



E.S.T.V.

# INTERNAL REGULATIONS

*“The Dutch version of the Internal Regulations are binding, the English IR translation only serves as a translation.”*

Edited after decisions made on GMM 36.3,

2021-06-17

## **Internal Regulations of E.S.T.V. Doppio**

### **Informal Introduction**

The Internal Regulations of E.S.T.V. Doppio is a guideline for the board and the association, determined by the GMM. These internal rules can be used to motivate board choices, to give the GMM a way to call the board to order and to provide guidance to the board. Of course there are more options. If the internal regulations fall short or do not meet the situation that has arisen, the board may ignore the rules of procedure and choose its own course. The board must, of course, be accountable for this to the GMM if the GMM requests this.

It is important to keep in mind that the internal regulations are a tool to make procedures easier and clearer. It is not a means to make the association more complicated or to force it with unnecessary rules. Above all, it is a means to prevent discussions that arise yearly. This way, GMMs will be shorter, so that we can enjoy a drink together afterwards.

## **Ch 0 General stipulations**

### **Art 0.1 Definitions**

*GMM:* General Members Meeting.

*Candidate board:* A group of people with the intention of becoming the board in the next association year.

*Board Change GMM:* GMM whereby the board of the previous association year is discharged and the board for upcoming year is put in place.

*Association year:* The period from September 1<sup>st</sup> up to and including August 31<sup>st</sup>.

*Theater year:* period from the subscription evening to the subscription evening of the next year.

*Production:* The process of making a play under the supervision of a director with a weekly rehearsal, which possibly is concluded with a performance.

*Officer Data Protection (DPO for short, NL: FG):* The board member that is responsible for overseeing that the association complies with the rules that arise from the “Algemene Verordening Gegevensbescherming” (AVG for short).

*Multi-year playing member:* A member of Doppio who has participated in a first-year or regular course at Doppio in the past, finished that course and participates in a course in the current theater year.

*Multi-year non-playing member:* A member of Doppio who has participated in a first-year or regular course at Doppio in the past, finished that course and does not participate in a course in the current theater year.

*First year playing member:* A member of Doppio who has not finished a first-year or regular course at Doppio in the past and participates in a first year or regular course in the current theater year.

*First year non-playing member:* A member of Doppio who has not finished a first-year or regular course at Doppio in the past and does not participate in a first year or regular course in the current theater year.

## **Ch 1 Membership**

### **Art 1.1 Regular Membership**

1. Membership can be awarded, with permission of the board, to students enrolled at the University of Technology of Eindhoven (NL: Technische Universiteit te Eindhoven, TU/e for short).
2. Membership can be awarded, with permission of the board, to staff members of the University of Technology of Eindhoven.
3. Membership can be awarded, with permission of the board, to students enrolled at a Higher Professional Education Institution in Eindhoven (NL: Hoger Beroepsonderwijsinstelling, HBO).
4. Membership can be awarded, with permission of the board, to staff members of a Higher Vocational Education Institution in Eindhoven.
5. Membership can be awarded, with permission of the board, to students enrolled in a Scientific Education Institution, Professional Education Institution or a Secondary Vocational Education Institution (NL: Middelbaar Beroepsonderwijsinstelling, MBO) outside of Eindhoven.
6. Membership can be awarded, with permission of the board, to individuals who have been member of Doppio in the previous association year.
7. Request of membership can be refused for the following reasons (among others):
  - a. The individual doesn't fit the descriptions of article 1.1 paragraph 1, article 1.1 paragraph 2, article 1.1 paragraph 3, article 1.1 paragraph 4, article 1.1 paragraph 5 or article 1.1 paragraph 6.
  - b. The membership of the individual has been revoked on an earlier occasion.
8. Membership can be revoked when the member does not adhere to the obligations as mentioned in article 2.2 paragraph 1.
9. The board can revoke membership under any circumstances, if substantiated with valid arguments.
10. Members, who want to terminate their membership during the year, are obligated to pay the predetermined contribution when this has yet to happen. The board may grant an exemption for this if the deregistration takes place with valid reasons.
11. Membership will be terminated when the member does not re-register before the closing of the subscription evening.

### **Art 1.2 Honorary Membership**

1. Honorary members are considered members, thus hold the same rights and obligations (as described in article 1.1), with the exception of the requirement to pay contribution. To participate in a course, they will have to pay tuition fee.
2. Current members can suggest an individual to become an honorary member by submitting a motion during a GMM.
3. Honorary members are appointed by the GMM.
4. Honorary membership can be terminated if:
  - a. this partakes via a motion accepted by the GMM
  - b. the member in question renounces his honorary membership.
5. Honorary membership will be terminated when the honorary member in question passes away.

### **Art 1.3 Partaking in courses**

1. All members must be given a fair chance for a spot in a course when available.
2. First year members are assigned to a first-year course. Exceptions are possible in consultation with the board, taking into account that members who previously did a course at E.S.T.V Doppio, have priority to participating in a regular course.
3. Members who previously were a member of E.S.T.V. Doppio have priority to participate in a first year course if they have not participated in a first year course previously.
4. The board is responsible for assigning everyone who wishes, to the best of their abilities, in the course(s) of their choice. For this, they will use the file 'selection course participations' (NL: Selectie cursus deelnamen). This document can be requested at the secretary.
5. Changes to the file 'selection course participants' must be approved by the GMM.
6. (Further) participation in a course can be refused if:
  - a. The member in question has been unauthorized absent 3 or more times at the rehearsal. In principle, there first will be a discussion between the member and the director or the board, which can lead to exclusion from the course.
  - b. The member does not comply with the duties stated in Chapter 2, Article 2.2 Paragraph 1.
  - c. The member in question has previously been refused (further) participation in a course on the basis of Article 1.3 Paragraph 5a or Article 1.3 Paragraph 5b.
  - d. The member in question has not been drawn.
7. Members who terminate their participation to a course during the rehearsal year are, in principle, no longer admitted to a course in subsequent association years. This is the case when the member stops without a reason recognized by the board and without a discussion with the director and/or the board, or has been banned from the play by the director and/or the board. An exception is made if the board explicitly gives permission for this after having a talk with said member. A member has the right to have this talk with the board before the start of the courses.
  - a. If a member stops early, part of the due course fee may be canceled in consultation with the board. The initiative lies with the member, provided that the board has informed them of their right. For the refunded amount, see the document Guidelines for Reclaiming Course Fees.

