

# Internal Rules & Regulations

Internal Rules &  
Regulations Student  
Association Comitas



Amsterdam, 2022

This policy includes additional information to the Dutch Law, which will be followed at all times.

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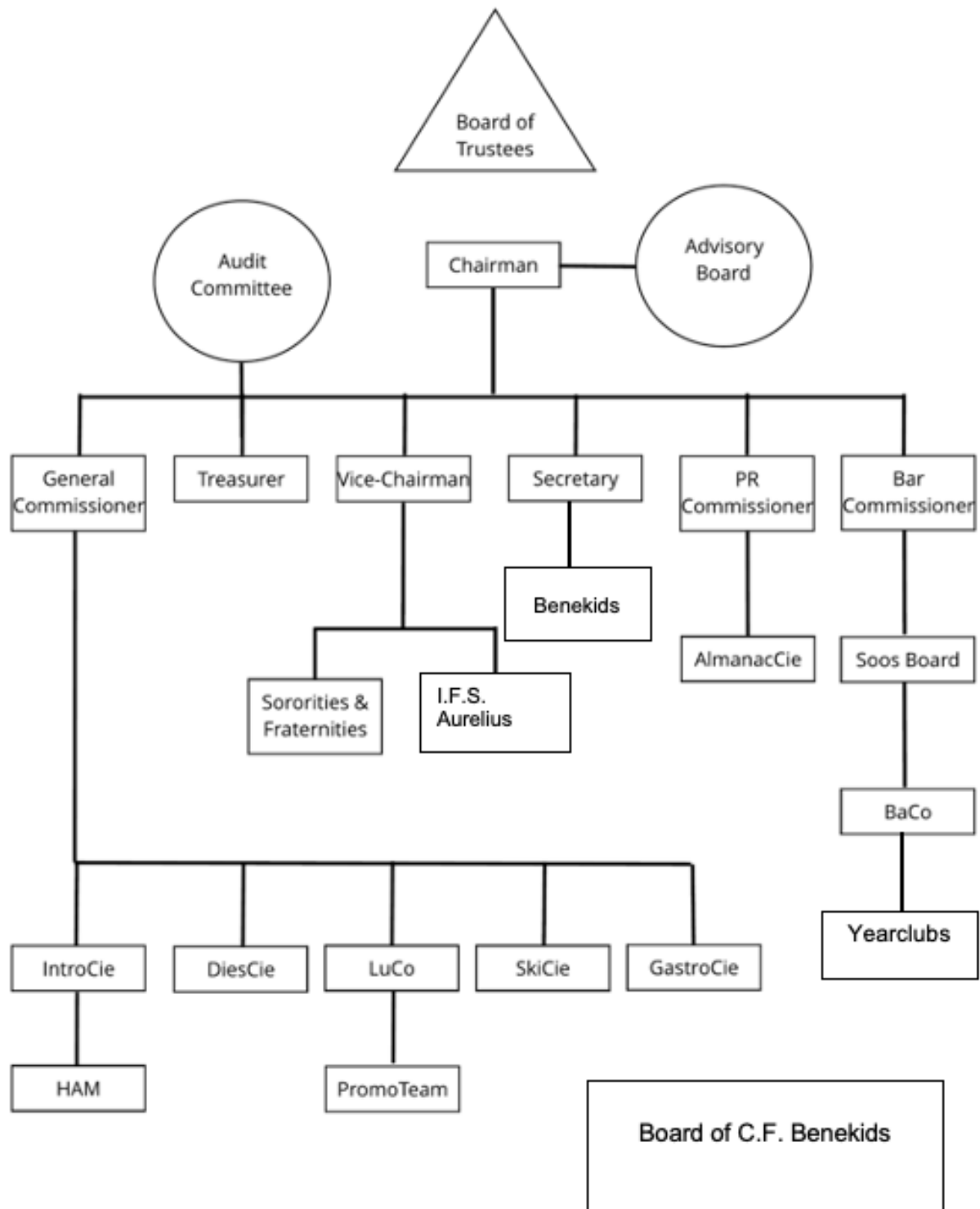
## Definitions

"AB"	Advisory Board
"Association"	Student Association Comitas, Amsterdam
"Board"	A group of people constituted as the decision-making body of an organisation.
"BaCo"	S.A. Comitas members who are responsible for running the bar during opening hours of the Soos.
"CookCie"	Cooking committee which works for the GastroCie of S.A. Comitas.
"Committees"	A Committee will be under supervision of the General Commissioner, or any other assigned Board Member of S.A. Comitas. The Committee is a group of members, responsible for organising events.
"Expulsion"	The state of being expelled.
"Former Members"	Members who have been actively member of S.A. Comitas for 4 years and willing to stay a member for a reduced fee.
"GMM"	General Meeting where all S.A. Comitas members are invited to attend. The Board of S.A. Comitas will present relevant topics, where members have the opportunity to respond on by asking questions.
"HTH- AC"	Hotelschool The Hague, Amsterdam Campus
"HAM"	Team of six that are active in the preparation and during Intro weekend, performing all manual tasks. They fall under the supervision of the Head HAM.
"Introduces"	People who are not a member of Student Association Comitas and are introduced by an S.A. Comitas member to a S.A. Comitas related event.
"L.A.N.X"	L.A.N.X. is the association S.A. Comitas hires the Soos from on Soos nights.



"Members"	Students of Hotelschool The Hague, campus Amsterdam, who are official members of Student Association Comitas.
"NSA"	New Student Arrival
"S.A.Comitas related event"	Any event planned, organized and executed by the Board of S.A. Comitas or its committees/SB.
"BeneKids"	Charity Board
"Soos"	The bar in the building of L.A.N.X. at Nieuwezijds Voorburgwal 163-167 in Amsterdam.
"SB"	The Soos Board is designated by the Board of S.A. Comitas in consultation with the former Soos Board and is responsible for all activities within the Soos. The Soos Board consists out of at least 5 members. The Chairman of the Soos Board communicates with the Bar Commissioner of the Board of S.A. Comitas.
"S&F"	Sorority and Fraternity
"Suspension"	Denying access to the Soos or participation in external activities organised by S.A. Comitas.
"weekly"	Weekly update about S.A. Comitas events and information.
"Yearclub"	Groups of friends formed in the first year of S.A. Comitas who need to execute a variety of tasks, within they acknowledgement period, to become an official Yearclub of S.A. Comitas.

