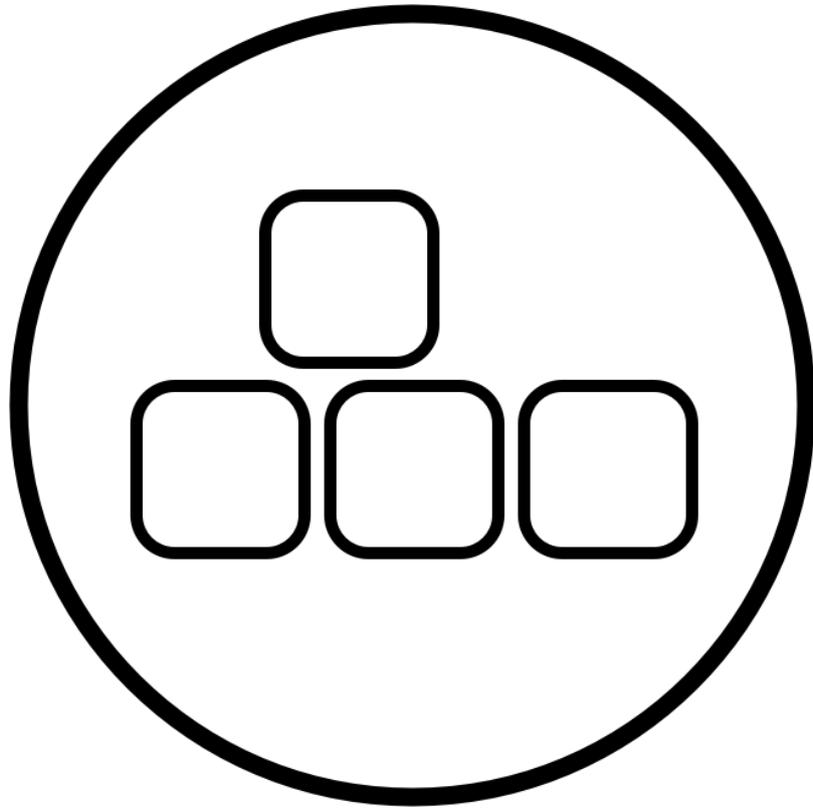


# Internal Regulations



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By: The Board of TSEA Link 2018-2019

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## Definitions

- Art. 1 If this document mentions 'Link', the Tilburg Student E-Sports Association Link is meant.
- Art. 2 If this document mentions 'the association', the Tilburg Student E-Sports Association Link is meant.
- Art. 3 If this document mentions 'GMA', the General Member's Assembly is meant.
- Art. 4 If this document mentions 'AB', the Advisory Board is meant.
- Art. 5 If this document mentions 'IR', these Internal Regulations are meant.
- Art. 6 If this document mentions 'general means of communication', any and all platforms of communication that are used by this association are meant. A non-limitative list of examples of these platforms could be: the website, the apps, WhatsApp, Discord and Facebook.
- Art. 7 If this document mentions 'AOEs', then the 'association-organised events' mentioned in Chapter 6 article 1 are meant.

## Chapter 1 General Provisions

### Section 1 – General Provisions

Art. 1 Everything in these regulations cannot be held against the statutes or the law. If any conflict between the regulations and the statutes or the law may occur, the statutes and the law will take precedence. For clarity's sake, this document contains repetitions of what is laid down in the statutes. Clauses that repeat what is laid down in the statutes are marked by an asterisk (\*).

Art. 2

- 1 Deregistration of membership may only occur near the end of the association-year, if done in writing and taking notice of the term set for relinquishing membership of at least one month. The association-year runs from July 1<sup>st</sup> until June 30<sup>th</sup> of the next year.\*
- 2 Apart from what is laid down in the statutes on relinquishing membership, relinquishing membership may also be done via e-mail. This e-mail must be addressed to the secretary of Link.

Art. 3 Payment may occur through the following means: iDEAL, automatic payment.

Art. 4 The GMA determines the minimum amount that – either per association-year or at once – is owed by a donator to the association. The secretary keeps a register of the names and addresses of the donators.\*

Art. 5 The association has two Confidential Advisors. These are chosen by the board. Preferably, the Confidential Advisors are of different sex. Any information shared with these Confidential Advisors is strictly confidential and the Confidential Advisors have a duty of secrecy. They may not exchange any information amongst themselves.

