

PixCie policy

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1 General

This policy is for the PixCie, the photo committee of SVTN “J.D. van der Waals”. The policy describes the desired workflow within the photo committee, as well as the handling of the SLR camera and its components.

2 Definitions

The following definitions apply throughout this document, the PixCie contract and the PixCie loan agreement:

- ‘association’ refers to Studievereniging voor Technische Natuurkunde “Johannes Diderik van der Waals”;
- ‘committee’ refers to the photo committee, also known as the PixCie, of the association;
- ‘committee members’ refers to members of the committee;
- ‘board’ refers to the board of the association;
- ‘board responsible’ refers to the member of the board responsible for the committee. In most cases this will be the Commissioner of Internal Affairs.
- ‘material’ refers to the SLR camera and all its components (among others: carrier bag, two batteries, SD memory card and 18-135mm IS STM lens) and the PixCie shirts;
- ‘compact camera’ refers to the compact camera often referred to as ‘schramera’. The compact camera is not a part of the material as described in the previous definition;
- ‘activity’ refers to activities or events organized by other parties within the association (e.g. committees, fraternities, board);
- ‘PixCie activity’ refers to activities organized by the committee for the association;
- ‘PixCie contract’ refers to the contract that is formulated based upon this policy. The PixCie contract is meant to provide clarity on liability;
- ‘PixCie loan agreement’ refers to the agreement that a member of the board and a committee member sign upon handover of the material, to transfer responsibility.
- ‘safety measures’ refers to the list of measures committee members should follow. The board has to make sure that this list is available for all PixCie members.

3 The committee

The committee is under the responsibility of the board. The board is represented by the board responsible. His or her job is to ensure a smooth functioning of the committee and its proceedings. The board responsible is responsible for the maintenance of the material. The board responsible may appoint a committee member to complete this task.

Other committee members will take pictures, edit them afterwards and possibly organize PixCie activities.

Knowledge within the committee is transferred from predecessor to successor. If new members join the committee, instructions about the material will be provided by experienced members, before the new members will work with the material. The preferred size of the committee is about ten committee members, to make sure every committee member takes pictures about three times per quartile.

Activities where photos should be taken, are distributed among committee members. In the case that none of the committee members is available for a particular activity, the board responsible will ensure that pictures are taken during that activity. If necessary, with the compact camera by non-committee members.

4 Committee tasks

The committee's main task is taking pictures at activities. In general photos will be taken using the material of the association. If desired, committee members can use their own equipment at their own risk.

Next to this, the committee also takes care of sorting and editing photos after the activity. This is done by the committee member that takes the pictures. The committee member strives to share the edited pictures with the Commissioner of Internal Affairs within one week after the activity. The pictures may be used for association purposes only. The pictures will always get the watermark of the logo of the committee. Committee members and the board responsible negotiate who takes care of that. The placement of the watermark will always be done following the available guidelines.

If a committee member cannot sort and edit the photos within the three days' time, he or she notifies the board responsible. The sorting and editing will then be divided within the committee. Committee members can also indicate that they only want to edit photos, not take them. The committee member who took the photos remains responsible for the delivery of the photos to the board responsible.

The sorted and edited photos are put online by the board responsible of the committee, on the website of the association. The board responsible will check if all photos are appropriate before putting them online.

Next to the aforementioned tasks, the committee can organize a PixCie activity. For more information, see the wiki.

5 Conditions to use the material

The material can only be used by committee members who received instructions about the use of the material. The material is issued by the board, preferably the board responsible. The material will only be issued for association purposes. An exception to this is if a committee member wishes to practice his or her skills with the material. The board, preferably the board responsible, will (dis)allow this on a per case basis. Practicing can only be done at the TU/e campus, unless explicitly permitted otherwise by the board. The material can never be used to take pictures at personal parties or activities.

Before a new committee member is allowed to use the material, he or she must receive instructions about the use from a committee member who has received this same instruction earlier. After that, a committee member is expected to know how to handle the material in a correct and responsible way. After the instruction, he or she will sign the PixCie contract, which will be signed by a member of the board as well. By signing the contract, the committee member acknowledges to be aware of the contents of this policy, and the replacement costs of the material. The replacement costs are computed as the purchase costs, reduced with 15 percentage points for each year after the purchase, with a minimum of 25% of the purchase value.

The material cannot be used at N-parties and other activities that are considered risky by the board. Possible pictures of these activities will be taken using the compact camera.

The committee member should handle the material careful at all times, in order to prevent damage and missing parts as much as possible.

6 Organization of material issuance

The board, preferably the board responsible, takes care of the issuance of the material. At handover, a PixCie loan agreement is signed by the committee member of concern and a member of the board (preferably board responsible). The form states what parts of the material are handed over and in what state.

