

Community Rules and Regulations of the Student Dance Association

STUdance

Recently changed by the board and approved by the Annual General Meeting¹ October 2nd 2020
Translated by Leanne van der Werff

Article 1 Membership and payment

1a. Membership

The financial year of the association starts on the first of September and ends on August 31st.

The membership is taken for a determined period of one financial year. Article 1c is an exception.

One can become a member by completing the commitment for admission of the association. The commitments consist of filling out the registration form on the website of the association during the given time. With that, the member will agree with the Code of Conduct and the Privacy Policy, in which is clarified how personal details of the members are processed and protected. Additionally, the member should fulfill the payment of the contribution and the tuition fee and is required to purchase an Olympas with Sportcentrum Olympos². If the member is (temporarily) no student anymore, she³ is allowed to stay a non-studying member for one year. You are a student when you follow a Bachelor's or Master's programme at a University or a University of Applied Sciences.

In general, the period of registration takes place at the end of the open class week, starting from half an hour after the last dance class until 09:00 o'clock on the first day of the weekend of the draw. The registrations for the dance classes will be completed by a draw, in the case that there are more registrations than spots available. The guidelines for this draw are written down in the Draw Protocol, just as the order that we preserve for the draw.

In case a member does not obey the guidelines of the Code of Conduct, the board will take appropriate actions in consultation with the advisory board.

The Statutes, the Community Rules and Regulations, the Draw Protocol, the Privacy Policy and the Code of Conduct can be found on the website of the association, so that every member can read the documents at any time.

1b. Payment

The payment for the membership of STUdance consists of the fulfillment of the contribution and the tuition fee and the purchase of the Olympas at Olympos.

The payment of the contribution and tuition fee have to be completed directly at the start of the membership. This means that with the registration, one makes a promise with the payment of the classes, in short: registration = paying.

¹ Mentioned as AGM from this moment

² Mentioned as Olympos from this moment

³ 'She' or 'her' may also be interpreted as 'he' or 'his'

The amount of the contribution and tuition fee will be determined by the treasurer of the association in consultation with the rest of the board and the financial committee, as well as the time period in which the payment has to be done. When one exceeds the given period of time, a fine will be added to the amount that still has to be paid. The amount of the fine will be determined by the board at the beginning of the financial year.

When the payment is not succeeded, the member will be excluded from the participation of all activities within STUdance. The period of time in which a member can be excluded will be determined by the board. This measure may be used at all times, as long as a warning has been given. It is not possible to get a refund of the tuition fee, unless the member cannot participate in the dance classes because of circumstances beyond their control. The board will determine this.

A member that has stopped can get the details of the new member until February 1st via the secretary, if she asks for the details. The financials will then be managed by the members itself and out of STUdance's control. The same applies for members who do not follow classes during the whole financial year. Does a member join later in the year, because the class was not filled, then the unused classes will be subtracted from the total fee. The contribution has to be paid in all cases named above.

When a member at the beginning of the membership intends to participate in the dance classes for only one part of the year, an exception can be made for a shared membership. This means that she shares the membership for a maximum of one dance class with one person who was registered as (non-dancing) member with STUdance the year before. The board has to be informed before the registration. The board can choose to decline the shared membership.

The member that will participate in the first part of the classes has to complete the commitments according to article 1a and 1b to be admitted to the association. The financials will be managed by the members itself and out of STUdance's control. The contribution has to be paid by both members.

The purchase of the Olympas has to be done at Olympos. The price of the Olympas will be determined by Olympos. For the subsidy of USS Mesa Cosa, all members that dance at Olympos have to mention that they are a member of STUdance when purchasing the Olympas. This registration has to be done before the set date of USS Mesa Cosa and has to fulfill further requirements of USS Mesa Cosa.

If a member does not have a Olympas when inspected, the member owes the association a fine. The fine is the amount that USS Mesa Cosa fines STUdance. Besides, the Olympas still has to be purchased by the member concerned.

1c. Membership and payment of demo teams of STUdance

STUdance is represented by two demo teams: Dance And Move Now⁴ and High Energy And Teamwork⁵. A member may participate in one demo team.

For members of a demo team the same rules mentioned above apply, with exception of the following conditions:

⁴ Mentioned as D.A.M.N. from this moment

⁵ Mentioned as H.E.A.T. from this moment

Members for both demo teams of STUdance will be selected through an audition. Membership will be started for an undetermined duration, but has to be extended at the start of a new financial year. With this extension, the contribution and tuition fee have to be paid within the given period of time. The contribution and tuition fee will be paid per financial year.

