POLICY 2024-2025



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# Special Definitions

* **QQ:** a person in a committee who is a board member (not necessarily the chair of the committee)
* **Borrel:** a Dutch term for a casual social gathering, often involving drinks and snacks, typically held after work or events to foster social interaction.
* **Confidential Contact Person**: a trusted individual who can be approached with the expectation of privacy and confidentiality. Sometimes referred to as *confidant*.
* **BHV**: Emergency response officer (FAFS in English)

# 

# PART A

Introduction

# 1 Introduction

Delft Student Dance Association Dynamic (hereafter D.S.D.A. Dynamic or Dynamic) is the Delft student association for individual dance. The association mainly offers ballet, modern, hip-hop, urban, jazz, commercial, breakdance and cultural dance to its members. It also organises activities and get-togethers for its members.

This document sets out the policies of Board 5. This association year, we want to focus on increasing the sense of community within the association and sustaining the growth of recent years. The policy is divided into three parts: Part A, Part B and Part C.

Part A provides a general introduction to the document and sets out our vision for Dynamic.

Part B of this policy is about the Board and consists of 4 sections.

1. **Function** [**expectations**](#_heading=h.44sinio); we describe the responsibilities of our board members and their expectations of their function.
2. [**Communication within the board**](#_heading=h.pb66aoed28ih), we mainly use WhatsApp community, Gmail and Google Drive.
3. [**Finding a Candidate Board**](#_heading=h.2grqrue)
4. [**Transfer of the Boards**](#_heading=h.3fwokq0) we will describe our new ways to transfer the boards more smoothly in the future.

Part C of this file is the association policy.

1. [**Internal Affairs**](#_heading=h.4f1mdlm)describes how we define our members and what is allocated to us for the benefit of members.
2. [**Committee Policy**](#_heading=h.43ky6rz) describes the functions within and of committees
3. [**Activities** are](#_heading=h.39kk8xu) where the various activities we plan to organise this year are described, including who will be responsible for them.
4. [**Teaching Hours**](#_heading=h.3ep43zb) describes all the necessary information regarding the lessons. It defines what different lessons we will offer and how we will provide them with the right teachers. It also covers tryouts and open hours.
5. [**External affairs**](#_heading=h.h51dlki4210g), including contact with X, Cultuurlab and other associations.
6. [**Communication**](#_heading=h.2uxtw84) describes the communication channels and how to deal with them.
7. **The** [**Financial Policy**](#_heading=h.2mn7vak)
8. [**The Supervisory Bodies**](#_heading=h.2jh5peh)

# 2 Vision

At D.S.D.A. Dynamic, we envision a vibrant and inclusive community where every member feels a profound sense of belonging and empowerment. We are committed to creating a welcoming environment that celebrates diversity and fosters a spirit of unity. Through dance and a supportive community, we strive to inspire personal growth, foster artistic expression, and create meaningful connections.This serves as the underlying principle of our vision for D.S.D.A. Dynamic.

To realise this vision, we imagined a set of measures which are divided into two main parts: Community and Technical.

## 2.1 Community

### 2.1.1 Inclusion

Inclusiveness is at the heart of our association. We strive to make everyone feel welcome at our association and expect our members to be respectful towards each other. We believe in providing a platform for all members to express themselves and increase their confidence through and within dance, by providing different levels to grow and develop their dance abilities.

The first language within Dynamic is English, as we also have many non-Dutch members. To encourage this inclusivity all classes, activities and communication via the communication platforms will be in English unless all participating parties speak Dutch. This ensures that everyone can follow instructions and participate in conversations, helping to prevent internationals from feeling excluded or discouraged from joining social circles.

Besides the language, we will also strive to organise multiple activities throughout the year to strengthen the bond and the feeling of inclusivity within the association.

To measure how all our members experience inclusivity, we will send an evaluation form twice a year. This form will be amongst more, to measure how welcome people feel in the social circles, and if not what is causing the exclusion. Proper measurements to reduce those barriers will be determined.

### 2.1.2 Social Safety

We are committed to preventing unwanted behaviour and taking immediate action to maintain a safe and welcoming environment. By having multiple confidential contact persons that members can contact, we ensure that our members' voices are heard, and their concerns are addressed promptly. We want to establish the Confidential Contact Persons as approachable, reliable, and supportive figures within our community who members can consult to discuss personal issues or any association-related problem they have. To encourage this, we will present them at the start of the year to let everyone know who they are. In addition, their contact information will be mentioned in every newsletter and can be found on the Members Space, so the members can easily contact them. At the beginning of the year, B5 will have a meeting with the confidential contact persons about how to handle confidential information and what rules to follow if the matter concerns a board member.

### 2.1.3 Meaningful Connections

We aim to create meaningful connections of people within and outside the association.

*2.1.3a Internal Connections*

One of our most important goals is to strengthen the bonds between our members and to cultivate a wholesome and supportive community where everyone feels welcome and can have fun. We strive to regularly organise events, including regular borrels (organised by our new Drinks Committee), (non-) dance-related workshops, a members’ weekend, the annual showcase, parties, get-togethers (with other associations) and many more. Great emphasis will be placed on our Lustrum activities, in which we will celebrate the existence of the association by organising multiple activities for all members (organised by our Lustrum Committee). We also aim to establish traditions to create more cohesion within the association.

*2.1.3b External Connections*

To further foster the community spirit, we aim to create and tighten the connections with other associations through at least 4 shared activities, exchanges, and parties. We also strive to establish and/or maintain meaningful and beneficial partnerships with X, theatres or other parties.

### 2.1.4 Expanding Our Reach

At D.S.D.A. Dynamic, we are committed to enhancing our visibility and presence in Delft. Our goal is to increase community awareness about our association, our activities, and the vibrant community we foster. To achieve this, we will:

1. Organize try-out sessions to introduce new people to our dance styles and community at the beginning of each semester
2. Showcase our talents through performances at various events
3. Forge partnerships and collaborations with other local associations
4. Leverage social media platforms to share our story and engage with a broader audience

Through these initiatives, we aim to attract more dance enthusiasts, grow our community, and solidify D.S.D.A. Dynamic's position as a cornerstone of Delft's cultural landscape.

*2.1.5 Growth*

Our growth strategy focuses on two key areas: **personal development** and **association expansion**.

*2.1.5a Personal Growth*

We plan to offer dedicated choreography lessons led by experienced members and alumni of Dynamic. In addition, we will provide workshops and classes that cover a wide variety of dance styles. We also aim to introduce workshops that blend different styles, such as Breaking and Hip-Hop, to inspire creativity, and technical, introductory courses to different dance styles.

*2.1.5b Association growth*

Our goal is to grow to 200 members by the beginning of the summer break and aim for a more balanced gender distribution (at least 20 men by the end of the year), focusing on sustainable growth by building a strong, caring community. We value a smaller, close-knit association over rapid expansion. To ensure this we work with a members cap to guarantee a close-knit community and dance lessons of quality. Additionally, we aim to grow our annual showcase by performing at a bigger venue and potentially establish a long-term mutually beneficial partnership with them.

