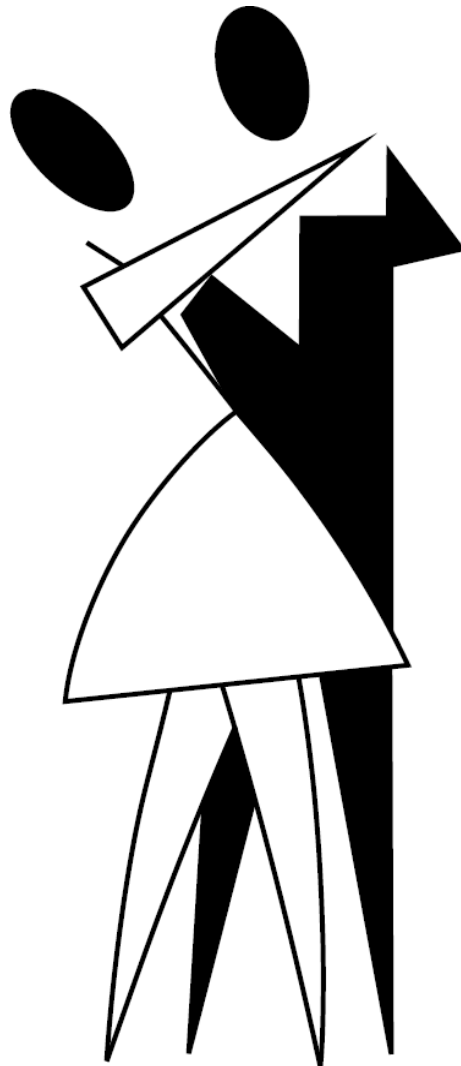

Internal Regulations

Student Dance Association The Blue Toes



Date of last change: September 26th, 2024

Table of Contents

Chapter 1: General Provisions	3
Chapter 2: Membership.....	5
Chapter 3: Donorship.....	8
Chapter 4: Activities of the Association	9
Chapter 5: Board.....	11
Chapter 6: Committees.....	13
Chapter 7: Dance Staff	17
Chapter 8: The General Members Assembly (GMA).....	19
Chapter 9: Other provisions.....	22

Chapter 1: General Provisions

Art. 1 Validity framework

- 1.1 All provisions in these Internal Regulations (HR) are subordinate to the law and the association's Statutes.
- 1.2 Whenever these Internal Regulations refer to articles, they refer, if not otherwise stated, to articles in these Internal Regulations.
- 1.3 The term statutes refers, if not otherwise stated, to the Statutes of SDV The Blue Toes.

Art. 2 Definitions

- 2.1 Members are those who are admitted as members and who are not an honorary member within the meaning of Article 4 of the Statutes and Article 13 of these Internal Regulations and who are not suspended members within the meaning of Article 5.8 of the Statutes and Article 14 of these Internal Regulations.
- 2.2 Dance staff is understood to mean those who teach within the association and are appointed as such.
- 2.3 A General Members Assembly (GMA) is understood to mean both the body consisting of a representation of all members and its meeting.
- 2.4 The electoral committee consists of two members and is responsible for organizing a vote within the GMA. The members of the electoral committee are not members of the board and are not the subject of the vote.
- 2.5 GMA committee is understood to mean a committee set up by the GMA to perform a certain task within the association that is not directly the responsibility of the board. The committee is accountable to the GMA.
- 2.6 Board committee is understood to mean a committee set up by the board to perform a certain task that falls under the authority of the board. The committee is accountable to the board.
- 2.7 An ACLO sports certificate is the information medium with which it can be demonstrated that someone is a member of the ACLO.
- 2.8 ACLO students are those who hold an ACLO sports certificate and as such follow a course at SDV The Blue Toes, but are not members of the association.

Art. 3 Knowledge of the regulations

- 3.1 Every member and donor is expected to know and observe these Internal Regulations.
- 3.2 A copy of the Statutes of the Association and the Internal Regulations are available from the board on request, as well as published on the association's website.

Art. 4 Behaviour on location

Everyone who participates in activities of the association is obliged to comply with the applicable regulations on site.

Art. 5 Definition of association year and dance season

The association year is from the first (1st) of August to the thirty first (31st) of July. The period of the dance season is determined annually by the board.

Art. 6 Anniversary year (lustrum year)

The association year containing the day upon which the association exists a multiple of five years is known as an anniversary year or lustrum year.

Art. 7 Relationship with the ACLO and ACLO students

Internal Regulations SDV The Blue Toes

- 7.1 SDV The Blue Toes is part of the ACLO. This means that the association is obliged to comply with the articles of association and the Internal Regulations of the ACLO.
- 7.2 Members are obliged to adhere to any rules and requirements set by ACLO.
- 7.3 Holders of an ACLO sports certificate who are not members of the association, but who follow a (portion of a) course at the association, can be admitted as an introductory member by the board to activities in accordance with Article 15 of these Internal Regulations.

Chapter 2: Membership

Art. 8 General

- 8.1 Membership can be entered into at any time by paying a contribution after registration and admission have taken place in accordance with Article 9 of these Internal Regulations.
- 8.2 Membership includes all rights and obligations conferred and imposed by these regulations and the Statutes.

