

# M.S.P.A. Pertica

## Rules and Responsibilities

### 1. Purpose of this Document

This document outlines the internal structure, roles and responsibilities within M.S.P.A. Pertica, ensuring transparency, accountability and effective collaboration.

It serves as a guide for board members, committee (heads), and all members to understand their duties and the shared expectations that uphold the values of our pole dance community.

### 2. The Board

The Board of M.S.P.A. Pertica is responsible for the overall leadership, management and representation of the association. Board members are expected to work collaboratively, communicate transparently and uphold the association's mission and values.

#### 2.1. President

Primary Role: Leadership and Oversight

Responsibilities:

- Provides overall direction and strategic vision for the association
- Leads board meetings and ensures decisions align with the association's goals
- Represents M.S.P.A. Pertica at official events, collaborations and external communication
- Ensures that all board and committee members fulfill their duties
- Serves as the first point of contact for conflict resolution within the association
- Works closely with the secretary and treasurer to ensure smooth operations

#### 2.2. Treasurer

Primary Role: Financial Management

Responsibilities:

- Manages the association's finances transparently and responsibly
- Prepares and maintains accurate financial records, including budgets and reports
- Oversees all income (e.g. membership fees, event tickets, sponsorships) and expenditures
- Provides financial updates during board meetings

- Ensures timely payment of invoices and proper documentation of all transactions
- Works closely with the President to ensure financial sustainability

## 2.3. Secretary

Primary Role: Administration and Internal Communication

Responsibilities:

- Organizes and documents all board and general meetings (agenda, minutes, attendance)
- Manages correspondence, membership list and official records
- Ensures compliance with association policies and university requirements
- Assists in scheduling and event coordination when needed
- Maintains communication between the board, committees and general members

## 2.4. Head of External Relations

Primary Role: Partnerships and Community Outreach

Responsibilities:

- Builds and maintains relationships with external partners (e.g. studios, sponsors, university bodies)
- Oversees communication with other student associations and event collaborators
- Identifies opportunities for partnerships and sponsorships
- Represents the association professionally in external communication and public relations
- Works with the Social Media and Merchandise Committees to promote collaborations and visibility

## 3. Committees

Committees support the board by managing specific areas of the association's activities. Each committee has a Head of Committee who reports to the board and ensures tasks are completed effectively.

### 3.1. Party Committee

Purpose: Organize social and themed events that foster community spirit and celebration

Head of Committee Responsibilities:

- Leads the planning and execution of parties, workshops and social gatherings
- Ensures events align with the association's values of inclusivity and safety

- Coordinates logistics, decorations and budgets in consultation with the Treasurer
- Works with the Social Media Committee to promote events

### 3.2. Social Media Committee

Purpose: Manage the association's online presence and communication

Head of Committee Responsibilities:

- Develops and implements a content plan for social media platforms
- Promotes events, achievements and collaborations in a professional and engaging way
- Manages photos and videos responsibly, ensuring consent before sharing
- Coordinates with the External Relations Officer for promotional collaborations

### 3.3. Merchandise Committee

Purpose: Design and oversee production of association merchandise

Head of Committee Responsibilities:

- Designs, sources and organizes sales of merchandise (e.g. apparel, accessories)
- Ensures sustainable and ethical sourcing when possible
- Manages stock, pricing and financial record in collaboration with the treasurer
- Promotes merchandise through the Social Media Committee
- Encourages creative input from members and aligns designs with the association's identity

## 4. Expectations for Members

Members are the heart of M.S.P.A. Pertica. Each member contributes to the community's growth, safety and spirit.

Members are expected to:

- Act respectfully and supportively toward all others, regardless of background or skill level
- Uphold the Code of Conduct at all times, including during classes, events and online
- Promote a safe and positive environment, physically, emotionally and sexually
- Represent the association responsibly during events, workshops and collaborations
- Participate actively in association events and contribute to a welcoming atmosphere

- Communicate any issues, ideas or concerns respectfully to the board, the heads of the committees of the confidential advisors
- Respect the privacy and consent of others, especially regarding photos, videos or personal information

## 5. Cancellation Behavior

### 5.1. General Cancellations (Classes and Trainings)

To ensure fairness and smooth scheduling for everyone, members are expected to take responsibility for their class attendance.

