

# INTERNAL REGULATIONS

## TILBURGSE STUDENTEN DANSVERENIGING DANCENATION

VERSION: SEPTEMBER 2020

Tilburgse Studenten Dansvereniging DanceNation [www.tsdvancenation.nl](http://www.tsdvancenation.nl)



Tilburg, September 2020

## **1 GENERAL**

1.1 These regulations have been drawn up to regulate those matters for which the articles of association do not provide or for which regulation is deemed desirable by the General Members' Meeting.

1.2 No member of the Tilburg Student Dance Association DanceNation, hereinafter referred to as the association for short, can invoke unfamiliarity with the statutes and these regulations, as well as with the decisions of the board and notices published in the official association body.

1.3 Everyone who becomes a member for the first time must be informed by the board of the presence of the Internal Regulations on the website when entering into membership.

1.4 Amendments to these regulations can only be made after a decision of the General Members' Meeting, taken by an absolute majority of the number of valid votes cast.

1.5 The General Members' Meeting may grant dispensation from the provisions of these regulations with three quarters of the votes validly cast, unless dispensation authority has been expressly granted to the board.

1.6 When these regulations refer to "a member", this only refers to ordinary members (see articles of association, article 4.2), unless stated otherwise.

1.7 If these regulations refer to in writing, this also includes e-mail.

1.8 At all times, an amount due is only paid when the full amount has been credited to the association's account.

## **2 DANCE SEASON**

2.1 The dance season runs from September 1 year X to August 31 year X + 1.

## **3 FINANCIAL YEAR**

3.1 The association's financial year runs from September 1, year X to August 31, year X + 1.

## **4 EVALUATION FORM**

4.1 At the end of each season, but at least before July 1, the board issues an evaluation form to all members.

The evaluation form includes questions that address:

- a. The dance offer;
- b. The quality of the current lessons and training;
- c. The teachers and trainers;
- d. Organized activities;
- e. The functioning of the board.

4.2 The evaluation form is processed anonymously. Members cannot be obliged to submit this form.

## 5 MEMBERSHIP AND CONTRIBUTION

5.1 Membership can start at any time during the dance season.

5.2 The commencement date of membership is the date on which the form as referred to in article 4.2 of the articles of association is received by the secretary of the association;

5.3 a. Three membership types are possible. The first option is assumed without notice to the contrary.

1. Membership is entered into for the entire season, with a membership fee being paid for the entire season.
2. Membership is closed after January 1 of a certain season, a reduced membership fee is paid for that season. In the following season, if no cancellation takes place, the member automatically becomes a member according to membership type 1.
3. Membership is entered into from the start of the season until December 31 of that season for a reduced membership rate. This must be stated in writing to the secretary before the start of the season or when registering.

b. The contributions referred to in the previous article are determined annually by the General Members' Meeting, before 1 November of the season for which the contributions apply.

5.4 Members who are part of the competition team pay an additional contribution in addition to the general membership fee for the association, if applicable.

5.5 The penalty for not paying the membership fee on time is not being allowed to participate in activities, competitions and performances until the membership fee and an additional fine of 10 (ten) euros have been paid.

5.6 a. The amount due will be debited from the account specified by the member by direct debit. To this end, the member signs an authorization to debit the membership fee each year at the start of the membership. This authorization runs until August 31 of the dance season in which membership is terminated.

b. A member can cancel the authorization each year by paying his membership fee to the association before 15 October by bank transfer.

c. Depreciation takes place, if possible, in the second week of November. Members will be notified at least two weeks before the date of debit.

d. When entering into the membership after the direct debit has taken place, the contribution will be debited within two weeks after entering into the membership. These persons are only entitled to participate in competitions and performances once the contribution has been received.

e. Those who do not want to sign for direct debit pay an administration fee of 5 euros and are not allowed to participate in activities, competitions and performances before the contribution has been paid.

f. Payment of the contribution cannot be made in cash.

5.7 At the request of a member, the board is authorized to make a payment arrangement for the contribution owed.

## 6 DONORS

6.1 An agreement to become a donor can start at any time during the dance season.

6.2 The commencement date of membership is the date on which the form as referred to in article 4.2 of the articles of association is received by the secretary of the association; 6.3

There are three types of donorships possible, a choice must always be made.

1. Bronze donor: donates a fixed amount of 20 euros per year.
  - a. Once a year receives an update about the association in the form of a magazine.
  - b. Will bear the costs for further activities that are organized for the donors if he / she wants to participate.
2. Silver donor: donates a fixed amount of 35 euros per year.
  - a. Once a year receives an update about the association in the form of a magazine.
  - b. Can come and watch one show of your choice for free from the annual final performance of TSDV DanceNation.
  - c. Will bear the costs for further activities that are organized for the donors if he / she wants to participate.
3. Gold donor: donates a fixed amount of 50 euros per year.
  - a. Once a year receives an update about the association in the form of a magazine
  - b. Can come and watch one show of your choice for free from the annual final performance of TSDV DanceNation.
  - c. May participate free of charge in a dance workshop organized for the donors once a year.
  - d. Will bear the costs for further activities that are organized for the donors if he / she wants to participate.