Art. 9 Registration for membership

- 9.1 The prospective member is in possession of an ACLO sports certificate or is able and intends to purchase this sports certificate within two weeks after registration. The prospective or current member must demonstrate this at the request of the board of SDV The Blue Toes or a representative of ACLO.
- 9.2 If a member does not have an ACLO card in time, the association is authorized to recover the costs of not having an ACLO card from the member.
- 9.3 Membership in accordance with Article 4 paragraph 3 of the Statutes can be registered with the board by completing and signing a form provided for this purpose by the association, or by providing the desired information in writing in another way.
- 9.4 The board decides on the admission of a member. In the event of non-admission, an objection can be lodged with the GMA.
- 9.5 If grounds other than non-compliance with the provisions of this article, or those of Article 10 of these Internal Regulations, are the cause of non-admission, the GMA may still decide to grant admission.
- 9.6 The contribution must be paid within 14 days after registration, or an authorization must be issued to withdraw the contribution. In regards to Article 4.3 of the statutes, issuing an authorization has the same effect as payment of the first contribution.

Art. 10 Dispensation

- 10.1 To be eligible for dispensation, the conditions for dispensation set by the ACLO must be met.
- 10.2 The request for dispensation must be submitted in writing to the board.
- 10.3 Every person who meets the conditions set by the ACLO for the ACLO dispensation card or wants to become a member via a non-regular ACLO card (any card other than described in the ACLO-Card rates page) must also receive annual approval from the board to become or remain a member of the association. A person, who has received a non-regular ACLO card through dispensation by a different association within ACLO, may become a member of SDV The Blue Toes unless the conditions outlined in paragraph 4 of this article are not met in the opinion of the board. When the dispensation status changes in the other association, the member will no longer be able to stay a member of the Blue Toes.
- 10.4 In order to become or remain a member via a non-regular ACLO card, the board looks at the added value of the applicant's membership for the association. In accordance with the ACLO regulations, priority is given to those whose added value is greater for the association. Priority must be given in the following order: board, dance staff, other added value. In exceptional situations, the board may decide to ignore this order of priority, but this requires approval from the GMA.

Art. 11 Contribution

- 11.1 The amount of the annual contribution is proposed by the board and then determined by the GMA. A change takes effect in the next association year.

- 11.2 The contribution due relates to the current association year.
- 11.3 If the membership is entered into after the start of the association year, there will be no reduction of the contribution.
- 11.4 In the years following the year of registration, the contribution must be paid before November 1st of the relevant year, or an authorization to collect the contribution must be issued before this date.
- 11.5 If no legal termination of the membership has taken place in accordance with Article 5 of the Statutes and Article 18 of these Internal Regulations, the membership will continue and the member will continue to owe a contribution.
- 11.6 If the membership is terminated within an association year, the contribution for the entire association year remains due.
- 11.7 The contribution to be paid is separate from the tuition fee that must be paid for following dance lessons.

Art. 12 Ordinary members

- 12.1 Members are entitled to receive the association magazine, the almanac and the association email when they are produced.
- 12.2 Changes to the personal data must be reported by the member within four weeks by completing and signing a form provided for this purpose by the association, or by providing the desired information to the secretary in writing in another way.

Art. 13 Honorary members

- 13.1 Honorary members can be proposed by both the Board and the GMA itself.
- 13.2 The appointment of an honorary member must be placed on the agenda of the GMA in which the appointment will take place.
- 13.3 Honorary members who want to take dance lessons at the association have the same rights and obligations as ordinary members, unless otherwise stated in these Internal Regulations.
- 13.4 Honorary members are entitled to receive the association magazine and the Almanac at a postal address within the Netherlands and/or a digital copy when they are produced.
- 13.5 Honorary members have the right to pay the rate that applies to ordinary members for activities, other than dance lessons, of the association.
- 13.6 Changes to the personal data must be reported by the honorary member within four weeks by completing and signing a form provided for this purpose by the association, or by providing the desired information to the secretary in writing in another way.

Art. 14 Suspension

- 14.1 The board can suspend a member who acts in contravention of the association's Statutes, regulations or decisions, or unreasonably harms the association, for a maximum period of six months to be determined by the board.
- 14.2 If the board suspends a member in accordance with Article 5.8 of the statutes, it must inform the member in writing of the suspension, stating the reason and duration of the suspension.
The suspended member has the option to object to the suspension to the GMA.
- 14.3 The suspension should be included on the agenda of the next GMA. If the next GMA will be held within a week after the suspension, the suspension will be treated for the subsequent GMA.
- 14.4 The board must explain to the GMA why the relevant member has been suspended.

- 14.5 A group of five members can request the board in writing to suspend a member. If the request is rejected, this must be reported to the next GMA.
- 14.6 Suspended members are excluded from participating in the activities of the association.
- 14.7 A suspended member has access to the GMA in which the decision to suspend is discussed and is authorized to represent accordingly.

Art. 15 Introduction of non-members by members

- 15.1 Members are authorized to introduce non-members to activities, other than dance lessons, unless otherwise specified.
- 15.2 The board is authorized to put an end to any introduction.
- 15.3 The board is authorized to prevent the introduction of a non-member. The reasons for non-attendance must be made known to the introducing member.