Art. 6

- 1 Link has an Advisory Board. The AB gives advice to the board both when asked and when not asked. The AB gives advice on the 'board plan' before it is presented during the Annual Assembly ('jaarvergadering' mentioned in the statutes). If the AB does not give their advice in a timely, in accordance with what is laid down in paragraph 7 of this article, fashion to the board, the board may present the board plan without prior advice from the AB.
- 2 The AB determines the way the board scholarships are split in cooperation with the board if the board cannot figure it out amongst themselves.
- 3 The AB for an upcoming academic year will be voted in during the last GMA of the preceding academic year.
- 4 The AB consists of no more and no less than three members. The GMA determines the members of the AB. A member of the AB may not simultaneously be a member of the board. A member may only be chosen again for the AB for no more than two consecutive years. The members of the AB do not have to be members of the association.
- 5 From the members of the AB, a president for the AB will be chosen. This president is responsible for the planning of the meetings within the AB and the meetings with the board of Link.
- 6 The AB meets as often as the president or two members of the AB deem it necessary. The AB meets at least twice a year with the board.

- 7 The board must provide the AB with any documents they want checked at least one business week before the deadline they have set.
- Art. 7 The main language of the association is English. If any documents are available in both English and Dutch, then the language of the original versions takes priority, unless the document expressly states otherwise. If it is unclear which language is the original language of the document, then the English version takes priority.
- Art. 8
- 1 A member may be suspended by the board for a period of no more than three months if the member repeatedly fails to comply to their membership's duties or if they behave in a way that severely damage the interests of the association. During this period, the member may not exercise their membership rights.\*
  - 2 Within one month after the member has been notified of the decision to suspend, that member may appeal to the GMA and may defend themselves there. During this period of appeal and during the appeal itself, the member remains suspended.\*
- Art. 9 Before the association joins any bond (in the Dutch sense of the word, an umbrella association for associations), it has to check whether it fulfils the membership requirements of that bond. Once accepted into the bond, the association must comply with the rules of the related bond.
- Art. 10 Only students who study in Tilburg may partake in student competitions in the name of the association, unless the specific competition makes an exception to that rule. This has to do with the requirements for participation of certain student competitions such as the Groot Nederlands Studenten Kampioenschap or the Nederlands Studenten Kampioenschap.

## Chapter 2 Board

### Section 1 – General Provisions

- Art. 1 In addition to what is determined in the statutes, Link has an e-sports officer as member of the board.
- Art. 2 In addition to what is determined in the statutes, Link has an external affairs officer as member of the board.
- Art. 3 In all situations not covered by the law, the statutes or these internal regulations, the board is qualified.
- Art. 4 The board appoints a vice president within the board. The vice president will take over the duties of the president if the president is not able to perform their duties.
- Art. 5 If a new board cannot be found to replace the current one, the current board must take care of a replacement as soon as possible. During the two months after closing of the period for applying for a board position for the new board, the sitting board members must continue performing their duties. If a replacement board has not been appointed after this time, the sitting members may step down after organising a GMA about the continued operation of the organisation.
- Art. 6 A member of the board may be suspended at all times by the GMA. The suspension will last no more than three months and can be extended by the GMA once with another three months. If the board member is not dismissed from their position during the suspension, then the suspension will end after the determined period. The board member will be provided the option to justify themselves during the GMA in question and may be aided by a counsellor.\*

### Section 2 – Competences and duties of the board

- Art. 7 The general board duties for all board members are:
- a. Being present during and preparing for board meetings;
  - b. Keeping up with current affairs;
  - c. Concerning themselves with the daily dealings of the association;
  - d. Determining and executing the policy of the association;
  - e. The general representation of the association;
  - f. Supporting their fellow board members;
  - g. Striving for the continued existence of the association;
  - h. The creation of the board plan;
  - i. Taking care of a good transition of the board duties to the next board;
  - j. Being a point of contact for the committees.
- Art. 8 The board duties of the president are primarily, in addition to the general duties mentioned in article 7:
- a. Leading the board meetings;
  - b. Leading the GMA's;
  - c. Organising the board meetings together with the secretary;
  - d. Coordinating the board;
  - e. Ensuring the good performance of the board;
  - f. Justifying the pursued policy to the GMA;
  - g. Representing TSEA Link to third parties;

