



N.S.P.V. Lasya

## Internal Rules of Operation

12th of April 2022

These are the Internal Rules of Operation of the Nijmegen Student Pole Dancing Association Lasya, complementary to the statutes of the association.

### 1. General Clause

- 1) The determinations contained in this regulation apply to all members, honorary members and members of merit of the association.
- 2) The determinations in this regulation originate from the statutes. If this regulation seems contrary to the statutes, this regulation needs to be revised.
- 3) When in this regulation 'he' or 'his' is written, it can also be read as 'she' and 'her' and vice versa.
- 4) In those cases for which this regulation, neither the statutes nor the law provide, the board will decide.

### 2. Rights and Obligations of Members

- 1) Members must provide the board with their name, address, email address, date of birth, sports card number, and if applicable their student number in writing. This is done through a signed continuous direct debit authorization form, which finalises the membership. The signed form will stay valid as long as the membership lasts and will become void as soon as the membership ends.
- 2) Duration
  - a) Members can select between four membership-periods when enrolled.
  - b) An annual membership starts at 1st of September and ends at 31th of August and is renewed automatically.
  - c) A bi-annual membership for the first semester starts at 1st of 1 September and ends at 31th of January and is renewed automatically.
  - d) A bi-annual membership for the second semester starts 1st of February and ends at 31th of August and is renewed automatically.
  - e) A summer membership starts 1st of June and ends 31th of August and is not automatically renewed.
- 3) Members are obliged to have a sports card at the RSC sports centre, for the whole membership duration. In the case a member is obliged to have a sports card and does not meet this requirement, and N.S.P.V. Lasya gets a fine from the sports centre, this fine will be transferred to the member in question. Honorary members are excluded from the obligation to have a sports card.



- 4) Membership-fee
- a) Members are obliged to pay a membership fee.
  - b) The amount of the contribution, annually determined by the General Member Meeting, is currently 30, - euro for the period of September 1st to the 31st of August, 18, - euros for September 1st till the 31st of January, or February 1th till the 31st of August, and 5, - euros for the period June 1st till the 1st of September.
  - c) The contribution is collected through an automatic debit collection. The collection must be announced in writing at least two weeks in advance to the members. The board can allow members to pay in an alternative way.
  - d) For members who are a member at the beginning of the association year, the contribution must be collected before the 31st of December.
  - e) Honorary Members and Members of Merit as referred to in article 3.4 of the Internal Rules of Operation are exempt from paying contribution.
  - f) Members (with the exception of summer members) have up to one month before the end of their term to cancel their membership. If this one month notice is not given they automatically give their permission to extend their membership for another term of the same length. The permission for an automatic debit collection of the contribution will remain valid.
  - g) In order to finalise the registration, every member needs to deliver a SEPA-form. All members enrolled in the association and whom have not yet submitted their SEPA-form, will have two months after registration for submitting the SEPA-form. Otherwise, the member is deregistered.
- 5) Members must obey the rules of the Radboud Sports Centre when they use their facilities, or when locations facilitated by the Radboud Sports Centre are used.
- 6) Members have the right to participate in all activities of the association, except if there are exceptions made in this regulation or announced otherwise.
- 7) If members make purchases for the benefit of the association or a committee of the association, they can declare the costs for the purchase if they meet the following requirements:
- a) Declarations must be made within 2 months after purchase;
  - b) Declarations must be made before the end of the financial year unless stated otherwise by the treasurer.
- 8) If a penalty request is submitted to the board, it is first critically considered whether imposing a penalty is the right solution. The board takes sufficient time to deal with this matter. If the board is unable or incapable of judging the matter objectively, it is possible to appoint an independent committee to deal with this matter. This committee will lead the procedure during the GMM, in which the penalty is decided among the members. The following procedure is advised:
- a) At the GMM, the board does not take a position and remains as objective as possible. If not possible, another chairperson must be appointed for the meeting.
  - b) The board proposes the procedure, the GMM votes on this
  - c) The application is read/presented



- d) The accused defends himself
  - e) The GMM may ask questions
  - f) The board can propose a penalty
  - g) The GMM votes for a penalty
- 9) For activities, the latest cancellation date is the same as the latest registration date with a minimum of 24 hours in advance. If the registration is not cancelled on time, the costs of the concerned activity will still be charged to the member.