Art. 16 Representation authority

Members cannot enter into commitments on behalf of the association, unless otherwise specified in the HR.

Art. 17 Liability

- 17.1 Each member is liable for damage caused by them to the property of the association. Any damage found, within reasonable limits, is deemed to have been caused by them or her who last used or used the item in question, if and insofar as the contrary is not demonstrated by the person(s) involved.
- 17.2 Except for its liability under the law, the association cannot be held liable for damage to, theft of or loss of property of members.
- 17.3 Subject to its liability under the law, the association cannot be held liable for damage, in any way caused to members and non-members, during participation in any activity or meeting organized by the association.

Art. 18 Termination of membership

- 18.1 Membership ends:
 - a. by cancellation by the member;
 - b. by cancellation by the board on behalf of the association;
 - c. by disqualification;
 - d. upon the death of the member
- 18.2 For a legally valid termination of membership, the conditions of Article 5 of the Statutes apply.
- 18.3 If membership is terminated within an association year in accordance with paragraphs 1.b to 1.e of this article, all rights and obligations associated with membership for the remaining association year will lapse, except for the obligation in article 11 paragraph 6 of these Internal Regulations and any other financial obligations of any kind.

Chapter 3: Donorship

Art. 19 General

- 19.1 Donors are those who support the association by paying a financial contribution, the minimum size of which is determined by the GMA on the proposal of the board.
- 19.2 Donorship can be entered at any time by paying the financial contribution. The donor states that they want to be a donor, so that they agree with the associated rights and obligations.
- 19.3 The board decides on the admission of donors. If the board decides not to admit a prospective donor, the prospective donor must be notified in writing. The prospective donor can object to non-admission with the GMA. The GMA can still decide to grant admission.

Art. 20 Rights and obligations

- 20.1 Donors must provide the board with the desired information in writing when they become a donor.
- 20.2 Donors are entitled to free participation in two dance lessons per association year.
- 20.3 Donors have the right to access all activities of the association, unless otherwise specified.
- 20.4 Donors have the right to introduce non-members in accordance with Article 15 of these Internal Regulations.
- 20.5 Donors have the right to pay a rate that has been set in accordance with Article 28 paragraph 7 of these Internal Regulations for all activities that are accessible to them.
- 20.6 Donors are entitled to receive the association magazine and the Almanac at a postal address within the Netherlands and/or a digital copy when they are produced.
- 20.7 Changes to the personal data must be reported by the donor within four weeks by completing and signing a form provided for this purpose by the association, or by providing the desired information to the secretary in writing in another way.

Art. 21 Representation authority

Article 16 applies mutatis mutandis to donorship.

Art. 22 Liability

Article 17 applies mutatis mutandis to donorship, unless otherwise specified in these Internal Regulations.

Art. 23 End of donorship

- 23.1 Donorship is valid for the current association year and ends at the end of the association year if not actively renewed by the donor.
- 23.2 The board is authorized to terminate the donorship earlier by written cancellation.

Chapter 4: Activities of the Association

Art. 24 General

The board supervises all activities that are organized on behalf of the association.

Art. 25 Dance lessons

25.1 Dance lessons include:

- a. regular dance lessons;
- b. specialty dance lessons;
- c. dance lessons in the form of external courses.

25.2 Regular dance lessons are dance lessons that are given in the form of a course that covers at least half a dance season.

25.3 The first two lessons of each course of regular dance lessons are free trial lessons. Additionally the board may give written permission for trial lessons later in the course.

25.4 The period and the number of classes that cover the dance season is determined annually by the board and runs from September to July.

25.5 Speciality dance lessons include (short) courses that do not return regularly, including lessons after the regular dance lessons have finished

25.6 External courses are courses that are given to non-members to promote the association and dance sport.

25.7 The board is responsible for the organization of regular dance lessons and external courses.

25.8 Speciality dance lessons can be organized by the board, a committee or a member.

25.9 Regular dance lessons are provided by the dance staff.

25.10 Regular dance classes are open to:

- a. members, upon payment of the set rate in accordance with Article 28 paragraph 1 of these Internal Regulations;
- b. prospective members, in accordance with article 25 paragraph 3;
- c. donors, in accordance with article 20 paragraph 2;
- d. non-members, in accordance with paragraph 12 of this article.

25.11 Extraordinary dance lessons can be opened to members, donors and / or non-members, upon payment of the established rate in accordance with Article 28 paragraph 7 of this HR.

25.12 The board may decide to (temporarily) open regular dance lessons to holders of an ACLO sports certificate who are not members of the association.

Art. 26 Dance evenings

26.1 Dance evenings can be organized by the board and / or a committee of the association.

26.2 Dance evenings are open to members, donors and guests, unless explicitly stated otherwise.

26.3 Entrance can be levied on dance evenings. The amount of the entrance is determined in accordance with Article 28, paragraphs 6 and 7.

Art. 27 Other activities

27.1 The other activities of the association include all activities that are organized in the name of the association, but are not dance lessons or dance evenings. Internal and external activities can be distinguished within this.

27.2 The primary target group of internal activities is the members of the association. These activities can be organized by the board, a committee and / or a member of the association.

