

## **Internal regulations of the Wageningen Athletics Association Tartlétos**

Last adjustments: September 2023

### **Membership**

Art. 1. The association consists of working members (members), supporting members (donators), and honorary members (all with or without AU license). Active members are subdivided into student and non-student members.

Art. 2. Student members are (1) students from colleges and universities, (2) PhD's from Wageningen University & Research (WUR) and (3) first-year graduates of Wageningen University & Research. Student members own general sports rights at the University Sports Centre De Bongerd (SCB) (which entitles them to become a member of WAV Tartlétos).

Art. 3. Non-student members are members who possess association rights for W.A.V. Tartlétos and a membership of the Atletiekunie. Association rights can be obtained through the SCB (1) for two to five years after graduation (or after quitting study) or (2) up to one year after completion of PhD research at the WUR. Association rights can only be obtained if the person has been a member of W.A.V. Tartlétos continuously from the moment of finishing the study or PhD research.

Art. 4. Honorary members have no financial obligation towards the association. They will receive the association magazine, the Wageningen Athletics Paper (the WAK), and will be invited to each General Members Meeting (GMM).

Art. 5. Supporting members are members who do not meet the requirements of student members, nonstudent members, or honorary members. Supporting members are obliged to donate at least once a year. The minimum amount shall be determined each year by the board. There is no termination notice period or the donorship.

Art. 6. Membership can be obtained by written application to the secretary. Only students from colleges and universities and PhD's of the WUR who own the correct sports rights at the SCB, can become a member of WAV Tartlétos. For objections procedure see art. 3 of the statutes. The membership can only be cancelled by written notice to the secretary. This has to be done before the start of the new association year (1st of October).

Art. 7. The membership fee and donation regulations are determined at the GMM for each association year. The contribution has to be paid annually before the 1st of November, or at the first collection of the Tartlétos account after this date. Members who become members on or after the 1st of April are required to pay half of the membership fee set for that association year.

### **The board**

Art. 8. The board preferably consists of a chairman, a secretary, a treasurer, a competition commissioner home, a competition commissioner away, and a commissioner of publicity. One of these board members also functions as vice-chairman. Each board member has to compile a script for his function or make improvements to the existing script and has to report to the GMM.

Art. 9. The executive board consists of the chairman, secretary, and treasurer. If no six persons are willing to hold a seat in the board, at least four persons should hold a seat in the board, and in any case, the executive board has to be formed. Committees can be instated to fulfil the other functions.

Art. 10. The board is responsible for making a policy plan. The board is also responsible for maintaining good contact with the athletics association of Pallas '67.

Art. 11. The chairman leads the general members meeting as well as the board meetings, and determines the agenda. The chairman opens and closes the discussions: in case of closure, however, the chairman is obliged to reopen them if the majority of the people present express their desire to do so. Additionally, the chairman is responsible for documentation per committee. The chairman ensures

**Internal Regulations W.A.V. Tartlétos**

Last adjustment: August 2022

that after the termination of a committee, all required files are added to the archive. Committees are obliged to provide at least the following files: minutes, scripts, budget, settlement and remaining documents necessary for the continuation of the committee. In addition, it is the responsibility of the chairman to keep the documentation of the association actual, including the digital archive and sharesite. The chair is responsible for sponsor contact and will, if desired, attempt to attract new sponsors for the association.

Art. 12. The vice-chairman acts as chair of the board in the absence of the chairman. The vice-chairman will carry out this function as long as the chairman is absent.

Art. 13. The secretary is obliged to keep the minutes of the general members meeting and board meetings. These will be submitted for approval to those present at the next meeting. The secretary is in charge of the general correspondence, takes care of a copy of important outgoing documents, keeps the members' and donators' administration, and passes on any changes occurring therein to involved board members. The secretary manages the archives of the above activities. The secretary is also responsible for the newsletter.

