

## Sugarspin Charter



### **1. Objectives**

The objective of Sugarspin is to establish a Lindy Hop dance scene in Groningen. This objective is realised by arranging regular Lindy Hop lessons and social dance events designed to spread knowledge of Lindy Hop and recruit increasing numbers of dancers. Sugarspin informs the general public about Lindy Hop in Groningen via our homepage (<http://sugarspin.nl/>) and maintains a Facebook page. Sugarspin is connected with comparable Lindy Hop clubs and associations in the Netherlands via Facebook and informs members about relevant dance events held in the Netherlands and abroad.

### **2. Structure**

Sugarspin is a dance association founded on February 14th, 2016 and registered with the Dutch Kamer van Koophandel on February 14th, 2016, with KvK-number 65871804.

Email address: [lindyhopgroningen@gmail.com](mailto:lindyhopgroningen@gmail.com)

Website: [www.sugarspin.nl](http://www.sugarspin.nl)

Bank account: NL 81 RABO 0309 9828 55, Rabobank.

Sugarspin was founded by Vera Alexander, Sander ter Veen and Sanne van der Weide.

### **3. Board**

#### 3.1. Composition

The board consists of the following functions:

- Chair

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- Treasurer
- Secretary
- Vice-Chair
- PR-officer

The board consists of at least 3 and at maximum 7 individuals.

### 3.2. Tasks

The tasks of the board are:

- 3.2.1. Carrying out the activities that are required for the functioning of the association;
- 3.2.2. Carrying out decisions made by the general assembly.

### 3.3. The board is entitled to:

- 3.3.1. Organize meetings;
- 3.3.2. Take disciplinary measures, including action against members who behave inappropriately (e.g. by excluding them from the association).

### 3.4. The Chair

The chair performs the following tasks:

- 3.4.1. The general management of the association.
- 3.4.2. The coordination of the activities of the board members
- 3.4.3. Implementation of the charter and evaluation with the board

### 3.5. The Secretary

The secretary, as far as possible, performs the following tasks:

- 3.5.1. Taking minutes during meetings
- 3.5.2. Conducting correspondence and communication within the association.
- 3.5.3. Timely announcement of general meetings to members.
- 3.5.4. The preparation of the annual report.
- 3.5.5. Keeping the archive. The Secretary ensures that the charter and rules of procedure are present at every meeting.
- 3.5.6. Keeping the record of membership

### 3.6. The Treasurer

The treasurer, as far as possible, performs the following tasks:

- 3.6.1. The management of the funds of the association.
- 3.6.2. At the beginning of the financial year: filing of a budget and a financial report to be presented at the general assembly
- 3.6.3. The collection of membership fees
- 3.6.4. Contact person for the auditory committee

### 3.7. PR-officer

The PR-officer, as far as possible, performs the following tasks:

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- 3.7.1. Maintains contact and correspondence with individuals outside of the association.
- 3.7.2. Maintains contact with the owners of the training venue.
- 3.7.3. Is associated with the PR committee (if there is one)
- 3.8. Vice-Chair
  - 3.8.1. The Vice-chair takes over the tasks of the chair (Article 3.4), when the Chair is not available.

## **4. Committees**

- 4.1. The board can be assisted by committees. Committees are appointed by the board. Every committee with the exception of the auditing committee has a board member associated with it.
- 4.2. Expenses of a committee need to be approved by the board.
- 4.3. The auditing committee is appointed by the general assembly. The auditing committee will vet the financial management of the Treasurer. The auditing committee advises the Treasurer and offers assistance. They also vet the half-yearly and yearly financial report.
- 4.4. At the end of the financial year or in case the Treasurer 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.
- 4.5. The auditing committee consists of at least 2 members and at maximum 7 members.

## **5. Members**

- 5.1. Students of Sugarspin automatically become members upon paying the course fee. Membership of Sugarspin is valid per block that the student is registered for, and it is valid until the next block.
- 5.2. Board members remain members during their term, even if they are not taking classes.
- 5.3. Teachers who teach some of the weekly lessons in Sugarspin are members of Sugarspin. They are exempt from paying the membership fee.
- 5.4. 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.

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Membership becomes active once the membership fee has been received.

- 5.5. 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 General Assembly and to elect the board.
- 5.6. Members are entitled to be elected onto the board and to take part in committees.
- 5.7. Honorary membership is available for selected individuals at the discretion of the board.
- 5.8. Membership ends by not registering and not paying for the next course, unless the member is a board member or teacher.
- 5.9. The association allows for donors, that donate at least 25 euros per year.

## **6. General assembly**

### General

- 6.1. At the general assembly matters are discussed which concern the association. The general assembly can make decisions that are binding for the board and the members.
- 6.2. Decisions can only be binding if at least 10% of the members are present, or if at least 10 members are present.
- 6.3. If the above quorum has not been reached, a new general assembly will be organised within 3 weeks were votes can be taken by majority, independent of the number of members present.
- 6.4. The general assembly is announced at least 8 days in advance by written invitation including an agenda.

### Announcement and agenda

- 6.5. Documents to be discussed at the general assembly will be emailed to the members prior to the assembly, ideally with the agenda.
- 6.6. Members can add points to the agenda by informing the secretary (in writing) a minimum of 72 hours prior to the general assembly. The secretary will make sure the new agenda points are communicated to the members.

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### The assembly

- 6.7. Normally, the Chair of the association will chair the meeting. The board can decide to have someone else chair the meeting.
- 6.8. The chair of the general assembly is responsible for maintaining order at the general assembly.
- 6.9. The chair of the general assembly can suspend the assembly.
- 6.10. The chair of the general assembly must take all proposals and motions to a vote.
- 6.11. Proposals and motions are decided by majority of votes.
- 6.12. If there is no majority vote, a revote will take place after a discussion. If there is still no majority vote, the board decides.
- 6.13. If the board is unable to answer a question during the assembly, they have two weeks to provide a written response.

### Voting

- 6.14. 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.
- 6.15. 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.
- 6.16. The outcome of any vote is announced during the general assembly.
- 6.17. Honorary members do not have voting rights.
- 6.18. Donors do not have voting rights, but can attend the assembly.

### Authorization

- 6.19. A member that is unable to join the 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.

## **7. Elections**

- 7.1. Board members are elected for one year. After resignation the members are immediately re-electable.

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- 7.2. A board member is elected by majority vote of the cast votes.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.
- 7.6. Any prospective board member must agree to their candidacy orally or in writing.
- 7.7. If there are no counter-candidates, the candidates suggested by the board will be elected without voting.

## **8. Closing articles**

### Behaviour

- 8.1. Members are requested to respect the charter, the objectives of Sugarspin, as well as the safety and well-being of their fellow members.
- 8.2. 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.
- 8.3. The same holds true for behaviour that harms the reputation of the association.

### Changes to the Charter

- 8.4. Proposals to change the charter can be submitted by the board or by at least three members with voting right. The changes will be voted on at the next general assembly.

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### Validity

- 8.5. In all cases where the charter does not apply, or when an article is ambiguous, the board decides.
- 8.6. This charter has been drawn by the founding board members and comes into effect on February 1st, 2017.