At the beginning of the dancing season, every demo team member has to sign a contract in which she takes notice of the Community Rules and Regulations and the Demo Team Policy. With that she is in accordance with the privileges and commitments that result from the demo team membership. When a member withdraws from the demo team, she can only re-enter by going through the auditioning procedure again. The board has the right to take appropriate measures in agreement with the teacher and the advisory board, when a demo team member does not fulfill the criteria as written down in the Demo Team Policy.

In article 7 the demo teams will be more explained.

Article 2. Favoured membership: non-dancing members and alumni members

2a. Non-dancing members

Non-dancing members are members that do not participate in a dance class at the moment and have entered into an agreement with STUdance as non-dancing member. They have the opportunity to get a spot with priority in a dance class in the next financial year according to the Draw Protocol. It is only possible to be a non-dancing member when the person has been a member at STUdance. To become a non-dancing member, an e-mail has to be sent to the secretary of STUdance. This can be done at all times during the financial year. The amount of the contribution for non-dancing members will be determined before the start of the dancing season, by the treasurer of the association in agreement with the rest of the board and the financial committee, as well as the given period of time in which the payment has to be done.

2b. Alumni members

Alumni members are (in general graduated) people that have participated in a dance class of STUdance before and have registered themselves as alumni members with Dance 2.0, the official alumni association of STUdance. People that still study and have been a member of STUdance and have followed dance classes for at least one year, can also get an alumni membership. An alumni membership means in general that the person will not dance with STUdance anymore.

Alumni members may participate in all activities of STUdance, unless decided otherwise by the board of STUdance. Also, the alumni member receives the DanceFlash every two weeks, when wished for. Next to that, Dance 2.0 organizes dance classes. The board of Dance 2.0 maintains the contact between the alumni members and STUdance.

Alumni members can start the membership at all times during the year. This is for undetermined time. With extension of this membership, the contribution for the given time has to be paid. If the alumni member did not pay the contribution, she is not allowed to participate in any activity of STUdance.

Cancelling the alumni membership has to be done according to the Community Rules and Regulations of Dance 2.0 and Dance 2.0 will inform STUdance about this. The amount of the

contribution will be determined yearly, in accordance with the treasurer of both STUdance and Dance 2.0, just as the given period of time in which the payment has to be done.

2c. Honorary Member and Members of Merit⁶.

The association can express gratitude to people that have performed a special contribution to the association by appointing them as Honorary Member or Member of Merit. Honorary Members or Members of Merit are (former) members and can be brought forward to the board by the members of the association. The board makes a selection of the nominated people. During the AGM, these people will be recommended and by means of a vote it will be determined whether these people will be appointed as Honorary Member or Member of Merit. Honorary Members or Members of Merit have the right to some privileges, these will be set at the start of the year by the board and processed in the budget.

Article 3. Structure of the association

The structure of the association is based on a matrix organization: the specialized tasks are horizontal and the activities are vertical.

The next components will get their tasks within this structure: the board, the committees, the advisory board and other contributors. These will be further explained in the next articles.

Article 4. Responsibilities and tasks of the board members

As a member of the board, one will get some privileges. For members of the board it is allowed to take part in two dance classes. Besides, they have the right to participate for free in ChoreoLab and a free movie of the performance. A minimum of two members of the board are expected to be present at activities. For that reason, a maximum of two board members may participate in organized activities at the expense of STUdance. For financing these activities, the treasurer will determine a maximum amount per year, which has to be approved by the AGM. The board members get a compensation of the costs for the activity of a maximum of 30 euros. If the activity exceeds the 30 euros, they will be compensated for 30 euros and the remaining amount will be paid by themselves. Lastly, phones with a corresponding phone contract are available. Also, board members have the right to get compensation for phone costs when they do not use one of these phones. The compensation and/or the phone contract will be determined by the treasurer of the board and will be approved by the AGM. The compensation will be adjusted to the number of minutes that have been called when practising the function of a board member.

Every (candidate) board member signs a contract in which she declares that she will handle the information gained through her function as (candidate) board member confidentiality. Besides, in this contract it is determined that the candidate board is under responsibility of the board. By violating the contract, an appropriate sanction will, always in agreement with the advisory board, be imposed. Changes to the content of the contract have to be approved during the AGM.

⁶ Members of Merit can be interpreted as honorary members or beneficiaries members, which is stated in the statutes.

