**ASCN RULES**

Introduction

Here are the internal rules of the ASML Sailing Club, Netherlands (ASCN).

The internal rules are a limited implementation of the statutes. These rules were amended and adopted at the board meeting on December 13, 2015.

**Members and associated regulations of membership.**

1. Members / process of obtaining membership:

Anyone who wishes to join the association must do so by filling in the form "ASCN Membership Registration" and send electronically to the association. The board decides on the admission of a new member. The board is not required to justify a refusal to admit a new member. Each prospective member receives electronic notice of his/her acceptance or rejection. Each new member, after his/her admission, is entitled to a copy of the Articles of Association and all rules of the association through the ASCN website.

1. Commitments.

Each member is required to pay the prescribed fee, entrance fees, activities fee etc. etc. within 14 days after notification of participation. In the event of objections to fees charged, one should contact the treasurer within 14 days.

If a bill is not paid after 14 days, the treasurer can send a reminder and 1 month later a 2nd reminder if necessary. If the full payment of the account is not paid within one month after the second reminder, the board may terminate the membership of the member concerned.

1. Suspension.

For misconduct, the Board may suspend a member for a maximum period of 4 weeks. This means that the member concerned is denied access to events in that period. Under misconduct is understood as:

* Compromising the association;
* Harming the interests of the association;
* Failure to comply with the provisions of statutes and regulations and / or decisions of the Board.
* Behaving indecently.
1. General obligation.

All members are bound by the decisions which are taken by a general assembly, regardless of whether they are present or not. They also commit themselves to the proper execution of this operation.

**Rights and duties of members**

1. The general rights and obligations are described in the ASCN statutes.
2. The rights of members

Members have the right to participate in the ASCN sailing activities that fit their sailing skills. A sailing activity is limited to what is described in the ASCN activity announcement and ​​all relevant activities undertaken by members during the sailing activity.

Members have the right to participate in the general meeting;

During a voting session at the general meeting, each member has one vote.

1. Obligations of Members

When participating in an activity, ASCN members in all cases and without exception are responsible for their own safety and that of other members, their crew and ship.

**The functioning of the Board**

1. Board decisions

The board is the executive body of the decisions taken by the general assembly. All decisions made by the Board shall be in conformity with the approved policy. The Executive Board of the General Assembly accountable for its work. The General Assembly members can declare board decisions void.

At least ten members are required to question the administrative decision on the agenda of the general meeting in accordance with the procedure laid down in the statutes.

1. Board members

Board members are to be appointed to the General Assembly on the recommendation of the incumbent administration or on the recommendation of at least 10 members.

1. Board positions

In addition to the chairman, secretary and treasurer, the board or the general members' meeting can create additional management positions.

1. Number of board members

The board consists of at least three people, including at least the chairman, the secretary and the treasurer.

In addition, may take a seat on the board:

* Communication & PR Commissioner
* Inshore Commissioner
* Offshore Commissioner
* Indoor Commissioner
* Etc.

A combination of supervisory functions is possible.

1. Retirement schedule

A board member resigns no later than three years after his appointment. Retiring board members may present themselves for re-election.

1. Obligation to transfer
Resigning board members must submit to the board all documents, materials, financial means, etc. relating to their duties within 4 weeks of their resignation. As far as cash is concerned, the audit committee must check it and report it to the board.
2. Board meetings

The board meets at least once a year or as often as the board deems desirable. At least two board members can convene a board meeting. They submit an agenda for this. This board meeting must then be held within 4 weeks of the submission of the agenda.

Both the board meetings and the general members' meetings are recorded. These minutes must be approved at the next meeting.

Decisions taken in the board meetings should be published on the website ASCN insofar as those acts concern issues which have financial and / or organizational consequences for the members or the assets of the association.

1. Obligations of the board

All board members are obliged to serve the interests of the association in the spirit of water -sports in general and that of the association in particular. To this end they are always ready for all members with help and advice and are open to suggestions from the members which they can then present during board meetings. The board members must be able to count on the trust and loyalty of all members.

1. Accountability
The Board shall submit to the General Assembly accountable for his actions and his policies. The board members have an executive role with regard to the decisions taken by the general assembly.