- h. The maintaining of external relations together with the external affairs officer or other board members;
  - i. Taking care of general business;
  - j. Coordinating and organising the successors of the board;
  - k. Keeping up with the progress concerning the board plan;
  - l. Updating and checking the year calendar together with the secretary.
- Art. 9 The board duties of the secretary are primarily, in addition to the general duties mentioned in article 7:
- a. Creating the agenda for the board meetings together with the president;
  - b. Creating and publishing the agenda for GMA's;
  - c. The planning of GMA's together with the president;
  - d. Updating the member's list;
  - e. Updating the donator's list;
  - f. Processing new registrations;
  - g. Keeping up with the deregistrations and taking care of the final deregistration;
  - h. The processing of letters and e-mails;
  - i. The writing and processing of minutes during GMA's and board meetings;
  - j. The updating and checking of the year calendar together with the president;
  - k. Keeping the information on the website and other Link platforms up to date together with the external affairs officer.
- Art. 10 The board duties of the treasurer are primarily, in addition to the general duties mentioned in article 7:
- a. Managing the finances of the association;
  - b. Updating the bookkeeping;
  - c. Updating and checking the expenses of the committees;
  - d. Collecting the contribution;
  - e. The sending, checking and paying of invoices;
  - f. The monitoring of our liquid assets;
  - g. Maintaining contact with the bank;
  - h. The creation of the budget;
  - i. The creation of the annual reports and providing this for review to the audit committee;
  - j. Applying for a subsidy from FOSST, together with the secretary.
- Art. 11 The board duties of the external affairs officer are primarily, in addition to the general duties mentioned in article 7:
- a. Maintaining external relations together with the president or other board members;
  - b. Acquiring and retaining sponsors together with the sponsor committee;
  - c. Actively searching for opportunities to organise activities with third parties;
  - d. Aiding the external promotion and image of Link together with the promotion committee;
  - e. Updating the information on the website and other Link platforms together with the secretary.
- Art. 12 The board duties of the e-sports officer are primarily, in addition to the general duties mentioned in article 7:
- a. The creation, coordination and stimulation of teams within the association;
  - b. Taking care of the enrolment of teams into competitions;
  - c. Being a point of contact for Link concerning e-sports;

- d. Being a point of contact for other associations concerning e-sports;
- e. Keeping an eye on the e-sports committee and aiding and offering guidance where necessary;
- f. The organisation of e-sports related events (both casual and competitive) together with the e-sports committee;
- g. Keeping up to date on e-sports events where Link may be represented.

Art. 13 All the function-specific tasks described above may be executed by other board- or committee members if discussed prior.

## Chapter 3 General Member's Assembly

### Section 1 – General Provisions

- Art. 1 An agenda will be provided before a GMA. This will be made public at least 14 days before the GMA.\*
- Art. 2 The agenda may be changed. Changes that require preparation from the members may not be made in an unreasonably short time before the GMA.
- Art. 3 Members may provide subjects for a GMA until 5 days before a GMA, accompanied by motivations. These will be discussed during the nearest GMA. The board may, if they deem it necessary, delay the subject until the following GMA. The board may ignore subjects that are clearly not fit for a GMA.
- Art. 4 Previously discussed subjects, provided the GMA deems them sufficiently settled, do not need to be discussed again unless there are relevant new circumstances that warrant doing so.
- Art. 5 Any attachments to the agenda may be made public at a later date. These attachments must be made public at a reasonable date.
- Art. 6 The president may appoint a timekeeper for the GMA. Their role is to make sure the agenda is followed and that all subjects are discussed. This person determines when a discussion is over and when voting will begin, or whether the current subject will be ended.
- Art. 7 If possible, there will be time for questions, remarks and suggestions at every GMA.
- Art. 8
1. Minutes will be made of what is discussed during every GMA by the secretary or another person appointed by the president, that will be confirmed by the president and the note-taker by signing these minutes.\*
  2. The signing happens before the GMA where the board for the next association year will be voted in.
- Art. 9 The minutes will be published within two business weeks in English. The minutes may be published in Dutch in addition to those published in English. There is no deadline for the publishing of any Dutch minutes.
- Art. 10 There will be at least three GMA's per association year, including the Annual Assembly.
- Art. 11 After the publishing of the minutes, there will be a period of two months to alert the secretary of mistakes, corrections or untruths in the minutes about the related GMA. After these two months, the minutes as written will be held to be correct.

