Asterix in the past.
3. Lecturer membership, which is open to current and former lecturers of the Celtic Studies programme.
4. Honorary membership, for those the general membership meeting agree are eligible because they have played an important role for Asterix or for the Celtic Studies programme. Members may put forward nominations for honorary members at any general membership meeting.
5. Friend of Asterix, or donorship, which is available for anyone that wishes to support the association. As a Friend of Asterix, one is welcome to join the educational activities, for example lectures. Friends of Asterix can only join casual activities if they are invited by a general member, and have been approved by the appropriate committee. Friends of Asterix also do not have the right to vote at general membership meetings.

New Celtic students will preferably be notified of membership during the summer holiday period, but no later than during the orientation programme. Current members will be contacted before the start of the summer holiday period regarding membership for the next association year.

Article 4. Membership fees

(Study Association Asterix Articles of Association, Article 8(2-3))

Asterix has five different types of membership, to which different membership fees apply:

1. Ordinary membership: €20 (for new members, broken down into an admission fee of €10 and a membership fee of €10, both of which must be paid at the same time).
2. Alumni membership: €10.
3. Lecturer membership: lecturer members are exempted from payment of a membership fee.

4. Honorary membership: honorary members are exempted from payment of a membership fee.
5. Friend of Asterix: contribution possible from **at least** €20.

In addition to honorary and lecturer members, board members of the association are exempted from payment of a membership fee.

The membership fee must be paid on an annual basis. The same membership fee applies to the full year. Membership commences as soon as the board has received the admission fee.

Article 5. Board

(Study Association Asterix Articles of Association, Articles 9, 10 and 11)

The board of Asterix is responsible for the fulfilment of the association's objects. In addition, it monitors compliance with the Articles of Association and the Standing Rules. Board members are approved at a general membership meeting and are initially appointed for a period of one year. The board members may be reappointed after the end of each year, for no more than six years in total

Board positions

The board comprises the three statutory positions of the chair, secretary and treasurer, who jointly form the executive board. The general positions of Director of small activities, Director of large activities and PR director also have a seat on the board. The positions may be combined, if necessary, but should preferably be allocated among six people. Should the board consist of seven people, the last person will serve as a general board member. A detailed, written job description is available from the board and can be obtained by members or Celtic students on request.

Retirement from office

Board members may retire from office whenever they need to, provided they give at least six weeks' notice. When necessitated by retiring board members, board positions may be reallocated among board members or a new board member may be appointed. This should be explained and approved at the next general membership meeting.

Suspension and removal from office

Board members may only be removed from office, stating reasons, at a general membership meeting. The board cannot be removed in its entirety; each board member must be considered separately before deciding on suspension or removal.

Vacancies

In the event of the retirement from office of one or more board members, the board may post vacancies. The number of vacancies are determined at the board's discretion, provided the board size as laid down in the Articles of Association is not breached. The board will set out its preference for new board members and submit it to the general membership meeting.

Article 6. Committees

Both the general membership meeting and the board may decide to establish a committee. When establishing a committee, the board is responsible for announcing vacancies to the members of Asterix. A temporary committee will automatically be dissolved upon completion of the associated activity. The premature removal of committee members or the dissolution of committees may take place when a resolution to that effect has been adopted by the general membership meeting or the board. The board may adopt a resolution to dissolve a committee prematurely only if reasons are given.

The board will appoint from among its members a contact person for each committee. The contact person will be designated when establishing a committee and will sit on the committee. Committees report to the board through the contact person. Committees will elect a committee chair from among their members.

Financial resources will, if necessary, be allocated by the board. In this case, the committee is required to submit a budget and a final expenditure pattern to the board. Reserves flow back to the board.

Committees will draw up a report of their working procedure, improvement points and tips at the end of the committee year, which the board will provide to any new committee members.

Article 7. Finances

(Study Association Asterix Articles of Association, Article 8)

The board is obliged to keep records of the association's financial situation. If a member submits a written request to inspect the finances, the board is obliged to provide the member insight into the finances within a period of no more than two weeks.

Article 8. Privacy

Asterix will retain the following personal data concerning its members:

- name (first name and surname);
- date of birth, so that the board knows whether alcohol may or may not be served;
- email address, as the primary means of communication;
- mobile telephone number, in the event of emergencies and to add members to the two Association WhatsApp groups.