Members of the board can fulfill more than one function, when this is not conflicting with the Statutes. The board is free to distribute the tasks of the board differently to each function. The board can also appoint committees to fulfill tasks.

4a. Chairman

The chairman has the overall supervision to make sure everyone complies with the Statutes and the Community Rules and Regulations. She makes sure that the mission and vision of STUdance will be guaranteed. She maintains the external contacts. She will make the agenda and will guide the meetings with the board and with the teachers. She also fulfills the task of general coordination.

4b. Secretary

The secretary will minute each meeting. She takes care of the received and sent mail and e-mail from and to the members. She does the member administration and keeps track of the archive. The processing of the registrations is also part of this. She has the general overview on respecting the Draw Protocol, the Privacy Policy and the Code of Conduct.

4c. Treasurer

The treasurer keeps track of the bank, as well as the account book. The financial documents will be supplied by her. The collecting and checking of the contribution and tuition fee is her responsibility. The contracts of the teachers will be drawn up by the treasurer, in cooperation with the other members of the board. Securing the general budget and that of the committees and requesting the funds are also part of her tasks.

4d. Commissioner of Dance

The commissioner of dance organizes the dance classes of STUdance. She maintains the contact with Olympos and is responsible for the schedule and locations of the dance classes. The commissioner of dance also maintains contact with the teachers of STUdance. She leads the interviews and evaluations. Besides, the contracts of the teachers will be drawn up by her, in cooperation with the treasurer. The organisation of ChoreoLab is also her task.

4e. Commissioner of PR

The commissioner of PR is responsible for the internal communication within the association by writing the DanceFlash, de digital newsletter of STUdance. Besides, the website and social media will be controlled by her. She also makes sure that the social media policy is guaranteed. She maintains contact with the media for promoting the association. Possible publication about the association will be collected by the commissioner of PR.

4f. Commissioner of External Affairs

The commissioner of external affairs focuses on recruiting partners. She draws up a sponsor plan, makes new contacts, and maintains the existing relationships. Besides, the commissioner of external affairs keeps contact with both the demo teams. She has the general supervision on respecting the Demo Team Policy.

4g. Vice functions

The functions of vice chairman, vice secretary, and vice treasurer will be distributed within the board. The functions exist beside the functions named above. The vice chairman, vice secretary, and vice treasurer do not have to be the same person. These three functions stand as support and safety net for the chairman, secretary and treasurer. The vice chairman is deputy chairman and will act as chairman when needed. The vice secretary and vice treasurer support respectively the secretary and treasurer with their tasks and will act as deputy when needed.

4h. Confidential counsellor

One or more members of the board will act as a confidential counsellor. In case a member has either personal problems or dance related questions, she can come to this person. The board decides who will fulfill this responsibility.

Article 5. Committees

Committees will be appointed by the board and can be used to fulfill certain tasks for the association. For each committee, a board member is appointed as contact person. Each year this distribution will be made by the board itself. The next committees are installed within STUdance: the Demo Team committee, the Clothing committee, the Dance activities committee, the Party committee, the PR committee, the Financial committee, the External committee, the Weekend committee, the UIT committee, the Dinner committee, the Paarse Flits, the Charity committee, and in a lustrum year a Lustrum committee and a Book committee. For all the committees there is a script available that has to be lived up to.

All committee members are present at the Annual General Meeting, the Half year General Meeting⁷, and other General Meetings. If they cannot attend for any reason, they have to make notice of this not later than three days before the meeting to the board.

In case there is a shortage of active members within the association to fill one or more committees, the board could take over the tasks.

5a. Financial committee

The financial committee monitors and controls the financial matters within STUdance and controls for this purpose the treasurer. The financial committee exists of the treasurer of the board in the year before and a minimum of two members that are as independent as possible. They are not allowed to take part in another committee within STUdance. The committee controls and has the right to approve or disapprove the budget, half year settlement, and final settlement. A minimum of once per quarter, a meeting has to take place between the treasurer and the financial committee to execute the tasks. The treasurer will update the vice treasurer of the things that are discussed during this meeting.

⁷ Mentioned from now on as: HGM

Article 6. Advisory Board

The advisory board will exist of independent people, with the same number of members as the STUdance board. An independent member means: no board members of Dance 2.0, no board members of STUdance and no committee of STUdance or Dance 2.0. The advisory board itself will choose her members. There will be strived for a balanced composition by representation of different former boards and (former) STUdance members.