## 2.2 Automation

### 2.2.1 Dynamic Members Space

A key initiative is the development of a new platform called Dynamic Members Space, which will feature several enhancements to improve the member experience. These include a simplified signup process for classes and workshops, the ability to provide feedback directly through the platform, and a unified system for distributing information. This will streamline internal communication and ensure members can easily access important updates and opportunities.

# 

# PART B

Board policy

# 1 Function expectations

## 1.1 General Board Responsibilities

| **Forecast** | **Realisation** |
| --- | --- |
| **Attending board meetings**  **(~2 hours a week)** | Attending weekly board meetings   * Discussing the current state of affairs in the association (committees, activities, classes, etc.) * Checking in on each other |
| **Starting up the committees**  **(~6 hours at the start of the year)** | * Organising an activity to get people excited 1-2 weeks after the Bootcamp. * Asking members to join a committee * Organising the first committee meeting |
| **Maintaining committees**  **(~2 hours a week)** | Attending weekly committee meetings, check how they are doing and make sure they are in line with the Status and IRO. |
| **Drafting the policy for 2024-2025**  **(10-20 hours before November)** | Brainstorming together on changes in the policy and creating the first draft to build upon. |
| **Request RPF from TU Delft**  **(1 hour)** | Filling out the form before October. |
| **Checking your email**  **(10 minutes a day)** |  |
| **Attendance during lessons, opening and closing of CultuurLab**  **(8 hours a week, divided by all board members)** | A proper overview must be maintained by the board about the location of the loudspeaker, the keys and the handover. The old board members can help with fulﬁlling the actual attendance. |

## 1.2 Chair

| **Forecast** | **Realisation** |
| --- | --- |
| **Preparation of meetings**  **(15 minutes/meeting)** | Plan the meetings and arrange a location.  Prepare the agenda, combining requests sent during the week and important points from the previous meeting’s minutes. Send the agenda 24 hours in advance, including relevant documents. |
| **Leading the weekly meetings**  **(between 1 and 2 hours, duration of the meetings)** | Leading, making sure people do not talk over each other. Avoid repetition and digression. Establish conversation structure and order of proceedings in advance. |
| **Making the annual agenda**  **(5 hours at the start of the year)** | Broadly planning out the different activities, GMAs and other important dates for the whole year. |
| **GMA agendas**  **(1 hour, 3x a year, for each GMA)** | Making the agenda and sending it at least one week in advance to attendees. |
| **GMA presentations**  **(2-3 hours, 3x a year, for each GMA)** | Creating a presentation for the GMA, which includes all agenda points. |

## 1.3 Secretary

| **Forecast** | **Realisation** |
| --- | --- |
| **Supporting the chair**   * **Keeping an overview** * **Help with annual planning** * **Tasks** | Helping out and putting forward ideas where necessary. For example, regarding annual planning, goals and policies.  Help the chair keep track of tasks. |
| **Writing and editing minutes**  **(Duration of the meetings, plus an extra 15 minutes)** | Minutes should be edited to be clear and structured. Minutes should be sent at least 48 hours after the end of the relevant meeting, and tasks as soon as possible. |
| **Send invites for the GMA**  **(30 minutes)** | Everyone in the association should receive an invite to the GMA two weeks in advance. Next to the date and location should it include the following documents:   * Agenda * Minutes of the previous GMA * Authorisation document |
| **Making minutes at the GMA**  **(2 hours, 3 times a year, for each GMA)** | Attending GMA and making the minutes. Clearing them up and structuring afterwards. Mail them to everyone in the association, within one week. |
| **Being ultimately responsible for the newsletter**  **(2 hours a week)** | Making sure everyone's pieces are sent in and processed.  In addition, the newsletter must be sent on time and everything must be clear and readable. This is done through Mailerlite and Strato (consistent appearance and timing). |
| **Confirm sign-up for workshops and courses**  **(1 hour a week)** | Send confirmation emails to everyone who signed up for a workshop or course, after the forms have closed. We hope this won’t be necessary when the new website is up and running, but until then this will be a task for the secretary. |
| **Keeping Google Drive tidy** | Organising files in Drive is, making sure files are in the right location. |
| **Keeping in touch with members via email**  **(10 minutes, 2-3x a week)** | Answering questions that come in via email, involving the board when appropriate. (Members and others can expect a response at least within a week, but the goal is in one or two days.) |
| **Handle communication in unforeseen circumstances** | Notify people about cancelled classes, etc. |

## 

## 1.4 Treasurer

| **Forecast** | **Realisation** |
| --- | --- |
| **Budget 2023-2024**  **(10 hours in total of which 6 hours ﬁrst annual budget and 4 revisions of the budget)** | Creating a draft of the budget at the beginning of the year (around 6 hours of work) and maintaining the budget throughout the year. Each quarter, 4 hours will be spent to revise the budget once again. The rest of the board will get insight but cannot make adjustments without the treasurer's knowledge. |
| **Presenting the budget**  **(30 mins)** | This year’s budget will be presented at the transover GMA. |
| **Checking the budgets of committees** | 30 minutes per committee, keeping contact with the committees’ treasurers. |
| **Processing transactions**  **(30 mins/week)** | Process transactions in Conscribo. |
| **Audit Committee** | Being the Chair of the Audit Committee, 1 hour every quarter of the year. |
| **Collecting invoices**  **(30 minutes per invoice)** | Every invoice needs to be sent to the treasurer so that they can collect and organise them digitally. |
| **Supporting Relations (internal and external affairs) in finding funds and sponsorships** | Help the commissioner of relations to find sponsorships (preferably for multiple years) to support our association. |
| **Making the final settlement**  **(1 hour)** | Create a sheet with the amount of money spent and received that can be shown during GMAs. |
| **Writing the ﬁnancial annual report**  **(30 hours)** | This is done together with another member of the board at the end of the board year. |

## 

## 1.5 Commissioner of Dance

| **Forecast** | **Realisation** |
| --- | --- |
| **QQ of the Dance Committee**  **(1 hour a week)** | Meeting with the Dance Committee |
| **Making class schedules**  **(45 mins a week)** | Creating a form for discovering teachers’ availability within the association and messaging them to request classes. |
| **Making the long schedule visual for the newsletter**  **(10 min a week)** | Making the design in Figma or generating using the Members Space and sending it to the Secretary. |
| **Being responsible for every dance-related topic**  **Rostering classes and ﬁnding/contacting teachers**  **(2-3 hours a month)** | Create a class schedule with workshops and courses that largely address members' needs. Also, chill sessions during exam weeks should be scheduled and tryouts at the beginning of each semester.  Contact point for the teachers:   * Schedule teacher and backup teacher on time (3 weeks in advance) * Asking the teacher a week in advance for an update * Sending the teacher a reminder about the lesson and lesson time * Keeping teachers up to date on class time frames, quantity of enrolments and possible changes. * Alternate teachers to avoid overwhelming them * Teachers can contact the dance commissioner for questions and help if needed |
| **Keeping track of/updating the teacher overview document**  **(10-20 mins a week)** | Maintaining a document with the latest information on the availability, dance styles and levels of teachers, and sending out forms multiple times a year. |
| **Developing and maintaining the Members Space application for organising the logistics of classes**  **(90 hours)** | Flexible editor and management tools should be made available so that all common tasks can be performed easily, without the need to modify the codebase. The codebase must be well-structured and documented, so that future developers (a potential website committee) may easily continue adding and changing features. |

