Internal Rules of Operation (IRO)

Huishoudelijk Reglement (HR)

**D.S.D.A. Dynamic**

Last revised on 25-09-2024

**Preamble**

The members of D.S.D.A Dynamic, considering that the society needs clear rules and procedures to function well, feeling the need to clarify and specify these rules and procedures in more detail and referring to the by-laws (”Bl”), using their right to set rules by article 21, Bl, declare the Internal Rules of Operation to be the following:

# **1 Board**

## **Article 1 Composition**

1. The board shall consist of at least three persons of which: chairman, secretary, treasurer, as stated in article 9, paragraph 1, Bl.
2. The board is charged with running the association. This includes, among other things:
	1. Representing the association, both internally and externally;
	2. Coordinating all bodies within the association;
	3. Managing the finances of the association;
	4. Implementing decisions taken by the general members assembly;
	5. Enforcing the by-laws and the internal rules of operation.

## **Article 2 Decision making**

1. Decisions by the board require a majority of votes of board members.
2. All expenditures are preceded by a decision from the board.

## **Article 3 No-confidence**

1. One or more board members are suspended or dismissed when the general members assembly passes a vote of no-confidence against those board members, requesting suspension or dismissal and stating the reasons, with the majority required by article 9, paragraph 3, Bl.
2. If board members are suspended, the inquiry committee referred to in article 19 shall conduct a research, presenting its findings to the general members assembly within three months. The general members assembly will then decide on the dismissal of the concerned board members.
3. After dismissal of board members, filling the vacancies will be the first matter of discussion as described in article 9, paragraph 6, Bl.

## **Article 4 Succession**

1. A board shall be elected every year by the previous board members, no later than in the last general members assembly, before the start of the summer holidays in the TU Delft’s academic calendar. The names of the candidates shall be made known to all members at least two weeks before the change-over general members assembly.
2. The board shall be appointed for a period of at most one year as defined in article 3, Bl. Unless a circumstance such as in article 9, Bl.
3. The incumbent board shall present a candidate board for the next year.
4. Candidacy can only take place with the consent of the candidate.
5. Any voting member can apply as a board candidate by writing to the board at least three weeks before the election. The board shall inform all members about the application procedure at least one month before the application deadline.
6. In the change-over general members assembly, all board candidates can present themselves before the election vote.
7. The incumbent board is responsible for a full transfer to the new board. The candidate board’s responsibility increases towards the “ontvangst week” (OWee), as they are guided by the incumbent board. After the OWee, the candidate board is expected to fully take over all responsibilities of the board, if the change-over general members assembly has not yet taken place.
8. The elected board shall be installed in the general members assembly, as soon as possible after the start of the academic year in the TU Delft’s academic calendar. In exceptional circumstances, when it would be irresponsible or unreasonable to change the board, the general members assembly can decide to postpone the installation.
9. The board remains officially in charge until the elected board is installed in the general members assembly. Nevertheless they will give the elected board as much freedom as possible to begin their work from the start of the academic year in the TU Delft’s academic calendar.

## **Article 5 Information and justification**

1. The board shall present their policy and budget for the year in the change-over general members assembly. The budget and changed policy need approval of the general members assembly.
2. Any important or big changes in policy or budget, as well as other far reaching decisions shall be brought before the general members assembly.
3. The board shall inform the general members assembly regularly about the state of affairs, including activities, finances and their policy. The general members assembly can ask the board to justify their actions.
4. Anything that may harm the society, influence its functioning or risk its future shall be reported to the advisory committee as referred to in article 20 immediately and to the general members assembly as quickly as possible. In case of a significant budget overrun or any other financial problem, the financial audit committee as referred to in article 21 shall be informed.
5. The board will present an evaluation of the year's affairs, including membership, activities, finances and their policy at the change-over general members assembly when they are discharged.
6. The general members assembly has the right at all times to request insight into the financial situation of the association. The board must provide for this demand.

## **Article 6 Delegation**

1. Any rights or powers given by the society’s by-laws or rules cannot be delegated unless an explicit provision for that is given.
2. When work is delegated to members, these members work under direct control of the board, unless provided otherwise in the society’s by-laws and rules.

