

Internal Regulations

Theatre Association NEST

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GENERAL

Article 1. General provisions

1.1. Relevant acronyms and definitions

- A. **Active member:** member that was an actively participating member of a committee or has otherwise been active as recognised by the board during the last academic year;
- B. **Advisory Board (AB):** council occupying itself with advising the board on a wide array of matters, like policies and general association business;
- C. **Board:** board of NEST;
- D. **Chair:** the position of chairman as referred to in the Articles.
- E. **Crew member:** member of NEST who does not perform in a production, but is occupied with making sure things run smoothly behind the scenes;
- F. **Cultural Umbrella Apollo (Apollo):** association which serves the interests of the culture associations located at the UT. They manage culture-related subsidies (Subsidie Fonds Cultuur);
- G. **Delcom Sports & Culture (S&C):** digital platform where one can pay for the Union- or CampusCard and the association fee;
- H. **Directors Committee (DirecCom):** committee that advises the board with regards to accepting new directors and evaluates the current directors, see article 6.2;
- I. **Employee:** person who is employed by the UT, excluding PhD students;
- J. **External:** member who is neither a student at the UT, a PhD student at the UT, an employee at the UT, or a student at ArtEZ Enschede;
- K. **Friend of NEST:** person who has donated at least the Friend of NEST fee, but less than the patron fee, see article 5.2;
- L. **Honorary member:** person who has been of special service to the association and appointed as such by the GMM, see article 3.3;
- M. **Own initiatives:** A production or other work brought forth by a member seeking NEST support, outside of official NEST productions;
- N. **Patron:** person who has donated at least the patron fee, see article 5.1;
- O. **PC:** Production Coordinator, see article 11.4;
- P. **PhD student:** person who is working on a promotion project;
- Q. **Playing member:** member of NEST performing in at least one of the current productions;
- R. **Production:** association activity in agreement with article 2 of the Articles of Association;
- S. **Regular member:** a playing or crew member of NEST, see article 3.2 and article 4;
- T. **Student:** person enrolled as a student at a research university or university of

applied science;

U. **Student Union (SU)**: foundation Student Union Universiteit Twente that serves the interests of students enrolled at the UT;

V. **UnionCard or CampusCard**: card which can be purchased at the SU, which is required to gain access to student facilities and to become a member of a sports or culture association;

W. **University of Twente (UT)**: University of Twente, located in Enschede;

X. **Vrijhof Culture**: service from the UT which occupies itself with culture on the campus. It falls under the Sports & Culture department.

Article 2. General information Theatre Association NEST

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

COMPOSITION OF THE ASSOCIATION

Article 3. Membership

3.1. General

A. The association has regular members and honorary members. Unlike the regular members, honorary members are not regarded as members according to the articles. However, they do have rights as stated in article 3.3;

B. All members are allowed to see any official NEST production for free, as long as the production is staged within the Vrijhof building or the Open Air Theatre.

3.2. Regular members

A. Regular members are required to purchase a UnionCard/CampusCard and have to pay the association fee in the S&C system on top of the regular annual contribution. They must also sign a written agreement that they will pay these fees;

B. The amount of the contribution is determined annually by the GMM;

C. Any fines or other repercussions from refusing to purchase a UnionCard/CampusCard or paying the S&C association fee will be passed on to the responsible member;

D. All members are allowed to see any official NEST production for free, as long as the production is staged within the Vrijhof building or the Open Air Theatre;

E. Further rights and obligations of regular members are detailed in article 4.

3.3. Honorary members

- A. Honorary members are exempt from paying contribution;
- B. Honorary members do not use the facilities on the campus of the University of Twente as a member and are therefore exempt from paying association fees and purchasing a UnionCard/CampusCard;
- C. Honorary members are persons who have been of special service to the association, they are appointed by the general members meeting;
- D. Honorary members have the same rights as regular members, except for those described in article 4 and regarding GMMs;
- E. After the death of an honorary member, as described in the articles of association, membership expires, the person will continue to be honoured.

