

Statutes

Note: This is an approximate translation of the [official statutes][1], which are in Danish language.

§1 Name and purpose

1. The name of the association is DTU Dancing (from now on the association). *The phrase in parenthesis means that "in the remainder of this document the term 'the association' is used in place of 'the association established by these statutes,'" and never refers to any other association.*
2. The association is located at Danmarks Tekniske Universitet (DTU), 2800 Kongens Lyngby.
3. The purpose of the association is to create interest in dancing in a social environment, and to offer training facilities and teaching primarily to employees and students of DTU.

§2 Membership in organizations

1. The association is member of DTU Sport and subordinate to DTU Sport's statutes and rules for exercising sport at DTU.
2. The association is an independent legal unit that is economically independent. DTU Sport is not liable for any of the associations financial responsibilities.
3. Unless 1 representative for DTU Sport, according to DTU Sport's statutes, is elected at a general assembly, the association's board elects two board members as these representatives, one of which must be the chairman who is a born member of the representatives.
4. DTU Sport is the owner of tools, equipment etc. that was provided by DTU Sport except in those cases where the opposite was agreed upon.
5. The accounting and the status of the past year together with a provisional budget for the coming year after approval by the general assembly must be sent to DTU Sport before the end of April (together with the list of members and the minutes of the general assembly). DTU Sport has the right to request that the budget and accounting must be approved by DTU Sport with the subsequent year of accounting.
6. DTU Sport can at their own expenses execute an extraordinary review of the association's accounting, should the need arise.
7. The names, addresses, e-mail addresses and phone numbers of all board members must be sent to DTU Sport.
8. Every year, the association must submit a list of all members with name, age, address, e-mail address and affiliation with DTU to DTU Sport.

§3 Membership

1. The association can admit employees and students of DTU as outlined in §1.3, employees and students of DTU on leave, Ph.D. students of DTU, as well as anyone who graduated at or resigned from DTU.
 1. Furthermore, the association can admit others as members and allow them to use DTU Sport's facilities under the condition that the aforementioned have priority and the association aims at that these constitute 50% of the association's members.
2. All members of the association are also members of DTU Sport.
3. Membership is valid for one season. A season starts one week after the start of the semester as stated in DTU's calendar and lasts for 19 weeks.
4. An application for membership must be filed through the association's home page. Membership is valid from the time of payment until the end of the current season, however, see §4.3.
5. The board can at any time stop the admission of participants for a class, if there are no more vacant spaces available.
6. Resignation of membership requires written form with a notice period of 14 days.
 1. There are no refunds for membership fees, neither in full nor in parts, except according to §4.2.
7. In addition, the board can exclude members with immediate effect if special circumstances justify this. A decision about exclusion requires that at least 2/3 of the board members have voted for the exclusion. The member in question must be given an opportunity for defence against the decision before the decision can be taken, and can demand that the decision about the exclusion is taken up at the next ordinary general assembly.
 1. In all cases where an exclusion will be discussed at a general assembly must the excluded member be informed about the date and location of the general assembly three days in advance of the general assembly. The excluded member has the right to participate and offer a defence of his case. The decision of exclusion must be included as a separate item in the agenda.
8. Someone who has been excluded at a general assembly can only be readmitted as a member at another general assembly. The readmission requires the same majority as the exclusion.
9. The liability of the association is at any time limited to the association's possessions. Neither members nor the board can be held liable personally for any responsibilities of the association.

§4 Membership fees

1. The membership fee is set by the board for one season a time. This must be entered into the orders of business §1.2.
2. The membership fee for a season is collected at the beginning of the season and must be paid no later than three weeks after the season's start and cannot be refunded thereafter.
3. Nobody who owes membership fees to the association can become a member before any outstanding fees have been paid.
4. DTU Sport has the right request, from the year on following the request, that the amount of membership fees must be shown to the board of DTU Sport for approval.

