


# HOUSE RULES

# Table of Contents

1 Foreword..... 2
2 Meta regulations..... 3
3 General Committee and Event Regulations..... 4
4 Specific Committee Regulations..... 6
5 Confidential Contact Person (CCP) Regulations..... 10
6 Funding Regulations..... 12
7 Paragon Asset Regulations..... 14
8 Advisory Council Regulations..... 16
9 Special Membership Regulations..... 18
10 Board Formation Regulations..... 20

# 1 Foreword

Dear Members of the Association,

Welcome to "the great book of rules", a comprehensive guide to the house rules of WSG Paragon. This document embodies the collaborative efforts and dedication of our members to ensure a well-structured and harmonious environment for all. The creation of these rules involved the valuable contributions of many individuals, with special thanks to Bart (Bapo) and our resident lawyer Victor (TheFlippingFish) for their foundational work.

Our association thrives on the active participation and cooperation of its members. These house rules are designed to guide the functioning of our committees, the responsibilities of our board, and the conduct expected of all members. They are the invisible backbone of our operations, ensuring transparency, fairness, and efficiency in all our endeavors.

We encourage every member to familiarize themselves with these regulations, as they are essential for maintaining the integrity and success of our association. Whether you are a new member finding your way or veteran gamer seeking clarity, this document serves as a reliable reference.

As we move forward, let us continue to embody the spirit of camaraderie and mutual respect that defines Paragon. By adhering to these rules, we not only honor the efforts of those who have contributed to Paragon in the past but also pave the way for future generations to enjoy a well-organized and supportive environment.

Thank you for your commitment to our association. Together, we will continue to build a vibrant and inclusive community for gamers.

Sincerely,

The 7th Paragon Board.

Last updated: 21-03-2026

# 2 Meta regulations

## I. Regulations

1. All Paragon regulations (colloquially 'house rules') are secondary to the statutes;
   - If regulations are found to be in contradiction to the statutes they are unlawful, they no longer apply and the board must propose an amendment as soon as practicable.
2. All regulations must be available in a place which is accessible to all Paragon members.
3. When any rule written in Paragon's statutes, regulations, code of conduct are violated, the board is entitled to issue a reasonable sanction.
   - Examples of sanctions include but are not limited to:
     A. A formal warning;
     B. Temporary removal from all or specific Paragon Whatsapp group(s) and Discord server for a specified duration up to 1 year;
     C. Expulsion and blacklisted from Paragon committees for a specified duration up to 1 year;
     D. Blacklisted from all or specific Paragon events for a specified duration up to 6 months;
     E. Expulsion from the association as described in the statutes.
   - Sanctions can be applied to individuals who possess a Paragon membership as described in the statutes or a special membership as described in the special member regulations.
   - If a sanctioned member feels they were punished unfairly they may initiate the escalation procedure specified in section III.

## II. Motions

4. Regulations can be amended, added, or removed through motions passed at GMMs.
5. Motions can be proposed by any full member at any time by submission to the board in written form;
   - Proposed motions must be addressed at the next GMM unless that GMM is scheduled to occur within 7 days;
   - The member(s) that submitted the motion are entitled to introduce it at the GMM;
   - Proposed motions should be serious and aim to include sufficient detail to answer most significant questions.
     A. If the board deems a proposed motion insufficiently detailed they may ask the author to improve it;
     B. If the author refuses to improve it further the board is entitled to add additional questions at the bottom of the motion as seen in motion #022.
6. All proposed motions and their voting results must be archived and indexed;
   - The proposed motions and an index file must be available in a place which is accessible to all Paragon members;
   - The index should be updated by the secretary no later than 2 weeks after a GMM.

## III. Escalation Procedure

7. Full member(s) affected by a board decision may request clarification or reconsideration within 7 days of being notified of said decision;
   - The board must respond to the request in writing within 14 days.
   - Members may not use the escalation procedure to dispute decisions made by a former board more than 3 months prior.
8. If unsatisfied, the member(s) have 14 days to submit a document of formal appeal, containing context and any supporting information, to the board.
9. Within 14 days, the board must aim to resolve the formal appeal to the members' satisfaction.
   - If the board's decision is not to the member's satisfaction, the board must relay the formal appeal and the board's response to the advisory council within 3 days.

10. The advisory council must provide conclusive advice within 14 days.
11. If the advisory council advises in favor of the appeal the board must either resolve the dispute to the affected member's satisfaction or organize a GMM to vote on the appeal within 30 days of the advisory council's decision.