**Article 1. Organizational Chart of S.A. Comitas**





## **Article 2. Board Composition of S.A. Comitas**

### **Composition and decision-making**

- 2.1. The Board of S.A. Comitas consists of seven members.
- 2.2. Every Board member of S.A. Comitas is a member of S.A. Comitas.
- 2.3. Every Board member of S.A. Comitas has joint decision-making.

## **Article 3. Election of S.A. Comitas Board Members**

- 3.1. Members may serve as a Board Member of S.A. Comitas out of the Semesters 5,6,7 and 8 of HTH-AC with a minimum of being two years' member of the association. Fast track students may occur as potential for being a Board Member of S.A. Comitas after being member of S.A. Comitas for at least 1 year.
- 3.2. The current Board of S.A. Comitas chooses at least the Chairman of the upcoming Board of S.A. Comitas confidentially.
- 3.3. The entire upcoming Board of S.A. Comitas is solely chosen by at least the Chairman of the upcoming Board of S.A. Comitas after receiving advice of the current Board of S.A. Comitas.
- 3.4. The official recruitment period of the upcoming Board of S.A. Comitas starts on an annual basis in Block A in week 2, latest week 3.
- 3.5. The election of the upcoming Board of S.A. Comitas complies with the requirements mentioned in Article 13. of the S&F Policy.

## **Article 4. Function and division of the S.A. Comitas Board Chairman of S.A. Comitas**

- a. Internal- and external extrajudicial representation of S.A. Comitas.
- b. Leadership towards the Board of S.A. Comitas, within Board meetings, general meetings and in general towards the entire association.
- c. The preparation and agenda of general meetings and Board meetings.
- d. Liaising with alliances.
- e. Maintains contact and communicates with HTH-AC, the BoT and the AB.
- f. Communicates with third parties and entities.
- g. Serves as chairman and representatives of S.A. Comitas and thus is always responsible for the Associations' actions and its Board.

### **Vice-Chairman of S.A. Comitas**

- a. Takes over all tasks and duties of the Chairman of S.A. Comitas in his absence.
- b. Serves as contact person between Skotel of HTH-AC and S.A. Comitas
- c. Contact person and communication with Sororities and Fraternities.
- d. Responsible to keep S&F policy up-to-date.
- e. Sets up and leads S&F meeting every Block on Mondays week 2 or 3.
- f. Responsible for sending Monday mail to all the S&F's.

### **Secretary of S.A. Comitas**

- a. Coordinating the Associations' correspondence, both in- and out.
- b. Communication between students and S.A. Comitas
- c. Responsible, in corporation with the treasurer, of the membership records.



- d. Sets up and takes care of the association's archive thus organizing mailbox.
- e. Keeps old member list up-to-date.
- f. Takes minutes during Board meetings of S.A. Comitas and GMM. Publishes minutes of GMM 5 days after GMM has taken place.
- g. Takes minutes at S&F meetings and after finalizing will send them to the Vicechairman of S.A. Comitas.

- h. Responsible for coordinating the Buddy system between HTH-AC and the students.
- i. Responsible for writing official letters.
- j. collects agenda points and prints Board meeting agenda of S.A. Comitas
- k. Responsible for subscription forms.
- l. Organises old members drink.
- m. Contact person between SOL Board and S.A. Comitas.
- n. Dealing with stagnated amounts
- o. Contact person between C.F. Benekids

### **Treasurer of S.A. Comitas**

- a. Responsible for revenue and expenses control of S.A. Comitas.
- b. Collecting membership fees, donations from non-members and contributions from all types of non-members.
- c. Presenting at least twice a year a financial overview to the members during the GMM.
- d. Serves as a chairman of budget control of S.A. Comitas, thus updates budget sheet of the cash entailing in- and outflow.
- e. Controls budget over committees.
- f. Responsible for executing investments of S.A. Comitas.
- g. Dealing with stagnated amounts.
- h. Contact person between S.A. Comitas and the bank and the Chamber of Commerce.

### **PR- Commissioner of S.A. Comitas**

- a. Contact person between S.A. Comitas and sponsors.
- b. Searches and maintains contact with future and current sponsors.
- c. Communication between S.A. Comitas and members through "weekly" with current information and pictures always published on Fridays before 19.00h.
- d. Responsible to keep Social media platforms of S.A. Comitas up-to-date, entailing Facebook page, Facebook group, Instagram & S.A. Comitas website.
- e. Provides members with Monday post concerning upcoming events and important information.

### **General Commissioner of S.A. Comitas**

- a. Responsible for the supervision of committees within the event planning of S.A. Comitas entailing the guiding, planning and executing of the event.
- b. Article 11. describes the committees and their function and executional tasks under S.A. Comitas.

### **Bar Commissioner of S.A. Comitas**

- a. Responsible for the supervision of the SB.
- b. End responsible for the Soos Bar.
- c. Contact person between SB and the Board of S.A. Comitas.
- d. Contact person between L.A.N.X. and the Board of S.A. Comitas.
- e. Contact person for new students in order to form a Yearclub until inauguration and further maintain contact with Yearclubs and its chairmen.
- f. Responsible to keep Yearclub Regulations up-to-date



## **Article 5. Registration of Members**

- 5.1. Every student of HTH-AC may register in written form or via the website to the Board of S.A. Comitas to become a member of S.A. Comitas.



5.2. A

## **Article 6. Membership**

### **Active Members**

- 6.1. Members of S.A. Comitas are approved after having executed the procedure stated in Article 5.
- 6.2. Members of S.A. Comitas that are obliged to leave HTH-AC, will retain its status as an active member.

### **Old Members**

- 6.3. A member that has been a member of S.A. Comitas for 4 years will automatically become a paying alumni member. Old members will be invited to old members' activities organised by the Board of S.A. Comitas.

