

Code of Conduct

G.S.P.V. De NoordPole



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Definitions

Liability	Responsibility for any damage.
Accept	Clearly accepting.
ACLO	Academische Centrale voor Lichamelijke Opvoeding; sports organisation from the RUG and the Hanze University of Applied Sciences.
ACLO-sport card	Information carrier with which it can be proven that someone is a member of the ACLO.
Activities of the association	Lessons, demonstrations, other activities through which pole-dancing can be enjoyed, and activities for furthering the group feeling among members, organised by the association.
Separately selected in function	For every board candidate it is separately decided whether they can become part of the board.
General means	All possessions (of the association).
GMA	This term has two meanings. On the one hand, it's the highest body within the association, consisting of representation of all members, on the other hand the meeting of this body and the board.
GMA committee	Committee that is installed by the GMA to perform a task within the association, which is not directly under the responsibilities of the board.
Archive	Collection of documents and objects from the past, and objects that one wishes or is obliged to keep.
Aspiring donor	Person who has the intention to be a donor according to the rules in this CoC.
Aspiring member	Person who is not a member, but who has the intention to be a member according to the rules in this CoC.
Aspiring committee member	Person who has the intention to be a member of a committee, but is not yet officially hammered into the committee.
Balance	An overview of the possessions, debts and equity of the association at a given moment.
Budget¹	Document in which the expected expenses and incomes are calculated.
Endorsed decision	A decision, which was made outside of the board meeting, which will be taken into account in the minutes of the following meeting.
Policy	Creating goals, means and a time-frame with mutual cohesion in mind.
State of expenses and profits	The final account. This is the account of profit and expenses: an overview of the expenses and incomes from a past period.
Nomination	Ascribing a specific function or title to a person.
Appeal	Requesting a revision of a decision, to a higher organisation.
Decision	Decision, which one reaches after consideration.
Board decision	Decision by the board, in correspondence with the law, the statutes and the code of conduct.

Board committee	Can be installed by the board, to perform a specific function from the board.
Objection	Challenging a decision.
Blank	Voting option; the blank vote is neither in favour, nor against the proposition, and will not be added to the voting option with the most votes.
Books	Administration.
Financial year	The year of which a financial report is made up. With G.S.P.V. De NoordPole this is from 1 August until 31 July.
Budget²	Specific amount of money that is reserved for activities, services or the purchase of goods.
Special services	Services that deviate from normal services.
Install	Appointing someone to a specific function.
Committee member	Person that is installed within a specific committee.
Contribution	Amount that must be paid in order to receive a membership for one year or half a year.
Course	A series of one or multiple lessons, that will be taught during a specific period of time.
Discharge	To release a person from their responsibility.
Dismiss	To release a person from their function.
Demonstration	Activity to promote pole-dancing and the association for non-members.
Demonstration committee	Committee that is occupied with demonstrations.
Dispensation	Exemption of a specific regulation.
Donor	Person supporting the association through financial contribution.
Final settlement	Final numbers of the association at the end of the financial year.
Honorary member	Person who is awarded honorary membership, and has accepted.
External activities	Activities to promote the association and pole-dancing for non-members.
Financial pieces	All documents from which the financial state of the association or the committees can be corroborated.
Authorized representative	Person who has received authorisation, e.g. proxy-votes.
Code of Conduct	Code from the association as a supplement of the law and the states concerning goals, rights, duties and authorisation from involved persons.
Collection	Money will be taken from the account by the association, through means of banking incasso with the bank of the person and the bank of the association.
(Right to take the) initiative	At least three persons entitled to vote, except for the board, are allowed to submit a proposal to the board.
Installation (of a committee)	Establishment (of a committee).
Internal activities	Activities with as primary focus the members of the association.

Year meeting	The GMA in which the policy and the final settlement from the previous year will be approved and evaluated.
(Apply as) candidate	Apply for a (board)function.
Cash and values	All financial pieces.
Cash book	Book or document in which all expenses and incomes are meticulously written up by the treasurer.
Kascommissie (KasCie)	Independent GMA committee, in charge of checking the financial pieces of the association.
Discount rate	A divergent membership fee.
Lesson	Instruction of pole-dancing.
Lesson (special)	A special lesson with making or training of a demonstration in mind.
Lesson (external)	A special lesson, taught by a guest teacher. Rate is excluded from membership fee.
Lesson (regular)	Instruction of pole-dancing or things related to pole-dancing.
Lesson season	Period, set by the board, in which the lessons will take place.
Member	Person who is part of the association, who is not a donor and who pays contribution.
Lustrum year	The year in which an anniversary of five years or a multiple of that is.
Authorize (financial)	Giving the association written authority to collect a specific amount of money (like contribution) from someone's bank account.
Motion	A short and motivated statement in which a thought, wish, request or order on a specific subject is pronounced.
Minutes	Written report on a meeting.
Disband	Undoing (a committee). This means that all tasks, authorisations and other conditions regarding this committee become void.
Abstinence	Voting option; by abstaining from voting, the member says that the subject is not yet ready for voting, either because all points of view have not been talked about or because the discussion was not thorough enough.
Dismissal	The indefinite removal of someone from their function.
Barring	Taking away a right or function.
Transfer GMA	The GMA in which (part of) the board switches.
Other activities	All activities that are held in the name of the association, which are not lessons or demonstrations.
Treasurer	Board member that is responsible for the money of the association.
Staffing	The filling of functions by persons.
Positive result	Profit.
Private law legal act	An act with the intention of establishing a legal consequence in the mutual legal relationship between people.
Trial lesson	The first and/or second lesson that an aspiring member can do without owing the association any contribution.

