

Internal Regulations Theatre Association NEST

GENERAL

Article 1. General provisions

1.1. Relevant acronyms and definitions

- A. **Active member**: member that in the past year at least was a member of a committee or has helped at three different production nights;
- B. **Board**: board of NEST;
- C. **Cultuurkoepel Apollo (Apollo)**: association which serves the interests of the culture associations located at the UT. They manage culture-related subsidies (SubsidieFonds Cultuur);
- D. **Patron**: patron of NEST;
- E. **Extern**: person who is neither a student nor a PhD student nor an employee at the UT;
- F. **Kick-In**: introductory period at the UT;
- G. **Employee**: person who is employed by the UT, excluding PhD students;
- H. **Non-playing member**: member of NEST who does not perform in a production, but is occupied with making sure things run smoothly behind the scenes;
- I. **PC**: production coordinator, see article 10.5;
- J. **PhD student**: person who is working on a promotion project;
- K. **Production**: association activity in agreement with article 2 of the Articles of Association;
- L. **Advisory Board (AB)**: council occupying itself with advising the board on a wide array of matters, like policies and general association business;
- M. **Directors Committee (DirecCom)**: committee that advises the board with regards to accepting new directors and evaluates the current directors, see article 4.2;
- N. **Playing member**: member of NEST performing in one of the current productions;
- O. **Student**: person enrolled as a student at a research university or university of applied science;
- P. **Student Union (SU)**: foundation Student Union Universiteit Twente that serves the interests of students enrolled at the UT;
- Q. **University of Twente (UT)**: University of Twente, located in Enschede;
- R. **Vrijhof Culture & Events (C&E)**: service from the UT which occupies itself with culture on the campus;
- S. **UnionCard or CampusCard**: card which can be purchased at the SU, which is required to gain access to student facilities and to become a member of a sports or culture association;
- T. **Dalcom Management Software (DMS)**: digital platform where one can pay for the UnionCard and the association fee.

1.2. Form of address

Solely for the sake of simplicity, the male form of address has been used within these regulations. However, this form of address applies to both men and women.

Article 2. General information Theatre Association NEST

NEST is a theatre association connected to the University of Twente in Enschede. Members are primarily students (and employees) of the UT (owners of either UnionCard or CampusCard). NEST annually stages a few public performances. Every year NEST also organises several activities solely for her members and (if possible) NEST organises work assignments to benefit the general budget of NEST.

COMPOSITION OF THE ASSOCIATION

Article 3. Members

3.1. General

- A. All members are allowed to see any NEST production for free, as long as the production is staged within the Vrijhof building or the Open Air Theatre;
- B. All members are required to purchase a UnionCard/CampusCard and have to pay the association fee in the DMS system on top of the regular annual contribution. They must also sign a written agreement that they will pay these fees;
- C. The amount of the contribution is determined annually by the GMM;
- D. Any fines or other repercussions from refusing to purchase a UnionCard/CampusCard or paying the DMS association fee will be passed on to the responsible member.

3.2. Compulsory attendance

NEST imposes limited compulsory attendance upon her members for rehearsals. Upon being absent for more than three times the relevant director is allowed to comment on it, and the board could instate repercussions should they deem it necessary. Every member should timely notify NEST of their absence at signoff@nest.utwente.nl.

3.3. Admission to productions

- A. All members of NEST are allowed to audition for one or more productions;
- B. The directors will determine which members will participate in their productions based on these auditions;
- C. Every playing member participates in one production at a time. However, the board can decide differently in individual cases;
- D. Should the amount of playing members approach the maximum possible the following will happen;
 - a. Students will be prioritised over non-students (employees, PhD students or others);
 - b. PhD students will be prioritised over non-students (employees or others);
 - c. Non-Dutch speaking people will be prioritised over Dutch-speaking people within InterNEST;
 - d. Existing members will be prioritised over new members. However, the criteria above take priority over this rule;

- e. Left-over members will be in/excluded from a production by the drawing of lots should the guidelines stated above prove to be inconclusive;
- E. The board will attempt to find a fitting solution should the impending group of playing members be too large.

3.4. Work assignments

Every NEST member is expected to:

- A. Be present during the set building weekend;
- B. Help with poster rounds;
- C. Fulfil one work assignment for an external client.

The board decides which activities constitute a work assignment. Should a member be absent at the activities mentioned in 3.4.A and 3.4.B, the board decides whether or not the member in question has to participate in additional work assignments. Every work assignment skipped upon by a member before the start of the new college year results in a fine of €7,50 for every missed work assignment. If an insufficient amount of work assignments were organised over the course of the college year to place every member at least once the aforementioned fine will not be instated.

