

THE HOUSE RULES OF WAGENINGEN STUDENT FARM

as of 22 May 2018

DEFINITIONS	1
Article 01. GENERAL PROVISIONS	1
Article 02. BOARD	1
Article 03. ACTIVITIES	2
Article 04. FINANCES	2
Article 05. PROPERTY	4
Article 06. LIABILITY	4

DEFINITIONS

1. WSF: Wageningen Student Farm
2. Board: The WSF Board.
3. Committee: A group of members within WSF that work towards a goal that is pre-established by the committee.
4. Project: A group of members within WSF that are involved in a certain kind of bio-production.
5. The Field: Terrain on WUR campus that is loaned out to WSF by WUR Facilities & Services.
6. GMM: General Members Meeting.

Article 01. GENERAL PROVISIONS

1. Internal affairs will be settled by the rules stated within these House Rules, which are subject to the statutes.
2. A new member will receive the House Rules and statutes within a month after approval of their request for membership. After change within the above-mentioned rules a member will receive an e-mail containing the new House Rules and statutes.
3. Breaking rules stated in the House Rules or statutes can result in sanctions being taken by the Board.
4. If a member has officially taken note of the rules stated in the House Rules, it is expected that they have also taken note of the statutes of WSF.
5. General Members Meeting
Each year at least 2 GMMs are held: one year-meeting, and one half-year meeting. During the year-meeting at least the points stated within the statutes will be mentioned and talked about. Members will receive the minutes of the GMM within 2 weeks after a GMM.

Article 02. BOARD

1. Duration
A board member commits to a minimum of 6 months [1 term] of participation in the Board. After 2 terms, re-election in the GMM is mandatory for continued participation. A board member may be re-elected once. Ideally a board member serves in the Board for one year. The change of Board should be a gradual process in order to safeguard the continuity of the management of the association. The Board changes every GMM to form a new composition, as some Board members will be discharged and some will be installed.
2. The Board
The Board determines the goals in accordance with the GMM and aims to reach those goals.
3. Chair
The Chair is the face of the association. They lead the Board meetings. The Chair is responsible for leading the GMM and for giving an account of what happened in the association since the last GMM.
4. Secretary
The Secretary manages the correspondence of the association. They are responsible for taking

minutes during Board meetings and at the GMM. The secretary ensures that the members list is up-to-date. Administration of the archive is also part of their tasks.

5. Treasurer
The Treasurer manages the funds. This includes the executing payments and keeping track of revenues and expenses. Furthermore, the Treasurer presents a financial report twice a year during the GMM. The possessions of WSF are also part of the responsibility of the Treasurer.
6. Commissioner of the Field
The Commissioner of the Field manages the land allocated to WSF on the Field in collaboration with WSF members. This includes organising the overview of the growing season, managing tools and resources needed for activities on the Field, and co-ordinating working sessions.
7. Communications Commissioner
The Communications Commissioner oversees communication within WSF. They are also responsible for organizing and promoting internal and external events.
8. General Member(s)
General board member(s) help the board with the various tasks at hand and serve as support for the board.

If there are no applicants for the Board functions in section 6-8 of this article, their proceedings must be covered by the incumbent Board.

Article 03. ACTIVITIES

1. Events hosted by WSF
WSF does not serve alcohol to minors.
Active contribution by all members of WSF participating in the events is expected in relation to maintenance of materials and spaces, ensuring they are left clean and tidy.
2. Projects
Projects are established by members with approval from the Board. Funding may be provided by the Board after submission and approval of a defined budget.
3. Committees
Committees are established by the Board and their creation is voted upon at the following GMM. Current committees as of these House Rules are:
 - a. Advisory Board
Board members may choose to become part of the Advisory Board upon expiration of their tenure in the Board. This is a voluntary position and may end at any moment chosen by the member. The Advisory Board has no determined positions but acts as a point of reference for the existing Board, providing advice and support when needed.
 - b. Cash Committee (CashCo)
The Cash Committee will be responsible for checking the financial work done by the Treasurer. A former treasurer will be in this committee, along with a few additional WSF members.
 - c. Cooking Committee
The Cooking Committee organizes the dinner for WSF sessions, thereby alleviating responsibility from the Board. Communication between the Cooking Committee and the Board is mediated by a Board member who ideally is also in the Cooking Committee or alternatively liaises directly with members of the Cooking Committee. Being part of the Cooking Committee is not a prerequisite to helping with dinner: any WSF member may volunteer.