6.4 a. The amount due is debited by automatic debit from the account specified by the donor. To this end, the donor signs an authorization to debit the amount owed annually at the start of the donorship. This authorization runs until August 31 of the dance season in which membership is terminated.

- b. A donor can cancel the authorization each year by paying his donation to the association before October 15th by bank transfer.
- c. Depreciation takes place, if possible, in the second week of November. The donors will be notified at least two weeks before the debit date.
- d. When entering into the donorship after the direct debit has taken place, the donation will be debited within two weeks after entering into the donorship. These persons are only entitled to participate in activities once the donation has been received.
- e. Those who do not want to sign for direct debit pay an administration fee of 5 euros and are not allowed to participate in activities, competitions and performances before the contribution has been paid.
- f. Payment of the donation cannot be made in cash.

6.5 The following activities will be organized at least annually by the association for the donors: a.

One day filling activity

b. A drink

c. One dance workshop

6.6 You can be a regular member or a donor.

## **7 END AND RENEWAL MEMBERSHIP AND DONATIONS**

7.1 At the end of the dance season, the membership and / or donorship is tacitly renewed, unless the member / donor cancels in writing before 1 September.

7.2 Cancellation can take place by sending a written statement to the secretary of the association.

## **8 PENALTY POLICY**

8.1 Penalty measures must be determined by the General Members' Meeting.

8.2 Termination of membership / donorship does not release a member / donor from payment obligations with regard to fines.

8.3 The board has the right to make exceptions to the rules referred to in articles 7.1 and 7.2 in special situations.

## **9 DEMOTEAM**

9.1.1 The demoteam has a minimum of six and a maximum of sixteen members.

9.1.2 The trainer determines which of the members belongs to the demoteam selection and who is a reserve. Unlimited changes can take place throughout the year. The reserves have the same obligations as the demoteam selection.

9.1.3 All members of the demoteam must be members of the association.

9.2 The team is reassembled annually by the trainer.

9.2.1 At the start of the season, open auditions are held after which the trainer decides who will join the team.

9.2.2 All members of the team must re-audit annually.

9.2.3 During the season the trainer reserves the right to add new people or remove current members from the team.

9.3 Attendance at training sessions and competitions is mandatory.

9.3.1 At the start of the season, the trainer determines the maximum allowable absence. If this is not determined by the trainer, this number will be four training sessions.

9.4 The contribution for members of the competition team, as referred to in Article 5.4, is determined every six months and depends on the number of matches and the registration costs of the relevant competition association.

9.5 All necessary costs for participation in competitions and performances, other than the registration fee for the competition, are for your own account.

9.6 The association provides a number of tracksuits that must be worn during competition days. A deposit will be charged for this, unless the board decides otherwise.

9.6.1 All members of the demo team must sign for receipt when the clothing is handed over. Any existing damage or shortages can be noted here. Members who have signed the contract are also the ones responsible for the items of clothing made available.

9.6.2 After returning the clothing, the deposit will be refunded if the member misuses the tracksuit in comparable condition (excluding normal wear and tear). This will be done at the end of the season with the DanceNation board.

9.6.3 If a member of the demoteam has been culpably careless with the training suit, he or she is personally liable. If the tracksuit is damaged, this person will lose his deposit. If the clothing is lost or damaged to such an extent that it needs to be replaced, this person will lose his deposit and the cost of replacing the clothes will be charged.

9.6.4 The latest return date for the clothing will be communicated by the board in time. When leaving the demoteam, the clothing must be returned immediately. Failure to return the clothing on time carries a fine, the amount of which will be determined in the General Members' Meeting.

## **10 BOARD**

10.1 The executive committee consists of five or six elected members of the association. Within the board there is at least one chairman, secretary, treasurer, PR-functionary and AC-functionary with a focus on general activities. The sixth member can be appointed to the position of vice-chairman with an emphasis on duties at the end show. If no sixth board member is appointed to the position of vice-chairman, this position will be held by the secretary and the final show task focus will then be held by the AC-functionary.

10.2 At the end of each season, the board will hold an open application, after which a new candidate board is drawn up. The candidate board members are proposed for approval to the General Members' Meeting.

10.2.1 Applicants who have not previously fulfilled a board position within the association have priority over applicants who have previously been a member of the board.

## **11 COMMISSIES**

11.1 There are six standing committees within the association, namely:

- a. Activity committee
- b. PR committee
- c. Demoteam committee
- d. Team Captain committee
- e. Showcase committee
- f. Budget committee

11.2 If the association has at least fifteen donors as referred to in Article 6 of these Regulations, the Donors Committee is established with the aim of organizing activities and workshops that are exclusively accessible to donors.

11.3 Open applications are held at the start of each season, whereby members can apply for a place within one or more committees. The committees are then composed by the board.



11.4 The chairman and secretary are appointed by the board within each committee. They are responsible for the functioning of the committee and communication with the board.

