

Internal Regulations of Student Dance Association STUdance



Article 1. Membership and Payment

1a. Membership

The association's financial year runs from September 1st to August 31st.

The membership is entered into for a fixed period, namely for one financial year or for half a financial year. Article 1c forms an exception.

One can become a member by fulfilling the admission requirements of the association. These requirements include filling in the registration form on the association's website during the designated period. By doing so, the member agrees to the Code of Conduct and the Privacy Policy, which describes how the personal data of members is processed and protected. Additionally, the member must pay the membership fee and lesson fee, and is required to purchase an OlymPas from the Olympos Sports Center¹ 2. You are considered a student if you are enrolled in a bachelor's or master's program at a university of applied sciences or a university, or if you are pursuing vocational secondary education (MBO).

In principle, the first registration period takes place at the start of the open lesson week, from the first dance class until 09:00 on the first day of the draw weekend. If there is a second registration period, the aim is to let it coincide with the ChoreoLab registration period. Registrations for dance classes are done via a draw if there are more applicants than available spots. The Draw Protocol outlines the guidelines for this draw, including the order of selection.

If a member does not adhere to the guidelines of the Code of Conduct, the board will, in consultation with the Advisory Board², take appropriate measures.

The Statutes, the Internal Regulations, the Draw Protocol, the Privacy Policy, and the Code of Conduct are available on the association's website, so that every member can access these documents at any time.

1b. Payment

Payment for membership of STUdance consists of paying the membership fee and lesson fee, as well as purchasing the OlymPas from Olympos. A 21% VAT is charged on the membership fee and lesson fee, or 9% in exceptions. The membership fee and lesson fee need to be paid according to the payment instructions that are communicated by the board beforehand. This means that by registering, one enters into a payment obligation for the class, in short: registration equals payment. The amount of the membership fee and lesson fee is determined by the treasurer of the association in consultation with the rest of the board and the Audit Committee, as well as the deadline by which the payment must be made. If a member exceeds the given payment deadline, a fine will be imposed on top of the outstanding amount of the membership fee and lesson fee. The amount of this fine is determined by the board at the beginning of the financial year. The amount of the fine will increase with every week that the violation continues. A 21% VAT is charged on the fine.

¹ Hereafter referred to as: Olympos

² Hereafter referred to as: RvA

The amounts for lesson fee and the membership fee must be approved by the General Members' Meeting³.

If payment is not fulfilled, the member will be excluded from participation in all activities within STUdance. The period of exclusion is determined by the board. This measure may be applied at any time, provided that a warning has been issued. In principle, no refund of lesson fee will be granted, unless there are exceptional circumstances that prevent the member from continuing to participate in dance classes. This is at the discretion of the board.

A former member may, up until February 1, request the contact details of the newly drawn individual via the secretary, provided that the latter requests them. Financial matters in such cases must be arranged privately and outside of STUdance. The same applies to members who are unable to attend classes for the entire financial year. If a member joins a class later because there were still spots available, the missed lessons will be deducted from the lesson fee owed. The membership fee must be paid in all of the aforementioned cases.

The OlymPas or Sports Club Card must be purchased through Olympos. The price of the OlymPas and Sports Club Card is determined by Olympos. For USS Mesa Cosa subsidy purposes, all members dancing at Olympos must indicate that they are members of STUdance when purchasing the OlymPas or Sports Club Card, this is known as SSV registration. This registration must be completed before the USS Mesa Cosa deadline and must meet all other requirements set by USS Mesa Cosa.

If, during a check, a member does not have a valid OlymPas or Sports Club Card and SSV registration, the member will be fined by the association. The amount of the fine is determined by the treasurer of STUdance. A 21% VAT is charged on the fine. Additionally, the member must still purchase the OlymPas or Sports Club Card with SSV registration.