## **Ch 2 Rights and obligations**

### **Art 2.1 Rights**

1. The rights of the members are:
  - a. Participation in the activities that are organized for them, as far as the nature of the activity allows this.
  - b. The use of the facilities applicable to the members of the association.
  - c. To nominate themselves for the board and committees.
  - d. Attending GMMs.
  - e. Being able to speak, to make suggestions and vote during a GMM.

### **Art 2.2 Obligations**

1. Members are obligated to:
  - a. Adhere to the statutes and regulations of the association.
  - b. Pay the contribution, which is determined and mentioned in advance.
  - c. Use the facilities that are provided by the association in a responsible manner. This

especially means: keeping the rooms and resources clean, responsible use of the props, decor and other resources like that, and responsible use of the technical supplies like the light and sound installations and the computers.

### **Ch 3 Performances**

#### **Art 3.1 Performances**

1. The board must give permission for every performance of Doppio.
2. It is under no circumstances allowed to use money meant for the production to be used for cases not directly related to this production. This goes in particular for: food before or after the performances and “toitoitoi’s” for the players. These costs are fully accounted for by the members and director.

### **Ch 4 Privacy**

#### **Art 4.1 Privacy**

1. Upon subscribing, members will be asked for permission whether photos and other media displaying them are allowed to be used on the website and social media. A distinction has to be made between the public Facebook page and the private Facebook groups.
2. Members can object to specific photos and other media shared on social media and the site via the board. The board must, at best to their ability, remove the photo and other media within a week from all channels controlled by the board. They must not use these photos or other media anymore.
3. The association, its board and committees shall not grant personal information to third parties without explicit permission of the member in question.
4. Every board must have an appointed “officer data protection” (functionaris gegevensbescherming). This person is responsible for complying with the “Algemene Verordening Gegevensbescherming” and complying to the privacy agreement.

### **Ch 5 GMM**

#### **Art 5.1 GMM**

1. The board is obligated to mention in the invitation for the GMM that members have to subscribe or unsubscribe for the GMM.
2. Members are obligated to subscribe or unsubscribe for a GMM.
3. A member can authorize another member to vote for them on the GMM. These authorisations ought to be delivered to the board with date, name of the authorizing member, name of the authorized member, and a signature of the authorizing member.
4. A member can be authorized to vote for other members with a maximum of 2.

### **Ch 6 Declarations**

#### **Art 6.1 Declarations**

1. Declarations must be submitted at least 2 weeks before the exchange-GMM. After this it is no longer possible to declare for the past association year. An exception can be made for

costs made in the period of 4 weeks before the GMM.

2. Costs incurred for the association may be declared if it is honored by the board.

## **Ch 7 Multiple year policy**

### **Art. 7.1 Multiple year policy**

1. All goals in section 1 of the multi-year policy plan must be discussed in the policy plan of the candidate board.
2. The current board must present an updated version of the multi-year policy plan at a GMM at least once per board year.
3. Changes made to section 1 of the multi-year policy plan must be approved by the GMM with a 2/3 majority at those entitled to vote at the GMM.
4. Changes to section 2 of the multi-year policy plan must be approved by the GMM.

## **Ch 8 Advisory Council**

### **Art 8.1 Membership**

1. The Advisory Council (denoted as RvA for 'Raad van Advies') functions as an advisory body for the board. The board can discuss subjects with the RvA to arrive at new insights.
2. The RvA consists of
  - a. At least 3 members; preferably the RvA has as many members as the board.
  - b. Only those who are members of Doppio.
  - c. Only those who are not a part of the board.
  - d. The RvA can't consist only of members that have been part of the same board.
  - e. A majority of the RvA cannot be a member of the KCC and a majority of the KCC cannot be a member of the RvA.
3. The new board makes a proposal for the composition of the new RvA on the board change GMM. The RvA is chosen for one association year.
  - a. Candidates are voted on individually.
  - b. Members of the RvA can be reappointed. It is good to have a balance between experience on the one hand and rejuvenation on the other.
4. Membership of the RvA ends prematurely of one's own volition or through a decision by the GMM.
  - a. A new candidate is proposed by the board and appointed by the GMM.

### **Art 8.2 Function**

1. The RvA only gives non-binding advice.
2. The RvA can only advise when represented by at least half of the RvA members.
3. The RvA has a meeting with the board at least three times per association year:
  - a. Once with the candidate board before the board change GMM about the policy plan for the coming association year.
  - b. Twice about the current state of affairs and upcoming policy; once in the first half of the association year and once in the second half of the association year.
4. Otherwise, the RvA only advises the board at the request of the board.
  - a. The board may, in special circumstances, seek advice from a specific subgroup of the

RvA.

5. The RvA has to sign a Non-Disclosure Agreement at the start of the board year, provided by the board.
6. Unless the board and the RvA decide otherwise, a summary of the conversation will be provided by the RvA. This document will only be available for the board, and serves as a reminder.