## 

## 1.6 Commissioner of Promotion and Media

| **Forecast** | **Realisation** |
| --- | --- |
| **Creating Promotional material** | Ultimately responsible for Dynamic social media presence, making sure promotion material is made by the promo committee and checking which members do not want to be filmed/photographed. |
| **QQ of promo committee** | Spending around 1 hour a week managing the promo committee, collaborating with them on creating promotion and social media posts for the association’s events and activities. Make sure the promo is sent in time to the Secretary if it needs to be placed in the newsletter. |
| **Collecting recordings from the classes** | Collect videos in their original format and file size for promotion and archiving purposes. |
| **Interaction through social media** | Being active on Dynamic’s Social Media channels, posting pictures from activities, posting promotions (promote activities in advance) and responding to DM’s. |
| **Website maintenance**  **(1-3 hours a month)** | Innovating and keeping the website up to date with the dance teams, FAQ, and the description of the association. |
| **Ensuring the privacy and media consent are respected** | Making sure photographs and videos are not taken of people who did not agree with the consent form. |

## 1.7 Commissioner of Relations (internal and external affairs)

| **Forecast** | **Realisation** |
| --- | --- |
| **Contact with CultuurLab**  **(15 mins per month)** | Maintaining contact through WhatsApp |
| **Contact with X**  **(1 hour every 6 weeks)** | Presentation nights, 6WO |
| **Contact with Theatre**  **(1 hour a month)** | QQ of Showcase Committee |
| **Contact with other associations**  **(30 minutes - 1 hour a month)** | Setting up collaborations, etc. |
| **Contact with other parties**  **(30 min a quarter)** | Email contact with other parties (like event managers) |
| **Collecting the membership contributions**  **(20 hours in total)** | Help the Treasurer, by contacting members |
| **(De)registrations of members**  **(1 hour a month)** | (De) registrations of members consist of:   * Keeping track of the member sheet signup form * Sending the welcome to Dynamic email to new members * Adding/removing the (new) member to the WhatsApp community * Sending texts to new members to remind them to fill out the Conscribo membership form |
| **Creating Dynamic email addresses**  **(1 hour a month)** | Creating a personal Dynamic email address for every Dynamic member |
| **Acquire external funding** | Find sponsorships (preferably for multiple years) to support the association. |
| **Help realise the personal goals of the board members.** | Assess goals for feasibility, and raise issues promptly if failure is threatened. Provide support for everyone's achievement of goals. |
|  |  |

# 

# 2 Communication within the board

As a board, we need to have good and structured contact with each other. For this, we organise weekly meetings, use WhatsApp and Google Drive, and possibly other tools when necessary.

Our most important communication tool will be WhatsApp, where we can separate different topics into their channels, making it easier to search back and keep an overview. Every board member can access all channels, so they all are aware of decisions made on specific topics. All board members should read the WhatsApp messages at least once a day and should tell the others when they might become unavailable for a longer period.

The board uses Google Drive for storing information and documents that are important over a longer period.

As Board 5, we commit to honest and open communication within the board.

# 3 Meetings

Within the board, meetings are held at least once a week. It is expected that the full board is

present at the meeting. In addition to this, the meeting agrees to meet at a certain time to hold working sessions. These are meetings in which the board can work together on board tasks.

## 3.1 Meeting Cycle

We set the weekly meeting at a specific day and a specific time.

### 3.1.1 Agenda and its Contents

The chair prepares the weekly agenda, following a standard format, and sends it to the board at least 24 hours before the meeting, along with any relevant documents. If an important topic is not covered, it will be addressed in the next meeting.

### 3.1.3 Minutes

The minutes summarize the meeting and document its conclusions. The secretary uses a standard format to draft the minutes, or the deputy secretary does so in their absence. Within 24 hours after the meeting, the secretary (or deputy) informs the group that the minutes are available on the drive for review. To ensure they are read, a random task is included in the minutes, which board members must complete before the next meeting.

The minutes also contain a table outlining each board member's tasks, along with their urgency and deadlines. These tasks are also linked in Google Tasks.

## 3.2 Default Governance

### 3.2.1 When should you report your absence?

Any absence should be reported promptly during the meeting or via WhatsApp. A new date may be proposed, but if not, the gathering will proceed as planned. If a board member misses three consecutive meetings, they must prioritize attending the next one. Failure to do so will result in the Senate being informed to discuss further actions. Exceptions may be made for personal circumstances.

### 3.2.2 Before the meeting

Make sure all tasks are done and that your deputy knows the status of these tasks. Your deputy must know clearly what you think about a particular item on the agenda and how far along you are with your board duties.

### 3.2.3 After the meeting

Your deputy will inform you as soon as possible after the meeting about the conclusions reached and what further comments were related to the board member not present.

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# 4 Finding a Candidate Board (CB)

## 4.1 Introduction

The Candidate Board (CB) consists of prospective board members who will assume board duties in the coming year after the current board has stepped down and the CB has been approved. CB members are expected to demonstrate commitment to the association during the current board year by helping organize activities and building rapport with members. This involvement allows them to gradually acclimate to their future responsibilities as board members.

## 4.2 Timeline

The CB search process will adhere to the following timeline:

* January: CB search begins
* January - March: Interviews and selection process
* End of March: New board members officially asked
* Before summer break: Changeover General Members Assembly for approval of CB
* Summer: The transition period begins
* September: CB presents policy and budget in GMA, full transition of responsibilities

This early start ensures proper induction, extends the handover period, and provides flexibility in case of difficulties finding suitable candidates.

## 4.3 Search Process

To identify potential CB members, we will:

1. Organise interest drinks/lunches
2. Discuss board member search and responsibilities at the half-year GMA
3. Facilitate opportunities for members to ask questions about specific board functions
4. Encourage current board members to identify suitable successors based on skills and attributes

## 4.4 Selection and Approval

The selection process involves:

1. Inviting interested parties to interviews with the current board from January onwards
2. Evaluating candidates based on their skills and potential for cooperation within the board
3. Officially asking selected candidates to join the new board by the end of March
4. Seeking approval of the new board at a changeover GMA before the summer break

## 4.5 Transition Period

The transition from the current board (B5) to the Candidate Board (CB6) will proceed as follows:

1. After approval, the handover process begins
2. During summer, B5 will assist with tasks, allowing CB6 to focus on policy writing
3. In September, CB6 will present their policy and budget in a GMA
4. Following the September GMA, B5 will fully transfer all responsibilities to CB6

This structured approach ensures a smooth transition and allows the new board to start their term fully prepared and with a clear understanding of their roles and responsibilities.

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# 5 Transfer and White Paper

The handover is the period during which the current board works with the candidate board to ensure that the CB understands and can fully carry out the board’s duties in the coming year. To facilitate the familiarisation period, there are several documents with useful information for the prospective board members: the white paper and handover files.

The white paper is a general document noting descriptions, evaluations of activities and non-function related things (like the RPF, collaborations, relations). For events, lessons, committees, things that went well and things that didn’t, goals, elaboration and timing are recorded. Meetings and board-related tasks also appear in the white paper with related advice.