1c. Membership and Payment for the Demo Team of STUdance

STUdance is represented by a demo team: Dance And Move Now⁴. For members of the demo team, the general rules mentioned above apply, with the exception of the following provisions:

Members of the STUdance demo team are selected through an audition process. Membership is, in principle, entered into for an indefinite period but must be renewed at the beginning of each new financial year. Upon renewal, both the membership fee and lesson fee for the specified term must be transferred. Membership fee and lesson fee are paid per financial year. A 9% VAT is charged to the lesson fee.

At the start of the dance season, every demo team member signs a contract in which they acknowledge their awareness of the Internal Regulations and the Demo Team Policy. By doing so, they agree to the privileges and obligations that come with demo team membership. If a member leaves the demo team, they may only return by completing the audition process again. The board has the right to take appropriate measures, in

³ Hereafter referred to as: GMM

⁴ Hereafter referred to as: D.A.M.N.

consultation with the dance teacher and the RvA, if a demo team member no longer meets the criteria outlined in the Demo Team Policy.

The demo team is further explained in Article 7.

Article 2. Supporting Membership: Non-Dancing Members and Alumni Members

2a. Non-Dancing Members

Non-dancing members are members who are currently not participating in any STUdance dance class but have entered into an agreement with STUdance as a non-dancing member. They have the opportunity to receive priority placement in a dance class in the following financial year, in accordance with the Draw Protocol. One can only become a non-dancing member if they have previously been a STUdance member or were not selected during the draw. After completing their studies, an individual may be a non-dancing member for one year following their graduation year. After that, their membership can be converted to an alumni membership by emailing the secretary.

To become a non-dancing member, an email must be sent to the STUdance secretary. This can be done at any point during the financial year. The amount of the membership fee for non-dancing members is determined by the treasurer of the association, in consultation with the rest of the board and the Audit Committee, before the start of the dance season, along with the deadline for payment.

2b. Alumni Members

Alumni members are individuals who have been members of STUdance. An alumni membership implies that, in principle, the member no longer dances or will dance at STUdance.

STUdance organizes at least one alumni activity annually. In addition, alumni members are allowed to participate in the DIES and the unveiling activity of the candidate board of STUdance, unless otherwise indicated by the STUdance board. Furthermore, the alumni member receives the DanceFlash, if desired.

Alumni can start this membership at any time during the year. Regardless of the time of registration, the alumni member must pay the full alumni membership fee. The amount of the alumni fee is determined annually by the treasurer of the association in consultation with the rest of the board and the Audit Committee, as well as the payment deadline. The alumni membership is for an indefinite period. Upon renewal of this membership, the membership fee for the given term must be paid. If the alumni member fails to pay the fee, they will not be recognized as an alumni member of STUdance.

Opzegging van het alumnidmaatschap dient conform het opzeggen van een regulier lidmaatschap te gebeuren. De opzegging van het alumnidmaatschap dient via de mail via de secretaris van STUdance te geschieden.

Lastly, alumni members will be added to the pre-sale list for tickets to the final performance of STUdance.

2c. Honorary Members and Members of Merit⁵

The association can express its gratitude to individuals who have made a special contribution to the association by appointing them as Honorary Members or Members of Merit. Honorary Members and Members of Merit are (former) members and can be nominated by members to the board. The board makes a selection from the nominated individuals. During the ALV, these individuals are presented, and a decision is made by means of a vote on whether they will be appointed as Honorary Members or Members of Merit. Honorary Members and Members of Merit are entitled to certain privileges, which are determined by the board at the beginning of the year and included in the budget.

Article 3. Structure of the Association

The structure of the association is based on a matrix organization: specialist tasks are arranged horizontally, while activities are arranged vertically.

The following components are assigned their tasks within this structure: the board, the committees, the RvA, and other staff members. These are explained in more detail in the following articles.

Article 4. Responsibilities and Duties of Board Members

The board always acts in the interest of the association. During decision-making in board meetings, proper minutes are taken, which highlight any potential conflicts of interest and state whether the association can bear the financial consequences of the decision.

