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## INTERNAL REGULATIONS

### Article 1

#### *General*

- 1.1 In every place in the regulations, read 'they' as he/she/they, and 'their' as his/her/their.

#### *General Code of Conduct USV Protos*

- 1.2 Protos places great importance on a good atmosphere, both on and off the field. A safe sports environment and adherence to norms and values in interactions with each other are aspects we aim to uphold within our association. Everyone engages in a sportsmanlike and respectful manner with each other and their surroundings.
- 1.3 Everyone must treat each other with respect. Discrimination based on religion, race, sexual orientation, or any other grounds is not tolerated.
- 1.4 During USV Protos activities, everyone is expected to adhere to the applicable Dutch laws regarding the use of alcohol and drugs. In the case of a violation of the law, the person present must leave the premises, and consequences determined by the board will follow (added since May 2021).

### Article 2

#### *Commencement of Membership*

- 2.1 A prospective member must fulfill all formalities and obligations towards NeVoBo, their potential previous volleyball association, and USV Protos in a timely manner.
- 2.2 Becoming a member is generally possible only if the person can prove they are a student at a Dutch institution on September 1 of the respective association year..
- 2.3
- a. If teams compete in the first division or higher, non-students may be admitted as members of the association, with a maximum of two per team.
  - a. If teams compete in the second division, non-students may be admitted as members of the association, with a maximum of one per team.
- 2.4 Any exceptions to Article 2.2, 2.3a, and 2.3b are at the discretion of the board.

#### *Membership*

- 2.6 A member must fulfill all formalities and obligations regarding USS Mesa Cosa, NeVoBo, and USV Protos in a timely manner.

#### *End of Membership*

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- 2.7 a. A member who is no longer studying at a Dutch university or college on September 1 of the respective association year may request two seasons of dispensation. The third season requires the member to terminate their membership. It is not possible to remain a member for more than two dispensation years, even if the member has studied again or has not been a member of the association between the requests.
- b. Exceptions to Article 2.7a (cases in which dispensation years are not counted) are:
- b.1. Those mentioned in Article 2.3a and 2.3b
  - b.2. Situations in which the dispensation year is used in the year in which the member is part of the board of USV Protos
  - b.3. Situations in which dispensation had to be requested because the member's academic year only started after September 1 but not after February 28 (or 29). The member is responsible for sending proof of enrolment. This exception cannot be used to request a third season of dispensation.

#### *External Trainers and Coaches*

- 2.8 a. External trainers and coaches (those who do not play or train with USV Protos themselves) are association members for the duration of the respective association year.
- b. External trainers and coaches are not eligible to vote within the General Assembly (ALV).

### **Article 3**

#### *General Meetings*

- 3.1 The board convenes a General Assembly (ALV) twice a year, preferably in September (autumn meeting) and in May (spring meeting).
- 3.2 All members have access to the ALV. Non-members can attend the meeting if and as long as the meeting agrees.
- 3.3 Mandatory agenda items at the autumn meeting are:
- a. Discussion of the minutes of the previous ALV.
  - b. Annual report of the board.
  - c. Discussion of the financial statements of the previous fiscal year.
  - d. Discharge of the board.
  - e. Election of board members.
  - f. Discharge and appointment of the advisory committee (adviescommissie).
  - g. Discharge and appointment of the Appeals Committee (Commissie van Beroep).
  - h. Discharge and appointment of the audit committee (kascommissie).
  - i. Approval of the contributions.
- 3.4 Mandatory agenda items at the spring meeting are:
- a. Discussion of the minutes of the previous ALV.
  - b. Discussion of the budget for the upcoming fiscal year.
  - c. Provisional approval of the contributions.
  - d. Presentation of the ranking of the dispensation scheme.
- 3.5 The board must ensure that the minutes of an ALV are available to members within one month after the ALV.
- 3.6 Notwithstanding the provisions in the articles of association, the ALV has the authority to:
- a. Dismiss a board member.
  - b. Establishment of additional admission criteria.
  - c. Determination of the contribution.

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- 3.7 Notwithstanding the provisions in Article 7, paragraph 14 of the articles of association, the following regulation applies to voting by proxy:
- a. Voting in writing in case of absence is not possible.
  - b. Voting by proxy is not allowed for persons.
  - c. Voting by proxy is allowed on matters. A member may be granted proxy by up to two members.
  - d. Proxy is granted by means of a written declaration. This must be submitted to the secretary before the ALV.

#### **Article 4**

##### *The board*

- 4.1 Candidacy for the board can be submitted in writing to the secretary, up to one week before the autumn or spring ALV.
- 4.2 The board may have a maximum of two members who are related in the first or second degree or are married or have a long-term relationship.