The handover file serves as a job-specific tool for induction of the candidate board by board position. It contains information on job expectations, observations, relations to the other board positions and advice. In a sense, it can be considered a manual for holding the relevant board position. Any programmes or documents with which the board position is frequently associated should therefore also be described in the file. The transfer file should be continuously maintained and contain at least the following components:

1. Permanent tasks
2. Comments and advice
3. Relevant programmes and handling
4. Relationships and collaborations with other board functions
5. Recurring work
   1. Daily activities
   2. Preparing for meetings
   3. Committee Responsibilities
      1. Tasks, comments and advice

It is important to check the transfer file for consistency. Role-specific documents should be in line with the other board functions and complement each other as the functions do.

# PART C

Association policy

# 1 Internal Affairs

## 1.1 Membership

### 1.1.1 Member-related Definitions

#### Members

Members of D.S.D.A Dynamic (hereafter Dynamic) pay an annual membership fee to be part of the association. This contribution is used to keep the association running. In exchange for this contribution, members can take classes, in the form of courses and workshops. In addition, members can participate in the activities that may be organised. Depending on the type of event or activity, there might be additional costs involved. In an exception (for example in the case of an exchange semester) members can request to pay a half-annual membership fee. Half-annual membership fees are also granted to members who join in February.

#### Honorary members

Honorary members are members who, because of the association's objective, have been appointed honorary members at the General Members Assembly (hereinafter: GMA) because of their exceptional contribution to the association. These members do not pay membership fees but are welcome to attend activities organised for members - they have full membership rights. Members eligible to be voted in as honorary members are former board members at the time they can no longer actively participate in the purpose of D.S.D.A. Dynamic described in the statutes of the association.

#### Beneficiary members

Beneficiary members are members who stay in contact with Dynamic and support Dynamic financially with a minimum amount of 10 euros a year. In this period they are allowed to attend the GMAs and have the right to vote, have the right to join the Senate, join activities, receive the newsletter and have the right to follow 1 course and 1 workshop each quarter. Beneficiary members are decided by the board.

#### Alumni

Alumni are **former** members of Dynamic.

### 1.1.2 Entries

Prospective members can become members throughout the year. When they join in the first semester of the academic year, there will be a membership fee of 90 euros. When they join in the second semester, there will be a membership fee of 45 euros. This year, Dynamic is aiming to implement automatic payments for contributions. If this isn't possible, the membership fee this year will be collected through a payment request. Subscriptions for the coming financial year must therefore be announced to the D.S.D.A. Dynamic board no later than 1 July. This deadline will be communicated to members via e-mail and the newsletter. The procedure of deregistration is used as described in the statutes.

If members do not pay at the requested date, one reminder will be sent. If the member still has not paid after 1 week another reminder will be sent. In case a member does not pay one week after the second reminder, we will deregister them.

### 1.1.3 Membership freeze

The board aims to maximize association growth while maintaining quality. A membership cap of 250 will be implemented this year, subject to adjustment based on new insights. When this limit is reached:

1. A temporary membership freeze will be enacted
2. The registration form will automatically redirect to an interest list
3. Prospective members will join the interest list
4. Those on the interest list will have priority when the freeze lifts

This policy ensures we can accommodate as many members as possible without compromising the experience due to overcrowding the hall.

## 1.2 Accountability and Liability

### 1.2.1 General Data Protection Regulation (GDPR / AVG)

As an association, personal data and photos of its members and board must be processed and used appropriately. For this reason, Dynamic has drawn up a Privacy and Media Statement, which describes how the association handles personal data, such as e-mail addresses, bank details and address details. Based on this Privacy and Media Statement, Dynamic will take security measures. When cooperating with external parties, cooperation contracts will be drawn up with these parties to protect members' data. In these, the security measures will be made clear so that all parties involved apply them. Finally, members may at any time request, change or delete their data.

### 1.2.2 Emergency Response Officers (BHV)

At events and activities, the safety of participants and organisers is paramount. To this end, at events and activities where no in-house emergency response officers (hereafter: BHV’ers) are present from the location, Dynamic will provide BHV’ers from its board or other trained volunteer members. Dynamic has at least two BHV’ers within the board to alternate BHV duties at events.

### 1.2.3 Annual Report

At the end of the year, an annual report, referred to in the Articles of Association as a 'board report', will be produced using the objectives set by the Profiling Fund of Education and Student Affairs. The annual report reflects on:

1. How care was taken to ensure a diverse and efficient range of activities;
2. How the activities contributed to the members’ personal development;
3. How the association approached the diversity of its members or participants;
4. How the association safeguarded the good name and reputation of TU Delft and the student community when carrying out activities;

The annual report also serves as an evaluation of policies, reflecting on how policies were ensured and where changes were made. The report should also clearly reflect what organisational decisions have been made and how they affect the future of the association.

### 1.2.4 Policy Evaluation

The board writes a policy to make it clear to all members during the year what the plans are and what they can expect. There may be major changes in the board's expectations/goals during the year. For this purpose, the policy is reviewed every quarter with the senate. This involves checking whether the policy still matches the board's expectations/goals at that time. The report of this serves as knowledge for the succeeding board.

### 1.2.5 Confidential Contact Person

The Confidential Contact Persons are approachable, reliable, and supportive members of the association who have undergone professional training for this role. They are available to assist members with personal or association-related issues, guiding them toward the appropriate resources for further help. This may include the association's board, a professional at TU Delft, or external professionals.

The aim is to have at least two Confidential Contact Persons, one female and one male, ensuring that members always have someone they feel comfortable speaking to, even regarding very personal matters.

# 2 Committee Policy

Committees serve to support the board. They help with the organisation of activities and any publications to be done under the name of D.S.D.A. Dynamic. The committees will be supervised by one or two Qualitate Qua (hereafter QQ); representatives of the board. The QQ will supervise the committee to ensure it represents the association's, as well as the board’s views and ambitions.

During the year, one or more committee member recruitment events will be organised. After polling interested members, a selection will be made. The roles within the committees are going to be divided by the end of October.

Promo Teams are also part of our committee policy as they also function with their autonomy but under the supervision of the board.

## 2.1 Roles in Committees

The functions of committee members vary by committee, however, it is advised to assign the roles of chair, secretary and treasurer to different persons.

### 2.1.1 Chair

The person who performs this task is the committee's chief officer. The chair should schedule the meetings in consultation with the committee. Then the chairperson prepares the meetings by making agendas with the necessary discussion points. At the time of the meeting, the chair directs the discussion and distributes action items to relevant committee members. The chair then checks whether the action points are implemented within the intended timeframe and, where necessary, assists committee members in implementing them. Finally, the chair is responsible for looking after a good atmosphere within the committee.

### 2.1.2 Secretary

The person who will perform this task is responsible for administrative work within the committee. This means that during meetings, that person has to write the minutes, i.e. keep track of what is discussed and decided during the meetings. In addition, the secretary keeps track of the committee's mail and keeps the Google Drive folder tidy and orderly for the other members and future committees.