Art. 14. The treasurer manages all funds of the association. The treasurer is empowered to independently make all expenditures as far as they fall within the budget approved by the GMM up to an amount of € 25,- outside the budget; above this amount the treasurer needs the approval of the board. Above an amount of € 300,- the treasurer requires the approval of an extra GMM to be convened. The treasurer takes care of the receipt of subsidies, collects donations and contributions, other money owed to the association, and settling of declarations. Together with this, the treasurer arranges the financial settlement of the competitions that are organized on behalf of W.A.V. Tartlétos. The treasurer submits the realization of the competition committee(s) for the GMM to the cash control committee. The responsibilities and obligations of the Cash Control Committee can be found in article 32. The treasurer shall ensure that the Cash Control Committee has been able to audit the annual accounts for the past association year in time for the GMM. The treasurer shall therefore close the financial year on 1 September. At the GMM, the treasurer shall present the annual accounts to those present for approval and shall render accounts to them. After approval, the treasurer is granted a discharge. If the treasurer resigns in the interim, within eight days the treasurer shall submit the annual accounts to the other members of the executive board for approval and shall submit them to the members of the executive board for approval.

Art. 15. The competition commissioner home is in charge of all the arrangements regarding competitions at home. For the money used, the competition commissioner home gives account to the treasurer. With matches that are organized by a committee, the financial responsibility with regard to this match is shared with that committee. Additionally, the competition commissioner home is responsible for the organization of the trackmeetings (in cooperation with Pallas '67), WE-Day and Start to Run courses. The competition commissioner home also has to encourage the participation in jury courses under the association members. The competition commissioner home is in charge of the managing and facilitating the trainers, including the active promotion and organization of additional schooling for the trainers, and the organization of trainer dinners. In addition, the competition commissioner home is responsible for the materials owned by WAV Tartlétos, potentially in the form of a materials committee. The keeping account of an actual list of materials and ordering of new materials is also part of this.

Art. 16. The competition commissioner away encourages members to participate in competitions away. For team matches, the competition commissioner away is in charge of the registration and the transport. The competition commissioner away decides about the team assignment for the association competition. Furthermore the competition commissioner away has the task to organize participation in competitions abroad, arranges registration, transportation and accommodation and encourages members to participate. The competition commissioner away takes care of lists with club records; for which the rules are laid down in art. 25 to 29.

Art. 17. The commissioner of publicity is in charge of the club magazine (the WAK), the e-WAK, the website, the newsletter, the photo book with the annual review and other social media accounts. The

### **Internal Regulations W.A.V. Tartlétos**

Last adjustment: August 2022

commissioner of publicity is responsible for the introduction period and preferably is in the introduction committee.

Art. 18. At the request of the chairman or two members of the board, the secretary will make minutes of a board meeting.

Art. 19. Board meetings can continue with presence of more than half of the board members.

Art. 20. The sitting board members recruit candidates for the next board and selects the desirable number of candidate-board members from the interested parties. Before the recruitment procedure can start the precise number of board members for that year (4 to 9 board members) will be announced.

Art. 21. If more than the chosen number of board members is interested in a board position, new board members will be selected via an application round. The interested parties have two weeks to write an application letter to the sitting board. The sitting board has two weeks to select the chosen number of board members on the basis of the application letters.

Art. 22. The candidate board needs to be formed before the summer holiday and the board positions need to be divided.

Art. 23. Article 21 is not applicable if less than the chosen number of board members have been found at the start of the summer holiday. In this case a new board needs to be formed before the 1st of October.

### **Trainers**

Art. 24. The board is responsible for the presence of trainers to provide training. Trainers can be appointed by the SCB or by an agreement with the board.

Art. 25. For trainers that have an agreement with the board applies that they will consult with the board about the amount and moment of given training hours. The amount of compensation will also be consulted between the board and trainer. In accordance with the trainers, arrangements will be made about the attendance of trainer dinners and additional schooling and, if applicable, the use of a year plan.

### **Club records and list of bests**

Art. 26. General

- a. For club records a distinction is made between track, indoor, and road competitions.
- b. In addition, a distinction will be made between listed, unlisted and alternative disciplines. Listed disciplines are disciplines for which the AtletiekUnie acknowledges national records. All other disciplines that can be performed on regular competitions, that comply to the normal competition program, are unlisted disciplines. The alternative disciplines are disciplines which, next to performing the disciplines itself, will consist of another (playful) element (for example, Greek elements and beer relays).
- c. Club records can only be set in the category 'seniors'. Because of this, club records at junior and master competitions can only be set when the conditions (like weight of the throwing material and height of the hurdles) are equal to the conditions of senior competitions in that discipline.
- d. Club records can only be achieved if the results are taken up into the official results of the competition. An exception are the club records of playful disciplines, see article 28.