If committee members wish to handover the material among each other, the committee members sign PixCie loan agreements as if they were handing over the material to the board and then from the board to the next committee member. A member of the board should sign the forms as well and check the material accordingly.

If the material cannot be handed back to the board directly after the activity, the committee member is allowed to take the material home for safekeeping. The material should be handed over to the board as soon as possible.

The board, preferably the board responsible, checks the material on return. After checking, the PixCie loan agreement is signed again by the board and the committee member. By signing the PixCie loan agreement, both board and committee member agree upon the return of the material, whether or not complete and undamaged.

7 Code of Conduct

If a committee member uses the material, certain things are expected from him or her:

- The committee member will try to prevent damage to the material at all times;
- The committee member will stick to the safety measures;
- The committee member will not be under the influence of drugs or alcohol;
- The committee member will not leave the material unattended. This also holds for the compact camera;

- The committee member will avoid exposure to liquids (as the material is not liquid proof). Before and after the usage of the material, the committee member takes responsibility for safely storing the material. If that is not possible, he or she may ask the board to take care of this. If it is not possible to store the material safely, it should be considered to not use the material.

The committee member must be aware of the planning of an activity, and be present at multiple dayparts of an activity (e.g. a symposium, WiXi or First Years' Weekend), if scheduled as such.

8 Liability

The committee member is responsible for the material from the moment of issuance until either return of the material to the board or handover of the material to another committee member. If the material is not handled with care, or not conform this policy, costs resulting therefrom will be recovered from the committee member in concern.

Damage to one or more parts of the material should be reported to the board as soon as possible, at least in writing. Cost made for repairment of damage due to wear or to other damage that cannot be attributed to unjust or incorrect use of the material, will not be recovered from committee members.

If the committee member followed the code of conduct in this policy and acted reasonably, the board may decide to not held the committee member liable for the damage. The committee member should take responsibility to see if anything can be arranged for indemnification. If the damage is sustained by a third party, the committee member should, as far as possible, note down to contact data of this party and possible witnesses, to recover the damage from this party. If that appears not to be possible, the cost of the damage are for the association.

If a committee member did not follow the code of conduct (sufficiently), the committee member is liable for the damage. The board will make a decision about this, and communicate the decision, accommodated with motivation, in writing, to the committee member. If the committee member disagrees with this decision, he or she can put the case forward to a disputes committee. The disputes committee will consist of a non-partisan committee member, a non-partisan board member and a person upon who both parties agree. The decision of the disputes committee is binding.

In case of loss or theft of the material due to careless acting of a committee member, that committee member is fully liable for the replacement costs of the material, whether or not via a liability insurance of the committee member. The committee member is liable for the replacement value of the material at that moment. If loss or theft is not clearly due to the careless acting of a committee member, the board decides over liability. The board will communicate her decision written to the committee member, accommodated with motivation. If the committee member disagrees with the board's decision, he or she can put the situation forward to a disputes committee of the association. The disputes

committee decides over liability and possible costs that will be recovered from the committee member. The decision of the disputes committee is binding.

9 Reward

During Activities where alcohol is served, the committee member responsible for taking pictures will get his/her nonalcoholic consumptions reimbursed, for the time he or she is responsible for the material. The arrangement also holds for multi-day activities such as WiXi and FYW, if a committee member cannot consume alcohol for a longer period due to his or her responsibility for the PixCie. During Borrels a limit of 4 consumptions is in effect.

10 Travel costs reimbursement and participation fee

If a committee member is responsible for taking pictures at an activity, and must make travel costs for this, they will be reimbursed according to the travel costs reimbursement policy of the association.

If the committee member takes pictures of an activity, but cannot or will not participate in the activity, the participation fee will not be charged. Participation of the committee member will not be possible in such case. If possible, a committee member is allowed to participate in and take photos at the same activity, for which the regular participation fee is charged. Exceptions to article are the FYW, WiXi, HiXi and Small Study Trip Abroad. For these Activities, the participation fee should always be charged. If it is unclear whether a committee member must participate, the board decides.

11 Final provision

Changes to this policy should be approved at a General Assembly of the association. After that, they should be announced to those who signed the PixCie contract without reservation.

In cases not covered by this policy, the board decides. If a committee member disagrees, the decision can be put forward to a disputes committee of the association, as described in section 8. The decision of the disputes committee is binding.

This policy is supplemented by the PixCie contract and PixCie loan agreement. This policy is always leading with respect to the PixCie contract and PixCie loan agreement. The board is responsible for composing actual versions of the PixCie contract and PixCie loan agreement. The board is also responsible for archiving signed PixCie contracts and PixCie loan agreements. Changes in the PixCie contract and PixCie loan agreement should be approved at a board meeting, and announced without reservation to those who have signed the PixCie contract.