

House Rules

Huishoudelijk Reglement



E.S.H. Da Vinci
eshdavinci.nl



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115 List of Definitions

Definitions can be recognized by their color and bold print throughout this document. Board Member roles are spelled with a capital (Chairman, Secretary, Treasurer)

Accommodation

Our accommodation ("Aan de Meet") consisting of the Shooting Range, Outdoor Range and the **Club Room**.

120 ADM

Aan de Meet, the association in charge of the maintenance and renting of our **Accommodation**.

Administrative Regulations

Document detailing the actions that the board needs to take during the year.

Annual Report

125 Document detailing the actions of the board during the previous year.

Archer

Someone at Da Vinci, including **guests**, **Members**, **beginners** and trainers.

Beginner

130 Participants to the **Beginners' Course**. Beginners are required to have a valid sports card. Beginners are by definition **inexperienced** archers.

Beginners' Course

Course given to beginners during the year.

"Behind the line"

The side of the Shooting Line where the targets are NOT placed.

135 **BM** Board Meeting (BV)

Bylaws

Articles of Association for Da Vinci ("Statuten")

Club Materials

140 All materials owned by the club used for archery including, but not limited to: bows, arrows, personal protection material, spare parts, (outdoor) targets and target faces.

Club Room

Also known as "het hok". It is the lockable area/room behind the shooting range, assigned for use by E.S.H. Da Vinci.

Downrange of the Line

The area on the side the **shooting line** where the targets are located. Opposite of "**behind the line**".

145 **ESSF**

Eindhovense Studenten Sport Federatie (Eindhoven Student Sport Federation)

Experienced - Inexperienced

The Board determines if **archers** are experienced, or inexperienced depending on their safety level and skills.

GA General Assembly or General Members Meeting (ALV)

150 **General Training**

Training given by the trainers during a defined time.

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Guest

Guests are people who are not associated with Da Vinci, but are invited to be present at the range. This includes spectators and archers shooting in workshops.

155 Honorary Member

Special title given to an **archer** by the **GA** for exceptional services to Da Vinci.

HR House Rules (this document)

Member

160 **Archers** who are members of the E.S.H. Da Vinci association. Members are required to have a sport card from the **SSC** and must have an active NHB membership.

NHB Nederlandse Handboog Bond (Dutch Archery Federation)

Safety Rules

The Safety Regulations of E.S.H. Da Vinci can be found in this **HR** under Chapter 1.

Shooting Line

165 The line, marked on the floor, from where the **archer** shoots his arrows towards the target.

SSC Student Sports Centre Eindhoven (also SSCE)

Supervisor

Someone instructing **archers**, ensuring safety. Supervisors are: Board Members, official trainers, competition leader(s), and those appointed by the board.

170 TU/e

Technische Universiteit Eindhoven (Eindhoven University of Technology)

Waiting Line

The line placed behind, and parallel to, the **shooting line**. Only **supervisors**, trainers and **archers** currently shooting their turn are allowed to be in the space between the **shooting line** and the **waiting line**.

175 Workshop

An event organized for an external party, with an aim of presenting the sport to outsiders. If desired it is possible to try out archery under guidance of experienced **archers**.



Preamble

180 This version of the HR incorporates changes to allow the implementation of the membership pilot of the **NHB**, during the period of which the contribution fee for the **NHB** is reduced to the youth fee for student members of E.S.H. Da Vinci. The definition of a student for the purpose of membership of the **NHB** is someone who is enrolled with a higher educational program, either a HBO or WO (University) program. The board is responsible for correctly relaying the information of the student status of **Members** to the **NHB**.

185 For the duration of the pilot, these changes to the memberships of E.S.H. Da Vinci are in effect. The end date of the pilot will be communicated by the board. When the pilot ends, a **GA** will decide if:

- The changes will be made permanent, this preamble is removed and the **HR** is to be reviewed for any further required changes.
- The changes will be reverted, rolling back the member regulations to the situation in the November 2022 version of the HR. In this case, unrelated HR changes approved during the pilot period will be kept. The **GA** will decide how to resolve conflicts between the reversion and changes that need to be kept.



1 Safety Rules

The Shooting Range is a safe place, provided that safety rules described here are followed. Every **archer** must know and observe these rules. We also expect **archers** to ensure others abide by these rules.

Archers violating these rules may be removed from the Shooting Range.

1.1 General

1. **Archers** must at all times use common sense and observe the safety of everyone.
2. All **archers** must immediately follow instructions from **supervisors**. The correctness of such instructions is not open for discussion until the instructions have been complied with.
3. **Inexperienced archers** are only allowed to shoot under supervision, and should strictly follow all instructions from their **supervisors**. **Experienced archers** are allowed to shoot unsupervised.
4. Aiming a bow at persons or animals is strictly forbidden (even without an arrow on the bow).
5. When drawing and/or shooting the bow, the angle of the arrow with the ground (elevation) may never exceed 30°. Shooting straight up is strictly forbidden.
6. A drawn bow without an arrow on it may never be released. Doing so may cause the bow to shatter, causing injury and/or damage.