Art. 27. Track and indoor competitions

- a. With track and indoor competitions club records can only be set at competitions that are approved by the Atletiekunie (or by another organization affiliated with the International Association of Athletics Federations (IAAF)) or at Dutch Student Championships (NSK's).
- b. At track and indoor competitions club records can only be set when an athlete possesses a competition license at Tartlétos. Except for NSK's, as for these competitions a competition license is not obliged, and therefore, club records can also be set by athletes with a membership at Tartlétos without a competition license at Tartlétos. Regardless of whether this person has a competition license at another association.
- c. With a club record set in a relay race Article 26 b must apply to all athletes in the relay team.
- d. When times are measured by hand (instead of by electronic time measurement) 0.24 seconds should be added to the times measured by hand for distances up to 300 meters (including hurdles and relays up to 4x80 meter) to be able to compare it to electronic times. 0.14 seconds should be added to times measured by hand for 400 meters, 400 meters hurdles, and the 4x100 meters relay. With distances longer than 400 meters, with exception of relays with stages of 400m or less, there is no correction necessary.
- e. With track competitions club records for disciplines up to 200 meters (sprint and hurdles), long jump and triple jump can only set if this competition has measurement of wind speed. Performances with a wind advantage of more than 2.0 m/s cannot be recognized as club records. The wind speed may be at a maximum average of 2.0 m/s over all events whereby wind is measured, with achievement of a club record in heptathlon or decathlon.
- f. Since it is not clear if Article 26 d is applicable to club records set before October 25<sup>th</sup> 2014, there will be a distinction between club records with electronic times and hand measured times until the moment that electronic times (or a corrected hand measured time) is faster than a hand measured time.

#### Art. 28. Road competitions

- a. Club records can only be set at road competitions with a course officially certified by the AtletiekUnie or a course approved by the Association of International Marathons and Distance Races (AIMS).
- b. With road competitions club records can only be set by an athlete that is a member of Tartlétos. This person needs to participate in the competition for Tartlétos. When one cannot register for a competition in the name of an association, being a member of Tartlétos suffices.
- c. With road competitions net times can be set as a club record when the time is achieved in a controlled manner (for example, by means of a Championship or Mylaps bibtag). Gross times will count if the time is not achieved in a controlled manner.
- d. With club records set at an Ekiden Article 27 b must be applicable on all members of the team.

#### Art. 29. Alternative events

- a. In case a Tartlete wants to get a clubrecord, the Tartlete has to ask the board permission whether the event is alternative enough.
- b. At least two other Tartletes have to be present to confirm the performance in order for the clubrecord to be valid. In case just one other Tartlete is present, there has to be photographic proof (unless it is a Greek event).

- c. In order to get a clubrecord, photographic proof of the time or distance has to be presented since the 6th of October 2015.
- d. It is assumed that all Tartletes are honest when it comes down to clubrecords on alternative events and will only claim a clubrecord when this feat is truly performed. When this is not the case, and someone wrongly claims a clubrecord on an alternative event, this person will be punished by organising a party for all members of Tartlétos and providing at least 1000L beer which can be consumed freely by every member of Tartlétos.

#### Art. 30. List of Bests

- a. Every year, a List of Bests is to be made. In principle this is done by the (former) competition commissioner away.
- b. The List of Bests is a summary of all prestations achieved in a year, sorted by event.
  - 1. From the 6th of October 2015 onwards, the List of Bests only consists of the best performance per person on a certain event. This way, every athlete will only appear once per event in the List of Bests. Relays and Ekiden are exempted in case the teams are not the same.
- c. Only listed and unlisted events are included in the List of Bests.
- d. The List of Bests of the year xxxx-yyyy always runs from October 1<sup>st</sup> of year xxxx till September 30<sup>th</sup> of year yyyy. The club-championships are exempted, which will always be included in the List of Bests of the previous year.
- e. Only performances that comply with the same demands as clubrecords will be included in the List of Bests.
- f. Next to the List of Bests, a 'List of Bests of all times' is kept. This Lists of Bests of all times includes the best 20 persons per event out of all List of Bests. In case less than 20 persons participated in an event, less than 20 persons will be listed in the List of Bests of all times. Unlisted events will not be included in the List of Bests of all times.
- g. The List of Bests of all times will be updated every year after the List of Best is composed.