§5 General assembly

1. A general assembly is, within the limitations set by the statutes and orders of business, cf. §2 and §8, the highest authority of the club.
 1. The association's board is responsible for holding general assemblies.
 2. General assemblies must be called within a season, and must be held within the season they were called.
2. The association must hold an ordinary general assembly once per year.
3. An extraordinary general assembly may at any time be called by the Board. Furthermore, an extraordinary general assembly must be called when at least 1/3 of the members, or the chairman of DTU Sport, require the board to do so in writing. The general assembly must be held within one month after the request including the subject to be discussed has been made to the Board; see also §5.1.2.
4. A call for a general assembly must be made at least three weeks in advance, and must include a preliminary agenda together with the deadline for submission of further points, cf. §5.5. The call must be announced with a written invitation to the association's members and possibly with an internal notice at DTU.
 1. The final agenda without attachments must be announced no later than 8 days before the date of the general assembly in the same way as required in §5.4. *If the preliminary agenda and the final agenda are identical word for word, it is not necessary to send the agenda out again. However, it is still a good idea to remind the members.*
 2. The full agenda inclusive attachments must be published according to orders of business §7 and no later than 8 days before the date of the general assembly.
5. Proposals to be discussed at the general assembly must be in the hands of the board no later than 14 days before the date of the general assembly. Proposals must be included in the agenda.
6. The right to vote is reserved to all members over 18 years who are a member of the association according to §3.4 at the start of the general assembly.
7. Voting is in person only.
8. The general assembly elects its meeting chairman who must not be a board member.
 1. The meeting chairman is responsible for ensuring that the general assembly has been called legally.
9. The ordinary general assembly must confirm the decisions of the retiring board in a separate point.
 1. Decisions of a permanent character must be included in the association's orders of business after separate confirmation according to §8.1.
 2. A confirmation of decisions of the board requires a qualified majority.
10. The accounting and a status must be handed to the general assembly for approval and must be signed by the external auditor. At the same time can the board propose a provisional budget for the coming year.
11. The ordinary general assembly elects the board, which consists of a chairman, a treasurer and 3-5 ordinary board members. A reelection is possible.
 1. The chairman and treasurer are elected in separate elections.
12. Furthermore, the ordinary general assembly elects an external auditor who may not be a member of the board. A reelection is possible.
13. It is not possible to take decisions on points that are not part of the agenda.
14. Points that have not been finished with a vote can be taken up again under any other businesses.

15. With the exception of the cases defined in §5.9b, §5.17, §8.1 and §9.1., the general assembly takes decisions with simple majority.
16. The method of voting is decided by the meeting chairman. However, at the request of a member a vote or election must be taken secretly in written form. Furthermore, all votes on the exclusion of a member must be taken secretly in written form.
 1. An election between two or more candidates must be taken secretly in written form.
17. Any decision about the exclusion of a member requires a qualified majority and must be included as a separate point on the agenda.
18. In case of a decision with more than two alternative proposals, the proposals with the least votes are eliminated one by one until only two alternatives are remaining.
 1. A proposal that wins a qualified majority during the elimination process is accepted automatically.
19. In case of a decision about a modification of a proposal a vote is taken first on the modification, and thereafter on the final proposal.
20. The decisions of a general assembly are recorded in a protocol, which must include a summary of discussions to the extent requested by the meeting chairman.
21. The decisions of a general assembly take effect after the meeting ends and the protocol has been confirmed.
 1. The protocol is approved as an accurate record of all decisions with the signatures of the meeting chairmen, the retiring chairman and the new chairman in unison. The protocol must be approved without unnecessary delay.

Explanation on majorities: simple majorities require more votes in favour than against a proposal (blank votes don't count); qualified majorities require more than half of the total number of votes in favour of a proposal (blank votes count). The same principle applies if 2/3 or 3/4 majorities are required.

§6 The Board

1. The Board is the club's senior management and represents the club in all matters.
2. The board consists of a chairman, a treasurer and 3-5 ordinary board members who are elected for one year at a time at a general assembly.
3. The chairman signs for the association. Economic transactions require the signature of both, the chairman and the treasurer. However, minor economic transactions require only one, either the chairman's or the treasurer's, signature.
4. The board holds its constitutional meeting as soon as possible, but no later than 14 days after the end of the general assembly. *En konstituering forekommer kun efter valg af et eller flere bestyrelsesmedlemmer. Saafremt der ikke aendres i bestyrelsens sammensaetning er denne allerede konstitueret som den er.*
 1. At the constitutional meeting the board decides what expenses are considered to be minor and major during the board's term. These decisions must be included in §2.1 and §2.2 of the association's orders of business. *numbers should be chosen carefully to avoid unnecessary board meetings (example: replacements of ghettoblaster)*
 2. The board prepares the material and paperwork that must be sent to DTU Sport as a consequence of decisions taken at a general assembly.