### 2.1.3 Treasurer

The person who will perform this task is responsible for the financial steps that are made. The Treasurer is therefore responsible for preparing a budget when the committee is formed and an operating (statement of accounts) at the end of the committee's existence. These documents must be approved by the Board Treasurer and possibly the Audit Committee, which are detailed later in the document. The committee may not incur any expenditure on behalf of Dynamic until the budget is approved. The treasurer of the committee at times keeps an eye on whether the income and expenditure are in line with the budget. It will be immediately notified to the board treasurer if there is any significant deviation from this.

### 2.1.4 Commissariat

Any other committee member. They are responsible for (along with members with special roles) to contribute to the mission of the committee.

### 2.1.5 QQ

Each committee also has a member from the board without necessarily having any special responsibility other than maintaining good communication between the committee and the board. The promo teams are an exception to this, as they maintain communication with the Dance Committee.

## 2.2 Committees

### 2.2.1 Promo Committee

QQ: Commissioner of Promo and Media

This committee is responsible for creating promotional materials for Dynamic's social media, website and committees. In addition, the committee will create promotional material at the request of the board. They may design, edit and distribute this material, and are expected to adhere to the house style. Within this committee, it is recommended to have members with different skills or members who can delve into a specific skill and learn a specific skill. For example, members are needed to take photos or videos, edit photos and videos, digitally design posters and other promotional materials and finally create and maintain the website design. Of course, double tasks can be handed out. In addition, the committee is encouraged to try new things but has to adhere to the house style. For this year the board strives to make a members’ poster at the beginning of the year. This includes all pictures and names of all D.S.D.A. Dynamic members.

### 2.2.2. Activities Committee

QQ: Secretary and Commissioner of Relations

This committee is responsible for organising social activities such as get-togethers, parties and other outings suggested by the committee, the board or other members. Of course, the activities committee may and can also help organise a big final activity. In doing so, the committee can also help brainstorm any additional activities and events they would like to organise and could discuss these ideas with the board. An external commissioner (for acquisition but also external contact) and possibly a logistics commissioner should be appointed to this committee.

### 2.2.3 Dance Committee

QQ: Commissioner of Dance

This committee consists of members eager to contribute to the design and organisation of classes. The committee does not need to be present in its entirety at meetings but does require the presence of the DB with the QQ. The committee will help consider and decide on new styles we can offer and ascertain what members' wishes are in terms of dance style and level and course length. Adjustments in teaching and any feedback from the members (both taking lessons and giving lessons) can be discussed and incorporated into a plan of action which can be devised during the meetings. The committee also helps in the search and recruitment of new teachers. The committee may also make proposals for activities for the teachers (and any other interested members), such as visiting an external dance class (with higher-level trainers) or hiring an external party to give lessons.

### 2.2.4 OWee Committee

QQ: Chair and Commissioner of Dance

The OWee committee will organise Dynamic's activities and events during the OWee with assistance from the board. Given the importance of this week, the committee is accompanied by two QQs. The theme and format will be proposed by the committee. If this is in line with the association’s vision, the committee will be given the green light. Recruiting cooperative relations will be important in paying for the activities, as well as promoting the association. The board will assist here where necessary. In the OWee itself, the board and committee are responsible for the logistics and conduct of activities. Volunteers will be valuable here for additional support. Together with the board, the committee is responsible for the presentation of the association during the OWee. Here, for example, it is important to organise a unique activity that is characteristic of Dynamic.

### 2.2.5 Members Weekend Committee

QQ: Commissioner of Promo and Media and Commissioner of Dance

Members Weekend Committee is a committee responsible for organising a weekend away for our members. They will take care of accommodation, food and activities for several days to allow the members to get to know each other even better and enjoy an amazing weekend full of dance and other fun activities.

### 2.2.6 Showcase Committee

QQ: Treasurer, Commissioner of Promo and Media and Commissioner of Relations

The showcase is organised by several members of our association. The committee will work on another showcase production for all members who want to participate. The board strives to perform the Showcase in Theater de Veste this year.

### 2.2.7 Borrel Committee

QQ: Chair and Secretary

There will be a new committee this year that will organise regular borrels. Because this is a new committee there is still a lot to fill in by the committee on how and when these borrels will be organised.

### 2.2.8 Lustrum Committee

QQ: Treasurer and Commissioner of Relations

Every five years Dynamic hosts its Lustrum, to celebrate the existence of the association. This year our first Lustrum will take place. The Lustrum committee is responsible for organising multiple activities and festivities for our members.

***2.2.9 Audit Committee***

The audit committee is responsible for verifying and supporting the current treasurer and vice treasurer, therefore its members are previous board members who occupied these functions. The treasurer is the chair of the audit committee.

## 2.3 Dance Teams

Within Dynamic, members are allowed to join dance teams or set up a new dance team. Dance teams have more independence, and do not organise activities for members. Also, the division of functions does not apply to dance teams.

### 2.3.1 Dance Team

A dance team consists of a group of members, who would like to dance more within Dynamic in their own time. This is entirely voluntary and members can go to the board as soon as they want to set up a new dance team. Upon approval from the board, the teams may dance under the name of D.S.D.A Dynamic. To give every dance team a chance to make use of those training hours, there is a maximum of 2 dance teams per level per dance style. This allows the board to give more attention to the teams but allows members to find a suitable team based on level.

Furthermore, the dance teams have no obligations regarding training and performances. They can show initiative themselves and come up with proposals to the dance committee, but the dance committee or the board can also suggest possible opportunities.

### 2.3.2 Promo Teams

Promo teams perform at parties, events, or showcases. When requested by the board, they are responsible for creating promotional content, such as videos, photos, or social media posts. This also applies to their performances. For Dynamic events, the association handles logistics, but for external events, the promotion team is responsible, with the Dance Committee’s assistance available as needed.

Dance teams wishing to become promo teams should submit a request to the Dance Committee. Currently, Dynamic has three promo teams: (Dynamic) Fusion, (Dynamic) Blaze, and (Dynamic) CTRL. They receive financial backing from Dynamic, and in return, are expected to participate in (some) Dynamic events.

Promo teams are in charge of organizing their auditions, with support from the Dance Committee to ensure fairness and equal communication opportunities and that the auditions / open trainings are organised close to each other for the different teams.

The Dance Committee, in collaboration with the promo teams, will actively look for performance opportunities and maintain open and transparent communication with the dance teams about performance opportunities and other matters concerning the teams.

### 2.3.3 Competition Teams

A competition team is a dance team that competes in events under the name of D.S.D.A. Dynamic. The team is responsible for managing the logistics of competitions, as well as organizing auditions when new members are needed. While membership in D.S.D.A. Dynamic is not required to audition, once accepted onto the team, it becomes mandatory to join Dynamic and pay the full membership fee.

No official competition teams have been formed yet, and it is not a priority for the board this year. However, members are welcome to request the formation of a competition team.

# 3 Activities

During the year, various activities are organised by the various committees and the board. The design and content, and the implementation and organisation of these activities will mostly be arranged by the committees. Larger activities are well defined in the annual planning, with an indication of the period in which it takes place.

## 3.1 Socials

Socials, or social activities outside get-togethers, are activities where members can get together. The Activities Committee is responsible for the logistics surrounding the socials and can incorporate their ideas with the approval of the board. These activities include sports activities, cultural outings or themed activities.

