Sugarspin Rules and Regulations Amended GMA 11-11-26

Note: the Dutch document is the official document. This is a translation of that document.

Article 1. Exemption from Membership Fees

Board members, teachers, and honorary members are exempt from the obligation to pay membership fees.

Article 2. Board Responsibilities

a. **Chairperson**

i. The chairperson has overall supervision of compliance with the Internal Regulations (HR) and the Statutes.
ii. The chairperson ensures that the mission and vision of the association are upheld.
iii. The chairperson maintains external contacts.
iv. The chairperson prepares the agenda and leads the General Members' Assembly (GMA) and board meetings.
v. The chairperson is responsible for general coordination.

b. **Secretary**

i. The secretary handles communication with the members.
ii. The secretary takes minutes at the GMA.
iii. The secretary ensures that the HR and Statutes are available at each GMA to safeguard these regulations.
iv. The secretary prepares an annual report.
v. The secretary manages the membership records and maintains the archive. Processing registrations for class blocks also falls under this responsibility.

c. **Treasurer**

i. The treasurer manages the association's finances, including the cash book.
ii. The financial year-end reports are prepared by the treasurer.
iii. The collection and verification of membership fees and course fees is the responsibility of the treasurer.
iv. The treasurer prepares contracts for teachers and other volunteers in cooperation with other board members.
v. The treasurer monitors the general budget and those of the committees and applies for subsidies.

d. **Assessor**

i. The assessor supports other board members by taking on and performing tasks on their behalf.

Article 3. Dance Classes

3.1 **Dance Classes**

i. Sugarspin organizes dance classes in Lindy Hop and related dances, such as (but not limited to) solo jazz, Charleston, Balboa, collegiate shag, and blues.
ii. Regular dance classes are offered as courses.

iii. In addition to regular classes, the association may also offer open classes or short courses that are accessible to non-members.
iv. A dance year consists of two course blocks. The first block is typically from September to January of the following calendar year. The second block runs from February to August, with no regular classes during the last weeks of this block due to the summer vacation.
v. Sugarspin aims to offer classes at multiple dance levels, taking into account the availability of teachers and venues, the dance level of the members, and available financial resources.
vi. A course consists of a predetermined number of classes agreed upon in consultation between the Teaching Committee and the board.
vii. Not being able to secure a place in at least one (1) course is sufficient reason for a member to cancel their membership.

3.2 **Registration**
i. Members must register for participation in a course.
ii. Registration is done via a registration form.
iii. The board is responsible for registration.
iv. Registration is processed in order of submission.
v. Members may register for more than one (1) course.
vi. Class assignments are made in consultation between the board and the Teaching Committee.

3.3 Group assignments are based on:
i. The advice of the Teaching Committee
ii. The capacity of the rooms
iii. Ratio of dance roles
iv. Partner registrations
v. Personal preferences
vi. Offering at least one (1) course to as many members as possible.

3.4 In principle, partners rotate during a class. This can be adjusted in consultation with the teachers of that class.

3.5 Committees support the board by organizing (dance) activities for the members. These committees are appointed by the board and are under the board's responsibility. Each committee has a designated contact person on the board. Before the dance year begins, the committees are informed by the board about the budget they may spend at their discretion.

Article 4. Teachers

a. Teachers are responsible for teaching dance classes.
b. Teachers are members of Sugarspin.
c. Teachers are entitled to compensation.
    i. This compensation is based on the number of class hours the teacher provides.
    ii. The board determines the compensation for the teaching staff, provided it is covered by the association's resources.
    iii. The amount of compensation provided to the teachers is part of the financial accountability, which is presented annually at the GMA.
    iv. The board may exempt participants who help during classes from paying membership fees.

d. **Teaching Committee**
   i. The Teaching Committee selects its own members.
   ii. The Teaching Committee consists at least of the teachers that have the main responsibility for teaching the courses of the current block.
   iii. The Teaching Committee has a chairperson.
   iv. The Teaching Committee has a contact person within the board.
   v. The Teaching Committee keeps minutes of its meetings.
   vi. The Teaching Committee decides who will teach the upcoming course block and who can become a teacher.
   vii. In case of a conflict between a (member of the) Teaching Committee and the board that cannot be resolved internally, the final decision will be made by the GMA.

Article 5. Authorization for the General Members' Assembly

A member may be authorized by a maximum of 4 other members to cast a vote at the General Members' Assembly.

Article 6. Social Safety

6.1: **Inappropriate behaviour**

a. **Severe offences**
Severe offences are actions that cause significant harm or pose a serious threat to the safety, dignity, or well-being of individuals or the community.

Severe offences include but are not limited to:

- Sexual harassment, including unwanted intimacy, comments, gestures, or touching,
- Harassment based on race, ethnicity, gender identity, sexual orientation, disability, religion, age, class, nationality, or other characteristics,
- Stalking.

b. **Major offences**
Major offences include behaviour that undermines the safety, trust, or inclusivity of the community.