1.2 Shooting Protocol

1. Bows may only be drawn at the **shooting line**, and only when aimed in the direction of the targets. This also holds when there is no arrow on the bow.
2. Arrows may only be placed on the bow when at the **shooting line**. The arrow tip must always be pointed in the general direction of the targets, or the ground.
3. **Archers** may only take place at the **shooting line** when there is no person **downrange of the line** and (for the indoor range) the back door is closed. Until that time, they must wait behind the **waiting line**.
4. During shooting only active **archers** and **supervisors** may be at the **shooting line**. Everyone else, including **archers** who finished shooting, must wait behind the **waiting line**.
5. If, during shooting, anyone is found to be **downrange of the line**, or (for the indoor range) the backdoor is found to be open, all **archers** will immediately stop shooting. Shots are aborted, not finished, and the arrows must be removed from the bows.
6. When all **archers** have finished shooting, everyone may fetch their arrows collectively.

1.3 Ranges

1. There may be no objects (such as targets or scoring boards) on the floor within 3 meters of the target wall.
2. There will be no running, jumping, pushing, etc. on the range. Reckless behavior is prohibited.
3. Bows should be put in the designated areas, or in the bow rack.
4. Spectators are not allowed downrange of the **waiting line**, unless explicitly permitted by supervisors.

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1.4 Outdoor Range

1. **Archers** are required to wear closed shoes on the outdoor range to protect against obscured arrows stuck in the grass.
2. **Archers** who are shooting on the outdoor range must confirm that all **archers** have returned after fetching their arrows, including those shooting at the 70 or 90 meter targets.

230



2 General

2.1 Goal and Scope of the House Rules

These **House Rules** supplement the **Bylaws** with regards to rules and conditions contributing to the day-to-day functioning of the association. **Members** (including board members) are tasked with knowing the contents of this document and following the described rules, which will be enforced by the board.

2.2 Incorporation of the Association

The association is incorporated at the Kamer van Koophandel under number 17174167. The association is also a member of the **ESSF**, based at the **SSC**, and the **NHB** under number 1364.

2.3 Changes to the House Rules

Proposals to change the **House Rules** shall be submitted at least 14 days in advance of the next **GA** by at least three **Members**, or the board. An overview of these changes will be communicated by written notice by the board at least 7 days in advance of the **GA**. Proposed changes to the **House Rules** will only go into effect after they have been approved by the **GA**. Changes in the **Safety Rules** can be implemented directly by the board, without **GA** approval, as they improve safety. Changes to the **Safety Rules** have to be discussed in the next **GA**.

2.4 Validity of the House Rules

The **House Rules** will be declared invalid upon dissolution of the association, or when the **Bylaws** are changed. Upon changing of the **Bylaws**, the **House Rules** have to be re-approved to make sure that they do not contradict the **Bylaws**. The **House Rules** should be checked at least once a year for inconsistencies with day-to-day rules, and updated if necessary. New rules decided upon by the **GA** should also be added to the **House Rules**.

2.5 Availability of the House Rules

At least one printout of the **House Rules** and **Bylaws** should always be present at the training location. Every **Member** is entitled to review these regulations, to make sure that nobody can claim unfamiliarity with these rules. The **House Rules** and **Bylaws** should also be available on the E.S.H. Da Vinci website.

2.6 Fines and Suspensions

Whenever an **archer**, thus including **guests**, infringes upon one or more articles from the **Bylaws**, **House Rules** or **Safety Rules**, or in case of infringing upon regulations based on the rules described in these documents, the board can punish the violator with a fine and/or suspension. The severity of this measure will be determined depending on the specific infringement. In case of disagreement between the board and the offender, the matter will be mediated by a **GA**.

2.7 Privacy Policy

As the association processes personal data for **archers**, a document detailing the processing and storage of personal data, the **Privacy Policy** needs to be available to all affected, in accordance to the *Algemene verordening gegevensbescherming* (AVG), as entered into Dutch law on the 25th of May 2018.

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2.7.1 Availability

The Privacy Policy should always be made available together with the **House Rules**, as specified in Section 2.5. All affected, including **guests**, are permitted to view this document.

2.7.2 Changes

The board is permitted to change the Privacy Policy if regulations change in Dutch law, if contracted third parties require different data for daily functions and if the association requires different data for daily function of the association. Changes for other reasons, such as but not limited to gathering more data for statistical purposes, or the addition of new third parties, requires explicit **GA** approval.

If the Privacy Policy is changed, a written notice stating changes and a copy of the new Privacy Policy will be distributed by the board to all affected, including but not limited to **Members** and trainers. Affected persons have the right to object to this change by written response within two weeks (fourteen (14) days) of the original notice by the board. If no explicit **GA** approval was given, explicit **GA** approval will be required upon objection of an affected person.