Quorum	The minimal amount of people that needs to attend in order for the voting procedure to be valid.
Legally valid	Valid by law.
Suspension	The temporarily barring a person.
Written	In writing, the board can decide whether this needs to be a paper copy or digitally.
Secretary	Board member that is responsible for the correspondence within the association.
Right to speak	The right to speak during the GMA.
Discontinued vote	If not an absolute majority of the votes is reached, or if the number of votes 'in favour' and 'against' are the same.
Statutes	Notarial document of the founding of the association, with regards to the goal, rights, duties, and authorisations of the people involved.
Entitled to vote	The right to vote within a meeting. Persons entitled to vote are non-suspended members who are present, or non-suspended members who submitted a proxy.
Votes	The choices of the persons entitled to vote during voting procedure.
Rate	Pricing.
Technical chair(menship)	Person, appointed by the chair, to take over the function of chair for a short period of time.
Intermediate overview (financial)	An overview that gives an idea of the numbers of the association on a specific moment.
Accountability	Motivation and/or justification of a specific activity or decision.
Association year	The same as the financial year. With G.S.P.V. De NoordPole this is from 1 August until 31 July.
Association trainer	Association trainers are all members and non-members that, on behalf of the association, instruct lessons, and who are designated as such.
Association mail	Digital message from the board with news and other announcements regarding the association.
Statement	Written piece of an announcement or explanation.
Authorisation justification	The justification to act in the name of the association.
Proxy	Proxy is the authorisation someone gives to someone else, to undertake private legal acts in their name.
Absolute majority	The general majority, half plus one (1).
Proposal	A plan or idea in order to achieve a goal, which is proposed to be discussed.
Chair	Board member in charge of the direction of the association.
Law	The system of legal rules all citizens must abide by.

Chapter 1: General terms

Article 1.1

Validity framework

All clauses in this CoC are dependent on the law and the statutes.

Article 1.2 **Knowledge of the code**

Every (honorary) member and every donor is expected to know this CoC and act accordingly. A copy of the statutes and/or the CoC is available with the board per request.

Article 1.3 **Behaviour on location**

Everyone who participates in activities organised by the association is obligated to follow the rules from the CoC of that location.

Article 1.4 **Defining the association year and the lesson season.**

The association year runs from the first (1st) of September until the thirty-first (31st) of July. The lesson season is determined yearly by the board.

Article 1.5 **Lustrum year**

The association year in which an anniversary of five years or a multiple of that is, is a lustrum year.

Article 1.6 **Relation with ACLO and ACLO students**

1. G.S.P.V. De NoordPole is affiliated with the ACLO. This means that the association is obligated to follow the statutes and the CoC of the ACLO.
2. Members are obligated to follow any rules and/or requirements set by the ACLO.
3. Any fines for G.S.P.V. De NoordPole from the ACLO, that are the result of not following the rules and requirements of the ACLO by a member of G.S.P.V. De NoordPole will be passed on to this specific member.

Chapter 2: Membership

Article 2.1 **General**

1. Memberships for beginners can be entered into in August/September or in February. Memberships for higher levels can be entered into at any given time.

2. The contribution that has to be paid is separate from the lesson fee that must be paid, in the case of external lessons.
3. The board is allowed to cash in contribution and other money that is owed to the association by members or donors that have signed an authorization form.
4. Members need to be notified at least two (2) weeks before the collection of money happens.
5. For the membership, all rights and duties as described in this CoC and the statutes are applicable.
6. Members, which include general members, honorable, active, and inactive members may only change their lesson time twice per semester. This policy applies to both the day and the time of day.

Article 2.2 **Signing up for a membership**

1. The aspiring member is following an academic or higher professional education. The aspiring member has to be able to prove this, if requested by the board.
2. The aspiring member has an ACLO-sport card, or intends to buy this sport card within two weeks of signing up. The aspiring member has to be able to prove this, if requested by the board.
3. An aspiring member has a right to two trial lessons in one association year. These trial lessons need to be in the form of a written application to the board.
4. Signing up for a membership can happen through filling in the correct forms, which will be provided by the board, or by handing in all the necessary information in another written way.
5. When signing up, the aspiring member needs to agree, in written form, with the statutes and the CoC.
6. The board decides on the approval of aspiring members. The board may reject aspiring members, stating reasons. When rejected, the aspiring member can object during the GMA.
7. If other motives than mentioned in this article, or those in article 2.3 in this CoC are the reason for refusal, the GMA can still decide to approve of the aspiring member.
8. The contribution will be collected within 90 days after the bi-annual members list check.

Article 2.3 **Dispensation**

1. The board can grant dispensation to those that do not follow an academic or higher professional education, but still want to become a member.
2. To qualify for dispensation, the aspiring member needs to meet the conditions regarding dispensation set by the ACLO.
3. The request for dispensation must be made in written form to the board.
4. Article 2.2 section 1 of this CoC is not applicable for those requesting dispensation.

Article 2.4 **Contribution**

1. The amount of the yearly contribution is proposed by the board and then determined by the GMA.
2. The contribution that is due relates to the ongoing association year.
3. If the membership is entered into after the beginning of the association year, no discount will be calculated into the contribution.

4. In the years after the initial membership registration, the contribution must be paid within 90 days from the start of the association year.
5. At the end of the membership duration, a maximum of one year. The membership is terminated automatically unless stated otherwise by the member.
6. If the member terminates the membership before the end of the association year, the full contribution must still be paid.
7. Association trainers and ACLO trainers as outlined in the COC are exempt from paying the association contribution.

Article 2.5 **General members**

1. If in this CoC 'member' is discussed, 'general member' must be read.
2. Members are those that are approved as a member, and not honorary members as is discussed in article 2.6 of this CoC, nor suspended members as is discussed in article 2.7 of this CoC.
3. Members are obligated to bring their ACLO-sport card with them during lessons.
4. Changes in personal data should be given in written form to the secretary by the member within four weeks.

Article 2.6 **Inactive members**

1. Inactive members are those who are a member of G.S.P.V. De NoordPole and have been absent from the training three times or more consecutively.
2. The trainers are responsible for tracking the presence of the members in their training group.
3. The board has to contact the inactive member to inform the member about their status.
4. If the inactive member has not announced their absence to the trainer in advance of the classes they were not present and there are no circumstances out of the member's control, the board can decide to remove the member from the class schedule. If the inactive member wants to start participating in the lessons again, they have to contact the board. If, after consultation with the relevant trainer and the board, there is a spot in the class, the member may participate in the training again.
5. If the inactive member has announced their absence in advance, the board will discuss with them if they agree to being (temporarily) removed from the class schedule.
6. The inactive member can end their membership before the 1st of November or within 50 days of registration, in accordance with article 2.4 lid 4 and article 2.2 lid 8. If the membership is not cancelled within this period, the member remains liable to pay the contribution fee.