### Section 2 – Voting

- Art. 12
- 1 In accordance with the statutes, a member with voting rights may pass their right to vote to another member. This must be done in writing. One member may not hold the voting rights for more than two different members.\*

- 2 Aside from what has been determined in paragraph 1, a member may also pass on their voting rights through electronic means, if provided evidence of this.
- 3 The empowering with voting rights must be accompanied by instructions on what the receiver of the voting rights must vote. These may hold additional instructions or conditions. The passing of voting rights only counts for the specified agenda-subjects for which the voting rights have been passed. The voting rights may only be passed until 24 hours before the GMA and must be made known to the secretary within that timeframe. This must be done by e-mail. The empowerment must be done using the empowerment form on the website that has been made for this.

Art. 13 At the start of a GMA, the secretary or notetaker will check who has been granted the voting rights for other members.

Art. 14

- 1 Voting is done orally, unless the president or at least three members request that voting be done on paper before it is time to vote.\*
- 2 Voting on paper is done on unmarked, closed ballots.\*
- 3 Decisions on ad hoc subjects may not be made during a GMA, unless all members are present or are represented.

Art. 15

- 1 When voting, a vote may be taken in favour of a proposal.
- 2 When voting, a vote may be taken against a proposal.
- 3 When voting, a blank vote may be placed. This vote does not count for the total number of votes but does count for any statutory quote.\*
- 4 When voting, a voter may abstain from their vote. This person will not be counted for the total amount of votes but will count for any statutory quote. In practice, there is no difference between voting blank and withholding a vote.

## Chapter 4 Communication

### Section 1 – General Provisions

- Art. 1 This chapter applies to all general means of communication employed by Link, insofar as these provisions can apply to the general means of communication that are influenced by this chapter.
- Art. 2
- 1 The board determines the creation and removal of general means of communication that are operated by Link.
  - 2 The board determines the name, image, group-description and other details of the general means of communication.
  - 3 The board appoints and relieves the administrators for the general means of communication.
  - 4 Every general means of communication has at least 2 administrators. At least one administrator is a board member.
  - 5 The name, image, group-description and other details of general means of communication may only be changed by administrators that have received permission from a board member. The board may make exceptions to this rule.
  - 6 All general means of communication will be published on the Link platforms (e.g. the website), with exception of groups and servers for the associations' teams.
- Art. 3 The board determines which general means of communication are accessible to non-members and ex-members.
- Art. 4 Administrators may temporarily deny individuals access to a group or server. This may be done for 24 hours without consulting a board member or another administrator. The administrators will notify the board of this action as soon as possible. If the board has been consulted, access to a group or server may be denied for up to 72 hours. The board may make exceptions to this rule if provided with good reasons.
- Art. 5 A member will only be kicked from a group if they have violated the Code of Conduct (see Code of Conduct).
- Art. 6 When the membership of a member ends, they will be kicked no sooner than one business week from all means of communication, except for those exempted by the board. The board may make exceptions to this rule.
- Art. 7 The general means of communication know no conditions for a member to join and will be made as freely accessible as possible. This article does not apply to the Link Talk Groups (see [tsea.link/chats](https://tsea.link/chats)), groups for teams or comparable groups. The board may decide to let the Confidential Advisors decide on the access to the Link Talk Group(s).

## Chapter 5 Committees

### Section 1 – General Provisions

#### Art. 1

- 1 The board decides which committees exist and how they are run.\*
- 2 The board is responsible for the forming of the committees.
- 3 The committees are appointed by the board. The board installs and discharges the committees and their members.

#### Art. 2

- 1 Every committee has a committee-head.
- 2 The committee-head is responsible for organising the meetings, making the minutes known to the board and the general informing of the board. The committee-head cares for the correct execution of the committee and warns the board when problems may arise.