Article 04. FINANCES

1. Membership
 - a. Membership of WSF starts on January 1st and ends on December 31st of a year.

- b. If someone wishes to become a member after January 1st, fees will be calculated proportionally as of the first of the month someone became an official member.
 - c. Cancellation of membership as of January 1st must be mentioned to the Board before December 1st. When a cancellation is not mentioned to the Board the membership will automatically be set for another year.
 - d. When a member mentions during subscription that they want to be a member only for a certain set period, fees will be calculated proportionally from the first day of the month of subscription until the last day of the last month of membership. Membership will be cancelled automatically after the end of the period mentioned on the subscription form.
 - e. Memberships fee consists of €15 per year. Changes in the membership fee must be approved by vote at the GMM preceding the suggested fee change.
2. The Board needs approval of the GMM for decisions, acts or investments that cost €500 or more.
3. The Treasurer solves a legitimate cash deficit at the beginning of the fiscal year by a poll tax on the members in the form of a membership fee increase.
4. When a debt of a member has not been paid to WSF two weeks after the second reminder, a penalty of 10% will be added to the still-to-be-paid amount. This also applies in case collections bounced more than 2 times, and the Board has informed the member of their arrear at least 2 times. Subsequently the member will be informed a 3rd and 4th time about the requirement to pay the unsettled debt including the penalty. When WSF does not receive the owed sum within 7 days of the last notification, the Treasurer is entitled to deny the concerned person membership of WSF. Hereby all rights and obligations from the concerned person towards WSF and vice versa will expire directly.
5. Stamp cards
 - a. Consumables offered by WSF can be paid for by cash or bank transfer, or by credits from a WSF stamp card. Credits can be marked off by Board members or those authorised by a Board member to do so.
 - b. WSF stamp cards are sold by the Treasurer, charging €15 for each card. The credit of a stamp card is divided over 40 stamps, making the total value of each stamp €0,375. WSF stamp cards can be paid for by cash at the moment of purchase, or by transferring money to the WSF bank account within 5 days.
 - c. WSF stamp cards are only valid when presented with the signature of the Treasurer or of any other Board member active at the time of stamp card issue. Without a signature the stamp card will not have any value.
 - d. WSF stamp cards are valid until the 31st of December in the year of purchase, unless clearly stated otherwise. After this date the remaining credit will expire. Date of expiry is clearly indicated upon the stamp card.
 - e. The cost of any consumable offered by WSF will be expressed in a number of stamps, which will be rounded up when the total costs do not match up to a full number of stamps.
 - f. Remaining stamps or empty stamp cards are not interchangeable for money.
6. Declarations
 - a. Declarations of members shall be submitted to the association by means of a declaration form that is distributed by the Board.
 - b. Declaration forms should be handed in to the Treasurer.
 - c. Members are responsible for the control of the claim until they receive the money. Declarations need to be submitted within three months after expenditure and before the end of the fiscal year. Declarations that are submitted after these deadlines may be refused at the discretion of the Board.
 - d. Declarations must be submitted with the accompanying notes or receipts. In case notes or receipts are missing the Board will decide whether the claim is valid.
7. If a person has to make a large expense in the interest of the association they may ask for an advance. The amount of this advance will be determined in consultation with the member and the Treasurer.

8. To receive an advance this has to be requested one week before the transfer date. This can be done via a request to the Treasurer with an explanation of the costs.
9. When using an advance payment for a purchase, the receipt has to be returned to the Treasurer within one month after said purchase. The Treasurer has the right to withdraw the advance when the requirements are not met.

Article 05. PROPERTY

1. Property of WSF
 - a. All property of WSF must be available to members.
 - b. Use of WSF property must be reported to the Board and chairs of projects.
 - c. Property is in management of the Board and/or chairs of projects.
2. Property of third parties
 - a. When property for an activity is provided by third parties, an agreement on costs and possible damages is made on beforehand between WSF and the involved parties.
3. Materials
 - a. Materials consist of all WSF property and property from third parties that has been loaned to WSF.
 - b. Use of the materials is intended for members.
 - c. The materials may be used only on ground that is assigned to the members by the Board. For all other use members must ask permission to the Board.
 - d. Notifying the Board of damage caused to the materials is mandatory. Costs to repair material damage can be recovered from the user.
 - e. Power tools owned or managed by WSF may only be used with explicit permission from the Board.
4. The Field

Whenever WUR Facilities & Services notifies WSF that WSF has to vacate The Field, members of WSF are required to help clear their own project from The Field so that all projects created by WSF are completely cleared from The Field within the term of vacation. All WSF members are part of the Experimental Farm project and expected to help clear the Experimental Farm Project from the Field if needed.

Article 06. LIABILITY

Participants (including both members and non-members of WSF) can in no way hold WSF liable for injuries that occur during a WSF activity, an activity in which WSF participates, the journey to and from one of these activities, or the use of WSF property. Nor can WSF be held liable for loss and/or theft of personal property and securities.

Costs resulting from loss and/or damage are recovered from WSF, if not caused by gross negligence and/or fault and if not covered by insurance. In case of gross negligence and/or fault costs will be recovered from the concerned person or persons.

The WSF Board may at any time decide whether members are held liable and whether costs will be recovered from a member. The WSF Board will always lead negotiations when there are two parties and WSF is involved.