

# Internal Regulations

USDV U Dance

18 march 2024



These are the Internal Regulations of the Utrechtse StudentenDansVereniging U Dance, as referred to in Article 21 of the Statutes.

## Article 1      General provisions

1. The provisions contained in these regulations apply to all members and donors of the association.
2. In those cases, in which these regulations, neither the statutes nor the law provide, the board shall decide.
3. Wherever in these internal regulations in writing is written, can be read as both by mail or e-mail.
4. Wherever in these internal regulations a student is written, a PhD student is not meant.
5. Wherever in these internal regulations ALV is written, General (Members) Assembly is meant.

## Article 2      Name

In addition to the abbreviations mentioned in the statutes, Utrechtse StudentenDansVereniging U Dance may also be abbreviated to U.S.D.V. U Dance.

## Article 3      Membership

1. Types of membership
  1. Regular members are defined as members who study at Utrecht University or at Utrecht University of Applied Sciences. For this the member must be in possession of a valid student card.
  2. Non-regular members refer to members studying at other educational institutions and non-student members.
  3. Honorary members have an honorary membership which is granted by the General Assembly to persons who have made extraordinary contributions to the association. This honorary membership is granted for life, but can be revoked according to the procedure described in Article 5 of the Statutes. Honorary members have the same rights as members. In addition, they are exempt from membership fees.
2. Becoming a member

1. New members will only be accepted if they are studying at a Dutch university or college and are in possession of a valid student card.
  2. The board may impose additional conditions for entering into membership if this is necessary in view of the objectives and nature of the association, provided this is approved by the ALV.
  3. Signing the membership contract means acceptance of the general provisions as found in the membership contract, the internal regulations and the statutes of the association. Registration is offered in both Dutch and English.
3. Termination of membership
1. Membership is automatically renewed unless cancellation is made in writing. This must be done no later than four weeks before the end of the association year, which runs from September 1 through August 31.
  2. Termination of membership is effected at the end of the association year. However, membership may be terminated immediately if the association or the member cannot reasonably be required to continue the membership.
  3. Conversion of membership to donorship category A, as described in the donor regulations, is automatic as of September 1 if the member can not show a valid proof of registration at the Utrecht University, Hogeschool Utrecht or other Dutch educational institutions. If the member still wishes to maintain a member, a written request may be submitted to the board. The board may grant this as long as the interests of the association are served.
    - a. The above will be communicated to affected members no later than June 1. Members retain the option to deregister completely as described in Article 3 Section 3.2.
4. Donators
2. It is possible to become a donor by donating an annual amount to the association. The size of this amount is determined in the donorship regulations.
  3. Donors have the right to participate in activities as determined in the donorship regulations.

## Article 4 Finances

1. Membership fee means the amount to be paid periodically to be a member of the association.
2. Class fee means the amount to be paid in order to participate in a dance course organized by the association.

3. The membership fee is debited in a single payment per association year by means of a continuous direct debit. Members are informed of this in writing by the board at least seven days in advance. If the debit is reversed or cannot be debited, the board may charge an administration fee.
4. Class fees shall be debited in full by one-time direct debit. Members will be notified in writing by the board at least seven days in advance. If the direct debit is reversed or cannot be debited, the board may charge an administration fee.
5. The board may grant deferral of payment in individual cases.
6. If payment is not made on time by the member, a payment reminder will be sent by the board. If the member does not respond to this payment reminder within two weeks, personal contact will be sought. In case of refusal to pay the class fee or the membership fee, only force majeure will be considered as a reason, meaning that the non-payment of the member is not due to his fault, nor by virtue of law, legal act or generally accepted practice. The board may request proof in this regard. If there is no question of force majeure, the member concerned will be summoned in writing to pay the amount due within two weeks on pain of suspension. If the member fails to meet its obligations even after the written demand, the claim may, if desired by the board, be presented to a collection agency. Additional costs resulting from the member's non-payment will be borne by the member.
7. In addition to income from membership fees and tuition, income may be obtained from workshops, dance demonstrations, sponsorships and other activities.
8. Expenses incurred for the association, accompanied by a fully completed claim form, can be submitted to the treasurer. They will only be paid out if they are reasonable costs, the claim form is completed in full and all receipts are attached.