# 3 General Committee and Event Regulations

## I. Rules for the Committees

1. To form a committee you must ask the board for permission. The board themselves can set up rules to form a committee
2. Committees can be disbanded in the following ways
    - When the committees members unanimously vote for disbanding the committee
        A. The (disbanded) committee should still fulfill all their already planned and announced events/tasks
    - When there are no more active members are left, the board can disband a committee.
    - If the board itself has created a rule that allows them to disband a committee.
3. To keep existing a committee must have an event at least one event every 4 months
    - This rule does not apply to the committees that do not host events, for example Promocie and Redacie.
    - This rule does not apply to committees that are dedicated to yearly or a seasonal theme, for example Introducie and Weekendcie.
4. Committees are in charge of events they organize on their own.
5. Committees can appoint their own head and make personal rules within their committees as long as they do not conflict with any of the statutes or regulations.
6. Committees can have their own rules about how someone can become a committee member
    - A member who has been denied entry can challenge this rule by the board. The board will decide if the rule is fair and if said member should be allowed to join the committee.
7. Committee head can give formal warning against a committee member
    - This warning can be given when they break any of the regulations regarding committee's, statutes or any committee specific rule. A formal warning can also be given when a committee member behaves inappropriately.
    - When the committee member that got the formal warning shows no sign of improvements, the committee head can present the problem to the board. The board can decide to remove the committee member from a committee.
8. Committees are allowed to share their responsibilities with other committees if every member of the committees that are involved agree.
9. Committees make sure every event complies with the rules about events described in Section II.

## II. Event Rules

10. All events must be added to the planner in the Google Drive and posted on the Paragon website before the deadline.
    - Committee heads will decide among themselves on which dates their respective committee will organize events.
    - The deadline for non-axy committees is the 10th of the month preceding the event.
    - The deadline for Axy is the 15th of the month preceding the event.
11. All announcements regarding events must be added in the designated announcement schedule.

12. All events must be announced in the announcements chat following the schedule mentioned in article 11.
13. When Committees host an event that requires an additional contribution or cost the following applies:
    - To committees:
        - Committees must clearly inform members that the event requires additional costs and should aim to share the exact number or at the least a realistic estimate.
        - Committees must let know if members can cancel their subscription to said event and if so when the deadline is.
    - To members:
        a. Members are required to pay said cost when they sign up for the event, even if they did not show up or canceled too late. The deadline to cancel is decided by the committee hosting the event.
14. Events can only be joined by members of the association unless:
    - The event is designed to be open for non-members.
    - The person has been invited by either the board or the committee hosting the event.
    - The person belongs to an association that is collaborating with WSG Paragon on hosting the event.
    - The person is staffing the event.
    - The person still has a right to a free event, per article 15.
15. Every person has the right to join up to two (2) events without being a member.
    - Any costs mentioned in article 13 would still need to be paid by the person.
    - A situation mentioned in article 14 clauses 1-4 does not count to this total.

**III. Usage of AI tools**

16. Non-transformative use of text generated by AI language models (such as ChatGPT) in an official capacity (such as an announcement) is strictly prohibited.
17. AI language models may be used for inspiration such as giving event suggestions, or for grammar and spelling checks.
18. AI image generators (such as Stable Diffusion) or other AI media generators may only be used if the media can be reasonably assumed to be of sufficient quality.
    - An exception to this rule is when the use of AI media makes sense in context, such as during a workshop on using AI tools, or accompanying a relevant quiz question.
19. If AI tools of any kind were used for the creation of any official text or media committee members must be transparent about this fact. AI generated media should either have the AI model's logo on it or include the model's name in a caption.

# 4 Specific Committee Regulations

## I. Adding Committees

1. Upon the creation of a new committee in accordance with the general committee regulations the tasks and rules for said committee should be drafted and, if approved at a GMM (ALV), added to this document.

## II. Board regulations

2. The board has the following mandatory duties in addition of those described in the statues:
   - Ensure the continued existence and functioning of the association;
   - Maintain good relations with the association's members, the boards of sister associations, and organisations of which the association is a member;
   - Maintain comprehensive financial records and a positive budget;
   - Monitor the proper functioning of the committees;
3. Within the board each member is assigned one (or multiple) position(s), which come with specific duties.
   - the President:
     A. Holds primary responsibility and accountability of both the board, and its policy and deeds, and the association as a whole;
     B. Holds secondary responsibility for the association's financial policies and expenditure;
     C. Holds joint responsibility for the integration of new members after they have paid contribution;
     D. Leads board meetings;
     E. Is the decisive vote in the case of a tie.
   - the Secretary:
     b. Is the replacement for the president, in the case of their absence;
     c. Holds primary responsibility of the members list and all administrative matters such as (non-financial) mail;
     d. Holds secondary responsibility for policy and deeds of the board.
     e. Is responsible for taking notes during board meetings and GMMs;
   - the Treasurer:
     IV. Holds primary responsibility for the association's financial policy;
     V. Holds primary responsibility for finding sponsors, and secondary responsibility for maintaining contact with them;
     VI. Must monitor all income and expenditure of the association;
     VII. Must ensure all members pay contribution;
     VIII. Must uphold comprehensive and transparent bookkeeping;
     IX. Must aim to join the audit committee for at least two years following their term.
   - The Assessor Internal (also known as 'Internus');
     A. Holds primary responsibility for maintaining good contact between the board and committees;
     B. Holds joint responsibility for the integration of new members after they have paid contribution;
     C. Must be open and approachable for all committee members and Confidential Contact Persons (CCPs).
   - The Assessor External (also known as 'Externus'):
     A. Holds primary responsibility for maintaining good relations with external partners and sponsors;

B. Holds secondary responsibility for the functioning of esports within the association;
C. Is the first contact point for external parties.

