Activity and subscription policy of GEWIS
As adopted on the 1578th board meeting of Study Association GEWIS
Valid from December 3rd, 2021

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 Participant. The policy describes a subscription method for Activities, a no-show policy and a solution for 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.

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 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 Participant in mind. An Organizer should hand in a budget for their Activity on 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 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 Participant 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.

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

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 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.

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.

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 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.

2.4 Multiple activities at the same time

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 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.

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 Participant\(^1\) 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, Participant 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 is expected to show up at the Activity. If a Participant does not attend an Activity for which they were registered, 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 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.

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

\(^1\)This number may be updated when TU/e or FSE rules/agreement change
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 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