# **2 Senate**

## **Article 7 Constitution**

1. The senate consists of former board members. Each year new former board members voluntarily enter the senate. The senate consists of at least four persons.
2. The moment board members are discharged, they become candidates for the senate.
3. Once a former board member becomes part of the senate, this former board member needs to be either a regular member, a beneficiary member or an honorary member.
4. This group of people may also be seen as the advisory and inquiry committee. See article 20 for further explanation on their roles and activities.

# **3 Members**

## **Article 8 Acceptance**

1. Signing the membership contract means acceptance of the general provisions as can be found in the membership contract, the internal rules of operation and the by-laws of the association.
2. The board may impose additional conditions on entering the association as a member, if this is necessary in view of the objectives and the nature of the association, provided that this is approved by the general members assembly.
3. Existing members get the chance to extend their membership first, then aspiring members get accepted up to the set maximum by “first-come-first-served”. Others will be put on a waiting list by the same method, so in case of any dropouts they can join the association.
4. Members are strongly encouraged to keep the board informed of relevant changes in their personal data.
5. Cancellation of membership happens in (digital) writing, at least four weeks before the end of the academic semester and should be directed to the board’s secretary. If this is not met, this automatically means an extension of the membership. Termination takes place in accordance with articles 7 and 8, Bl.
6. Cancelling the membership before withdrawing the current payment term means the contribution is still indebted.

## **Article 9 Rights and obligations**

1. Members have the right to participate in all activities of the association, subject to exceptions made in these regulations or otherwise announced.
2. Members participate in activities at their own risk for their own personal safety and property.
3. Members have the right to attend the general members assembly.
4. Members have the right to candidate for the board and/or committees.
5. All other rights and obligations arising from the by-laws, the internal rules of operation, and the decisions from the board and the general members assembly, apply to the members.
6. If a member has not paid the contribution before a date to be determined by the board, the member does not have any of the rights referred to in this article, with the exception of attending the general members assembly, as referred to in article 14 paragraph 1, Bl. The member remains obliged to pay the contribution. The membership does not automatically expire if the contribution is not paid.
7. Members must act and/or behave in the interest of D.S.D.A. Dynamic and in the spirit of the association and TU Delft. Otherwise the board may be allowed to act under article 24.

**4 Honorary members**

## **Article 10 Constitution**

1. Honorary members are those that are approved by the general members assembly as such.
2. The board can propose honorary members, providing a substantiation.
3. The general members assembly can decide on benefits for honorary members within the limits of the society’s by-laws and rules.
4. Honorary membership will be awarded for life, but can be revoked by the general members assembly.

**5 Beneficiary members**

## **Article 11 Constitution**

1. Beneficiary members are those that are approved as such by the board.
2. The board can propose beneficiary members, providing a substantiation.
3. The general members assembly can decide on benefits for beneficiary members within the limits of the society’s by-laws and rules.

**Article 12 Rights and obligations**

1. Beneficiary members have the right to attend the general members assembly and they have the right to vote.
2. Beneficiary members have the right to join the senate as stated in article 7.
3. Beneficiary members have the right to receive the newsletter and join the activities organised by the association.
4. Beneficiary members have the right to follow one course and one workshop per quarter.
5. Beneficiary members are obligated to pay 10 euros yearly instead of the contribution.

# **6 Donors**

## **Article 13 Acceptance**

1. Donors are accepted when in line with the spirit of the association and when there is no conflict of interest.

# **7 General member assemblies**

## **Article 14 General**

1. At least two general members assemblies shall be held annually and the first one within six months after the end of the financial year, unless this term is extended by the general member assembly. This is stated in article 11 paragraph 1, Bl.
2. General member assemblies will occur according to article 12 paragraph 3, Bl.
3. The chair of the general members assembly is responsible for the orderly proceeding of the general members assembly and adherence to the rules.
4. If less than ten votes are cast, or more than half are part of the board, the general members assembly shall be adjourned to be continued at a later time.
5. The board shall create and maintain a document containing all decisions taken by the general members assembly currently in effect.
6. The minutes shall be distributed to the members within two weeks after closing the general members assembly they concern