## Article 5            Rights and duties of members

1. Members of the association have the right to participate in all activities of the association, barring exceptions made in these regulations or announced otherwise.
2. Members have the opportunity to participate in dance courses organized by the association for which they have paid tuition and for which they have been admitted.

3. Dancing members are required to purchase a valid sports card such as Olympas and association card and register them on U Dance before the next Olympos poll date. The board verifies that this has been done successfully.
4. Members who take part in a dance course and purchase an association card instead of an OlymPas will pay additional membership fees to compensate for subsidies lost to the association. This amount is specified in the membership regulations.
5. Members who do not register a valid sports card will pay a fine to compensate for subsidies lost to the association. This fine is specified in the membership regulations.
6. Members have the right of candidacy to serve on the board and/or committees.
7. If a member has not paid the membership fees by a date to be determined by the Board, the member shall have none of the rights mentioned in this article, except for the legal right regarding the ALVs mentioned in article 15. The member remains obliged to pay the membership fee. Membership expires automatically at the end of the association year if membership fees remain unpaid.
8. If a member has not paid the fee for a course for which he has registered by a date to be determined by the board, the member remains obliged to pay the fee and will be denied access to the dance course until that time.
9. All other rights and obligations arising from the law, the statutes, the internal regulations, the decisions of the (general) membership assemblies and board decisions apply to members.
10. Members are obliged to keep themselves reasonably informed of changes to the documents mentioned in paragraph 10.
11. Members have the duty to act and/or behave in the interest of U Dance and according to the spirit of the association.
12. Members are obliged to keep the board informed of relevant changes in their personal data.

## Article 6      Dance lessons

1. The dance classes, which collectively constitute the dance course, are those taught weekly in a subset of the following levels:
  - (a) beginners;
  - (b) semi-advanced;
  - (c) advanced;
  - (d) advanced plus.

2. Dance courses are taken per style and level in the order listed in paragraph 1.
3. Each level, except beginners, is taken for a minimum of two years before a couple moves on to the next level.
4. The board of U Dance may cancel classes if there is a valid reason. The board will give notice as soon as possible. In addition, the board has the duty to strive to compensate for the dropped class.
5. Absence of a lesson by a member, regardless of reason, does not entitle the member to any refund of the course fee or any other form of compensation.
6. The try-out period for a dance class is three weeks. During these weeks the classes are called try-out classes and anyone may participate in these classes. The board reserves the right, based on capacity or because of disruption of the class, to refuse participants. Trial lessons, with the exception of beginner lessons, are part of the lesson program. (Prospective) members cannot register for a dance course during the first week of the trial lesson period.
7. Only (prospective) members who are students at the beginning of the association year and members who stopped studying at the beginning of the association year a maximum of two years ago can register for a dance course. This will be checked during the registration period. The board is entitled to admit (prospective) members to the dance courses who do not meet these requirements, provided that the association continues to meet the requirements set by Utrecht University and Mesa Cosa.
8. The board may attach additional conditions to the registration for a course, if this is in the interest of an even distribution. Consider here the division of leader/follower, beginner/advanced.
9. An auxiliary partner is a member who participates in a dance course, but does not pay tuition for that course. This member does pay tuition for at least one other dance course. Acting as an auxiliary partner is always done in consultation with the board. It is not possible to register as an auxiliary partner yourself.
10. In this article, a new member means the following: A member who has not previously taken a dance course with the association.
11. Audition pairs are pairs consisting of at least one member who has attended the dance course in a particular level for less time than the agreed upon time, as stated in Article 6.1, but still wishes to advance to the next level. This can be done until January 31. Pairs consisting of at least one member who has not previously taken a dance course with the association, but has dance experience in the relevant discipline, are also

audition pairs. The board, in consultation with the teachers, determines whether the auditioning pair may advance to the desired level.