### **Cancellation Policy**

- 6.4. When a member wishes to cancel their membership, an email is requested to be sent to [comitas@hotelschool.nl](mailto:comitas@hotelschool.nl) stating the member in question would like to not continue being a member of S.A. Comitas. This request needs to be sent at least four weeks prior to the contribution withdrawal date. In case a member misses the deadline of four weeks, they are obliged to pay a half yearly contribution.

## **Article 7. Membership Fee**

### **Membership Fee Active Members**

- 7.1. The membership fee for active members of S.A. Comitas that started their membership in February 2014 or later amounts €40 per half a year.
- 7.2. The membership fee for active members of S.A. Comitas that started their membership in August 2013 or earlier amounts €35 per half a year.
- 7.3. Every year the half yearly membership fee of active members of S.A. Comitas is automatically withdrawn by bank on 24 February and 24 September.
- 7.4. In case the automatic bank withdrawal of the half yearly membership fee is being reversed, Article 23 applies.

### **Membership Fee Old Members**

- 7.5. The membership fee for old members of S.A. Comitas amounts €25 per year.
- 7.6. Every year the yearly membership fee for old members of S.A. Comitas is automatically withdrawn by bank on 24 September.
- 7.7. In case the automatic bank withdrawal of the half yearly membership fee is being reversed, Article 23 applies.

## **Article 8. S.A. Comitas Board information**

- 8.1. The Board of S.A. Comitas meets on a weekly basis on Mondays.

- 8.2 The Board of S.A. Comitas is obliged to wear their board attire on every S.A. Comitas related event.
- 8.3 The Board of S.A. Comitas is obliged to be on time on every S.A. Comitas related event. In case of being late, the Chairman of the Board of S.A. Comitas needs to be informed at least 24 hours in advance with the valid reason upon which the Chairman decides if the reason is valid.
- 8.4 Excessive alcohol abuse by the Board of S.A. Comitas members in function is not allowed.
- 8.5 The Board of S.A. Comitas needs to follow and execute the following rules during the Soos
  1. No eating inside the Soos.
  2. No smoking at the door by regular members of S.A. Comitas.
  3. No entrance for anyone after the door closes at 02:00.
  4. Excessive noise outside the Soos needs to be punished immediately.
- 8.6 Members of the Board of S.A. Comitas are obliged to check their mail at least twice per week (Sunday – Friday) in order to achieve consistent communication.
- 8.7 All the members of the Board of S.A. Comitas are expected to show pro-active behaviour during all S.A. Comitas events.

### **Article 9. General Members Meeting**

- 9.1. The GMM is an exchange of information between the Board of S.A. Comitas and the members and additionally between the members. When there is a difference of opinions, the GMM can be used to vote under the requirements of Article 6 of the founding articles of S.A. Comitas.
- 9.2. The agenda of the GMM must always contain the minutes.
- 9.3. Every member has the right of interpellation.
- 9.4. Minutes are taken by the Secretary of the Board of S.A. Comitas. In case of absence, the Chairman of S.A. Comitas assigns a replacement within the Board of S.A. Comitas.
- 9.5. The GMM is led by the Chairman of S.A. Comitas.
- 9.6. The Boards of the Sororities and Fraternities are obliged to attend the GMM.
- 9.7. In case of absence of the Chairman of S.A. Comitas, the Vice-chairman of S.A. Comitas takes over the responsibilities of the Chairman of S.A. Comitas.

### **Article 10. Extraordinary Members Meeting**

- 10.1. The Board and the members of S.A. Comitas have the right to reopen an Extraordinary Members Meeting under the condition of instructing each other upfront.
- 10.2. The Board of S.A. Comitas does this through informing whereas the members do this through protesting. This is conducted through 10% of active member signatures and a written statement of reasoning to the Board of S.A. Comitas.
- 10.3. The Board of S.A. Comitas is obliged to publish this protest to all the members of S.A. Comitas.
- 10.4. The Board of S.A. Comitas is obliged to execute the Extraordinary Members meeting within eight days after submission of the protest.
- 10.5. Infringement of Article 9.1., 9.2., 9.3. and 9.4., by the Board of S.A.



Comitas, leads to the allowance to hold an Extraordinary Members Meeting by the members of S.A. Comitas excluding the Board of S.A. Comitas according to the founding articles of S.A. Comitas.



## **Article 11. Introduction of external people**

- 11.1. Students of HTH-AC, who are not members of S.A. Comitas, can be introduced in association activities including S.A. Comitas related events and the Soos. Article 20.13 until 20.16 describes the exact procedure for introducing external people to the Soos. If one introduced person disobeys the rules of S.A. Comitas, the Comitas member that introduced this person will be held responsible and could be fined accordingly, depending on the situation.
- 11.2. People that have never studied at HTH-AC, can be introduced in association activities including S.A. Comitas related events and the Soos.
- 11.3. Employees of HTH-AC can be introduced in association activities including S.A. Comitas related events and the Soos.
- 11.4. Alliance board members including Amphitryon, La Confrérie, Io Vivat and Xenia are allowed to visit S.A. Comitas related events and the Soos.
- 11.5. For S.A. Comitas related events, the Board of S.A. Comitas defines the introduction procedure individually per event.
- 11.6. The Board of S.A. Comitas reserves the right to refuse access to S.A. Comitas related events and the Soos.

## **Article 12. Committees & Boards under S.A. Comitas**

### **General Information Committees under S.A. Comitas**

- 12.1. In order to carry out activities for the Board of S.A. Comitas, the Board of S.A. Comitas may appoint committee members.
- 12.2. Every member of a committee is a member of S.A. Comitas.
- 12.3. Every member of a committee is obliged to justify their decisions towards the Board of S.A. Comitas.
- 12.4. The goals, tasks, duties, responsibilities and procedures per committee are defined in the individual committee manuals.
- 12.5. The members of the committee are officially installed with the hammer during a GMM by the Chairman of S.A. Comitas. Once the instalment has taken place, the committee is officially in charge of representing their functions towards the members of S.A. Comitas.