Article 2.7 **Honorary members**

1. Honorary members are those that, due to their extraordinary merits regarding the association, are appointed by the GMA and have accepted this.
2. Honorary members are appointed by the GMA and/or the board during the GMA.
3. The appointing of an honorary member must be on the agenda before the start of the GMA in which the appointing will take place.
4. Honorary members that want to follow lessons in the association, must adhere to the same rights and duties as general members, unless this CoC dictates otherwise.
5. Honorary members are exempt of paying contribution, unless the GMA specifically determines otherwise.
6. Honorary members have the right to join activities of the association, other than regular lessons, and pay the rate that is also applicable for general members.
7. Changes in personal data should be given in written form to the secretary by the member within four weeks.

Article 2.8 **Suspension**

1. The board can suspend a member who is going against the statutes, the code, or decisions made by the board, or who unreasonably disadvantages the association, for a period of maximum six months, to be determined by the board.
2. The board must notify the member of the suspension in written form, giving the reason for the suspension, as well as the length of the suspension.
3. The suspended member has the opportunity to object to the suspension during the GMA.
4. The suspension must be added to the agenda of the next GMA. If the next GMA is within a week after the suspension, then the suspension will be discussed during the GMA after that.
5. The board must explain why the member is suspended during the GMA.
6. A group of at least five (5) members can, in written form, request the board to suspend another member. If this request is denied, then this must be reported during the next GMA.
7. Suspended members are excluded from participating in activities from the association.
8. A suspended member is allowed to join the GMA in which the decision regarding their suspension is made, and is permitted to talk during this GMA.

Article 2.9 **Representation jurisdiction**

Members are not allowed to make commitments on behalf of the association, unless this CoC dictates otherwise.

Article 2.10 **Liability**

1. Every member is liable for damage done by them to properties of the association. Found damage, within reasonable limits, is considered to be the result of the member who used it last, unless involved parties prove otherwise.
2. In accordance with the law, the association is not liable for damage and/or loss to properties of the members.

3. In accordance with the law, the association is not liable for damage and/or injury in any form to members and non-members that participate in activities of the association.

Article 2.11 **Terminating a membership**

1. The membership will be terminated:
 - a. When the member is no longer entitled to an ACLO card;
 - b. When the member terminates the membership;
 - c. When the board, on behalf of the association, terminates the membership;
 - d. By means of dismissal;
 - e. When the member passes away.
2. For a legally valid termination of the membership, the conditions in article 5 of the statutes are applicable.
3. If the membership is terminated before the end of the association year, in accordance with clause 1 sub b until e of this article, all rights and duties that are connected to a membership will be cancelled for the remainder of the association year, with the exception of the obligation of article 2.4 in this CoC and other already existing financial obligations of any kind.

Chapter 3: Donorship

Article 3.1 **General**

1. Donors are those that support the association through financial contribution, of which the minimal amount is proposed by the board during the GMA. They thereby specifically state they want to be donors, and thus accept the rights and duties that come with donorship.
2. Donorship can be entered into at all times during the year by paying the determined financial contribution, and applies to the ongoing year.
3. All the rights and duties regarding donors that are discussed in this CoC and the statutes apply to donorship.
4. The board decides on the approval of donors. If the board decides to reject an aspiring donor, then the donor must be informed of this decision in written form. The aspiring donor can object to the rejection during the next GMA. The GMA can then still decide to approve of the donor.

Article 3.2 **Rights and duties**

1. Aspiring donors have to give the board the necessary information in written form.
2. Donors have the right to join two regular lessons per association year, without having to pay a fee.
3. Donors are allowed to join all the activities organised by the association, unless stated otherwise.
4. Donors are allowed to join the activities organised by the association, if they pay the amount, which is set with article 4.4 clause 4 of this CoC in mind.
5. Changes in personal data should be given in written form to the secretary by the donor within four weeks.

Article 3.3 **Representation jurisdiction**

Article 2.8 of this CoC is applicable for donorship, unless determined otherwise in this CoC.

Article 3.4 **Liability**

Article 2.9 of this CoC is applicable for donorship, unless determined otherwise in this CoC.

Article 3.5 **Terminating donorship**

1. Termination of the donorship is only allowed at the end of the financial year. The donor has to give the board notice in written form, with the term of notice being four (4) weeks. If the termination is not on time, then the donorship will continue until the end of the next financial year.
2. The board is allowed to terminate the donorship by written termination.
3. The donorship automatically terminates when the donor passes away.

Chapter 4: Activities of the association

Article 4.1 **General**

1. Lessons, demonstrations, other activities through which pole-dancing can be enjoyed, and activities for furthering the group feeling among members, organised by the association, are part of activities of the association.
2. The board supervises all activities that are organised on behalf of the association.

Article 4.2 **Lessons**

1. The following falls under lessons:
 - a. Regular lessons;
 - b. Special lessons;
 - c. External lessons.
2. The period and the number of lessons in the lesson season is set by the board on a yearly basis, and is at the utmost from September until July.
3. Instructed lessons are meant with regular lessons.
4. Special lessons are lessons focused on the making or training of a demonstration.
5. External lessons are lessons taught by a guest teacher.
6. The board is responsible for the organisation of the regular lessons and the external lessons.
7. Special lessons can be organised by the board and/or the Demonstration committee.
8. Regular lessons are open for:

- a. Members, against payment according to the costs according to article 4.4 clause 1 in this CoC;
 - b. Aspiring members, according to article 2.2 clause 3 in this CoC;
 - c. Donors, according to article 3.2 clause 2 in this CoC.
- 9. Special lessons can be open for members after they have been approved by the board or the Demonstration committee, against payment of the costs according to article 4.4 clause 2 in this CoC. This approval is based on the level of the member, and can be determined through an audition.
- 10. External lessons can be open for members against payment according to article 4.4 clause 3 in this CoC.

Article 4.3 **Other activities**

- 1. Among other activities are those that are organised on behalf of the association, which are not lessons. Within these activities a sub-division of internal and external activities can be made.
- 2. Internal activities focus on the members of the association. These activities can be organised by the board and/or a committee from the association.
- 3. External activities are meant for the promotion of the association and the sport towards non-members. External activities are the responsibility of the board, unless otherwise determined by the board.
- 4. The organising party of an activity can decide to ask for an entrance fee. The amount of this entrance fee has to be determined according to article 4.4 clause 4 of this CoC.
- 5. The organising party of an activity can decide to open the activity for donors and/or non-members. If a limited number of spaces is available for an activity, members will have priority over donors and non-members.
- 6. Every participant in an activity organized by the association has to give written consent for (group) pictures taken during the activity, which can be used for promotion purposes.

