

**The Groningen University Theatre Society**

**GUTS (1968)**

**Internal Regulations**

As of the 12th of March, 2025

# Internal Regulations

These internal regulations are binding for all members of GUTS. In case of contradiction, Dutch law and/or the statutes will prevail over the internal regulations.

## Membership

### Article 1

1. Membership is open for everyone who has interest in becoming a member, particularly international students, and Dutch students who wish to perform in English.
2. Joining GUTS is possible all year round. Aspiring members need to apply with the board.
3. Membership is mandatory for all individuals who are involved in a production. The board decides whom this concerns.
4. Membership is valid for the duration of the academic year or for the duration of one semester, at the discretion of the individual member.
5. Membership can be refused in one of the following circumstances:
  - a. An aspiring member acts against the statutes or the internal regulations, or harms the interest of GUTS in any other way.
  - b. The required payment of the membership fee concerning the aspiring member has not been met.
6. By becoming a GUTS member, the member retains all responsibility for any physical harm that may occur to the member at organized GUTS events. Each case will be handled on a case by case basis at the discretion of the board.
7. Any member of a production is required to be a member of GUTS throughout the entire production period, commencing from the start of rehearsals and ending with final performances.

## Termination of Membership

### Article 2

1. Membership is automatically terminated in one of the following circumstances:
  - a. Death of the member;
  - b. Resignation of the member;
  - c. Dismissal. This can only occur when a member acts against the statutes or the internal rules and regulations and/ or a member's actions harm the interests of GUTS.
2. Dismissal or refusal of a member in other cases is decided by the board, which will send the (aspiring) member a written notice as soon as possible.
3. Membership can be cancelled at any given point by a written notice towards the board.
4. Membership fees are not reimbursed regardless of the duration of the membership.
5. If fewer than 50% of the members are a student at the University of Groningen, the board has the right to refuse or cancel a membership to meet the 50% requirement.
6. Cancellation of membership will be in the following order:
  - a. Persons not or no longer affiliated with the University of Groningen or Hanze University;
  - b. Staff at Hanze;
  - c. Staff at the University of Groningen;

- d. Students at Hanze.
7. A member can resign from a production up to three months in advance of a planned premiere. However, if a member cannot be reasonably expected to fulfil his or her duties, resignation is possible outside of this period.
8. A member who is dismissed by the board is allowed to appeal to the General Members Assembly (GMA). Notice of an appeal has to be given within 30 days of being dismissed. During the appeal the member in question is suspended.

## **Monetary Business**

### **Article 3: Fees**

1. Membership fees have a maximum of €50.00 per person per year. This is €25.00 per person per term.
2. Production fees have a maximum of €30.00 per person per play.
3. Partial or full exemption of paying fees is possible at the discretion of the board.

### **Article 4: reimbursements**

1. Reimbursement can be requested by any member concerning a payment in the name of GUTS.
2. The board has the right to change any of the terms and conditions regarding reimbursements. These changes do not affect any reimbursement requests that have already been submitted.
3. Both the treasurer and the claimant are bound to the terms and conditions as stated on the most recent reimbursement request form.
4. Any materials used or acquired in the name of GUTS are in the possession of the buyer until any reimbursement for this material has been completed, from which point the material is in possession of GUTS.
5. A request for a reimbursement can be refused in one of the following circumstances:
  - a. The claimant does not honour the terms and conditions regarding the reimbursement policy;
  - b. The reimbursement form has not been filled in completely and/ or truthfully;
  - c. The claimant has exceeded any given budget.

## **Production Team's Responsibilities**

### **Article 5**

1. The production team is defined as the leading members of the production, comprising at least the roles of director and producer. In the case of one of these roles not being filled the first priority must be to fill it.
2. The production team is responsible for the artistic expressions of a production which includes the design of publicity materials, including but not limited to posters, flyers and programs. The execution of these designs falls under supervision of the board.
3. The production team is appointed by the GMA.
4. No member of the board can be part of the production team of an active production and vice versa a member of a production team cannot be appointed as a member of the board.
5. The responsibility of a production team is applicable from the moment they have been appointed and exists for an indefinite amount of time, including after their production.