5. The board sets its own agenda.
6. The board can take decisions if at least half of its members, one of which must be the chairman, are present. Board decisions are taken with qualified majority with the exceptions of decisions according to §3.7.
 1. Voting is in person only, however, see §6.9.
 2. In case of a tie the vote of the chairman counts twice.
 3. The chairman can elect a substitute to chair a board meeting on his behalf. The substitute does not take over the chairman's vote.
7. The board must take minutes at least of decisions taken at board meetings.
 1. The board publishes summaries of minutes without unnecessary delay. Summaries are published in English to begin with, and in Danish if requested.
 2. Full minutes excluding points relating to personnel or points of another personal nature are made available on request.
8. The board can found a committee for working on a specific task on behalf of the board.
9. The board can take specific individual decisions in written form without holding a board meeting. *Skriftligt er enhver form for skrift, hvor afsenderen kan entydigt identificeres. Dette inkluderer post, telegram, e-mail og online chat over IRC.*
 1. Decisions that change the orders of business, including the dispensation of orders of business, and larger economic decisions according to orders of business §2.2 must be taken at a board meeting called according to orders of business §4.
 2. A decision about exclusion of a member according to §3.7 must be taken at a board meeting according to orders of business §4.
 3. Decisions taken in written form are either included in the minutes of the next-coming board meeting, or published individually according to §7.1 and §7.2.
10. The board should hand the accounting together with a status as at December 31 for the previous year to the external auditor in good time before the ordinary general assembly.
11. The board can at any time execute an internal revision of the accounting.
12. The association must actively work for having a majority of the board consist of members affiliated to DTU (defined as current or previous employees and students of DTU, as well as institutions and companies with office or daily business at the campus and partners of collaboration).
13. The board must work together with DTU Sport according to the contract of collaboration (samarbejdsaftale).

§7 Positions of responsibility

1. The chairman is responsible for the daily business of the association.
 1. The chairman is responsible for calling board meetings.
 2. The chairman is responsible for inviting to general assemblies.
2. The chairman is elected for one year at a time at the ordinary general assembly.
3. Should the chairman retire from the board before the end of his term, an acting chairman is elected by the board from amongst its members. A new chairman must be elected at a general assembly that is held no later than 4 weeks after the resignation of the chairman.
 1. The general assembly is to be held no later than 4 weeks after the start of the next season if the chairman leaves the board outside or within the last four weeks of a season.

4. The treasurer is responsible for producing the association's accounting and possibly a budget.
ORIGINALKVITTERINGER og alt beholdes i min. 5 aar.
 1. It is the treasurer's responsibility that the association follows a sound financial policy.
5. The treasurer is elected for one year at a time at the ordinary general assembly.
6. Should the treasurer retire from the board at an inconvenient time, an acting treasurer is elected by the board from amongst its members. A new treasurer must be elected at the first general assembly that is held after the treasurer's resignation.
7. The external auditor verifies every year before the ordinary general assembly the correctness of the yearly accounting and confirms that the club's possessions are at hand. Accounting and status must be signed by the auditor.
 1. The external auditor can at any time inspect the accounting and possessions.
 2. The external auditor should be available to the board as a consultant on specific issues, if the board wishes.
8. The external auditor is elected for one year at a time at the ordinary general assembly.
9. Should the external auditor retire at an inconvenient time assumes the possibly elected substitute auditor the position of the external auditor. If a substitute auditor was not elected, a new external auditor must be elected at an extraordinary general assembly held before the accounting must be finished, or no later than 4 weeks after the retirement of the auditor.

§8 Statutes and orders of business

1. The association's statutes and orders of business can be changed at any general assembly. Changes to the statutes or orders of business require a 2/3 qualified majority. Making proposals for changes to the statutes and orders of business follows the same procedure as suggesting points for the agenda, see §5.5.
 1. Changes to statutes and orders of business are binding from the moment the current general assembly ends, however, see §8.2.
 2. Changes to statutes and orders of business are incorporated into the publicly available copies of the statutes and orders of business without unnecessary delay.
2. Statutes and orders of business, as well as changes to both, must be approved by DTU Sport before they become binding. However, minor changes that are clearly of local effect to the association only, and which are not of a fundamental or general character, take immediate effect under the condition the association informs DTU Sport immediately after acceptance with a copy of the changes. *A decision about changing statutes has two aspects, (1) it is a decision that changes a procedure of the association and is valid with the end of the general assembly, and (2) this procedure must be incorporated into the statutes, because it is either missing or in disagreement with the current text. This change of text requires approval by DTU Sport, while the decision holds already and must be followed. If DTU Sport does not approve a change of statutes, the decision must be reconsidered at an extraordinary general assembly called as soon as possible.*
3. A unison board can suspend orders of business of the association.
 1. A decision about a suspension of orders of business can only be taken at a physical board meeting, where all members of the board are present.