4. Other board positions can exist when a board sees these other positions as necessary. These positions are excluded from this document and can be fulfilled independent from the other roles.

## III. Activity committee (colloquially known as 'Axy')

5. Axy is tasked with planning, organising, and hosting the regular events.
6. Axy should aim for approximately two events per week and one online event per month.
7. Axy is required to host at least five events per month.
   - The months February, July and August are excluded from this requirement.
   - In months containing an exam- and self-study weeks Axy should aim to host at least five events with a minimum of one but is not required to do so. Unless every regular event date has been picked by another committee or the board.

## IV. Promotion committee (colloquially known as 'Promocie')

8. Promocie is tasked with handling promotion of special events, designing- and spreading posters,
9. Promocie is tasked with creating a monthly overview for all the events at least five days before the month starts.
   - If there is no information regarding the events of that month, Axy should notify when an event schedule is ready. Promocie has two weeks from that notice to create a month overview
10. Promocie is tasked with printing the monthly overview on posters and spread them around campus.
11. Promocie should aid other committees and the board in the promotion of events if the committee requests that.
    - If the request is not made within a time limit said by Promocie, Promocie can decide whether they wish to help.
    - The time limit set by promocie cannot be longer than a maximum of two weeks before the event.
    - Promocie is required to design posters if this is requested by committee or the board
    - If the request is not made within a time limit said by Promocie, Promocie can decide whether they wish to help.

## V. Drinks committee (colloquially known as 'Pubcie' )

12. Pubcie is tasked with the planning, organising, and hosting of the pub quiz and social drinks.
13. Pubcie should aim to host a pub quiz at least every other month, and is required to do so at least once per fiscal quarter.

## VI. Esports committee (colloquially known as 'Ecie')

14. Ecie should aim to set up and manage the esports teams within the association, enter them into competitions, and hosting tournament events.
15. The Externus forms a special position within E-cie
    - The Externus is always part of E-cie

- When there are any decisions regarding events/communication involving other organisations, The Externus can decide to act as head of the Ecie. While the Externus decides to act this way, the current head is treated like a regular committee member.
- The Externus cannot vote in the procedures as described in chapter XVII.

## VII. The Dungeons and Dragons committee (colloquially known as 'DnD Guild')

16. The DnD Guild is the committee tasked with organising Dungeon and Dragons intro events and campaign groups.
17. The DnD guild should aim to host a DnD intro event and a Dungeon Master intro event twice per academic year, and is strictly required to do so at least once per year.
    - It is preferred, but not required, for the aforementioned events to be hosted in September/October and February/March.
18. The DnD guild should try to form functional DnD groups from people who expressed interest to join such group

## VIII. Audit Committee

19. The audit committee is the committee tasked with checking if the association's treasurer is performing his tasks correctly and making sure the budget is followed.
20. The audit committee is required to meet up with the treasurer at least twice a year to review their bookkeeping.
21. When an event costs more than €100, regardless of the funding's origin, the board must notify the audit committee which must then examine all expenses related to the event.
    a. The relevant committee must provide an overview of the costs made for the event.
    b. The treasurer must provide an unadulterated log of transactions during the relevant timeframe.
22. If the audit committee consists of less than two active non-board members, or fails to meet the requirements specified above, it is considered dysfunctional.
    a. In this scenario the board and remnants of the audit committee are required to search for new members and to revive the committee.

## IX. Sports Committee (colloquially known as 'Sportcie )

23. Sportcie is tasked with hosting mostly off campus events that centers around being active or doing sport-like activities
24. Sportcie should aim to host an event once every 1-2 month(s)

## X. Editorial Committee (colloquially known as 'Redacie' )

25. Redacie is primarily tasked with disseminating important information from both the board and from other committees to members by email.
26. Redacie should aim to send out an email every month.
27. Redacie should aim to publish a digital magazine every other month.

## XI. Introductory Committee (colloquially known as 'Introducie' )

28. Introducie is tasked with promoting the association during promotional activities such as the AID and Open Days.

29. Introducie should aim to attend as many AID events as possible and to host two night events during the AID, and is required to attend the infomarket of the AID.
30. Introducie is required to attend all Open Days for which our association is invited.