### **Obligations of Committees under S.A. Comitas**

- 12.6. Every committee will sign a contract before starting their functions within S.A. Comitas. By signing the contract, the following articles will be agreed upon.
- 12.7. The Treasurer and the General Commissioner of S.A. Comitas and the treasurer and the Chairman of the committee will schedule a meeting and decide upon a budget. By signing the contract, the committee agrees upon reaching the budget for the event in question. In case this budget is not reached, the committees are obliged to pay the amount of ticket that has been decided by the Board of S.A. Comitas.
- 12.8. S.A. Comitas provides every committee with attire. In case of loss, the person in question will be responsible to pay the outstanding amount for the missed item.
- 12.9. The moment a member has been officially installed within a committee, the member in question is automatically released from his or her Sorority and Fraternity and its tasks or responsibilities.



This accounts for Comitas and Soosrelated events.

- 12.10 A member of a committee once installed and when in function promises to represent the values of S.A. Comitas at all times.
- 12.11 A member of a committee is expected to show representative behaviour at events of S.A. Comitas at all times, even when they are not officially in function.
- 12.12. By signing the contract every committee member of a S.A. Comitas agrees with the terms and rules of the association as stated in 12.8, 12.9, 12.10, 12.11.

### **Structure of Committees under S.A. Comitas**

- 12.13. The following committees are under the supervision of S.A. Comitas;
- Introduction Committee (IntroCie)
  - Dies Natalies Committee (DiesCie)
  - Gastronomy Committee (GastroCie)
  - Skiing Committee (SkiCie)
  - Almanac Committee (AlmanacCie)
  - Luster Committee (LuCo)

### **Functions in Committees under S.A. Comitas**

- 12.14. The IntroCie consist out of the following functions assigned by the Board of S.A. Comitas:

- Chairman
- Treasurer
- Head of HAM
- General Comissioner

The IntroCie organises the introduction weekend in Block A in week 2 or 3. The IntroCie can assign the HAM with approval of the Board of S.A. Comitas.

- 12.15. The DiesCie consist out of the following functions assigned by the Board of S.A. Comitas:

- Chairman
- Treasurer
- General Commissioner
- General Commissioner
- First Year General Commissioner

- 12.16. The GastroCie consist out of the following functions assigned by the Board of S.A. Comitas:

- Head- chef
- A minimum of three Sous-chefs
- CookCie members. The number of CookCie members depends on the size and length of an event, which is decided by the Board of S.A. Comitas. The GastroCie supports the Board of S.A. Comitas on S.A. Comitas events including the NSA, the Introduction weekend, the Dies Natalis and the BoardChange of S.A. Comitas.

- 12.17. The SkiCie consist out of the following functions assigned by the Board of S.A. Comitas:

- Chairman
- Two General Commissioners

The SkiCie organises the annual S.A. Comitas ski trip in the intermezzo week between Block B and Block C.

- 12.18. The AlmanacCie consist out of the following functions assigned by the Board of S.A. Comitas:

- Chairman

- 12.19. The LuCo is selected every five years by the Board of S.A. Comitas and consist out of the following functions assigned by the Board of

S.A. Comitas;

- Chairman
- Vice-chairman
- Secretary
- Treasurer
- PR Commissioner
- General Commissioner Internal
- General Commissioner External

The LuCo can assign a PromoTeam for the Luster with the approval of the Board of S.A. Comitas.

### **Soos Board**

12.21 The Soos Board consist out of the following functions assigned by the Board of S.A. Comitas;

- Chairman
- Treasurer
- PR Commissioner
- Order Commissioner
- Bar Commissioner
- General Commissioner

### **BeneKids Charity Board**

12.22. The BeneKids Charity Board is selected annually without decision making of the Board of S.A. Comitas and consist out of the following functions:

- Chairman
- Secretary
- PR Commissioner
- Treasurer
- Director of Gracias B.V



### **Article 13. Yearclubs**

- 13.1. A Yearclub is defined as a group of students consisting of at least six people from the same gender (exceptions can be made if there is one person from the other gender wants to join a Yearclub, Comitas board decides per individual case) and one semester and a maximum of 12 members.
- 13.2. While founding the Yearclub, all members of the Yearclub are members of S.A. Comitas.
- 13.3. A Yearclub aims to promote the friendship between members within one semester and enrich the purpose of joining S.A. Comitas.
- 13.4. The group of people, that would like to found a Yearclub, are obliged to sign in to the Board of S.A. Comitas within the mentioned deadline set by the Bar- Commissioner of S.A. Comitas.
- 13.5. By signing the Yearclub contract, the Yearclub is obliged to follow the Yearclub rules and regulations.
- 13.6. Solely after the official inauguration by the Board of S.A. Comitas, the Yearclub is officially allowed to make use of the entitlement "Yearclub".
- 13.7. Once the students of the Yearclub are de-registered from HTH-AC and/ or S.A. Comitas, the Yearclub may no longer claim the status of being an Yearclub.
- 13.8. In case a Yearclub wants to approach a company or any third party with regards to sponsoring, the Yearclub in question must contact the PR-Commissioner of the Board of S.A. Comitas prior in order to receive approval.
- 13.9. In case the PR-Commissioner of the Board of S.A. Comitas shares the opinion that the contact between the third party and the Yearclub in question could harm or damage the reputation of S.A. Comitas or overlaps with current sponsorships of S.A. Comitas, the Board of S.A. Comitas is authorized to prohibit the contact with the company or third party.