6. The production team determines who will be part of the cast and crew of a production.
7. The members of a production team are appointed for one production, and can be replaced by another member of the society, by decision of at least two-thirds of the cast and crew and with permission of the board.
8. The production team is responsible for the use of any material or service for a production under Article 3 Paragraph (Sub article) 7 and Article 4 Paragraph (Sub article) 5 and for the consequences that arise from its use.
9. Any production will work together with the treasurer to construct a budget for the production, based on its predicted income, which will later be approved by the board.
10. The production team is obligated to keep an overview of the budget and the expenses of the production.
11. Any costs for a production agreed upon by the director and/ or production leader that exceed the given budget, *should* be covered by the production team. However, each case will be handled individually at the discretion of the board.
12. When proposing a play to the board, the production team must be able to show that they have either:
  - a. Acquired the performance rights for the play. This includes certifying if the performance rights for the play is in public domain or if it is an original work from the director;
  - b. Done sufficient research so that they know how and where to buy the performance rights for the play, and consequently confirmed with the treasurer that the amount is within GUTS budget;

If none of these conditions are met, the production team will not be allowed to pitch at the GMA.
13. When proposing a play to the board, the production team must be able to show that the script of the play is available for reading either online or in a physical copy.
14. If a production team is unable to meet the requirements listed above, the board can deny them the ability to pitch their play at the GMA. They must inform the members of this decision and why it was made as soon as possible. The production team is still allowed to be present at the GMA to argue their case to the members. If an absolute majority of the assembled members agrees with them, they will still be allowed to pitch their production.
15. When pitching a play to the members at a GMA, the production team must be able to show a functional prospective budget for the production, balancing out to a €0 sum.

#### **Article 6: Buying Items From a Production**

1. Items used in a production for which a reimbursement form has been filled out or will be filled out after the production is finished may be purchased from GUTS by members of the production.
2. Any item for which a reimbursement form has not been and will not be filled in is considered on loan to the production and will be returned to the original owner at the end of the production. In case the production team fails to do so, they are liable to provide either a replacement or a reimbursement in full, as decided by the original owner of the item.
3. The priority for who gets first pick of the item in question is as follows:
  - a. An actor associated with the item
  - b. A member of the crew department the item is associated with
  - c. Any other member of the production
  - d. Anyone else
4. Disputes are to be solved by the production team with the help of the mediators.
5. It is up to the production team to set a price for the item. They can decide whether that is the

- original price paid for it, a small symbolic price, or somewhere in between the two.
6. The money paid for the items should be added back into the budget for the production.

## **The Board**

### **Article 7**

1. The board must consist of at least a chair, a treasurer, and a secretary. It may also contain other positions at the discretion of the existing board.
2. Official election and swearing in of the new board occurs on the final GMA of the academic year. The termination of the ruling board will occur on the first GMA of the next academic year. It is suggested to hold the final GMA of the academic year no later than the end of May.
3. The board is elected by run-off vote.
4. The newly elected board will undergo a cross-over/ shadow period starting from the final GMA of the *current* academic year until the first GMA of the *next* academic year. Official election of the new board occurs on the final GMA of the academic year, and termination of the ruling board will occur on the first GMA of the next academic year. It is suggested to hold the final GMA no later than the end of May.
5. When a decision is taken by the board on behalf of the society, the board decides by majority vote (i.e. more than 50% of board members)
6. Financial documents must be archived by the board for a period of at least ten years.

### **Article 8: Committees**

1. A committee is a body within the society that consists of an unspecified number of GUTS members, that has been given a task to perform for a definite or indefinite amount of time. A committee is a subsidiary body to the board and as such must give account of their actions to the board.
2. Installing or dissolving a committee is done at the discretion of the board. A committee that has been installed to perform a task within a definite period of time is dissolved either upon fulfilling this task or at the end of the agreed upon period of time, unless otherwise specified.
3. All committees and their members are overseen by the head of Internal Relations. If no head of Internal Relations is present within the board, the existing members of the board will choose the responsible party from among themselves.
4. Every committee must have a chairperson, who regulates the committee in question. Any other positions, such as secretary or treasurer, may be appointed at the discretion of the committee
5. Any GUTS member can ask or be asked to become a member of a committee and are accepted at the discretion of the committee in question. Any change in membership must be reported to the board.
6. Resignation from any committee is only possible in the following circumstances:
  - a. The start of any semester
  - b. The resignation of a member from the society
  - c. The dissolution of the committee
  - d. At the discretion of the board
  - e. At the discretion of the committee chair

