

# Regulations of the Netherlands Association (9/10/2014)

NEDERLANDSE VERENIGING

Board Netherlands Association  
NEDERLANDSE VERENIGING | 42 SIU HANG HAU, CLEARWATERBAY  
NT)

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### Article. 1 Name

The name of the Association “NEDERLANDSE VERENIGING (Netherlands Association)”.

### Article 2 Goal

The Association aims to promote the unity of Dutch nationals living in Hong Kong.

It tries to achieve this goal by organizing events for and by Dutch nationals and people who have an affinity with the Netherlands.

### Article 3 The Association

The Association consists of members (see article 8 et seq.) and is led by a board (see article 4 et seq.).

The association year and the financial year run from 1 September to the end of August.

### Article 4 Composition of the board

1. The board of the Association is entrusted to the chairman, a vice-chairman, a secretary, a treasurer and at least three, but no more than five other members.
2. The board is appointed for the term of one association year during the annual general members' meeting (see article 5).
3. Only regular members and members of merit are eligible as board member.
4. The board will notify the members of every change in the composition of the board in the periodical of the Association.

### Article 5: Election board members

1. The outgoing board, whose members are eligible for re-election, submits an annual nomination of at least seven board members and their positions for the new board.
2. This nomination must be made known in writing to the members of the Association at least fourteen days before the annual General Meeting of Members and stated as an agenda item.

3. Opponents for a particular position in the new board can be nominated by regular members to the secretary and / or the chairman up to five days before the General Members' Meeting.
4. If no other candidates are proposed for the new board, the board nomination will be deemed to have been accepted after the relevant agenda item has been discussed at the General Members' Meeting.
5. If there are several candidates for the new board, an election will take place by secret ballot by members present at the General Members' Association (board included). Those elected are those who obtain an absolute majority of the number of valid votes cast. In the event of a tie, a draw is made.
6. If only seven board members are elected at the General Meeting of Members, the board is authorized to supplement with an eighth and ninth member. Vacancies created by the interim resignation of board members can be filled by the board. The board members appointed in this way have a seat until the next annual General Members' Meeting.

#### Article 6 Administrative activities

The board must achieve the objectives of the Association as much as possible, represents the daily interests of the Association and ensures proper management of its financial and other assets.

The board enforces the provisions of the regulations.

The board aims to meet twelve times per association year.

At least four members must be present at the meetings of the board.

The board is authorized to invite third parties to attend board meetings.

For each activity organized by the Association, the board determines whether guests are admitted. If an activity is limited to a maximum number of participants, members have priority over guests (provided the members have registered for this event within the specified term).

Ideally, the following roles are fulfilled within the board:

#### **Chairman**

The chairman chairs the board meetings and ensures that the board functions properly. The chairman reports to the annual general members meeting on the progress of the past year.

In the absence of the chairman, the vice-chairman, or in its absence another board member, chairs the meetings.

## **Vice Chairman**

The vice-chairman assumes the duties of the chairman in his absence.

## **Secretary**

The secretary is responsible for registering the Association with the police.

The secretary convenes the board meetings, takes care of the agendas of all meetings and makes minutes which must be approved by the board.

The secretary is obliged to safeguard all incoming documents and to maintain a copy of all outgoing documents.

## **Treasurer**

The treasurer is charged with keeping the accounts and manages the funds of the Association and, in collaboration with the relevant board members, is responsible for collecting contributions and other payments due.

At the end of the association year, the treasurer compiles a report on the financial state of affairs of the Association, consisting of: a balance sheet, an overview of income and expenditure, a budget, as well as an explanation thereof.

## **Administrator**

The administrator is responsible for managing the membership database. The administrator takes care of the membership lists and informs the board of changes in the membership file. These figures are communicated to the members during the general members meeting.

## **Event coordinator**

The event coordinator is responsible for coordinating the organization of all events of the Association.

## **Communication coordinator**

The communication coordinator is responsible for all communication of the Nederlandse Vereniging . Communication includes: updating the website and social media, and sending out newsletters and direct involvement with the Association's periodicals.

## **Sponsor coordinator**

The sponsor coordinator maintains the relationship with the sponsors of the Association and actively searches for new sponsors throughout the year.

The board can delegate some of its tasks to a committee. At least one board member will be part of such a committee.

Activities organized outside the Association, at the expense and risk of the Association, require the prior written approval of the board.

## Article 7 Board resolutions

A board decision is required to enter into any financial obligations.

Board decisions are taken by an absolute majority of the number of votes cast during board meetings.

Voting by proxy is not permitted.

## Article 8 Composition of the members of the Association

1. Members are divided into three types of members: ordinary members, members of merit and honorary members.
2. Dutch nationals who reside in Hong Kong and / or those who have affinity with the Netherlands and reside in Hong Kong may be admitted to ordinary membership. Admission takes place in accordance with the provisions of article 9. An ordinary member pays both membership and entrance fees.
3. An ordinary member who has played an extraordinary role of significance for the Dutch Association may be admitted as a member of merit (this is determined by the board by means of a board decision in accordance with the provisions of art.7). Admission takes place in accordance with the provisions of art.9. A member of merit does not pay a membership fee but does pay entrance fees.
4. The consular officer who manages the Consulate General of the Netherlands in Hong Kong, will be offered an honorary membership of the Association by the board for the time that he or she fulfills this function. An honorary member pays no membership fees and no entrance fees when in office.