##### *Meetings and Decision-Making*

- 4.3 In general, the board meets at least twice a month.
- 4.4 Decisions in board meetings are made by a roll-call vote.
- 4.5 Board decisions can only be made if a majority of the board members have voted in favor.
- 4.6 For entering into financial obligations exceeding the approved budget, the board requires the approval of the ALV.

#### **Article 5**

##### *The Chair*

- 5.1 The chair:
  - a. Chairs the board meetings, general meetings, and technical meetings.
  - b. Represents the association externally, where this does not fall under the responsibilities of the external affairs commissioner.
  - c. Ensures that decisions are implemented.  
Accountable to the members for decisions taken and their implementation and for the policy pursued.
- 5.2 In the absence of the chair, one of the members of the executive board takes over the role.
- 5.3 The chair, in consultation with the board, may delegate one or more of these tasks to other board members.

#### **Article 6**

##### *The Secretary*

- 6.1 The secretary:
  - a. Maintains the non-financial administration of the association.
  - b. Handles all correspondence and keeps a copy of all outgoing documents.
  - c. Generally takes care of the minutes, ALV and BV, and the sending of invitations for meetings.
  - d. Maintains the membership list and the archive.
- 6.2 Generally takes care of the minutes, ALV and BV, and the sending of invitations for meetings. d. Maintains the membership list and the archive.
- 6.3 The secretary, in consultation with the board, may delegate one or more of these tasks to other board members.

#### **Article 7**

##### *The Treasurer*

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- 7.1 The treasurer:
    - a. Maintains the association's books and preserves the documents.
    - b. Prepares the annual accounts for review by the General Meeting (ALV).
    - c. Prepares the budget.
    - d. Collects all outstanding claims.
  - 7.2 The treasurer is authorized to make all expenditures within the framework of the budget. Extraordinary expenses require the approval of the board.
  - 7.3 In the absence of the treasurer, one of the members of the executive board takes over the role.
  - 7.4 The treasurer, in consultation with the board, may delegate one or more of these tasks to other board members.

## **Article 8**

### *Membership fee*

- 8.1 Members are required to pay the association's contribution by a date determined by the board.
- 8.2 Members can be classified into different categories, each of which may pay a different contribution.
- 8.3 The board may grant (partial) exemption from financial obligations.

## **Article 9**

### *The Audit Committee*

- 9.1 The audit committee is appointed annually at the autumn meeting by the ALV.
- 9.2 Members of the committee may be part of the committee for a maximum of two consecutive years.
- 9.3 The treasurer may not be part of the audit committee.
- 9.4 If the treasurer expresses a desire to resign, the audit committee is obliged to check the books at least one week before the date of resignation.

## **Article 10**

### *Processing of Personal Data*

- 10.1 The board maintains a register containing the names, addresses, places of residence, dates of birth, gender, account numbers, association numbers, registration dates, as well as a telephone number and personal email address of the members.
- 10.2 The register only contains data necessary for achieving the purpose of the association.
- 10.3 After a one-time prior decision of the general meeting, the board can provide registered data to third parties, including sponsors, except for the member who has objected to this provision in writing to the board.
- 10.4 Transmission of data without a decision of the general meeting and without the right to object is for the data necessary for the association to provide to third parties, including the federation, and to governments or institutions, among other things, in connection with obtaining subsidies.
- 10.5 Data are not stored longer than necessary given the purpose or an existing legal obligation.

## **Article 11**

### *Provisions and Game Rules*

- 11.1 Members are required to attend training sessions and matches.
- 11.2 When a member cannot attend a training session or a match due to force majeure, they are obliged to notify the captain, trainer, or coach.
- 11.3 Members are required to assist in matches of other teams. To this end, a schedule is created by the board, and members are informed about this during the season.

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- 11.4 New members are required to participate in the referee selection process.
  - 11.5 Each team must choose a captain from among the team members.

### **Article 12**

#### *The Captain:*

- 12.1 The captain:
  - a. Represents the team in matches, tournaments, and meetings.
  - b. Acts as a liaison between the board and the team members. As such, the captain is obliged to make all oral and written communications from the board to the team members known.
  - c. Takes care of all official actions that must be taken when playing matches in NeVoBo context, in accordance with rule 5.1 of the FIVB international rules.

### **Article 13**

#### *The Uniform*

- 13.1 Teams must appear in the association's uniform at all matches organized by NeVoBo.
- 13.2 The uniform for the association consists of:
  - a. A red shirt with white back and chest numbers
  - b. A blue shirt with white back and chest numbers for the libero.
  - c. Shorts: uniform within a team.
- 13.3 Deviations from Article 13.2 may occur due to sponsorship obligations.