#### **Fixed committees**

Art. 31. There are fixed committees in which there is at least one boardmember. The members of those fixed committees have to be appointed again every year by the board. This appointment should preferably be made within 1 month of the general members meeting. These fixed committees are:

- 1. WAK-redaction
- 2. Batavierenrace committee (Bata444committee)
- 3. Introduction committee
- 4. Lustrum committee (to be composed one year before the lustrum)
- 5. Activities committee (TACo)
- 6. Campus Run committee
- 7. SiteCie
- 8. Borreltos



9. Life Science Run committee
10. TartIEAT
11. Top tot Teen committee

Other fixed committees are:

1. Cash control committee
2. Committee of Advice
3. CoheCie

Art. 32. The founding of a new fixed committee has to be approved by the GMM. A fixed committee consists of members that can enrol for the committee at the board. Members that want to found a new committee have to hand in a written plan of action at the board. This has to be treated during the first next GMM.

- a. At the first next GMM after the handing in of the action plan for the founding of a new committee, the GMM will vote about the trial year of the committee.
- b. At the first next GMM at least a year after the approvement of the trial year, the GMM will vote about the final approvement of the committee.

Art. 33. Fixed committees have to report about their activities once a year during the GMM. Additionally the committee provides the essential documents to the chairman for the archive. This has to be done before the summer break, or within 2 months after the event. These files consist of at least the following: The script, the minutes, the financial plan, the settlements and other documents essential to the continuation of the committee.

Art. 34. The board can get assistance from a committee in performing special services. This committee can be appointed and disbanded by the board and has to account to the board.

Art. 35. The WAK-redaction is the committee that takes care of the publication and distribution of the club magazine (the WAK). The chair of the WAK-redaction committee is, if this is possible, the commissioner of publicity, who informs the board about the current state and reports about the financial status to the treasurer of the board.

Art. 36. The Batavierenrace committee is responsible for stimulating members to participate in the Batavierenrace. Additionally they facilitate the organisation required for participation of our members in the event. The board member taking seat in the committee informs the board about the current situation within the committee. The committee as a whole reports to the treasurer regarding the budget and realization of the committee.

Art. 37. The cash control committee consists of at least two members that are not members of the board. The treasurer presents the financial statements of the past association year and other financials of committees to the cash control committee in time, before the GMM. Afterwards, the cash control committee checks both financial statements. The cash control committee reports her findings at the GMM. The cash control committee advises the board financially. The cash control committee preferably consists of former treasurers. Members of the cash control committee are installed or discharged during a GMM.

Art. 38. The activities committee takes care of the organisation of the birthday of Tartlétos around the 11th of November. Also, they organise the Tartlétosweekend and an activity at the end of the academic year to end the year. The committee of activities organises other social events to their own insight. Additionally, they will stimulate members to participate in these activities. The board member that is in

**Internal Regulations W.A.V. Tartlétos**

Last adjustment: August 2022

this committee has to inform the board about the circumstances in the committee. The committee as a whole has to account financially to the treasurer.

Art. 39. The introduction committee has to make sure the introduction period runs smoothly. The goal is to gain new members. The sports day in the AID is part of this task, just like the organisation of the introduction trainings and the introduction diner in the new academic year. The introduction committee coordinates and organises other eventual activities in the introduction period. Preferably, the commissioner of publicity is in this committee.

Art. 40. The Campus Run committee is responsible for organising the Campus Run. The board member that is part of this committee informs the board about the progress of the committee. The committee needs approval from the board about the budget planning and the complete committee has financial accountability towards the treasurer. To ensure continuity of the committee, it is preferred that some members are part of the committee for multiple consecutive years.

Art. 41. The Committee of Advice (CvA) is responsible to support the board while creating a policy for the future so that continuity of the spearheads of the policy is assured. The committee of advice monitors and ensures the documentation on the 5 years plan by the board. The committee discusses the state of affairs regarding the 5 year plan. The committee supports in the constitution of the yearly policy in the first months after constitution of the new board and monitors if the board is able to fulfil their regular tasks. The committee of advice joins at least 2 board meeting during the year. The first at the end of the calendar year to evaluate the internal functioning of the board. Additionally they join in spring to evaluate the implementation of the policy. The committee chooses her own members. Members are preferably old board members, and there is a desire for diversity of functions those members fulfilled in the board.