- 27.3 External activities are intended to promote the association and the dance sport towards non-members. External activities are the direct responsibility of the board.
- 27.4 The organizer of an activity can decide to charge an entrance fee. The amount of the entrance is determined in accordance with Article 28, paragraphs 6 and 7
- 27.5 The organizer of an activity may decide to open the activity to donors, invitees and / or non-members.

Art. 28 Rates and payment

- 28.1 The tuition for regular dance lessons is determined by the GMA. After the first lessons of a dance season have started, changes in the fee apply for the next season onwards.
- 28.2 Next to the rate with which the full course can be taken, up to four additional rates can be determined per course:
 - a. one rate with which one individual dance lesson can be taken;
 - b. one rate with which half a course can be taken;
 - c. one rate with which a block of multiple lessons within the course but less than half the course can be taken;
 - d. one discount rate that applies to each additional course taken for at least half a dance season. The discount rate applies to the least expensive course(s).
- 28.3 The tuition for regular dance lessons must be paid within fourteen days after registration for the relevant course, or an authorization must be issued to collect the tuition. Individual lessons must be paid in cash at the start of the lesson or transferred to and received by the association before the lesson.
- 28.4 The tuition fees for speciality dance lessons are determined by the organizer in accordance with paragraph 7 of this article, depending on the costs. The tuition fee must be paid at the start of the lesson. The board supervises this.
- 28.5 The rate for external courses is determined by the board. Payment is made to the board.
- 28.6 The rates for dance evenings and other activities are determined by the organizer of the dance evening or activity, depending on the costs. The board supervises this.
- 28.7 When setting rates for activities, a distinction can be made between the rates charged for members, donors and non-members. The extent to which the rates for members, donors and non-members differ is determined by the organizer per activity. The board supervises this.
 - a. Donors pay at least as much as members and a maximum of 50% more than members.
 - b. Non-members pay at least as much as donors and up to 50% more than donors.
- 28.8 In principle, a member of the association is entitled to attend as many dance lessons or courses as for which they pay. In exceptional cases, a member may take more dance lessons than they pay for. However, this only applies if participation of the member is desirable to give another member the opportunity to follow the dance lesson or course in a positive manner. This is done in consultation with the board; the board decides if there is a difference of opinion.

Chapter 5: Board

Art. 29 General

The board is charged with managing the association.

Art. 30 Representation

30.1 The board represents the association, unless otherwise provided by law

30.2 The board can grant power of attorney to one or more board members as well as others, to represent the association within the limits of that power of attorney.

30.3 In the case that all board members are absent in line with Article 8.9 of the Statutes, the administrative management will fall to a member of the Board of Advisors. The financial duties will be taken over by a member of the Audit Committee. During the management of the association, their duties in the Board of Advisors/Audit Committee are put on hold.

Art. 31 Administrative duties

31.1 The board is responsible for the day-to-day affairs and looks after the interests of the GMA.

31.2 All board members are obliged to implement the decisions taken by the GMA to the best of their ability.

31.3 Each board member is primarily accountable to the board meeting for the performance of his duties, and in the higher instance to the GMA.

31.4 Each board member is entitled to retire at any time, stating well-founded reasons to the GMA.

Art. 32 Charge board members

32.1 Board members are appointed by the GMA.

32.2 Board members are appointed for a maximum period of one year. Extension of that board member's function in the same role beyond that first year is decided upon by the GMA.

32.3 Candidate board members must be presented by the board or by at least five members of the association by means of a written, signed statement

32.4 Candidates proposed by the board must be announced two weeks before the GMA, other candidates must be notified to the board forty-eight (48) hours before the start of the relevant GMA.

32.5 Candidate board members must be present at the GMA in which their appointment will be discussed. In exceptional circumstances and only with good reasons for the absence, online participation of the candidate can be allowed.

32.6 Each board member is chosen individually in his position.

32.7 In the event of board appointment(s), votes are cast in writing as described in Article 57 of these Internal Regulations. The majority is determined in accordance with Article 57 of these Internal Regulations.

32.8 If the board deems it necessary to have a sitting board member hold a position other than his current position, the GMA's approval must be obtained for this.

Art. 33 Discharging of board members

33.1 Board members can only be discharged after, in the opinion of the GMA, they have provided sufficient account and accountability for their performance during the past board period. All required current affairs must be completed for this.

33.2 If no member present at the GMA officially opposes, board members may be discharged without a vote.

- 33.3 A retiring board member ensures that his work is properly transferred to a successive board member.

Art. 34 Suspension and dismissal of board members

- 34.1 Board members can be suspended and dismissed by the GMA at any time, stating reasons. The GMA decides on suspension or dismissal by a two-thirds majority of the votes cast.
- 34.2 If, in the event of suspension of a board member, the GMA has not decided to dismiss them within three months thereafter, the suspension will end. The suspended board member is given the opportunity to account for themselves in the GMA and can be assisted by a lawyer.
- 34.3 The suspension and the dismissal according to Article 8.3 of the statutes only relate to the position of board member and not to membership of the association, unless otherwise provided in the decision to suspend.

