



T.S.Z.W.U. Avalon
Academielaan 5, 5037 ET Tilburg
Website: www.tszwvavalon.com
Mail: board@tszwvavalon.com

As of writing this document, the association referred to as T.S.Z.W.U. Avalon is officially registered as S.W.A.T. Avalon. For the purposes of this document, these two names are interchangeable. T.S.Z.W.U. Avalon will be used throughout this document as it is the intent of the association to officially change its name soon.

Rules and Regulations

The following document outlines rules for all members of T.S.Z.W.U. Avalon and regulations of the association. The Rules and Regulations (RR) serve to keep a clear overview of how the association runs, and as a resource to fall back on in case of uncertainty.

Article 1. Association

1. The association follows the academic years of Tilburg University, from the 1st of September until the 31st of August.
2. One term, as described in any T.S.Z.W.U. Avalon document refers to one academic year.
3. Unless otherwise stated, a year will refer to an academic year.
4. The general members meeting may be referred to as GMM as well.

Article 2. Registration

1. Members are to be registered in the administration system that is currently in use.
2. To participate in training and activities, persons are to have a valid membership of T.S.Z.W.U. Avalon.
3. Members are responsible for their own registration being up to date. (e.g. current contact & payment information).
4. Members are responsible for unregistering when they wish to leave. If a member fails to unregister before the start of a new term, T.S.Z.W.U. Avalon is entitled to charge them for the full length that they are registered for (i.e. a full or half year) as described in article 3.

Article 3. Membership

1. The association's income may come from: contribution fees, administration fees, subsidies, proceeds from events and activities, competitions, alumni members, and sponsors.

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2. There are three types of membership within Avalon, namely:
 - a. Regular membership
 - i. A regular membership gives members the opportunity to engage in both swimming and water polo, and to join all activities.
 - ii. Regular members get three votes at the GMM.
 - b. Combination membership
 - i. A combination membership is a variant where members are part of different associations at the same time so they can practise multiple sports, such as the triathlon. This does not grant access to any additional benefits such as activities.
 - ii. The selected associations and costs will be outlined in every first GMM of the academic year.
 - iii. Combination members get one vote at the GMM.
 - c. Honorary membership
 - i. For a full description of honorary membership, see article 22.
3. Membership duration is dependent on the time of application in the academic year.
4. Members pay for a full year except for when they;
 - a. only want to become a member for the first semester (until 31 January), or;
 - b. join at the end of a year (any time after 31 January).
5. A discount may be given when applicants want to join at the end of an academic year. This is up to the discretion of the board. In this case, a date must be picked after which the discount will apply to everyone thereafter until the new academic year.
6. Contribution fees are set during general members meetings. Members may be charged before a general members meeting. If it is decided that the amount changes for a coming period, then the difference must be paid or charged back.
7. At sign-up, members authorise T.S.Z.W.U. Avalon to withdraw the contribution and administration fees from the bank account known to the association. The money will be withdrawn on the date that a new financial quarter starts. The first quarter of an academic year is Q4 (October 1st).
8. When someone first becomes a member, they must pay a deposit to the amount of the costs of a single pool access card. When they cancel their

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- membership and return their card, this money will be returned to their respective bank account.
9. Membership can be cancelled through the member portal on the website or by sending a physical letter or email to the secretary. In both cases, the cancellation isn't finalised until a confirmation email has been received.
 - a. If the secretary doesn't confirm or reply within two weeks from the second attempt, A member may consider themselves unregistered.
 10. Membership cancellation has to take place before January 1st or August 1st.
 11. Intent to acquire merchandise, clothes, or other attributes will happen by filling out a form, either physically or digitally, through the website or by written agreement through email or WhatsApp. By doing this T.S.Z.W.U. Avalon has the right to withdraw the amount owed from the bank account of the member in question.
 12. Signing up for a swimming competition happens through the swim commissioner. Either through a (online) form, email or through the website. By signing up T.S.Z.W.U. Avalon has the right to withdraw the amount owed from the bank account of the member in question.
 13. Signing up for a water polo competition happens through the water polo commissioner. Either through a (online) form, email or through the website. By signing up T.S.Z.W.U. Avalon has the right to withdraw the amount owed from the bank account of the member in question.
 14. Signing up for a competition happens through the association, board or organising committee. Either through an (online) form, email, or through the website. By signing up T.S.Z.W.U. Avalon has the right to withdraw the amount owed from the bank account of the member in question.
 15. The board holds the right to withdraw money owed from a member's bank account whenever the board deems it necessary. The member in question does need to have signed up as described in art. 3 section 10, 11 and/or 12 of these Rules and Regulations.
 16. The association holds the right to put a member stop into place whenever it feels necessary to guarantee the quality and/or safety of its members. The board decides if and for how long this happens.
 17. T.S.Z.W.U. Avalon cannot be held responsible for anything that happens when participating in events, activities, competitions and/or practices, organised and/or initiated by T.S.Z.W.U. Avalon.