#### Art. 3

- 1 Minutes will be taken during the committee's meetings. These must be in English.
- 2 The minutes of the committee's meetings will be made known to the board in as complete a form as possible within 5 business days. The board may prescribe a template that the minutes must follow.

#### Art. 4

- 1 After any event, the board may request a written evaluation of that event from the committee that was responsible for its organisation.
- 2 The board may impose requirements on this evaluation.

- Art. 5 If any committee will be abolished in the next association-year, that must be announced in the first GMA of that year.

### Section 2 – Financial Provisions

- Art. 6 All expenses and income of committee will be made known to the treasurer no more than 2 weeks after occurring. All proof of payment must be saved and must be able to be presented to the treasurer.

- Art. 7 For every committee-event, a budget must be made. The budget of the event must first be accepted by the treasurer before any expenses may be made for this event. If the treasurer is not able to give their permission, the president may give replacement permission. The president notifies the treasurer of this as soon as possible.

- Art. 8 The treasurer of any association-year will automatically become a member of the audit committee ('kascommissie') of the following year, unless there are any objections to this.

## Chapter 6 Events

### Section 1 – General Provisions

- Art. 1 “Association-organised events” are events that have been organised by the board or her committees.
- Art. 2 Members may organise events in the context of the association on their own. The association and the board are not responsible for the organisation and execution of such member’s initiatives.
- Art. 3 Committees are responsible for the organisation of relevant AOE’s.
- Art. 4 The board holds the final responsibility for the adequate organisation of AOE’s.
- Art. 5 AOE’s must fit within the goals of Link.
- Art. 6 Members are liable towards to the association for any damages they may cause during AOE’s.
- Art. 7 All AOE’s are subject to these regulations. The mentioned member’s initiatives mentioned in article 2 of this chapter are not bound by the rules of these regulations unless it is determined otherwise.
- Art. 8
1. If a committee grants financial support to a members’ initiative, the regulations on Events must apply to the initiative. The committee will inform the relevant members who organise the initiative of this obligation.
  2. If a committee grants any support other than financial support to a members’ initiative, they may ask that the regulations on Events will apply to that initiative. The board is also qualified to do this.
- Art. 9 AOE’s are open for all members and active alumni of TSEA Link. Members may only be denied access on impersonal grounds (e.g. physical lack of room for more members, a maximum number of players, registration past a deadline, etc.). The president and secretary may make exceptions to this rule.
- Art. 10 Members are to comply to the Code of Conduct during AOE’s.
- Art. 11 No drugs may be used at events to which these regulations apply. Members under the age of 18 may not consume alcohol at these events. Members who are under the influence of drugs and under-aged members who are under the influence of alcohol during the event will be denied access or removed from the event.
- Art. 12 The board is not responsible for events to which these regulations does not apply.
- Art. 13 The board may temporarily refuse a member access to events in case of violating the Internal Regulations.
- Art. 14 The board determines which events are published and promoted using the general means of communication.

## Section 2 – Financial provisions

- Art. 15 The e-sports officer determines for which tournaments, competitions and events the association will pay (part of) the entry fee.
- Art. 16 If a member wins money at an event for which the association has paid (part of) the entry fee, the association has the right to a maximum of twice the entry fee in question, unless something else has been agreed to in writing. The rest of the winning will go to the member. The e-sports officer and other board members may enter into such an agreement as mentioned in the first sentence.

## Justifications

These Internal Regulations are made for the purpose of the professionalisation and the sustainability of the organisation as well as internal transparency, clarity and the equality of the rights of members and clarifying the rights and duties of the board and the committees.

The aim of these Internal Regulations is mainly to put to letter the existing rights, duties and procedures within the association, but also to create or determine new or unused rights, duties and procedures. Some of these rights, duties or procedures are changed in favour of the professionalism and sustainability of the association.

Creating and anchoring these rules may feel bureaucratic or formal compared to the stance of this association in the past, but they are of huge importance whenever there is confusion or conflict within the association. If Link is to become a sustainable association, it will ideally exist in 50 years and while we would wish there to never be any conflict within the association, someday there will be conflict and through these Internal Regulations we hope to resolve this conflict as quickly and cleanly as possible. Enacting these Internal Regulation is of the utmost importance and must be done as quickly as reasonably possible. This document should have already existed.

