

# Huishoudelijk Reglement V.S.E. Scala

September 2020

## Article 1. Purpose of this document

1. This is the translation of the 'Huishoudelijk Reglement' referenced in article 21 clause 1 of the by-laws of the Vereniging Studentencultuurverenigingen Eindhoven Scala and provides additional rules for V.S.E. Scala and its members. The translation attempts to copy the phrases as close as possible, though in conflict the Dutch version remains binding.

## Article 2. General clauses

1. Where he is written, reference is made to a natural person.
2. Sub-association indicates an association which have a membership to V.S.E. Scala, also called members. In addition to regular members, this also includes test members or resit members.
  - a. Test members are defined as members which are admitted to a trial period by the general meeting.
  - b. Resit members are defined as sub-associations which do not longer suffice the requirements specified in article 4.1 and are in an improvement period.
  - c. Potential sub-associations are defined as associations with the wish to become a member of Scala, these do not belong to the sub-associations.
  - d. Association members are individuals who belong to a sub-association.
3. Contact by writing is defined as by e-mail or by mail.
4. An academic year is defined as an academic year from September to the subsequent September.
5. TU/e means the Eindhoven University of Technology.
6. Scala means V.S.E. (Vereniging Studentencultuurverenigingen Eindhoven) Scala.
7. Chronos means ESDA (Eindhoven Student Debate Association) Chronos
8. Dekate Mousa means ESFF (Eindhovense Studenten Film en Fotografie vereniging) Dekate Mousa
9. Doppio means ESTV (Eindhovense Studenten Toneel Vereniging) Doppio
10. Footloose means ESDV (Eindhovense Studenten Dans Vereniging) Footloose
11. Kinjin means JCES (Japanse Cultuurvereniging voor Eindhovense Studenten) Kinjin
12. Knights of the Kitchen Table means ESRG (Eindhovens Studenten Rollenspel Genootschap) Knights of the Kitchen Table
13. Modern means ESMG (Eindhovens Studenten Muziek Gezelschap) Modern
14. Quadrivium means ESMG (Eindhovens Studenten Muziek Gezelschap) Quadrivium
15. Studentproof means ESMG (Eindhovens Studenten Muziek Gezelschap) Studentproof Jazz

## Article 3. Membership Scala

1. The general meeting determines the membership requirements for Scala, which each member must meet. These requirements can be found in article 4.
2. The board of Scala must, at the written request of a sub-association or association that wishes to join, make the requirements for membership available to them within 10 working days.

## Article 4. Requirements Membership

1. An association has to comply to the following requirements established by the general meeting, if it wants to be a member of V.S.E. Scala.
  - a. The association has to be a student association, located in Eindhoven.  
Hereby it is essential that:
    - i. The association is governed and ran by students.
    - ii. Minimally 65% of its members are students, where:
      - AiO's, PhD's and MBO'ers are students too
      - These students do not have to study in Eindhoven
  - b. The association has to be a cultural association.  
The association has to offer 'culture'. This is defined as:
    - i. The core of the student association must have a cultural background
    - ii. The association has to produce 'culture', e.g. having performances or expositions or the association has to study 'culture', e.g. making trips abroad, study and discuss stories.
    - iii. The association has to offer their association members the opportunity to gather knowledge and to gain skills associated with the relevant association. In other words: association members must learn skills or acquire knowledge related to the nature of the association.
    - iv. The association has to expose and promote their form of culture.
    - v. Part of the activities of the association with a cultural background has to be publicly accessible. This can be for example done by:
      - Expositions
      - Participation of third parties (non-association members of the association)

The following categories will fall under 'culture':

- i. Cultural heritage (civilization bounded traditions and customs)  
Culture with as background certain history, traditions, folk customs, that is culture which is passed on from the past. This includes but is not limited to: Folk music, folk dance, regional attire and traditional architecture.
- ii. Art  
The product of creative human expression. This includes but is not limited to: painting, drawing, photography, new media, theatre, music, dance, film, architecture, literature and poetry.

- c. The association has to have active contact with Scala and her sub-associations.  
'Active contact' is defined as:
  - i. Presence at meetings
  - ii. Replying to emails, and active correspondence
  - iii. Supporting Scala with her promotional activities

This includes but is not limited to the introduction week, open culture week, Luna Festival and Open Days.

