

The Groningen University Theatre Society

GUTS (1968)

Internal Regulations

As of the 7th of February 2020

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. 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.

Termination of Membership

Article 2

1. Membership is 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. 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.
3. 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.
4. 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.
5. Dismissal or refusal of a member is decided by the board, which will send the (aspiring) member a written notice as soon as possible.
6. 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.

7. 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.
8. Membership can be cancelled at any given point by a written notice towards the board.
9. Membership fees are not reimbursed regardless of the duration of the membership.

Monetary Business

Article 3

1. Membership fees have a maximum of €25.00 per person per year. This is €12.50 per person per term.
2. Production fees have a maximum of €20.00 per person per play.
3. Partial or full exemption of paying fees is possible at the discretion of the board.
4. Reimbursement can be requested by any member concerning a payment in the name of GUTS.
5. 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.
6. Both the treasurer and the claimant are bound to the terms and conditions as stated on the most recent reimbursement request form.
7. 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.
8. Any production will be supplemented with a budget constructed by the treasurer and approved by the board, based on its predicted income.
9. 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.
10. Any costs for a production agreed upon by the director and/ or production leader that exceed the given budget, *should* be covered by the director and production leader. However, each case will be handled individually at the discretion of the board.

Directors' Responsibilities

Article 4

1. The directors are appointed by the GMA.
2. The chairperson cannot be appointed as director.
3. The responsibility of a director concerning their production is applicable from the moment they have been appointed director and exists for an indefinite amount of time, including after their production.
4. The director determines who will be part of the cast and crew of a production.
5. The director 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.

6. A director is appointed for one production, and can be replaced by another member of the society, by decision of at least two-thirds of the cast of actors and with permission of the board.
7. In case a director was not appointed for a specific play, he/she is free in their choice of production.
8. The director 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. The director is obligated to keep an overview of the budget and the expenses of the production.
10. When proposing a play to the board, the director 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 director will not be allowed to pitch at the GMA.

The Board

Article 5

1. The position of board liaison, also known as GUTS Mediator, is decided in discussion by the new board, old board, and old GUTS Mediators; if no conclusion can be made a vote is taken, with an absolute majority signalling the winner.
2. 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.
3. The board decides by absolute majority vote.

Article 6

1. A committee is an unspecified amount of GUTS members in a group that has been given a task by the board for a definite or indefinite amount of time. Every committee has to give account for their actions concerning their tasks towards the board.
2. All committees and their involved members are overseen by, when present in the board, the head of Internal Relations. If no head of Internal Relations is present, then the choice of this person is up to discretion by the board.
3. Every committee has to have a chairperson regulating the committee in question. Any other positions to be present in the committee are at the discretion of the committee.
4. Members who wish to be part of a committee are free to approach any committee. Whether this person gets accepted is at the discretion of the committee. Any change in the committee has to be reported to the board.
5. Resignation from any committee is only possible in the following circumstances:
 - a. At the start of any semester;
 - b. Resignation from the society of the member;

- c. Dissolvement of the committee.
6. The installment or dissolvement of any committee is at the discretion of the board. A committee that has been installed to perform a task in a definite period of time is immediately dissolved after fulfilling said task or at the end of the agreed period of time, at the discretion of the board.

Article 7

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 member in question themselves. The new member(s) is then agreed upon by the GMA. Dischargement and re-installment of the organs are done by the board after their installment.
2. The Encyclopedia Christopher (EC) consists out of past treasurers of GUTS or persons with similar experiences to which the board are obligated to give full insight into all financial pieces every academic period, such as the bookkeeping and expenditures, which the organ in question will inspect. These documents in question have to be kept for at least a period of 10 years by the board. The treasurer is only to be discharged whenever the EC has agreed to accept their yearly fiscal report.
3. The Advisory Board (AB) is a small council consisting of past GUTS board members, or people with similar experience, that monitors the operation of the board, and can give advice to the board concerning matters within the society, albeit requested or not by the board. Members are also allowed to request advice from the AB in case of disagreement with the current board, to which interest of responding lay at the discretion of the AB.

General Members Assembly

Article 8

1. At least three GMAs will be held per academic year. More GMAs may be called at the board's discretion.
2. 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 (and ruling) board, along with the official induction of the new (and already elected) board;
 - b. Voting in the official GUTS plays;
 - c. Presenting the policy plan
 - d. Dischargement and re-installment of the society's organs;
 - e. Dischargement and re-installment of the society's committees.
3. The Half-Year Assembly will take place in January or February and will include the presentation of the half-year report.
4. The final GMA of the academic year will include:
 - a. Election of the board for next academic year.
 - b. Presenting the report of the current academic year.
 - c. Election of the first play of the next academic year, provided that the first play takes place within the *same calendar year* of the final GMA. If this play does *not* take place within the same calendar year, this point is invalid and voting carries over to the first

GMA of the next academic year (Article 8.2.B// Article 8; Paragraph 2.B)

5. 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.
6. In the event that the financial report is unavailable due to external factors, it may be presented in the next GMA.
7. 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.

Article 9

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 authorize another member to vote for them. The board must be notified of this in writing before the assembly. A member may be authorized by no more than two members.
4. GMAs are presided over by the chairperson or a substitute board member.
5. The minutes of an assembly are public and are sent to all members within fourteen days of the assembly.

Article 10

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 11

1. The internal regulations can be changed by majority vote during a GMA.