3 General Assembly

3.1 Organization

The board is obliged to organize a **GA** twice a year, once as stated in **Bylaws** Section 14.1 - known as the yearly **GA** - at the end of the academic year and once halfway during the year. The board may also organize another **GA** at any time. The board shall provide an agenda and invitation and send these together with the announcement of the date of the **GA**. Any **GA** is convened by written notice to all **Members** at least seven days prior, as specified in **Bylaws** Section 15.3. At the yearly **GA**, the board is obliged to report the **Annual Report** and to present and explain the Realization, in accordance to the **Bylaws** Section 14.1. At the **GA** halfway during the year, the board will provide a progress update, which should at least include the state of the finances, to the attendants.

As stated in **Bylaws** Section 15.2, the board can be required to organize a **GA** within two weeks, if at least one tenth of the **Members** request them to do so. The normal procedure for **GA** announcement, as detailed above, will then be followed. If the board fails to organize a **GA**, the requesters will choose their own chairman for this **GA**, who will send the written notice to all **Members**.

3.2 Voting

When the input of the **GA** is necessary (by the **GA**, **Bylaws** or **House Rules**) or desirable, the board shall conduct a vote. This is a gauging of the opinions of those at the **GA** (including proxies, and excluding guests). Voting can be performed in three ways:

- **"Voting by Acclamation" or "Unanimous Consent"**: the chairman can decide to ask for objections only, immediately deciding on an official vote result. If any **Member** objects or the chairman can reasonably assume that one will object, a different voting method must be chosen.
- **"Voting by Show of Hands"**: the chairman asks all those participating in the vote to raise their hand corresponding to their opinion, either "in favor", "against", "neutral" or "abstaining". Those who have been assigned a proxy vote can vote multiple times (a **Member** can vote by proxy for only two **Members**, as specified in **Bylaws** Section 12.2).
- **"Voting by Ballot"**: the chairman can decide to use authenticated voting ballots to perform a written vote. In this case, the chairman designates a voting committee consisting of two **Members**. The board provides authenticated voting papers. The numbers of voting papers handed in must be equal to the numbers of voting **Members** present,



combined with the amount of votes by proxy. The committee counts the votes and checks the validity of the votes. The committee will announce the result of the vote to the **GA**.

A voting ballot shall be declared invalid in case of the following: it is signed, the paper is not marked by the board, the ballot is unreadable/unclear or if it contains a choice that was not part of the set of choices that is currently being voted on.

At the point the vote is officially initiated by the board, no discussion may be started regarding the vote, and no other options may be added. The vote may however be rejected to allow for more discussion or the adding of alternatives.

If a vote affects the election of a new board, the settlement of a dispute or some other matter directly impacting a person or group, a written vote ("Voting by Ballot") must always be performed. Other methods may not be used instead, or in addition to this vote by ballot.

4 Accommodation

4.1 Opening Hours

The **Accommodation** is open on Monday between 18.00 and 22.00 and Wednesday between 18.00 and 22.00, except during holidays in the **TU/e** academic calendar or when communicated otherwise by the board. Exact dates and times are published on the website and communicated by the board in advance.

At least 2 hours a week will be spent on **General Training**, in which **Archers** of all levels improve their archery with a trainer. Dates and times of the **General Training** will also be announced by the board in advance.

Lanes may be reserved to host a **Beginners' Course**, during which other **Members** are not allowed to shoot on those lanes. The board will communicate the dates of the **Beginners' Course** to **Members**.

4.1.1 Use of the Bar Section

At any time during our indoor Opening Hours, Da Vinci has access rights to use the bar section of the **Accommodation**, as well as the front entrance, to pass through. This allows both for entering and leaving the **Accommodation** through here, as well as, but not limited to, the use of toilets or the kitchen (when necessary).

With these rights, we obtain the responsibility to prevent any unnecessary disturbances to the users of the bar section, or any other shared accessed parts of the building. You are therefore requested, if you are passing through with a group, to use the back exit instead, and to minimize noise.

Da Vinci additionally has rights to use the bar section whenever it is not rented out, or whenever we explicitly rent this space (for events).

4.2 Maintenance and Cleaning

Members can be requested to help with maintenance and cleaning of the **Accommodation** by the board. Maintenance costs will be paid for by the association.

4.2.1 Small tasks

Members are expected to perform small maintenance, such as throwing out the trash, themselves without board involvement.



4.3 Shooting Range

4.3.1 Entrance Requirements

345 The Shooting Range can be used by **Members**. **Guests** need explicit permission from the board to use the Shooting Range.