## XII. Weekend Committee (colloquially known as 'Weekendcie' )

31. Weekendcie is tasked with organising the Paragon weekend.
    a. The Paragon weekend is a multi-day overnight event focused on bonding.
    b. Weekendcie should aim for the Paragon weekend to last from Friday through Sunday.
    c. The Paragon weekend will be hosted once per academic year.
    d. Weekendcie will provide sleeping accommodation and meals for the participants.
    e. Weekendcie will host multiple activities during the before mentioned time frame.
32. Weekendcie is required to present a safety plan to the board at least 1 month before the weekend commences. If the board does not approve of the safety plan, Weekendcie will revise the safety plan until board approval is received.
    a. Without board approval the Paragon Weekend will not take place.
    b. The safety plan should include general safety measures and specific measures for activities whenever necessary.
33. The Paragon weekend is open to all membership types of Paragon.

## XIII. Lustrum committee (colloquially known as 'Lustrumcie')

34. Lustrumcie is tasked with organising Paragon's lustrum.
    a. The lustrum is a celebration of Paragon's existence. The Lustrum is held once every five years since the official founding of Paragon. The founding of Paragon was during the academic year of 2017-2018, so the lustrum is celebrated in 2022-2023, 2027-2028, and so on.
    b. The exact month of celebration can be decided by Lustrumcie, but the aim should be November.
35. Lustrumcie will be woken up 1 year before the Lustrum, and be put to sleep again after all Lustrum tasks have been finished.
36. Lustrumcie will organise at least five lustrum-related events during the month that has been chosen for lustrum celebration.
37. Lustrumcie will produce an almanac about Paragon's history, with a focus on the past five years.

## XIV. Rules regarding problematic circumstances.

38. When a committee is disbanded the articles regarding that committee can be ignored and should be removed during the next General Members Meeting.
    - When new members step in to form a new committee similar in name or purpose to a previous disbanded committee it requires a new ruleset as if it were a completely new document. Unless the new committee members agree to follow the existing ruleset. In that case the articles regarding that committee are still in effect.
39. When a committee has not enough members to fulfill their tasks written in this document, the head of the committee must inform the board about this as soon as possible and the board can grant them a temporary relief of their duties until the committee has enough members again.

## XV. Rules regarding non-compliance

40. If a committee consistently fails to comply with the specified regulations the board is entitled to issue a formal warning against the committee.
    - When given a formal warning a committee has 2 weeks to communicate with the board about making improvements regarding the issues.
    - When there is no solution to the issue implemented within 2 months, or a longer period of time decided by the board, it is considered a breach of regulation as described in article 41 of this document.
41. If the committee continues to breach the regulations after a formal warning the board has the right to terminate the current committee leadership, or to disband the committee completely.
42. If the board fails to comply with specified regulations, members are entitled to demand the organisation of a GMM following the procedure in article 15 of the statutes.
43. If the board fails to comply with specified regulations they can be suspended or dismissed following the procedure in article 8 paragraph 3 of the statutes.

## XVI. Additional Voting Procedures For Amendments

44. The regulations in this document can only be changed by following the procedures in the statutes and an additional unique procedure as described in article 45 and 46 of this document.

45. When there is a change made to chapter III, IV, V, VI, VII, VIII, IX, X, XI, XII, or XIII, the committee described in that chapter needs to vote in favour of the changes on their own outside of the GMM. The voting procedure is written here.

    - A committee votes in favour when the majority of the committee members vote in favour of the change. In case of a tie, the head of the committee has the final say
    - A committee member can only vote in favour or against the regulations, a neutral vote is not allowed
    - With the exception of a suspended member, as described in the statutes, each committee member shall have one vote. Each member entitled to vote may grant a proxy in writing to another committee member entitled to vote. A committee member entitled to vote may act as proxy for a maximum of two persons.
    - The voting will happen in presence of every member of said committee with the exception of a suspended member, or if a member has decided to grant proxy to another member. The member that gave proxy is then not required to be at the meeting.
    - Every member is required to be either present at this meeting or grant another committee member proxy.
46. When there is a change made in chapter I, XIV, XV, and XVI, every committee described in this document needs to be in favour.
    - To determine if a committee is in favour the procedure in article 45 of this document is used.
47. When a change is voted in following the regular procedures at the General Members Meeting but not with an additional procedure described in article 45 and 46 of this document, the change will not take effect.
48. Any other changes follow only the regular procedure described in the statutes.

