

Code of Conduct S.D.V. Chassé

Chapter 1 Members

Article 1 Ordinary members

The rights and obligations of ordinary members are:

1. Participating in trainings, either completely or partially financed by the University of Twente.
2. Attending the General Members Assembly, speaking there and being able to make propositions there.
3. The right to vote and choose, both actively and passively.
4. Receiving publications from the association.
5. Participating in activities organised by the association, aside from trainings.
6. Representing at student manifestations, when all the demands have been met.
7. Members are obligated to purchase a facilities card (union card) before they can become a member of the association.
8. When necessary, members are obligated to be active for the association at least once a year. By paying a fee of 30 euros the member will not have to be active. Also when a member denounces his or her membership early, the obligation to be active will still exist during the year of the membership. What this activism will entail can be adduced by the board.
9. Ordinary members are obligated to pay a yearly contribution (or a half-yearly contribution when the member is only a member for half a year). More on the contribution can be found in article 25.
10. Members are obliged to have done a few things two weeks after the open lessons. This are: signing up in DMS, purchasing a Union Card, paying the association charge, signing the authorization form, and signing up on the website. When members have not done all these things, the board has the right to refuse them entry to the lessons.
11. The association is not allowed to exist out of external members for more than 25%.

Article 2 Honorary members

1. The honorary members have the same rights as the ordinary members with an exception to what is mentioned in article 1, part 1. When the honorary member is also an ordinary member all the rights and obligations of article 1 will count.
2. Every member who has been active at least 5 years at the association, has been a part of the board for two years and/or done an exceptional contribution to the association can be nominated for honorary member.
3. The board can nominate an honorary member. This will be voted upon after the announcement of the agenda at the General Members Assembly. When the nominee has been accepted with at least two thirds of the voted, the nomination will happen immediately after the voting.
4. Honorary members will receive one free ticket to the end of the year show of the association.

Article 3 Donating members

1. Donating members are those members who are willing to financially support the association and they have been members of S.D.V. Chassé in the past.

2. Donating members pay a minimum of 25 euros a year. They hand in a continuous authorization form with the treasurer. The amount will yearly be written of till the donating member cancels it, before the 1st of September.
3. Donating members have the same rights as ordinary members, except for artikel 1 part 1 and part 3. When the donating member is also an ordinary member all the rights and obligations of article 1 will count.
4. Donating members will receive one free ticket to the end of the year show of the association.

Article 4 Old-board members

1. Old-board members can be present at the Dies or at Lustrum activities when they are invited by the current board. When it applies, they will have to pay a set amount of money to participate in an activity.
2. Old-board members can be present at General Members Assemblies when they are invited by the current board. They have no voting or choosing rights, except when they are also ordinary members (article 1) or honorary members (article 2).

Article 5 Data

1. Members are obligated to allert to board about (changes of) their personal data and data of the union card.
2. All the fines the Student Union gives to the board due to the union card of a member, can be given to the member to be paid.

Article 6 Ending the membership

1. After a member signs up, the member will stay a member until he or she unsubscribes, unless it becomes apparent that the member can no longer obtain a Union Card, then the board has the right to terminate the membership of the member.
2. When a member wants to terminate his or her membership, he or she has to notify the board in writing at least 4 weeks prior to the start of the new dance year.

Chapter 2 General Members Assembly

Article 7 General

1. In a General Members Assembly (GMA), things regarding the association will be discussed. In the GMA decisions can be made which are conclusive for the board and the members.
2. Decisions are only conclusive when at least 20% of all voting members are present, including the authorized representatives, meaning that a presence of 20% of the members is enough.
3. When not enough members are present to make conclusive decisions, a new GMA will be held within 2 weeks.
4. The GMA and new ones are not allowed to be held in academical holidays or national holidays.

Article 8 Disclosure

1. Members have to be notified of a GMA at least 8 days before the GMA, by sending the members an invite and an agenda.
2. The pieces of the GMA have to be sent to the members, Vrijhof Cultuur and when requested the Student Union and Apollo at least 8 days before the GMA.

Article 9 Agenda

1. Members have the right to add things to the agenda till 72 hours prior to the GMA. They have to notify the secretary in writing about this.
2. The secretary has the responsibility to notify the members of the changes in the agenda before the GMA starts.

Article 10 Membersassembly

1. The chairman of the association will lead the GMA. When necessary, the board has the power to appoint somebody else as chairman of the GMA.
2. When a question arises in the GMA of which the board does not have a ready answer, they have the right to answer this question in writing later on, when this happens within 2 weeks.
3. The chairman of the GMA has to maintain the order of the meeting.
4. The chairman of the GMA has the right to suspend the meeting indefinitely.

