

Litho Knights Internal Regulations



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Section 1 - Definitions

1. The current board of Litho Knights (LK) has the right to deviate away from the rules described in these internal regulations if the goals, safety or right to exists of LK is in danger.
2. The internal regulations are complementary to the statutes of LK. All rules and definitions described in this regulation can not be used to object against the law or the statutes. If there is a rule in conflict with the Dutch law or the statutes, then the law or the statutes will have priority.
3. The internal regulations can only be changed by a decision made in a general assembly, which was called with the announcement that there is a proposed change for the internal regulations.
4. The association Litho Knights (LK) shall be referred to in this regulations as “LK” or “the club”.
5. The “academic year” describes a period of the 1st of September until the 30th of August.
6. Transgressive behavior in sports is defined as: “Any form of unwanted verbal, non-verbal of physical behavior with the purpose or effect of harming the dignity of another person, particularly when a threatening, hostile, insulting, humiliating, or hurtful situation is created. Included in this definition are (sexual) harassment and abuse, bullying, exclusion, aggression, violence, and all forms of discrimination.

Section 2 - The Board

2.1 General Clauses

Article 2.1.1

The board of LK consists of 5 people, with the following roles:

- One president
- One Secretary
- One Treasurer
- One Training Coordinator
- One General Board member

Article 2.1.2

In addition to article 2.1.1, one of the board members other than the president will also carry out the role of “vice president”. The sitting board shall appoint a vice president.

Article 2.1.3

Membership of the board of the club ends:

- After the death of the board member
- After the resignation of the board member. This requires:
 - Informing the rest of the board in written form at least 6 weeks in advance
- After dismissal by another board member during a meeting. This requires:
 - Unanimous support of the rest of the board.
 - Presence of the entire board during the respective meeting.

A dismissed board member can never be reinstated as a board member of the club.

Article 2.1.4

If the entire board of the club intends to resign simultaneously, the secretary will call an all-hands meeting within 4 weeks. The board members will remain active as demissionary board until a new board is chosen.

2.2 Tasks of the board

Article 2.2.1

The general board tasks that are applicable to all members of the board describe:

- Managing the club
- Representing the club
- Prepare for and attend board meetings
- Drafting plans for the board
- Being involved in the daily affairs of the club
- Representing and the supporting the committees within the club
- Putting forward changes in the board
- Taking care of the handover for new board members

Article 2.2.2

The tasks of the president describe, in addition to the tasks mentioned in article 2.2.1:

- Leading all board meetings
- Leading all all-hands meetings
- Ensuring the vision of the club

Article 2.2.3

The tasks of the secretary describe, in addition to the tasks mentioned in article 2.2.1:

- Applying structure in the board, including: keeping the member base up to date; monitoring new memberships; Processing emails and messages addressed to the association; Managing the document of the association.
- Taking minutes of all meetings held by the board
- Taking minutes of all all-hands meetings of the club

Article 2.2.4

The tasks of the treasurer describe, in addition to the tasks mentioned in article 2.2.1:

- Keeping track of and processing all financial transactions concerning the club
- Drafting and maintaining the club's yearly and monthly budget
- Advising the committees of the club with instantiating their respective budgets
- Checking and approving budgets generated by committees of the association

Section 3 – Members & Memberships

3.1 General Clauses

Article 3.1.1

The club acknowledges the following types of members: Casual members, Competitive members, and Double members.

Article 3.1.2

A casual membership can be obtained by enrolling for the club through the website of the club. This membership is available for €30 a year, and does not include a membership at the KNSB. A casual membership allows for access at all internal Litho Knights events and competitions. The period in which the registration form is available is decided by the sitting board.

Article 3.1.3

A competitive membership can be obtained by enrolling for the club through the website of the club. This membership is available for €90 a year, and does include enrollment at the KNSB. A competitive membership allows for access at all internal Litho Knights events and competitions, as well as participation in external organized events and competitions by the KNSB and NSBS (e.g. the KNSB Saturday competition). The period in which the registration form is available is decided by the sitting board.

Article 3.1.4

A double membership can be obtained by enrolling for the club through the website of the club. This membership is only available to a person who is already member at another chess club and registered at the KNSB as such. A double membership is available for €30 a year, and does include enrollment and the KNSB. A double membership allows for access at all internal Litho Knights events and competitions, as well as participation in external organized events and competitions by the KNSB and NSBS (e.g. the KNSB Saturday competition). The period in which the registration form is available is decided by the sitting board.