### 3. The Board

#### 1) General

- a) The board is charged with leading the association.
- b) The board must act in the interest of the association.
- c) The board must ensure that the statutes and other regulations of the association are met.
- d) The board is ultimately responsible for the organisation of activities for the members, which are organised by the board or by the committees appointed by it. In principle, it has access to all the funds of the association for this purpose. For this end, the board draws up an annual budget that must be approved by the GMM.
- e) The board can independently enter into legal acts up to a maximum of 500 euros per legal act. For legal acts above the amount mentioned, the board must have the approval of the GMM. It is also possible to inform all members in writing. In the absence of a written objection from one of the members within two weeks after sending the message, the board may perform this legal act with the same rights as approved by the GMM.
- f) The board can independently enter into legal acts relating to a period of a maximum of one calendar year after the legal act. For legal acts relating to a longer period, approval must be requested from the GMM. It is also possible to inform all members in writing. In the absence of a written objection from one of the members within two weeks after sending the message, the board may enter into this legal act with the same rights as approved by the GMM.
- g) Payment confirmation must be requested for cash payments by the boards.
- h) For payments by a member to the board, the board must, at the request of the member convert, issue a payment confirmation, provided this request is submitted within two weeks.
- i) The board is in all cases accountable to the GMM. For this reference is made to the statutes of the association.
- j) The board is charged with the implementation of the decisions of the GMM.
- k) The board maintains contact with sister associations.



- l) The board is responsible for promoting the association.
- m) Board members must familiarise themselves with the statutes of the associations and the regulations of the association.
- n) For promotional activities, the board can make use of a billable amount of 75,- euros per board per year. One admission ticket is reimbursed per event, if possible at a reduced rate.

## 2) Composition

- a) The board, also known as the General Board, consists of the Executive Board and the other board members.
- b) The Executive Board consists of the chairman, vice-chairman, secretary and the treasurer. These four positions must, in all cases, be held by at least three persons. The commissioner external is an optional board function.
- c) The candidate board is being voted in on the general member meeting which takes place in June or July. At this point in time, the candidate board is allowed to perform board-related tasks and view board-related documents under the guidance of the current board. The board will then officially change during the yearly meeting which takes place in August or September.

## 3) The Chairman

- a) is charged with leading the GMM and the board meetings.
- b) coordinates the duties of his fellow board members.
- c) keeps the vice-chairman informed of current affairs.
- d) keeps the association's correspondence in collaboration with the secretary and the vice-chairman.
- e) ensures, in collaboration with the vice-chairman, the order within the association.
- f) disposes, together with the treasurer, of the funds of the association.
- g) is, together with the treasurer, authorized to use the association debit card.
- h) is, together with the vice-chairman, responsible for representing the association in meetings of umbrella organisations.
- i) reserves the right to attend committee meetings if deemed desirable. He has an advisory vote in such meetings.
- j) is authorized to withhold correspondence from board and committee members and to request a decision about this from the board, if he deems this in the interest of the association.

## 4) The Vice-Chairman

- a) replaces the chairman if he is absent,
- b) is responsible for the key administration of the training locations.



- c) keeps the association's correspondence in collaboration with the secretary and the chairman.
  - d) cooperates with the chairman to maintain order within the association.
  - e) is, together with the chairman, responsible for representing the association in meetings of umbrella organisations.
  - f) makes sure the rules and regulations with regards to the privacy law are met.
- 5) The Secretary
- a) coordinates with the chairman and vice-chairman the correspondence of the association.
  - b) is responsible for taking minutes at the GMM and the board meetings.
  - c) is responsible, in cooperation with the treasurer, in keeping a register in which are recorded all members, honorary members and members of merit of the association.
  - d) is responsible for the archive of the association.
  - e) is in collaboration with the other members of the Executive Committee and the committee heads are responsible for drawing up an annual report.
  - f) is responsible for the timely announcement of the GMM, in accordance with the relevant provisions in the articles of association and the other regulations.
  - g) is, in collaboration with the other members of the Executive Board and/or General Board, responsible for drawing up the agenda for the GMM.
- 6) The Treasurer
- a) is charged with managing the funds of the association. To this end, he may, together with the chairman, have a bank account and a giro account at his disposal.
  - b) is only authorized to spend amounts in excess of 100,- euros per week after the consent of at least one of the other members of the Executive Board.
  - c) is authorized, together with the chairman, to use the association's debit card.
  - d) ensures that no others have access to the association's accounts.
  - e) must keep the cash book.
  - f) must report the financial situation of the association to the board at least once every two months.
  - g) is responsible for issuing an annual financial report for the financial year to the GMM.
  - h) is responsible for the coordination and advising the auditing committee. For the tasks of this committee, reference is made to article 10, paragraph 2 of the statutes of the association.
  - i) is charged with handling grants awarded to committees.
  - j) is responsible for handling the contribution and any deviations.



