



ENGLISH HUISHOUELIJK REGLEMENT

RULES OF PROCEDURE

M.S.D.V.

LET'S DANCE!

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TRANSLATOR'S NOTE:

NO RIGHTS OR OBLIGATIONS CAN BE DERIVED FROM THIS ENGLISH TRANSLATION OF THE ORIGINAL DOCUMENT. THE ORIGINAL DUTCH DOCUMENT CONTAINS THE LEGALLY APPLICABLE RULES OF PROCEDURE OF LET'S DANCE!, AND THIS TRANSLATION, WHILE MADE AS FAITHFULLY AS POSSIBLE, IS MERELY A CONVENIENCE FOR OUR ENGLISH-SPEAKING MEMBERS.

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, taking into account that mentioned in 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.

ACCESS

ARTICLE 5

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 6

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

COURSES

ARTICLE 7

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 8

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 men/women or beginners/advanced.
2. Besides this 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 9

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 us of or participates in.
- c. will obey the instructions of the board or authorized persons.

ARTICLE 10

Of the board the following is expected in regard to that mentioned in Article 9. 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 9.a 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 11

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 12

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 13

Each committee chooses a president who acts as a general contact within the committee. The committee will also appoint a treasurer and secretary from its members.

ARTICLE 14

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

- a. the PR-committee,
- b. the Activities-committee,
- c. the INKOM-committee.

ARTICLE 15

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 16

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

ARTICLE 17

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

ASSOCIATION MAGAZINE

ARTICLE 18

1. The independent association magazine of Let's Dance! carries the name "NewZwing".
2. The editors appoint a chief editor from their midst.
3. The editors have the right to edit or omit an article for publication.
4. The association magazine is published according to a schedule set by the board.

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.

REPRESENTATION IN THIRD PARTIES

ARTICLE 20

1. The function of representative of M.S.D.V. Let's Dance! in the board of Stichting Studenten Dansen Nederland (SSDN) is to be filled by an association member.
2. The General Members Meeting elects by vote, from all nominations for the function, the member to be proposed to the SSDN.
3. Any association member can put themselves forward for this position by contacting the association board.
4. The board should announce every nomination in writing at least two weeks before the commencement of the General Members Meeting.
5. Any association member can put themselves forward as oppositional candidate by doing so in writing to the board, until 7 days before commencement of the General Members Meeting. The board should announce such candidates to all members at least 5 days before commencement of the General Members Meeting.

ARTICLE 21

1. The candidate proposed to the SSDN by the General Members Meeting, and accepted as representative board member by the SSDN board, is authorized to make decisions in name of M.S.D.V. Let's Dance! concerning activities of the SSDN.
2. The Articles of Association of M.S.D.V. Let's Dance! and SSDN are applicable at all times to the function of representative.
3. The representative should at all times be able to report on the rights and obligations of M.S.D.V. Let's Dance! to SSDN towards the association board or interested members, and report at the annual General Members Meeting.
4. The representative can end his function, with a term of notice of at least one month towards board of M.S.D.V. Let's Dance! as well as SSDN.
5. The board of M.S.D.V. Let's Dance! can at all times relieve the representative of his function, taking into account the effective term as mentioned Article 21 subsection 4 from the moment the decision is announced to the representative and interested members. The termination of the authorization as described in Article 21 subsection 1 is valid from the moment of announcement.
In the case that a written objection against this decision is made to the board by any association member it will dealt with at a General Members Meeting within 4 weeks.
6. The representative cannot hold the position when the membership of M.S.D.V. Let's Dance! has ended. The term of notice meant in Article 21 subsection 4 also needs to be taken into account when terminating the membership of M.S.D.V. Let's Dance! by the representative.

BOARD

ARTICLE 22

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 23

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

ARTICLE 24

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 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 decisions making.

ARTICLE 25

The board requires approval of the General Members Meeting for expenses in unbudgeted matters larger than € 500,-.

ARTICLE 26

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

ARTICLE 27

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 28

The new board shall be trained by the preceding board.

GENERAL MEMBERS MEETINGS

ARTICLE 29

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

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

WORKSHOPS

ARTICLE 30

For the promotion of dance sport the association can organize workshops for third parties, such as student associations and fraternities or sororities. The general guidelines for this are documented in the Guideline Workshops.

FINAL PROVISIONS

ARTICLE 31

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 32

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.

TRANSLATED BY JEAN BLOM