



Subscription policy

Changelog

23-03-2021, Subscription policy written by M.F. Schouten is approved on the GA

07-09-2021, Subscription policy updated by G.W.A. Simons is approved on the GA

24-05-2023, Subscription policy updated by A.M.M. Jurewicz and S.A.F. Lampe

Motivation

In the years before writing this document, Van der Waals has experienced some activities to be very popular. Until now, the method used to handle the subscriptions of these activities is that of ‘first come first served’. This method of handling the subscriptions of these activities is often considered to be unfair. To give each member a fair chance to attend the activity, a subscription policy is written.

Subscription method

The subscription policy applies to activities with a maximum number of participants. It must be mentioned that the subscriptions of activities which have their own special subscription policy (for example the Study Tour Abroad) fall outside the scope of this document. This policy is written taking the no-show policy into account. Furthermore, exceptions to this policy can be made by the board at all times. These exceptions need to be clearly communicated with the participants before they subscribe to a certain activity (by for instance indicating this on the website near the promotional text). When there are no abnormalities and the subscription policy will be followed as stated below it is sufficient to indicate that this policy will be used. It is possible to abstain from using this policy when there is an unlimited number of participants allowed at the activity.

The subscription period is split into two periods. The first period is at least the first week the subscriptions are open. After this period, a look is taken at the number of subscriptions and there are two scenarios.

1. If there are more subscriptions than available places, lots will be drawn among the subscribed members to decide who is allowed to participate in the activity. A spot is guaranteed for the members whose names are drawn. The members whose names were not drawn, will automatically be put on the waiting list. The order of this list will again be determined by drawing of lots.
2. If there are less subscriptions than available places, all of the subscribers will be guaranteed a spot at the activity.

After the first period the second period starts, which runs until the subscriptions close, with two options:

1. If there were more subscriptions than available places, people who want to subscribe after the first period will be added to the bottom of the waiting list on a ‘first come first served’ basis.
2. If there are less subscriptions than available places, a ‘first come first served’ method will be used. When the activity reaches the maximum amount of participants, a waiting list will be created, which is also on a ‘first come first served’ basis.

Keeping this policy in mind, it is convenient when the subscriptions open at least 2 weeks before the activity takes place.



Drawing of lots

During the drawing of lots, the following regulations will need to be taken into account:

1. Committee members in function are always admitted.
2. Two board members (next to the board responsible of the organizing party) are always admitted. Here some exceptions can be made on the following activities: activities of the first-year's committee (FYC), first-years' weekend (FYW), WiXi, Gala, and other exceptional activities. Because it is desirable that, for instance, the complete board is present on these activities.
3. The required ERT responsible person(s) are always admitted.
4. In the case the PixCie member responsible for the activity wishes or is required to participate in the activity, one PixCie member is always admitted.
5. The organizing party can come up with drawing groups. Think of members who subscribed to the previous activity but where not assigned a spot or a target group of members the organizing party wants to reach with the activity. The board responsible will forward their request for drawing groups to the board and the board will make the final decision. The committee must also clearly communicate the new drawing groups with the participants before they subscribe.
The organizing party will, in consultation with the board, decide whether all of the students in the drawing group will be guaranteed a place or whether there is a reserved number of spots for students from the drawing group. In the second case, students of the drawing group who are not selected for the assigned spots, will be added to the next drawing group they belong to.
The drawing groups will be approved by the board before the subscriptions open.
6. The drawing of lots takes place with at least two people present of which at least one is a board member and one is not involved with the activity¹.
7. For activities that are open to students who are not a member of Van der Waals, no distinction will be made between Van der Waals members and students that are not a Van der Waals member.

¹ Those two requirements could apply to one person. In that case, a randomly chosen second person **has to** be present.