Major offences include but are not limited to:

- Unwelcome or inappropriate physical contact (e.g., non-consensual touching, crossing personal boundaries),
- Coercing members and/or participants into using alcohol or illegal substances,
- Discriminatory language, jokes, or behaviour,
- Threatening language, shouting, aggressive behaviour, or intimidation,
- Teachers, board members, committee members, or organizers exploiting their position for personal benefit or inappropriate relationships,
- Persisting in interactions after clear signals of discomfort or refusal,
- Purposeful and/or continuous misgendering, or refusal to address people using their preferred pronouns and names.

c. **Medium offences**
Medium offences are actions that disrupt the social or learning environment, cause discomfort to others, or violate personal boundaries.

Medium offences include but are not limited to:

- Ignoring the physical boundaries or consent of dance partners,
- Dangerous or reckless behaviour that risks injury to oneself or others,
- Demeaning, humiliating, or disrespectful comments towards others,
- Gossiping, bullying, or isolating others,
- Favouritism or unfair treatment based on personal relationships or biases,
- Pressuring someone into dancing or physical contact against their will (if not already severe),
- Making image and/or audio recordings or publishing or sharing this kind of material without the permission of all parties involved,
- Sharing someone's personal information without their permission.

d. **Minor offences**
Minor offences include less serious behaviour that nonetheless disturb the community, show a lack of consideration, or disrupt the experience of others.

Minor offences include but are not limited to:

- Repeatedly interrupting classes or events,
- Persistent lateness or disregard for class schedules,
- Refusal to follow instructions from teachers or organizers,
- Any other behaviour that disturbs or makes other members feel uncomfortable.

e. The association may adjust the severity of the offence based on specific details on a case-by-case basis.

f. Behaviour outside of the association or its events may be considered under this article if it poses a risk to the safety, dignity, or well-being of Sugarspin members or the community. This includes, but is not limited to, severe offences committed in personal, professional, or public contexts.

6.2: **Sanctions**

a. A formal warning will be issued when:

- A first or second minor offence has occurred,
- A first medium offence has occurred.

b. Members may face a suspension from any Sugarspin-organized activities of up to six months when:

- A third minor offence has occurred,
- A second medium offence has occurred,

- A first major offence has occurred.

c. Members may be expelled indefinitely from Sugarspin and forbidden to join any events organized by Sugarspin when:

- A third medium offence has occurred,
- Two major offences have occurred,
- One severe offence has occurred, including when committed outside the association if it poses a risk to the community's safety or well-being.

d. Offences that constitute potential legal violations may, with the consent of the negatively affected person(s), be reported to the local authorities.

6.3: **Procedure :**

a. **Notification Period – up to 2 weeks**
i. The CAs are notified that there is a complaint. Members can address the CAs directly either in person, or via the Sugarspin website.
ii. The CAs together with the person bringing forth the complaint decide on further steps:

- Need to act (decided by CAs): the CAs will start the fact finding process. This may include but is not limited to speaking to the victim, the accused and other parties involved who wish to collaborate, if needed.
- Wish to act (decided by the member): the same fact finding process is started.
- No need/wish to act: the complaint will be documented and stored in a virtual dossier. If more similar complaints are brought forth, then the CAs will begin the fact finding process and continue with the further steps of the complaint process.

b. **Fact-Finding Process - up to 4 weeks**
The fact-finding process consists of the following steps, which will generally be carried out concurrently:
i. The CAs talk to the parties involved (the victim(s), the accused):

- The CAs draw a detailed timeline of the events that took place.
- An anonymised summary of the case will be drafted by the CAs for the board, including recommendations for next steps and potential consequences.
- The board and the CAs will review the summary and agree on appropriate follow-up actions.
- The board will inform the accused of the outcome, including any consequences, through verbal communication first, followed by sending a written summary.
- The CAs inform the victims of the outcome and the board’s decision.

ii. The board will be informed that a complaint has been submitted and that the fact-finding process has begun.
iii. The board will evaluate whether a temporary ban is required, based on the severity and frequency of the offence:

- A third minor offence,
- A second medium offence, or
- A first major/severe offence

may result in a temporary suspension from all Sugarspin-related activities.

iv. If a temporary ban is deemed necessary, the board will notify the accused and provide information regarding the next steps.

6.4: **Temporary measure**

a. The board, CAs, teachers and Care Team may immediately react to any situation which is deemed unsafe/undesirable by:

- Instructing the accused to adjust their behaviour accordingly, or
- Inviting the accused to leave the premises.

As soon as possible after such measures are taken, either of the involved parties notify the CAs of what happened, after which the complaint handling procedure is followed to ensure a suitable and fair solution to all parties involved.

6.5: **Confidential Advisors**

Confidential Advisors are available as points of contact for members to report inappropriate behavior by fellow members. Confidential Advisors are appointed by the board and have a designated contact person on the board.

Article 7. Final Provisions

The board decides on matters that are not covered by the statutes and the internal regulations.