As a board member, certain privileges are granted. Board members are allowed to attend two dance classes. Additionally, they are entitled to free participation in ChoreoLab and receive a free recording of the final performance. At least two board members are expected to attend activities. Therefore, a maximum of two board members may attend organized activities at the expense of STUdance. Each year, the treasurer sets a maximum budget for financing these activities, which must be approved by the GMM. Board members are reimbursed for activity costs up to a maximum of €30. If the cost exceeds €30, they receive a reimbursement of €30, and any remaining amount is at their own expense. Lastly, phones with accompanying phone subscriptions are available. Board members are also entitled to a phone expense allowance if they do not use one of these phones. The allowance and/or phone subscription is determined by the board's treasurer and approved by the GMM. The allowance is based on the number of call minutes spent performing the board duties by the various board members.

Each (candidate) board member signs a contract declaring that they will handle any information obtained in their role as (candidate) board member as confidential. This contract also stipulates that the candidate board operates under the responsibility of the board. In the event of a breach of contract, an appropriate sanction is imposed in consultation with the RvA. Amendments to the contract's content must be approved by the GMM.

Board members may hold multiple board positions, provided this does not conflict with the Statutes. The board is free to redistribute board tasks among board positions. The board can also deploy or appoint committees to perform tasks.

⁵ Members of Merit can be interpreted as honorary members or benefactor members, as stated in the Statutes.

4a. Certificate of Good Conduct

Upon signing the contract, the (candidate) board members must submit a Certificate of Good Conduct⁶ as soon as possible. The cost of the Certificate of Good Conduct will be covered by STUdance. If a Certificate of Good Conduct is not provided after the request, for whatever reason, the applicant will be responsible for the cost.

4b. Chair

The chair has overall supervision of compliance with the Statutes and the Internal Regulations. They also ensure that the mission and vision of STUdance are maintained. They manage external contacts. They set the agenda, and lead the meetings with the board members. They are also responsible for general coordination.

4c. Secretary

The secretary takes minutes at every meeting. They handle incoming and outgoing mail and emails to and from members. They manage membership administration and maintain the archive. Processing registrations also falls under their responsibilities. They have overall supervision of compliance with the Draw Protocol, the Privacy Statement, and the Code of Conduct.

4d. Treasurer

The treasurer manages the treasury and the cashbook. They prepare the annual financial statements. Collecting and monitoring membership fees and lesson fees is their responsibility. Monitoring the overall budget and those of the committees, as well as applying for subsidies, are also part of their duties. The treasurer is supported and advised by the Audit Committee. The treasurer remains ultimately responsible for the execution of these tasks.

4e. Commissioner of Dance

The commissioner of dance organizes the dance classes of STUdance. They maintain contact with Olympos and are responsible for the schedule and locations of the classes. They also maintain contact with the dance teachers at STUdance. They lead the interview process, teacher meetings, and evaluations. Additionally, the contracts for teachers are drafted by them in cooperation with the rest of the board. Organizing ChoreoLab is also their task.

4f. PR Commissioner

The PR commissioner is responsible for internal communication within the association through the creation of the DanceFlash, STUdance's digital newsletter. They also manage the website and social media. Furthermore, they ensure that the social media policy is maintained. They maintain contact with the media to promote the association. Any publications about the association are collected by the PR Commissioner.

4g. Commissioner of External Affairs

The commissioner of external affairs is involved in recruiting partners. They develop a sponsorship plan, establish new contacts, and maintain existing relationships. Additionally, the commissioner of external affairs is the contact person for the demo team. They have overall supervision of compliance with the Demo Team Policy. The commissioner of external

⁶ Hereafter referred to as: VOG

affairs is supported and advised by the External Committee. The commissioner of external affairs remains ultimately responsible for the execution of these tasks.

4h. Vice positions

The roles of vice-chair, vice-secretary, and vice-treasurer are distributed within the board. These roles exist alongside the aforementioned positions. The vice-chair, vice-secretary, and vice-treasurer do not need to be the same person. These three positions serve as support and a safety net for the chair, secretary, and treasurer. The vice-chair acts as deputy chair and will step in as acting chair if necessary. The vice-secretary and vice-treasurer support the secretary and treasurer respectively and will act as deputies when needed. For other roles, it may be decided to distribute responsibilities among board members.

