

# Internal Regulations

## Theatre Association NEST

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## GENERAL

### Article 1. General provisions

#### 1.1. Relevant acronyms and definitions

- A. **Advisory Board (AB)**: council occupying itself with advising the board on a wide array of matters, like policies and general association business;
- B. **Board**: board of NEST;
- C. **Chair**: the position of chairman as referred to in the Articles of Association;
- D. **Code of Conduct**: the Code of Conduct is a document outlining the rules and the expected behaviour which members of an association are obliged to follow;
- 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. **Directors Committee (DirecCom)**: committee that advises the board with regards to accepting new directors and evaluates the current directors, see Article 6.4;
- H. **Employee**: person who is employed by the UT, excluding PhD students;
- I. **Friend of NEST**: person who has donated at least the Friend of NEST fee, but less than the patron fee, see Article 5.3;
- J. **General Members Meeting (GMM)**: The General Members Meeting (or 'algemene ledenvergadering') as referred to in the Articles of Association;
- K. **Honorary member**: person who has been of special service to the association and appointed as such by the GMM.
- L. **Landelijke Organisatie Student Theater (LOST)**: the nationwide umbrella for student theater associations;
- 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 5.2;
- O. **PhD student**: person who is working on a promotion project at the University of Twente;
- P. **Playing member**: member of NEST performing in at least one of the current productions;
- Q. **Production**: association activity in agreement with Article 2 of the Articles of Association;
- R. **Regular member**: a playing or crew member of NEST, see Article 4;
- S. **SFC**: the 'Subsidy Fund Culture', a subsidy managed by Cultural Umbrella Apollo that many culture associations at the University of Twente use for their performances;
- T. **Sports & Culture**: the department of the University of Twente which occupies itself with sports and culture on the campus;

- U. **Student:** person enrolled as a student at a research university or university of applied science;
- V. **Student Union (SU):** foundation Student Union Universiteit Twente that serves the interests of students enrolled at the UT;
- W. **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;
- X. **University of Twente (UT):** the University of Twente, located in Enschede.

## Article 2. General information Theatre Association NEST

NEST is a theatre association connected to the University of Twente in Enschede. Members are primarily students of the UT. NEST annually stages public performances and organises several activities for its members and patrons.

## 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 of Association;
- B. All members are allowed to see any official NEST production staged within the Vrijhof building or the Open Air Theatre of the University of Twente for free.

#### 3.2. Membership termination

Membership termination by a member can happen at all times on notice of at least 4 weeks and happens by the member sending an email to the board. Members who did not actively extend their membership before or during the fourth week of the academic year will be assumed to be terminating their membership. Members can extend their membership by passing an audition (for more information see Article 4.4) or informing the board in writing.

### 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. Requirements

- A. Regular members are required to purchase a UnionCard/CampusCard and have to pay the annual contribution;
- B. The contribution rates are determined annually by the GMM;
- C. Any fines or other repercussions from failing to purchase a UnionCard/CampusCard will be passed on to the responsible member. The responsible member is obliged to pay the fine.

## 4.3. 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 institute repercussions should they deem it necessary. Every member should notify NEST of their absence at [signoff@nest.utwente.nl](mailto:signoff@nest.utwente.nl) as early as possible.

## 4.4. Admission to productions

- A. Everyone, with the exception of individuals that would be rejected based on Article 3 point 3 in the Articles of Association, is allowed to sign up to audition for every NEST production;
  - a. As stated in Article 3 point 3 of the Articles of Association, the GMM may overturn the board's decision to not allow an audition based on this point.
- B. If the amount of audition slots turns out to be insufficient for the amount of sign-ups the board will divide the slots in the following order:
  - 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 in an English play when there is a suitable alternative Dutch play;
  - d. Existing members will be prioritised over new members. However, the criteria above take priority over this rule;
  - e. Left-over applicants will be in/excluded from a production by the drawing of lots should the guidelines stated above prove to be inconclusive.
- C. The directors will determine who will participate in their productions based on these auditions;
- D. Anyone who signs up for and participates in auditions will become a member of NEST if they get accepted into a group;
- E. Every member participates in at most one official NEST production at a time. However, the board can decide differently in individual cases;

- F. In case the above rules are insufficient the board decides.

#### 4.5. Promotion material

The board ensures that 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. Honorary Members, Patrons and Friends of NEST

#### 5.1. Honorary Members

- A. Honorary members are persons who have been of special service to the association, they are appointed by the general members meeting;
- B. Honorary members are, in general, not members (and are therefore exempt from having to pay the contribution or Unioncard/Campuscard). An honorary member can become a member in the usual way;
- C. Honorary members are allowed to see any official NEST production staged within the Vrijhof building or the Open Air Theatre of the University of Twente for free.

#### 5.2. Patrons

- A. 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 of the University of Twente;
- B. Patrons will receive an invitation to all productions of NEST;
- C. Patrons are allowed to join NEST activities, provided that this does not oppose the regulations of SU;
- D. In order to become a patron one must annually donate at least the patronage fee;
- E. The amount of the patronage fee is determined annually by the GMM;
- F. The board is allowed to reject any of the above rights in this section in individual cases, in which case patrons are allowed to stop being a patron and get reimbursed. Patrons have a month to request the reimbursement;
- 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.