12. When registering for a course, each pair is assigned a score number. This number is a sum of the scores of the two individual members. The individual scores are as follows:
  - (a) regular member: 0 points;
  - (b) student non-regular member: 1 point;
  - (c) new regular member: 2 points;
  - (d) new student non-regular member: 4 points;
  - (e) non-student non-regular member: 5 points;
  - (f) new non-student non-regular member: 6 points;
  - (g) auxiliary partner: 12 points
  - (h) for each additional course within the same dance style, the member receives 10 points in addition to the total points.
  - (i) audition pairs will receive 0.5 points on top of their total point total.
13. Members may enroll in more than one dance course of the same style. A preference is hereby supplied by the member upon registration in the form of a ranking of desired classes. For each class beyond the first choice, 10 points will be added to this member in accordance with article 6, paragraph 12 under h. If the member is not placed in his first choice, the first choice expires and the ranking shifts, including assigned points. No rights can be derived from stated preferences regarding placement for the class.
14. Enrollment with the same partner for a second class of the same level is allowed. Placement occurs when there is space left in the class, and with the approval of the board.
15. The following priority rules for couples apply to enrollment in a course:
  - (a) Any couple who registers will be placed on the waiting list for that course, in order of their point total. A lower point number has priority over a higher point number.
  - (b) In the event of an equal number of points, a draw will determine which pair will be placed.
  - (c) Audition pairs are allowed to register on the waiting lists of two levels, in case they cannot be admitted in their desired level.
  - (d) Dance couples placed on the waiting list do not yet sign a tuition authorization form and are not yet required to sign the membership authorization form.
  - (e) Board members of the respective association year have guaranteed placement in one class of their choice.
16. Members can indicate until January 31 if they to enter a dance course. Entrance is possible under the following conditions:

- (a) The member has a sufficient level to follow the course as assessed by the instructor;
  - (b) The distribution of leader/follower within a course may not worsen due to the inflow of these members;
  - (c) The board, in consultation with the dance instructor of the respective discipline, decides in which course these members will enter;
  - (d) These members are obliged to pay course fees as specified in the membership regulations;
  - (e) These members may be required to take supplementary courses at their own expense to compensate for missed classes;
  - (f) Enrollment shall be on a date to be determined by the Board in consultation with the instructors.
17. When a teacher believes that a member is dancing above or below his level, the board may decide, in consultation with the teacher and the member, to place the member at another level of the respective dance discipline.
  18. If a member is unable to attend a class, this should be announced to the secretary prior to the class. It is possible to catch up on a lesson, provided there is room in that lesson.
  19. Appointed teachers and teaching assistants sign a contract each year. This contract must be drawn up by the board before the start of the association year. The board is responsible for appointing appropriate teachers and teaching assistants.
  20. Appointed teachers and teaching assistants are required to submit a valid Certificate of Good Conduct to the board.
  21. The cost of the Certificate of Good Conduct is covered by the association.
  22. Appointed teachers are responsible for the quality of the course they teach. The quality of the courses is guaranteed by the board, in consultation with the teachers. The board ensures at least three evaluation moments with the teachers and assistants per year.
  23. The language of the courses is Dutch or English. It is possible for members who do not master the relevant language to follow a course. It is then their own responsibility to understand the course.

## Article 7      Board

1. The board shall be in charge of managing the association. This includes:
  - (a) Representing the association, both internally and externally;
  - (b) Coordinating all bodies within the association;
  - (c) Managing the finances



of the association; (d) Executing decisions taken by the ALV; (e) Enforcing the statutes and internal regulations.

2. Decisions of the board are made by a majority of votes cast.
3. If board meetings have been convened at least five days in advance, decisions can be taken in the presence of the majority of the board.
4. The board may also take decisions outside board meetings, if none of the board members opposes this method of decision-making and all board members participate in such decision-making.
5. The board ensures careful spending of the association's budget. Expenses above an amount of 50 euros are preceded by a board decision.
6. Unbudgeted expenditures of an amount above 250 euros must be approved by the ALV.
7. The ALV has the right at any time to request an insight into the financial situation of the association. The board must provide for this request.
8. The board shall ensure that the minutes of an ALV are made available within eight weeks after the ALV and that the members are informed about them. The minutes should also include the items voted on.
9. Meetings and other decisions of the board shall be minuted. The ALV has at all times the right to hear the reasons for certain decisions. The minutes, with the exception of ALV minutes, are confidential and can only be viewed by subsequent boards or the Advisory Board (hereafter referred to as RvA).