Article 4. Friends of Avalon

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1. Friends of Avalon are Avalonians that have been a member for at least 2 years, but are not able to come to training or participate in competitions anymore. They may decide to forego their membership and become a Friend of Avalon for a predetermined yearly donation.
 - a. As a Friend of Avalon, it is not possible to join training or competitions, but you are free to join activities.
2. As Friends of Avalon are not official members, they are not allowed to cast their vote at the GMM.

Article 5. Board

1. The board consists of at least three members: A chairperson, a secretary, and a treasurer.
2. The board cannot exceed more than eight members.
3. At least three board members need to be registered as a student at either Tilburg University, Avans University of Applied Sciences or Fontys University of Applied Sciences.
4. Board members may serve multiple positions. The three main positions of chairperson, secretary and treasurer can only be held by one person at a time.
5. The board chooses a representative amongst themselves for FOSST (Federation of Student Sports Tilburg) meetings.
6. The board chooses at least one representative amongst themselves for AAIU (General Representative Meeting) meetings of Stichting NSZ (overarching student swim association). Generally, the chairperson and treasurer have speaking and voting rights during their respective segments.
7. The outgoing board takes care to make sure that the incoming board can carefully and dutifully carry out all its duties. In the first few months after the board change, the outgoing board serves to advise the new board.
8. The outgoing board is to report on their duties of the past year during the first general members meeting of the new year.
9. The board is responsible for all T.S.Z.W.U. Avalon possessions, Especially any trophies or memorabilia won by or given to the association.
10. Brassen (*Dutch*) of T.S.Z.W.U. Avalon or other associations' possessions should happen in accordance with the rules of Stichting NSZ/FOSST.
11. In cases where a current board member is not able to complete their term, the remaining board members are to take up as much of the missing function as possible. The outgoing board member is to assist the remaining board members as much as possible given the situation.



Article 6. Chairperson

1. The chairperson leads the general members meeting and the board meetings.
2. The chairperson is responsible for the execution of all decisions made in board and general members meetings.
3. If the chairperson is not able to be present during a meeting, they are to be replaced by the vice-chairperson, as appointed by the board.
4. The chairperson holds the right to, at any time, attend any of the committee meetings.
 - a. If the chairperson attends a meeting of a committee that they are not a member of, they are relegated to an advisory role only.

Article 7. Secretary

1. The secretary is responsible for member registration, the minutes of both general members meetings and board meetings.
2. The secretary is to publish the minutes of the general members meeting within two months.
3. The secretary is responsible for all correspondence of the association.

Article 8. Treasurer

1. The treasurer manages the finances of the association.
2. The treasurer is obligated to keep the books regularly.
3. The treasurer is obligated to get approval from the board for expenses over 75 euros.
4. The treasurer reports on the state of the finances of the past half year, and on what is expected financially in the half-year at every general members meeting.
5. The treasurer is obligated to invest any possible financial surpluses back into the association.
6. The audit committee is responsible for verifying the bookkeeping of the treasurer every half year, in line with article 15 of the Articles of Association.
7. Upon ending their term prematurely, the treasurer is to report their bookkeeping at least eight days before ending their term to the audit committee. The audit committee shall then present this at the following general members meeting.



Article 9. Swim commissioner

1. The swim commissioner is responsible for coordinating competitive swimming practices and competitions, and appointing and coordinating competitive swimming trainers.
2. The swim commissioner is responsible for all committees relating to competitive swimming within the association.

Article 10. Water polo commissioner

1. The water polo commissioner is responsible for coordinating water polo practices and competitions, and appointing and coordinating water polo trainers.
2. The water polo commissioner is responsible for all committees relating to water polo within the association.