11.5 During a season, the board may decide to temporarily set up an extra committee.

## **12 BUDGET COMMITTEE**

12.1 The budget committee checks the following components:

- a. Completeness, accuracy, and timeliness of accounting;
- b. Checking the supportive financial documents;
- c. The presentation and representation of the realization;
- d. The legal capacity of the treasurer.

12.2 The Budget Committee must carry out an inspection at least two weeks before the start of the General Members Meeting and will also carry out an inspection in January.

12.3 During the General Members' Meeting, the Budget Committee must inform the General Members' Meeting about the checks it has carried out. Any omissions in the annual statements or inaccuracies found in the work or the treasurer's conduct must be reported.

12.4 The Budget Committee can propose to the General Members Meeting to discharge the treasurer if the audit under the components referred to in Article 11.1 is fulfilled and the financial documents have been approved by the Budget Committee.

12.5 The Treasurer must give the Budget Committee sufficient time for the checks to be carried out during the audits of the Budget Committee.

## **13 REALIZATION**

13.1 The treasurer is responsible for the realization and the presentation of the realization to the General Members' Meeting.

13.2 The realization must, in any case, consist of:

- a. A final balance sheet, a profit and loss account and an explanation by post about the financial year as referred to in Article 3.1.
- b. The budget of the expected revenues, costs and result of the financial year.
- c. The budget of the expected revenues, costs and result of the financial year following the financial year, with an explanation per post.
- d. The final balance sheet and the income statement for the financial year preceding the current financial year.

13.3 The realization must be presented in a clear and orderly manner and offer a direct and truthful comparison of the financial documents, as well as an explanation of the differences between the budget and the realization.

13.4 The realization must give a true and fair view of the size and composition of the assets for the relevant financial year and of the results achieved for the relevant financial year.

## 14 ADVISORY COUNCIL

14.1 TSDV DanceNation has an Advisory Council which can provide solicited and unsolicited advice to the daily board.<sup>1</sup>

14.2 The purpose of the Advisory Council is to guarantee the quality of the association, to support the daily board and to represent stakeholders.<sup>2</sup>

14.3 The daily board may provide for changes to the provisions regarding the Advisory Council.<sup>3</sup>

- a. Provisions in this chapter can only be changed in accordance with described in article 1.4 of these Regulations (Internal Regulations of TSDV DanceNation).

14.4 Provisions regarding the Advisory Council are detailed in the Regulations for the Advisory Council of TSDV DanceNation.

- a. The above regulations must be observed and followed at all times. In situations not covered by the Rules for the Advisory Council, the daily board decides.

14.5 The regulations for the Advisory Council provide provisions that are not mentioned in the Internal Regulations.

## 15 GENERAL MEMBERS' MEETINGS

15.1 The board normally convenes a General Members' Meeting at least once per dance season, as referred to in Article 2.1, in September / October.

15.2 Attendance at the General Members' Meeting is voluntary for all members and honorary members. In the event of absence, a member must report to the secretary in writing at least 24 hours before the start of the meeting.

15.3 The agenda of the General Members Meeting contains among other things:

- a. Discussion of the minutes of the previous General Members' Meeting;
- b. Realization of the past financial year;
- c. Budget of the new financial year;
- d. Determining contributions, donations, fines and fees;
- e. Appointment of new board members.

15.4 The following are entitled to vote in the General Members' Meeting: a.

Members;

- b. Honorary members.

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<sup>1</sup> Article 3.1 Regulations Advisory Council of TSDV DanceNation.

<sup>2</sup> Chapter 2 Regulations Advisory Council of TSDV DanceNation.

<sup>3</sup> Article 1.3 Regulations Advisory Council of TSDV DanceNation.



15.5 The board is obliged to e-mail an overview to all members within two weeks of the end of the General Members' Meeting containing the contributions, fines and fees, the amount of which has been determined at the General Members' Meeting.

## 16 COMMUNICATION

16.1 The main means of communication of the association is e-mail.

16.2 There is a homepage of the association. The address of this is: [www.tsdvancenation.nl](http://www.tsdvancenation.nl).

16.3 The association has a public Facebook page, which is used to promote the association. In addition, there is a private Facebook page that is only accessible to members on which, among other things, future activities are announced.

16.4 Photographs are regularly taken during association activities. These photos can be used for publication purposes and / or placed on the website / Facebook page / Instagram of the association. This does not require explicit permission from the people portrayed. Should there nevertheless be an objection to the use of a particular photo, it will be removed if possible at its request.

## 17 FINAL PROVISION

17.1 In all cases where these regulations do not provide or where there is uncertainty about the interpretation and application thereof, the board decides.

The logo for TSDV DanceNation features the text 'TSDV' in a bold, purple, sans-serif font, followed by 'DanceNation' in a similar purple font. A large, stylized, grey graphic element, resembling a thick, curved line or a stylized 'S' or 'Z', is positioned behind the text, partially obscuring it. The overall design is modern and dynamic.