This is a translation of the internal regulations of JCES Kinjin and is not legally binding in any shape or form.

Internal regulations JCES Kinjin

08-07-2022

Regulations

The internal regulations (IR) serve only as an addition to the articles of association (AA) of JCES Kinjin, as established in Article 20 of the by-laws. If any members of articles in the IR deviate or conflict with the AA or the Dutch Civil Code, unless the deviation is permitted by law or the AA, then the respective paragraphs are deemed not to exist. Beyond this, the following regulations apply, which can be requested from the relevant parties:

1. The house rules of JCES Kinjin, which will be explained in more detail;
2. The privacy policy of JCES Kinjin, which will be explained in more detail;
3. The rules regarding membership at VSE Scala, the umbrella association of student culture associations in Eindhoven;
4. The rules regarding membership at Anigenda, the umbrella association of Japanese pop culture organizations in the Netherlands;
5. The rules for membership in the Nederlandse Mahjong Bond (Dutch Mahjong Association), the umbrella association of mahjong clubs in the Netherlands;
6. The rules concerning the rent and use of spaces in buildings on the campus of the Eindhoven University of Technology.

The board shall have the power to take sanctions against persons who fail to comply with the set regulations, provided that they are commensurate with the severity of the offense.

Definitions

1. Notice via email is considered to be in writing in the context of the AA and IR.
2. The Kinjin rooms refer to the permanent association spaces of JCES Kinjin, the spaces where an activity or member meeting is currently being held by JCES Kinjin, and the storage spaces of JCES Kinjin.
3. The financial audit committee refers to the committee defined in the AA article 15.2.

Article 1: Membership

1. Only natural persons can become members of JCES Kinjin.

2. A PhD student affiliated with a higher education institution in Eindhoven meets the requirements of regular membership.

3. A member should keep the board informed of relevant changes to their personal information.

4. The type of membership shall be determined at the time of enrollment. At the beginning of each financial year, the type of membership shall be changed based on the requirements for the types of membership set forth by the AA at that time.

5. A suspended member shall not have access to the Kinjin rooms, except at the general meeting at which the resolution for his/her suspension is considered.

Article 2: Contribution

1. The contribution for a financial year shall be determined at a general meeting, which shall take place at the end of the previous financial year, or within one month after the start of the financial year to which the contribution applies. (AA article 8)

2. Payment of the contribution can be made in cash or by bank transfer.

3. Members who joined before October 1 of the current financial year must have paid their contribution no later than November 1 of the current financial year. (AA article 6.3)

4. Members who become members on or after October 1 of the current financial year must have paid the contribution no later than two months after membership begins.

5. If a person joins after February 1 but before August 1 of a financial year, the member will receive a 50 percent discount on the contribution.

6. If a person joins after August 1 but before August 31 of a financial year, the member will receive a 100 percent discount on the contribution.

7. If the contribution obligation is not met, the amount payable is considered a debt, as defined in IR article 4. When membership ends during a financial year, the board may make an exception. (AA article 6.5)

Article 3: Declarations

1. Declarations must be recorded on a form. The form must record at least: a. Date of application; b. Name of applicant; c. Amount claimed; d. Product purchased or service paid for; e. Applicant's account number, if payment is by bank transfer; f. Signature of applicant; g. Date of settlement; h. Name of person processing it; i. Signature of the person processing it.

2. Declarations should be accompanied by the relevant receipts, unless otherwise decided by the board.

3. All declarations will be processed and, if applicable, paid no later than one month after submission.

4. In case of debt, payout may be offset against the debt. (IR article 4)

5. Declarations will be paid by bank transfer unless otherwise agreed between the relevant parties.

6. The treasurer shall process all declarations except for his own. These should be handled by the chairman.

7. When processing, a decision is made to approve or reject the declaration. In case of refusal, however, the reason(s) must be given. In case of a dispute the applicant can contact the board. In an extreme case, one can go to the general meeting, which will then take a final decision.

Article 4: Debts

1. A member's debt is the amount that JCES Kinjin is owed by the member. This can be for example the contribution, as explained in article 2.7, or the registration fee of an activity.

2. A general meeting may decide to remove a debt (partially).

3. Members are not allowed to have an outstanding debt of more than two months.

4. Members will be notified at least once a month of the outstanding debt, with a request to pay it as soon as possible.

5. If a member does have an outstanding debt of more than two months, then it is permissible for the board to levy an interest rate of up to 10% per month with a maximum of five euros per month. This interest charge shall expire immediately upon payment of all outstanding debt.

6. Payment of debt can be made in cash or by bank transfer.

7. Payment of debt should be made in full.

8. If a member is unable to pay the debt in full and on time, it is permissible, in consultation between the member, the chairman and the treasurer, to make a payment arrangement. This must provide for: a. Payment of the debt within the current fiscal year; b. Installments of at least one payment per month; c. A decrease in absolute debt with each payment that falls within the arrangement.

