

Internal Regulations of Popkoor Estrellas

As established at the General Members Meeting of October 9th 2025

Popkoor Estrellas is an association and is registered as such at the Kamer van Koophandel/ Chamber of Commerce, after this identified as 'the choir'. The choir possesses statutes and Internal Regulations. These regulations function as a set of agreements that must be followed by the conductor, the board, the pianist and the members of the choir.

1. Objective

The objective of the choir is to promote the art of music, by rehearsing and showcasing musical works and everything which stems from or promotes it in the broadest sense. Moreover, the choir allows its members to come into contact with culture.

2. Rehearsals

The choir rehearses every Thursday evening from 19:15 till 21:30 in Groningen, except during school holidays and on public holidays. Usually, the choir rehearses at Usva's 'Zangzolder' at Munnekeholm 10.

The board and/or the conductor announces cancellations of rehearsals in a timely manner. The choir members are expected to be present as much as possible. Absences should be communicated by sending an email to bestuur@popkoorestrellas.nl, therefore not by contacting the conductor. If a member is only aware within 6 hours that they cannot attend a rehearsal, for example due to a (family) emergency, mental health or other (personal) reasons, a personal message (via WhatsApp, SMS or telephone call) to a member of the board is also considered a valid cancellation.

Moreover, it is expected of the choir members that they practice the assigned pieces at home as much as possible, to be able to take full advantage of the available rehearsal time. The pieces to be studied will be picked by the conductor, in cooperation with the board and the choir.

The board reserves the right to initiate a conversation with any member who is absent for more than three **full** rehearsals within a two-month period. **In the instance of missing half a rehearsal, two half rehearsals count as one full rehearsal.** During this conversation, the reason for the absences will be discussed, and ways to prevent this in the future will be explored. If the member shows no improvement in attendance -being absent two more times within the following two months- they will be excluded from auditioning for solos. Should the member continue to be regularly absent after this, a follow-up conversation will be held with the board to **discuss the continuation or termination of membership in Popkoor Estrellas.**

3. Members

When one would like to become a member of the choir they should contact the

board or conductor. One must be able to sing in the voice groups soprano, mezzo and/or alto, as well as be registered at an MBO, HBO or WO institution or be able to show that one studied the previous academic year. After an audition the board and conductor decide about their joining of the choir.

Membership begins when a member signs up through the registration form. This is sent by email to the individual after a successful audition. In this form, the member agrees to the IR. Membership can be ended by the decision of the member, the decision of the board or the member's passing. Resignation should be communicated in writing to the board, which can be done via mail or e-mail.

Resignation should be communicated before the first day of the month, keeping in mind the notice period of 1 month. Taking the contribution periods into account, as described under 5, resignations should take place before September 1, December 14 or March 1. During the period of notice contribution is still due. In case of non-payment or misconduct, the board reserves the right to deprive any individual of membership.

After graduating or dropping out, a member is allowed to stay with the choir for the following academic year. Members who are in possession of a student card are expected to be able to hand over a copy at any point during the year.

Members are allowed to be absent due to the death of a loved one, illness, pregnancy, an internship or traveling for a maximum of 3 months, provided they continue to pay their contribution. The conductor decides after returning, in consultation with the board **and the member in question**, which songs the member can sing at the next performance. If a member is absent for longer than 3 months, their membership will be cancelled, unless otherwise agreed upon with the board.

When a member terminates the membership, they will no longer be accepted as a member in the choir during the six months after the termination of the membership, unless otherwise agreed on with the board. From six months after the termination of the membership, the ex-member can audition for the choir again.

4. Board

The board consists of at least 3 people: a chair, a secretary and a treasurer. The board is chosen from the members of the choir and appointed at a General Members Meeting (hereafter GMM). The chosen board members choose the chair, secretary and treasurer positions among themselves.

The board is responsible for running the choir. Tasks and responsibilities can be handed over to committees. The board is held accountable at the GMMs regarding their decisions and made agreements. Board members can, with good reason, be suspended and dismissed at GMMs. For this, a two-thirds majority of votes cast is required.

Board members are appointed at GMMs for a period of one year. Board members can change during the year, which will always take place with a discussion. The choir will be informed if a spot on the board opens up and any member can apply for this spot. When a candidate is found, a message will be sent where the members can object to the candidacy. During a GMM there will be a vote regarding the board members. The choir members have the right to vote out a board member at any point during the year due to poor performance. Board members can also resign from the board during the year of their own volition. This must happen in keeping with the notice period of one month. The resigning board member must transfer their duties to the new board member as soon and as well as possible. Board vacancies will be filled as soon as possible. An incomplete board remains authorized to run the choir.

