

## 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 a homepage (<http://sugarspin.nl/>) and Facebook. 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.

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### **3. Board**

#### 3.1. Composition

The board consists at least of the following functions:

- Chair
- Treasurer
- Secretary

The board consists of at least three and at maximum seven 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. Announce general assemblies to members.
- 3.5.4. Preparation of the annual report.
- 3.5.5. 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. 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

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### 3.6.3. Collects membership fees

- 3.7. The board can decide to distribute the given tasks differently among the board members as long as a board member is responsible for each of the tasks.

## **4. Committees**

- 4.1. The board may be assisted by committees. Committees are appointed by the board. Every committee with the exception of the audit committee has a board member associated with it.
- 4.2. Committees operate within a budget set by the board.
- 4.3. The audit committee is appointed by the general assembly. The audit committee will vet the financial management of the Treasurer. The audit 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 audit 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 audit committee consists of a minimum of two members and a maximum of seven members.
- 4.6. Committees operate within guidelines set by the board.
- 4.7. A committee should take care of their own tasks, but the final responsibility for the work of the committees lies with the board.

## **5. Members**

- 5.1. Registered Sugarspin students become members upon paying the course fee. Membership of Sugarspin is valid for the duration of the 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. Committee members remain members, even if they are not taking classes.
- 5.4. Regular teachers of Sugarspin are members of Sugarspin. They are, however, exempt from paying the membership fee. The board can decide

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to exempt students that help with classes from paying the membership fee.

- 5.5. Members sign up via the registration form on the website. Course registration is on a first come, first served basis, taking class balance into account, until the class is full. Membership becomes active once the membership fee has been received.
- 5.6. Members are entitled to take part in weekly lessons and social dances for the duration of a teaching block. Members have the right to attend the annual General Assembly and to elect the board.
- 5.7. Members are entitled to be elected onto the board and to take part in committees.
- 5.8. Honorary membership is available for selected individuals at the discretion of the board.
- 5.9. Membership is not renewed automatically.
- 5.10. Participation in lessons and socials is at the members' own risk.
- 5.11. Someone can become a Friend of Sugarspin for a year by donating at least €30. Friends do not have the right to follow courses or to vote at General Assemblies. A Friend can have voting rights at GA's only if either of the following points holds true.
  - 5.11.1. They've been a teacher at Sugarspin.
  - 5.11.2. They've finished a full course (both blocks) at Sugarspin.
- 5.12. The standard duration of being a Friend is from January through January the year after. However, anyone who finishes a course during the aforementioned time-frame can apply as well, and have that membership be valid through the first January after becoming a Friend. The board reserves the right to deny someone the title of Friend, and must in that case return the donated amount.

## **6. General assembly**

### General

- 6.1. A general assembly will be held at least once per semester.
- 6.2. The general assembly discusses all matters which concern the association, elects or re-elects the board and approves the budget. The general assembly can make decisions that are binding for the board and the members.
- 6.3. A GMA can be called in the following ways

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- 6.3.1. By the board
- 6.3.2. By a majority decision of an arbitration assembly
- 6.3.3. By a written request to the board of at least 5 members.
- 6.3.4. After being requested by one of the aforementioned parties the GMA should be organised by the board and held within 6 weeks, unless agreed differently by the aforementioned parties.
- 6.4. Decisions can only be binding if at least 10% of the members are present, or if at least ten members are present.
- 6.5. If the above quorum has not been reached, a new general assembly will be called, to be held within three weeks. At this assembly votes can be taken by simple majority, regardless of the number of members present.
- 6.6. To call a general assembly, the board sends a written invitation including an agenda at least 8 days in advance to all current members.
- 6.7. Additional documents to be discussed at the general assembly will be emailed to the members up to 8 days prior to the assembly.
- 6.8. Members can add points to the agenda by informing the secretary (in writing) up to 72 hours prior to the general assembly. The secretary will update the agenda and communicate any changes to the members.

### The assembly

- 6.9. In principle, the Chair of the association opens and chairs the meeting. The board may decide to have another person preside or chair parts of the proceedings.
- 6.10. The chair of the general assembly is responsible for maintaining order at the general assembly.
- 6.11. The chair of the general assembly can suspend the assembly.
- 6.12. The chair of the general assembly must address all proposals and motions.
- 6.13. Minutes will be taken at all general assemblies. The minutes summarise the proceedings. Proposals, motions and decisions must be reproduced in full. Minutes will be emailed to the members of the general assembly no later than six weeks after the meeting.