Article 11 Voting

1. The chairman of the GMA has to put all reasonable propositions and motions to a vote. Of all propositions and motions which are about the same subject, the vote which will have the longest lasting effect will be put to a vote first.
2. Propositions and motions will be decided with a majority of valid votes, when they are not in contradiction with the statues.
3. The chairman asks, with all propositions and motions, whether a vote is wanted. When a vote is not wanted, the motion or proposition is automatically accepted. When a vote is wanted, the vote will be orally, unless the board or at least two members want a written vote. Votes about people are always written. Written votes are secret.
4. A note with a vote on it will not possess any value when:

- a. There are less or more notes than people allowed to vote, including the people asked to vote for others;
 - b. The note contains more than allowed.
5. A written vote will be counted by at least two present board members.
6. The result will be announced during the same GMA.

Article 12 Voting in case of hindrance

1. Together with a note of hindrance, a hindered member can tell the secretary of the GMA in writing who he allows to vote for him.
2. A hindered member can only appoint one voting member present at the GMA as representative to vote for him.
3. A voting member present at the GMA is only allowed to vote for one hindered member.

Chapter 3 Elections

Article 13 General

1. Board members and commissionaires are elected for one year at a time. After this year they can be re-elected.

Article 14 Candidates and vacancies

1. The board appoints candidate board member. The GMA has to be notified in writing of the names of these candidates at least 8 days prior to the GMA.
2. With vacancies in the meanwhile, the board will have to find a new candidate within 21 days. When there is more than one candidate for the same vacancy, there will be a vote during the next GMA. When there is only one candidate, he will be approved of during the next GMA.
3. Members can submit opposing candidates until 24 hours before the GMA. This has to be notified to the secretary, in writing. The opposing candidate has to have signatures from at least three voting members
4. When the board appoints a candidate or when the members appoint a candidate, the candidate has to agree to the candidacy in writing or orally.
5. A board member and a commissionaire will be charged after approval during the GMA.
6. When opposing candidates have been submitted, the board members will be chosen via a written vote.

Chapter 4 Board

Article 15 Composition

1. The board preferably exists out of 4 or 5 members.
2. Besides the Chairman, secretary and treasurer, who will form the daily board, commissioners can be appointed with delegated tasks (like internal, external and PR).

Article 16 Tasks

The board has the task to:

1. Execute those tasks, which will cause a well-functioning association.
2. Executing tasks which have been decided on in the GMA.

Article 17 Competences

The competences of the board are:

1. Delegating the meetings.
2. Announcing measures taken to maintain order.
3. Taking actions against members, when their behaviour calls for it.

Article 18 Representation

1. One of the members of the board represents the association at the 'cultuurcentrum' of the University of Twente.

Article 19 Chairman

The chairman will execute the following tasks, where possible:

2. Leading the association.
3. Coordinating the duties of the fellow board members.
4. Executing the policy plan and evaluating it with the board.
5. Guiding a committee.

Article 20 Secretary

The secretary will execute the following tasks, where possible:

1. Making the minutes of the meetings.
2. Timely notifying the members of the GMA.
3. Drafting the secretarial balance sheet.
4. Maintaining the archive. The secretary has to make sure that the statutes and the code of conduct are present every meeting.
5. Guiding a committee.
6. Maintaining the members administration.

Article 21 Treasurer

The treasurer will execute the following tasks, where possible:

1. Managing the money of the association.
2. Present a financial balance sheet at the start of the association year and presenting one at the end of the year.

3. Collecting money owed to the association.
4. Being a contact person to the KasCommittee.
5. Guiding a committee.

Article 22 Commissionaire of internal affairs

The commissionaire of internal affairs will execute the following tasks, where possible:

1. The communication within the association.
2. Making the newsletter and keeping up with the agenda for this.
3. Guiding a committee.

Article 23 Commissionaire of external affairs and PR

The commissionaire of internal affairs will execute the following tasks, where possible:

1. The communication with contacts of Chassé outside of the association.
2. Searching for and maintaining contact with sponsors.
3. Being the contactperson for the reservation of rooms.
4. Guiding the promotion committee and other committees when applicable.
5. Making sure there is material to promote the association.

Article 24 Board clothing

1. Every board member can get an allowance of maximum 20 euros for getting and printing board clothing.

Chapter 5 Finances

Article 25 Contribution

1. The amount of contribution the members have to pay the upcoming association year will be determined during the GMA. When the contribution has changed, the treasurer will ask for approval during the GMA.
2. The minimum amount of money donating members have to pay will be determined during the GMA. When the amount has changed, the treasurer will ask for approval during the GMA. This change will be initiated a booking year later.
3. It is up to donating members how much money they want to contribute to the association on a yearly basis, when the minimum equals the amount as set in article 25 part 2. The amount will be set on the subscription form and can be changed on a yearly basis.
4. When someone joins the association as a regular member, he owes the association the contribution for the whole association year, unless he joins till the first of February or from the first of February till the end of the association year. In that case, he will pay 60% of the amount as set in article 25 part 1.
5. The money owed to the association has to be paid within a month after the billing date.
6. When it has not been paid within a month, the board has to send a reminder. Two weeks after this reminder, the board can issue a fine.