Art. 35 Interim positions

- 35.1 In case a board member is resigning, suspended or dismissed and has to be temporarily replaced, the position can be filled in the interim with a non-suspended member of the association.
- 35.2 An interim board member has rights and duties as necessary for the function and agreed upon by the interim and the board.
- 35.3 The interim board member has to be confirmed by the next GMA for a timeframe until the subsequent GMA or the end of the suspension of the board member and can be reconfirmed for a maximum of two times.
- 35.4 Unless requested by a member present at the GMA, no vote for the confirmation, reconfirmation or discharge of the interim board member is needed.
- 35.5 If the candidate board is not fully complete, the current board or parts thereof may be confirmed by the GMA after the end of its term to stay on in the interim. Reconfirmation at subsequent GMAs up to two times are possible before a board election is required.

Art. 36 Board meetings

- 36.1 When necessary, the chairman convenes board meetings. The chairman is also obliged to convene a meeting at the request of any other board member.
- 36.2 To take decisions during a board meeting, the majority of the board members must be represented.
- 36.3 In board meetings, decisions are taken by an absolute majority of votes. In the event of a tie, the chairman decides independently of his previously cast vote. Each board member has one vote when making decisions.
- 36.4 The chairman can invite advisers to board meetings. These advisers have no voting rights.
- 36.5 Minutes are made of the matters discussed in every board meeting. In any case, these minutes contain the agenda and the decisions taken and any ratified.
- 36.6 The minutes are collected in the archive of the association in accordance with article 61.
- 36.7 Outside the board meetings, decisions can be taken by the board with an absolute majority of votes. Such a decision must be announced at the next board meeting and this must be recorded in the minutes.

Chapter 6: Committees

Art. 37 General

- 37.1 The board and the GMA can at any time set up committees to carry out certain tasks.
- 37.2 Committees consist of members of the association.
- 37.3 Unless otherwise specified in these Internal Regulations, appointment as a member of a committee takes place indefinitely or for the period for which the committee in question has been established.
- 37.4 Each committee must consist of at least two members. The functions of chairman and secretary must in any case be filled. If the committee has been allocated a budget, a treasurer must also be appointed. The functions of chairman and secretary can be joined when there are fewer than three committee members. The division of duties can be determined by the committee itself and must be made known to the board.
- 37.5 The board supervises all committees, unless otherwise specified in these Internal Regulations.
- 37.6 A committee meets at least twice a year and reports all meetings in writing to the board.
- 37.7 At the end of the association year, a committee must draw up a written transfer document and evaluation of its activities and transfer it to the subsequent committee members.

Art. 38 GMA committees

- 38.1 A decision to set up a GMA committee includes at least:
 - a. the job description of the committee;
 - b. any further provisions regarding its working method;
 - c. the authorized powers of the committee.
- 38.2 In any case, the association has an Audit Committee, which must be a GMA committee.
- 38.3 In the event of disagreement with a GMA committee, the decision of the GMA is decisive.
- 38.4 Members of GMA committees, councils and coordinators are elected and appointed by the GMA after nomination. The prospective committee member is expected to be present. If this is not possible, the prospective committee member must present themselves as well as the reasons why they want to be appointed to the GMA in another way. In the event of absence without any form of presentation to the GMA, the prospective committee member cannot be charged. If the GMA has determined that there is force majeure, the above does not apply.
- 38.5 The GMA can exceptionally grant donors a dispensation to participate in a GMA committee.
- 38.6 A member of a GMA committee can at all times be discharged by the GMA at his own request. Discharge requires that the committee member has completed his duties and transferred current affairs.
- 38.7 The board has the authority to temporarily remove members of GMA committees from their positions. At the next GMA, it will be decided whether the committee member will be permanently removed from his position. Article 34 of these Internal Regulations and Paragraphs 3 to 5 of Article 8 of the Statutes apply *mutatis mutandis*. The Audit Committee is an exception to this; members of this committee cannot be removed from office by the board.
- 38.8 The dissolution of a GMA committee can only take place with the approval of the GMA.

Art. 39 Board committees

- 39.1 The intention to set up a board committee must be announced to the members of the association. At least an indication of the job description of the committee to be established must be given.
- 39.2 Members of board committees are elected and appointed by the board.
- 39.3 The board may exceptionally grant donors a dispensation to take a seat on a board committee.
- 39.4 A member of a board committee may at any time be discharged by the executive board at his own request. Discharge requires that the committee member has completed his duties and transferred current affairs.
- 39.5 The establishment of a board committee will be announced during the next GMA after the institution.
- 39.6 A decision to set up a board committee includes at least:
 - a. the names of its members;
 - b. the job description and objective of the committee;
 - c. the powers of the committee;
 - d. possibly the period for which the committee is set up;
 - e. any further provisions regarding its working method;
 - f. if applicable, the budget of the committee.This decision must be announced by the board to the members of the association.
- 39.7 Without the permission of the board, a board committee cannot implement decisions with an external effect.
- 39.8 Members of the board committees can be removed from their duties at any time by the board, stating reasons. This will be announced at the next GMA.
- 39.9 Board committees can be relieved of their duties by the board at any time. This will be announced at the next GMA.
- 39.10 Board committees are automatically dissolved when their task is completed.
- 39.11 Every year, a written report is made to the GMA on the progress of all board committees.