Article 4.4 **Costs and payments**

- 1. The lesson fee for regular lessons is part of the yearly contribution, and must be paid according to article 2.2 clause 8.
- 2. The lesson fee for special classes is yearly determined by the board.
- 3. The lesson fee for external classes is determined by the board, according to the costs. The lesson fee must be paid prior to the lesson, either in cash to the board, or through online banking to the bank account of the association. Payments made through online banking must be visible in the banking account of G.S.P.V. De NoordPole at least three (3) days before the lesson. The board keeps track of this.
- 4. While determining the costs of the activities, a division must be made between the costs for members, donors and non-members. The board reserves the right to determine the cost per person per workshop for non-members. We do not expect donors and non-members to participate in these external lessons; However the prices will be included here for statemental purposes. In such a situation, a. Donors pay at least as much as members, and b. Nonmembers pay at least as much as donors. The board reserves the right to determine the amount based on activities. If a person has not paid for the activity beforehand, this person is not allowed to

participate in that activity. Only after paying the activity fee is this person again free to join other activities.

5. If a person has not paid for the activity beforehand, this person is not allowed to participate in that activity. When a member fails to comply with this, said member is still obligated to satisfy the fee of this activity.
 - a. Failure of payment for activity results in a temporary ban from joining other activities. This ban will be lifted as soon as the outstanding amount, including possible collection costs, has been satisfied.
 - a. Collection costs will be calculated after the fee has not been satisfied after receiving two reminders. Then the person will receive a notice of default with collection costs of 5 euro.
6. If a person cannot be present during the activity, they must give notice at least twenty-four (24) hours prior to the activity. In case of a later notice, the full activity fee must be paid, unless someone else can participate in that person's place.

Chapter 5: Board

Article 5.1 **General**

The board is in charge of managing the association.

Article 5.2 **Representation**

1. The board represents the association, insofar the law does not state otherwise.
2. The representation jurisdiction falls upon the chair together with the secretary or treasurer, or the secretary together with the treasurer.
3. The board can authorise one or more board members, as well as others, to represent the association within the limits of that authorisation.

Article 5.3 **Board tasks**

1. The board consists of at least a chair, a secretary, and a treasurer. These three functions cannot be combined with each other.
2. The board is in charge of the daily routine, and looks after the interests of the GMA.
3. All board members are obligated to carry out decisions made by the GMA as well as possible.
4. Every board member must justify their decisions while performing the tasks belonging to the area of their function, firstly during the board meetings, as well as during the GMA.
5. Every board member is allowed to renounce their function, with legitimate reasons, that will be explained during the GMA.
6. Job offers that are in place will be filled out as soon as possible. A non-complete board still has administrative authority.
7. A resigning board member is responsible for a good transfer of duties with the successive board member.

8. When a board member cannot fulfil their duties, they must engage with the RdW to address the matter. If the issue pertains to mental health, other personal matters or the RdW. It is recommended that the board member meets with the CCP before any decision is made to discharge them from their responsibilities.

Article 5.4 **Installing board members**

1. The nomination of board members occurs through the GMA.
2. A membership of the association is prerequisite in order to fulfil a function within the board of the association. Suspended members, as discussed in article 2.7 of this CoC, or members that were previously dismissed by the GMA, as discussed in article 5.7 of this CoC, are not allowed to apply as candidate for a board function.
3. Candidate board members should be proposed by the board, or by at least five (5) members through a written, and signed, statement.
4. Candidates proposed by the board must be announced two (2) weeks before the GMA, other candidates must be announced forty-eight (48) hours before the GMA with the board.
5. Candidate board members should be present at the GMA where their nomination will be discussed.
6. Every board member is elected into their function separately.
7. Board members are nominated for the period of one (1) year, apart from their function.
8. During board nomination(s) a written vote, as discussed in article 8.8 of this CoC, is necessary. The majority is calculated as discussed in article 8.8 of this CoC.
9. If the board deems it necessary that a current board member occupies another function than her current function, then this must be approved by the GMA.
10. A resigning board member is immediately eligible for reappointment twice (2).

Article 5.5 **Compensation**

1. The board members are entitled to a compensation for the performance of their board duties and the proper management of the association.
2. The board members are entitled to enter any activity of G.S.P.V. de NoordPole without paying a fee
3. The compensation, as decided on at the beginning of the year and equally divided among all board members, can exclusively be spent on activities and workshops organized by G.S.P.V. De NoordPole. Exemptions to this rule include the G.S.P.V. De NoordPole membership fee, travel costs for NoordPole-related events and activities, and the ticket price for attending Sister Day, as well as the annual Gala.
4. In the case of an early resignation of a board member, the member will not be entitled to the compensation.

Article 5.6 **Board meetings**

1. The chair calls for a meeting when they deem this necessary. The chair is also obligated to call for a meeting when another board member requests this.
2. Before making decisions during the board meetings, at least half plus one (1) of the board must be represented.
3. During board meetings decisions are made only with the absolute majority of the votes. At the cessation of the votes, the chair decides, regardless of their previous vote. Every board member has one (1) vote while making decisions.
4. The chair is allowed to invite advisors during the board meetings. These advisors do not have a vote while making decisions.
5. All negotiations of the board meetings must be recorded through minutes. These minutes must at least consist of the agenda and the decisions that were reached and ratified.
6. The minutes must be collected in the archive of the association, in accordance with article 9.3 of this CoC.
7. Outside of board meetings, decisions can be made with the absolute majority of the votes. These decisions must be announced during the next board meeting, and must be recorded in the minutes.

Article 5.7 **Discharging board members**

1. The GMA can discharge a board member with at least two thirds of the majority.
2. Board members can only be discharged and/or dismissed after they, in accordance with the GMA, have accounted for their functioning during the past board period. All necessary current business must be settled.

Article 5.8 **Suspending and dismissing board members**

1. Board members can, at all times, be suspended and dismissed, with reasons given by the GMA. The decision of suspension or dismissal will be reached through the GMA with the majority of two-thirds (2/3) of the cast votes.
2. If, in the case of suspension of a board member, the GMA has not reached a decision on dismissal three (3) months after the suspension, then the suspension automatically ends. The suspended board member is allowed to explain herself during the GMA, and can choose to be assisted by a counsellor.
3. The suspension and the dismissal only relate to the function of the board member, and to the membership of the association, unless the decision states otherwise.