# 5 Confidential Contact Person (CCP) Regulations

## I. Becoming a CCP

1. The CCP position is protected by this document, there is always place for a CCP within the association.
    - In case the association already has a CCP, new CCP's are nominated by the previous CCP's. If there are no CCP, people can volunteer themselves as CCP and follow the same procedure as if they were nominated.
    - The nominated CCP has to pass a vote at the GMM the become CCP, if none of the nominated pass the vote, the GMM can suggest a new CCP.
2. In order to become CCP you must be a member described in article 4 of the statutes.
3. The association should aim for two CCP's within the association at any time
4. The association should aim for one of the CCP's to be female, and the other male, non-binary, or other.

## II. Tasks of a CCP

5. The CCP has the task:
    - To listen to members about their experiences during activities of the association, experiences outside the association involving fellow members, and events outside the association. The CCP will not share this information with third parties, unless if there is acute danger, they are granted permission by the concerning member, or with the exception described in article 6 dash 3 of this document;
    - To be able to be contacted via Whatsapp, a phone call, an e-mail or a physical appointment;
    - To help the concerning member get in contact with professional organizations and provide information about these organizations, when the concerning member has asked for this;
    - To document the case when the CCP is taking further actions with the knowledge of the concerning member.
6. The document as described in article 5 dash 4 of this document is kept confidentially. This means:
    - The document cannot be digital or be digitalized;
    - The document cannot be copied;
    - The document cannot be shared unless there is acute danger, if there is permission granted by the concerning member, or if there is a case of an exception as described in article 5 dash 3;
    - The document needs to be kept safely and not easily accessible by visitors of the kept place e.g. in a safe or in a locked drawer, only accessible to CCPs;
    - The document needs to be destroyed when the concerning member asked for this, or when the statute of limitations passes. This limit is 3 years after the last contact about the concerning case.

## III. Rights of the CCP

7. The CCP reserve the following rights:
    - They do not have to share information that has been acquired during the tasks as described in article 5 of this document unless there is an acute danger;
    - To refuse the tasks as described in article 5 of this document when the CCP feels he is not capable to fulfill his tasks correctly, or is temporarily absent from the association;
    - To share information with professional organizations without permission of the concerning member when it concerns a situation which involves a crime;
    - To consult an external confidential person without permission of the concerning member, however the CCP is required to anonymize and generalize the case;
    - The CCP has no responsibility for the actions of the concerned member. If the case has been taken over by a professional organization, the CCP is no longer involved;
    - The CCP can quit at any moment as long as they let the board know.

## IV. Quitting as CCP

8. The CCP stops being an CCP when:
    - The CCP stops being a member as described in article 5 of the statutes.
    - The CCP announces he wants to quit.
9. The association can also decide that a CCP has to quit. They decide this via a GMM only in the following cases:
    - The association thinks that the CCP is no longer involved enough with the association.
    - The association thinks the CCP is no longer capable of fulfilling their tasks as described in article 5 and article 6 of this document.
    - When a member has lost their trust in the CCP. In that case a motion of distrust has to be submitted by a member at the GMM. When this motion has been submitted the GMM will discuss the capability of the CCP.

# 6 Funding Regulations

## I. Funding of committees with an approved budget.

1. All expenses within the budget of a committee must be approved by the committee's head.
    - If the head has been given notice of this expense, approval is assumed unless the head states they disagree with the expense.
2. Committee's can only spend money on purchases that actively help them fulfill their committee's purpose
3. When a committee member needs to spend money, they will make the purchase with their own means and can declare the costs to the treasurer by providing them with a proof of purchase.
    - When a committee member is unable to present a proof of purchase the treasurer can decide to declare the costs or not.
4. The head of a committee can authorize a non-committee member to make a purchase for their committee.
    - The treasurer needs to be informed when this happens.
5. When a committee wants to exceed its budget it needs to follow the rules in section II of this document.

## II. Funding of expenses outside of a committee with an approved budget.

5. When a Paragon member wants to use money from Paragon for a Paragon related purchase they can request money from the treasurer by filling out the "Funding Request Form" at the end of this document. They need to submit this form to the treasurer
    - To request money, the request must fulfill these requirements:

    A. The expense must be related to WSG Paragon.

    B. The expense is necessary to fulfill the purpose of what the expense is meant for.

    C. The request must be serious, if a request gets approved it is expected that you will use the money
6. Members who submit a form are strongly encouraged to fill in their application at least 2 weeks before they make the expense or otherwise as soon as possible.