Article 11. Other board functions

1. The board is free to create extra board roles as they deem necessary as long as it does not conflict with article 5.
 - a. If a new board function is created during the year, it has to be voted in during a GMM.
2. In case a novel board function is created, the Rules and Regulations are to be updated to explain the function.

Article 12. Supervisory Board

1. The Supervisory Board will provide the board with counsel and advice. Besides, they can give their opinion on bigger strategic or financial decisions when the Supervisory Board considers this desirable.
2. The Supervisory Board will check if the board follows the five year plan.
3. The Supervisory Board shall have at least the same number of members as there are board positions in the Avalon board for that year. Members are to have relevant experience, such as in boards or other advisory organs. At least half of the RvA has to be (ex) Avalon member, other members may be chosen from outside the association.
4. Members of the Supervisory Board will be voted on during the GMM. Any candidate is allowed to start earlier if requested by the board pending their instalment by the GMM.
5. Members will be elected for a maximum period of one year. There is no limit on the amount of times they can be re-elected.



6. Re-election is a silent process, whereby members of the Supervisory Board are automatically re-elected for the coming year if they do not wish to withdraw or are not voted out by the GMM.
7. The Supervisory Board will meet on a regular basis together with at least the Chairperson of the association. The frequency of the meetings will be decided yearly in the first meeting between the Chairperson and Supervisory Board.
8. The Supervisory Board also meets with the current board at least 2 weeks before a GMM to discuss feedback.
9. The Supervisory Board has access to the minutes of the board meetings on which they can give their feedback, as well as other documents if the Supervisory Board considers this to be necessary.

Article 13. Audit committee

1. The audit committee is to be voted on during the first general members meeting of the academic year, and must consist of at least two non-board members.
2. Any current or former treasurer is not allowed to serve the audit committee.
3. Members may serve a maximum of two terms on the audit committee.
4. Members of the audit committee may under no circumstance have a conflict of interest with the current board.

Article 14. Committees

1. The board may be assisted by one or more committees.
2. Committees are formed by the decree of two or more board members.
3. The board appoints members of a committee and chooses a chairperson amongst these.
 - a. The chairperson positions of the water polo and swimming committees are always taken by the water polo commissioner and swimming commissioner respectively.
4. Members may be part of a maximum of three committees.
5. Membership of a committee may be revoked by the board as outlined in the "Code of Conduct of T.S.Z.W.U. Avalon".
6. Chairpersons of committees are required to be present at the general members meetings. If the chairperson is unable to attend, they are to appoint a different committee member to attend the general members meeting.



Article 15. Disciplinary action

1. The board has the right and authority to take disciplinary actions against members that break the Code of Conduct as outlined by "Code of Conduct of T.S.Z.W.U. Avalon" or the rules and regulations in the current document.
2. Members have the right to depose the board by simple majority vote in the general members meeting, outlined in the *Articles of Association (Statuten)* article 11.5.
 - a. In a situation where the board is deposed, the following steps are to be taken:
 - i. The board is declared demissionary by the GMM
 1. A demissionary board only serves to keep the association running, and may never change anything about the association as it is, and it may not spend any more money than is absolutely necessary.
 - ii. The GMM votes to assign a temporary caretaker of the association.
 - iii. The temporary caretaker arranges a date for voting in a new board.
 1. Members may volunteer themselves for a position in the board, and may be voted in during this meeting set by the caretaker.
 2. In a situation where no member comes forward to take up a position in the board, it is up to the caretaker to lead the association until the end of the academic year or if members present themselves before this time.
 3. If all else fails. T.S.Z.W.U. Avalon calls upon Julia de Kogel to fix everything again as she has done before.
3. In case of a breach of the Rules of Regulation or the Code of Conduct, disciplinary action will be taken as follows:
 - a. Official warning
 - i. It is the right of the board to issue up to two official warnings. A log of official warnings is to be kept by the board. If a member has more than two official warnings, further action will be taken.
 1. In case of a severe breach, it is up to the discretion of the board to escalate disciplinary action immediately after the initial warning.
 - b. Suspension