## 3.2 Drinks

The get-togethers are meant to be social activities where alcohol may be served. The content of these get-togethers can be freely arranged by the Borrel Committee. The Borrel Committee will take responsibility for this, under the guidance of the board.

## 3.3 Parties

The Activities Committee also may organise parties. It is their responsibility to organise and potentially find sponsors (under the guidance of the board).

## 3.4 Showcase

The aim is to have a final performance around Q4 for members who want to participate. For this performance, a theme will be chosen by the showcase committee in consultation with the board. The dances will be choreographed and taught by our members but taking inspiration from other performances is also allowed.

The Showcase Committee is fully responsible for deciding on the selection and group-forming process. The board recommends considering the balance between inclusivity, artistic freedom, and the choreographers’ time capabilities - whether they can teach their choreography to members with a wide range of levels.

There will be a ticket sale for spectators of the performance. A pre-sale will be promoted to our members and the regular ticket sale will be promoted later to non-members. In preparation for the final performance, additional training hours will be scheduled depending on the number of members participating. The committee is ultimately responsible for this and will work it into the annual schedule in cooperation with the board. This year, we are planning to start the preparations earlier to make sure that as many members as possible can participate. The amount of dances a member is allowed to participate in will be determined by the showcase committee. This year the board strives to perform in a Theater.

## 3.5 Members Weekend

In April, the Members Weekend committee will organise a weekend away for all members who would like to participate. During this weekend, attendees can join several (dance-related) activities. Besides, they will stay overnight in an accommodation arranged by the committee and enjoy food and games together.

**3.6 Lustrum**

This year the first Lustrum of Dynamic will take place. When the lustrum will take place will be decided by the Lustrum committee, in consultation with the board. During the lustrum multiple events will take place to celebrate the five-year anniversary of Dynamic, we strive to organise a Gala. What the other events will entail is going to be decided upon by the Lustrum committee.

# 

# 4 Dance Classes

As a dance association, we provide regular dance classes for members. Dynamic strives to provide an environment where members feel comfortable and can learn and enjoy dance together, regardless of their level. Classes are mainly taught by the members themselves but from time to time we also hope to welcome guest teachers to teach classes (e.g. inviting alumni).

Classes are scheduled on Mondays and Wednesdays between 7 pm and 10/11 pm.

## 4.1 Class formats

The content of classes can include learning choreography, technique training, strength & mobility training, and stretching, the latter two offering relaxation during stressful exam weeks.

Classes are usually 1 hour long, but this year we will experiment with 1.5-hour long classes as well to give more time for each group to get up to speed, learn and master the new choreography and potentially film it at the end. Classes can be independent or built on top of each other, so we distinguish between workshops and courses.

### 4.1.1 Workshops

Workshops are one-off classes which require no prerequisites (apart from experience in the case of intermediate/advanced levels.

### 4.1.2 Courses

Courses are 3-4 classes long and usually require following along with each class. They provide space for teachers to teach a longer choreography, focus more on technique or master a choreography to perfection.

### 4.1.3 Open Training Hours

Every Monday and Wednesday, the 4th hour (22:00-23:00) can be reserved for own use (e.g. for choreographing or training) or giving an open training session that others may join. To reserve an open training hour, members may contact the commissioner of dance or use the Members Space to reserve the slot.

The open hours are communicated through weekly newsletters, through Members Space and may be reserved at most 2 weeks, at least 1 day in advance on a first come first served basis.

### 4.1.4 Free Tryouts

The purpose of the free try-outs is to allow outsiders to get acquainted with Dynamic and encourage them to become members, and also to make people who never danced before fall in love with dance. The tryouts take place in the first two weeks of each semester.

The spots for try-outs should be filled by non-members as much as possible, as they are potential new members. If there is no sufficient space, old members may need to stand out to watch or dance at the sides of the room without mirrors.

This year we didn’t put a limit on the number of people attending the classes, which caused some of the classes to be crowded with 50-70 people which made it harder for people to follow the class in the back. Depending on the dance style, we may want to limit the number of participants to 30-40 either by introducing a signup form or asking people to come earlier and stop letting people in after reaching the maximum headcount. Both of these options have drawbacks, and we should evaluate whether

## 4.2 Class Organisation

At times of classes, organisational arrangements are important. These arrangements are indicated here regarding the basic structure of the class, logistical expectations of members and presence of the board or senate. The teacher is expected to be present 10 minutes before the class.

### 4.2.1 Basic Structure of Classes

The structure of the lesson is as follows:

* Warm-up, optionally including some workout exercises
* Learning the choreography
* Filming the choreography
* cooling down (might be merged with the next session’s warm-up)

When practising the choreography, members should have sufficient time to learn the choreography in parts. For example, a small part of the dance should be practised at least three times, after which it is repeated to the music and then a new piece is taught.

#### Logistics for Members

Members are expected to be present 5 minutes before class so that the class can start on time. A changing room is available for members. Here they can change and leave their belongings. Precious belongings can be taken by members to the hall. After the lesson, members can return to the changing room so that the next lesson can start on time. It is important that members wear clean indoor shoes without black soles, or dance in socks or barefoot.

#### Board Presence and Opening/Closing

At Cultuurlab, at least one board or in exception an old board/senate member should always be present when the dance hall is in use. There will be a regular schedule of classes and board and senate members present. For other locations, this is location-specific. The responsible board member will take care of opening and/or closing the hall.

After the lesson, it is important to leave the hall, changing rooms and toilets as they were encountered. This includes sweeping the hall, covering the mirrors with the green boards, checking the changing rooms and toilets and locking the doors. For this, the board or senate member present is responsible and often this will be done in cooperation with the teacher/members. Should there be any damage, it is up to the member who caused the damage to reimburse Cultuurlab.

### 4.2.2 Registration Process for Classes

We ask members to sign up for classes so that we can make sure the room won’t be too crowded or empty. In case too few people sign up 3-4 days before the class, we can send out more promotions on WhatsApp.

There are two ways of handling signups, the original being through Google Forms that members receive every week in the newsletter. The second option, using the Members Space is what we aim to pursue this year, as it automates much of the work that had to be done previously. Nonetheless, we describe the previous process as well, so that we know what to do in case of a system failure or when the next board decides to work otherwise.

#### Google Forms

Signing up for classes has been previously done through Google Forms, whose link and deadline members receive in the newsletter. Based on this, members were assigned to classes and received confirmation emails after the registrations closed and everybody was assigned based on their preferences and priorities. To give every member a fair chance to attend classes, we ensured that every member could join at least one but possibly multiple classes even if they were not their first choice. Members who couldn’t be assigned to their first choice will have priority over their first choice during the next registration period, which is kept track of in a separate spreadsheet.

#### Members Space

With the introduction of Members Space, we aim to automate the process of handling the signups for classes (and other events).

Each event may have a maximum headcount, can be set to allow guest signups (in case of e.g. free try-outs), or even to not require/allow signups at all (in case we want to decrease the barrier for people to join an event). Members may easily sign up and cancel their spot in Member Space’s schedule view, see their list of registered classes and add classes to their calendar with a click of a button, or subscribe to an automatically synchronised calendar link with all their classes that they have signed up for. Non-members may cancel their signups using a special link sent in their confirmation email that contains a one-time key.