## **Article 15 Voting**

1. Voting members shall sign the attendance register before being allowed to vote.
2. During the voting procedure there are three options: for, against, abstaining. An abstained vote will not be taken into account for the decision making, but counts for the minimal number of votes.
3. Generally voting is done by show of hands. The board is allowed to use any other suiting system.
4. The decision is made when it has a majority of votes.
5. When participants of the general members assembly request so, the vote shall be by ballot.
6. Voting about a member shall always be by ballot.
7. A ballot vote shall be overseen by a voting committee, appointed by the chair, consisting of two or three voting members present, excluding the board, the chair or any persons subject to the vote. It will collect and count the votes and inform the general members assembly about the outcome. A ballot for which a majority of the voting committee cannot determine what vote was cast, is considered invalid.
8. A member who is not present during the entire general members assembly or part of it, can authorise another member in writing. A member may not have more than two authorizations. The authorization must clearly obtain:
	1. The name of the authorised representative;
	2. The date of granting the authorization;
	3. The name and signature of the person granting authorization;
	4. The date of the general members assembly;
	5. The subject on which the authorised representative may vote.

## **Article 16 Topics and motions**

1. Voting members can bring forward topics for a general members assembly until one week before the notice deadline or until the notice is sent, whichever comes last. A topic brought forward in writing by at least three voting members must be added to that general members assembly’s agenda.
2. A written motion on a topic on the agenda, brought forward before or during the general members assembly, that is supported by at least three voting members must be discussed.
3. The person to bring the topic or motion has the right to speak first on the matter.
4. If the supporters of a motion drop their support and no other voting members come forward to support it, meeting the threshold of paragraph 2, the motion can be dismissed.
5. Any voting member can propose an amendment to a motion. An amendment cannot be against the spirit of the original motion.
6. The vote will be from the most consequential amendment back to the original motion. If the original motion is rejected, so are the accepted amendments. The chair can decide to skip voting on amendments that are redundant because of an already accepted amendment.

## **Article 17 Suspension of rules**

1. The voting members present at the general members assembly can decide unanimously to suspend any of the rules in articles 12 and 13 for at most the duration of that general members assembly.

# **8 Committees and working groups**

## **Article 18 Constitution**

1. The board can establish and dissolve committees other than the committees referred to in articles 20 and 21 and shall inform the general members assembly about this.
2. The structure of the roles in the committees are up to be decided by the board in accordance with the committee members.
3. The board has the power to appoint voting members as committee members and to discharge committee members. For the committees referred to in articles 20 and 21, this power comes solemnly to the general members assembly.
4. The board shall inform all members when it has a committee vacancy and give them the opportunity to apply for it. The board shall seriously consider the applicants before looking for other people and shall inform any rejected applicant about that decision.

## **Article 19 Relation to the board**

1. The board is responsible for the committees and has the power to approve or reject their plans and give them binding instructions on their work and decisions. For the committees referred to in articles 20 and 21, this power comes solemnly to the general members assembly.
2. The committees are accountable to the board at all times.
3. For every committee the board shall choose one of its board members to be responsible for the committee (named QQ’er), overseeing it and acting as the board’s primary contact person. The responsible board member can also be a member of the committee in any role. The treasurer will always be the board’s primary contact person about financial matters.

When problems with the responsible board member prevents a committee from functioning properly, they shall inform the board about that. The board shall address this as quickly as possible.

1. When a committee member is not functioning well, the committee will inform the responsible board member about that. They shall try to improve this before considering discharging that committee member.
2. The responsible board member has the right to attend committee meetings, request minutes of meetings and request any other information from the committee.
3. The responsible board member shall keep the board informed about any relevant activities in the committee and shall keep the committee informed about anything in the society that may influence their work.
4. Any committee decisions about finances, third parties, scheduling, cooperation with other committees and any other matter that goes beyond the scope of the committee’s regular activities and influences the rest of the society need to be approved by the board
5. If a committee wants to involve other members of the society significantly in their activities, they need approval of the board. These members will work under direct control of the committee.
6. The committee will create a plan and budget for their activities for the year. The budget is negotiated with the treasurer and plan and budget need approval of the board. Committee plans and budgets shall be presented to the general members assembly.
7. The committee shall inform the responsible board member regularly about their activities and immediately about anything out of the ordinary or involving third parties. Any budget changes or overruns shall be reported to the treasurer immediately.