### **Article 14. Sororities and Fraternities**

- 14.1. Every Sorority and Fraternity complies, within their Sorority- and Fraternity rules and regulations, with the S&F policy and the rules and regulations of S.A. Comitas.
- 14.2. The S&F policy determines certain demands for the formation of a Sorority or Fraternity of S.A. Comitas. Only when these regulations are honoured, the Board of S.A. Comitas will officially recognize the Sorority or Fraternity and further will be able to inaugurate the Sorority or Fraternity in question within the association.
- 14.3. Sororities and Fraternities are liable for their actions, thus have full responsibility for any consequences.
- 14.4. Exception within Article 14.3. is the situation where a Sorority or Fraternity acts on behalf of and with full permission of the Board of S.A. Comitas.
- 14.5. In case a Sorority or Fraternity wants to approach a company or any third party with regards to sponsoring, the Sororities or Fraternity in question must contact the PR-Commissioner of the Board of S.A. Comitas prior in order to receive approval.
- 14.6. In case the PR-Commissioner of the Board of S.A. Comitas shares the opinion that the contact between the third party and the Sorority or





Fraternity in question could harm or damage the reputation of S.A. Comitas or overlaps with current sponsorships of S.A. Comitas, the Board of S.A. Comitas is authorised to prohibit the contact with the company or third party.

- 14.7. A Sorority or Fraternity is financially independent from S.A. Comitas, thus may never request financial support from S.A. Comitas in order to cover any related losses.



- 14.8. May a Sorority or Fraternity repeatedly act contrary to the any articles of the association, or if serious harm is done to the association then the Board of S.A. Comitas holds the right to withdraw the acknowledged recognition
- 14.9. Contradicting the decision of the Board to withdraw the recognition of a Sorority or Fraternity, a Sorority or Fraternity may go in appeal. A spokesman should then be appointed.
- 14.10 When a new Board of a Sorority or Fraternity is appointed, they are obliged to sign the contract provided by the Board of S.A. Comitas.
- 14.11 The contract for newly installed boards entails agreeing to the S&F policies, representative behaviour at all S.A. Comitas events, knowledge about the evacuation plan of the Soos and acknowledgement of the Board of S.A. Comitas.

### **Article 15. Advisory board**

- 15.1. The Supervisory Board consists of four members, a different composition is allowed with approval from the current board of S.A. Comitas in consultation with the Supervisory Board
- 15.2. The Advisory Board consists of at least one former member of S.A. Comitas
- 15.3. The Advisory Board and the Board of S.A. Comitas meets as per request of the current Chairman of S.A. Comitas
- 15.4. The Advisory Board has the right to join meetings of the Board of S.A. Comitas.
- 15.5. The Advisory Board is appointed by previous members of the Advisory Board in cooperation with the current Board of S.A. Comitas.
- 15.6. The Advisory Board is advising the Board in function in performing their duties.

### **Article 16. Supervisory Board**

- 16.1. The AB composes of former chairman of S.A. Comitas.
- 16.2. The role of the SB is to assist and advice the Board of S.A. Comitas.
- 16.3. The members of the SB are elected by the Board of S.A. Comitas.
- 16.4. The members of the SB serve the AB for an indefinite period.

### **Article 17. Association activity**

- 17.1. An association activity is defined as an activity organized by members of S.A. Comitas and or the Board of S.A. Comitas under the name of S.A. Comitas.
- 17.2. An association activity, outside of the Soos, is merely an association activity, if the organizing members have written permission by the Board of S.A. Comitas.
- 17.3. The rights are derived mainly from the articles and the rules and regulations, where every member, each with its own limitations, have right to. Every member holds the right to cooperate to the good functioning of the association.

## Article 18. House rules S.A. Comitas

### S.A. Comitas events House rules

The following articles apply on any S.A. Comitas related event and within the Soos.

Article	House rule	Sanction	Note
18.1.	Every individual is obliged to follow instructions of the Board of S.A. Comitas, the SB, and the Committee in question, (when applicable). *	If not acted accordingly by the member in question, an expulsion of the event will be installed	
18.2	Every member of S.A. Comitas is obliged to follow the introduction procedure when introducing an external guest listed in Article 11.5.	If not acted accordingly by the member in question, an expulsion of the event will be installed for the member and his/her introduced person.	
18.3	The Board of S.A. Comitas may not be hindered to execute their tasks while being on duty.		
18.4	It is prohibited to use or damage any property and equipment which is not owned or used by S.A. Comitas without permission.	If done so, a fine compensating the occurred costs of the broken item in question will be installed plus a fine of €25 for acting negligent.	
18.5	It is prohibited to bring personal consumptions without permission of the Board of S.A. Comitas.	Fine of occurred costs at the location.	
18.6	It is prohibited to injure or endanger the safety of others or attempting to do so.	Fine of €100 for endangering the wellbeing of others plus an expulsion of the event in question.	
18.7	It is prohibited to use soft drugs.	Suspension 10 weeks	
18.8	It is prohibited to use hard drugs.	Suspension 52 weeks	
18.9	It is prohibited to deal with soft- and hard drugs.	Suspension 52 weeks	

18.10	It is prohibited to possess hard drugs.	Suspension 12 weeks	
18.11	Article 18.7.,18.8.,18.9.,18.10., allows the Board of S.A. Comitas to make use of drugtests whenever the Board of S.A. Comitas sees necessity.		
18.12	The Board of S.A. Comitas has the right to suspend the person in question when a drug test is refused.	Suspension 78 weeks	
18.13	It is prohibited to gamble with and for money.	Suspension of 12 weeks	
18.14	It is solely allowed to urinate and smoke inthe therefore designated areas.	Fine of occurred costsat the location.	
18.15	The Board of S.A. Comitas is not liable for any missing and damaged personal belongings.		
18.16.	The Board of S.A. Comitas owns the right to undertake appropriate actions to hand out fines and sanctions, which are not covered by the above mentioned Articles.		
18.17	It is prohibited to provoke another person, asit can lead to a fight. Provoking actions are defined by pushing, spitting, discrimination, verbal provocations.*	Fine €25	
18.18.	It is prohibited to make use of deliberate violence e.g. fighting. (Fighting is defined by deliberately hitting, kicking, biting, head butting another person)*	Suspension 6 weeks + fine of €125 (depending on the severity of the attack, the Board of S.A. Comitas is allowed to handle each situation differently)	
18.19	It is prohibited to deliberately attack a person.	Expulsion of event in question and 6 weeks' suspension + fine €125	
18.20.	Deliberately throwing objects at a person except beverages	Expulsion of the event in question + fine of €100 for endangering the well-being of others	

18.21.	It is prohibited to damage belongings of others.	Suspension according to the situation + compensation of the broken item.	
18.22.	It is prohibited to steal personal belongings from members.	Minimum suspension of 6 weeks + depending on the severance of the situation, the Board of S.A. Comitas is allowed to contact official authorities	
18.23.	It is prohibited to use any form of racism, discrimination or sexual assault towards another person. *	Minimum suspension of 6 weeks.	
18.24.	Every event should have a time the door is being closed; this time should be communicated to the members at least one day in advance.		
18.25	Trespassing at events of S.A. Comitas is not allowed. *	Compensation of occurred costs + fine/suspension depending on the situation	

\* Depending on the situation, the Board of S.A. Comitas owns the right to handle all situations differently, therefore deviating from the sanctions stated above.

