



HOUSE RULES

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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: 19-06-2024

2 General Committee 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 committee's that do not host events, for example Promocie.
 - This rule does not apply to committee's that are dedicated to yearly or a seasonal theme. For example if we would have an Introduction committee or a Christmas committee.
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 must inform the members and other committees what their general responsibilities are and these responsibilities must be shared in a place similar to what is described in article 20 of this document
9. Committees are allowed to host events that are described within the responsibilities of another committee, as described in article 8 of this document, if they notify them beforehand and the other committee has no objections.
10. Committees are allowed to share their responsibilities with other committees if every member of the committees that are involved agree.
11. Committees make sure every event complies with the rules about events described in the "Event Rules" section.

II. Event Rules

12. All events must be added to the planner in the Google Drive.
 - If multiple events are planned for the same day, the one that got added first to the drive gets the date.
 - The only exception for the rule above is that when all members of the committee that has to move their event agree with that their event is being moved
 - Committee heads will decide among themselves on which dates their respective committee will organize events
13. All events must be published on the website at least 2 weeks before the event starts.
14. All announcements regarding events must be added in the designated schedule
15. All events must be announced in the announcements chat following the schedule mentioned in article 14

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.

IV. The Committees and Event Regulations

20. This document needs to be shared in a place that is both accessible for committees and members
 - Every change in this document should also be announced in a place described above.
21. The board can decide what should happen if any of these regulations are broken.
 - These consequences should be reasonable, for example posting an event too late is not a reason to disband a committee
22. This document can only be changed at the GMM (ALV) with a majority of the votes and eventual changes must follow the rules described in article 18 of the statutes

3 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 statutes:
 - 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:
 - A. Is the replacement for the president, in the case of their absence;
 - B. Holds primary responsibility of the members list and all administrative matters such as (non-financial) mail;
 - C. Holds secondary responsibility for policy and deeds of the board.
 - D. Is responsible for taking notes during board meetings and GMMs;
 - the Treasurer:
 - A. Holds primary responsibility for the association's financial policy;
 - B. Holds primary responsibility for finding sponsors, and secondary responsibility for maintaining contact with them;
 - C. Must monitor all income and expenditure of the association;
 - D. Must ensure all members pay contribution;
 - E. Must uphold comprehensive and transparent bookkeeping.
 - F. 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, with roughly half the events being online and half being offline.
- 7. Axy is required to host at least five events per month.
 - The months Februari, 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 dates has been picked by another committee or the board
- 8. Axy should aim to finish the planning/scheduling of events more than two weeks before the start of each new month in which the events take place, and is required to do so no later than five days before the start of the month.

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

- 9. Promocie is tasked with handling promotion of special events, designing- and spreading posters,
- 10. 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
- 11. Promocie is tasked with printing the monthly overview on posters and spread them around campus.
- 12. 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 then 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')

13. Pubcie is tasked with the planning, organising, and hosting of the pub quiz and social drinks.
14. 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')

15. Ecie should aim to set up and manage the esports teams within the association, them into competitions, and hosting tournament events.
16. 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 E-cie. 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 X.

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

17. The DnD Guild is the committee tasked with organising Dungeon and Dragons intro events and campaign groups.
18. 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.
19. The DnD guild should try to form functional DnD groups from people who expressed interest to join such group

VIII. Audit Committee

20. 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.
21. The audit committee is required to meet up with the treasurer at least twice a year to review their bookkeeping.
22. If the audit committee consists of less than two active members, or fails to meet with the treasurer, it is considered dysfunctional.
 - In this scenario the board and remnants of the audit committee are required to search for new members and to revive the committee.

IX. Rules regarding problematic circumstances.

23. 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
24. When a committee has not enough members to fulfil 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.

X. Rules regarding non-compliance

25. 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 26 of this document.
26. 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.
27. 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.
28. 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.

XI. Additional Voting Procedures For Amendments

29. 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 29 and 30 of this document.
30. When there is a change made to chapter IV, V, VI, VII. 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.
31. When there is a change made in chapter I, VIII, IX and X. Every committee described in this document needs to be in favour
- To determine if a committee is in favour the procedure in article 29 of this document is used.
32. When a change is voted in following the regular procedures at the General Members Meeting but not with an additional procedure described in article 29 and 30 of this document. The change will not take effect.
33. Any other changes follow only the regular procedure described in the statutes.

4 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 to 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 temporary absent from the association;
 - To share information with professional organizations without permission of the concerning member when it concerns an extreme situations with time pressure (Tijdsnood). This is only possible in situations like recent sexual assault, suicidal tendencies, or other illegal or extreme psychological cases;
 - 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 concerning 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.

5 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.

6 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 permanent storage location of a Paragon Assets changes the Treasurer needs to be informed as soon as possible.

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.

7 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.