3.5. Promotion material

Every person becoming a member of NEST agrees to being filmed and photographed at performances, board activities and external activities for the purposes of creating promotional material to be used on the website, Facebook and posters. It is possible for a member to request certain pictures/videos to not be published at the board. The board shall not publish these pictures/videos, and any already published material can be removed should a member request as such.

3.6. Active membership termination

Anyone who wishes to terminate their membership is required to send an e-mail to the board. Termination by a member can happen at all times on notice of at least 4 weeks. Members who did not actively extend their membership, but did not actively terminate their membership become patrons by October 1st and are required to pay the yearly patronage fee to the association.

Article 4. Patrons and Friends of NEST

4.1. Patrons

- A. All patrons are allowed to see any NEST production for free, as long as the production is staged within the Vrijhof building or the Open Air Theatre;
- B. All patrons will receive an invitation to all productions of NEST;
- C. All patrons will be invited to at least two activities annually;
- D. All patrons have the opportunity to subscribe to the patron newsletter, which is published at least two times per year;
- E. In order to become a patron one must annually donate at least the patronage fee;
- F. The amount of the patronage fee is determined annually by the GMM;
- G. A patron who wishes to terminate their patronage is required to send an email to the board. Termination can happen at all times on notice of at least four weeks.

4.2. Friends of NEST

- A. All Friends of NEST are allowed to see at most two NEST production for free, as long as the production is staged within the Vrijhof building or the Open Air Theatre;
- B. In order to become a Friend of NEST one must annually donate at least the Friend of NEST fee;
- C. The amount of the Friend of NEST fee is determined annually by the GMM;
- D. A Friend of NEST who no longer wishes to be Friend of NEST is required to send an e-mail to the board. Termination can happen at all times on notice of at least four weeks.

Article 5. Directors

5.1. Director allocation

NEST has three directors at her disposal from the C&E. After evaluation with members, directors and the C&E it is decided whether or not to continue the collaboration. NEST takes on interns, students or graduating directors on as a director herself for the fourth group. These directors are appointed for 1 production year (running from September until May/June). A successive year is possible, should the evaluation be positive.

5.2. DirecCom

Every year the board composes a committee which advises the board on the appointment of new directors. This committee is also responsible for evaluating current directors. The board should seriously consider the advice of the DirecCom when making their decisions. The most ideal composition of the DirecCom is as follows:

- A. A representative of C&E;
- B. A board member;
- C. One playing member from every group (in the case of one group: two playing members).

A member active in previous incarnations of the board is also allowed to enter the DirecCom. They will take the place of a regular playing member.

Article 6. The board

6.1. General

- A. The board is established as mentioned in article 7 of the articles of association;
- B. The board consists of four distinct functions, which can or cannot be combined as per the articles of association;
- C. The functions are as follows: chairman, secretary, treasurer and commissioner of productions;
- D. The function of vice-chairman is fulfilled by one of the board members, with the exception of the chairman. The vice-chairman will take over the responsibilities of the chairman should he be absent at that moment in time.

6.2. Duties of the chairman

- A. Composing agendas;
- B. Leading meetings and assemblies;
- C. Keeping track of the association;

- D. Enforcing the execution of accepted resolutions;
- E. Representing the association.

6.3. Duties of the secretary

- A. Writing minutes during meetings and assemblies;
- B. Keeping track of correspondence;
- C. Taking care of the archives;
- D. Keeping track of the list of members;
- E. Keeping track of the mailing lists.

6.4. Duties of the treasurer

- A. Keeping track of the cash register;
- B. Setting up the budget at the start of the financial year;
- C. Taking care of any and all financial activities connected to the association;
- D. Taking care of subsidy applications and coordinating the acquisition of new sponsors.

6.5. Duties of the commissioner of productions

- A. Lead the PCs;
- B. Making sure the association has access to a sufficient amount of rooms.

6.6. Miscellaneous board duties

The duties mentioned below are to be divided amongst the board members or to be performed by all board members simultaneously.

- A. Staying in touch with C&E;
- B. Staying in touch with the directors;
- C. Staying in touch with the members;
- D. Staying in touch with the various committees;
- E. Staying in touch with Apollo;
- F. Staying in touch with the SU;
- G. Initiating and coordinating any activities separate from the productions;
- H. Staying in touch with external clients.

Article 7. Advisory Board

7.1. General

The Advisory Board (AB) provides the board advice on decisions and policies, regardless of whether the board requested this or not. It is not mandatory for the board to follow advice from the AB. The board is permitted to change the composition of the AB independently. However, all aspects listed below have to be represented.