Chapter 6: Committees

Article 6.1 **General**

1. The board and the GMA can, at all times, appoint a committee to carry out certain tasks. The association has committees appointed by the GMA (GMA committees) and committees appointed by the board (board committees).
2. Committees consist of members of the association.
3. The nomination of a committee member is for an undetermined time, or for the period of which the specific committee is appointed.
4. The board is responsible for the staffing of the committees.
5. The board supervises all committees, unless stated otherwise in this CoC.

Article 6.2 **GMA committees**

1. A GMA committee is appointed by the GMA to carry out a specific task within the association, which is not directly within the responsibility of the board.
2. A decision to appoint a GMA committee must consist of at least:
 - a. The job description of the committee;
 - b. Any further conditions regarding to the method with which the committee works;
 - c. The authorisations of the committee.
3. The association must have a Kascommissie, and this must be a GMA committee.
4. When there is disagreement with a GMA committee, then the GMA must make the final decision.
5. Members of GMA committees are installed through the GMA, after nomination.
6. The GMA can, by exception, grant dispensation to donors so they can be part of a GMA committee.
7. A member of a GMA committee is allowed, at all times, to request to be discharged through the GMA. Before discharging this member of a GMA committee, she must have completed all her tasks, or transferred ongoing tasks.
8. The board is allowed to temporarily relieve members of GMA committees of their function. During the next GMA it is decided whether this member will be relieved of their function indefinitely. This must be in accordance with article 5.7 of this CoC. The Kascommissie is an exception: members of this GMA committee cannot be relieved of their function by the board.
9. Disbanding a GMA committee can only happen with approval of the GMA.
10. The GMA committees must explain their decisions to the GMA and are under supervision of the board.

Article 6.3 **Board committees**

1. Board committees can be appointed by the board to carry out a specific task from the board. The board is still responsible. When there is a disagreement, then the board decides.
2. The intention to appoint a new board committee must be announced to the members of the association. This announcement must at least consist of a job description of the board committee that is to be appointed.
3. Members of board committees are appointed and installed by the board.

4. The board can, by exception, grant dispensation to donors so they can be part of a board committee.
5. A member of a board committee can, at all times, request to be discharged by the board. Before discharging this member of a board committee, they must have completed all their tasks, or transferred any ongoing tasks.
6. The appointing of a board committee is announced during the next GMA.
7. The decision of appointing a board committee must consist at least of:
 - a. The names of the members;
 - b. The tasks and goals of the committee;
 - c. The authorisations of the committee;
 - d. Potentially the period for which the committee is appointed;
 - e. Any further conditions regarding to the method with which the committee works
 - f. If applicable the budget² of the committee.

This decision must be announced by the board to the members of the association.
8. Without permission of the board, the board committee cannot make decisions with external effects.
9. Members of board committees can, at all times, be relieved of their function, given reasons. This must be mentioned during the next GMA.
10. Board committees can, at all times, be disbanded from their function. This must be mentioned during the next GMA.
11. Board committees are automatically disbanded when their tasks are completed.
12. When a board committee member cannot fulfil their duties, they must engage with the internal affairs (board) to address the matter. If the issue pertains to mental health, other personal matters or the board. It is recommended that the member meets with the CCP before any decision is made to discharge them from their responsibilities.

Article 6.4 **Financial matters**

1. This article applies to both GMA committees and board committees.
2. If necessary, a budget² can be made available for the committee by the association. This budget² will be determined by the treasurer.
3. Committees who have received a budget from the association must appoint a treasurer of their own. This treasurer makes a budget¹ at the beginning of the year and a financial overview at the end of the year, for approval of the treasurer of the association.
4. With approval of the budget², the treasurer of the board grants the treasurer of the committee written exemption to spend the budgeted amounts of money. Approval by the treasurer of the board is necessary again for exceedance of these amounts of money.
5. Expenses that are done without the approval of the treasurer of the board must be paid by the members of the committees, unless negligence of the treasurer of the committee can be proven. The treasurer of the board decides when there is disagreement.
6. All incomes and expenses within a committee are kept track of by the committee itself. If necessary, this can happen in consultation with the treasurer of the board. The treasurer of the

board must make all necessary information regarding banking information available to the treasurer of the committee.

7. Committees keep track of all incomes and expenses in cash in a cash book. Expenses that are not justified in the cash book, must be paid by the committee members.
8. All positive results from a committee at the end of the association year go back to the general means of the association.
9. All goods that have been paid for by the budget² made available from the association remain in possession of the association. Other goods, bought by the committee, will be determined by the board.
10. Committees are obligated to provide all financial information to the KasCommissie upon request.

Article 6.5 **Other determinations committees**

1. This article applies to both GMA committees and board committees.
2. Every committee must consist of at least two (2) members. The functions of chair and secretary must be appointed. If a committee requires a budget², a treasurer must also be appointed. The functions of chair and secretary can, in case of less than 3 members, be merged. The division of functions can be done by the committee itself, and must be known to the board.
3. Members of committees can, at all times, be relieved of their function by the GMA, given reasons. The members of the GMA must announce this to the specific committee member before the GMA, and the relieving of the function must be a point on the agenda during the GMA.
4. If during the GMA it becomes apparent that a committee member must be relieved of their function, a new GMA must be called. The committee members must be notified in written form.
5. At the end of the activities organised by the committee, the committee must write a evaluation regarding their tasks and goals.

Article 6.6 **Kascommissie**

1. The Kascommissie is in charge of checking the financial pieces of the association.
2. In accordance with article 14 of the statutes, the GMA must appoint at least two (2) members for the Kascommissie, who cannot be board members.
3. Members of the Kascommissie are allowed to be part of other committees within the association: they cannot, however, be the treasurer within this other committee.
4. The GMA can grant dispensation to all members of the Kascommissie in order for them to be part of the Raad der Wijzen.
5. The board must present the Kascommissie with the financial pieces that will be discussed during the next GMA, at least two (2) weeks before that GMA. The Kascommissie checks and investigates these financial pieces, and reports their findings in written form during the GMA.
6. The board is obligated to provide the Kascommissie with all necessary financial information, even showing them the cash and values, and an inventory of the cash books of the association.
7. If this investigation requires special accounting knowledge by the Kascommissie, they are allowed to seek counsel.
8. Article 6.5 clause 2 and clause 5 of this CoC are not applicable for the Kascommissie.
9. Members of the Kascommissie consist either of members or of donors of the association. With this clause, article 34 clause 2 is not applicable for the Kascommissie.

