

Society policy & application form

February 2018

Based on Thalia's Rules and Regulations, this document was established, which contains the general policy and guidelines for societies. Note that most of the points described in this document are either clarifications of Thalia's Rules and Regulations, or points implied by the Rules and Regulations.

On top of the points described in the Rules and Regulations, it contains guidelines on how a society may be established and how to maintain one. These guidelines can be deviated from, as long as they're still in line with the Rules and Regulations. The main purpose of this document is therefore to offer support to those wanting to establish a society, and to offer support and handhold to the General Meeting when acknowledging or approving of a society.

General policy

What is a society?

A society is a group of members, benefactors and/or honorary members of the association with a common interest, practice, or hobby. The society has a clear name and objective. The first-most objective and purpose of a society is connecting members, benefactors and honorary members of Thalia through activities, shared hobbies and interests. When a group of people share a certain interest, forming a society might offer a nice way to bring under attention this interest within the association, as well as an opportunity to find more people that share this interest. The most fundamental point of a society is that it is of added value for Thalia.

A society is a group people that is supported by Thalia on promotional and, in relevant cases, financial level. The society itself is however responsible for the process of promotional efforts and, if necessary, keeping track of the finances and bookkeeping. A society may not perform any legal acts in name of Thalia, and may not contact any external parties in name of Thalia. If they wish to do any of this, they must ask the board for permission to do so in advance. It is useful for a society to have a person of contact to the outside. This person would maintain contact with the board and the association in representation of the society.

Keep in mind that a society should have an open character at all times. All

members, benefactors and honorary members of the association should be welcome in the society, and no one can be rejected without a valid reason. Officially, a society has no cap, and must not form a fixed group of people that wishes not to grow anymore. The membership composition of a society must always consist of at least three-fourth part of the members being an official member of Thalia.

Establishing a society

Societies can be established by filling in the application form down below and delivering it to the board. The board then decides whether a society can start on a trial period based on the filled in application form. The board comes up with a trial period length they seem fit.

The trial serves as a period of time where the society gets the chance to become known within the association, and to show that it is of added value to the association. This can be done by promoting the society using posters, word of mouth, and/or hosting extra open events etc. In the end, it's important the association has a general idea of the purpose and the activities of the society. The responsibility of gaining enough awareness and trust from the association during their trial period lies with the society itself.

The General Meeting decides on the actual acknowledgement/approval of a society at the end of a trial period, taking into account the added value the society has for Thalia. The General Meeting may make this decision based on the overall image the regarding society has brought into position. This may be complemented by a formal document, that is for example based on the contents of the original, filled in application form. The approval of the society will take place during the first general meeting after the official end date of the trial period. Until then, the society will still be in trial.

Continuity of a society

The main thing to think about when it comes to the continuity of a society, is that a society should always be of added value to Thalia. It is important for the association to know that this is indeed the case.

After a society is acknowledged and approved by the General Meeting, it may continue their activities until suspension. The society should keep on recruiting a sufficient amount of members. In order to do so, and to emphasize its open character to the association, the society organizes (at least) one activity each year which is open to all members, benefactors and honorary members of the association. Financial support may be obtained for these activities in consultation with the board.

Every year, the society should publish a continuity report, containing at least an overview of the organized activities, and a summary on the development on the amount of society members. This way, the association can monitor the society's developments. Other factors you may want to include in this report are for instance an update on the overall progress and state of the society, a

promotional statement, a financial statement, and/or a statement on what the coming year is going to look like in comparison to the past year.

The board is at all times authorized to suspend a society. This may happen for instance when the board thinks the society is not of added value to the association anymore. After such a decision, the society will remain suspended until the next the general meeting. The General Meeting will then decide whether the association will keep acknowledging the society.

Note that this is a concept application, you're free to add any other information or change any layout if you feel the need to.

Society application form [society name]

Name applicant: Name of the person that fills in the application form.

Date: The date of the application.

Administrative

Person of contact: Name of the person that will serve as first person of contact.

Other members: List all persons that currently want to be part of the society, and indicate whether they're a Thalia member, benefactor or honorary member.

Preferred mail alias (@thalia.nu): A representative Thalia mail alias for your society, on which you can be reached.

Short description for the website: Give a short description of the society for the Thalia website.

Purpose and occupation

Purpose, target and vision: Tell us what you would like your society to achieve and what this will add to Thalia. What is the main reason for your society to exist? How will you make sure to achieve your goal?

Members: On what group of people does your focus lie? On what grounds would you permit and reject persons to and from your society?

Practical: Describe the society's occupation. What are your activities? How often do these take place? Where are you planning on hosting these activities? How do these activities contribute to your goal?

External and financial

Promotion: What is your plan to get known within Thalia? How is your society going to create a clear image of what the society does and stands for?

Open event: Do you have ideas for any open activities in the future?

Finance: Explain what the money flow in your society will look like. Will you be needing investments? Where will you get the money from? If you expect investments for your society by Thalia, please write this down explicitly and tell us the reason you need this.