Art. 40 Financial affairs

- 40.1 If necessary for the performance of the tasks of a committee, a budget can be made available to a committee by the association. This budget is determined by the treasurer of the association.
- 40.2 Committees to which a budget is made available must appoint a treasurer from among them. This treasurer submits a budget at the beginning of the association year and at the end of the association year a profit and loss account for approval by the treasurer of the association.
- 40.3 Upon approval of the budget, the association treasurer grants a written exemption to the committee treasurer for expenditure of the budgeted amounts. If these amounts are exceeded, permission from the association treasurer is again required.
- 40.4 Expenses incurred without the approval of the association treasurer are for the account of the committee members, unless gross negligence of the treasurer of the committee is demonstrated. In the event of a difference of opinion, the association treasurer decides.
- 40.5 In principle, all income and expenses of a committee are recorded by the committee. If necessary, this is done in consultation with the treasurer of the association. The treasurer of the association must provide all necessary information regarding bank transactions to the treasurer of the committee.
- 40.6 Committees keep a cash book of all cash inputs and expenditures. Expenses that are not accounted for in the cash book are for the account of the committee members.

- 40.7 At the end of the association year, all positive results of a committee flow back into the association's general resources.
- 40.8 All goods purchased by a committee, paid for with financial resources made available by the association, are the property of the association.
- 40.9 Committees are obliged to provide the Audit Committee with all the financial information it requests.

Art. 41 Relief from employment

- 41.1 Members of committees can be removed from their positions at any time by the GMA, stating reasons. The members of the GMA must announce the intention to dismiss the committee member before the meeting to the relevant committee member and have the intention to dismiss it added to the agenda of the GMA as an item.
- 41.2 If it is determined during a GMA that a committee member must be removed from his position, a new GMA must be invested for this. The relevant member will be notified in writing.

Art. 42 Audit Committee

- 42.1 The Audit Committee's task is to check the financial documents of the association.
- 42.2 In accordance with Article 14 paragraph 3 of the Statutes, the GMA annually appoints an Audit Committee of at least two members who may not be part of the board.
- 42.3 Members of the Audit Committee may also sit on other committees of the association; however, they are prohibited from occupying the position of treasurer there.
- 42.4 Members of the Audit Committee shall not participate in the audit of items that they, in a different role, have themselves prepared, or in which they have an interest that conflicts with the interest of the association.
- 42.5 Members of the Audit Committee may be granted a dispensation by the GMA to take a seat on the Board of Advisors.
- 42.6 Article 37, paragraphs 4 and 8 do not apply to the Audit Committee.

Art. 43 Board of Advisors

- 43.1 The Board of Advisors is a GMA committee and its task is to provide constructive advice to the board. This can be either solicited or unsolicited.
In principle, advice given has no consequences.
- 43.2 The board and the GMA can nominate prospective members for the Board of Advisors. A member can also nominate themselves. Members of the Board of Advisors are appointed by the GMA.
- 43.3 Members of the board cannot join the Board of Advisors.
- 43.4 Members of the Board of Advisors can be granted a dispensation by the GMA to take a seat in the Audit Committee.
- 43.5 Members of the Board of Advisors are in principle appointed for a period of one year and are immediately eligible for reappointment.
- 43.6 The Board of Advisors will be sent the minutes as soon as possible, but no later than four weeks after each board meeting. The Board of Advisors is an exception to Article 61 paragraph 5 of these Internal Regulations.
- 43.7 The Board of Advisors has a duty of confidentiality with regard to all information entrusted to it by the board.
- 43.8 If the Board of Advisors deems it necessary to obtain additional information on the basis of information entrusted to it by the board, it is permitted to temporarily disregard the obligation of confidentiality for this purpose in a responsible manner.

- 43.9 If necessary, the confidentiality obligation can be temporarily dismissed in a responsible manner when the annual report is presented at a GMA.
- 43.10 The Board of Advisors can obtain access to the archive on request.
- 43.11 Upon request for advice, a response must be made as soon as possible, but no later than within four weeks.
- 43.12 The Board of Advisors reports at least once a year to the GMA in writing.
- 43.13 Article 37 paragraph 4 and paragraph 8 of these Internal Regulations do not apply to the Board of Advisors.

Chapter 7: Dance Staff

Art. 44 General

- 44.1 Dance staff may consist of:
 - a. association teachers: teachers who are members of the association;
 - b. non-association teachers: teachers who do not fall under subsection a.
- 44.2 The dance staff can be divided into two subcategories:
 - a. Ballroom/Latin teachers: those who provide the Ballroom/Latin classes.
 - b. Salsa teachers: those who provide the Salsa classes.
- 44.3 Instruction is the transfer of knowledge about one or more dance (style) and to members or non-members for a shorter or longer period.
- 44.4 The association teachers meet at least twice a year for consultation. This will be done individually per discipline, with an exception for the forming of the schedule and other subjects that involve both parties. Non-association teachers may attend. The minutes of this consultation are sent to the board.
- 44.5 The dance management, together with the board, ensures its staffing, with due observance of Article 45 of these Internal Regulations.
- 44.6 The dance staff is responsible for a concept schedule based on the provided hours before the new dance season. This concept will be approved by the board in a board meeting.