Article 6.7 Raad der Wijzen

1. The Raad der Wijzen is a GMA committee and is in charge of giving constructive advice to the board. This can either be done by request or unsolicited. Given advice bears no consequences.
2. The board and the GMA can nominate aspiring members for the Raad der Wijzen. Additionally, a member can nominate herself for the Raad der Wijzen. Members of the Raad der Wijzen are appointed by the GMA.
3. Members of the board cannot be part of the Raad der Wijzen.
4. The GMA can grant dispensation to members of the Raad der Wijzen to be part of the Kascommissie.
5. Members of the Raad der Wijzen are appointed for one (1) year, and are immediately eligible for reappointment.
6. The Raad der Wijzen will receive the minutes from each board meeting as soon as possible, but no longer than three (3) weeks after each board meeting. Due to this, the Raad der Wijzen is an exemption of article 10.3 clause 5 of this CoC.
7. The Raad der Wijzen is sworn to confidentiality with regards to anything the board informed them of.
8. When the Raad der Wijzen deems it necessary to gather additional information on the basis of the information from the board, they are allowed to disregard the confidentiality in a responsible way.
9. The confidentiality may be disregarded in a responsible way, when the year report is presented during the GMA.
10. The Raad der Wijzen can be granted access to the archive on request.
11. Requested advice must be answered as soon as possible, but no more than four (4) weeks after the request.
12. Article 6.5 clause 2 and clause 5 are not applicable for the Raad der Wijzen.
13. If the board is unable to fulfil its duties for a certain period, Raad der Wijzen is permitted to submit a vote of no confidence. In order for the vote to be successful, two-thirds of the members present at the GMA must vote in favour of it. This ensures that the board is held accountable for their responsibilities and that appropriate action is taken in the best interests of the association.

Article 6.8 Confidential contact Person

1. A Confidential Contact Person (CCP) is responsible for handling confidential complaints or offering advice on confidential matters of members.
2. The Confidential Contact Person can act as a neutral third party during confidential or difficult discussions.
3. Any member can become a Confidential Contact Person with the approval of the board.
4. The board is responsible for ensuring that at least one non-board and non-Raad der Wijzen Confidential Contact Person is appointed, though board members are allowed to be appointed as a Confidential Contact Person.

5. all Confidential Contact Persons are required to complete a training course before starting to function in their position
6. all conversations with a Confidential Contact Person are strictly confidential unless the CCP judges the situation as a danger to themselves, another member or the association as a whole or others.
7. up to three Confidential Contact Persons may be appointed at one time, with a minimum of two Confidential Contact Persons once a year.
8. The Confidential Contact Persons are appointed for one (1) year and are immediately eligible for reappointment.
9. The reporter must be notified before confidentiality is breached, should the Confidential Contact Person determine that breaking confidentiality is necessary.

Chapter 7: Association trainers

Article 7.1 General

1. Association trainers are all members and non-members who, on behalf of the association, instruct lessons, and who are designated as such.
2. Instructing lessons means for a short or longer period of time providing support during pole dance training of both members and non-members.
3. Association trainers teach in a structured manner and as such make sure that all lessons are connected to one another.
4. Association trainers, together with the board, are responsible for the staffing of the trainers, in accordance with article 7.2 of this CoC.

Article 7.2 Nomination

1. Association trainers are appointed by the board.
2. Preferably, members of the association are nominated.
3. The nomination for association trainer is for the period of one (1) association year.
4. The nominations for association trainers are announced yearly at the GMA.
5. The board can, at all times, suspend association trainers, given reasons.
6. Association trainers can, at all times, be relieved of their function, given reasons in written form.
7. When relieved of their function as an association trainer, the association trainer is in charge of a good transfer to the new association trainer carrying their function.

Article 7.3 Authorisation jurisdiction

Article 2.8 of this CoC is applicable to association trainers, unless stated otherwise in this CoC.

Article 7.4 Responsibilities

1. The board supervises the association trainers.
2. The association trainers are responsible for the curriculum of the lessons.
3. The association trainers are not responsible for any occurrences in their lessons, if these things occur not conform to their instruction.
4. The association trainers are not responsible for the actions of the assistant trainers, if the assistant trainers act not conform to their instruction.

5. The board takes the financial risks that are linked to the responsibilities, within reason, away.

Article 7.5 **Compensation**

1. An association trainer has a right to compensation.
2. The board sets the compensation for the association trainers, insofar it comes from the resources of G.S.P.V. De NoordPole.
3. The amount of the compensation for association trainers must be mentioned each year at the GMA.
4. An association trainer has a right to extra compensation, if the association trainer has an official Pole Dance teacher certificate. The board sets the amount of the extra compensation for association trainers, insofar it comes from the resources of G.S.P.V. De NoordPole.
5. An association trainer has a right to extra compensation, if the association trainer sacrifices their own lesson in order to teach. The board sets the amount of the extra compensation for association trainers, insofar it comes from the resources of G.S.P.V. De NoordPole. The association trainer can only make a claim for this compensation with a maximum of one (1) lesson per week, keeping the time of the sacrificed lesson in mind. The association trainer has a right to follow a substitute lesson, in which the time of the sacrificed lesson serves as an indication for the time of the substitute lesson.
6. Every trainer of G.S.P.V. De NoordPole is entitled to an educational grant, which can be used for a workshop that improves the quality of their lessons. This workshop can be either internal or external. Before a trainer wants to use this educational grant, they have to discuss this with the treasurer, who can decide whether the educational grant will be granted. The educational grant becomes available every year the trainer teaches at G.S.P.V. De NoordPole. After each training year, the educational grant expires, and the trainer can no longer claim it. At the beginning of the year, the board will decide what the educational grants for the trainers will be when making the budget.
 - a. After receiving an educational grant that is used to fully certify the trainer, said trainer is obligated to remain a trainer for at least one year. If the trainer resigns within the period of one year, said trainer is obligated to pay back the grant as followed: Within 0,5 years after receiving the grant: 75% of the grant provided by G.S.P.V. De NoordPole.

Chapter 7a: Assistant trainers

Article 7a.1 **General**

1. Assistant trainers are all members that, on behalf of the association, instruct lessons, and who are designated as such.
2. Instructing lessons means for a short or longer period of time providing support for the activities of the association trainer for both members and non-members.

