

# Activity and subscription policy of GEWIS

As adopted on the 1682nd board meeting of Study Association GEWIS

Valid from January 31, 2024

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## 1 Introduction

The activity and subscription policy is composed by the **Board**, to prevent unclear situations during, before and after activities. It is valid for all **Organizers** and **Participants**. The policy describes a subscription method for **Activities**, a no-show policy and a solution for  
5 organizing multiple activities at the same time. Each **Organizer** and **Participant** should adhere to this policy.

## 2 Rules for Organizers

Committees, fraternities and members are allowed to organize **Activities** for and in the name of GEWIS.

### 10 2.1 Financial rules

These rules do not alter the financial rules in the **HR**.

**Organizers** may only organize **Activities** after their financial budget has been approved: after the budget is handed in and approved during a board meeting, the **Organizer** is allowed to make commitments, make purchases for or promote their **Activity**. The board  
15 is allowed to organize activities without handing in a budget.

**Organizers** are allowed to spend money after the budget has been approved. If an **Organizer** needs to spend money before the budget is approved, approval of the **Board** is required. When organizing an activity, the **Organizer** should keep the total number of **Participants** in mind. An **Organizer** should hand in a budget for their **Activity** on  
20 time such that the **Board** can discuss it on a board meeting that is at least 4 weeks in advance of the activity. This ensures enough time for promotion of the activity is available. Promotion is not allowed before a budget has been approved.

After an activity, **Organizers** are required to hand in their financial statement within 4 weeks after the activity unless another agreement was made with the **Board** (for example  
25 in the case of invoices or payments that still have to be received). If there are any outstanding financial statements, the **Board** may refuse additional budgets.

GEWIS contribution will only be available for GEWIS members and not for **Participants** who are not a **Member**. Next to the general provisions in section 4, the board is explicitly allowed to make exceptions to this rule for special situations.

### 30 2.2 Use of the GEWIS room

When an **Activity** takes place in the **GEWIS room**, the **Organizer** has to make sure the room is at least as clean as it was before the **Activity**.

### 2.3 Rules for activity subscription

35 If there is an **Activity** for which it is deemed likely that there are more members interested than the amount of members that can join the activity, all members should have an equal chance to join the **Activity**. The way to ensure this equal chance is by having a draw after the subscription list has been open for at least one hour. The exact duration may vary, but if the subscription list is open for less than 2 weeks, the event and the opening time of the subscription list should be communicated by **Organizer** in the newsletter before  
40 the subscription list closes. The period that the subscription list is open for 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.

45 If the **Activity** is not full within the predetermined (and communicated) time frame, no draw has to take place and the subscription may at the discretion of the **Organizer** remain open on a first-come-first-serve basis.

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.

50 For every activity the board can decide that the organizing party has to announce a draw, if the board foresees a lot of subscriptions.

The draw should be performed by a board member. **Organizer** has the right to be present during the draw and observe the process. An order of all people subscribed before the deadline will be decided by the draw. The first people up to the maximum capacity will  
55 be admitted to the **Activity**; the people after that will be put on a reserve list. When a **Participant** cancels their subscription, their spot 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.

60 For every activity where member contribution and GEWIS cost per member together exceed €50, the **Organizer** is required to remind subscribed member of the subscription deadline at least three days in advance in a form of an email. **This should be regarded as an additional prerequisite for the activity organization of organs, and not as a waiver for the subscription fee in the event that the reminder is not sent.**

### 2.4 Multiple activities at the same time

65 To allow for a fair distribution of the possible timeslots for **Activities**, the board can make use of an **Option calendar**. When this is used, all **Organizers** are requested to indicate on which dates and times they would like to organize **Activities**. During a timeframe announced by the board, all **Organizers** will get the opportunity to make these indications. After this, a fair distribution will be made by the board and communicated  
70 to the **Organizers**. This distribution method will be the primary method of planning activities.

If an **Organizer** needs to reserve a certain date before the **Option calendar** finishes for this date (e.g. in case of dependency on an external party or in case of larger activities with more preparation), the board can make an exception upon request of the **Organizer**.