7.2. Composition

- A. UT policy;
- B. Financial;
- C. Association business;
- D. Regulations;
- E. Artistic;

F. Confidant/social.

ASSOCIATION PUBLICATIONS

Article 8. Newsletter

8.1. Newsletter general

The official newsletter is composed by the board and is sent out once every undetermined period in order to keep the members sufficiently informed.

8.2. Distribution

The newsletter is distributed amongst all members and directors through email.

8.3. Contents

- A. The newsletter is composed by the board of NEST;
- B. The contents of the newsletter cannot be offensive or causelessly hateful in any way;
- C. Announcements originating from committees are sent through the newsletter;
- D. The board may request members to write a small article for the newsletter with regards to a certain subject;
- E. The board can decide upon adjusting or removing an article after consultation with the original author.

ORGANISATION OF THE THEATRE YEAR

Article 9. Course of the year

Every year starts with a certain amount of public lessons, where it is possible for potential members to become familiar with the association, the existing members and the directors. During the public lessons, the board will keep track of any production-specific requests from the players. The auditions will take place one week after the final public lesson. Directors cast players based on their audition(s) and their requests. Subsequently, every group starts the process, which would eventually lead to a performance. These performances tend to take place somewhere between the start of April and the end of June. Productions of only half a year usually take place within the beginning of December and the end of January.

Article 10. Production organisation

10.1. Theme and presentation

- A. Every group has the right to rehearse once every week, preferably within the room wherein the performance will take place. Groups will alternate using this room should two or more performances take place within the same room.
- B. Every production has at least one rehearsal weekend associated with it (upon request). It is possible for extra rehearsals to take place outside of the usual rehearsal weekend.

10.2. Directors

- A. Generally speaking, every production has one director;

- B. A director is hired for a specific production. Evaluations will take place halfway through and at the end of the theatre year. These evaluations can lead to a director being hired for a following production.

10.3. Production choice

All members have the option to suggest productions for the upcoming theatre year, which are to be discussed during a production choice night. Submissions can be entered up to five days before the night in question. The production choice night is only advisory for the board and the directors. The final production choices will be decided upon by the board, after consultation with the corresponding director.

10.4. Production coordinator

- A. The production coordinator (PC) is a non-playing member of the association. A PC will be installed by the board for the entire duration of the associated production;
- B. The board takes on the duties of the PC in case no PC could be found;
- C. PC duties are described in the PC-manual. The number of PC duties can be increased or decreased upon consultation with the board and the relevant director.

10.5. Own initiatives

Members can submit a proposal for their own production at the board. The board will decide whether or not this initiative can and could be executed within the association. The board annually budgets a sum of money designated to fund own initiatives. The association ultimately remains responsible for the budget, and not exceeding this budget is the responsibility of the initiator. With the help of NEST, the initiator can make use of rooms within the Vrijhof, though the reservation of these rooms is done by the board. The initiator is responsible for the organisation and the budget of the initiative. Initiators are free to search for sponsors and request additional subsidies to increase the budget. Own initiatives do not qualify for directive aid from NEST. However, they are able to use NEST property after consultation with the board. Promotion material should clearly depict the initiative logo of NEST in order to inform the public that this is not a regular NEST performance. The own-initiative performance will not be planned on rehearsal days and regular performance days.

DECLARATIONS

Article 11. Declarations

All members can reimburse any money spent in the name of NEST by sending a declaration to the treasurer. The treasurer decides upon accepting or denying the request for reimbursement. The declaration form and relevant receipt can be handed in at the latest one month after the date mentioned on the receipt.

AWERENESS

Article 12. Awareness

All members are to be provided with the Internal Regulations document at least once by the board. This can be in either physical or digital form.

CLOSING STATEMENTS

Article 13. Hardship clause

Should the implementation of these regulations lead to serious inequities, the board may decide upon deviating from these regulations in favour of those affected.

Article 14. Unforeseen circumstances

The board decides upon further action any time these regulations prove to be insufficient.

Article 15. Entry into force and adjustments

15.1. Entry into force

These regulations have been determined on the 29th of November 2013 and enter into force on the 5th of December 2013.

15.2. Adjustments

These internal regulations can be adjusted once a general assembly approves of the newly established form. The adjusted regulations enter into force on the first day of the month following the month wherein the corresponding general assembly was hosted.

This regulation was adjusted at the general assembly hosted on October 15th 2019 and entered into force on November 1st 2019.

15.3. Awareness

All members are to receive the internal regulations document after establishment of a newer variant.

Article 16. Quoting

These regulations can be referred to as either "Internal Regulations Theatre Association NEST" or "IR NEST".