7. When a Paragon member gets approval from the board they will make the purchase with their own means and can declare the costs to the treasurer by providing them with a proof of purchase.
    - When a Paragon member is unable to present a proof of purchase the treasurer can decide to not declare the costs, regardless if the purchase was approved beforehand.
8. When the expenses are less than was requested, the remaining money cannot be used for other expenses even if they relate to the original request. Additional spending will need to be approved separately.
9. The board has the privilege to accept or deny any requests without providing a reason.
    - When there is a tie, the president has the final say on whether a request gets approved or denied.
10. When the requested money is more than € 250 The board needs to notify the audit committee. The audit committee has two weeks to object against this spending, if the audit committee objects against the additional funding spending, the spending needs to be approved by the members at a GMM

## III. Extra funding for the board.

11. Any board expenditure need to be approved by a majority of the board
    - When there is a tie the president has the final say on whether the expense gets approved.
12. A When the board has reasonable cause to expand the board budget they can make a proposition which must be approved by either the audit committee or at a GMM.
13. The board cannot spend more than €250 without notifying the audit committee. If the audit committee objects against the board spending, the spending needs to be approved by the members at a GMM.
14. When a board member makes a purchase they will do so by their own means and declare the costs to the treasurer by providing them with a proof of purchase
    - When a board member is unable to present a proof of purchase the treasurer can decide whether to declare the costs or not.
15. A board member can authorize a non-board member to make a purchase for the board
    - The treasurer needs to be informed when this happens.

# 7 Paragon Asset Regulations

## I. Definition and Information

1. Paragon Assets are all the non-consumable objects and other things that are property of WSG Paragon

    - Electrical/Digital goods, such as the steam games, accounts, website and others are not considered Paragon Assets for the sake of this document.

2. Information regarding Paragon assets is handled as followed:

    - The Treasurer is in charge of keeping a list where all Paragon assets are written down alongside the location of those assets and updating said list whenever necessary;

    - If new Paragon assets are acquired the Treasurer needs to be informed as soon as possible about this.

## II. Storage of Paragon Assets

3. Paragon Assets are stored in the following locations:

    - At the place of residence of a board member or committee member in Wageningen;
    - Any other places designated as a suitable storage place by the board.

4. When the storage location of a Paragon Assets changes, with permission from the board, the ‘Paragon Asset Registry’ file in the General committee files must be updated.

## III. Use of Paragon Assets

5. Everyone who is handling Paragon Assets must be careful with them and only use them in their intended ways.

6. Everyone who is handling Paragon Assets must make sure the Assets get back to their storage location as soon as possible after usage.

7. In the case of loss of a Paragon Asset or damage the Treasurer will be notified as soon as possible;

    - If an asset is lost or damaged the board can take appropriate action towards the person who was handling or storing said asset.

8. Paragon Assets cannot be used for personal usage without the permission of the board.

9. Paragon Assets can be temporarily borrowed with the permission of the board.

10. Committees can freely use the Paragon Assets they need for their events.

# IV. Appendix: Funding Request Form

## INFORMATION APPLICANT

8 FULL NAME:

**PHONE NUMBER:**

**NAME COMMITTEE (Only if you are part of one):**

## INFORMATION EXPENSE

9 NAME OF THE EXPENSE:

**COSTS:**

If your request has multiple categories, for example Prize money, Communication and PR and food. Please fill in the table below with each category's name and cost.

| Category | Price in Euros |
|---|---|
| | |
| | |
| | |

**Total:**

**MOTIVATION:**

Here you give a motivation why you need to make this expense. Please be as clear as possible on what you are going to spend the money on, and why it's beneficial for Paragon to fund this expense. Always try to keep your expenses as low as possible. For example, don't buy products from expensive luxury brands. (unless it is important, for example a beer tasting event requires more expensive brands than just Klok).

Other relevant information includes but is not limited to:

- If the money is for an event, please give a description of that event, including day and time.
- Give motivation why you need that specific amount.
- Be detailed on exactly what you are going to buy.

  Don't say: I will be buying drinks.

  Instead say: I need 4 bottles of soda, 2 cola and 2 lemon soda
- If possible tell us where you are gonna spend the money

  If you don't know where you are going to spend the money please explain why you do not know yet.

# 8 Advisory Council Regulations

## I. Goals and Purposes

1. The Advisory Council's task is to give advice to the active board regarding any matters related to WSG Paragon.
2. The Advisory Council will only give advice when asked by the active board. Any statements done by the Council are only meant to serve as advice, and is hence non-binding.
3. The Advisory Council can make binding decisions when this authority is specified in these or any other regulations, The Statutes or The Code of Conduct. The board, Committees, Members and Special Membership holders are to cooperate with these decisions.