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- i. Members that accrue more than two warnings are to be suspended.
 - ii. Suspension may be up to 60 days. Suspension of a member may be shorter up to the board's discretion. In case of a severe breach, it is up to the board's discretion to escalate disciplinary action further.
 - c. Dishonourable discharge
 - i. In case of a breach following suspension the board has the right to discharge the member in question.
 - ii. Following dishonourable discharge, the member in question is to be removed from the association with immediate effect, and is not allowed to return.
 1. In case of a member being dishonourably discharged, they are in no case entitled to financial compensation
4. Any and all disciplinary action may be also taken against board members.
 - a. Disciplinary actions against members are to be taken after a majority vote in the board.
 - b. The board member in question is excluded from this vote.
5. Any and all members have the right to challenge disciplinary action taken against them
 - a. Disciplinary action may be challenged by the member in question by taking their case in front of an independent committee.
 - i. This independent committee consists of five Avalon members.
 - ii. This committee is formed as follows:
 1. Fifteen Avalon members will be randomly selected. These members may not be part of the board or related to the matter at hand.
 2. The board and the defendant may then vote out members 1 by 1, until 5 remain. This is done so that the committee is as fair as possible.

Article 16. Board meetings

1. The chairperson has the right to hold meetings of the board however often they find necessary.
2. The chairperson is required to hold a meeting whenever two or more other board members request one. This meeting has to take place within 8 days of the request (not counting the day of the request itself).



3. The board is required to hold an adequate amount of meetings throughout the year to keep the association running. If the board fails to do so, members may take action as outlined in article 15.2.

Article 17. General members meeting

1. The board is required to hold a general members meeting at least two times per year. The board is allowed to hold extra emergency meetings, at their discretion or by request of at least 10 percent of members.
2. Following the Articles of Association, the general members meeting requires at least 10 percent of the members be present to be valid.

Article 18. Rules and Regulations

1. Following Dutch law, the Articles of Association trump both the Rules and Regulations as well as the Code of Conduct.
2. When there is a disagreement between the Rules and Regulations and the Code of Conduct. A simple majority vote during a general members meeting will suffice and both documents are to be updated accordingly.

Article 19. Changing Rules and Regulations

1. The Rules and Regulations may be changed by decision of the general members meeting, with a simple majority of the votes.
2. The Code of Conduct may be changed by decision of the general members meeting, with a simple majority of the votes.
3. The confidant (U)CP guidelines may be changed by decision of the general members meeting, with a simple majority of the votes.

Article 20. Written votes

1. In case of a written vote, the general members meeting assigns two persons, that can not be voted on, to count votes according to written votes.

Article 21. Valid voting

1. Valid votes are:
 - a. Anonymous
 - b. Clear in what choice they represent
2. Invalid votes are not counted as cast votes



Article 22. Member knowledge

1. Every member is expected to have knowledge of the information contained within the *Articles of Association*, *Code of Conduct*, and the *Rules and Regulations*.
2. The *Articles of Association*, *Code of Conduct*, and the *Rules and Regulations* will be freely accessible at tszwvavalon.com.

Article 23. Honorary members

1. The board has the right to appoint honorary members of T.S.Z.W.U. Avalon
2. Members have the right to present honorary members to the board, the final decision of appointment is always up to the current board.
3. Honorary members may be either old or current members that are recognized as having been of great value and/or importance to the association.
4. The board is to announce honorary positions at the next general members meeting.
5. Honorary members are to be given a permanent feature on the website and in the archives.
6. After ending their membership, honorary members have the right to attend practices and activities, with fees for activities still being applicable, and attendance being within reason.
 - a. An honorary membership is not equal to a full membership, and it is up to the current board's discretion to set an amount of practices and activities that may be attended by the honorary member.
 - b. Honorary members that wish to attend all practices and activities are to pay the same contributions as normal members.

Article 24. Insufficient Rules and Regulations

1. In any case where the Dutch law, *Articles of Association*, the *Code of Conduct* or the *Rules and Regulations* do not suffice the current board has the final say.
2. In case Avalon's documents do not suffice, they are to be updated at the following GMM so that they are always as complete as possible.

Article 25. Effect of document

1. The current document, and any changes to it come into effect the day after the changes have been voted in by the general members meeting.

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Article 26. Liability

1. To answer any liability concerns, one may refer to the Code of Conduct.
2. Every member is expected to have knowledge of the Code of Conduct.
3. In case a member does not adhere to the Code of Conduct, the current board may invoke article 15 of the Rules and Regulations.