Due to the yearly change of the board within STUdance, the advisory board will guarantee the long term goals of the association. These will be written down in a multiannual plan at all times. The advisory board will keep an eye on the compliance of the multiannual plan by the board. When the period of the multiannual plan comes to an end, the advisory board will take initiative to draw up a new multiannual plan. For this, a policy group can be assembled.

Regularly, someone from the advisory board will check in with the board of STUdance. The advisory board is represented at the AGM and HGM. Besides, the advisory board can be contacted by or on call for the board of STUdance at all times.

The advisory board is no more than an advisory function. The advisory board will be taken up in the Community Rules and Regulations, but for this reason not in the Statutes. To represent the supporting function of the advisory board, the STUdance board has to discuss with the advisory board for payments above €500,-, an abnormality in a policy that has been made by a former board, an early resignation of a board member or conflicts within the current board. When there is no consensus between the board and the advisory board, the decision will be made by the members during an AGM or HGM.

The advisory board exists to support the STUdance board. In the case that a STUdance member does not feel comfortable to talk to the board, the member can go to the advisory board. The advisory board also gives the possibility for STUdance members to address a point anonymously. There will be one member from the advisory board who is confidential counselor.

To keep the continuity and connection with the STUdance board, from every board that resigns at least one board member takes place in the advisory board for at least one year. Other advisory board members can end their membership with a two months notice during the whole year. A member of the advisory board has to be rechosen at the AGM or HGM when they have a membership for more than three years.

Every advisory board member signs a contract in which she states to use the information that is gained as part of her function as advisory board member confidentially. This contract also states that the advisory board is responsible for advising and monitoring the board. With violation of the contract, the board will, in agreement with the other advisory board members, take appropriate measures. Changes of the content of the contract have to be approved by the AGM.

Article 7. Demo Teams

A part of the association are the demo teams D.A.M.N. and H.E.A.T.. For both demo teams a minimum of twelve and a maximum of eighteen memberships applies. By means of an audition, (future) STUdance members can be admitted to the demo team.

An audition will be held in the yearly open class week. When the number of members in the demo team is too low and there is still a possibility to learn choreographies for the performance at the end of the year, then an audition can be held later that year for the teachers and members of the demo teams.

The criteria for entering the demo team will be decided for both demo teams by the board, the teacher of the demo team and the jury of the audition. In agreement with the teacher, the board decides who will form the jury.

When changes in the Demo Team Policy are wished, this will be changed in agreement with the board, advisory board, the teacher of the specific demo team and the specific demo team. The changes have to be approved by the AGM.

With possible profit of performances, the destination is as follows: 30% of the profit goes to an activity for group bonding, 40% of the profit is for investing and the remaining 30% of the profit goes to the treasury of STUdance. The possible profit of the performances end up in a joint treasury. The joint treasury will be distributed over both demo teams as described above.

The rules considering membership and payment are described in article 1c.

7a. Specifications demo teams

Next to the D.A.M.N. training, a D.A.M.N. member has to follow at least one training per week to improve her dancing techniques. For this, she should follow an extra class with STUdance. If this class will be followed externally, she has to deliver proof of this to the board within a set period of time. The members of H.E.A.T. do not follow an extra regular class within STUdance.

Article 8. Teachers

The board is responsible for searching and hiring teachers for the regular classes.

Most of the financial business considering the teachers will be handled by Sportservice Noord-Holland. The teachers will receive a raise for every year that they work for STUdance according to the collective labour agreement Sportverenigingen. The maximum hourly wage is € 35,- per hour. When the teacher is absent and there is no substitute teacher who wants to teach for the usual rate of € 28,93 (€ 30,- in the case of a demo team), it is permitted to agree to a rate of maximum € 35,-. The above named amounts are exclusive of BTW.

A teacher and the board discuss the amount of choreographies the teacher has to make for a group for the yearly performance, the time limit of the choreographies and the course of events. Although the teacher is not a member of the association, he or she does receive the DanceFlash.

Article 8a. Certificate of conduct

With the signing of a new employment contract, teachers have to deliver a certificate of conduct. When a teacher is already employed without having delivered a certificate, she will have to deliver a

certificate the next time the contract is extended. The costs for a certificate of conduct will be compensated by STUdance.

Article 9. Finances

The earnings of an association consist of contributions of the members, tuition fees, donations, fundings, bequests, entering fees, gifts, earnings from performances and from possible other sources.

The depreciation and interest costs as a consequence of investments are not allowed to amount more than 10% of the total contributions of that same financial year.

When the board wants to invest in bigger projects, they have to ask permission to the advisory board and AGM.