5. Finances

During the year, the treasurer monitors the finances in such a way that the members can derive rights and obligations from them. The treasurer must keep track of the finances in a way that is understandable for every choir member. Members can always turn to the treasurer to gain insight into the choir's finances. The financial year runs from January 1 till December 31. The treasurer is obliged to report to the General Meeting at least once a year, if necessary alongside another board member.

Contribution is owed from the first rehearsal a member is present at. Contribution is €216,- a year and is paid in three instalments of €72,- (before October 1st, January 14th, or April 1st). Members transfer the contribution themselves to the choir bank account ((NL65 RBRB 8836 7655 99). There is a cancellation period of 1 month. Members need to pay the whole instalment, which means a member can hand in their resignation before September 1, December 14 and March 1. A member can then stay with the choir till October 1, January 14 or April 1. Possible changes to the contribution will be proposed by the board at the General Meeting. The contribution amount should be critically reevaluated by the board once a year, before making the budget plan for the following year.

If a member is not able to transfer any owed amount of money on the due date, they should notify the treasurer. A solution to the problem will then be sought. In case of non-payment before the agreed due date, the board will take measures. If the owed amount is still not paid on the agreed due date after repeated requests, the board will turn away the member at rehearsals and performances. This will be enforced until the member pays what is due. After one month there will be five euros added to the contribution. If the member still has not paid after two months, the member will be removed from the choir.

Sometimes members become a member during a current membership installment. For these members the following rules apply:

- If someone becomes a member on or after October 1st, but before

November 20th, this member must still transfer an amount of €65,- to the choir bank account. This payment applies to the membership of the first installment.

- If someone becomes a member on or after November 20th, but before January 1st, this member only pays from the second contribution installment starting on January 1st. - If someone becomes a member on or after January 1st, but before February 20th, this member must still transfer an amount of €65,- to the choir bank account. This payment applies to the membership of the second installment.
- If someone becomes a member on or after February 20th, but before April 1st, this member only pays from the third contribution installment starting on April 1st. - If someone becomes a member on or after April 1st, but before May 20th, this member must still transfer an amount of €65,- to the choir bank account. This payment applies to the membership of the third installment.
- If someone becomes a member on or after May 20th, but before October 1st, this member only pays from the first contribution installment starting on October 1st.

5.1 Declarations

A member's declaration is only valid if it is sent to bestuur@popkoorestrellas, or when it is sent to the association's postal address. A declaration must contain proof of payment added to the fully completed declaration form and has to be signed by the submitter. The declaration must be submitted within two months after payment has been made and at least five working days before the end of the fiscal year. When the purchase for which a declaration was made occurred in the last week of the fiscal year, the declaration must be submitted as soon as possible, and at most five working days after the start of the new fiscal year.

6. Conductor

The board establishes the Conductor's Agreement in consultation with the conductor. Termination of this agreement should be approved by the General Meeting. The conductor can also terminate the agreement, keeping the period of notice of two months in mind. A new director will be appointed following a selection process that will be communicated by the board to the members.

The conductor is tasked with the musical management of the choir and as such is responsible for the artistic level and performance. Deciding the repertoire and compiling the program is the responsibility of the board and conductor, but requests can be handed in by the board and the choir every semester.

The board decides the financial and organizational framework for the organization of concerts. The conductor assesses the new members during an audition and will place them in a voice group. The conductor can, by request or with approval of the board, be present at board meetings and speak. The conductor does not have the right to vote during meetings.

7. Pianist

The pianist is chosen by the conductor. The pianist is present at the desired rehearsals and performances and is responsible for the musical accompaniment. The pianist is guided in this by the conductor. The pianist will have the necessary sheet music and midi-files handed to them by the conductor or the board.

The pianist is not a member, and therefore does not have the right to vote during a General Meeting. In case of absence at a rehearsal the pianist must notify the board via e-mail (bestuur@popkoorestrellas.nl).

8. Meetings

The board convenes the choir at least once a year for a GMM. Given that the Annual Report must be handed in before December 1 a GMM must follow shortly after that, within three months after handing in the Annual Report. The GMM must follow within three months after handing in the Annual Report. The Cash committee (KasCo) will give its opinion on the Annual Report and Budget before these documents are handed in. The board can also organize a GMM whenever it deems necessary.