Article 7a.2 **Nomination**

1. Assistant trainers are appointed by the board, in consultation with association trainers.
2. Only members of the association can be nominated to become assistant trainers.
3. The nomination for assistant trainers is only for a set time, as is set in the contract which assistant trainers sign before starting with assisting.
4. The nomination of assistant trainers can be done at all times by the board during board meetings, as discussed in article 5.5 of this CoC.
5. Assistant trainers can, at all times, be relieved of their functions by the board in consultation with association trainers, given reasons.
6. Assistant trainers can, at all times, request to be relieved of their function, given reasons in written form. The term of notice is four (4) weeks.
7. When relieved of their function as an assistant trainer, the assistant trainer is, together with the association trainer, in charge of a good transfer to the new assistant trainer carrying their function.

Article 7a.3 **Authorisation jurisdiction**

Article 2.8 of this CoC is applicable to assistant trainers, unless stated otherwise in this CoC.

Article 7a.4 **Responsibilities**

1. The board and the association trainers supervise the assistant trainers.
2. For the curriculum of the lessons, the assistant trainer has a supporting role, whereas the association trainer is responsible.
3. An assistant trainer is not responsible for occurrences in the lessons they assist in, if these occurrences are not conform to their instruction.

Article 7a.5 **Compensation**

1. The assistant trainer is entitled to volunteer compensation for his/her services rendered. The volunteer fee will be a minimum €10 per six months. The exact amount is decided during the transfer GMA. This amount will be given if the assistant trainer has consistently assisted a lesson hour several times. If the assistant trainer has consistently assisted for an extra lesson hour more than six times. They will receive €10 minimum extra per six months.

Chapter 8: The General Members Assembly

Article 8.1 **General**

1. The term GMA has two meanings. On the one hand, it's the highest body within the association, consisting of representation of all members, on the other hand the meeting of this body and the board.

2. The transfer GMA is the GMA in which (part of) the board switches. During the transfer GMA, an intermediate overview or the final settlement and the balance must be presented, both made roughly around the time of the GMA.
3. The annual meeting is the GMA in which the board reports on the past association year and the execution of their policy. The balance and the incomes and expenses are presented to be approved by the members during this GMA. The balance and the incomes and expenses are signed by all board members. Only with reasons this protocol can be deviated from.
4. Within six (6) months after the end of the financial year, the annual meeting must take place.
5. Per association year, at least one (1) GMA must be held, with the maximum as many as the board sees fit.
6. There are no meetings during the Christmas- and the summer break.
7. One-tenth of the persons entitled to vote are allowed to request the board, through written, signed request, to hold a GMA. The board must reply to this request within fourteen (14) days.
8. GMAs are always held in the municipality of Groningen.

Article 8.2 Pieces of the GMA

1. The concept of the agenda of the GMA must be presented at least fourteen (14) days before the GMA.
2. The final agenda of the GMA must be presented at least seven (7) days before the GMA.
3. The pieces that must be approved during the GMA must be presented at least seven (7) days before the GMA.
4. Pieces of past GMAs are held in the archive, where they can be viewed, in accordance with article 9.3 of this CoC.

Article 8.3 Conditions surrounding the GMA

1. During the GMA, minutes must be made by the secretary of the association, or by a person designated by the (technical) chair.
2. The minutes of the GMA have to be approved during the next GMA, after which they will be signed by the secretary and the (technical) chair. The signed minutes are included in the archive of the association, in accordance with article 10.3 of this CoC.
3. If the GMA is adjourned, it must be resumed within a month. For this next part of the GMA, new authorisations can be submitted. Authorisations that were already made for the previous part, stay valid, unless they are withdrawn or new authorisations are submitted.
4. In order to take legally valid decisions during the GMA, there must, at the start of the GMA, at least be present:
 - a. In case the association consists of 75 members or more: 15 persons entitled to vote;
 - b. In case the association has less than 75 members: one-fifth of the total number of persons entitled to vote. This number is rounded down.
5. Board members are not part of these numbers. If the quorum that is supposed to be met isn't met, a new GMA must be held within a month, in which only the agenda points of the previous GMA can be discussed. During this new GMA, specific proposals and/or agenda points, apart from CoC changes, can be decided upon without the quorum that must be met.

Article 8.4 Access and right to speak

1. Members who are not suspended, donors, as well as persons who have been invited by the board and/or the GMA have access to the GMA.

2. Those who according to clause 1 of this article of this CoC have access to the GMA, also have a right to speak during the GMA, unless otherwise determined in this CoC.
3. Nobody is allowed to speak, if not specifically given the floor by the chair of the GMA.
4. The chair of the GMA is responsible for the order during the GMA.

Article 8.5 **Right of initiative**

1. At least three (3) persons entitled to vote, the board not counted, are allowed to propose something to the board.
2. The board is obligated to add this proposal to the agenda of the next GMA.
3. A proposal from the association must be added to the agenda of the next GMA if the GMA is not yet called for or the proposal is made at least fourteen (14) days before the next GMA.
4. During the decision making, particularly regarding multiple proposals that discuss the same subject, then the proposal that has the farthest scope has priority. This can be determined by the chair of the GMA.
5. There must be a vote about each submitted proposal once it is discussed during the GMA.

Article 8.6 **Motions**

1. A motion is a short and motivated statement about a subject, which includes a judgement, wish, request or order.
2. A motion must be submitted during the GMA with the chair of the GMA, and must be signed by at least five (5) persons entitled to vote.
3. A submitted motion must be discussed during the GMA.
4. A motion has no consequences in its first form.

Article 8.7 **Proxy votes**

1. Proxy is the authorisation someone gives to someone else, to undertake private legal acts in their name.
2. Proxies are only valid for votes concerning agenda points that were already presented before the meeting, unless the proxy-giver, in their proxy, explicitly states otherwise.
3. The proxy must be known with the board before voting.
4. A person entitled to vote must have maximum two (2) proxy votes.

Article 8.8 **Voting during the GMA**

1. Persons entitled to vote are non-suspended members who are present during the GMA, and non-suspended members that submitted a proxy.
2. Voting options are as follows:
 - a. In favour;
 - b. Against;
 - c. Blank: an explicitly cast vote, in which no preference is stated;
 - d. Abstention: abstention means that the person entitled to vote thinks the subject is not yet ready for voting.
3. If more than 30% of the cast votes are 'abstention', the voting is invalid. After a new discussion of the subject, a new vote can commence. If again more than 30% of the cast votes are 'abstention', then the subject is automatically moved to the next GMA.