- k) is, in collaboration with the secretary, charged with keeping a register in which all members, benefactors and honorary members of the association are listed.
- 7) Commissioner of External Affairs:
- a) has the responsibility of representing the association on social media.
  - b) organises request for workshops and performances.
  - c) organises the activities for workshops and performances.
  - d) has the responsibility of recruiting new sponsors.
  - e) has the responsibility to fulfill the contract between sponsors and the associations.
  - f) has the responsibility for the active member trip (AMT).
- 8) For all committees, there is a board member who acts as contact person. There is no objection if this board member is a member of the committee. The Contact Person:
- a) is charged with coordinating contacts between the board and the relevant committee.
  - b) reserves the right to attend and convene committee meetings as he sees fit. In such meetings, he has an advisory vote.
  - c) is authorized to inspect the correspondence of the relevant committee.
  - d) is authorized, in consultation with the Executive Board, to issue the committee head for the points relevant to him at an administrative meeting.
  - e) is charged with passing on all essential communications from the board to the head of the committee.
  - f) is, in collaboration with the relevant heads of the committee, responsible for keeping the agenda on the internet pages of the association concerning matters that his committees.

#### **4. General Member Meeting (GMM)**

- 1) Voting during the General Member Meeting
- a) During the voting procedure there are four options: for, against, blank and abstain. Blank votes are invalid. Those who vote blank or invalid are only counted for the quorum. If you abstain, you indicate that you do not wish to vote.
  - b) Voting on a proposal is only valid if two-thirds of the members present or represented have cast their vote. If this is not met, a vote can be taken on the next GMM, regardless of the number of votes cast.
  - c) A proposal is adopted if more than 50 per cent of the votes cast, are in favour of the proposal.
  - d) Votes on persons and votes from which an opinion on a person can be derived are made in writing, with closed notes.



- e) Other votes will be taken orally unless a person with the right to vote requests a written vote. Written votes are then taken by closed notes.
- 2) A member present at the GMM cannot receive more than 1 authorization per 50 members of Lasya at the time of the invitation of the GMM. Even with a higher number of enrolled members, a member present at the GMM cannot receive more than 4 authorizations.
- 3) The chairman of the meeting has the right to suspend the GMM for an indefinite period if this is in the interest of the association. The chairman is accountable for this to the board at the next board meeting and at the next GMM. Until the approval of the accountability at the next GMM, the chairman cannot suspend that GMM for an indefinite period.
- 4) The board is obliged to provide the following documents to all members at least two weeks prior to the GMM.
  - a) Agenda
  - b) Minutes of the previous GMM
  - c) Policy plan
  - d) Annual secretarial report
  - e) Financial report
  - f) Possible IRO changes from the board
- 5) Once a year, N.S.P.V. Lasya organises the yearly member meeting. This meeting should take place in August or September. The agenda of the yearly member meeting includes:
  - a) Determination of the minutes from the previous general member meeting;
  - b) Annual report of the board;
  - c) Financial annual report from the past financial year;
  - d) Report of the audit committee;
  - e) Determination of the balance sheet and the income and expenses;
  - f) Determination of the membership-fees;
  - g) Determination of the annual budget;
  - h) Question round.

## 5. Committees

- 1) Committees (with the exception of the audit committee, known as KasCie and the Big Advice Committee, known as GAdCie) :
  - a) are led by committee heads;
  - b) consist of members, honorary members and members of merit;
  - c) are, if applicable, committed to organising activities for the association. To do this a part of the total funds of the association is at their disposal. The amount is decided by the board;