## II. Joining the Advisory Council

4. To join the Council you need to follow requirements:
   1. You need to have held a Paragon membership for at least one academic year
   2. You need to get an invite, given to you either through these regulations or from the Advisory Council themselves.
5. Members of the Advisory Council do not have to be an active or Specialized Membership holder to join this Council.
   - Suspended members or members who are expelled are not allowed to join the Council.
6. Every board member is automatically granted an invite to the Advisory Council at the end of their board term, unless they either:
   - Have not been a Paragon member for one academic year.
   - They got suspended during their board term.
7. The Advisory Council can invite any member who they deem has sufficient experience or knowledge regarding Paragon or about board members.
8. When the Advisory Council has no active members the board can:
   - Invite committee members for the Advisory Council.
   - Invite members for the Advisory Council, if no committee members are available.
9. When a member declines an invite, they need to be given a new one if they wish to join at a later time.
   - If a board member declines the invite given by article 5 of this document. They can submit a one-time request to the Advisory Council for a new one**.**

## III. Leaving the Advisory Council

10. Any Advisory Council member can leave at any time they desire.
11. You can be an Advisory Council member for up to 3 years after your Paragon membership ended, afterwards you will be automatically removed.
12. If a member gets suspended while being part of the Advisory Council, they are automatically removed from the Advisory Council.
13. Any Advisory Council Member that rejoins the board will automatically be removed from the Council.
14. In case an Advisory Council member is either completely inactive or acting against the interest of the Council or WSG Paragon, the head of the Council can call a vote among all other Council members to remove said Council Member.

## IV. Structure of the Advisory Council

15. The Advisory Council will vote for the head of the Council every year and whenever the current head leaves the Council or decides to step down as head.
16. The Advisory Council should aim to have at least 1 board member of each of the common board positions in Paragon as described in article 3 of the Specific Committee Regulations.
17. The Advisory Council should aim to have a minimum of 5 members.

## V. Requirements of the Advisory Council

18. The Advisory Council will have a meeting with the board before each General Member Meeting.This meeting will be set up by the active board.
    - When a General Members Meeting is called under unique circumstances, such as article 15 of the statutes, this meeting is not required.
19. Advisory Council members should aim to join any meeting they can but are not required to do so.
20. The Advisory Council is required to make any decision and fulfill every task as described in article 3 and 26.

## VI. Decision making of the Advisory Council

21. Every Advisory Council member can give advice freely when asked by the board without any internal discussion or other requirements.
22. For other decisions a voting procedure has to be followed to determine the Advisory Council positions regarding the matter.
    - Decisions include:
        a. Decisions as described in article 3.
        b. Inviting other members to the Council as described in article 7 and article 9, paragraph one.
        c. Removing any Advisory Council member as described in article 14.
        d. Finalizing decisions as described in article 25.
23. To make such decisions you have to have at least one third of the Council present and a majority needs to be in favor.
    - At least a minimum of five people is required.
    - If less than five people are currently within the Council, they all need to be present.
    - If only two people are within the Council, they both need to be in favor.
24. An Advisory Council Member shall not participate in the decision making, as described in article 22, if:
    - The decision regards their status within WSG Paragon, for example an Advisory Member being sanctioned as described in the Meta Regulations or Expulsion as described in the statutes.
    - The decision regards WSG Paragon, buying and/or selling from the advisory member.
    - The decision regards a vote as described in article 14.
25. If as a result of one or more conflicts of interest, all Advisory Council Members are conflicted, or if no valid majority, as described in article 23, can be formed from the non-conflicted Members present, and consequently no decision can be taken, the conflicted Advisory Council Members shall nevertheless be permitted to participate in the deliberations and decision-making. In that case the relevant Advisory Council Members are nevertheless authorized to participate in decision-making. The Advisory

Council shall then record in writing the considerations underlying the decision and send this to the Board or whenever necessary to the GMM.

## VII. Rights of the Advisory Council

26. Members of the Advisory Council are allowed to observe General Members Meetings and are allowed access to the notes of these meetings.
27. The Advisory Council is allowed to finalize decisions when the active board cannot make a decision and has asked the Advisory Council to make said decision.

## VII. Rules Regarding non-compliance

28. If The Advisory Council consistently fails to comply with the specified regulations the board is entitled to issue a formal warning against them.
    - When given a formal warning the Council has 2 weeks to communicate with the board about making improvements regarding the issues.
29. If the Council continues to breach the regulations after a formal warning the board has the right to take the following measures:
    - The board can force the current head to step down and require the Advisory Council to vote for a new one.
    - As an absolute last resort the board can, by submitting a motion at the General Members Meeting, remove any problematic Council member.

## IX. Disbandment of the Advisory Council

30. When WSG Paragon truly believes that there is no need for the Advisory Council, a motion can be submitted that asks for the removal of the Advisory Council. Such a motion should never be submitted as a way to solve a conflict of opinions between the Advisory Council and WSG Paragon.
31. If WSG Paragon decides by statutes a “Raad van Comissarissen” will be implemented as described in article 47 of Book 2 of the Dutch Civil Code, these regulations will immediately lose all effect and should be removed from the Regulations as soon as possible.
    - The board should aim in accordance with the law and whenever possible that all active members of the Advisory Council are appointed to the “Raad van Comissarissen”.