- d. Association members have to be able to participate regardless of their skills and knowledge.
- e. Association members are not allowed to be discriminated on their religion, gender, sexual orientation, origins, or any other reason.
- 2. The Scala board will check the sub-associations and potential sub-associations on the above mentioned requirements by:
  - a. Having meetings and or visits with the associations
  - b. Requesting information
- 3. Scala has the right and the duty to request and receive the information of the sub-association needed in order to check the requirements as mentioned in article 4, clause 1.
- 4. If potential sub-associations do not meet the requirements mentioned in article 4, clause 1, they cannot become a member of Scala.
- 5. All actions concerning the membership requirements of potential associations must be discussed during the general meeting.
- 6. If a sub-associations does not meet the requirements as mentioned in article 4, clause 1, due to circumstances after an indefinite period of time, the sub-association will enter a period of improvement for 2 years.
  - a. This period of improvement will commence with a  $\frac{2}{3}$  majority vote by the general meeting. As soon as this period of improvement starts, the re-examined association has to fulfill the following tasks:
    - i. Within a period of 3 months, an improvement plan has to be written which is checked by the Scala board.
    - ii. Afterwards, this plan has to be executed during the remaining time of the period of improvement.
    - iii. During the period of improvement the re-examined association has to give updates during the general meeting if requested by Scala.
    - iv. After the period of improvement, the general meeting will decide if the improvement plan has been executed properly and if the re-examined association does meet the membership requirements at this point.
- 7. If the general meeting gives a negative assessment after a period of improvement of two years, the Scala board will revoke the membership of the sub-association as soon as possible, as mentioned in article 7, clause 7 of the by laws. The re-examined association can file a request to the Scala board for the use of certain Scala facilities up to three months after the withdrawal of their membership.
- 8. Scala has the right to decline any new accession request of an association of which its membership has been revoked after a period of improvement for 1 year.

## Article 5. Accession procedure

- 1. The accession procedure for Scala membership is as follows:
  - a. The association meets the requirements for membership as mentioned in article 4, clause 1.
  - b. The association is admitted as a potential member of Scala for a trial period of 2 years by a  $\frac{2}{3}$  majority vote during a general meeting. The general meeting is able to end a trial membership early with an absolute majority.
  - c. The association evaluates the progress of the trial membership every six months together with the board of Scala.

- d. Two years after the association has been admitted as a trial member, there is again a vote in the general meeting about membership of this association. If a  $\frac{2}{3}$  majority is also achieved in this vote, the association is from that moment on a sub-association of Scala.
- 2. The board of Scala must, at the written request of an association wishing to join, make the accession procedure referred to in article 5, clause 1, available to them within 10 working days.
- 3. In the event of a request to join Scala as a sub-association, the board will implement the accession procedure referred to in article 5, clause 1.
- 4. The result of the accession procedure as referred to in article 5, clause 1, will be presented at a general meeting by the board of Scala.
- 5. At the start of the trial membership, a global estimate is made of the space usage of the potential member. A tentative contribution to the rent is determined based on this use of space (see article 12).
- 6. If, after the end of a trial period, the potential member does not join Scala as a sub-association, the board of Scala has the right to refuse new requests from the association in question for the duration of 1 year after the end of the trial period.

## Article 6. Contributions

- 1. According to our by-laws, the members of Scala are required to pay an annual contribution. From the start of the calendar year 2021 this was set to an amount of €1,- per member of the sub-association with a maximum of €150,- per association.
- 2. The amount of association members are determined on the 1st of January
- 3. The minimum annual beneficiary contribution as stated in the bylaws article 3, clause 5, is set at €10,-.

## Article 7. Association

- 1. The board is formed by members of sub-associations. Exceptions to this can be made with the approval of the general meeting.
- 2. The board consists at minimum of the functions chairman, secretary and treasurer.
- 3. If the board temporarily consists of fewer than 3 board members, the missing functions are filled by chairmen of sub-associations.

## Article 8. Board duties

- 1. The board is charged with the management of Scala, which in any case includes:
  - a. the preparation of a policy plan, which must be presented at the general meeting before taking office
  - b. the preparation of financial statements
  - c. the registration and management of funds and goods available to Scala
  - d. consult with members and third parties, as referred to in article 9
  - e. making regulations as defined in article 21 of the by laws
- 2. The chairman is responsible for supervising and coordinating his fellow board members. He supervises the implementation and elaboration of decisions of the

board, the by laws, the regulations and the policy plan. Finally, he contributes to general policy and its continuity.