3.4. Membership termination

Regular members who wish to terminate their membership are required to send an email to the board. Termination by a member can happen at all times on notice of at least 4 weeks. Members who did not actively extend their membership, nor actively terminated their membership by October 1st are required to become patrons by paying the yearly patronage fee to the association.

Article 4. Regular members

4.1. General

Where throughout the remainder of this document the words "member" and "members" refer to members by all forms of membership, this article refers only to regular members.

4.2. Compulsory attendance

NEST imposes limited compulsory attendance upon its members for rehearsals, set building weekends, rehearsal days, and shows. Upon being absent for more than three times, the board may instate repercussions should they deem it necessary. Every member should notify NEST of their absence at signoff@nest.utwente.nl as early as possible.

4.3. Admission to productions

- A. All members of NEST are allowed to audition for one or more productions;
- B. The directors will determine which members will participate in their productions based on these auditions;
- C. If a member is not admitted to any of the productions for which they have auditioned, they have the option of cancelling their membership without paying the membership fee;
- D. Every playing member participates in one official NEST production at a time. However, the board can decide differently in individual cases;

- E. Should the amount of auditions approach the maximum possible the following will happen;
- a. Students will be prioritised over non-students (employees, PhD students or others);
 - b. PhD students will be prioritised over non-students (employees or others);
 - c. Non-Dutch speaking people will be prioritised over Dutch-speaking people within InterNEST;
 - d. Existing members will be prioritised over new members. However, the criteria above take priority over this rule;
 - e. Left-over members will be in/excluded from a production by the drawing of lots should the guidelines stated above prove to be inconclusive;
- F. The board will attempt to find a fitting solution should the amount of playing members approach the maximum possible.

4.4. Promotion material

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

Article 5. Patrons and Friends of NEST

5.1. Patrons

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

5.2. Friends of NEST

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

Article 6. Directors

6.1. Director allocation

NEST has three directors at its disposal from Vrijhof Culture. After evaluation with members, directors and Vrijhof Culture it will be decided whether or not to continue the collaboration. NEST takes on interns, students or graduating directors as a director for the fourth group. These directors are appointed for 1 production year (running from September until May/June). Successive years are possible, should the evaluation be positive.

6.2. DirecCom

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

- A. A representative of Vrijhof Culture;
- B. A board member;
- C. One member from every group with the minimum of two members total.

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

Article 7. The board

7.1. General

- A. The board is established as mentioned in article 7 of the articles of association;
- B. The board consists of four distinct functions, which can or cannot be combined as per the articles of association;
- C. The functions are as follows: chair, secretary, treasurer and commissioner of

productions;

- D. The function of vice-chair is fulfilled by one of the board members, with the exception of the chair, treasurer or vice-treasurer. The vice-chair will take over the responsibilities of the chair should they be absent at that moment in time;
- E. The function of vice-treasurer is fulfilled by one of the board members, with the exception of the chair, vice-chair and the treasurer. The vice-treasurer will take over the responsibilities of the treasurer should they be absent at that moment in time. In the situation that there are not enough board members to have both a vice-treasurer and vice-chair, the vice-chair position takes precedence.

7.2. Duties of the chair

- A. Composing agendas;
- B. Leading meetings and assemblies;
- C. Keeping track of the association;
- D. Enforcing the execution of accepted resolutions;
- E. Representing the association.

7.3. Duties of the secretary

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

7.4. Duties of the treasurer

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

7.5. Duties of the commissioner of productions

- A. Lead the PCs;
- B. Making sure the association has access to a sufficient amount of rooms;
- C. Requesting enough rooms for the next academic year at the RTPM (Rehearsal Time and Programming Meeting);
- D. Making the planning for room use, auditions and set building weekends.

7.6. Miscellaneous board duties

The duties mentioned below are to be divided amongst the board members or to

be performed by all board members simultaneously.