## **Article 20 Dance teams**

1. The association distincts two kinds of dance teams:
	1. Dance teams
	2. Promo teams
2. Dance teams have sovereignty over the internal state of affairs of the dance team.
3. Dance teams are groups of members who get together on a regular basis to dance. The formation of dance teams is encouraged by the board. These teams also retain the right to perform under the association's name, if approved to do so by the board.
4. Promo teams are groups of members who, as an extension of the association, are representative for the association at external and internal events. The board supports promo teams. For a dance team to become a promo team, approval from the board is required.
5. Promo teams are expected to take their own initiatives regarding performances. They are also expected to hold auditions for new members to become part of the team.
6. New team members should be members of the association.
7. Someone who is part of a dance team and/or promo team can not be part of the decision making process regarding decisions about dance and/or promo teams within committees.

## **Article 21 Working groups**

1. For incidental delegation of work, the general members assembly can decide to constitute a working group. The articles 16 and 17 apply mutatis mutandis to working groups.
2. Usually the working group members are appointed at the same time the working group is constituted and provisions about succession don’t apply.

# **9 Supervision of the Board**

## **Article 22 Advisory and inquiry committee (Senate)**

1. They can request a meeting with the board at three weeks notice.
2. The board or the general members assembly can request the committee for an advice or inquiry about any aspect of the association. In case of an inquiry the board and the committees are required to provide the committee with any of their documents or communication needed for their research in a timely manner.
3. If an inquiry might concern members of a committee, these members shall suspend their committee duties until the inquiry is finished by the advisory and inquiry committee.

## **Article 23 Financial audit committee**

1. There shall be a financial audit committee as referred to in article 11, paragraph 3, Bl, consisting of at least two members not in the board.
2. A member may be in the financial audit committee for a maximum of two years.
3. Every year candidates for the committee shall be proposed by the board and approved by the general members assembly.
4. Apart from the information referred to in article 11, paragraph 4, Bl, the board and the committees are required to provide them with any budgets, estimates or other documentation concerning the society’s finances, needed for their research.
5. The committee can request an audit with the treasurer at three weeks notice. The board shall put in maximum effort to provide the documents in article 20 paragraph 4 as soon as possible.
6. The committee will audit the finances at least halfway through and at the end of the fiscal year.

# **10 State of mourning**

## **Article 24 State of mouning**

1. Should a member of the society pass away, the society will be in a state of mourning during one week. This means that the classes and activities of that week will be cancelled or postponed, or that they shall be continued with the appropriate mood and atmosphere. There will also be an opportunity to bid a final farewell through a condolence book, and/or through an organised memorial.

# **11 Complaints, order and discipline**

## **Article 25 Complaints**

1. A formal complaint can be made to the board in writing, indicating it as such.
2. The board shall give a written reply within three weeks after receiving the complaint and address the issue if necessary.
3. The board shall mention received formal complaints in the general members assembly after they are received.

## **Article 26 Order**

1. The board shall preserve order at the activities of the society and its instructions shall be followed.
2. Any violations of rules or disorderly behaviour shall be resolved by peaceful means or warning, or when these fail by
	1. denying a person access;
	2. or ordering a person to leave;
	3. or handing a person over to local authorities.
3. The previous paragraphs apply mutatis mutandis to any committee or chair that is responsible for an activity.

## **Article 27 Disciplinary measures**

1. The board is authorised to take any of the following disciplinary measures against members that violate the rules or harm the society:
	1. a reprimand;
	2. or discharge from some or all active duties in the society;
	3. or expulsion from the society.
2. If the board is considering expulsion, when direct investigation by the board would cause a conflict of interest or when they see fit, the board shall request the inquiry committee referred to in article 19 to do a research. The board shall postpone its decision, but can suspend the concerned member from any active duties, pending the report.
3. Any disciplinary decision shall be given in writing to the person and shall contain:
	1. the action(s) the decision is based on and how they violated the rules or harmed the society;
	2. if the severity of the violation and/or harm to the society is considered minor, serious or severe;
	3. if the intention of the violation and/or harm was considered negligence, recklessness or willingness;
	4. influence of prior disciplinary decisions against the concerned person;
	5. the decision taken;
	6. the procedure to appeal the decision.
4. The appeal procedure of article 7 paragraph 8, Bl applies to any disciplinary decision.
5. In case of appeal, the inquiry committee referred to in article 19 will research the matter – if not done already – and present their findings during the general members assembly where the appeal is discussed.