4i. Confidential Contact Person

One or more (board) members will act as confidential contact person. If a member has personal issues or dance-related questions, they can turn to this person. The board decides who will take on this role.

Article 5. Committees

Committees are appointed by the board and can be deployed to carry out certain tasks for the association. Each committee has a board member assigned as a contact person. This distribution is made annually by the board itself. The following committees have been appointed within STUdance: the Demo Team Committee, the Clothing Committee, the Dance Activities Committee, the Party Committee, the PR Committee, the Audit Committee, the External Committee, the Weekend Committee, the UIT Committee, the Dinner Committee, the Purple Flash, the Charity Committee, and in a lustrum year, a Lustrum Committee and a Book Committee. A handbook is available for these committees and must be followed.

All committee members are expected to attend the GMM, the Semi-Annual General Members' Meeting⁷, and other General Members' Meetings. If they are unable to attend a GMM for any reason, they must notify the board at least three days in advance.

If there is a shortage of active members within the association to fully staff one or more committees, the board may take over certain tasks.

5a. Audit Committee

The Audit Committee supervises and audits the financial matters within STUdance and performs this by overseeing the treasurer. The Audit Committee includes the treasurer from the previous board year. The committee consists of at least two independent members. Independent members are members that are not board members or committee members within STUdance. Other members of the Audit Committee may be part of another committee. The committee reviews and has the right to approve or reject the budget, the semi-annual financial statement, and the final financial statement. For one-time unbudgeted expenses over €500, the board must request approval from the Audit Committee. At least once per quarter, there is a meeting between the treasurer and the Audit Committee to carry out their tasks. The treasurer will inform the vice-treasurer about what is discussed during this meeting. Every Audit Committee member signs a confidentiality agreement in which they declare that they will treat information they obtain in their role as Audit Committee member

⁷ Hereafter referred to as: SGMM

confidentially. Violation of this agreement will result in appropriate sanctions, always in consultation with the board and the Advisory Board. Amendments to the content of the agreement must be approved by the GMM.

5b. External Committee

The External Committee supports the commissioner of external affairs of STUdance in their tasks, and supports and advises when necessary. The commissioner of external affairs is accountable to the External Committee when they wish to enter into new collaborations. The External Committee reviews new collaboration agreements and assists the commissioner of external affairs in drafting them. The External Committee includes the commissioner of external affairs from the previous board year. The other members of the External Committee may serve on other committees. At least once a month, the commissioner of external affairs and the External Committee meet to discuss and/or perform their duties. The commissioner of external affairs will inform the vice-commissioner of external affairs of the matters discussed during these meetings. Every External Committee member signs a confidentiality agreement in which they declare that they will treat information they obtain in their role as External Committee member confidentially. Violation of this agreement will result in appropriate sanctions, always in consultation with the board and the Advisory Board. Amendments to the content of the agreement must be approved by the GMM.

Article 6. Advisory Board

The Advisory Board (RvA) will consist of independent persons, with the same number of members as the STUdance board. An independent person is defined as someone who is neither a member of the STUdance board nor part of a STUdance committee. The RvA selects its own members. A balanced composition is aimed for by representing various former board positions and (former) STUdance members.

Given the annual board turnover within STUdance, the RvA will safeguard the long-term goals of the association. These goals will always be laid down in a multi-year plan. The RvA supervises the board's compliance with the multi-year plan. At the end of the term of the multi-year plan, the RvA will take the initiative to draft a new multi-year plan. For this purpose, a policy taskforce may be formed.

A delegation from the RvA regularly checks in with the STUdance board. The RvA is represented at the GMM and the SGMM. Additionally, the RvA can be contacted by or called upon by the STUdance board at any time.