## Article 19. Soos House Rules

Within the Soos, the Soos house rules apply in addition to the house rules for S.A. Comitas events mentioned in Article 17.1.-17.16.

Article	House rule	Sanction	Note
19.1.	Every member of S.A. Comitas is obliged to follow the introduction procedure when introducing an external guest listed in Article 20.13, 20.14, 20.15, 20.16.		
19.2.	It is prohibited to use or damage any property and equipment which is not owned or used by S.A. Comitas and L.A.N.X without any permission.	Suspension 3 weeks + compensation	
19.3.	It is prohibited to steal bar equipment of S.A. Comitas entailing beverages and Soos cards	Suspension 3 weeks + occurred costs.	
19.4.	It is prohibited to stand behind the bar, without permission of the SB and the Board of S.A. Comitas.		
19.5.	It is prohibited to place personal belongings behind the bar with exception of former S.A. Comitas Board members.		
19.6.	It is prohibited to use the music system without permission of the SB or the Board of S.A. Comitas.		
19.6.	It is prohibited to throw or deliberately drop food and beverages.	Fine: €25	
19.7	It is solely allowed to urinate in the therefore designated areas.	Cleaning+ Fine: €50	
19.8.	It is solely allowed to defecate in the therefore, designated areas.	Cleaning+ Fine: €150	
19.9.	It is solely allowed to smoke in the therefore designated areas.	Fine: €125	
19.10.	It is prohibited to stay at the bar or its surrounding after closure, exceptions made for the people in question when being listed on the After-party list.		
19.11.	It is prohibited to produce excessive noise in front of the Soos and its surrounding.	Fine: €40	
19.12.	Vomiting within the Soos.	Cleaning	

19.13.	The Board of S.A. Comitas is not liable for any missing and damaged personal belongings.		
19.14.	It is prohibited to make abuse of cups, bottles, or other belongings of S.A. Comitas that are situated behind the bar.	Fine: €25	
19.15	Members are not allowed to enter other spaces in the Soos	Fine €75	
19.16	It is prohibited to touch the fire detectors (turning them on/ off)	Fine €150 + 6 weeks suspension	
19.17	It is prohibited to start a fire in the Soos	Fine €150 + damage costs + 6 weeks suspension	
19.18	It is prohibited to enter the "main switch room" (next to the stairs where the Comitas storage is)	Fine €150 + 6 weeks suspension	
19.19	It is prohibited to bring your own booze to the Soos without consulting this first	Fine €50 + capture of the booze	
19.20	It is prohibited to make use of e-cigarettes in the Soos, except from the smoking-area	Fine €25	

Note: Holidays and Intermezzo weeks do not count as a suspension week, thus the Board of S.A. Comitas owns the right when the suspension will be executed.

\* Depending on the situation, the Board of S.A. Comitas owns the right to handle all situations differently, therefore deviating from the sanctions stated above





## Soos House rules Sororities & Fraternities

Within the Soos, the Soos house rules apply in addition to the house rules for S.A. Comitas events mentioned in Article 17.1.-17.16.

In addition to this, the Soos house rules for Sororities and Fraternities will apply on top of the mentioned articles.

Article	House rule	Sanction	Note
19.19	First years may not be lined up outside and in the surrounding of the Soos.	Fine: €100	
19.20	S&F Boards may solely be greeted by the first years in a choir inside the Soos.	If not acted accordingly Fine: €100	
19.21	No physical/ mental introduction activities may take place which entail screaming or disgracing first years, taking first years upstairs during Soos nights, lining first years up in and around the Soos.*	Fine: €100 per action.	
19.22	Whenever more than two people from one S&F are involved within a fight **:  First time involved:  Two times involved:  Three times or more involved:	Suspension: 1 week  Suspension: 2 weeks + Fine: €500  Meeting S/F in question with Board of S.A. Comitas for sanctions individually given to S/F.	
19.23	Deliberately throwing objects at a person except beverages, as this is covered in Article 17.23. In case no individual person can be identified but the Board of S.A. Comitas or the SB can identify the direction.	Entire S/F in question will be sanctioned with €25 per beverage.	
19.24	Theft of S&F related objects during/after the Soos or Comitas related events ***	Suspension of 1 week of all first year members of the S&F in question.	
19.25	If a sorority or fraternity rents spaces in the Soos, it must be left behind clean	€150 fine + costs of cleaning	



\* When S/F stand at their blocks in the Soos, the Introduction Boards may further be in their rules and may communicate to their first years in an appropriate manner also further distribute assignments which do not entail the screaming and disgracing of first years.

\*\* The Board of S. A. Comitas owns the right to decide when the sanction will be executed.

\*\*\* Article 19.20 is not applicable during the promo period; the Board of S.A. Comitas owns the right to decide when Article 19.20 will apply.

## **Article 20. Soos**

### **Entrance to the Soos**

- 20.1. The Soos is accessible for members of S.A. Comitas. Boards of alliances of S.A. Comitas, sponsors, external people introduced to the Soos and employees of HTH-AC visiting the Soos.
- 20.2. The Board of S.A. Comitas prohibits under aged students to drink alcoholic beverages during Comitas related events and in the Soos. When not lived up to this rule, the Board of S.A. Comitas has the right to give out sanctions.