### 5.3. 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 of the University of Twente;
- 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. Directors

- A. Directors are hired for one or multiple specific productions;
- B. Directors are hired for at most a production year (running from September until May/June) at a time;
- C. Directors are allowed to see any official NEST production staged within the Vrijhof building or the Open Air Theatre of the University of Twente for free;
- D. Directors are allowed to join NEST activities with explicit approval from the organisers of the activity. The board can always decide to not let a director participate in a NEST activity.

### 6.2. Director evaluation

Directors are evaluated usually twice but at least once every production year. DirecCom is involved in these evaluations, see point 4 of this article. Based on these evaluations it will be decided whether or not to continue the collaboration with directors.

### 6.3. Assistant Directors

In consultation with the director, the board can appoint an assistant director to a group. The assistant director can help the director with the creation, development or execution of the play. The board can decide on a case by case basis whether the assistant director must become a member or patron (it has to be one of the two) but must keep the following in mind:

- A. The standard should be that the assistant director becomes a member, deviation from the standard should have a reason;
- B. If the assistant director is also performing as an actor in one of the shows, they must always become a member.

### 6.4. DirecCom

Every year the board composes a committee which advises the board on the appointment of new directors. This committee should also be involved in

evaluating all current (assistant) directors. The board should seriously consider the advice of the DirecCom when making their decisions. Ideally, DirecCom should consist of a board member, and a member not part of the board from each group.

## **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 at least 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.

### 7.7. Disclaimer

The above points (7.2 to 7.6) are merely an indication of how the board usually operates. The board may decide themselves to divide tasks differently or prioritize some duties over others.

### 7.8. Candidate Board

- A. The board may decide to appoint a Candidate Board with the intention to prepare the people in this Candidate Board to take over the role of the board within at most 6 months;
- B. The board may delegate parts of running the association to the Candidate Board. The board will always be responsible;
- C. The board may decide to give the Candidate Board access to any documents of the association.

## Article 8. Advisory Board

### 8.1. General

The board yearly composes the Advisory Board (AB). The AB provides the board with 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, but the AB should always consist of at least two people who are not part of the board. The board may decide to give AB access to any documents of the association, provided that this does not go against the Privacy Statement of NEST.

## 8.2. Taking over board responsibilities

Unless otherwise specified by the board, the Advisory Board is considered to be the group mentioned in Article 7.3 of the Articles of Association. This means the Advisory board will temporarily take over the tasks and responsibilities of the board in case the board becomes unexpectedly and permanently unable to carry out their duties.

# 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. GMM documents

Any documents that need to be voted upon at a GMM or are required by the Articles of Association to be presented at a GMM must be sent to the members at least 5 calendar days before the day of the GMM. As stated in the Articles of Association, the agenda must be sent at least seven working days before the day of the GMM (not counting the day of the GMM and the day of sending).

# ORGANISATION OF THE THEATRE YEAR

## Article 10. Course of the year

Every year starts with open lessons for all groups to introduce potential members to the association, the existing members and the directors. The auditions will take place one week after the final open lesson. Subsequently, every group starts the process, which will eventually lead to a performance. Some groups might have

multiple audition moments, for example when a group does two shows in a year or when roles are divided later in the year.

## **Article 11. Production organisation**

### **11.1. Rehearsals and Directors**

- A. Every group has the right to rehearse once every week, preferably within the room wherein the performance will take place. 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;
- C. Every production has at least one director.

### **11.2. Production Choice Evening (PCE)**

Once a year, the board will organise a Production Choice Evening. During this event, all members have the option to suggest productions for the upcoming theatre year. The production choice evening 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.

### **11.3. Production Coordinator**

- A. The Production Coordinator (PC) generally is a crew member of the association. A PC will be installed by the board for the entire duration of the associated production;
- B. 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.

### **11.4. Trust people**

For each production one or multiple trust people who are not part of the board will be assigned by the board to act as a confidential contact person for the group and the association.

### **11.5. Own initiatives**

Own initiatives as defined in Article 1.1 M are eligible for aid from NEST. To fund these own initiatives, NEST can provide a sum of money equal to the own contribution needed for an SFC request for the own initiative.

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 building of the University of Twente 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.

## **OTHER REGULATIONS**

### **Article 13: Code of Conduct**

All members are obliged to comply with the Code Of Conduct of LOST.

### **Article 14. Awareness**

All members are to be provided with the Articles of Association, Internal Regulations, Privacy Statement and Code of Conduct at least once by the board. This can be in either physical or digital form. Members should be informed of any changes made to these documents within a month of the change being official (or, in the case of the Code of Conduct, within a month of the board receiving the changed documents). Additionally, members should have access to these

documents at all times, either by having the documents publicly available to all members or by being able to request the documents from the board.

## **CLOSING STATEMENTS**

### **Article 15. 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 16. Unforeseen circumstances**

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

### **Article 17. Entry into force and adjustments**

#### **17.1. Entry into force**

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

#### **17.2. 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 March 11th 2026 and entered into force on March 12th 2026.

#### **17.3. Awareness**

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

### **Article 18. Quoting**

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

### **Article 19. Leading version**

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