Art. 42. The SiteCie has as a job the management and maintenance of the technical part of the website. Additionally the SiteCie helps other committees and the board in creating events, posting messages, and other implementations of the website. As members of the SiteCie have access to personal data, they are obligated to sign a declaration of secrecy before taking seat in the committee.

Art. 43. The Borreltos is responsible for organizing a drink, preferable once every period.

Art. 44. The Life Science Run committee is responsible for the organization of the Life Science Run. The board member taking seat in the committee is responsible for informing the board about the progress of the committee. The committee is obliged to present the budget of the event to the board, and the committee as a whole has to account financially to the treasurer. To ensure continuity of the committee, it is preferred that some members are part of the committee for multiple consecutive years.

Art 45. The TartIEAT committee is responsible for organizing an association dinner, preferably once per period.

Art. 46. The Top tot Teen committee is responsible for creating and selling Tartlétos merchandise for the members. This is done in, preferably 2, ordering rounds in which members can buy a product. The committee is obliged to present a budget per ordering round to the board. The committee as a whole has to account financially to the treasurer. The commissioner of publicity preferably takes seat in this committee.

Art. 47. Commission clothing

- a. Every committee can use a maximum of 15 euros from the committee budget for buying committee clothing.
- b. If a higher amount of money is spent on committee clothing, the committee members themselves will have to pay the remaining costs.

- c. If a sponsor sponsors the clothing in kind then this sponsoring is additional to the 15 euros.
- d. The money needed to print a sponsor logo on the clothing can be spent in addition to the 15 euros, only if stated on a separate invoice.

## **Meetings**

Art. 48. The date for the GMM needs to be communicated to the members at least 14 days before the GMM takes place via written notice. The concept agenda needs to be shared to the members at least 7 days before the GMM via written notice.

Art. 49. Voting happens according to the procedure described in Art. 7. of the statutes. This means that working and honoured members have voting rights and supporting members have an advising vote in cases important to them. The board can decide to give supporting members voting rights. This needs to be decided per GMM.

Art. 50. The voting right can only be used when the member is present at the GMM, except when stated otherwise. Authority is only possible when the member that gives authority communicates this to the board via written notice before the start of the GMM. A member can be authorised by a maximum of three members.

Art. 51. Nomination of candidates for the board and financial control committee is done by the board or by at least three members. The names of the by the board proposed candidates need to be mentioned in the agenda of the GMM. Nomination of candidates by members needs to be submitted written to the secretary at least three days before the GMM.

Art. 52. For some nominations, voting will take place concerning the discharge of the current fulfiller of the task at concern, and installation of the candidate for the task at concern.

Art. 53. Written voting has to be performed, if at least 4 members request so.

Art. 54. For equal votes, the voting has to be repeated once. If this does not suffice in the demands, the board will decide the outcome. If this still does not suffice, the chairman will decide the outcome.

Art. 55. For voting not concerning changes to the statutes of internal regulations, a majority suffices in adopting this outcome.

Art. 56. Changes to the statutes or internal regulations can only be applied in a GMM, if at least 75% of the cast votes is in favour.

Art. 57. Every member present at a GMM needs to sign an attendance list.

## **Fines**

Art. 58. Fines imposed by the AtletiekUnie to the association can be assigned to a member, only if the fine is caused by that single member.

Art. 59. Damages caused to the association by members can be accounted to these members.

Art. 60. Members who have a payment delay can be rejected from attending training and activities. The board is allowed to withdraw their competition license. The members with a payment delay need to be notified of this with a written notice. The payment delay needs to be rectified within 14 days after the written notice.

## **Clothing**



Art. 61. The club uniform consists of black pants and a black shirt with two red horizontal stripes. The regulations of the AtletiekUnie regarding the wearing of the club uniform need to be adhered to at competitions.

#### **Final remarks**

Art. 62. Becoming a member of Tartlétos means that members subject themselves to the statutes and Internal Regulations.

Art. 63. The board has the final decision in situation where the HR is not applicable. These decisions are mentioned during the next GMM.

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