### Voting

- 6.12. All regular members have a vote. Honorary members and alumni may attend the general assembly, but they do not have a vote.
- 6.13. Proposals and motions are decided by a majority of votes. [moved]

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- 6.14. 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 persons are always performed by ballot vote. Ballot votes are performed anonymously.
- 6.15. If a vote is divided equally, a second vote will take place after a discussion or a break. If the vote is still divided, the decision is left to the board.
- 6.16. The outcome of any vote is announced during the general assembly.
- 6.17. If the board is unable to resolve any issue in the course of the assembly, they have two weeks to provide a written response.
- 6.18. There are four voting options: In favor, Against, Blanco and Abstain. Blanco votes are counted with the majority of the In favor / Against vote. Abstain votes count towards the total votes cast. The vote is decided if more than half of the total votes are In favor / Against.

### Authorization

- 6.19. A member who is unable to join the general assembly can authorize another member to vote on his/her behalf. This request needs to be made in writing and sent to the secretary up to eight 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 the duration of one year. At the end of term, board members are immediately re-electable.
- 7.2. A board member is elected by majority vote of the cast votes.
- 7.3. The board suggests candidates to take over functions of the future board. Their names are communicated to the members at least eight 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 three members. Counter-candidates are announced to the secretary up to 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.

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- 7.7. The general assembly votes to relieve previous board members from their duties.

## **8. Closing articles**

### Behaviour

- 8.1. Members are required to respect the charter, the objectives of Sugarspin, as well as the safety and well-being of their fellow members.
- 8.2. The board will consider to act on all requests by members of behaviour that violates article 8.1.
- 8.3. Members who fail to adhere to these principles will receive a reprimand from the board. They may subsequently be suspended from Sugarspin classes and activities for the duration of one month. In grave instances of failure to comply with the above request membership can be terminated by the board.
- 8.4. The same holds true for behaviour that harms the reputation of the association.
- 8.5. Conflicts within the association that cannot be otherwise resolved can undertake the following conflict resolution protocol
- 8.5.1. Both parties choose one member within the association. The two chosen people choose a third person. This third person can be a member or a nonmember of the association. This is called the arbitration assembly. This is a voluntary position, all parties have the right to revoke their being part of the arbitration assembly at any time.
- 8.5.2. The arbitration assembly will decide what they believe is the best way to resolve the conflict. They should have the aim to resolve the conflict within 6 weeks. Or have a clear reason why they consider this not to be feasible.
- 8.5.3. Once formed, the arbitration assembly informs the board, in writing, of their formation.
- 8.5.4. The assembly can, if necessary, give preliminary advice concerning the situation, before the conflict is resolved.
- 8.5.5. If deemed necessary, the assembly can call a GA. This requires a majority decision of the assembly.
- 8.6. A confidential advisor will be available for members to anonymously confide any discomforts to. Whether that discomfort relates to other

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individuals, to aspects of lessons, other events, or any other point of discomfort within the association.

- 8.6.1. There needs to be at least one confidential advisor, who is not a board member.
- 8.6.2. A confidential advisor maintains strict confidentiality, unless decided otherwise by mutual consent between the advisor and the member who has confided in the advisor.
- 8.6.3. The board is responsible for the association to have a confidential advisor, board members can also be confidential advisors.

### Changes to the Charter

- 8.7. Proposals to amend the charter can be submitted by the board or by at least three regular members with voting right. The amendments will be voted on at the next general assembly.
- 8.8. If no general assembly has been announced either:
  - A) a general assembly will be called within 4 weeks to vote on the proposed changes, unless this period falls in holidays. In that case a general assembly will be called 4 weeks into the new lesson block.
  - Or B) The members that proposed the changes will be asked if the changes can wait till the next regular general assembly

### Validity

- 8.9. In all cases where the charter does not apply, or when an article is ambiguous, the decision lies with the board.
- 8.10. This is an updated and amended version of the first charter and comes into effect on the 18th of January 2018

## **Appendix on conflict resolution**

### **Conflict resolution**

In case of a conflict within the association, the following conflict resolution protocol applies:

**NB: individuals can call into effect the conflict resolution protocol.**

(0 talk to the people)

- 1) A written reprimand is sent to the conflicting member(s) by the board.
- 2) If the written reprimand does not have the desired result, an arbitration assembly will be formed to collaborate with the board to determine the gravity of the situation.
- 3) In grave cases, the board has the power to temporarily suspend conflicting member(s) with immediate effect.

Depending on the nature and gravity of the conflict or offense, the following steps may be taken:

- 4) The board in collaboration with the arbitration assembly may suspend the conflicting member(s) for the duration of a period commensurate to the risks posed by the conflict, in most cases between 4 weeks and 6 months.
- 5) The board in collaboration with the arbitration committee may call a general assembly in order to permanently revoke the membership of the offending party.
- 6) Termination of membership can only be invoked by the GA, provided that the above protocol has been run through.