- d) are evaluated on their functioning and composition of committee members. This evaluation takes place during the General Members Meeting, where the committee heads or a delegate will be present;
  - e) should, if applicable, send a financial report to the board at least twice per financial year, in a form specified by the board;
  - f) should request a payment confirmation for any cash payments it makes;
  - g) should provide a payment confirmation when a member makes a cash payment to the committee;
  - h) conduct their own correspondence. If needed they can ask the secretary for advice;
  - i) are accountable to the board for all their organised activities;
  - j) are obligated to sign the non-disclosure agreement and hand it in by the board;
- 2) The Committee Head:
- a) is responsible for coördinating the activities of the other committee members.
  - b) should keep the board up to date on the course of events of the committee, via the assigned contact.
  - c) should keep the board up to date on changes in the member composition of the committee.
  - d) has the right to attend relevant agenda items of a board meeting. This is in consultation with the board, and the committee head has an advisory role.
  - e) takes care of the good functioning of the committee.
  - f) makes sure the budget and settlement are consulted with the treasurer.
  - g) has to request written permission from the treasurer when total costs of an event are estimated to be higher than 150 euros.
  - h) is (with the exception of the TraiCie committee head) responsible for presenting the budget and settlement. These need to be approved by the general members meeting.
  - i) is allowed to halt correspondence of committee members and ask the board to make a decision on the halted correspondence.
  - j) is held accountable for updating the committee script and drawing up reports of big events. The committee head should send copies of these to the secretary.
  - k) has to keep track of an inventory of things that are purchased by the committee members for the benefit of the association.
  - l) needs to be up to date on the statutes and the rules in this document.
  - m) is, together with the contact, responsible for keeping the calendar up to date on committee related business.
- 3) Committee members need to report at least one month in advance when they plan to leave the committee.





- 4) Appointed Committees.
- a) The following committees of the association are appointed:
- i) The Audit Committee (KasCie). The tasks of this committee are described in article 10, paragraph 2 of the Statutes. A member can be part of this committee for a maximum of 2 consecutive years.
  - ii) The Training Committee (TraiCie). This committee is responsible for the planning and organisation of the general training sessions. The general training sessions are led by trainers. A trainer can be appointed by the TraiCie. The trainer is obliged to follow a how-to-teach-workshop within the academic year the trainer got appointed.
  - iii) The Pole Dance Activities Committee (PactCie). This committee organises sports-related activities for members with a focus on pole dance related activities.
  - iv) The Activities Committee (Actcie). This committee organises informal activities for members.
  - v) The Website and Information Committee (WebCie). This committee is responsible for the website of N.S.P.V. Lasya, the creation and distribution of the monthly newsletter. Additionally, the WebCie is jointly responsible for updating and managing the association's digital channels.
  - vi) The Introduction Committee (IntroCie). This committee is responsible for organising the activities and events during the orientation week. In addition, they are also responsible for organising activities for new members.
  - vii) The Big Advice Committee (GAdCie). This committee advises the board of the association and is an alternative point of contact for members for issues regarding the association. They receive the minutes of the board meetings in .pdf format. The board can ask for advice on association issues. The committee is allowed to give advice on their own initiative on the state of affairs regarding the association and its board. The committee members are to discuss their opinions in order to give one joint advice. Members of the GAdCie can be proposed by the board, the GAdCie or other members of the association. The members of the GAdCie need to be approved by the general members meeting. The number of GAdCie members has to be equal to, or lower than the number of approved board members.
  - viii) The Camp Committee (KampCie). The committee organises and coordinates the yearly members camp.
  - ix) The Drinks Committee (BoCie). This committee organises drinks at our sponsor pub. The BoCie makes sure the number of drinks mentioned in the sponsor contract is achieved. The Bocie also takes care of promoting contact between members outside of the training hours.
  - x) The Competition Committee (WedstrijdCie). This committee is meant as the main contact for members which would like to participate in competitions, is responsible for supporting those members and is responsible for the realization of the contest policy.



- xi) Lalitha. This committee is meant for all the former members that would like to stay in contact with Lasya. Lalitha is responsible for the organisation of the annual reunion and the creation and distribution of a quarterly newsletter for former members containing updates regarding Lasya.
  - xii) The Event Committee (EventCie). This committee is responsible for organising large scale sporting events such as the NSK and the Shownight.
- b) The board can appoint the following committees of the association:
- i) The Lustrum Committee (LustCie). This committee is responsible for organising the association's lustrum activities.
  - ii) Other event committees. Such a committee is appointed to organise and/or coordinate a one-off event. After the event, the committee should be disbanded.
- 5) The intermediate training is given by at least two members that are responsible for the content of the intermediate training. For this, they receive a volunteer allowance. The amount and conditions of this allowance are recorded in the volunteer contract.



## Code of conduct N.S.P.V. Lasya

The code of conduct for N.S.P.V. Lasya has been established with the aim of creating a safe environment for all members. It provides guidelines for recognizing and responding to unwanted (ongewenst) and inappropriate (grensoverschrijdend) behavior.