### **Opening hours**

- 20.3. The Soos is open every Wednesday from 21.00h-02.30h.
- 20.4. Exceptions of Article 18.3. when the following occurs:
  1. "Early Birds"- takes place in week 9 of every block. Within this week the Soos opens at 21.00h-01.00h due to exam weeks of HTH-AC.
  2. Tentamen Tanken – On Thursdays replacing the Wednesday in Week 10 every block. Opens at 21.00h-02.30h.
  3. GMM – can be held any week by notice of the Board of S.A. Comitas. The Board of S.A. Comitas has the right to determine the opening times depending on the information load per GMM. The Soos will continue from 21.00h until 02.30h after the GMM has taken place.
  4. Unforeseen circumstances.
- 20.5. The Soos can solely be opened with the presence of a SB member or a Boardmember of S.A. Comitas.

### **Responsibilities**

- 20.6. The SB is responsible for the organization and the execution of the Soos evening.
- 20.7. The Bar Commissioner of S.A. Comitas has the full responsibility of the SB.
- 20.8. The SB and the Board of S.A. Comitas have the right to deny access or remove any individual at any time, when considered as necessary.

### **Obligations**

- 20.9. Every individual is obliged to follow the house rules of S.A. Comitas listed in Article 19 based on the internal regulations of S.A. Comitas.
- 20.10. Every individual is obliged to respect the regulations of L.A.N.X.
- 20.11. Every individual is obliged to follow instructions of the Board of S.A. Comitas, the SB and the BACOs on duty.
- 20.12. Every consumption needs to be paid at the bar, before consuming, by use of the Soos card.

### **Introducing external people to the Soos**

- 20.13. A member of S.A. Comitas may introduce a maximum of 2 people per Soos night.
- 20.14. The S.A. Comitas member in question is obliged to sign an introduction form for its external guest confirming being fully liable for its guest before entering the Soos, thus the Board of S.A. Comitas and the SB is authorized to hold S.A. Comitas members accountable for any occurred damages made by introduced guest within the Soos.
- 20.15. The amount per external guest amounts €5 on a regular Soos night and €10 for Tentamen Tanken.



20.16. S&Fs are obliged to sign the external invite contract with the Vice-chairman of S.A. Comitas when inviting an external Sorority or Fraternity. The contract must be signed 24-hours in advance.

**Personal Belongings**

20.17. The Board of S.A. Comitas and the SB are not liable for any loss or damages of personal belongings within the Soos.



### **Damage**

20.18. Each member of S.A. Comitas is individually responsible for damage caused by the member of S.A. Comitas in question. The Board of S.A. Comitas and the SB have the rights to take actions and impose sanctions instantly as well as afterwards.

### **Unforeseen Circumstances**

20.19. In unforeseen circumstances, where the house rules are not applicable, the Board of S.A. Comitas has the right to make the final decisions. The Board of S.A. Comitas is not liable for the payments made.

### **Hard liquor**

19.20 Individual members of S.A. Comitas are not allowed to buy/order hard liquor bottles from L.A.N.X.

19.21 If a Sorority or Fraternity wants to order a bottle of hard liquor, they should mail their request to the S.A. Comitas email at least one week in advance. The Board of S.A. Comitas can decide if they will allow it. Twice per year the S&Fs are allowed to bring/order hard liquor on extraordinary Soos nights in consultation with the Board of S.A. Comitas.



## **Article 21. Event Policy on SA. Comitas related events**

### **Introduction weekend**

- 21.1 In addition to the Article 18, the following Articles apply for the Introduction weekend of S.A. Comitas.
- 21.2 A member of S.A. Comitas is solely allowed to join the entire Introduction weekend if the member in questions fulfils one of the options mentioned below:
- The member of S.A. Comitas is a first year of HTH-AC.
  - The member of S.A. Comitas is Board of S.A. Comitas
  - The member of S.A. Comitas is part of the SB.
  - The member of S.A. Comitas is part of the IntroCie.
  - The member of S.A. Comitas is part of GastroCie / CookCie.
  - The member of S.A. Comitas is part of HAM.
  - The member of S.A. Comitas is a group leader.
  - The member of S.A. Comitas received an official invitation of the Board of S.A. Comitas
  - Almanac
- 21.3 A member of S.A. Comitas is not allowed to join IntroCie, GastroCie/CookCie or HAM if the member of S.A. Comitas in question is active within a Sorority or Fraternity board.
- 21.4 A member of S.A. Comitas is not allowed to become a group leader, if:
- The member of S.A. Comitas is a first year student of HTH-AC.
  - The member of S.A. Comitas lives in the Skotel with the first years that join the Introduction weekend.
  - The member of S.A. Comitas is active in a Sorority or Fraternity Board.
- 21.5 The Board of S.A. Comitas has the right to accept and reject potential group leaders based on their motivation letter.
- 21.6 If a member has been assigned to be a group leader, it is only allowed to cancel participation at least three weeks in advance.
- 21.7 The Board of S.A. Comitas, the SB and the IntroCie has the right to remove members of S.A. Comitas from Introduction weekend. This also includes group leaders, HAM, GastroCie/CookCie, old members and first years. This will always be in consultation with the Board of S.A. Comitas.
- 21.8 A member of S.A. Comitas may solely leave the premises during the Introduction weekend with the permission of the Board of S.A. Comitas or IntroCie.

## Article 22. Audit Committee

### Purpose of the Audit Committee

22.1 The Audit Committee aims to assist the Advisory Board in its function, focusing on the following specific issues:

- The provision of financial information by the Board of S.A. Comitas
- The financial performance of S.A. Comitas
- Risk assessment of planned investments

### Composition of Audit Committee

22.2 The Audit Committee consists of at least two of the past Treasurers of the Board of S.A. Comitas.

### Responsibilities of the Audit Committee

22.3 The Audit Committee supervises the following:

- a. The realisation of the financial objectives of S.A. Comitas;
- b. The financial risks associated with the activities of S.A. Comitas;
- c. The compliance of rules and regulations, including rules and regulations regarding sponsors;
- d. The risk assessment of planned investments of S.A. Comitas;
- e. The Exact bookkeeping process of S.A. Comitas;
- f. The (process for) financial reporting of S.A. Comitas.