**Job description of board members**

1. Job description chairperson

The chairman is in charge of the management of the board meetings and the general meeting and ensures that these take place as prescribed. He represents the association inside and out. He supervises compliance with the articles of association, the regulations and all decisions taken by the general members' meeting. He ensures that the meetings are recorded and approves the minutes after approval. He supervises the issuing of board and general members' meetings and the drafting of the agendas, insofar as these are not established in any other way. The vice-chairman will replace the chairman in his absence.

1. Job description secretary

The secretary keeps the archives and executes the correspondence of the association. He/she takes care of bringing incoming pieces to the table. He/she is responsible for the timely bringing to the attention of the members and directors of the dates of meetings and the agenda of these meetings. Preparing minutes of the meetings and providing annual statements on behalf of the General Assembly. He/she keeps the list and informs the new members. He/she takes care of the publication of the decisions taken at the board meetings. He/she supervises the correct course of events for the chairman when drafting and managing the articles of association and regulations. He/she takes care of adding changes and additions to the regulations

1. Terms of reference treasurer

The treasurer receives all the income of the association and makes all payments. He/she does the bookkeeping, which annually, at least two weeks before the general meeting, shall be audited by the Audit Committee. The findings of the Audit Committee will be submitted to the general meeting. He/she proposes the budget for the coming financial year, does the financial report of the past year and submits it to the Board. During the General Meeting he/she defends positions taken by the assembly board. Before the meeting a financial statement will be sent to the members at their request. He/she is responsible for the timely sending of bills for dues and other services and / or goods to members and third parties granted. For this purpose, he/she receives the necessary information from the secretary or others who have been appointed. He/she takes care of sending reminders for overdue payments. He/she determines the rates possibly in consultation with the relevant expert committee members or other third parties to charge to the extent that they are not defined in the general meeting.

He/she does expenditures in accordance with the General Assembly approved budget, after which, if necessary and as soon as possible, accountability will follow in the general members' meeting.

**Commissions**

1. Committees.

For some specific activities, the board may establish a committee, such as:

- An event committee

- An introductory commission

- Etc.

1. Commissioners.

The committee members are appointed by the Board for a period of two years. Reappointment is possible. One can be a member of more than two committees.

1. Task committees.

The committees have a dual function. On the one hand, they are an advisory body to the board, on the other hand they have an executive function after the policy is adopted by the board.

A committee has the task of supporting the Commissioner in his work.

1. Decision-making.

Decision-making in the commission aims primarily for consensus, if necessary by vote. A decision is binding by simple majority.

1. Quality Board and committee.

A board member can take part in the meetings in a committee. He/she has no voting rights, but only an advisory vote. This management representative is appointed by, and from within, the board.

**Finance**

1. Financial control committee.

The financial control committee shall be appointed for a term of one year by the General Assembly. The cash audit and control of the books is held once a year for the annual meeting. The balance sheet and other financial documents that are offered to the general meeting should be reviewed by the Audit Committee. The financial control committee shall report in writing to the General Assembly of its findings.

1. Limitation financial powers.

The Board may approve any expenditure per project exceeding € 1,000, - if the project was not on the budget question.

In urgent cases, the Treasurer, with the approval of at least two board members can, including the chairman or the vice president, can authorize spending up to € 1000. He shall, as soon as possible, inform the entire board on this.

**Final provisions**

1. Liability.

The board of the association is not liable for damage or injury, however caused and / or caused to persons or goods of third parties.

All ASCN activities are, at all times at the expense and risk of the participating member.

1. Changes of address.

At change of address members must report in writing to the executive board. By default, there are possible consequences, including financial, on behalf of the member.

1. Complaints.

Members who wish to submit complaints can apply to the secretary in writing. The secretary is obliged to process the complaints at the next board meeting. The result is communicated to the person concerned.

1. Disputes.

If an article in these regulations is open to various interpretations, the board decides. In cases not covered by the regulations, the board decides.

1. Amendments to bylaws.

Decisions to amend these regulations can only be passed at the general meeting, by a simple majority.