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

Article 8. Advisory Board

8.1. General

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

8.2. Composition

- A. UT policy;
- B. Financial;
- C. Association business;
- D. Regulations;
- E. Artistic;
- F. Confidant/social.

ASSOCIATION PUBLICATIONS

Article 9. Announcements

9.1. General announcements

The board announces the activities and other happenings for the upcoming week(s). Announcements can be done via the official NEST communication channels currently in use. These are mentioned in the introductory information mail that new and returning members receive.

9.2. Special announcements

Important and/or large announcements are sent to members via email. Important examples of email announcements are GMM invitations and the introductory information email.

9.3. Contents

The contents of the announcements and newsletter cannot be offensive or causelessly hateful in any way.

ORGANISATION OF THE THEATRE YEAR

Article 10. Course of the year

Every year starts with a certain amount of open lessons per group to introduce potential members to the association, the existing members and the directors. During the open lessons, the board will keep track of any production-specific requests from the players. The auditions will take place one week after the final open lesson. Directors cast players based on their audition(s) and their requests. Subsequently, every group starts the process, which will eventually lead to a performance. These performances tend to take place somewhere between the start of April and the end of June. Half-year productions usually take place between the beginning of December and the end of January.

Article 11. Production organisation

11.1. Theme and presentation

- A. Every group has the right to rehearse once every week, preferably within the room wherein the performance will take place. If there is a conflict, the board will decide the room allocation;
- B. Every production has at least one rehearsal weekend associated with it. It is possible for extra rehearsals to take place outside of the usual rehearsal weekend.

11.2. Directors

- A. Every production has at least one director;
- B. A director is hired for a specific production. Evaluations will usually take place halfway through and around the end of the academic year. These evaluations can lead to a director being hired for a following production.

11.3. Production Choice Event (PCE)

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

11.4. Production Coordinator

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

11.5. Own initiatives

Own initiatives as defined in Article 1.1 M are eligible for aid from NEST. To fund these own initiatives, a sum of money to pay for the own contribution needed for an SFC request is budgeted for every financial year. New initiatives requested by the association do not need an own contribution.

Members can submit a proposal for their own initiative to the board. Such a proposal should include:

- A. A feasible budget
- B. A summary of the production/work
- C. A plan for the process
- D. A promotion plan

The board will decide whether the proposal is adequate and if the initiative will be executed with the help of the association, possibly with alteration to the plan. After board approval, the initiative will be proposed to a GMM by the initiator, where it will be approved or denied.

If an initiative gets approved, the initiator can request the board to arrange rooms in the Vrijhof for rehearsals and/or performances. The board will decide if this is possible without jeopardising the normal production groups, if so, the board will arrange said rooms. Own initiative performances will not be planned on official NEST rehearsal days and regular performance days. The initiator is allowed to use NEST property in consultation with the board. The initiator does not qualify for directive aid from NEST, nor can the initiator allocate any money to themselves.

The initiator is free to search for sponsors and request additional subsidies to increase the budget. The initiator is responsible for the financial management of the own initiative, but NEST will cover additional costs, within reason, if anything goes wrong.

All promotional material should clearly depict the initiative logo of NEST in order to inform the public that this is not a regular NEST performance.

DECLARATIONS AND REIMBURSEMENTS

Article 12. Declarations and Reimbursements

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

AWARENESS

Article 13. Awareness

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

CLOSING STATEMENTS

Article 14. Hardship clause

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

Article 15. Unforeseen circumstances

In situations the internal regulations have not anticipated, the board decides.

Article 16. Entry into force and adjustments

16.1. Entry into force

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

16.2. Adjustments

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

This regulation was adjusted at the general assembly hosted on May 31st 2023 and entered into force on June 1st 2023.

16.3. Awareness

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

Article 17. Quoting

These regulations can be referred to as either “Internal Regulations Theatre Association NEST” or “IR NEST” in short.

Article 18. Leading version

In case of conflict between the Internal Regulations and “het Huishoudelijk Reglement” the English regulations (IR NEST) are leading.