4.3.2 Allowed Materials on the Shooting Range

350 Only traditional, recurve and compound bows are allowed on the Shooting Range. Shooting with crossbows, firearms or other weapons is forbidden. When introducing a different kind of bow, approval from the board is required. Generally, only equipment allowed by Dutch law and the **NHB** regulations is allowed, except as may be restricted by the Bylaws or House Rules.

4.4 Outdoor Range

The Outdoor Range offers some flexibility around opening hours. If the gates of the **Accommodation** are open, or the **Member** is in possession of a gate key, **Members** can use the Outdoor Range outside regular opening hours under the following conditions:

- 355 1. The **Member** uses their own material (bow, arrows).
2. The **Member** is an **experienced archer**, who is able to hit at least the 30 meter target without problems.
3. The **Member** needs to be aware of the safety regulations for the Outside Range, as described in Section 1.4, and must comply to these rules. Non compliance will lead to punishment, as specified in Section 2.6.

360 The gate is not always open. If the gate is closed it is not possible to use the range, except as specified in Section 4.4.1.

4.4.1 Gate Keys

365 **Members** can obtain a Gate Key through the board in exchange for a fee, as specified by the **ADM**. After receiving a Gate Key, rules from **ADM** apply regarding the ownership of the key. **Members** that return the key after the end of their membership will get the fee (as it was at the time of getting the key) returned from Da Vinci. If a **Member** does not return the key after the end of their membership, the rules from Section 4.4 still apply, and they will thus not be allowed to use Da Vinci targets.

4.4.2 Use of Materials from the Club Room

When using the Outdoor Range outside of Da Vinci opening hours, **archers** are never permitted to enter the **Accommodation**, including but not limited to the **Club Room**, except with express permission from **ADM**. Those wishing to shoot outside of Da Vinci opening hours are therefore responsible for bringing their own equipment with them.

370 4.5 Club Room

4.5.1 Usage rules

The **Club Room** may be used by **Members** at Da Vinci, as well as by participants of the **Beginners' Course**, as well as those who have been granted access by the board.

4.5.2 Safety

375 To prevent holdups at the Shooting Range, the door **downrange of the line** will be closed whenever nobody is present, or when **archers** are present for longer than a minute. The back door will only be reopened after it is knocked upon, in accordance with the **Safety Rules**.



4.5.3 Storing personal belongings

Members are permitted to store their archery equipment, such as bows and arrows in the **Club Room** in spots designated for storage, as decided by the board. These materials are stored without any insurance policy, and are stored at own risk. The board will ensure safety of stored materials on a best effort basis. Stored items must be labeled with some indication of the owners identity. The board may also request the removal of items with a one month notice.

5 Club Materials

5.1 Use

Club Materials can be used by any person who is permitted by the board to use the materials. The board can always limit usage of **club materials** if needed, for instance by allocating them to Beginners or Guests. The **club materials** are primarily used during the **Beginners' Course** and **workshops**, other usage is permitted only if it does not hinder these activities.

5.2 Maintenance and Repairs

5.2.1 Beginners' Course and Workshops

During the **Beginners' Course** and **workshops**, **supervisors** are responsible for inspecting the material for damage at the beginning and end of each training or **workshop**. Damaged materials must not be used until repaired if safety is compromised.

5.2.2 General

The board is responsible for preventative and corrective maintenance of the **club materials** to ensure the materials are safe to use. The board can delegate maintenance to a committee.

5.2.3 Damages

In case of any damage during usage in **General Training**, free practice or external use, the **archer** who used the bow is responsible for contacting the board. In case the damage occurred due to misuse, the **archer** is also responsible for repair costs. In case of normal wear and tear it is highly appreciated that **archers** who use the material play an active role in repairing it.

5.3 Internal Use

5.3.1 Beginners

Beginners are required to use **club materials** during the Beginners' Course, unless specified otherwise by the board.

5.3.2 General

After the **Beginners' Course**, **Members** are allowed to use the Club Materials during training and free practice. In case there are not enough bow and/or arrows available, the bows are distributed on a first come first serve basis.

5.4 External Use

Members are allowed to borrow **club materials** owned by Da Vinci for use in external competitions, with permission from the board.



410 Basic costs for borrowing one functioning bow and arrows are 1,50 euros per week (at least 1 week required). The board will propose a fee to the prospective borrower up front, based on the required borrowing duration and materials. Da Vinci cannot provide any means for safely transporting the borrowed materials (e.g. bags for bows or arrows etc).

415 When borrowing, the borrower pays a deposit of 50 euros. If the materials are not returned in time or returned with damage, the board may decide to not return the deposit. In case of late returns, the borrower is still liable for the incurred basic costs. If the borrower refuses to return the materials, the materials will be considered 'total loss' (damaged beyond repair). Damage exceeding the deposit, in any case, will be paid by the borrower. The board may also decide to ban the borrower from borrowing club materials in the future, or take measures as described in Section 2.6.