## **Article 9: Mediators**

1. Mediators are chosen through interviews and discussion by the new board, old board, and old mediators. If no consensus is reached, a vote may be taken, with an absolute majority deciding who gets the position.
2. A mediator cannot be part of a production team or have a position on the board. Likewise, a member of a production team or someone with a position of the board cannot be made a mediator.
3. If a member brings up a concern to the mediators, this is done anonymously at first. If the member in question and the mediators agree that more steps need to be taken, it is up to the mediators and the member in question to decide if this anonymity continues or if the problem would benefit from further steps being taken.
4. Mediators are always allowed to discuss concerns with each other. If a member wants to exclude a specific mediator from this discussion, they are allowed to request that.
5. If a mediator is told something that may concern illegal acts or matters that endanger someone's health or well-being, they may immediately inform other mediators and/or the board if necessary.
6. There will, if possible, be a mediator assigned to every production. The decision on who this will be is made by both the production team and the mediators.
7. Members of the production are still allowed to go to other mediators, even if that bypasses the production-assigned mediator, as is described in article 4.

## **Article 10**

1. Newly incorporated members into any organ of GUTS are to be decided by the board corresponding to the academic year in question and the members in question. The new member(s) is then introduced at the GMA. Discharge and re-installment of the organs are done by the board once the board is installed at the first year GMA.
2. The Advisory Board (AB) is an organ that consists of past GUTS board members or individuals with a similar level of experience. The AB is tasked with monitoring the operation of the board and may give advice to the board concerning matters within the society, either by request of the board or by their own volition. Members are allowed to request the advice of the AB in case of disagreement with the board, to which the AB may respond at their own discretion.

## **General Members Assembly**

### **Article 11: GMA (General Members Assembly)**

1. GMAs are presided over by the chairperson or a substitute board member.
2. An assembly is called by sending out invitations by email to all members. All documentation is provided to the members at least two weeks before the GMA.
3. In the event that the financial report is unavailable due to external factors, it may be presented in the next GMA.
4. At least three GMAs will be held per academic year. More GMAs may be called at the board's discretion.
5. The first assembly will take place no more than one month after the start of the academic year and will include:
  - a. Official discharge of the previous board;

- b. Voting in the official GUTS plays;
  - c. Presenting the prospective financial report for the coming year
  - d. Discharge and re-installment of the society's organs;
  - e. Discharge and re-installment of the society's committees.
6. The Half-Year Assembly will take place in January or February and will include the presentation of the half-year report.
  7. The final GMA of the academic year will take place in May or June and will include:
    - a. Presenting the policy plan
    - b. Election of the board for next academic year.
    - c. Presenting the report of the current academic year.
    - d. Election of the first play of the next academic year. If no play is elected during this GMA, the election will instead occur during the first GMA of the next academic year.
  8. If two or more plays are voted in during the same GMA, the decision of what production gets what performance slot will happen through conversation between the concerned production teams and a representative of the Board. If no agreement can be reached, the Board holds final say over the decision.
  9. A group of ten or more members may make a binding request to call a GMA by notifying the board in writing. The requested GMA must take place within four weeks after the notification. If the board does not acknowledge the notification within fourteen days, the group of members may themselves call the assembly.
  10. The minutes of an assembly are public and are sent to all members within fourteen days of the assembly.

#### **Article 12: Attendance**

1. A GMA is open to all members of GUTS. Suspended members may attend that part of the assembly in which their suspension is discussed. They have the right to speak on their behalf.
2. Access to individuals not mentioned in Paragraph 1 is at the board's discretion.
3. Members who cannot be present at a GMA may designate another member to vote for them as their proxy. The board must be notified of this in writing before the assembly. A member may be a proxy for no more than two members.

#### **Article 13: Voting**

1. A GMA decides by absolute majority vote, unless stated otherwise by statutes or internal regulations.
2. Issues concerning people are always subject to a written, anonymous vote. Manner of voting regarding other issues is at the board's discretion.
3. Election of persons and/ or plays happens according to the alternative vote/ instant run-off system.
4. If a tie occurs in a vote not concerning a person/ play, the proposition is rejected.
5. A unanimous decision by all members outside a GMA, provided the board was notified beforehand, has the same power as a decision of a GMA.

### **Internal Regulations**

#### **Article 14**

1. The internal regulations can be changed by majority vote during a GMA.
2. A group of 10 or more members can make a binding request for a change in the IRs to be voted on in the next GMA. The next GMA must then include this vote as part of the agenda.