

# Rules of Procedure (House Rules)

## M.S.D.V. Let's Dance!

Rules of Procedure of the Maastricht Student Dancing Association Let's Dance!, as meant in Article 19 of the Articles of Association.

### Membership

#### Article 1

Entering into the membership contract means accepting the Articles of Association and the Rules of Procedure of the association.

#### Article 2

The rights of members are:

- a. access to the activities which are organized for members,
- b. possibility to subscribe to dancing courses organized by Let's Dance!,
- c. nomination for participation in the board and/or committees,
- d. attending General Member Meetings, address those present, make propositions and vote on propositions made,
- e. call special member meetings, in accordance with Article 16 subsection 3 of the Articles of Association,
- f. all other rights which follow from the Articles of Association, the Rules of Procedure the decisions of the General Members Meetings and decisions of the board.

#### Article 3

The obligations of the members are:

- a. the payment of the funds owed to the association within the set time period,
- b. all other obligations which follow from the Articles of Association, the Rules of Procedure the decisions of the General Members Meetings and decisions of the board,
- c. to act and/or behave in the interest of Let's Dance! And in the spirit of the association.

#### Article 4

The board can impose additional conditions for entering into membership, should this be necessary in view of the goals and nature of the association.

#### Article 5

The board reserves the right to cancel a membership with the association should this be necessary in regards to the obligations of the members laid out in Article 3 above.

### Access

#### Article 6

1. Activities are accessible for all (honorary) members and benefactors, unless the board decides otherwise.
2. A possible fee for these activities is decided by the board.
3. Non-members do not have access to these activities of the association, unless the board determines conditions for their admittance.

### Benefactors

#### Article 7

A patron can become a benefactor by payment of an annual monetary contribution whose worth exceeds at least € 25,-.

## Courses

### Article 8

1. The board of Let's Dance! has the possibility of cancelling lessons, if they send out a timely announcement and decide upon compensation for the cancelled lesson, either as deemed appropriate by the board.
2. The absence of a member at a lesson does not entitle them to a refund or any other form of compensation, unless decided otherwise by the board.
3. Should a member subscribe for a course after the corresponding subscription end-date set by the board, the board can charge € 3,- in administration costs.

### Article 9

1. The board can set additional conditions for participation in a course, if this is in the interest of a balanced setup of the course. E.g. taking into account the ratio of leaders/ followers or beginners/advanced.
2. Furthermore, the board can make decisions about the admittance of members with regards to whether they are in possession of a UM SPORT membership Sports or not and the attendance to a study of Maastricht University or Hogeschool Zuyd.

## Rules of Conduct

### Article 10

A member will take the following rules regarding behavior into account during all activities which are participated in association context. This includes, amongst others, courses, activities, and parties. A member:

- a. will not exhibit sexual harassment or objectionable behavior, physical, verbal or non-verbal. If this does occur then those members who are present should notify a board member as soon as possible or, in their absence, the current person in charge.
- b. will obey the rules of locations and events where Let's Dance! makes use of or participates in.
- c. will obey the instructions of the board or authorized persons.

#### Article 11

Of the board the following is expected in regard to that mentioned in Article 10. The board:

- a. has a joint confidential counselor position in which each board member can act as a confidential counselor for members. Should the board be absent during an activity the person in charge acts as confidential counselor and hands the case over to a board member as soon as possible, but at most within one week.
- b. will treat all cases as mentioned in Article 10a discretely within the board, impartially and with sincere effort and, if deemed necessary, act.
- c. will, if action has been taken archive information regarding the reason, the action and the person against which action has been taken for the duration of 10 years.
- d. will make sure that the rules of locations and events where Let's Dance! makes use of or participates in are respected by its members.
- e. will inform itself of the emergency plans of locations and, if required, take control during emergencies.

## Committees

### Article 12

Excluded from membership of the Audit-committee, as mentioned in Article 15 subsection 1 of the Articles of Association, are members who by this membership would be required to report about matters under their management.

### Article 13

1. Committees other than the Audit-committee are set up and dissolved by the board, who give notification of this during the General Members Meeting.
2. The members of committees are appointed to and released from duty by the board, in consultation with the corresponding committee.
3. The board is required to be knowledgeable about the order of business within committees at all times. To this purpose the board appoints a board member as liaison to each committee who, with the frequency set by the board, has contact with a member of the committee appointed by the committee itself. Should a board member be a member of the committee then this person acts as the contact between the committee and the board, and the obligation to have a liaison is not in effect.
4. The committee is at all times accountable to the board.

### Article 14

Each committee chooses a head who acts as a general contact within the committee.

### Article 15

The association has at least the following committees besides the Audit-committee:

- g. the PR-committee,
- h. the Activities-committee,
- i. the INKOM-committee.

### Article 16

The PR-committee attends to the promotion of the association and its activities. On request of and in cooperation with other committees and the board the committee designs and produces the material for this purpose.

### Article 17

The Activities-committee organizes activities for the association and its members, other than the regular dance courses.

### Article 18

The INKOM-committee organizes the annual participation of the association in the INKOM.

## Membership Fee

### Article 19

1. If a member did not pay the membership fee before a date, decided upon by the board, the member has none of the rights mentioned in Article 2, except for the legally granted rights regarding General Members Meetings.
2. The member remains obligated to pay the membership fee. The membership therefore does not automatically terminate upon the absence of payment of contribution.

### Article 20

Should a member decide to cancel their membership with Let's Dance! after the previously communicated cancellation date, a fee of €15.- has to be paid to the association. If a member decides to cancel their membership after more than a month into the new semester, they are expected to pay the whole semester fee.

## Board

### Article 21

The board is tasked with the management of the association. Amongst other things this means:

- a. representing the association, internally and externally,
- b. coordinating all parts of the association,
- c. managing all the financial aspects of the association,
- d. executing the decisions made in the General Members Meetings,
- e. uphold the Articles of Association and the Rules of Procedure.

### Article 22

Official board announcements are made available to the members by way of publication via e-mail or in writing in any other way.

### Article 23

1. Decisions of the board are made with a normal majority of votes cast.
2. Should a board-meeting be called at least five days in advance of the meeting, the decisions can be made with the presence of the majority of the board.
3. The board can make decisions outside of such a meeting, if no board member objects to this method of decision making and all board members participate in this method of decision making.

### Article 24

All board members are immediately available for re-election after their resignation.

### Article 25

1. The nomination mentioned in Article 8 subsection 3 of the Articles of Association, on behalf of the board, should be made available to the members in writing at least two weeks before the commencement of the General Members Meeting.
2. Members can register themselves as an oppositional candidate at the board by written notification until five days before the General Members Meeting.

### Article 26

The new board shall be trained by the preceding board.

## General Members Meetings

### Article 27

During the Annual General Members Meeting the following topics must be discussed:

- a. the annual account, consisting of:
  - i. the balance sheet
  - ii. a profit-and-loss account
- b. the social year report, consisting of an as complete as possible overview of the activities and occurrences of the past association year.

## Workshops

### Article 28

For the promotion of dance sport the association can organize workshops for third parties, such as student associations and fraternities or sororities.

## Final Provisions

### Article 29

Any modification of these Rules of Procedure can only be decided upon in a General Members Meeting, and only if the summons to the meeting included mention of a proposal to change.

### Article 30

In all cases which the Articles of Association or the Rules of Procedures do not cover, the board decides, subject to decisions of the General Members Meeting.

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