6 Members

420 6.1 Requirements

All **Members** are required to conform to the **SSC** rules for joining sports associations, including, but not limited to, the rule requiring a valid student sport card. In addition, they are required to have an active subscription to the **NHB**, either through E.S.H. Da Vinci or some other archery association.

6.2 Contribution

425 **Members** have to pay a yearly contribution. Membership runs from July 1st (or join date) through June 30th. The contribution consists of two parts; an association fee, and an **NHB** fee. Da Vinci will collect both fees, and ensure the correct fee gets paid to the **NHB**.

430 **Members** have to pay their fee within two weeks of being served a written notice by the board. For membership during the next academic year, the board must at the latest provide notice before June 1st.

Members who do not pay in a timely fashion may not use the facilities, and may lose their membership. If they then decide to re-join the association, they must pay an administration fee of €10.

6.2.1 Association fee

435 This fee is used to run Da Vinci; it helps pay for e.g. materials, facilities, and activities. The association fee is set at €30 per academic year. The half-year fee for joining after the second **TU/e** quartile is €15.

Members who are **Active Members** get a discount on this fee, see Section 6.6.

Members who are **Honorary Members** have this fee waived completely, see Section 6.7.

6.2.2 NHB fee

440 This fee is used by the **NHB** (Dutch Archery Association) to promote archery and provide insurance for its members.

The **NHB** fees run per half year (Januari–June, July–December). Joining part-way in a period results in a prorated fee. The **NHB** determines the height of these fees every calendar year; for 2023 the fee for a full year is €29,50 for students and €59 for non-students. Da Vinci ensures the correct amount is collected from the **Member** and paid to the **NHB**.

445 **Members** who are already **NHB** member at another association (external **Members**), do not pay this fee through Da Vinci.

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6.2.3 Donations

Da Vinci accepts financial donations. Any person donating at least €20,- may be accepted by the board as an officially recognized financial donor for the year, see **Bylaws** Section 6. Recognized donors may attend **GAs** and speak there, but they may not vote. They also do not receive **Members'** rights, such as being allowed to join activities or training.

6.3 Behaviour

Members are always obliged follow the rules of the **NHB** (and World Archery) regarding the sport and competitions, both during Da Vinci hours as well as at external competitions, where these **House Rules** do not specify otherwise, as specified in **Bylaws** Section 4.4.

Archers are expected to behave and represent Da Vinci appropriately as long as they are in direct association of Da Vinci. This includes that **archers** who participate in external competitions will show good sportsmanship and comply with the (safety) rules and regulations for that competition. While not mandatory, assistance and support for activities organized by the association is highly appreciated.

Further regulations about safe behavior on the shooting range, as well as general competition rules, are part of the Competition Rules defined by the board and the **Safety Rules** (Section 1).

6.4 Clothing Rules

At **NHB** competitions, the **NHB** regulations for clothing should be followed. Additionally, for (non-external)**Members**, the pants are required to be black, and without markings. These rules also apply if an **archer** is representing Da Vinci, for instance during the intro, the **Beginners' Course** or at another competition where one is using the Da Vinci name, or present with a larger team from Da Vinci.

6.5 Types

6.5.1 Members

Members of Da Vinci, as defined in **Bylaws**. **Members** are required to be **NHB** member and to have a valid sports card. **Members** have the right to attend **GAs** and vote there.

6.6 Active Members

Active Members contribute to the association by volunteering. An Active Member is a **Member** who for the period of an academic year either:

- Served on the board
- Participated meaningfully in at least one committee, as determined by the chairman or board contact person of the committee
- Assisted the association in three or more external events, including but not limited to workshops and clinics, as checked by either the board or a person authorized by the board
- Is otherwise deemed as sufficiently contributing to the association at discretion of the board

Whether a **Member** qualifies as an Active Member is determined by the board at the end of the academic year. Active Members will then be awarded with:

1. A rebate with a value of €10,- on the contribution fee as defined in Article 6.2.1.



2. An Active Member goodie; a small token of appreciation is exclusively given to all Active Members. Every year the board decides what this goodie is, and ensures it is delivered
3. An invitation to the Active Members Activity, which is organized by the board and paid for by the association.

6.7 Honorary Members

A person who has shown extraordinary effort to support or improve Da Vinci can be nominated as an **Honorary Member** by the board or at least 5 **Members**. The **Honorary Membership** is awarded by the **GA** if there is at least a two-thirds majority vote. **Honorary Membership** can only be awarded if accepted by the nominee.

The **Honorary Membership** is for life, unless a **GA** dissolves the **Honorary Membership** with a two-thirds majority vote. **Honorary Members** have the right to attend and speak at **GAs**, but they do not receive a vote. They are also welcome to join (internal) competitions and club activities. When not registered as a **Member**, **Honorary Members** cannot attend regular training.

The **Honorary Membership** is a title unrelated to normal membership. However they can also be regular **Members** assuming they satisfy the relevant conditions.

