

Domestic Regulations JazzOut



Definitions

In this Domestic Regulation is:

The Association: JazzOut, Nijmegen.

The statutes of JazzOut are determined by notarial act by notary M.J.M Eustatia, Nijmegen.

The board: the board of JazzOut.

Structure

JazzOut is a Swing Dance association founded on June 9th, 2017 and registered with the Dutch Kamer van Koophandel on February 9th, 2017, with KvK-number 68933371.

Email address: contact@jazzoutnijmegen.nl / contact@jazzoutdenbosch.nl

Website: www.jazzoutnijmegen.nl / www.jazzoutdenbosch.nl

Bank account: NL54RAB00320378152, Rabobank.

JazzOut was founded by Danny Merkelbag and Eveline van Lievenoogen

Goal

JazzOut is a Swing Dance-association which strives to bring the Lindy Hop and Swing Dance in the Netherlands to a higher, competional level. Through weekly classes, workshops, practise sessions, competitions, parties and tea dances we stimulate the Swing Dance scene to grow.

1. Board

1.1. Composition; The board consists of the following functions: - **Chairman** - **Paymaster** - **Secretary** (optional extra functions: - Vice-Chairman - PR-officer)

The board consists of at least 2 and at maximum 7 individuals.

1.2. Tasks The tasks of the board are:

1.2.1. Carrying out the activities that are required for the functioning of the association.

1.2.2. Carrying out decisions made by the Annual Meeting.

1.3. The board is entitled to:

1.3.1. Organize meetings

1.3.2. Take disciplinary measures, including action against members who behave inappropriately (e.g. by excluding them from the association).

1.4. The Chairman; The Chairman performs the following tasks:

1.4.1. The general management of the association.

1.4.2. The coordination of the activities of the board members

1.4.3. Implementation of the charter and evaluation with the board

1.5. The Secretary; The secretary, as far as possible, performs the following tasks:



- 1.5.1. Taking minutes during meetings
- 1.5.2. Conducting correspondence and communication within the association.
- 1.5.3. Timely announcement of general meetings to members.
- 1.5.4. The preparation of the annual report.
- 1.5.5. Keeping the archive. The Secretary ensures that the charter and rules of procedure are present at every meeting.
- 1.5.6. Keeping the record of membership
- 1.6. The Paymaster: The paymaster, as far as possible, performs the following tasks:
 - 1.6.1. The management of the funds of the association.
 - 1.6.2. At the beginning of the financial year: filing of a budget and a financial report to be presented at the Annual Meeting
 - 1.6.3. The collection of membership fees
 - 1.6.4. Contact person for the auditory committee
- 1.7. PR-officer The PR-officer, as far as possible, performs the following tasks:
 - 1.7.1. Maintains contact and correspondence with individuals outside of the association.
 - 1.7.2. Maintains contact with the owners of the training venue.
 - 1.7.3. Is associated with the PR committee (if there is one)
- 1.8. Vice-Chairman
 - 1.8.1. The Vice-chair takes over the tasks of the chair (Article 1.4), when the Chairman is not available.

2. Committees

- 2.1. The board can be assisted by committees. Committees are appointed by the board.
- 2.2. Expenses of a committee need to be approved by the board.

Auditing Committee

- 2.3. The auditing committee is appointed by the board. The auditing committee will vet the financial management of the Paymaster. The auditing committee advises the Paymaster and offers assistance. They also vet the yearly financial report.
- 2.4. At the end of the financial year or in case the Paymaster changes in the course of the financial year, the auditing committee writes a letter to the members with a recommendation for the approval of the annual financial report that will be read in the general assembly.
- 2.5. The auditing committee consists of at least 2 members and at maximum 7 members.

Band Committee

- 2.6. The band committee consists of 2 members minimum.
- 2.7. The band committee is responsible for hiring bands for Socials, and organise everything what is involved.
- 2.8. The band committee consults data and particularities with the board.
- 2.9. The band committee will hold meetings as often as they think needed.



Committee for handling violations

2.10. The committee for handling violations is represented by the board. If the board needs advice for handling specific violations. The members of honour can be asked for advice.

2.11. The committee for handling violations will not handle before all parties are heard.

2.12. The committee for handling violations will decide as soon as possible, always within 2 months.

Decisions which can be made are:

- Dismissal
- Acquittal
- Suspension with a maximum of 3 months
- Spoken or written warning
- Cancellation of membership

3. Members

3.1. Students of JazzOut automatically become members upon paying the course fee. Membership of JazzOut is valid per block that the student is registered for, and it is valid until the next block.

3.2. Board members remain members during their term, even if they are not taking classes.

3.3. Teachers who teach some of the weekly lessons in SugarSpin are members of JazzOut.

3.4. Members sign up via the website, email or in class. Course sign up is on a first come, first served basis, taking class balance into account.

3.5 JazzOut Membership becomes active once the membership fee has been received.

3.6. Members are entitled to take part in weekly lessons and social dances. Participation is at the members' own risk. Members have the right to attend the Annual Meeting and to elect the board.

3.7. Members are entitled to be elected onto the board and to take part in committees.

3.8. Honorary membership is available for selected individuals at the discretion of the board.

3.9. Membership ends by not registering and not paying for the next course, unless the member is a board member or teacher.