# 9 Special Membership Regulations

## I. General Regulations Regarding Special Memberships

1. Specialized Memberships can exist within Paragon. These are not memberships as described in the statutes. Any person who is a special member according to these regulations do not have the rights within Paragon as regular member and such the statutes will not apply to them.
2. If a person does not qualify for the special membership they want and has special circumstances the board can decide to gift said person the Special Membership regardless.
3. The board reserves the right to end the Special Membership when the Special Membership holder is in violation of regulations or resolutions of the association or if the member harms the association in an unreasonable manner. When your membership ends this way you will not get any money back
    - The Special Membership will also end immediately if WSG Paragon ceases to exists or converts into another legal form or to merge

## II. Alumni Membership (colloquially known as “The Battlepass”)

4. Alumni of WSG Paragon may apply for a Battlepass membership if they meet the following conditions;
    1. The alumni was a full member of WSG Paragon for a minimum duration of 1 year
    2. One of the following
        a. The alumni no longer studies at Wageningen University or Aeres Hogeschool;
        b. The alumni does not live within a 15 kilometer radius of Wageningen;

5. When the Battlepass membership status is granted the following conditions apply;
    1. The alumni will pay €10,- to WSG Paragon;
    2. The alumni may attend a total of 6 offline events;
        a. This limit may be increased by an additional 6 events in exchange for €10;
    3. The alumni may attend an unrestricted number of online events;
    4. The alumni may be a member of a committee, but not be a head of said committee
        - The committee head can decide if an alumni member of a committee can vote in any of the proceedings described in the Specific Committee regulations.
6. This membership will last until the end of the Paragon fiscal year, (31 of august) regardless how many events have been attended.

## III. Halfyear Membership

7. People may apply for a Halfyear Membership if they meet the following conditions;
    1. You must be a studying at the Wageningen University and Research
    2. You must be planning on leaving the Netherlands around February and remain away until the end of the academic year.
8. When the Halfyear membership status is granted the following conditions apply;
    1. The Halfyear Member will pay €20,- to WSG Paragon;
    2. The Halfyear Member may attend every event till the start of February
    3. This Membership will end automatically at the start of February,

# 10 Board Formation Regulations

## I. Board nominees

1. Board nominees are potential new board candidates who have the current board's endorsement
2. Board nominees are selected in two ways:
   a) The current board will look for suitable members who are capable of fulfilling a board position and offer them a board nominee position. A person becomes a board nominee when they accept this offer
   b) The procedure listed in chapter II of this document. Members selected this way are non-board nominees
3. All nominees will be invited by the current board to discuss which positions they are interested in, their aspirations, and if they have any advice for other board nominees
4. The board will make a list of members of who would be suitable for the board and decide together on a board nominee for every board role
   - The list of board nominees will be kept confidential within the board and deleted after the new board has been chosen.
   - If any notes are made regarding board nominees they should be deleted after the new board has been chosen.

## II. Non-board selected nominees

5. When a member has not been selected by the board, they may submit their application to the current board
6. This application should follow these requirements
   - The application is a written document
   - The application must be sent to the President of the current board.
     a. The application can also be sent electronically, either by email, whatsapp or any other suitable way of communication
   - The application contains, the name of the applicant, a motivation for why they should be a board nominee and the way to contact them back
7. The application must be viewed and discussed by all board members, after this discussion they should decide if the applicant should be a board nominee or not. This decision will be communicated back to the applicant as soon as possible, an explanation is not required
8. If the applicant becomes a board nominee all articles regarding nominees will apply as if he was a board nominee from the start.

## III. Alternative nominees

9. Members who were not selected by the board or do not wish to be part of the team assembled by the board may assemble an ‘alternative board’
10. As any proposed board the alternative board must meet the requirements specified in article 8 of the statutes
11. The alternative board must submit their proposal to the current board more than 7 days prior to the GMM where a new board is to be elected
    a. The proposal must contain the names and the desired positions of the alternative nominees
    b. To be introduced prior to the GMM the alternative board must include introductory texts and, optionally, photos in the proposal.

## IV. Board Presentation

12. 7 days before the GMM the current board will send out an introduction of their proposed board alongside the proposed motions of that GMM.
    a. If an alternative board submitted their proposal, an introduction of their proposed board must also be included.
13. All nominees will be given the chance to present themselves by the current board at a General Members Meeting.
14. If an alternative board presented itself the members must first vote whether they prefer the board nominees or alternative nominees.
15. The selected nominees will be voted on in accordance with the Statutes
    a. In the case of a tie refer to article 12 point 5 of the statutes.
    b. If at least 3 but not all selected nominees are elected, the newly elected board members can propose new nominees at a future GMM.
16. If less than 3 selected nominees are elected the old board must decide on how to reach a sufficient board using one of the following methods;
    a. The GMM will vote on a board that was not selected under article 14.
    b. The old board will host a plenary discussion and re-attempt the vote if they believe sufficient members were swayed.
    c. The old board must extend their term and propose a new board at a future GMM.