7 Board

More information about the actions that the board needs to take are detailed in the Administrative Regulations.

7.1 Communication

The board has to hold **BMs** as often as the chairman or two other board members find this necessary. Whenever board members vote within the **BM**, they all have equal voting rights, provided they are not suspended, and may not vote on any issues into into they may have any direct or indirect interest that may be contradictory to the best interests of the association as a whole.

The board needs to communicate all information that is important for **Members** and the association, to all **Members** and trainers. All general notifications need to be communicated through the main communication method, currently the Da Vinci Info App in the Whatsapp application (2023). Personal messages need to be emailed to the person in question, such that they can be archived. Official documents and announcements, such as **GA** Agenda, Minutes, etc, need to be communicated per email.

All upcoming activities and up to date training times need to be published on the website. General announcements, updates about upcoming activities and urgent changes in planning will also be communicated via the main communication method, as listed above.

7.2 Opening and Closing

The board is responsible for opening and closing of the **accommodation** on club evenings. Exceptions to regular opening times must be communicated via the website and other main methods of communication at least one week before the exception. The board is allowed to close early if:

1. There are no active **archers** on the shooting range.
2. They have notified the early closure on a main mode of communication.



3. There are no objections within 30 minutes after notification.

7.3 Election

525 A new board, or part of a board, is elected during the yearly **GA**, as specified in Section 3.1, or during any other **GA** if there is no board or if there are less than 3 board members. If no board is available to organize this **GA**, the Advisory Council will be tasked with finding new board members and organizing an election **GA** according to the procedure in this Section.

530 At least three weeks before the **GA**, the organizing party will notify all **Members** with a prior notification that a **GA** will be held where a board will be elected. Candidates must apply for a board position by written notice to the Secretary of the organizing party within one week of the prior notification. The organizing party will make the candidates known at the time the agenda for the **GA** is sent. Board candidates also have to submit a Policy for their board year, before the sending of the **GA** agenda. Only **Members** may be board candidates.

7.3.1 Insufficient Candidates

535 If there are not enough candidates to fill all required board positions, the organizing party will notify all **Members** that the application period is extended to the start of the election vote of the **GA**.

540 If the candidates are not chosen to be board members by the **GA**, **Members** can apply for a board position during the **GA**. If enough candidates are found and a board is chosen it can be installed at the same **GA**. If no board is chosen, the current board will remain installed.

7.3.2 Inability to Elect a Board

545 If no new board is elected at the **GA**, the effective board, or the Advisory Council if there is no board, is entitled to suspend all activities including training, free practice and all other club activities until new candidates are found. This party is then obligated to organize a **GA** with the intent to elect and install a new board as soon as enough candidates have applied.

If no new board can be found within three months after the original **GA**, the board, or the Advisory Council if there is no board, is entitled to organize a **GA** with the purpose to either elect and install a new board or, if no new board can be found, initiate the termination of the association.

7.4 Annual Report

550 The board is required to deliver an **Annual Report** at the end of their board year. This **Annual Report** needs to be discussed and approved at the yearly **GA**. In this **Annual Report** the board lists all decisions and/or changes made in the last year, as well as their accomplishments for the association. It should also include a vision for the future of the association.

8 Finances

8.1 General

555 The Treasurer is responsible for keeping track of all income and expenses in the financial administration. They are also required to submit the Budget, Balance and Realization to the **GA** for approval.



8.2 Club money box

The club money box is the responsibility of the Treasurer and he/she must ensure that money is only used to purchase goods for the club.

560 8.3 Archival

The Treasurer is responsible for maintaining the financial administration in accordance with the applicable law. The Treasurer should furthermore make sure that all paper transactions (including declarations) are signed and properly archived. Digital transactions should also be archived digitally.

8.4 Purchase of Goods

565 The board can purchase goods for the club. Board members can spend a maximum of €50,- without consultation of the other board members, provided it is in the interests of the association. A board majority is necessary to approve a purchase of more than €50,-. In this case the purchase must be discussed and decided on during a **BM**.

570 When a budget post is exceeded by €350,-, new purchases require a new budget, or approval by the **GA**. All purchases that have not been announced in the budget, exceeding €350,- need to be approved through a **GA**.

8.5 Financial Committee

575 The Financial Committee is appointed by the **GA** to check the execution of the financial policy by the board. It checks the administration of the Treasurer to ensure correctness, traceability and adherence to the submitted budget. The Financial Committee must check the finances at least twice a year: once before the realization of the financial year, and once before the **GA** halfway during the year. The Financial Committee consists of at least two **Members**. They will be appointed during the yearly **GA**. One backup committee member will also be appointed. The committee is, as specified in **Bylaws** Section 14.5, entitled to help by a professional, to be paid by Da Vinci, if this is necessary to verify the finances.