3. The secretary is responsible for the general correspondence of Scala. In addition, the secretary is responsible for taking minutes during board meetings and general meetings.
4. The treasurer is responsible for managing the finances of Scala. He must collect written evidence of all financial acts. The treasurer is responsible for the timely preparation of a budget, the preparation of financial statements and applying for subsidies.
5. The following management duties should be divided among the board members under the leadership of the chairman:
  - a. Internal communication within Scala and its sub-associations
  - b. Promotion of Scala and its activities
  - c. Organising the open culture weeks
  - d. Organising a festival
  - e. Coordination of the introduction weeks
  - f. The management of the website and social media of Scala
  - g. Distributing the available scholarships
  - h. Attending consultations with third parties as referred to in article 9, clause 2
  - i. Coordinating the training of in-house emergency responders within Scala
  - j. The management of the general areas of Scala
6. The board is authorized to have certain parts of its duties performed by committees appointed by the board.

## Article 9. Meetings

1. The board is responsible for organizing the following meetings with members:
  - a. General meeting, to which the rules as laid down in articles 15 and 16 of the articles of association and article 9 of this document apply.
  - b. Chairman's meeting, at which current affairs that are relevant to the management of sub-associations are discussed.
2. The board ensures that Scala is represented in the following consultations with third parties:
  - a. Umbrella association consultation. The umbrella associations are involved in the umbrella consultation. The umbrella consultation has an important task in the contact between the umbrella organizations.
  - b. Residents consultation. All users of the building in which Scala is located are involved in this consultation on management issues.

## Article 10. General Meeting

1. Written documents that are dealt within a general meeting are provided by the board in writing to the sub-associations within a period that is equal to that of a call for a general meeting as stated in the articles of association article 15 clause 3, namely 14 days.

## Article 11. Reglementen

1. Scala knows the following regulations:
  - a. House rules
  - b. AB Regulation
2. Boards of sub-associations are considered to be aware of the by-laws and the regulations mentioned in article 11, clause 1.

## Article 12. Committees

1. A committee is set up by the board with a well-defined task and budget.
2. The members of the committee are appointed by decision of the board and should preferably be members of the sub-associations.
3. To maintain contact between the board and a committee, either a board member is appointed in the relevant committee or a board member is appointed who maintains contact between the committee and the board. In both cases, the designated board member within the board is responsible for the functioning of the relevant committee.
4. The board is entitled to cancel initiatives of committees and to oblige them to take over the wishes of the board with regard to the task to be performed by them.
5. A committee member reserves the right to cancel his duties within the committee at any time and to leave them.
6. The board is entitled to release committees from its duties before their duties have ended if it is of the opinion that the functioning does not benefit the board or Scala.
7. Scala has at least the following commissions:
  - a. The KCC (cash control committee), as referred to in article 15, clause 10 of the articles of Association.
  - b. The intro committee. The intro committee aims to organize activities during the introduction weeks of the TU/e and Fontys colleges, in which all sub-associations can present themselves.

## Article 13. Rent in Luna

1. In exchange for housing the associations, Scala and her association members have to pay the TU/e a yearly fee of €10,000.-
2. Scala will raise the money from her association members and wire the fee to the TU/e
3. The in article 13 clause 1 mentioned rent will be approved in accordance to the Rentdivision protocol (here after referred to as division key) each year by the general meeting.
4. The division key will be evaluated when:
  - a. a period of 5 years when no evaluation has occurred
  - b. after a new member successfully completes its trial period and enters Scala
  - c. a member leaves Scala
  - d. when the rent has changed
  - e. when a change is made in which or the sizes of rooms appointed to Scala
  - f. when the factors mentioned in article 13 clause 6 change
5. To change the division key a two-third majority is required of the votes cast at the general meeting.

6. The factors on which the division key is based are:
  - a. The size of the association where:
    - i. the number of members of the association where:
      1. if a significant portion of the association is not a student the load is increased.
  - b. The use of the spaces in accordance with the TU/e agreement taking into account that:
    - i. larger spaces cost more
    - ii. using a space more often costs more
    - iii. rooms that are used during the day by the TU/e cost less
7. The factors with which the division key is determined can be adjusted:
  - a. A proposal of a change in factors has to be send to Scala at least 4 weeks prior to a general members meeting
  - b. Changes in factors will normally be initiated starting at the next 1st of august.
    - i. Only if members of Scala vote unanimously changes in the rent factors can be initiated immediately.
  - c. To change the factors a two-third majority is required of the votes cast at the general meeting.
8. Instead of paying rent to the TU/e, as mentioned in article 13 clause 1, Scala can, in cooperation with its member associations organise a festival. When this festival is organised, Scala and its association members are exempt from paying rent, as determined in article 13 clause 1, for the college year in which the festival takes place.
  - a. If the festival is not deemed successful, in accordance to the rules described in article 14 clause 1, the board of directors of the TU/e can, starting with the next college year, revoke the exemption and ask the direct rent as described in article 13 clause 1 to article 13 clause 4.
  - b. If clause 8a is executed, article 8 clause 5d will be dropped.