22.4 The Audit Committee provides advice and recommendations on the way the Treasurer of the Board of S.A. Comitas manages the financials of S.A. Comitas.

22.5 The Audit Committee holds half yearly meetings with the Treasurer of the Board of S.A. Comitas (see article 5). When the need arises, the Treasurer of S.A. Comitas or the Advisory Board can request an additional meeting.

22.6 After every half annually meeting, the Audit Committee provides the Advisory Board with a report of advice with regards to the financial performance of S.A. Comitas, the budget of S.A. Comitas, the performance of the Treasurer of S.A. Comitas and any other relevant issues discussed during the meeting.

### Entitlements of the Audit Committee

22.7 Unrestricted insight into all financial information of S.A. Comitas, including bookkeeping system Exact and (Excel) budget sheets at all times, both during and outside of meetings with the Treasurer of S.A. Comitas.

22.8 Access to the S.A. Comitas bank accounts at all times in the presence of the Treasurer of the Board of S.A. Comitas. This access is solely limited to the provision of information and the Audit Committee does not have the right to process any payments from the S.A. Comitas bank accounts.

22.9 Access to any other financial information of S.A. Comitas it deems relevant to perform its responsibilities.

### **Half yearly Audit Committee Meetings**

- 22.10 The Audit Committee holds meetings with the Treasurer of S.A. Comitas twice peryear.
- 22.11 The dates for this meeting are scheduled six months in advance.
- 22.12 These meetings are only official when a minimum of two members of the AuditCommittee are present.
- 22.13 The Audit Committee has the right to invite other Board Members of S.A. Comitas, Members of the BoT and Advisory Board of S.A. Comitas or external advisors to attend the quarterly meeting, as it deems necessary.
- 22.14 One week before this meeting takes place, the Treasurer of S.A. Comitas sends all relevant information via e-mail to the members of the Audit Committee. This includes at least the financial overview of the last half a year and an agenda for the meeting. The Audit Committee has the opportunity to add discussion points to the agenda.
- 22.15 Minutes of the meeting are taken by the Treasurer of S.A. Comitas. Within five days of the meeting, the Treasurer of S.A. Comitas sends the minutes of the meeting to the members of the Audit Committee.
- 22.16 During this meeting the following topics are discussed:
- a. The financial performance of S.A. Comitas of the last quarters in comparison to the budget;
  - b. The new budget for the rest of the Board year, adjusted with actual numbers of the past quarters;
  - c. Planned investments of S.A. Comitas;
  - d. The bookkeeping processes in Exact;
  - e. Specific revenue or costs streams if necessary;
  - f. Any other relevant topics.

### **Article 23. Payment regulations**

In case the automatic bank withdrawal of the half yearly membership fee or any other fee (e.g. entrance fee for an event) is being reversed the following procedure applies:

- The member is being informed by the Treasurer about the failed bank withdrawal and will be requested by email to repay the full amount within 14 days from the initial day of payment.
- In case the full amount is not paid within 14 days after this first e-mail has been sent a 10% administrative fee will be added to the total amount.
- The member will receive a second reminder about the required payment and will be requested to pay the full amount (including the 10% administrative fee) within 7 days by e-mail.
- In case the full amount (including the 10% administrative fee) is not paid within 7 days after the second e-mail has been sent the member will be added to the blacklist of S.A. Comitas and will no longer be allowed to attend any S.A. Comitas related event until payment of the full amount (including the 10% administrative fee).
- The member will receive a third reminder about the required payment, will be requested one more time to pay the full amount (including the 10% administrative fee) and will be informed about the blacklist.



## **Article 24. Sponsors**

- 24.1 The name of a sponsor may solely be visible and connected to S.A. Comitas, when the Board of S.A. Comitas has officially approved the corporation through signing a contract.
- 24.2 The contract for a potential sponsor needs to be composed and signed by the PR Commissioner, Treasurer and the Chairman of the Board of S.A. Comitas.
- 24.3 Potential sponsors need to provide S.A. Comitas with benefits all the members of the association can profit from (Financial, discounts, venues, etc.).

## **Article 25. Payment regulations Boards and Committees Membership fee**

- 25.1 All the boards and committees are obliged to pay the half yearly membership fee during their time in function.

### **Event classification**

- Internal events - The event is hosted by the Board of S.A. Comitas and its boards and committees. During the event, the Boards and the committees fulfil event-related tasks and responsibilities.
- External events – The event is hosted by an external party and the Board of S.A. Comitas and its boards and committees do not fulfil event-related tasks and responsibilities during the event.

### **Board of S.A. Comitas**

- 25.2 The Board of S.A. Comitas does not have to pay the requested amount for internal events.
- 25.3 The Board of S.A. Comitas does have to pay the full amount for external events.

### **Committees and boards**

- 25.3 Committees or boards of S.A. Comitas will receive a discount rate for the event(s) they are hosting. In case of exceptional financial results the Board of S.A. Comitas can decide to void the payment of the committee responsible for organising.
- 25.4 Committees or boards do have to pay the full amount for external events



## **Article 26. Additional article Special circumstances**

This article is applicable whenever special circumstances occur. The board reserves the right to determine whether special circumstances apply.

\*If situations occur that do not have any written rules in the above stated policies, the board of S.A. Comitas has the right to handle these situations differently and can determine the actions that need to be taken. The board of S.A. Comitas welcomes all constructive criticism; however, the final verdict will be determined by the board of S.A. Comitas.

\*Depending on the situation, the board of S.A. Comitas has the right to handle all situations differently.

\* Please note that all rules can be immediately changed when Hotelschool has remarks on the rules mentioned above.

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The S&F Policies are under reservation. The Board of S.A. Comitas is always able to change the policies with regards to changes towards school, specification within a paragraph or changes within the association. Any change within the S&F policies needs to be discussed with the S&Fs before it can be implemented or added and finalized within the S&F policies. In case of disagreements of S&Fs concerning a paragraph, S.A. Comitas will implement a voting system. The right of the final decision lies with the Board of S.A. Comitas considering every aspect to satisfy the norms and values of each S&F.