### General behaviors:

- 1) Everyone is accepted as they are or want to be.
- 2) No form of physical and/or verbal violence is tolerated within the organization. Digital violence is also not tolerated within the organization.
- 3) You are responsible for your own actions and the consequences that come from them.
- 4) No form of racism, discrimination, or intimidation based on gender, race, sexual orientation, appearance, language, or any other ground is tolerated.
- 5) Anyone who displays behavior that is perceived as unwanted or inappropriate will be addressed. If the board deems it necessary, sanctions will be imposed.
- 6) We respect each other's boundaries. No pressure will be exerted on someone to do things they are not comfortable with.
- 7) We respect each other's property. We do not steal or damage and make sure to respect other people's property together.
- 8) We hold each other accountable for violating the rules.

### Internal confidentiality advisors

Within N.S.P.V. Lasya, there are currently two internal confidentiality advisors. Contact details for these confidentiality advisors can be found on the website. The confidentiality advisors are the points of contact within the organization for members who do not feel comfortable discussing certain matters with the current board. The confidentiality advisors mediate between parties when necessary and evaluates the situation of those involved. If the confidentiality advisors deem it necessary, they will refer those involved to an expert to help in the situation. Additionally, the confidentiality advisors offer a listening ear regarding the situation and can provide advice.

### Complaint procedure

An official complaint must be dated and signed (in writing or digitally) and submitted within 2 months after the unwanted or inappropriate conduct has occurred. If the complaint is submitted orally, it will be recorded in writing by the confidential contact person or the board.

The data related to a complaint procedure will be removed and destroyed from the board's archives five years after the advice given in it. The provisions of the GDPR will be observed in this regard.

### Unwanted behavior



Unwanted behavior is defined as behavior that is perceived as threatening, humiliating, or intimidating. Examples of unwanted behavior include sexual harassment, discrimination, aggression, violence, and bullying. The following behaviors are included:

Physical violence; this involves physical aggression such as hitting, pushing, kicking, etc.

Mental violence; this can include treating people unfairly or discriminating against them based on their religion, gender, ethnicity, race, beliefs, political views or sexual orientation. This can be expressed through yelling, name-calling, threatening, bullying, systematically ignoring, etc.

Sexual violence; this includes harassment, comments, intrusive behavior, unwanted touching, and rape.

Destroying or stealing someone else's property.

#### Inappropriate behavior

Under the term inappropriate behavior is understood: any behavior that does not fall under the above definitions of unwanted behavior, but is perceived as inappropriate by the recipient. The feelings of the person experiencing the boundary crossing behavior are decisive, and not the thoughts or intentions of the person who is crossing the boundary. It is about respecting the boundaries that the other person indicates or makes known.

Acting upon unwanted behavior or boundary-crossing behavior.

Sanctions include receiving a warning, being removed from an activity, or being suspended. The severity of the behavior determines the appropriate sanction.

Unwanted behavior is punished more severely than boundary-crossing behavior. If boundary-crossing behavior continues after an official warning, it is treated as unwanted behavior.

The board may apply the sanction options established in the Bylaws and Regulations for inappropriate behavior. A warning does not have to be issued first.

Sanctions are carried out by the board.

If necessary, the RSC is informed of unwanted behavior within N.S.P.V. Lasya and the sanctions imposed by the board.

#### **Warnings**

A) The board may issue an official warning to a member regarding their (mis)behavior and alert them to possible sanctions that may follow if the behavior continues.

1. B) The board ensures the possibility of discussing the warning if desired.

#### **Removal of activities**

A) If necessary, a member may be removed from an activity.

2. B) If necessary, board and committee members (possibly accompanied by security personnel) may remove members from the activity. Approval from the board is required to remove a member. The board is ultimately responsible.



### **Suspension or revocation**

A) As in line with the Statutes article 4, the board may impose sanctions, including a suspension up to the next GMM.. This is communicated in writing to the member concerned within 10 working days of the complaint. Both the member and the board have the opportunity to discuss this.

B) If the suspended or revoked member wishes to have the suspension or revocation addressed during the GMM, the member has access to the GMM and is entitled to speak about it.

3. C) The board has the option to require a conversation with the member concerned as a condition for readmission to N.S.P.V. Lasya activities. The member also has the option to request a conversation with the board.

### **Evaluation moment**

With a topic such as unwanted or inappropriate behavior, it is important to continue to evaluate. The intention is to do so during the semi-annual survey and the subsequent GMM.

This document is a translation of the internal rules of operation approved by the general members meeting on February 20th, 2019. It was last updated on the 16th of November 2022.