There are multiple confirmation strategies, the simplest being a first-come first-served mechanism. Since there were not many cases in the past when people couldn’t join all their selected classes, we will start with this mechanism. Later, we may switch to a different strategy involving signup deadlines after which a network flow-based algorithm can make sure that everybody gets as many of their chosen classes as possible, providing a similar method as done with Google Forms, except the tedious parts are automated.

## 4.2 Distribution of Styles and Levels in Classes

It is important to have a clear overview of how much demand there is for each level and style to ensure that there is a balanced and satisfying distribution. We aim to always provide dance classes in a broad variety of styles, and levels.

## 4.3 Teachers

Initial communication for teachers is through the Dance Committee. Teachers are asked at least 2 weeks before the scheduled class or earlier, and a backup class is arranged regularly. In case the first teacher cannot make it, in most cases the backup teacher can. It is important that we are always grateful for the teachers' commitment, especially since the classes are voluntary. Besides, this keeps the teachers motivated and they themselves enjoy teaching more. Also, input and feedback from teachers is very important and the Dance Committee (DaCo) will keep track of this.

### 4.3.1 Distribution by Style

By having multiple teachers per umbrella style, the same teachers do not have to constantly teach weekly. If no teachers are available for a week from one of our core pillar styles, it is possible that some weeks are focused more on a subset of them, though this should be minimised,

### 4.3.2 Offerings for Teachers

We offer teachers space to teach and grow in teaching. Where necessary, the Dance Committee supports teachers in preparing lessons, choreographing and teaching. Teachers influence the attractiveness of the association. We also give thanks to our teachers as a mark of our appreciation at the end of the year with a special activity organised for all the teachers.

### 4.3.3 Expectations from Teachers

Teachers must demonstrate the ability to deliver technically sound lessons and provide an enjoyable experience for participants, or show a clear desire to improve in these areas. They should understand how to structure a class, including warm-ups, exercises, choreography, filming, and cool-downs. Additionally, they must be able to distinguish between different skill levels in the choreography, recognize when the pace is too fast, and monitor participants' well-being during the lesson.

Teachers are expected to present themselves professionally, exercise patience with students, and communicate instructions clearly. A sense of rhythm is essential, along with the ability to create choreography that is both accessible and appropriate for the class's style and level.

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# 5 External Affairs

This includes contact with collaborating associations and/or companies and non-members. In this section, we also set our goals for this year in terms of collaborations.

## 5.1 Collaborations

### 5.1.1 Connection With Cultuurlab

It is important to maintain a good relationship with Cultuurlab, which is supported through frequent contact with the board, facilitated by the Commissioner of Relations. Our regular venue for classes is a room in Cultuurlab, as they offer a large space at a reasonable price.

Consideration is also still being given to the association's growth and low-key search for other venues.

### 5.1.3 Contact With External Parties

To promote the broadening of Dynamic, it is important to keep and make contact with external parties.

* X TU Delft   
  X is TU Delft's sports and cultural organisation and thus important to maintain good contact with. Dynamic entered into a supplier agreement with X this year and a meeting every six weeks. It is also looking into the possibility of organising activities at X, such as the performances.
* SCVR

This is the sports and culture association council which represents the sports and culture associations in Delft and manages the contact between these associations and X. Every six weeks there is a meeting with them and the other affiliated associations where we discuss our experience regarding the communication with X.

### 5.1.4 Collaborations With Other Associations

We would like to keep close contact, create friendship bonds and exchange knowledge with other student associations in Delft, therefore we strive to organise certain events together, such as exchange lessons or collab parties. Our focus mainly lies on our sister associations and other younger (sports) associations in Delft, as these may experience the same struggles so we can share knowledge with each other.

Collaborations proposed by committees have to be approved by the board. If so, the committee can maintain contact within this collaboration but has to report any significant events and details to the board. Therefore the responsibility is shared between the board and the committees.

## 5.2 Non-members at Dynamic Activities

### 5.2.1 Non-members at Courses and Workshops

Although our classes are typically only open to members, non-members may only participate in try-outs at the beginning of each semester, and in some themed workshops such as Halloween or Valentine's Day workshops. When organising a collaboration with another association, such as an exchange or a shared class, members of the partner association may also join for free. In case a non-member breaks something or shows unwanted behaviour, we will gather their contact information.

### 5.2.2 Non-members at Socials

Non-members may also participate in certain activities, such as large events like parties and the annual showcase. For each event, the number of guests allowed will depend on capacity, with priority given to members. If a party is organised in collaboration with other associations, the participation fee for their members will be determined in collaboration with the partner association.

### 5.2.3 Payments for non-members

Certain events at Dynamic that are open to the public may require payments from non-members while Dynamic members are covered by their membership subscription to cover the event’s costs.

# 6 Communication

## 6.1 Members Space: Internal Members Website

This year, we will launch **Members Space**, a centralised website/application that will serve as the primary information hub for our association. It will display upcoming and past events, including both activities and classes, and provide an overview of the association’s internal structure—featuring the board, committees, dance teams, and confidential contact persons. Members Space will also streamline the signup process for classes and activities, with every active member granted access.

In addition to these features, the platform will host important documents such as the Internal Regulations, Statutes, and Privacy & Media Statement. Teachers and board members will have access to the list of participants and their contact details for each class or event, allowing them to notify members of any changes. However, attendees will only be able to view the list of participants after the session to prevent members from choosing classes based on who is attending.

To enhance community interaction, members will have the option to share contact information, including profile pictures, with each other. Participation in any form of information sharing is optional, and members must provide explicit consent when registering on the site.

## 6.2 Promotion

The public website is the main source of information and knowledge base for non-members, and it should have a general description of the association, our activities, classes, courses, and association structure, as well as a list of past and future activities and classes that are offered by the association, potentially including video recordings from the classes.

Besides the website, the board and the committees will use various platforms for promotion. Through Instagram, Facebook and WhatsApp, events will be announced for both members and non-members to which they are invited.

We plan to use YouTube and TikTok to share recordings from classes when the participants agree to the media statement.

LinkedIn can be used to share reports from events that we have organised and we are proud of such as the showcase, or a collaboration with another association.

Each promo dance team has their own social media channels, where they are asked to link back to Dynamic and our website below their posts and include Dynamic’s logo when suitable.

## 6.3 General Members Assembly (GMA)

The GMA serves to control the association and the board, where members are given the opportunity to vote on matters within the association and to raise any issues themselves. In accordance with the articles of association, a GMA is organised at least once a year, within six months of the end of the association year when the board changeover takes place and the previous year's board is audited on the budget by the Audit Committee and any other issues. Moreover, to organise a Half-Yearly GMA (hereinafter: HGMA) and End-of-year GMA (hereinafter: EGMA). Both the HGMA and the EGMA serve to evaluate the past period and relate to the members in administrative and association affairs. The working language during the GMAs will be English and the agenda and meeting notes must be accessible for members.

## 6.4 Communication With Members

### 6.4.1 Communication Channels

#### Email

Official communication regarding membership, payments and class registrations are handled through the members’ personal email addresses which they used to register in the association. A newsletter is edited and sent by the secretary, which contains information and registration links to upcoming events, including classes and activities. Invitations to GMA and other important association-related events may be sent via a separate, dedicated email in addition to the newsletter. Members may unsubscribe from the newsletter via a link and may re-subscribe at any time by contacting the secretary.