## Article 8 Election of the Board

1. The candidate board is proposed by the application committee to the ALV in already formed constitution. The ALV votes on the candidate board and it is adopted by majority vote.
2. The serving board ensures a complete handover to the new board.
3. The constitution of the entire candidate board is known before the board change-ALV.
4. Candidate nominations can only be made with the consent of the candidate.
5. An application committee makes a proposal for a new board to the ALV. This committee may consist of board members and members.
- 6.

## Article 9 Long-term policy

1. U Dance has a Long Term Policy (LTB) outlining policies for the coming years.
2. The board presents changes and progress of the LTB at least twice a year at an ALV, with one ALV at the end of their board year.
3. The LTB should be renewed at least once every three years.

## Article 10 General Assemblies

1. The ALV will be held at least twice a year, including one board change-ALV and one ALV in which at least the association's finances and progress of the vision and LTB are discussed.
2. During the voting process, there are three options: for, against and blank.
3. A member who is not present during all or part of the ALV may authorize another member in writing. A member may have no more than two authorizations. Members of the Board may not be authorized. The authorization must clearly show: (a) the name of the authorized person; (b) the date the authorization was issued; (c) the name and signature of the authorizing person; (d) the date of the ALV.

## Article 11 Advisory Board

1. The RvA is an advisory body for ensuring the quality and continuity of the association.
2. The role of the RvA is to support the board. It has an advisory function only.
3. The RvA has no liability or responsibility concerning (the functioning of) the association.
4. The RvA can be consulted by the board for questions and can provide the board with (unsolicited) advice. Consultation between the board and the RvA may take place at the request of either party.
5. The RvA receives an anonymized version of the minutes of each board meeting. These are intended to inform the RvA and will not be discussed with members without board approval.
6. Any member who joined the association at least one year ago may run for election to the RvA.
7. A member can never be part of both the RvA and the Board at the same time.

8. The RvA is appointed and dismissed by the ALV.
9. At least once a year, members of the RvA are voted upon again by the ALV.
10. A member of the RvA is a RvA member indefinitely as long as that RvA member is also a member of the association.
11. The RvA consists of a minimum of two and a maximum of four members.

## Article 12 Finance Committee

1. A member may serve on the Finance Committee for a total of no more than two consecutive years.
2. The finance committee has checked and discussed the documents with the treasurer no later than two weeks before the ALV. The board ensures that the necessary documents are provided to the finance committee three weeks before the relevant ALV.
3. The finance committee may, at its discretion or when required by the ALV, conduct interim controls.
4. The finance committee does not have to be accountable to the board.

## Article 13 Other Committees

1. Committees other than the finance committee shall be established and disbanded by the board. The board shall elect one board member from among its members who shall be responsible for communication with that committee on behalf of the board. Committee members, in consultation with the board, are appointed and removed at the ALV.
2. We distinguish between ongoing committees (e.g., activities committee, PR committee, team captains, etc.) and project-based committees (e.g., gala committee and yearbook committee).
3. The committee members of an ongoing committee are appointed for an indefinite period of time. Upon leaving the committee, the outgoing member is expected to help find replacements to ensure continuity of the committee.
4. Committee members of a project-based committee are appointed until the completion of the project. When appointing the same type of committee, former members are expected to transfer information to the new committee members.
5. In case of mismanagement, dismissal of one or more committee members may occur.

6. Committees are at all times accountable to the board.
7. Each committee shall appoint from among its members a chairman to serve as the general point of contact, and a treasurer to manage the finances.

## Article 14      Final provisions

1. Amendments to these internal regulations can only be decided upon in the ALV, if the call to the meeting indicates that a proposal for amendments will be discussed.
2. At least one week before the ALV, a complete proposal for the new internal regulations shall be made available by the board for inspection by members.