



# Activity and subscription policy GEWIS

Version 2.1  
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## 1 Definitions

In these regulations and the following provisions, the following definitions hold:

**GEWIS:** GEmeenschap van Wiskunde & Informatica Studenten, settled at Eindhoven University of Technology in MF 3.155.

**GEWIS room:** Room 3.155 of the MetaForum of Eindhoven University of Technology.

**Board:** (Executive) Board of GEWIS.

**Board member:** A person who is a board member of GEWIS, as decided during the General Members Meeting (Dutch: *Algemene ledenvergadering*).

**Activity:** Any sort of activity organized by a party of GEWIS, this can be a weekend, party, regular activity or other activity.

**Organizer:** Party that organizes the activity.

**Participant:** Someone who joins an activity organized by a party of GEWIS.

**TU/e:** Eindhoven University of Technology.

## 2 Introduction

The activity and subscription policy is composed by the Board of GEWIS, to prevent unclear situations during, before and after activities. It is valid for all parties that organize an activity and the people joining an activity. The policy describes a subscription method for activities, a no-show policy and a solution for organizing multiple activities at the same time. Every party that organizes an activity in the name of GEWIS and the participants of these activities should adhere to this policy.

### **3 General rules**

Committees, fraternities and members are allowed to organize activities for and in the name of GEWIS if their budget is approved. When the budget is handed in and approved during a board meeting, the party may begin the organization of their activity. The board is allowed to organize activities without handing in a budget.

Organizing parties are allowed to spend money after the budget has been approved, if a party needs to spend money before the deadline, approval of the board is required. The organizing party should keep the total participants in mind.

A participant is responsible for all the damage caused by itself, this holds for activities on the TU/e campus, but also on an external location.

When an activity takes place in the GEWIS room, the organizing party has to make sure the room is at least as clean as it was before the activity.

GEWIS contribution will only be available for GEWIS members and not for participants who are not member of GEWIS.

The board is always allowed to make exceptions for special situations.

### **4 Subscription method for activities**

If there is an activity where more members are interested than there are spots available, all members should have an equal chance to join the activity. This will be done by having a draw after the subscription list has been open for at least one hour. The amount of time that members can subscribe for an activity before the draw takes place can vary, depending on the preference of the organizing party. However, it should be announced to the members beforehand. The event and the opening time of the subscription list should at least be communicated via the newsletter. Furthermore, it should be stated in the GEWIS calendar.

The opening time of the subscription list can vary, but the opening time should cover at least half an hour in the break and cover at least half an hour outside of the break, such that it gives people the time and opportunity to subscribe even if they are in a lecture or they have a meeting in the break.

This subscription method should be used on all activities where the subscription list might be full within at least one hour. If the certain activity is not full within the predetermined (and communicated) time frame, no draw has to take place.

If it was not expected an activity was full within 12 hours, and no draw was announced, the organizing party should contact the board and together look for a solution. The solution will

be communicated to the parties involved.

For every activity the board can decide that the organizing party has to have a draw, if the board foresees a big amount of subscriptions.

The draw should be performed by one board member and one member of the organizing party, this cannot be the same person. An order of all people subscribed before the deadline will be decided by the draw. When one participant cancels (before the subscription deadline), the place will be filled with the first person on the reserve list. One can still enroll after the draw has taken place, then this person will be put at the bottom of the list.

## **5 No-show policy**

After the subscription deadline passed, someone subscribed for the activity cannot unsubscribe anymore. After this moment the participant is expected to show up at the activity. If this person fails to do so, he/she can be held responsible for the costs made for this activity for this person.

The person does not have to pay the costs made, if he/she notifies the organizing party and there is someone else (potentially from the waiting list) who can take his/her place. If this is not the case and there are costs made for the participant, the organizing party is responsible for notifying the board. The board will then come up with a solution per case.

Participants from the waiting list should be asked first if they are still available and want to participate. If they agree the no-show policy applies for them as well if they cancel later/fail to show up.

Of course it is possible that because of exceptional circumstances a person is not able to show up for an activity. The participant together with the organizing party and the board can try to find a solution

## **6 Multiple activities at the same time**

Since the summer of 2019, the board of GEWIS started a pilot to plan all activities for the coming half year in one go. Since, this way of working every activity has a clear date when it will take place.

It is still possible, that a party wants to organize an activity during another activity. In this case the party that wants to organize this overlapping activity should contact the other party as well as the board. If all parties agree, the decision can be made to organize these activities at the same time.