Article 10. Annual General Meeting

Within three months after the end of every financial year an AGM will be held. The board presents her annual report and final financial report of the previous financial year, with presenting the needed documents. The new board presents the budget for the coming financial year to the AGM.

The financial report has to be settled within three months after the ending of the financial year in the form in which it will be presented to the AGM.

The budget has to be settled within three months after the ending of the previous financial year in the form in which it will be presented to the AGM.

The committees will be installed and cleared during an AGM.

During the AGM the candidate board will be approved. In case of approval, the change of boards will take place.

The agenda will be made by the board. This agenda and possible other necessary documents have to be announced to the members at least one week before the AGM. At the end of the AGM, the made minutes will be sent to the members within three weeks.

Article 11. Activities

11a. General

The association is only financially responsible for an activity organised by the association. Activities that are being organised under the name of the association have to meet the next demands:

The activity will be organised under the main responsibility of the board. The board can do this themselves, but can also appoint a person or committee to execute this task.

The budget of the activities have to be approved before by the board. The budget as well as exceeding the budget have to be announced to the board, when a committee organises the activity.

Before the declarations are transferred, a financial report from all organizations have to be presented to the board. When approved, the declarations will be transferred.

Profit of the activities of which the association is responsible for, will go to the association.

The amount of a minimum payment per demonstration or performance will be decided by the board. The amount of the expense allowance for a teacher of a STUdance course, class or, workshop will be determined by the board.

Participation in activities is totally on own responsibility and risk of the participant. Members who want to organise activities in the name of the association, have to ask permission beforehand to the board. If members want to organise activities under their own responsibility, they have to make notice of this to the board, in the case that organising could possibly damage the name and interests of the association.

11b. ChoreoLab

ChoreoLab training is offered and accessible to all dancing members of the association. The member pays an extra fee for this. The amount that has to be paid is determined by the board every year. Studying non-members can participate in ChoreoLab as well. They pay besides the set amount, also for the contribution, after which they become a member. Studying non-dancing members can participate in ChoreoLab as well. They have to pay, besides the set amount, the difference between the contributions of the non-dancing membership and the contribution of the STUdance membership.

During these training sessions choreographies will be learned for the yearly performance. The members of the association will come up and make the choreographies. There could be open and closed dances. With open dances all studying members and studying non-members can apply for participating in this dance. With closed dances there is no application for participating in this dance. The choreographers of a closed dance may choose their dancers themselves. The board decides the number of choreographers and dancers that can participate in ChoreoLab. With more applications of dancers than needed, there will be held a draw. When choosing the choreographers, the balance between open and closed dances, a diversity in dance styles and levels, and a fitting plan for the performance will be kept in mind. When selecting the dancers for an open dance, non-members will be chosen with priority. The number of open and closed dances will be determined by the board.

The commissioner of dance is responsible for the organisation of ChoreoLab. The board decides where and when the training will take place and determines the times of the training. Contribution to ChoreoLab is fully one's own risk. With the first training, every participant is obligated to sign a form concerning their own risk.

With ChoreoLab, there will be no teacher present at the start, except for a possible advisory function. The members of the association will train each other.

11c. Performance

The board of STUdance organizes at the end of every financial year a performance in a theatre in Utrecht or surroundings. The number of performances is, among other things, dependent on the size of the theatre and the amount of members

The performance is the most important activity of the association. Every dance group trains for this event. Participation for the performance is free.

The entrance fee for visitors will be determined by the board.

Article 12. Amendments

Changes in the Community Rules and Regulations can only be made when decided by the AGM, and when at least two thirds of the votes are in favor. A minimum of 5% of the voters must be present when making a decision, to be able to make it valid. When this is not the case, a second AGM will be held, not earlier than two and not later than four weeks after the first one.

All members have access to the AGM and have the right to vote for decisions that will be presented to the AGM. Members of the board and the advisory board are excluded from voting at the AGM, to maintain the independent role of these parties. Alumni members and board members of Dance 2.0 have access to the AGM. They are however excluded from voting. Every voting member is entitled to empower another member to vote for her. However, nobody may vote for more than one person. The authorization form can be requested at all times with the board.

A proposal for amendment can be done by every member of the association. This proposal has to be submitted in writing at least two weeks before the AGM. The board confirms in writing upon receipt. The board provides a motivation for listing the amendment proposal on the agenda of the AGM or not.

Article 13. Final provision

In cases where the Community Rules and Regulations does not provide or the case of a difference in opinion about the explanation of the Community Rules and Regulations, the decision will be made by the board.