Upon registration, members automatically grant permission to retain the above personal data until termination of their membership, unless an objection has been lodged against the retention of such data prior to that, after which Asterix is obliged to delete the data from the membership database. Data will not be provided to third parties, unless the members have granted permission to do so.

Photographs

Photographs may be taken during activities; members can indicate upon registration whether they will to grant permission to publish photographs on which they can be identified (on Facebook, the website, the newsletter and other media). If they do not grant permission, these photographs will not be published. Furthermore, members may always have published photographs on which they can be identified removed. If members wish to change their permission, they can contact the board at all times to do so.

Article 9. General membership meeting

(Study Association Asterix Articles of Association, Articles 12, 13, 14 and 15)

The board must notify members of the general membership meeting by email at least two weeks in advance, including the agenda items. The board will send the other relevant documents to the members by email at least one week in advance.

Article 10. Alcohol and drugs

Alcohol is taken to mean: all drinks containing a higher alcohol percentage than the nationally established 0.1%.

Drugs are taken to mean: all substances that induce a narcotic, stimulating or mind-expanding effect.

Given that evidence shows that taking alcohol and drugs in combination has a reinforcing uncontrollable effect, the Asterix board has decided to prohibit the use of both soft and hard drugs at all activities.

Alcohol policy

The university has laid down the rule that no alcohol may be served in Utrecht University buildings before 17:00.

Asterix complies with the national law and does not serve alcohol to members aged under 18.

Members may not take any alcohol with them to activities, unless they have consulted with and obtained approval to do so from the board.

Access will be refused to members who appear at an activity under the influence of alcohol.

Alcohol abuse is not permitted. If a member consumes an excessive amount of alcohol at one time, he or she will receive a warning from the board. Failure to change behaviour will result in a permanent alcohol ban. If this does not suffice, the board may impose a temporary ban on the attendance of activities and, if necessary, deregister the member from the association. Emergency response officers and board members reserve the right to impose a temporary alcohol ban on an individual at any time.

At least one sober emergency response officer or first aid officer must be present at each activity.

Drugs policy

Members are not permitted to use or take hard or soft drugs with them. The board reserves the right to deregister with immediate effect from the association any members who fail to comply with the rules on drugs.

The use of medicinal weed is permitted, provided that proof can be provided that use has been prescribed by a doctor.

Article 11. External parties

The policy on external parties offers non-members the opportunity to access certain activities organised by Study Association Asterix.

External parties (non-members) are taken to mean: anyone who has not taken out membership of the Study Association Asterix, has cancelled their membership, or has failed to pay their membership fee despite several reminders and has been deregistered from the association.

Rights and obligations

A non-member does not pay a membership fee to Asterix and therefore may not sit on the board or a committee, or participate in a general membership meeting. In addition, a non-member will not receive any discount on books ordered through Asterix.

However, a non-member may take part in the association's activities, subject to certain conditions, such as an adjusted non-member price. In addition, Asterix reserves the right to open certain activities to members only. This will be stated explicitly in the announcement of the relevant activity.

Non-member price

The price of each activity for non-members is 25% higher than the member price. This also applies to the study trip. A free activity costs a non-member €2.50. The coffee break forms an exception and is also accessible to non-members free of charge. External parties do not pay a higher price for merchandise.

Asterix app

Asterix maintains a WhatsApp group for its members; the access to this group is exclusive to general members and alumni members of the association. The board of Asterix retains the right to intervene in the messages if that is necessary, but will not actively moderate the messages. On top of that Asterix also has an announcement WhatsApp group, where only the board of Asterix can share notices and announcements with the members. The board of Asterix is the exclusive administrator in both WhatsApp groups.

Article 12. Code of conduct

As a group of people operating in public spaces, Asterix trusts that its members will always conduct themselves respectfully towards each other, non-members and the environment. During activities on university grounds, Asterix follows the rules as stated by Utrecht University. In public spaces, the board will ensure that noise nuisance and pollution of the environment will not occur. The board does not tolerate discrimination on the basis of ethnicity, gender identity, sexual orientation, religion or disability and will act against it by issuing a warning and, in the case of repeated discrimination, by excluding the transgressing member from activities or by revoking their membership. Members can voice complaints about discrimination to the board or the confidential advisor. As the latter is not an official board function, each new board has to decide if a willing Asterix member can be found to fulfil this function.

Article 13. Dissolution

(Study Association Asterix Articles of Association, Article 17)

In the event of the dissolution of the association, a positive bank balance will be distributed among the members.