The RvA has only an advisory role. To reflect the supportive role of the RvA, the STUdance board is required to consult the RvA in case of deviation from policies set by previous boards, the possible early resignation of a board member, or conflicts within the current board. If there is no consensus between the board and the RvA, a decision will be made by the members at the GMM or SGMM. Furthermore, the board informs the RvA about one-time unbudgeted expenses exceeding €500.

The RvA exists to support the STUdance board. If a STUdance member feels they cannot approach the board with a comment or question, they may turn to the RvA. The RvA also offers STUdance members the option to raise issues anonymously. A member of the RvA will act as a confidential contact person.

To ensure continuity and connection with the STUdance board, at least one outgoing board member will join the RvA for a minimum of one year after their term ends. Other RvA members may terminate their membership throughout the year with a two-month notice period. An RvA member whose membership exceeds three years must be re-elected at the GMM or SGMM.

Each RvA member signs a contract in which they commit to handling information obtained in their function as an RvA member confidentially. The contract also stipulates that the RvA is responsible for advising and supervising the board. In case of breach of the contract, a suitable sanction will be imposed by the board in consultation with the other RvA members. Amendments to the contract must be approved by the GMM.

Article 7. Demo Team

Part of the association is the demo team D.A.M.N. The team must have a minimum of twelve and a maximum of eighteen memberships. (Future) STUdance members can be admitted to the demo team through an audition.

An audition is held around the annual open class week. If the number of members in a demo team becomes too low and there is still the possibility to learn choreography for the final performance, an audition may be held later in the year for the teachers and members of the demo team.

The admission criteria are determined by the board, the teacher of the respective demo team, and the audition jury. In consultation with the teacher, the board determines the composition of the jury.

If changes are desired to the Demo Team Policy, this will be done in consultation with the board, the RvA, the teacher, and the relevant demo team. These changes must be approved by the GMM.

In the event of earnings from performances, the allocation of the amount is as follows: STUdance gets 30% of the profit and 70% goes to the demo team. A maximum of 30% of the total profit can be used for team building activities. The allocated profit can also be used for investments only (like clothes, grime, etc.).

The rules regarding membership and payment are described in Article 1c.

7a. Demo Team Specifications

In addition to D.A.M.N. training, a D.A.M.N. member is required to attend at least one additional class per week to improve their dance techniques. This extra class must be taken at STUdance. If the class is taken externally, proof must be submitted to the board within a specified deadline.

Article 8. Teachers

The board is responsible for finding and appointing teachers for the regular lessons. Many financial matters concerning the teachers are handled through Sportkader Nederland. Teachers will receive a yearly salary increase according to the Collective Labour Agreement for Sports Associations (CAO Sportverenigingen). If a regular teacher is absent and no

substitute is available who is willing to teach for the usual rate of €30 (or €32 in the case of the demo team), the hourly wage may be increased up to a maximum of €35. The aforementioned amounts are exclusive of VAT.

The teacher and the board discuss the number of choreographies the teacher must create for a group regarding the final performance, the duration of the choreography, and the procedures involved. Although the teacher is not a member of the association, they do receive the DanceFlash, if they wish to.

8a. Certificate of Good Conduct

Upon signing a new employment contract, teachers are required to submit a VOG. If a teacher is already employed without having submitted a VOG, they must provide one at the next contract renewal. The costs of the VOG will be reimbursed by STUdance.

Article 9. Finances

The association's income consists of membership fees, lesson fees, donations, subsidies, legacies, entrance fees, gifts, income from performances, and any other sources.

Depreciation and interest costs resulting from investments may not exceed 10% of the total membership fees collected in the same financial year. If the board wishes to make larger investments, they must obtain approval from the RvA and the GMM.

Article 10. General Members' Meeting

Within six months after the end of each financial year, a GMM is held. The board presents its annual report and the final financial statement of the past financial year, along with the required documentation. The new board presents the budget for the upcoming financial year to the GMM.

The financial annual report must be finalized within three months after the end of each financial year, in the format in which it will be presented to the GMM. The budget must also be finalized within three months after the end of the previous financial year, in the format in which it will be presented to the GMM.