9. Amendments

Modifications to the Internal Regulations will be made at a GMM. A month before the GMM the board will announce the date and at least a week in advance, the necessary documents will be sent to the members, which are: the minutes of the last GMM as well as the agenda. If the Internal Regulations have to be changed, a copy of those will be sent as well. Choir members then have the opportunity to send any proposed modifications to the board. The board also has the right to propose modifications. The day after the cut-off date, which is one week before the meeting, the proposed modifications to the Internal Regulations will be sent to the members so they can prepare. Modifications are implemented through a majority of the votes.

An absent member can still vote. This member must send their authorisation for another member in writing or by email, before the meeting, to the board. In case of unforeseen absence due to unexpected circumstances, the member can authorize another member to vote by notifying the board by phone. A member who is present at the meeting can only be authorised for a maximum to vote on behalf of two other members.

10. Committees

The committees are established and appointed during the first GMM. The committees are obliged to hand over their budget during the mandatory GMM as stated in section 8, to the board. They also must deliver an evaluation or justification of their work to this GMM, if that is the wish of the GMM. The Cash committee (KasCo) always justifies their work at this General Meeting.

The committees are linked to a board member to whom they will report their activities regularly. The board members that are linked to the different committees can change per year. However, the Cash committee can never be linked to the treasurer.

11. General Data Protection Regulation

Considering the General Data Protection Regulation, the board must handle the data of members and ex-members with care. The board keeps the following personal data of members: name, surname, telephone number, e-mail address, emergency contact and at which educational institution they are registered. In the case of students at the University of Groningen, the board also keeps a copy of the statement of enrolment at the university. These data are stored in order to allow quick communication within the association and to be able to apply for grants at Usva. The data of ex-members is kept for one year after deregistration so that the annual report can be written and matters of the past year can be settled. Only the board and the previous board have access to this data.

The board keeps the following personal data of the conductor and pianist: name, surname, telephone number, e-mail address, emergency contact and payment details. These data are kept in order to facilitate communication with the conductor and pianist and to be able to pay invoices. The data is kept for one year after termination of the contract so that the annual report can be written and matters of the past year can be settled. Only the board and the previous board have access to this data.

During performances and photoshoots, photos and videos are regularly taken with the aim of using and sharing them in physical form or on the internet, for example on social media such as Facebook, Instagram or YouTube, or on our website. By becoming a member of the choir, the member indicates that these images may be made, used and shared. Permission may be withdrawn if a member informs the board in writing that they do not want to be imaged recognisably. **This means that they can opt out of the photoshoots, specifically for the individual and group pictures or the use of their individual pictures online.** This can be on a permanent or temporary basis. For the photos and videos that are made during our performances, **it is not possible to make individual exceptions for members who do not wish to appear.** Special cases or unexpected situations, e.g. stalking, will be dealt with as they arise.

During rehearsals and activities, photos and videos are also regularly taken with the aim of using and sharing them in physical form or on the internet, as described in the preceding paragraph. By becoming a member of the choir, the member indicates that these images may be made, used and shared. If the member wants to withdraw the permission, **the following procedure will take**

place. First off, the member informs the board in writing that they do not want to be imaged recognisably. This can be on a permanent or temporary basis. Then, a meeting will be planned with the member, the board and the PR (when formed) to discuss what is needed and to determine how to manage visibility. Finally, the PR will inform the member when filming takes place, but the member is also responsible for keeping this in mind. They can position themselves appropriately, e.g. standing on the side of the choir so they can easily step out. Special cases or unexpected situations will be handled as they arise.

12. Code of conduct

Every form of abuse (verbal and non-verbal), discrimination and undesired (sexual) behaviour will not be tolerated within Popkoor Estrellas. This also applies to artistic professionals which work with Popkoor Estrellas. In case of a situation involving undesired behaviour there will always be at least one confidant available to discuss the incident. These confidants are appointed by the board at the beginning of every academic year.

In case of undesired behaviour of any nature, the situation will be assessed carefully by the confidants and the board, involving all parties concerned. This can ultimately result in termination of the membership of the member in question or the end of the collaboration between Popkoor Estrellas and the external party in question.

12. Final provision

In cases that are not included in the Internal Regulations, the General Meeting decides. These decisions cannot be in conflict with the statutes. The Internal Regulations enter into force after approval of the General Meeting.

This document is a translated copy of the original Dutch Huishoudelijk Reglement. In case of any ambiguities, the original Dutch document is guiding.