9 Advisory Council

580 The Advisory Council is tasked with providing solicited and unsolicited advice to the board to improve continuity in the leadership of the association. To this end, the Advisory Council is allowed access to all documents of the board and/or association that do not contain privacy sensitive information as well as all data required for verifying the financial administration.

The Advisory Council chooses a chairman from among its members. The Advisory Council meets with the board at least two times a year to discuss the association and the activities of the board.

585 9.1 Membership of the Advisory Council

9.1.1 Selection Procedure

590 When a new board is installed, the new board, old board and the current Advisory Council, must submit a joint proposal for new Advisory Council members to the **GA**. This proposal may include members that were in the current Advisory Council. The **GA** may approve this proposal, in which case the proposed members are accepted as Advisory Council, or reject it, in which case the **GA** can supplement the rejected proposed members.



9.1.2 Member Replacement

In case any member of the Advisory Council suspends his or her tasks, the procedure in Section 9.1.1 is followed for that member only. The other members of the Advisory Council remain installed.

9.1.3 Eligibility

595 Only **Members** are eligible for Advisory Council membership. It is customary that Advisory Council members are board members from previous years, as they require knowledge about the association, exceptions may however be made.

9.1.4 Members

The Advisory Council may have up to five members at any one time, with a minimum of two members.

9.1.5 Application

600 Eligible parties may indicate their wish to the new board to attain Advisory Council membership up to one week in advance of the **GA** where the Advisory Council is installed.

10 Committees

10.1 Establishment

605 The board can establish a committee with a clear task description by communicating its establishment at a **GA** or by using a written notice, which includes the task description and the initial committee members, sent to **Members**.

10.2 Dissolution

10.2.1 Dissolution by the board

610 The committee can be dissolved by the board or **GA** when they have decided that its task is accomplished or obsolete, or if all tasks have been distributed over other committees (or the board). When a committee is dissolved by the board or **GA**, the board will send a written notice of dissolution to all **Members**.

10.2.2 Dissolution upon task completion

The committee can also be dissolved automatically, if this was decided at establishment. These committees will be automatically dissolved after it has accomplished its tasks and are used for one-time events. When such a committee has completed their tasks, a written notice of dissolution will be sent to all **Members** by the board.

615 10.2.3 Dissolution notice

Dissolution notices for committees should contain a date when the committee will be dissolved and a final report about its tasks.

10.3 Structure

620 Every committee has a chairman, who is responsible for presenting results to the board and maintaining order and effective task execution within the committee. Every committee will also be appointed a board member as a board contact, who will serve as a first contact point, and will stay up to date with current committee tasks.



10.4 Reporting

Committees are tasked with reporting their status to the board before every **GA**. Committees also have to report their status to the board when asked. Committees should present regarding their committee at the **GA**, provided they provide their report to the board at least 14 days before the **GA**, such that the board is aware of the contents of the report.

10.5 Committee members

10.5.1 Joining

Members can join committees after approval of the committee chairman. The board or **GA** can object to new committee members, provided that they supply both the joining member, as well as the committee itself of a written reasonable objection. The committee chairman is responsible for informing the board when a **Member** has requested to join the committee.

10.5.2 Leaving

Committee members can leave their committee after they have completed or transferred all their tasks. If tasks cannot be transferred to other committee members, the leaving member will have to complete their task first. The committee chairman is responsible for informing the board when members have requested to leave and can decide if one is allowed to leave the committee.

The board or **GA** can also force members to leave committees, provided they supply both the leaving member, as well as the committee itself of a written reasoning.

10.5.3 Disputes

In case that disputes arise between the board and committees (and its members), the **GA** will mediate.

10.6 Budgets

Committees have to pass every purchase by the Treasurer, who will approve or deny requests, except if this purchase is already approved in a budget. Purchases totaling to more than €100,- require a budget to be submitted to, and approved by the board. Budgets totaling more than €350,- have to be approved by the **GA**. All committee budgets have to be communicated at a **GA**.

10.7 Workgroups

Committees may have workgroups, which can have members from outside the committee, to take care of a very specific task. These workgroups have a chairman, who is in the committee, and reports to the committee. Budgeting, reporting, joining and leaving go through the committee. Workgroups can be established to take care of one-time tasks within the supervision of a committee, permitting members from outside the committee to help.

11 Training and Beginners' Course

11.1 Beginners' Course

11.1.1 Frequency

A **Beginners' Course** is organized at least twice per year. A course will start at the start of every semester at the **TU/e**.



11.1.2 Duration

The **Beginners' Course** consists of 5 classes. The classes will take place during the times described in Section 4.1 and will be given in 5 consecutive weeks, if possible. In general there will be no lessons on days the **TU/e** or **Fontys** is closed, or in exam weeks. If necessary, the board can overrule this.