### **Article 14**

#### *Fines and Sanctions*

- 14.1 Fines imposed by NeVoBo can be recovered from the members who caused the fines.
- 14.2 The board is entitled to impose sanctions if a member does not comply with the Household Regulations and the Articles of Association. The board will assess each situation to determine the appropriate sanction.

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## Article 15

### *The Technical Committee*

#### 15.1 The Technical Committee:

- a. Is composed by the previous Technical Committee for at least the following season, with the aim of covering the next two seasons.
- b. Is tasked with monitoring the performance of trainers and teams.
- c. Has an advisory role to the Technical Meeting and the board.
- d. The Technical Committee is responsible for actively recruiting new members to fill unoccupied playing positions in a team.

## Article 16

### *Team Formation Procedure*

- a. The Technical Committee, trainers, and coaches jointly draw up a provisional team formation.
- b. This concept is made known to all teams at least five days before the Technical Meetings.
- c. A notice of appeal can be submitted to the chair of the board up to three days before the Technical Meeting takes place.
- d. The Technical Committee must consult with the relevant players and trainers no later than twenty-four hours before the start of the Technical Meeting, to reach a consensus.
- e. If a consensus cannot be reached, the board will have the decisive vote, which will be cast before the Technical Meeting. The board will only assess whether the Technical Committee has observed the correct interests and procedural steps, not the technical aspects.
- f. If a board member submits a notice of appeal, this board member is excluded from the board's decisive vote.

### *Technical Meetings*

- 16.2 Two Technical Meetings are scheduled for team formation. The spring Technical Meeting (in June) takes place before announcing the provisional team formation; the autumn Technical Meeting (in September) takes place after announcing the concept definitive team formation. Aspiring members can join until the day of the Technical Meeting by registering with the secretariat. After the Technical Meeting, aspiring members are only admitted in exceptional cases.
- 16.3 The Technical Meeting consists of:
  - a. The Technical Committee.
  - b. All trainers and coaches.
  - c. The chair of the board or, in his absence, another board member. The Technical Meeting is chaired by the chair or his representative. The chairman has a coordinating role.
- 16.4. During the autumn Technical Meeting, the Technical Committee is accountable for the choices made.
- 16.5 The team formation is definitively determined at the autumn Technical Meeting.

### *Guidelines for Drawing Up the Team Formation*

- 16.6 The Technical Committee is responsible for forming the teams based on the players' abilities, taking into account Articles 16.8 to 16.11. This formation applies in principle for the entire season.
- 16.7 The Technical Committee has the option to convene an additional Technical Meeting if it deems it necessary.

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- 16.8 When forming the teams, attendance at matches and training sessions and the number of years a player can still play at USV Protos are also taken into account.
  - 16.9 Newcomers are only placed in a team if their level is not lower than that of the team playing at the lowest level.
  - 16.10 Newcomers can initially be placed lower than justified based on their past or based on the first impression.
  - 16.11 Non-competitive newcomers are admitted by exception and only if they intend to play competitively in the following season.
  - 16.12 If the Technical Committee deems it in the interest of the association, it may deviate from the above-mentioned guidelines, with justification.

### **Article 17**

#### *The PR Committee*

- 17.1 The PR committee:
  - a. Is composed by the board for one season.
  - b. Is tasked with generating resources through sponsorship to improve the financial position of USV Protos.
  - c. Has no say in the allocation of the resources obtained.
  - d. Has an advisory role to the board.
- 17.2 When a team or a member of a team has found a sponsor, this sponsor must be submitted to the PR Committee. The PR committee will determine whether the sponsor is eligible based on conditions and agreements with other sponsors. This decision will ultimately be submitted to the board for approval.

### **Article 18**

#### *Sponsor Agreements*

- 18.1 When a member joins a team that is sponsored, this person must adhere to the agreed-upon agreements between the sponsor and the association.
- 18.2 The agreed-upon agreements with a sponsor will be presented to the captain of a sponsored team during the annual captain's meeting.
- 18.3 The captain of a sponsored team ensures that the team members adhere to the agreed-upon agreements. The ultimate responsible party from the board is the commissioner for external affairs.
- 18.4. If there is a 'club sponsor', the agreements with it apply to all teams and are therefore applicable to all members.

### **Article 19**

#### *Amendments*

- 19.1 Amendments to the Household Regulations take effect immediately after approval by the General Meeting (ALV).

### **Artikel 20**

#### *Final Provision*

- 20.1 Each member is deemed to be aware of the provisions of the Household Regulations, as well as the other rules and provisions concerning the association.
- 20.2 In all cases where there is a difference of opinion about the interpretation of the Household Regulations and in cases where the Articles of Association and the Household Regulations do not provide, the board decides.
- 20.3 The board is obligated to provide all members and prospective members with a copy of the Household Regulations upon request.