Art. 45 Appointment

- 45.1 Members of the dance staff are elected by the board on the recommendation of the dance staff.
- 45.2 Members of the dance staff are preferably chosen from among the members of the association.
- 45.3 Appointment as a member of the dance staff is for an indefinite period.
- 45.4 In principle, a non-association teacher is appointed for a period of one dance season and is accounted for at the GMA.
- 45.5 The appointments of association teachers are announced annually at the GMA.
- 45.6 The dance staff can suspend association teachers from their duties at any time in accordance with Article 34 of these Internal Regulations and Paragraphs 3 to 5 of Article 8 of the Statutes.
- 45.7 The board can suspend members of the dance staff in their position at any time in accordance with Article 34 of these Internal Regulations and Paragraphs 3 to 5 of Article 8 of the Statutes.
- 45.8 Association teachers can be removed from their duties by the GMA at any time.
- 45.9 Association teachers can resign at any time by giving reasons in writing.
- 45.10 Upon termination of his position as a member of the dance staff, the member in question is obliged to ensure the proper transfer of his function.
- 45.11 Non-association teachers are to sign a contract with additional terms.

Art. 46 Representation authority

Article 16 of these Internal Regulations applies *mutatis mutandis* to the dance staff.

Art. 47 Responsibilities

- 47.1 The board supervises the dance staff.
- 47.2 The dance staff is responsible for the interpretation of the lessons.
- 47.3 The dance staff supervises the members of the dance staff.
- 47.4 The board and dance staff will ensure the lessons are of sufficient quality.

- 47.5 A member of the dance staff is not responsible for the events in his lesson, insofar as these do not proceed in accordance with his assignment.
- 47.6 The board assumes the financial risks associated with the responsibilities of the dance staff, within reasonable limits

Art. 48 Compensation

- 48.1 A member of the dance staff is entitled to compensation.
- 48.2 The board determines the compensation for the dance staff, insofar as it originates from the funds of the association.
- 48.3 Should the amount of the compensation provided to the dance staff by the association be altered this will be communicated to the GMA.

Art. 49 Final

All other structural changes within the dance staff will be communicated to the GMA as soon as possible.

Chapter 8: The General Members Assembly (GMA)

Art. 50 General

- 50.1 A Transfer GMA (T-GMA) is understood to mean that GMA in which (part of) the board changes. At the time of a T-GMA, an interim statement or a final statement and a balance sheet, both from the date of the T-GMA, must be presented.
- 50.2 An Annual Meeting is understood to mean the GMA in which the board reports on the past association year and the policy implemented. The balance sheet and statement of income and expenses are submitted to the members for approval during this GMA, with an explanation (possibly in writing). The balance and statement of income and expenditure are signed by all board members. This can only be deviated from with reasons.
- 50.3 Within ten weeks after the end of the financial year, the budget of the following financial year is submitted to the GMA for approval. Changes of two hundred euros or more per cost item or of one thousand euros or more in total on the approved budget with regard to expenditure during the financial year must also be submitted to the GMA for approval. This should take place on the first GMA following the change.
When the expenditure must be made before it can be approved by the GMA, it is up to the board to determine whether the expenditure is acceptable and can be made. In that case, approval by the GMA can take place afterwards.
- 50.4 An annual meeting is convened within six months of the end of the financial year.
- 50.5 A GMA is scheduled at least twice per association year and also as often as the board sees fit.
- 50.6 No meetings are held during the Christmas and summer holidays.
- 50.7 Five members of the association can request the board to convene a GMA by means of a written, signed statement. The board is obliged to comply with such a request within four weeks.
- 50.8 GMAs are held in the municipality of Groningen.

Art. 51 Documents of the GMA

- 51.1 The draft agenda of a GMA must be announced at least two weeks before the relevant GMA. The minutes of the previous GMA are also published.
- 51.2 The final agenda of the GMA must be known at least seven days in advance. The final agenda is inclusive sub-points of the agenda points.
- 51.3 The documents submitted to the GMA for approval must be published to members at least seven days before the start of the GMA.
- 51.4 At least half an hour before the start of the GMA, the statutes, the documents that are submitted to the GMA for approval and these Internal Regulations are available for inspection at the location where the GMA will take place, either printed or digitally.
- 51.5 Documents from previous GMAs are available for inspection in the archive, in accordance with Article 61 of these Internal Regulations.

Art. 52 Provisions regarding the GMA

- 52.1 After approval, the minutes of an GMA will be signed in a subsequent GMA by the (technical) secretary and the (technical) chairman. The signed minutes are included in the archive of the association in accordance with Article 61 of these Internal Regulations.
- 52.2 When a GMA is suspended, it will resume within a month. New proxies may be submitted for the next part of the meeting. Issued proxies remain valid unless revoked or new proxies are filed.

52.3 To make legally valid decisions on a GMA, the following must be present at the start or have authorized someone who is present:

- a. if the association has 75 or more than 75 voting members: 15 voting members;
- b. if the association has fewer than 75 voting members: one fifth of the total number of voting members.