§9 Dissolution of the association

1. A decision about the dissolution of the association can only be taken at an extraordinary general assembly that has been called for this special purpose. The decision requires that at least 50% of all members are present and that the proposal wins a 3/4 qualified majority. If such a majority is reached at a general assembly with less than 50% of all members being present, a new general assembly is called, where the decision can be taken with winning a majority as stated before and regardless of the number of members present.
2. In case of the dissolution of the association fall all possessions of the association into the hands of DTU Sport.

[1]: <http://dtudancing.klub-modul.dk/cms/Clubdtudancing/ClubImages/Statues-da.pdf>

Orders of Business

Note: This is an approximate translation of the [official orders of business][1], which are in Danish language.

§1 Accounting and budget

1. The association's year of accounting is the calendar year.
2. The main source of income of the association are membership fees, which are DKK 500,- for the first class plus an additional DKK 200,- for every additional class.
 1. The membership fee for members of the board of the association is DKK 70,- per class for seasons starting during their term of service.
3. The association's spending must be balanced with the accumulated income. In particular, financial decisions must be guided by the aims of maintaining the association's long-term financial independence and avoiding unnecessary competition for subsidies with other DTU Sports associations.
4. The association's income is divided into two parts: the teaching budget and the board budget. The teaching budget is defined in the contract with the association's teachers; see also §9.2. The board budget is the difference between accumulated income and teaching budget; see also §9.3.
5. The association must maintain savings for repair of teaching equipment and for a financial reserve to secure long-term financial independence. The financial reserve should be equal to the teaching budget for at least one season without income. Transfers to these savings are listed under §2.
6. A summary of the financial status of the association must be available at each board meeting. This summary must at least include the sum of membership fees received for the current season, the amount of savings and expected future expenses. The summary should not be more than one month old.

§2 Expenses

1. Minor expenses as referred to in the association's statutes §6.4a are expenses defined under §2.7, §2.8, §2.10, and other expenses up to a total of DKK 1500,-.
2. Major expenses as referred to in the association's statutes §6.4a and statutes §6.9a are expenses defined under §2.3, and expenses according to §2.15 that are not minor according to §2.1.
3. Remunerations for teaching regular classes; see also §6 and §9.2.
4. Expenses for teaching equipment and savings for replacements; see also §1.5.
5. Savings to the association's financial reserve; see also §1.5.
6. Expenses for bi-annual parties. These include free dinner and admittance for at least the party organizers and the bar staff.
7. Expenses for general assemblies.
8. Snacks and refreshments at board meetings.
9. Workshops with external teachers.
10. Dance cafés and workshops.
11. An annual dinner, which includes free attendance of at least all board members, the external auditor and any other person deemed appropriate by the board.

1. The board dinner must be held after the accounting for the year has been signed by the external auditor and before the ordinary general assembly.
12. Remuneration for teaching Les Lanciers as part of the organization of the DTU Årsfest.
13. Running fees, for example, for bank account, web-hosting, domain names, Spotify, etc.
14. Gifts according to SKAT; see also §9.3.
15. Expenses not falling into any of the categories listed under §2.3-14. Any such expense must be included as a separate point in the accounting report presented for approval to a general assembly on the request of the auditor.

§3 Responsibilities of the Board

1. Prepare and organize general assemblies. This includes
 - preparing a preliminary agenda,
 - publish the summons for the general assembly,
 - preparing proposals for changes to the association's statutes and orders of business,
 - sending out the invitations,
 - booking a room,
 - sending out the final and full agenda to the members, and
 - making provisions for food and refreshments.
2. Hire teachers, co-teachers (CT) and teaching assistants (TA).
 1. The teacher of a course is responsible for the content of the lessons and is usually the main teacher. Only one teacher can be hired for any class. A class can have any number of CTs and TAs. A CT can run a lesson on behalf of the teacher. The responsibilities of teachers, CTs and TAs are outlined in detail in a teaching document; see §9.2.
 2. The board is responsible for spending the teaching budget. However, the board can decide to offer the budget responsibility to a teacher. The budget responsible
 - can decide how to spend the class' budget,
 - hires TAs as needed on behalf of the board, and
 - can hire CTs after approval by the board.
3. Collect membership fees and verify that only members participate in the association's regular classes. The board can send a group of delegates to a class, who will ensure that all participants are members of the association.
4. Handle requests and complaints of members or teachers. The procedure for filing a request or complaint is explained on the association's web site. The chairman or secretary, if elected, will confirm receipt without unnecessary delay, and indicate what actions will be taken within what time.
5. Organize and support workshops and dance cafés. The board supports the organization of extra workshops over the entire year, including off-season periods. Usually, a member or teacher approaches the board with an idea and the board then decides about a budget and delegates handling of the details. Such workshops should aim at socializing and be open for anyone interested in dancing, for example, members, previous members, members of other dancing associations and friends of members.
6. Hand out and collect surveys. During each season the board will hand out and collect a questionnaire that gives all members the opportunity to send feedback about classes to the board and teachers anonymously.