4. Blank votes are neither in favour, nor against the proposition, and will not be added to the voting option with the most votes.
5. All decisions must be made with the absolute majority of the votes. This means that the cast votes, minus the 'abstinence' or 'blank' votes, must be 50% plus one (1) in favour in order to have a positive voting, unless determined otherwise in this CoC or the statutes. Blank votes always count towards the total number of votes. Blank votes count towards the quorum.
6. With voting during the GMA, the board votes can only be maximum half minus one (1) vote of the quorum.
7. The chair announces the outcome of the voting. If the GMA, after the announcement of the chair, questions the correctness of this, a new vote must ensue.
8. If the number of votes 'in favour' and 'against' are the same, then the vote for this subject is discontinued. A discontinued vote about subjects means that the proposal is rejected. A discontinued vote about persons means that fate decides. If during an election with more than two (2) persons no one received the absolute majority of the votes, a re-vote is in order, with the two (2) persons who received the most votes, maybe even after an intermediate vote.
9. The manner of voting is as follows:
 - a. Votes about persons are by definition in written form, with votes about subject the chair decides, unless one (1) of the persons entitled to vote that is present demands a written vote;
 - b. Oral voting consists either of a raise of hands or a call of names. During this type of vote only one (1) of the voting options discussed in clause 2 of this article of this CoC is mentioned;
 - c. If there is a written vote, the votes will be opened one by one, and shown to the GMA.
10. A written vote is invalid if:
 - a. It contains more information than was asked; or
 - b. It wasn't clear what was meant.
11. During the GMA, board members cannot vote for an aspiring member of the Raad der Wijzen or the Kas Commissie if this aspiring member has been proposed by the board. In case the aspiring member has been proposed by the GMA or by themselves, the members of the board are also permitted to vote.

Chapter 9: Pole dance stages

Article 9.1 **Stages of G.S.P.V. De NoordPole**

1. The association has pole dance stage(s) in her possession.
2. A pole dance stage comprises of the stage which is placed on the ground, the dance pole, potential weights, and other elements necessary for the functioning of the stage.
3. The pole dance stages are stored in the storage place accepted by the association, belonging to the ACLO room where the association is training.
4. The stages can be used during the lessons.

Article 9.2 **Usage of the stages outside the classes**

1. The stages can be utilised during the ACLO hours which are free to reserve for members if the member has received prior permission of the board to use the stage.
2. Committees can use the stages for the fulfilment of their activities as long as the board has granted permission to do so beforehand.
3. Members can borrow or rent the pole dance stages for activities outside the association if they received permission from the board (see article 3 and article 4).
4. External parties can rent the pole dance stages under conditions mentioned in article 4.

Article 9.3 **Borrowing of pole dance stages and deposit**

1. Members of the association can borrow the pole dance stages for activities outside the association.
2. The members are required to request and receive written or digital permission of the board to borrow the stages. The board reserves the right to deny the request.
3. There is an obligatory deposit for the borrowing of the stages. The deposit constitutes €400 (four hundred euros) per stage.
4. The deposit must be paid before the stage can be borrowed. The board will provide written or digital proof for the payment of the deposit.
5. A board member will be present when the stage is picked up by the person borrowing it.
6. The board will examine the pole dance stage after it is returned.
7. The deposit will be refunded within 7 days if the board has concluded the stage is not damaged.
8. If the pole dance stage is damaged during the borrowing period and the board has ascertained this during the examination, the deposit will be kept for reparation of the damage.
9. The member borrowing the pole dance stage will carry the final responsibility for the stage.

Article 9.4 **Renting of pole dance stages and deposit**

1. External parties and the members of the association can rent the pole dance stages for activities outside the association.
2. The board must grant written or digital permission for the rental of a stage. The board reserves the right to deny the request.
3. External parties can only rent a pole dance stage if they will be used for activities performed by members of G.S.P.V. De NoordPole.
4. The renting fees for the pole dance stages are decided on by the board at the beginning of the board year per stage, based on the worth of the rented stage at that time.
5. There is an obligatory deposit for the renting of the stages. The deposit constitutes €400 (four hundred euros) per stage.
6. The deposit must be paid before the stage can be borrowed. The board will provide written or digital proof for the payment of the deposit.
7. A board member will be present when the stage is picked up by the person renting it.
8. The board will examine the pole dance stage after it is returned.
9. The deposit will be refunded if the board has concluded the stages are not damaged.

10. If the pole dance stage is damaged during the borrowing period and the board has ascertained this during the examination, the deposit will be kept for reparation of the damage.
11. The member renting the pole dance stage will carry the final responsibility for the stage.
12. Even in the case of an external party renting the pole dance stage for an activity of a G.S.P.V. De NoordPole member, the member itself carries the final responsibility for the stage.

Chapter 10: Other terms

Article 10.1 **The G.S.P.V. De NoordPole Logo**

There is a G.S.P.V. De NoordPole Logo. This logo can be altered, with permission of the GMA, and the logo can be used during official occasions with permission of the board.

Article 10.2 **Mourning**

The board decides with regards to proclaimed mourning and how to act in times of mourning, which they will do:

- a. When a member of the association passes away;
- b. When an honorary member of the association passes away.

Article 10.3 **Archive**

1. There is a G.S.P.V. De NoordPole archive.
2. The board is responsible for keeping up the archive.
3. The archive must contain at least:
 - a. All minutes of the GMAs;
 - b. All pieces that were submitted for GMAs;
 - c. All minutes of board meetings.
4. Minutes and pieces of GMAs are public.
5. Minutes of board meetings are not public. Inspection of these pieces by interested parties can take place after a board decision. The board is allowed to demand confidentiality.

Article 10.4 **CoC changes**

1. Changes in this CoC can only take place after a GMA decision. The change for the CoC will be announced and proposed.
2. A CoC change can be proposed by the board, or by three (3) members entitled to vote.
3. A decision regarding a CoC change must be made through at least the majority, of two-thirds (2/3) of the cast votes.

Article 10.5 **Final conditions**

1. In all cases that are not mentioned in this CoC, the board decides.
2. During a disagreement about the explanation of the conditions mentioned in this CoC, the GMA decides.
3. The GMA can, at all times, grant immunity to each article of this CoC. The decision for this must be made through at least the majority, of two-thirds (2/3) of the cast votes.