660 11.1.3 Fee

Beginners are required to pay a fee, which is determined to be 10 euros (2023). The board can decide that a deposit needs to be paid, which will be given back to the **beginner** if the **beginner** attended all lessons, or if the board decides that non-attendance is justified.

11.1.4 Rules

665 **Beginners** have to follow all instructions provided by the **supervisors**. **Beginners** need to have a valid sport card, issued by the **SSC**. This sports card needs to entitle them to enroll in student sport associations.

11.1.5 Trainers at the Beginners' Course

The board will appoint **beginners** trainers of the **Beginners' Course**, trainers can be **Archers** that have sufficient skills in archery.

11.2 General Training

670 11.2.1 Frequency

The **General Training** is given once a week for two hours. The trainers and board determine the exact day and time of the training, which can be found in Section 4.1.

11.2.2 Rules

675 To participate in the **General Training** one must be a **Member** and follow directions from the trainers and the board. If one decides not to join the **General Training**, they may shoot freely on the condition that you do not hinder the training. They should still listen to **supervisors**, whether they are participating or not.

11.3 Free Practice

680 During Opening Hours (Section 4.1) when there is no training or activity, you are allowed to shoot freely (called: Free Practice). The board may limit the free practice hours in times of expected low participation, or if activities need to be scheduled during that time.

To join the Free Practice you need to be a **Member**, and follow directions from the board. You'll also need to be able to exercise archery without extensive supervision in a safe way (**experienced archer**). The board and trainers can decide to allow **guests** to participate in the free practice.

685 12 Competitions and Activities

12.1 General

All internal competitions and activities are considered to be a training. **Members** can participate.



12.2 Internal Competitions

The board (or a assigned committee) is at least required to organize the following internal competitions:

690

1. **Ladder competition:** During every academic year a ladder competition is held, open to all **Members**.
2. **Koningsschieten:** Koningsschieten is held as close as possible to the 2nd of February (the founding date of Da Vinci).

12.3 External Competitions

12.3.1 Yearly NHB competitions

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Da Vinci **Members** can participate in yearly **NHB** competitions (such as the bondscompetitie) both individually as well as in teams. The board is responsible for notifying **Members** that they can participate, the board is also responsible for subscribing **Members** and teams. In case **Members** participate in one of these competitions, the board will publish competition dates on the website. During the whole competition members are required to wear the club clothing, as described in Section 6.4.

12.3.2 Other competitions

700

The board should relay invitations to other competitions and publish dates.

13 Club Song

13.1 General

'Hét Da Vincilied' is the official club song of E.S.H. Da Vinci. This song can be found in the appendices of the **House Rules**. As the official song of E.S.H. Da Vinci, this song may only and must be performed when intoned according to the rules set in the **House Rules**.

705

13.2 Intonement Rules

13.2.1 Ranking

The song may only be intoned by a board member of E.S.H. Da Vinci, with the following traditional ranking:

710

1. Chairman of E.S.H. Da Vinci
2. Secretary of E.S.H. Da Vinci
3. Treasurer of E.S.H. Da Vinci
4. Vice-Chairman of E.S.H. Da Vinci
5. Other board members of E.S.H. Da Vinci

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No other **Members** may intone 'Het Da Vincilied'. Board members may also permit intoning the song in their absence through a phone call.

House Rules

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E.S.H. Da Vinci

eshdavinci.nl

13.2.2 Recurring Intonements

⁷²⁰ The song must at least be intoned, as specified in Section 13.2.1, during the following events:

1. After the official end of every **GA**, and at least once for every round of drinks given by the board
2. At the end of the prize ceremony of the Koningsschieten competition (as specified in Section 12.2).



Appendix A: Club Song Lyrics

Leg de pijl op je pees
725 Breng de pees naar je mond
Goed ankeren, rugspanning
En da geel da komt.
Of nou ja, da is nie waar,
Da is nie de hele tijd,
730 Want da geel da is echt nie
een vanzelfsprekendheid.

Compound, recurve, barebow, traditioneel,
Bij ons schiet ieder Aan De Meet wa die wil,
735 Want pijlen schieten doen we samen allemaal,
Daar gaan we voor 10en met gezelligheid centraal.

Maar geelzucht is echt niet alleen meer Aan De Meet,
“Doe er nog maar Eendje” is bij ons geen vreemde kreet,
740 Geel door de keel doen wij bij Hubble heel te tijd,
Of “Ad Domini Propati”, da’s soms ook de werkelijkheid.

Leg de pijl op je pees
Breng de pees naar je mond
745 Goed ankeren, rugspanning
En da geel da komt.
Of nou ja, da is nie waar,
Da is nie de hele tijd,
Want da geel da is echt nie
750 een vanzelfsprekendheid.
Want da geel da is echt nie
een vanzelfsprekendheid.
Want da geel da is echt nie een vanzelfsprekendheid.

755 **Aanzetter: E.S.H.**
Iedereen: Da Vinci!