When these Internal Regulations are enacted, the idea is that little will change for the members in terms of their rights. Any procedures that have been used in the past throughout the association may be changed. Enacting the Internal Regulations facilitates the operationalisation of standard procedures within Link in favour of efficiency and clarity.

On the subject of events organised by the board/committees and events organised by members: There are a few reasons why a distinction must be made between events that are organised by the board/committees and events that are organised by members. Firstly, Link cannot become a sustainable organisation if she keeps relying on members' initiatives for events. If members who actively organise events decide to leave Link or no longer want to organise those events, we would lose a layer of events. Link has to be able to lay a sufficient foundation of events so that there will not be a shortage of activities.

Apart from that, it must be clear whether something is a Link-event or not in terms of participation, for example: a group of friends consisting of Link-members may want to go out to dinner together. If they want other members to be able to freely join that event, that should be communicated clearly. If that does not happen, confusion and conflict may arise. A member may invite themselves thinking the event was open for the entire association, while the group had no intention of doing so. On the other hand, the group may be entirely open to others joining, but might not have properly made that clear. That could cause members who wanted to join initially to miss the event, because they did not know everyone was free to join. This could be harmful to the internal relations between members and the board wishes to create a certain support or structure for this in the Internal Regulations.

Furthermore, the events that are organised by the board or the committee will be subject to the Internal Regulations and thusly follow a certain set of rules. One of those rules is that nobody can be refused entrance to events unless there are objective grounds for such a refusal or unless that person has violated the Internal Regulations and is therefore refused entry. Additionally, there is a strict no-alcohol <18 policy at association-organised events and there is a no-drugs policy. Also, the responsibility for the organisation of association-organised events should rest on the board and the committees.

The organisers of members' initiatives may request support from the committees. If that support is

granted, the organisers can count on help from the association. That could be financial support but could also be the provision of objects and supplies, help in lifting furniture of any other help the organisers may request. That means that money, time and/or effort from the association is put into that event and that means the event also bears some representation from Link; after all, no support would have been granted if the association did not see any value in the event. This will entail that the committee will ask that the Internal Regulations and the Code of Conduct will apply to that event. The association needs a certain guarantee for the correct representation of Link and a certain protection of the reputation of Link.

This brings us to the next point: an association-organised event represents Link. This means that any errors during that event come at the cost of the image of Link. If Link organises an event that unexpectedly gets completely out of hand, that may result in severe damage to the association's reputation. If this is to ever happen to an event that is not organised by the association but is instead organised by members of the organisation, Link needs to have certain grounds to distance themselves from the event to potentially diminish any damage to our reputation.

Let it be known that Link absolutely does not want to limit the organisation of events by members within Link. We are hugely enthusiastic that members enjoy organising events with other members, and we can only endorse it. It is because of the aforementioned reasons that it is of dire importance that the association can create a clear distinction between the different organisers of events for Link's continued existence.

On the subject of drug use:

While the use of marijuana may be tolerated by the government, a relaxed attitude towards drug use will have consequences for the reputation of an association. Seeing how drug use has nothing to do with esports, roleplaying or gaming in general, we will enforce a strict zero-tolerance policy in the context of drug use at association-organised and events organised by members to which the event regulations apply. This is in the interest of the protection of the reputation of the association. Let it be clear that this only goes for events to which the event-regulations apply; members who, for example, organise a house party on their own for Link members may of course determine for their own whether they allow drugs at their home.

Furthermore, we hope to prevent members entering an environment where they are exposed to drugs against their will or where they feel pressured to use drugs. It is therefore that we request in the Code of Conduct that the usage and procurement of drugs is not discussed in the freely joinable association-chats.<sup>1</sup>

The requirements of joining the Link Talk Group are not mentioned, which is a conscious choice. We do this so that it is possible to, should it ever happen, 'disaster tourists' can be barred from the chats. Whoever may be interested in joining the Talk Group(s) can contact one of the Confidential Advisors. In a conversation with the Confidential Advisors it will be examined whether joining the Talk Group is of benefit to the member and if it won't hurt the goal of the Talk Group.

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<sup>1</sup> This does not mean that it is not allowed to talk about drugs in general. We just do not want members in association-chats to freely discuss their own drug use, offer drugs or ask tips on the usage of drugs or openly invite other members to use drugs.