Article 5: Donations

1. Donations must be recorded on a form. The form should at least record: a. Date of donation; b. Name of donor; c. Good description of the donation; d. Signature of donor; e. Date of settlement; f. Name of person processing it; g. Signature of the person processing it.

2. A good description of the donation, as mentioned in paragraph 1, means as much of the following as possible: a. Brand; b. Type; c. Serial number; d. Complete description of all (visible) damages.

3. The ownership of a donation belongs to JCES Kinjin.

4. Return of a donation may be made only with the approval of the board.

5. Donations are processed by a board member, who did not make the donation.

6. When processing, it is decided to approve or refuse the donation. However, in case of refusal, the reason(s) must be given.

7. The form mentioned in paragraph 1 should be destroyed when the donation is no longer in the possession of JCES Kinjin.

Article 6: Loans

1. Loaned goods must be recorded on a form. At least the following must be recorded on the form: a. Date on which the goods are given on loan; b. Name of owner; c. Good description of the goods; d. Signature of owner; e. Date until which the goods are on loan, if agreed upon; f. Date of settlement; g. Name of the person processing it; h. Signature of the person processing it.

2. A good description of the goods, as referred to in paragraph 1, means as much of the following as possible: a. Brand; b. Type; c. Serial number; d. Complete description of all (visible) damage.

3. The return of goods may be requested from the board by the owner at any time.

4. The board may decide to terminate the loan agreement at any time. The owner must then be notified by the board as soon as possible.

5. The goods must be returned to the owner within two months of the agreed date, refusal, return request or termination.

6. If return to the owner after six months has not been successful after reasonable attempts, the board may decide to dispose of the loaned goods.

7. The owner may decide at any time to convert the loan agreement into a donation by submitting a donation form with a reference to the loan agreement. In doing so, the rules of article 5 apply.

8. Loan agreements are handled by a board member, who is not the owner of the loaned goods.

9. When processing, it is decided to approve or refuse the loaned goods. However, in case of refusal, the reason(s) must be given.

10. The form mentioned in paragraph 1 should be destroyed when the goods are no longer on loan from JCES Kinjin.

Article 7: General Meeting

1. Written notice of the general meeting must be given to members and donors at least ten days in advance. This is an addition to AA article 16.3.

2. All documents pertaining to a general meeting must be sent in writing to the members at least five days in advance.

3. With the consent of the board, the general meeting may be attended online. Attendance includes the right to speak and, if applicable, vote.

Article 8: House Rules

1. The house rules contain rules for the use of the Kinjin rooms.

2. New members and guests are made aware of the house rules, after which the house rules are considered to be known.

3. House rules can be changed either at a general meeting or by the board.

4. Changes to the house rules will be communicated to members in writing. After a period of two weeks, the new house rules become final.

Article 9: Privacy policy

1. The privacy policy contains rules regarding the storage and use of members' personal data.

2. The privacy policy may be amended at a general membership meeting and by the board.

3. Changes to the privacy policy will be communicated to members in writing. After a period of two weeks, the new privacy policy becomes final.

Article 10: Committees

1. A committee may be established by the board or a general meeting.

2. A committee may be disbanded by the board or a general meeting. The chairman of the committee shall be notified as soon as possible, stating the reason(s).

3. Each committee shall have a chairman at least.

4. The chairman of a committee may appoint a new chairman as a replacement. The board should be notified as soon as possible.

5. The board or a general meeting may appoint a new chairman for a committee as a replacement. The old chairman shall be notified as soon as possible, stating the reason(s).

6. All committee members must be members of JCES Kinjin. The board may make an exception.

7. A committee keeps the board informed in a manner agreed upon with the board.

8. Establishment, dissolution and change of chairman cannot be done by the board in the case of the financial audit committee.

Article 11: Budgeting

1. At the beginning of the new financial year, an overall budget is prepared by the treasurer. The overall budget includes the budgets for each committee and expense item. The general meeting must approve these budgets. These budgets are valid for only the respective financial year.

2. Individual budgets can be exceeded by up to 20% without permission from the general meeting if it is in the best interest of JCES Kinjin according to the board. Budgets can be increased at a general meeting.

3. If a member incurs expenses that are over budget without prior or subsequent approval from the board, the member must pay the expenses themselves and can only be reimbursed afterwards upon approval of the general meeting.

4. A member may claim the budget of a committee only with the approval of the chairman of the respective committee.

5. If the realization, an overview of the actual costs and revenues, is not approved, the board can be held personally liable for all costs that are higher than budgeted. Taking into account paragraph 2.

6. Budgets from the previous financial year are not automatically carried over to the next financial year. When moving to a new financial year, all budgets are reset to zero.