## Article 9 Admission and withdrawal of members

1. Those who wish to become a member of the Nederlandse Vereniging must notify the member administrator.
2. The board of the Association reserves the right to refuse or terminate a membership without justifying itself to the members. Such a decision is recorded during the board meeting by means of a board decision in accordance with art. 77.
3. Unless the board decides otherwise by means of a board decision, the member administrator will inform prospective members of the payment options for paying the contribution. Membership only becomes effective when the payment of membership fees and administration costs has been paid.
4. The membership of each member is placed in the periodical of the Association.
5. If a member wishes to cancel his / her membership, he / she must inform the member administrator before the end of the association year (see art. 10).
6. Until a member unsubscribes, he / she is a member of the Association and therefore obliged to pay membership fees (see art. 10).

#### Article 10 Membership fees

Both the board and ordinary members pay the annual contribution (to be paid in advance) upon joining.

Ordinary members pay each year a membership fee determined by the board and approved during the general members meeting.

Members of merit and honorary members do not pay dues.

Members with resident children under the age of eighteen do not have to pay membership fees for such children.

The board is authorized to apply a reduction to the membership fees normally due or to grant an exemption for members. All amounts are set by a decision of the board.

Retiring members must notify the administrator of their withdrawal before the end of the association year. The annual membership fee will have to be paid without written confirmation of membership withdrawal (by e-mail or by post) (see art. 9.5 and 9.6).

Membership withdrawal cannot be affected retroactively.

#### Article 11 Expired declaration of membership

The Association reserves the right to terminate a membership when:

1. a member remains in default to pay an amount due by him / her to the Association;

2. acts of a member, in the opinion of the board, which damage the reputation or interests of the Association.

This is only possible on the basis of a board decision after the member concerned has been given the opportunity to refute the objections raised against him / her with the board.

#### Article 12 Voting rights and voting method

1. The right to vote rests with ordinary members and members of merit. They can only exercise this right at a general members meeting, after having signed the attendance list at the meeting.
2. Voting by proxy is not permitted.
3. Unless these regulations provide otherwise or the general members meeting decides otherwise, voting takes place by raising hands and resolutions are passed by an absolute majority of the number of valid votes cast.

#### Article 13 Liability

Participation in activities organized by the Association is done by the members, as well as their children or guests, at their own risk.

The Association is not liable for damage suffered by or accidents to members, nor for damage caused by members to fellow members or third parties during or in connection with activities organized by the Association.

Admission as a member of the Association also implies that all provisions of the regulations are fully accepted by the acceding member.

#### Article 14 Annual general members meeting

The general members meeting is held annually in the months of September or October. The agenda for this meeting includes at least the following items:

1. Approval of minutes of the previous annual general meeting and of any extraordinary general meetings held during the year.
2. Report of the board of the course of affairs and activities in the past year.
  - a. Report on the general and financial situation of the Association.
  - b. Report of the verification committee and discharge of the treasurer from his responsibility with regard to financial management.
3. Proposals:
  - a) Approval of financial report

- b) Discharge of the board
- c) Any other proposals
- d) Nominations:
  - 1) Election Verification Committee.
  - 2) Election of a new board.
- e) Questions.

The board will inform the members in writing at least fourteen days in advance of the annual general meeting to be held, indicating the place, date and time. This notification must also include the agenda for that meeting.

At least seven days in advance, the minutes of the previous annual general meeting of members and of any extraordinary general meeting of members held during the year, the verified balance sheet and the accompanying overview of the income and expenditure are sent to the members.

#### Article 15 Extraordinary general meeting

An extraordinary general meeting is held whenever there is reason to do so in the opinion of the board, as well as whenever a written request to that effect is made to the board by at least ten members entitled to vote, stating reasons.

The request of members entitled to vote to hold an extraordinary general meeting will be acted upon as soon as possible, in any case within one month of receipt of the request.

If the board does not comply with the written request of at least ten voting members by the board within one month of receipt of the request, these members have the right to independently convene an extraordinary general meeting, with due observance of the relevant regulations. The leadership of the meeting rests:  
or with the chairman;  
or with the vice-president.

In the absence of both, the oldest board member present leads the meeting. If no board member is present, a member entitled to vote may be elected at the meeting by an absolute majority of the votes of members entitled to vote.

#### Article 16 Verification Committee

The verification committee has the task of checking the financial accounts and related documents of the retiring treasurer and reporting on this at the annual general meeting.

The verification committee has the right to check the accounts during the year as often as it deems necessary or desirable.

A verification committee is elected at the annual general meeting, consisting of at least two ordinary members (not board members).

The nomination and voting takes place in accordance with art. 14 paragraph 5.

If necessary, the committee will fill interim vacancies itself and notify the board of this.

#### Article 17 Sponsors and friends of the Association

1. Companies, other associations, or individuals may be admitted by the board as sponsors or friends of the Association. They support the Association with an annual (minimum) contribution to be determined by the board.
2. Per event, companies, other associations, or individuals can be admitted by the board as event sponsors. They support a specific event with an agreed amount.
3. Prior to the term of a sponsorship, the board determines how the sponsors and friends of the Association can use the communication options that the Association has at its disposal, such as: statements on the internet page, in the newsletter, on banners during events, in periodicals and on other printed matter.

#### Article 18 Amendment of the regulations

A majority of two thirds of the number of valid votes cast is required to amend or supplement the previous articles of these regulations. Changes to the regulations can only take place during an annual general meeting or an extraordinary general meeting.

### Article 19 Entry into force

These regulations are based on the regulations that were accepted on January 28, 1981. The present regulations come into effect immediately upon acceptance by the members during the general meeting.

The acceptance took place on October 9, 2014