# **12 External communication and branding**

## **Article 28 Branding guidelines**

1. There shall be branding guidelines documenting logo’s, graphics and style guidelines for the society’s communication and merchandise.
2. The board shall make these guidelines known to the committees.
3. Any changes to the guidelines shall be approved by the general members assembly.

## **Article 29 Third parties**

1. The relationship with third parties is coordinated by the board. They shall be careful to preserve them and prevent conflicts of interest. Any contact with third parties by other members must have the board’s consent.

# **13 Finance and legal**

## **Article 31 Budget approval**

1. The society’s budget and certain changes to it must be approved by the general members assembly. These changes must also be approved by the financial audit committee before being presented to the general members assembly.
2. Any investments and long-term commitments above 1000 euros need approval of the general members assembly.
3. Any committee or activity budget over 1000 euros needs approval of the general members assembly.
4. When a topic for the general members assembly concerns one of the previous paragraphs, this must be indicated on the notice for that general members assembly.

## **Article 31 Budget requirements**

1. All budgets shall include expected income and expenses.
2. All budgets must have realistic estimates, based on previous years, quotes or other evidence. Any uncertainties and their possible effects must be stated clearly.
3. Any promised money by third parties can only be included in a budget when a contract is signed.
4. The society’s budget shall include unforeseen expenses. This budget needs to be approved as defined in article 27, paragraph 1.
5. As a guideline, all budgets for activities should include five percent unforeseen expenses. The exact number is up to the discretion of the board.

## **Article 32 Contribution**

1. The contribution, as stated in the membership contract, is paid at once per financial year, by means of a bank transfer or direct debit. Members will be notified of this by the board in writing, no later than 2 weeks in advance.
2. In individual cases, the board may grant discretion on the effective date of membership, meaning that individual cases and members joining after the first semester may call for a half year payment.
3. In individual cases, the board may grant postponement of the payments.
4. Adjustment of the contribution must be approved by the general members assembly.
5. In addition to income from contributions, income can be obtained from donations, sponsoring, and tickets to activities.

## **Article 33 Administration**

1. Contracts, receipts, invoices and other legal or financial records shall be kept for at least seven years.
2. Every sale, purchase or other financial transaction needs a written (digital) record.

## **Article 34 Cash**

1. A present board member will provide the debit card linked to the association’s bank account at all times during activities. If necessary, the attending board member will provide a portable safe box to keep cash, that is practical enough to be used during activities.
2. The amount of money shall be counted before and after activities, a written (digital) record shall be kept.
3. Any indication of theft shall be reported to the financial audit committee as referred to in article 21 immediately and shall be on the agenda of the next general members assembly.

## **Article 35 Expenses and compensation**

1. Expenses made for the association will be reimbursed when the expenses are reasonable and pre-approved by the treasurer; and a receipt or invoice is given to the treasurer. This has to be done within the same financial year.

## **Article 36 Contracts**

1. All contracts regarding finances must be signed by at least the treasurer and one more non specific board member.
2. An assessment of any risks, financial or otherwise, must be made before a contract is signed.
3. Every cooperation with a third-party shall have a written (digital) agreement indicating clearly the expected efforts and responsibilities. When personal information of the members is shared with this third-party, the agreement must also uphold our Privacy and Media Statement. In case of financial involvement, the agreement must be a signed contract.
4. All contracts made by committee members must be approved by the commissioner of external affairs before presenting to any third party.

# **14 Final provisions**

## **Article 37 Changes to the Internal Rules of Operation**

1. Modifications to these internal rules of operation can only be decided in the general members assembly, if indicated in the notice for the general members assembly that a proposal for modifications will be discussed as referred to in article 14, Bl.
2. At least one week before the general members assembly, a full proposal for the new internal rules of operation must be made available to the members by the board.
3. In all cases for which the law, the bylaws, and/or the IRO, does not provide regulation, the board will decide. In the following GMA, the necessary clause will be suggested to provide jointly agreed upon regulations for a repetitive case.