3.10. The association allows for donors, that donate at least 25 euros per year.

4. Annual Meeting

4.1. At the Annual Meeting matters are discussed which concern the association. The Annual Meeting can make decisions that are binding for the board and the members.

4.2. Decisions can only be binding if at least 10% of the members are present, or if at least 10 members are present.



4.3. If the above quorum has not been reached, a new Annual Meeting will be organised within 3 weeks were votes can be taken by majority, independent of the number of members present.

4.4. The Annual Meeting is announced at least 8 days in advance by written invitation including an agenda.

Announcement and agenda

4.5. Documents to be discussed at the Annual Meeting will be emailed to the members prior to the assembly, ideally with the agenda.

4.6. Members can add points to the agenda by informing the secretary (in writing) a minimum of 72 hours prior to the Annual Meeting. The secretary will make sure the new agenda points are communicated to the members.

Chairman

4.7. Normally, the Chairman of the association will chair the meeting. The board can decide to have someone else chair the meeting.

4.8. The chair of the Annual Meeting is responsible for maintaining order at the Annual Meeting.

4.9. The chairman of the Annual Meeting can suspend the Annual Meeting.

4.10. The chairman of the Annual Meeting must take all proposals and motions to a vote.

Voting

4.11. Proposals and motions are decided by majority of votes.

4.12. If there is no majority vote, a revote will take place after a discussion. If there is still no majority vote, the board decides.

4.13. If the board is unable to answer a question during the assembly, they have two weeks to provide a written response.

4.14. The chair asks if a vote is required for all the proposals and motions. If this is not the case, the proposal or motion is automatically accepted.

4.15. If a vote is required, the voting proceeds as follows: Voting is performed directly (by a show of hands), unless the board or at least two members request a written vote (ballot vote). Votes that concern people are always performed by ballot vote. Ballot votes are performed anonymously.

4.16. The outcome of any vote is announced during the Annual Meeting

4.17. Honorary members do not have voting rights.

4.18. Donors do not have voting rights, but can attend the Annual Meeting Authorization

4.19. A member that is unable to join the Annual Meeting can authorize another member to vote on his/her behalf. This request needs to be made in writing and sent to the secretary 8 hours prior to the meeting. Each member can only represent one other member and needs to agree to this authorization.

5. Elections



- 5.1. Board members are elected for one year. After resignation the members are immediately re-electable.
- 5.2. A board member is elected by majority vote of the cast votes.
- 5.3. The board suggests candidate board members whose names are communicated to the members at least 8 days before the general assembly in which their candidacy will be put to the vote.
- 5.4. The members can suggest counter-candidates for the election. Each candidacy must be signed by at least 3 members. Counter-candidates are preferably announced to the secretary 24 hours before the meeting, but it is also possible to suggest candidates at the meeting.
- 5.5. In case of a vacancy in the middle of the year, the board will appoint a replacement. The replacement will be voted for at the next general assembly.
- 5.6. Any prospective board member must agree to their candidacy orally or in writing.
- 5.7. If there are no counter-candidates, the candidates suggested by the board will be elected without voting.

6. Contribution

- 6.1 The contribution is paid before each lesson block of weekly classes. You are a member of JazzOut when you pay for weekly classes. Payment has to be made before start of the block, (art.3)
- 6.2 Payment can be made cash at the Paymaster. Can be transferred to JazzOuts bank account. Can be made through PayPal. Can be made through Mollie. Or can be made through Automatic Collection.
- 6.3 When payment is not made on time, there will follow 2 reminders. When payment is not made before start of the block the member can not join classes and is automatically no longer member of JazzOut until payment is made.

7. Closing articles

Behaviour

- 7.1. Members are requested to respect the Domestic Regulations, the objectives of JazzOut, as well as the safety and well-being of their fellow members.
- 7.2. When not fulfilling those obligations, the offending member will receive a warning from the board. He/She may subsequently be suspended for a month. In grave instances of failure to comply with the above request membership can be terminated by the board.
- 7.3. The same holds true for behaviour that harms the reputation of the association.

Class rules

- 7.4 JazzOut uses 5 basic rules:
 1. We respect all other participants and teachers

2. When the teachers talk, participants listen and stand closer.
3. Feedback to other participants is not allowed. Participants correct themselves, not the other, if there are any problems, ask the teachers.
4. Participants let at least one of the teachers know when they are going to miss class. This can be done by Facebook, E-mail, Telephone or personal contact.
5. Participants try to be on time.



Violations

7.5. Violations as mentioned in the statutes:

- the member repeatedly acts contrary to his membership obligations
- the member seriously damages the interest or goal of the association through actions or conduct

7.6. Violations as stated by the board:

- Teachers can have a romantic relationship with students after the board had received a written note.

Changes to the Domestic Regulations

7.7. Proposals to change the Domestic Regulations can be submitted by the board or by at least three members with voting right. The changes will be voted on at the next Annual Meeting

Validity

7.8. In all cases where the charter does not apply, or when an article is ambiguous, the board decides.

Planned to be Adopted by JazzOut members at the Annual Meeting, Nijmegen, 2018.