75 If an **Organizer** likes to organize an **Activity** which was not planned using the **Option calendar**, they may only do so on dates for which no activity was planned using the **Option calendar**.

If an **Organizer** fails to hand in a budget according to the rules in subsection 2.1, the **Board** may allow another **Organizer** to organize an **Activity** on a date previously reserved for the activity for which no budget was handed in according to those rules. The other **Organizer** has 2 weeks to hand in a budget starting on the day they were informed they were allowed to host an activity.

## 2.5 Emergency Response

For **Activities** with more than 20 **Participants**<sup>1</sup> where alcohol usage is allowed that take place in the **GEWIS room**, it is mandatory to have a designated **ERO**. During large events (such as constitution drinks), it is compulsory to have multiple **EROs**.

For social drinks, the **Organizer** arranges an **ERO**. For other activities, the **Board** can arrange for an **ERO** if desired by **Organizer**.

Designated **ERO**'s should be able to perform their tasks well and be able to talk with first-responders or the fire department. This includes that they are not under the influence of alcohol or other drugs while acting as an **ERO**.

When an **Activity** does not take place in the **GEWIS room**, but it does take place on the **TU/e** campus (inside a **TU/e** building or outside), the rules in this section still apply.

## 3 Rules for Participants

### 3.1 General

A **Participant** is responsible for their actions and the consequences of their actions, including for example damage. Furthermore, **Participants** will compensate **GEWIS** for any (financial) losses incurred by **GEWIS** or for which **GEWIS** is held responsible.

If a **Participant** has not fulfilled their financial obligations in time, they may be excluded from other paid or unpaid **Activities**, to be decided by the board.

### 3.2 No-show policy

In the subscription period, it is also possible to unsubscribe for an **Activity** unless this was clearly announced in the same location as the activity subscription takes place. Outside of this period, it is not possible to unsubscribe.

For some **Activities**, subscription happens through the sale of tickets. In those cases, your subscription becomes final after making the commitment of buying a ticket. Unsubscribing and refunds are only possible if the **Organizer** announced this.

A **Participant** that is subscribed and, in case of a draw, admitted, is expected to show up at the **Activity**. If a **Participant** does not attend an **Activity** for which they were subscribed and admitted, they can be held responsible for the costs made (by **GEWIS** or an external party) for this activity for this person.

The previous rule does not apply if the **Participant** and the **Organizer** arrange that someone else takes **Participant**'s place. If this is not the case and there are costs made for the

<sup>1</sup>This number may be updated when **TU/e** or **FSE** rules/agreement change

115 **Participant**, the **Organizer** party is responsible for notifying the **Board**. The **Board** will then come up with a solution per case.

In the case of cancellations while there is a reserve list, people on this list should be given the option to join first. If possible, this should happen in the order as was determined by the draw if there was one.

120 For exceptional circumstances, the **Board** and **Organizer** can look for a solution for **Participants** that are unable to join.

## 4 Closing statement

The **Board** is allowed to make exceptions to the rules in this policy for special situations.

## A Definitions and abbreviations

In these regulations and the following provisions, the following terms will have the following meanings:

### A.1 General definitions

**Board** Board of GEWIS

**Organizer** Party that organizes an activity

**Participant** A **Member**, **Graduate** or non-**Member** who subscribed for or joins an **Activity**

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

**HR** Internal Regulations of GEWIS

**Member** A natural person who is registered as a member of **GEWIS** in accordance with the **Articles of Association** and the **HR**

**GEWIS room** The rooms 3.155 and 3.155a of the MetaForum building

**Option calendar** A physical or digital way of communicating preferences for dates of activities to the board and other **Organizers**

**TU/e** Eindhoven University of Technology

**FSE** The foundation *Stichting Federatie van Studieverenigingen aan de Technische Universiteit Eindhoven* based in Eindhoven

**ERO** Emergency Response Officer (NL: BHV'er); a person who is able to provide first aid, help with fires/accidents and evacuations and is certified or recognized as such by the **TU/e**

**GEWIS** The Association *GEmeenschap van Wiskunde & Informatica Studenten* based in Eindhoven