

# Internal Rules

WuBDA – Wageningen Ballroom Dance Association

April 2023

Internal rules (*Nederlands: Huishoudelijk reglement*) of Wageningen 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 as well as by forms on the website.

## 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. Graduates may remain members of an SSA for a maximum of 5 years after graduation if they were a member in the previous year, unless they are/become employed by WUR.
  - d. 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 or has an SCB-approved alternative.
  - b. The prospective member has paid the membership fee.
4. The amount of membership fee is mentioned in the budget.
  - a. Membership fee is halved when membership starts in academic period 4, 5 or 6.

## Article 3: Classes

1. Dance classes are trainings 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. Free dancing hours are dancing hours organized by the board which do not have a teacher guiding it.
  - a. Benefactors and members can join for free.
  - b. Externals will have to pay a fee to join.
3. Practice hours are dancing hours organized by the board which do not have a teacher guiding it; only members can join.
4. The curriculum is determined by the board in collaboration with the teachers.
5. 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.
  - d. The classes that are organized in cooperation with the Bongerd are subjected to their rules and regulations.
6. Members are eligible to follow classes if they have a valid membership and have paid the course fee or got an exception from the board to meet previous criteria.
  7. 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.
  8. The board has the right to set requirements to prevent damage to the dancing floor.
    - a. The requirements of footwear are always made in consultation with the owner of the floor.
  9. In case of force majeure, the board can decide to cancel the class, or provide a class in a different format.
    - a. The board will find a proper replacement when a lesson is canceled, e.g. an extra practice hour or an extra technique lesson.
    - b. If point a is not possible, alternative compensation will be offered, e.g. an extra activity, a drink or a workshop.
    - c. If point b is not possible, financial compensation will be offered when 3 or more classes are canceled.
  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 3.7.

## 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. The package deal includes both the membership and all course fees with a reduction and needs to be paid in full.
  - a. At the moment of subscribing for a package deal, members are notified of the amount to fulfill and how to do this.
4. 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).
5. 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.
6. 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.
7. 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 association must:
    - i. Pay the fixed costs, such as rent, teachers salary and other necessary costs. However, these costs may not exceed the costs approved in the previous budget.
  - c. Whenever the board wants to spend more than 5 percent of total budget, or 250 euros, whichever is lower, on things that were not in the approved budget a second approval of the GMM is required.

## 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, where periods 3 and 4 are counted as one (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 GMM 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 (KasCo). The KasCo has at least two people, preferably people with knowledge and experience with (the association's) financial systems. The KasCo is defined as "de commissie bijzondere boekhoudkundige kennis" in the charters article 14.7.
  - a. Any member or benefactor of the association is able to be inducted in the KasCo.
  - b. The members of the KasCo are announced by the board during a GMM or by email.
  - c. The KasCo needs to review the draft budget besides the obligations and rights stated in the charters. However, the given advice on the draft budget is not binding.
4. The board facilitates the existence of an advisory board. The advisory board consists of members of benefactors.
  - a. The GMM appoints every new member of the advisory board.
  - b. Current board members cannot be advisory board members.
5. 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 academic periods 3 and 4 are counted as one.
  - c. The advisory board can give requested or unsolicited advice about the policy of the current board.
    - i. Their advice needs to be discussed by the board. However, no rights can be derived from the advice given.
6. The board facilitates the existence of the Webda. The Webda consists of members and/or benefactors.
  - a. The GMM appoints every new member of the Webda for one term. A term consists of one year plus the time until the next GMM after the term ends. There are no limits to the number of terms a member can be a member of Webda.
  - b. Webda should always include at least one board member. A board member does not have to be voted in by the GMM into Webda.
7. The goal of the Webda is to update content and to maintain contact with the server provider of the WuBDA website. Members of the Webda therefore have admin power on the WuBDA website.
  - a. The Webda can alter sections of the website independently. These sections will be assigned by the board.
  - b. The board reserves the power to revert any changes made to the website.
  - c. A changelog needs to be kept at all times. In this changelog, all changes to the website need to be recorded.
  - d. All Webda members will follow the privacy statement of WuBDA during their website changes.

## 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.
    - i. For this purpose, classes are not included in activities.
  - b. They are allowed to participate in an 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.
  - e. They can be a member of committees or association bodies.
  - f. They can come to the free dancing hour.
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.

## Article 8: Committees

1. A committee is a body within the association for specific purposes.
  - a. All members and benefactors are allowed to join committees.
  - b. Current committee members decide upon who joins their respective committee, in concert with the board.
  - c. Initiative for recruitment lies with the committee members. The board assists with recruitment.
2. A committee can be formed on the initiative of the board, the members, or the benefactors of the association.
  - a. The GMM rules on the formation and disbandment of committees.
  - b. Before GMM approval, a new committee is not yet official, but has the status of a prospective committee.
    - i. Prospective committees have access to their own email address as the board sees fit.
    - ii. Prospective committees can only spend association funds from the unexpected budget with the direct approval of the board.
    - iii. The vote on the application of a prospective committee needs to be held at the upcoming GMM. The GMM can postpone this decision to a future GMM.
3. A committee needs the following roles. Any individual committee member can fulfill one or more of these roles, but only if a lack of committee members that are willing to take one of these roles necessitates it.
  - a. A chair, who has the end responsibility for the committee, who leads the meetings and takes initiative in finding new members.
  - b. A secretary, who takes the minutes and handles general communication.
  - c. In case the committee handles finances, a treasurer, who:
    - i. Keeps track of the financial situation of the committee.
    - ii. Handles financial communication.

- iii. Makes an annual budget that needs to be approved by the board. This budget needs to be approved before any expenditures related to the corresponding book year are made.
4. After approval of the budget, the costs of a single budget item can exceed up to €30,- or 10% of the allocated budget, whichever is higher, for that budget item without approval of the board as long as the total annual budget is not exceeded.
  - a. An appropriate response by the board will be provided within two weeks.
5. Committees are allowed to make deals with possible sponsors and apply for subsidies only with approval of the board.
6. Upon request from either the board or the GMM, committees must give full disclosure to the board and the GMM on its financial and organizational activities.
7. The majority of the committee can expel a committee member with approval of the majority of the board.