7. Decide budgets within the guidelines decided by the general assembly.

§4 Board meetings

1. The board meets at least once before and once during every season.
2. A request for a board meeting must be sent to all board members at least 6 working days before the meeting. The request must include a draft agenda.
3. Every board member can propose items for the agenda. These must be sent to the meeting chairman.
4. Proposals are voted on once per board term. Holding a repeated discussion and vote must be supported by a qualified majority.
5. The board keeps minutes over its decisions.
 1. These minutes must at least include:
 - the date of the meeting,
 - the names of the board members present,
 - the names of the minute taker and the meeting chairman,
 - the final version of proposals and the vote (for/against/abstained), and
 - minority statements.
 2. On request of a board member, a vote must be recorded with names (named vote).

§5 Trusted positions

1. The board can elect board members, or others where specified, into trusted positions. The outcome of these elections must be published to all members without unnecessary delay. It is recommended to elect at least a secretary.
2. **Secretary** The secretary is responsible for official communication with the members, for example, publication of minutes and other official documents, and responding to requests. The secretary takes minutes of board meetings. It is the responsibility of the secretary to keep a "Hand book of DTU Dancing" up to date; see also §9.3.
3. **Assistant treasurer** The treasurer and the assistant treasurer will work on the accounting together. The assistant treasurer has at all times access to all accounting data.
4. **Teachers contact** The teachers contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teachers contact to keep a file about teaching at DTU Dancing up to date; see also §9.2.
5. **Public relations coordinator** The public relations coordinator is responsible for advertising and maintaining the content of the association's website. The public relations coordinator responds to questions received at the e-mail address questions@danc-ing.dk. The public relations coordinator is responsible for updating and submitting an article about DTU Dancing for the DTU handbook (deadline is usually early in April).
6. **Cashier** The board can elect one or more cashiers, who will be responsible for the sign-up and collection of fees of members who pay their fees in cash. The cashiers are not required to be members of the board, for example, they could be previous board members or teachers.
7. **Party coordinator** The party coordinator is responsible for forming the organizing committee for the bi-annual parties. The party coordinator also coordinates the organization of extra workshops

and dance cafés. The party coordinator responds to e-mails received at the e-mail address party@danc-ing.dk.

8. **IT administrator** The IT administrator is responsible for maintaining the association's IT infrastructure and web-site. He has administrator access to all IT accounts owned by the association, for example, the web hotel, the domain name service and WordPress. He is also responsible for maintaining and updating the software used by the association, including the web interface at the official communication platform. The IT administrator responds to e-mails received at the e-mail address webmaster@danc-ing.dk. At least one IT administrator must be a member of the board.
9. **Sound system responsible** The sound system responsible maintains the teaching equipment of DTU Dancing, including speakers, microphones and cables. He is also in charge of lending equipment for external events and workshops, and of collecting any applicable lending fees.

In case positions of responsibility with access to internal information are opened up to non-board members in the future, it might be necessary to consider the obligation to sign a confidentiality agreement (tavshedspligtserklæring).

§6 Courses and teaching

1. The association strives to provide a venue for socializing while dancing.
2. There is no requirement to bring a dance partner. Instead, dance partners change frequently during class, which is mandatory.
3. The association does not define fixed teaching objectives. Figures and variations might change every season and the level will be adjusted to the needs of the participants.
4. The association runs the following courses regularly, if it is possible to find a teacher according to §6.6:
 - Bachata (beginner, intermediate)
 - Swing (beginner, intermediate)
 - Salsa (beginner, intermediate, advanced)
 - Standard/Latin (beginner, intermediate)
 - Zumba fitness
5. Times and locations of classes are stated on the association's web site.
6. Teaching at DTU Dancing does not require a certificate of education, but approval by the board. The board will grant approval if sufficient knowledge and experience can be demonstrated and the teacher fits into the social community. The usual way to propose a teacher for approval is to organize a workshop with the teacher in question.
7. Approval of a teacher does not imply any obligation to offer opportunities for teaching.
8. The terms and conditions for teaching at the association are defined in a file about teaching at DTU Dancing, see also §9.2.