Article 3.1.5

The board keeps a register in which the names and addresses of all members are recorded. This data is protected under the rules described in the General Data Protection Regulation (GDPR) of the club.

Article 3.1.6

The board is entitled to instate a limit on the amount of members in case the board deems this necessary.

Article 3.1.7

A membership ends due to know of the following causes:

- The death of a member
- Written cancellation in the form of an email by the member towards the board
- Written cancellation in the form of an email by the board towards the member
 - If the member did not pay their contribution after at least 2 reminders.
 - If the member goes in opposition of the statutes, regulations, or decisions by the club.

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- If the member no longer meets the requirements of the membership. The club will actively cancel memberships at the end of each academic year for those members.

The membership will be terminated within 7 days of the written message.

Article 3.1.8

A member can be suspended by the board for up to 12 months if the member in question undertakes actions that defy the club statutes, internal regulations, code of conduct, or general decency.

Section 4 – All-Hands meetings

4.1 General Clauses

Article 4.1.1

All members of the club are welcome at the general members assembly, with the exception of suspended members.

Article 4.1.2

The board is authorized in inviting people from outside the association.

Article 4.1.3

At least one all-hands meeting will be held during each academic year.

Article 4.1.4

The date and time on which the general members assembly will be held, as well as the agenda and all relevant documents to be discussed shall be made known at least two weeks (14 days) before the all-hands meeting takes place to all members.

Article 4.4.5

The minutes of the all-hands meeting made by the secretary or the person appointed by the president will be communicated to the members by email within 2 weeks of the meeting. Members who were present during the all-hands meeting may object to the minutes within the following two weeks. If no objections are made, the minutes shall be automatically approved and signed by the secretary and president.

Article 4.4.6

All-hands meetings can be called by members through a written request from at least ten percent of the members with the right to vote. The board is required to hold an all-hands meeting no later than four weeks after receiving the request.

The submitters of the request for the all-hands meeting shall provided the agenda to the president. The president is authorized to amend the provided agenda with the goal of achieving a more productive and/or efficient meeting.

Article 4.4.7

The president decides the method in which the votes in the all-hands meeting are done.

Section 5 – Communication

5.1 General Clauses

Article 5.1.1

Only the sitting board is permitted to initiate official LK communication channels (e.g. Whatsapp, Discord, MS Teams, etc.). Any communication channels not created by the current board are not considered official LK communication channels.

Article 5.1.2

The sitting board has the option to allow a committee of the association to set up an official LK communication channel.

Article 5.1.3

Only the sitting board is permitted to cancel an official LK communication channel.

Article 5.1.4

The administrative role concerning communication channels can be given to a board member or a committee member, in case the committee has application on the means of communication.

Article 5.1.5

Every LK member has the right to access to the official communication channels of DSEA. The board can make exceptions to this if the communication channel in question is specifically meant for the association's committees, board, or teams.

Article 5.1.6

The sitting board has the option to suspend a member from a communication channel in case this member violates the code of conduct.

Article 5.1.7

The duration of the suspension described in article 5.1.6 is decided by the sitting board.

Section 6 – Committees

6.1 General Clauses

Article 6.1.1

Only the sitting board is permitted to set up or cancel a LK committee.

Article 6.1.2

The sitting board is responsible for installing and discharging the committee and its members.

Article 6.1.3

Every committee consists out of at least two committee members, as well as one Qualitate Qua (QQ).

Article 6.1.4

Every committee decides among themselves a president, secretary and treasurer. The functions of the secretary and treasurer can be fulfilled by one person.

Article 6.1.5

The sitting board is permitted to make an exception on article 6.1.4 in case the described roles are not applicable to the committee in question.

Article 6.1.6

Every committee reports at least once per academic quarter on its progress to the board, except if in the establishment of the committee something else is decided upon.

Article 6.1.7

In case a budget is assigned to a committee in the year budget of the club, the committee will be responsible for making a budget for the earnings and expenditures of the committee. Within two weeks of being drafted, this document will be provided to the treasurer of the sitting board.

Article 6.1.8

All financial revenue and expenditure of a committee concerning the club shall be made known within two weeks of the transfer to the treasurer of the sitting board.

Article 6.1.9

A committee is only permitted to spend money of the club if and only if the budget described in article 6.1.7 is approved by the treasurer of the sitting board.