Article 26 Donors

1. Donors are those willing to financially support the association.
2. The amount of the donation is agreed upon by the donor (not a donating member) and the association.
3. The donor and the association have to sign the donors contract. This contract states the rights and obligations of the donor and the association.
4. A donation is valid till the donor signs out. The donor can sign out till maximal four weeks prior to the expiration date of the contract.

Article 27A Sponsors

1. Sponsors are those willing to support the association in exchange for a reciprocation. What the support and reciprocation exactly are is discussed between the association and the sponsor.
2. The sponsor and association both sign the sponsor contract. This contract entails the rights and duties of the sponsor and the association.
3. The sponsor contract is valid for one year. After this the contract can be reinitiated.

Article 27B Declarations

1. The declarations need to be submitted within four weeks after payment, with an exception of article 27B part 2.
2. Declarations have to be submitted two weeks prior to the end of the booking year, after this period, no more money can be received anymore.
3. Declarations will be paid within two weeks after submission.
4. Exceptions will be discussed by the board.

Chapter 6 Committees

Article 28 General

1. The board is supported in their activities by committees.
2. Committees are made and broken down by the board. Committees always owe an explanation to the board and have to report to the board.
3. Committees are not allowed to sign contracts from third parties. When necessary, a board member can sign a contract with a third party.
4. A committee exists out of at least three and maximum seven members.

Article 29 Committee chairman

1. The general guiding of a committee is the task of the committee chair. Committee chairmen are appointed by the board, when the member is not a member of the board. The committee members have the right to recommend someone to the board.
2. A committee member has the right to, when necessary, remove a committee member from his committee.
3. A committee chairman has to make sure minutes are made during committee meetings.
4. A committee chairman has to make sure the minutes, as named in article 29 part 3, can be accessed by the board and the committee members of the committee.

Article 30 The cashcommittee

1. The cashcommittee has to give advice and general assistance to the treasurer. They also check the biannual and annual financial balance sheets.
2. The cashcommittee will write a letter at the end of the financial year and/or when the treasurer changes with an advice about the approval of the financial balance sheet, which will be read during the GMA.
3. When the treasurer resigns in the meanwhile, the cashcommittee checks the financial management of the treasurer.
4. Article 28 and article 29 also apply to the cashcommittee, except for article 28 part 2 and article 29 part 2.

Article 31 Instructioncommittee

1. The instructioncommittee is responsible for taking over a lesson when the teacher is absent.
2. The instructioncommittee has the task to organise workshops.

Chapter 7 Council of Wise Men

Article 32 Composition Council of Wise Men

1. The Council of Wise Men is made up of people who understand how to run the association. Completely independent can also be part of the Council of Wise Men. The Council of Wise Men has a minimum of three members and a maximum of seven members.
2. The board proposes members for the Council of Wise Men, who will be appointed during the GMA.
3. The composition of Council of Wise Men is as follows:
 - a. at least one old board member of Chassé;
 - b. at least one member with board experience outside of Chassé;
 - c. at least one not member with board experience.
4. When this composition is not possible, the GMA will find a suitable solution.
5. When the Council of Wise Men doesn't function, a proposition can be done during the GMA to change the composition of the Council of Wise Men.

Article 33 Tasks of the Council of Wise Men

1. The Council of Wise Men gives advice to the GMA and the board when asked and not when asked about the policy which should be followed and actions done.
2. Biannually, a representative of the Council of Wise Men will have a meeting with the board, at least four weeks prior to the GMA.
3. The advices given and the reaction of the board will be orally presented during the GMA.
4. Advices from the Council of Wise Men are not binding. When their advice is neglected, this has to be told to the Council of Wise Men in writing.

Chapter 8 Final Provisions

Artikel 34 Conduct

1. Every member is obligated to act in accordance to the statutes and the code of conduct. When these obligations are neglected, the member will be notified in writing. The member can then be suspended for a month. The member can then be relieved of his membership in accordance with article 7 part 4 of the statutes.
2. Suspension or relieving the member of his membership can also follow ill-treatments, which harm the good name of the association.

Article 35 Changes to the code of conduct

1. Propositions to change the code of conduct can be made by the board or at least three members with voting rights.
2. After the propositions have been made, a GMA has to be planned within three (which are not allowed to be a part of academical holidays), where there will be a vote over the propositions.

Article 36 Validity

1. All articles of the code of conduct are valid as far as they are not in contrast with the statutes.
2. When the code of conduct or statuses are not sufficient, or when an article can be seen multiple ways, the board decides.
3. This code of conduct has entered into force on 20-05-2010.