§7 Communication and social media

1. The official platform for communication between members, teachers and the board is the association's website www.danc-ing.dk (www.dtudancing.dk, www.dtu-dancing.dk).

1. Written communication can be by letter or e-mail. Instead of attachments to e-mail, it is sufficient to include references to content on the official platform of communication. Repeated communication with identical content is not necessary.
2. The association maintains at least the following e-mail lists under the domain danc-ing.dk:
 - bestyrelse/board: For direct and confidential communication to all board members, and only board members.
 - formand/chairman: For direct and confidential communication to the association's chairman only.
 - kasserer/treasurer: For direct and confidential communication to the association's treasurer only.
 - revisor/auditor: For direct and confidential communication to the external auditors.
 - fest/party: For direct communication to a party coordinator.
 - webmaster: For direct communication to an IT administrator.
 - questions: For direct communication to a PR coordinator or sekretær.
3. The e-mail lists for confidential communication must be set up as forward-only. It is the receivers obligation to keep a private copy according to legal requirements. *The current rule is keeping it for at least 5 years.*
2. The association will usually accept the use of groups in social networks with names derived from the association's name "DTU Dancing" under the conditions that:
 - the group is owned by a member or teacher of the association,
 - at least one board member is member of the group,
 - it is clearly stated in the group's description that this group is private and posts do not reflect the opinion of the association,
 - the owner of the group responds without unnecessary delay to requests by DTU and DTU Sports,
 - any official communication is also through member e-mail lists maintained at the association's website,
 - teaching material that should be accessible to all participants is also made available to the participants through the association's website, and
 - the group is either handed over or its name is changed to indicate that it is no longer an active DTU Dancing group in case the affiliation of the group's owner with the association ends. *For example, one could rename a group from 'DTU Dancing Salsa' to 'DTU Dancing Salsa 2013'.*

§8 General assembly

1. The ordinary general assembly is held every year before the end of March.
2. The agenda of the ordinary general assembly contains at least the points:
 1. Election of meeting chairman and approval of orders of business for the general assembly.
 2. Election of minute taker.
 3. Election of 2 vote counters.
 4. Approval of agenda.
 5. Report from the board for the past year.
 6. Approval of accounts for the past year and possible preliminary budget for the next year. *The approval of the accounts implies waiving liability of the treasurer and board for financial decisions presented.*

7. Discharge of the board.
 8. Consideration of proposals submitted to the board; see statutes §5.5.
 9. Election of chairman.
 10. Election of treasurer.
 11. Election of 3-5 ordinary board members.
 12. Election of external auditor.
 13. Election of substitute external auditor.
 14. Any other business.
3. The agenda of a general assembly contains at least the points:
1. Election of meeting chairman and approval of orders of business for the general assembly.
 2. Election of minute taker.
 3. Election of 2 vote counters.
 4. Approval of agenda.
 5. Consideration of proposals submitted to the board; see statutes §5.5.
 6. Any other business.

§9 Hand-over and documentation

1. To guarantee a smooth hand-over of the association's businesses the board maintains a number of documents that will be passed on from one board to the next after an election.
2. **Teaching at DTU Dancing** Teaching at DTU Dancing defines the contract between the association and the teachers. Among other things the content covers:
 - how to teach at DTU Dancing,
 - organizing workshops and social events, and
 - class and workshop budgets.
3. **Handbook of DTU Dancing** The Handbook of DTU Dancing contains annotated versions of the association's statutes and orders of business, and explains rules and procedures that are not explicitly stated but nevertheless implied by the association's statutes. Among these and other things, the handbook also covers:
 - check lists for important tasks,
 - best practices for organizing board work,
 - guidelines for and examples of budget calculations,
 - a list of contacts,
 - guides on how to organize general assemblies, bi-annual parties, dance cafés and workshops,
 - procedures of appeal and
 - terms of service.

[1]: <http://dtudancing.klub-modul.dk/cms/Clubdtudancing/ClubImages/Statues-da.pdf>