#### WhatsApp Community

We have a WhatsApp community with an announcement chat for board messages and separate groups, or "crews," for each dance style. Members can join crews based on their interests, organise meetups, and share videos. While the board oversees the crews, they are open for members to post and engage freely.

#### Social Media

We use Instagram to promote activities, special events, and share insights into the association’s life. Activities that require active membership in the association should contain a link to our signup page. These provide an impression for non-members about what we do.

All these posts should be automatically posted on the linked Facebook page, expanding our reach and improving our search engine position.

#### Dynamic Members’ Space

The Members’ Space aims to serve as a home and starting point for association members to get an overview of the association structure, upcoming events and the year plan. This will also be the platform where members can sign up for classes.

The association structure is presented by introducing the board members (including their main responsibilities), the committees, the dance teams, and the confidential contact persons. Every page will include contact information so that it is easy to reach the right person for any question.

### 6.4.2 Encouraging feedback

It is important to get regular feedback from members. Once a quarter, an anonymous form is shared to ask members what they think about the classes and activities.

Members can always contact the board or specific committees with ideas regarding activities, classes and the association in general thanks to an easily accessible Feedback & Ideas menu item inside Members Space and an increased visibility of the association’s structure.

Additionally, the Members Space will have the option to provide anonymous feedback right after the classes, so we can get a more granular view of issues and teachers can also get immediate feedback.

### 6.4.3 What the Board Is Not Telling

Depending on the severity of an accident, the board may or may not share information about it with members. When members are directly involved in an accident, they are kept informed, but when this is not the case, or when it is a problem that can be solved without involving the members, it is not shared. This is to avoid causing the members unnecessary stress and to protect those involved.

Information about class cancellations will be shared with members via email and WhatsApp as soon as possible. No sensitive personal information is shared in this regard, such as in the case of Corona infection, unless it is relevant for source and contact investigation.

### 6.4.4 Confidential Contact Persons

Dynamic's board is generally the first point of contact for members' comments and complaints. However, it is possible that a member has problems with one of the board members or with the actions of the board. At this point, it is important that this person can express their opinion to a confidential contact person. The Confidential Contact Person can also be the first point of contact for a member if they feel more comfortable talking to them instead of the board members. To this end, at least two confidential contact persons will be appointed, both of whom will be open to any problems raised by members. These are Ymke Schasfoort, Kirsten van der Ham, Zoey Jongen and Sahir Sujahudeen.

To ensure the connection between the board and the association, one confidential contact person will also come from the board. There should at least be 2 Confidential Contact Persons a year. Confidential Contact Persons stay in charge until they decide otherwise, or if decided by a GMA.

## 6.5 Communication to Non-members

### 6.5.1. Website

The public website contains information about the association, registration process, current and previous boards and committees. This is the source where non-members can find more information about the association before they join or ask our teams to perform at an event. It should be kept up to date, and connected to Members Space where suitable, to avoid the need for manual synchronisation of information.

# 7 Financial Policy

To ensure that members' dues are used for the right purposes, a financial policy has been drawn up. This sets out the board's priorities in the interest of the association and its members.

## 7.1 Revenue

Income for this financial year comes from membership fees and reservations from the previous board.

Membership fees are our main source of income. Per academic year, the membership fee is 90 euros per person. The membership fee is collected in full in the first quarter of the academic year. Between 150 and 200 members are expected to be members of D.S.D.A. Dynamic this year. Members who can only be members for six months due to personal circumstances or an intake in the third quarter of the academic year will pay a membership fee of 45 euros per person. This is done upon request of the member to the board via the secretary.

The previous board set aside an amount for us to cover fixed expenses for the first two months.

Last but not least, we encourage the committees to look for sponsors and apply for funds for specific events that they want to organise.

## 7.2 Spending Priorities

We have prioritised our spending with importance to members. This year's vision centres on fostering community and supporting the personal growth and artistic expression of our members. As a result, the majority of our budget will be allocated to events that strengthen member connections, including the celebration of our first Lustrum, the members' weekend, and the newly established drinks committee, which will facilitate regular meetups. Additionally, a significant portion of the budget will be dedicated to the showcase, an event that has united members and provided them with a platform for artistic expression. Our goal this year is to perform in a theatre, which will naturally increase venue costs.

## 7.3 Financial Security

Over the past year, the board has focused on creating financial security. Now we want to build on this, we will do this by maintaining, expanding or changing the following steps.

### 7.3.1 Unforeseen Costs

For every event, we count on contingencies. These costs are at least 10% of the expenditure. In addition, we apply this throughout the association's budget. Halfway through the year, we can see whether these contingencies are in line with expectations or unnecessary. It can thus be adjusted for the following half-year.

### 7.3.2 Insurance

For future uncertain occurrences, the association is insured. This allows us to cover financial risks. This year, the association will retain its current policy.

### 7.3.3 Fines

If an error was made from within the association or the board, the responsibility for the fine falls on the association, which will pay the fine. There are some exceptions to this. For example, phone charges, printing costs, etc. will be paid only if this has been previously discussed with the board and approved. Fines for misbehaviour while driving a car, bicycle or other means of transport while performing duties for the association are for the driver's account, with the exception of parking fines, fines for driving in pedestrian zones, etc.

## 7.4 Annual Financial Report

At the end of the year, income and expenditure should be evaluated in the annual financial report. The annual financial report is supplementary to the annual report and also one of the required documents for the RPF application (see [1.2.3 Annual report](#_heading=h.4bvk7pj)).

The annual report answers the questions "Did we achieve what we set out to achieve?" and "Did we do what we set out to do in return?". The annual financial report answers the question "Did it cost what we thought it would cost?". This may include a comparison with previous years for more depth. It discusses pre-estimated costs, how they differed from actual costs, and why. The final accounts, which include all profits and losses, are also part of the annual financial report.

# 8 Supervisory Bodies

## 8.1 Audit Committee

The Audit Committee usually consists of former treasurers and former vice treasurers of boards up to five years before, unless this is not possible due to (personal) circumstances. The members of the Audit Committee are approved at a general membership meeting. This audit body will exist to monitor the money flow within the association and advise and guide the current treasurer to reduce their tasks. During the year, Dynamic's current treasurer will sit with the Audit Committee to draw up an audit for the end of the year. At the beginning of the new board year, at the changeover AGM, the Audit Committee will present a letter describing whether they agree with the treasurer's work over the past year. This serves as a recommendation for members to approve or not approve the final accounts.

## 8.2 Senate

The Senate will consist of former board members from boards up to five years before. For each previous board, up to three board members will join the Senate. It is possible for board members to serve on both the Audit Committee and the Senate. The Senate will exist as an advisory and supporting body to the current board, where they can advise on annual planning, policies, events and social relations within the board, among other things. They can advise on everything concerning the board's planning, actions and conduct, except money matters. Money matters are monitored separately by the Audit Committee. If the board proves incompetent or unable to carry out day-to-day tasks, the Senate will temporarily replace the board's day-to-day tasks where necessary and possibly recruit new board members.