## Article 14. The festival

1. As compensation for the housing Scala will organize an annual festival as referred to article 8 clause 5d. This festival must, according to the contract with the Executive Board, meet the following requirements to be considered successful.
  - a. The festival covers a period of at least 12 hours.
  - b. The festival's main location is the Plint of Luna.
  - c. The main organization of the festival is Scala and its sub-associations.
  - d. The festival must attract at least 500 visitors.
2. The associations are expected to jointly contribute a minimum of € 5,000 and a maximum of € 10,000 to the organization of this festival.
3. The contribution is subject to the same distribution key as used in article 13, clause 3.

## Article 15. Room division Luna

1. All Scala sub-associations have access to the spaces allocated to Scala in the Plint of Luna.

- a. The spaces mentioned in article 15, clause 1 are:
  - 1.050 collegezaal
  - 1.050a dubbeldekker
  - 1.056 kolommenzaal
  - 1.250 board garden
  - 1.217 association space Knights of the Kitchen Table
  - 1.219 association space Kinjin
  - 1.220 livingroom
  - 1.229 archive
  - 1.380 Orbit
  - 1.384 Pulsar
  - 1.395 storage Quadrivium and Studentproof
  - 1.398 photo studio Dekate Mousa
  - 2.378 pophok Modern
  - 2.380 small music room east
  - 2.382 small music room west
  - 2.384 big music room oost
  - 2.386 big music room west
  - 2.390 Corona
- 2. The management of the spaces is in the hands of the association that uses the space when they use them.
- 3. Management means:
  - a. Distributing the time slots for private use.
  - b. Handling the equipment and the space with care.
  - c. Being held responsible for nuisances caused by the association.
  - d. Ensure that the space is left in good condition.
- 4. The subdivision of the spaces, as stated in article 15, clause 1a, is as follows:
  - a. 1.050 collegezaal is managed by Doppio in the time period 18:00 - 02:00
  - b. 1.050a dubbeldekker is managed by Doppio.
  - c. 1.056 kolommenzaal is managed by Doppio in the time period 18:00-02:00.
  - d. 1.250 bestuurstuin is managed by Scala.
  - e. -1.217 common room Knights of the Kitchen Table is managed by Knights of the Kitchen Table.
  - f. -1.219 common room Kinjin is managed by Kinjin.
  - g. -1.220 livingroom is managed by Scala.
  - h. -1.229 Archive is managed by Scala.
  - i. -1.380 Orbit is managed by Footloose.
  - j. -1.384 Pulsar is managed by Quadrivium on Monday, Wednesday, Thursday, Saturday and Sunday and by Studentproof on Tuesday and Friday
  - k. -1.395 Storage Quadrivium and Studentproof is managed Quadrivium and Studentproof.
  - l. -1.398 photostudio Dekate Mousa is managed by Dekate Mousa.
  - m. -2.378 pophok Modern is managed by Modern.
  - n. -2.380 small music cel east is managed by Quadrivium and Studentproof.
  - o. -2.382 small music cel west is managed by Quadrivium and

Studentproof.

- p. -2.384 big music cel east is managed by Quadrivium.
- q. -2.386 big music cel west is managed by Modern, Studentproof and Quadrivium.
- r. -2.390 Corona is managed by Book My Space according to the following generic rules: Footloose manages Corona on Monday, Tuesday, Wednesday and Thursday between 18:00 and 02:00 o' clock. During a performance weekend from Doppio, Doppio manages Corona on Friday, Saturday and Sunday. For all other weekends, the Knights have control of Corona on the first and third Saturday of the month.

5. Should an association have a good reason (e.g. grote activiteit, festival, lustrum) to want to use a room that is managed by a different association at that moment, like mentioned in article 15, clause 4, then the managing association is expected to facilitate this to the best of their ability.

## Article 16. Final provisions

1. In all cases not provided by the by-laws and / or regulations of the association, the board decides.
2. **These Rules and Regulations will apply starting on the 1st of October 2020.**