52.4 Board members do not count towards these numbers. If the applicable quorum is not met, a new GMA must be issued within one month, on which only agenda items of the aforementioned GMA will be discussed. On this new GMA, the relevant proposals or agenda items can be decided without the required quorum, except concerning changes to these Internal Regulations.

Art. 53 Access and right to speak

53.1 Nobody has the floor except after receiving it from the chairman of the GMA.

53.2 The chairman of the GMA ensures order during the GMA.

Art. 54 Right of initiative

54.1 At least five voting members, except members of the board, are authorized to submit a proposal to the board.

54.2 The board is obliged to put this proposal on the agenda of the next GMA.

54.3 A proposal from the association will be placed on the agenda of the next GMA if this GMA has not yet been called or if the proposal has been submitted at least fourteen days before the planned date.

54.4 When decisions are made on several proposals, which relate to the same subject, the proposal that has the furthest scope has priority, this at the discretion of the chairman of the GMA.

54.5 A vote must be taken at the GMA after consideration of a submitted proposal.

Art. 55 Motions

55.1 A motion is a short and motivated statement on a subject in which a judgment, wish, request or assignment is expressed.

55.2 A motion, signed by at least five voting members, must be submitted to the chairperson of the meeting during a GMM.

55.3 A motion submitted must be dealt with at the GMA.

55.4 In principle, a motion has no consequences.

Art. 56 Authorizations

56.1 Authorization is the power that an authorizing person grants to another, the authorized person, to vote or speak during the GMA in their name.

56.2 There are two kinds of authorizations:

- a. Restricted authorizations only transfer rights to vote on agenda items that are announced to members prior to the session.
- b. Full authorizations transfer rights to vote on all matters discussed at the GMA, even those that have not been on the agenda.

56.3 The authorization must have been submitted to the board before the vote begins.

56.4 In accordance with Article 12 paragraph 2 of the Statutes, a person entitled to vote may have received a maximum of two authorizations. If the authorized person is not present, the authorizations do not count for the quorum or the voting.

Art. 57 Voting within a GMA

57.1 Voting options are the following:

- a. in favour;
- b. against;
- c. blank: an explicitly submitted vote, with no preference given;
- d. abstention: abstention indicates that the person with voting rights does not consider the subject to be ready for voting.

When voting, only one of the above options is chosen.

- 57.2 If more than 30% of the votes cast are abstained, the vote is invalid. A new vote can be taken after a new discussion. If again more than 30% of the votes cast are abstentions, the subject of the vote must be postponed to a subsequent GMA.
- 57.3 Blank votes do not indicate a preference. The number of votes in favour and against is considered. The blank votes are added to the majority of these two voting options.
- 57.4 All decisions are made by majority vote, unless otherwise specified in these Internal Regulations. A majority vote means that the number of votes in favour must be higher than the number of votes against.
- 57.5 In votes within the GMA, the votes cast by the board may amount to a maximum of half minus one vote of the quorum.
- 57.6 Any proposal can be accepted by the GMA with reservations. If accepted with reservations, the board and association's committees can implement the changes with the modifications added.
- 57.7 The following applies to the method of voting:
- a. voting on persons takes place in writing, in other matters the chairman decides on the manner of voting, unless one of those present with voting rights demands a written vote;
 - b. oral voting takes place by show of hands or by name calling.
 - c. if a vote is taken in writing, a polling station will be set up, consisting of two members of the association, other than those who are voted on, not being board members.
 - d. If a vote is taken about a charge or discharge of committee members, members of the specified committee are not allowed to be the electoral committee for that specific vote.
- 57.8 A written vote is invalid if:
- a. it contains more information than is requested;
 - b. it is not clear what is meant;
 - c. the ballot is not closed.

Chapter 9: Other provisions

Art. 58 The association logo

There is an SDV The Blue Toes logo. This logo can only be changed with the permission of the GMA and is used with the permission of the board on all official occasions where the association presents itself.

Art. 59 Mourning

The board decides with regard to proclaiming mourning and acting during mourning, it does this on the death of a member or honorary member of the association.

Art. 60 Insurance

The board is responsible for the presence of a liability insurance.

Art. 61 Archive

61.1 There is an association archive.

61.2 The board is responsible for keeping the archive up to date

61.3 The archive contains at least:

- a. all minutes of GMAs;
- b. all documents submitted to GMAs;
- c. all minutes of board meetings.

61.4 Minutes and documents of GMAs are available to members.

61.5 The minutes of the board meetings are in principle not public. Inspection by interested parties can only take place after a board decision to that effect has been taken. The board is authorized to demand confidentiality.

Art. 62 Internal Regulations changes

62.1 Changes to these Internal Regulations can only be made by a decision of the GMA, which has been called upon to announce that changes to these Internal Regulations will be proposed there.

62.2 A proposal to change these Internal Regulations can come from either the board or from five voting members.

62.3 A decision to change these Internal Regulations must be taken by a majority of at least two-thirds of the votes cast.

Art. 63 Final provisions

63.1 In all cases for which these Internal Regulations do not provide, the board decides.

63.2 In the event of a difference of opinion about the explanation of the provisions included in these Internal Regulations, the GMA will decide.

63.3 The GMA can grant exemption from any article of these Internal Regulations at any time. A decision to this effect must be taken by a majority of at least two-thirds of the votes cast.