

Internal Rules

WuBDA – Wageningen University Ballroom Dance Association

March 2021

Internal rules (*Nederlands: Huishoudelijk reglement*) of Wageningen University Ballroom Dance Association, also called WuBDA or ‘the association’ as meant by article 12 of the charter, henceforth to be called “the association” .

Article 1: General Provisions

1. The rules in this regulation apply to all members and benefactors of the association.
2. In cases where this regulation, or the by-laws, or the law are not sufficient, the board will be able to decide.
 - a. Regarding these decisions, the general members meeting (GMM) has the final ruling.
3. Where these regulations mention ‘written’, it can be interpreted as by post as well as by digital mail.

Article 2: Membership

1. Written consent of membership means acceptance of the internal rules and charter as well as the privacy policy.
2. You can become a member if one of the following situations apply to you:
 - a. You are a student at Wageningen University (BSc or MSc).
 - b. You are a student at STOAS University of Applied Sciences (Dutch: Aeres Hogeschool).
 - c. In some cases PhD’ers at Wageningen University are eligible.
 - i. Contact the board for details.
3. Membership is only valid if the following criteria have been met:
 - a. The prospective member has sport-rights for the remainder of the academic year.
 - b. The prospective member has paid the membership fee.
4. The amount of membership fee is mentioned in the budget.
 - a. Changes of the membership fee need to be approved together with the approval of the budget, during a GMM.
 - b. Membership fee is halved when membership starts in academic period 4, 5 or 6.

Article 3: Classes

1. Dance classes are training organized by the board to improve the skills of members in ballroom and latin dances.
 - a. Ballroom dances include: slow waltz, tango, quickstep, Viennese waltz and slow foxtrot.
 - b. Latin dances include: rumba, cha-cha, jive, samba and paso doble.
2. The curriculum is determined by the board in collaboration with the teachers.
3. The board has the following responsibilities in regard to the dance classes:
 - a. Coordinate the dance classes.
 - b. Arrange a teacher and location.
 - c. Arrange a substitute teacher and/or location if needed and when possible.
4. The teacher has the following responsibilities in regard to the dance classes:
 - a. Implementation of the curriculum to the dance classes.
 - b. Keep order during the dance classes.
5. Members are eligible to follow classes if they:
 - a. Have a valid membership.
 - b. Have paid the course fee.
 - c. Got an exception from the board to meet above criteria.

6. The board has the right to set a limit of how many members can follow a class. If the limit is reached, selection will be made based on the criteria below:
 - a. Members that have paid for the course have priority, based on registration order.
 - b. Members that have not registered or paid for the course follow, during the trial classes.
 - c. Remaining spots can be claimed by non-members, during the trial classes.
7. The board has the right to set requirements like forbid certain footwear to prevent damage to the dancing floor.
 - a. The requirements of footwear are always made in consultation with the owner of the floor.
8. In case of force majeure, the board can decide to cancel the class, or provide a class in a different format.
9. Cancelled classes should be financially compensated when no alternative is offered.
10. Missing a class by a member does not give the right for financial compensation of the course fee and/or the membership fee.
 - a. Financial compensation is not provided when a member misses classes due to an internship, travels or other personal activities.
11. The board has the ability to instate protocols to keep the classes balanced. Situations for which this would apply include:
 - a. Improving the balance of leaders/followers.
 - b. Improving the balance between the levels.
 - c. In these protocols, the board can make an exception on article 4.2 and 3.6.b.

Article 4: Finance

1. The membership fee for an academic year needs to be paid in whole.
 - a. At the moment of subscription, members are notified of the amount to fulfill and how to do this.
2. The course fee for a period needs to be paid in whole.
 - a. At the moment of subscribing for a course, members are notified of the amount to fulfill and how to do this.
3. Payments to the association can be done via:
 - a. Cash (only in consultation with the board).
 - b. Digital bank transfer.
 - c. Digital payment request (Tikkie, or alternatives).
 - d. Direct debit.
 - e. Pin payment (additional costs apply).
4. Besides income from membership fees and course fees, additional income can be obtained by:
 - a. Providing workshops.
 - b. Giving dance-demonstrations.
 - c. Donations.
 - d. Sponsorships.
 - e. Other activities.
5. Costs made by the board- or committee members for the association can be refunded if it meets the following requirements:
 - a. A proof of payments must be handed in to the treasurer.
 - b. All receipts are added and appear valid.
 - c. The costs are reasonable.

6. The board has the responsibility to provide an approved budget before the start of the relevant academic year.
 - a. The budget needs to be approved by members during a GMM.
 - b. If the budget is not approved before the start of the academic year, the board must:
 - i. Pay the fixed costs, such as rent, teachers salary and other necessary costs.
 - ii. These above mentioned costs may not exceed the costs approved in the previous budget.

Article 5: Rights and obligations of members

1. Members have the right to participate in activities of the association, unless exceptions are made in the internal rules, bylaws or by the board.
 - a. Anybody that organises an activity can advise the board on making an exception, but the board decides.
2. Members have the possibility to participate in the dance classes organized by the association.
3. Members have the right for nomination for the board and/or committees.
4. After subscribing for membership and/or courses, members are obliged to pay the fees as described in article 2.3.
 - a. Members that are not willing to pay can be unsubscribed for the courses and/or membership by the board. Those members can subscribe again in the upcoming relevant period (academic period for classes or academic year for membership fee/sportrights).
 - b. Exceptions for special cases can be obtained in consultation with the board.
5. All rights and obligations from the bylaws, the internal rules, the decisions of the (general) members meeting and the decisions of the board are applied to the members.

Article 6: Board and regulators

1. The GMM can always ask for insights in the financial situation of the board. The board must provide this.
2. The board provides the minutes of the GMM within two weeks after the meeting took place.
3. The board facilitates the existence of a cash control committee (CashCo). The CashCo has at least two people, preferably people with knowledge and experience with (the association's) financial systems.
 - a. Any member or benefactor of the association is able to be inducted in the CashCo.
 - b. The members of the CashCo are announced by the board during a GMM or by email.
4. The CashCo has the following objectives and rights:
 - a. It needs to check the realization of the past financial year.
 - b. It has the right to report on the financial status during each general members meeting.
 - c. It needs to review the concept-budget, however, the given advice is not binding.
5. After checking the realization of the past financial year, the CashCo is disembodied.
6. The board facilitates the existence of an advisory board. The advisory board consists of (previous board) members.
 - a. The GMM appoints every new member of the advisory board.
7. The advisory board:
 - a. Has access to all board files, except to those that can't be shared due to privacy concerns.

- b. Meets with the board at least once per academic period, where periods 3 and 4 are counted as one.
8. The advisory board can give requested or unsolicited advice about the policy of the current board.
 - a. No rights can be derived from the advice given by the advisory board.

Article 7: Benefactors

1. A benefactor is a person that has donated an amount of money to the association.
 - a. Everyone is eligible to become a benefactor.
 - b. After donation, the person will be a benefactor till the end of the academic year.
2. To gain all the rights of a benefactor, the donation should be equivalent or more than the current membership fee. The rights of benefactors are listed below:
 - a. They are allowed to participate in activities organized by the association.
 - b. They are allowed to participate in a xTDS event under the name of the association.
 - c. They may be present at the GMM, however they may not vote.
 - d. They receive the newsmail.
3. Benefactors do not have the right to participate in classes provided by the association.
4. The board has the right to limit or extend the rights of benefactors for individual activities and/or events.