Committees are installed and discharged during an GMM. During the GMM, the approval of the candidate board takes place. If approved, the board transition occurs.

The agenda is prepared by the board. This agenda and any necessary documents must be made available to the members at least one week before the start of the GMM. After the GMM, the minutes are sent to the members within three weeks.

Article 11. Activities

11a. General

The association guarantees financial responsibility only for activities organized by the association. Activities held under the association's name must meet the following requirements:

The activity is organized under the main responsibility of the board. The board may organize it themselves or appoint a person or committee to carry out this task.

The budget for the activity must be approved in advance by the board. If a committee organizes the activity, the budget and any budget overruns must be reported to the board. Before the final claim is made, all organizers must present a final financial report to the board. Upon approval, the claimed amount will be reimbursed.

Revenues from activities guaranteed by the association accrue to the association.

The board determines the minimum fee per demonstration or performance.

The board determines the reimbursement for expenses of a teacher conducting a STUdance course, lesson, or workshop.

Participation in activities is entirely at the participant's own responsibility and risk. Members who wish to organize activities under the association's name must request prior approval from the board. If members organize activities under their own responsibility, they must notify the board if the event could potentially harm the association's name or interests.

11b. ChoreoLab

ChoreoLab offers training sessions accessible to all dancing members of the association. Members pay an additional fee for participation. The amount payable is determined annually by the board. Non-member students may also participate in ChoreoLab. They pay the fixed amount plus the membership fee, thereby becoming members. Non-dancing student members may also participate but must pay the difference between the non-dancing membership fee and the STUdance membership fee in addition to the fixed amount.

During these sessions, choreographies are rehearsed for the final performance. The choreographies are created and developed by the association's members. Both open and closed dances may be created. An open dance is one for which registration is generally open to all student members and non-member students. A closed dance means that the choreographer selects the dancers themselves after registration for the dance. After approval from the choreographer, the registration becomes definitive. Upon registration, a non-member becomes member of the association. The board decides the number of choreographers and dancers allowed to participate in ChoreoLab. If there is an excess of dancer applications, a draw will be held. When selecting choreographers, considerations include the balance between open and closed dances, diversity of dance styles and levels, and a suitable plan for the final performance. Non-members are given priority in the draw for open dances. The board sets the number of open and closed dances.

The commissioner of dance is responsible for organizing ChoreoLab. The board determines the location and times of the training sessions. Participation in ChoreoLab is entirely at one's own risk. Each participant is required to sign a liability waiver form at the first training session. In principle, no teacher is present during ChoreoLab, except possibly in an advisory role. Members train each other.

11c. Final Performance

The STUdance board organizes a final performance at the end of each academic year in a theater in Utrecht or its surroundings. The number of performances depends, among other things, on the size of the theater and the number of members.

The final performance is considered the association's main event. Every dance group works toward it throughout the year. Participation in the final performance is free of charge.

Entrance fees for visitors are set by the board.

Article 12. Amendments

Amendments to the Internal Regulations may only be made by a resolution of the GMM, passed with at least two-thirds of the votes cast. At least 5% of eligible voting members must be present for the resolution to be valid. If this is not the case, a second GMM will be convened, no earlier than two weeks and no later than four weeks after the first.

All members have access to the GMM and have voting rights on decisions submitted to the GMM. Board members and members of the RvA are excluded from voting rights at the GMM to preserve the independent role of these bodies. Alumni members have access to the GMM. They do not have voting rights, however. Every eligible voting member may authorize another eligible voting member in writing to vote on their behalf. However, no one may cast more than one proxy vote. The proxy authorization form is always available from the board.

Any member of the association may submit a proposal for amendment. This proposal must be submitted in writing at least two weeks before the GMM. The board will confirm receipt in writing. The board provides a motivation regarding whether or not to place the proposal on the GMM agenda.

Article 13. Final Provision

In matters not covered by the Internal Regulations or in cases of disagreement over the interpretation of the Internal Regulations, the decision lies with the board.