- Cancellations are only valid if made at least 4 hours in advance.
- If you are unable to cancel on time, try to find another member to take over your spot.
- Simply removing your sign-up or vote without notice (which remains visible to the board) counts as a no-show.

Failure to cancel properly or show up for a class will be registered as a warning.

- 3 warnings will result in a consequence, which may include:
  - Monetary penalty
  - Temporary suspension from training (one month)

This system is designed not to punish, but to promote respect for each other's time, motivation and opportunity to participate.

### 5.2. Workshops and Collaborative Events

For workshops or special sessions organized in collaboration with external studios, associations or partners, attendance operates on a ticket sign-up basis.

- If you cannot attend, you are responsible for finding another participant to take over or reselling your ticket.
- It is not acceptable to block a spot and fail to attend, as this prevents another interested member from joining.

Consistent failure to follow these rules may also lead to exclusion from future special events or temporary suspension from participation.

## 6. Training Classes

### 6.1. Class Size and Registration

Each training session is designed to provide high-quality instruction and personal attention. To maintain a balanced learning environment:

- Every class requires a minimum of 4 participants and allows a maximum of 12 participants.
- If the class is fully booked, members may either:
  - Register for another available class
  - Arrange a swap with another member (by mutual agreement)
- If fewer than 6 members are registered, the class will be cancelled for financial and practical reasons. Members will be notified in advance.

This ensures that classes remain both sustainable and effective, while offering every participant the best possible experience.

## 6.2. Class Overview and Instructor Focus

Our instructors each bring their own style, atmosphere and focus. Members are encouraged to explore different classes to find what best supports their personal goals and expression.

Monday – Kerina

- Focus: Pole Fitness and Flow (non-sensual)
- Content: foundational spins, conditioning, technique development, small choreographies
- Level: Beginner to Intermediate
  - Might include competition preparation for intermediate students if wished for

Wednesday – Betsie

- Focus: Pole Fitness and Technique (non-sensual)
- Content: Pole fundamentals, strength and form
- Level: Beginner
- Emphasis on building safe and solid technique foundations

Thursday – Christel and Cay

- Focus: Sensual Pole & Flow Movement
- Content: Spins, transitions and body awareness
- Atmosphere: empowering, expressive and confidence-focused
- Goal: Learn to embrace your body, move sensually and connect with yourself through movement

Sunday – Tes

- Focus: Pole Flow and Combination Work (mixed levels)
- Content: Combining techniques and flow elements to create fluid routines

- Style: Sensual yet technical, designed to embrace individuality and explore expression
- Suitable for members who want to refine their flow, musicality and transitions

### 6.3. Class Etiquette

To maintain a respectful and safe training environment:

- Arrive on time and be prepared for class (make sure to store large bags in the UM lockers, check-in at the entrance and leave your shoes outside of the studio)
  - If you arrive 10 minutes late to a class, it is not possible to attend anymore.
- Respect the instructor's guidance and other participants' space
- Always clean your pole and area after training
- Ask for consent when taking pictures or videos
- Encourage and support each other

These guidelines ensure that every training session remains safe and inclusive, reflecting our values.

## 7. Accountability and Collaboration

- All board members and committee heads are expected to attend regular meetings.
- Decisions should be made democratically, with transparency and inclusion of member input when relevant.
- Any conflicts or violations of responsibility should be addressed through respectful dialogues, supported by the President or Secretary when necessary.
- The board may review and revise this document annually to ensure ongoing relevance and fairness.

Together, we build a strong, inclusive and empowered pole dance community that reflects the spirit and values of M.S.P.A. Pertica!