



House rules of De Leidse Kunsthistorische Vereniging

Effective as of the 17th of September 2025

§1. General

- 1.1. De L.K.V. considers students to be any people who pay for education to Leiden University or another educational institute in the world. This includes full time, part time, bachelor and master student and those who follow à la carte or contract education.
- 1.2. Personal data that is provided during registration for the L.K.V. membership, travels, excursions and other activities are considered confidential and are never, without valid reason, passed on to third parties.
- 1.3 During activities of De L.K.V. there is a possibility that photographs are taken, and they can be posted on the website, social media or newsletter. Members have the right to have pictures deleted.

§2 Membership

- 2.1. The membership-fee is €20 per year. A membership year is from January until December.
- 2.2. New members can register for membership the whole year via the website. The ones who want to join later in the year will also pay the full €20 for the remaining period of the year.
- 2.3. When registering for the membership, the following personal details are requested: name, date of birth, address, telephone number, email address, field of study and an agreement to pay the membership fee. This information is required for various purposes. Name and date of birth are needed to distinguish one member from another. Address is needed for sending Christmas cards or condolence cards, for example. Telephone number and email address are needed to contact members in case of announcements regarding excursions, trips or other activities. Field of study is needed for personalised communications.

- 2.4. A member holds the right to view and adjust their personal data at any time. When adjustments need to be made a member will communicate this via e-mail to the Secretary of the association.
- 2.5. Membership is automatically renewed each year. Members will receive a timely notification by email stating the final payment date and the final date on which membership can be cancelled. Cancellation can be done by sending the completed cancellation form to the Secretary, either by email or via the website (www.delkv.com). If cancellation is not made on time, the membership fee of €20 will remain due for the following academic year. In exceptional cases, in consultation with the Treasurer, cancellation may still be possible after the deadline.
- 2.6. The membership fee is €20 per year and must be paid by the member in a timely manner to the account of De L.K.V. Members who have not paid their membership fee cannot participate in activities, trips, and excursions organised by De L.K.V. If the membership fee has still not been paid after one year, the member will be deregistered. However, the membership fee for the past year remains due.
- 2.7. De L.K.V. will notify members of activities through the monthly, electronic newsletter, the website (www.delkv.com), the Instagram (<https://www.instagram.com/de.lkv/>), and the Facebook (<https://www.facebook.com/deLeidseKunsthistorischeVereniging/>).
- 2.8. When a member cancels their membership through the cancellation form or if a membership, no matter the reason, has been cancelled by the organisation, their personal data will be deleted at the end of the membership year. A member gets the option on the cancellation form to allow De L.K.V. to keep the name and email address. This is for potential future communication.

§3 Excursion Conditions

- 3.1. Members and non-members can register for excursions.
- 3.2. For excursions, there is a registration period. This means: first come, first served. Some excursions are only for students. The registration period for students is determined per excursion and will be communicated through the monthly newsletter.
- 3.3. Non-members will be placed at the bottom of the waiting list and can only join the excursions if there is enough space.

- 3.4. Participants of an excursion must comply with the programme that is determined by De L.K.V. The programme from an excursion is only optional when the organisers have specified this.
- 3.5. It is not possible to deviate from the “package” that De L.K.V. offers for the excursion, unless after deliberation with the participant and organiser(s) it is approved by the organiser(s).
- 3.6. If the participant has a valid reason to deviate from the programme, the participant will discuss this as soon as possible with the organiser(s).
- 3.7. The participant is expected to behave appropriately and take a social stance towards professors, organiser(s), guides, museum staff, fellow participants, etc.
- 3.8. Participants, who do not follow or have followed an art historical study programme at Leiden university or another educational institute and those who do not have work experience in the art sector, are expected to adequately prepare for the travel/excursion that they are participating in.
- 3.9. If a participant of a travel or excursion has indicated that they own a student card, museum card, ICOM-card or something similar, they will bring it with them. Costs incurred as a result of not being able to show the card and any costs incurred on behalf of the member in question shall be borne by the member.
- 3.10. Registration for an excursion is made by filling in the registration form that will be provided via the website, Instagram and the newsletter. The committee is reachable via email on the following email address: excursiondelkv@gmail.com.
- 3.11. Placement for an excursion only definite when the organiser sends a personal confirmation of the participation.
- 3.12. When the participant cannot participate in the excursion, the member will let the organiser know as soon as possible.
- 3.13. When expenses are made for a participant who eventually is unable to participate, the expenses will be for the participant.
- 3.14. The organiser of the excursion asks the participants their name, email address, telephone number, museum subscriptions, membership, language proficiency and if the participant is a student, alumni and non-member. This data is needed to communicate details for the excursion and to seek contact when a participant for example is too late. If any other data is needed, the organiser will communicate this and the reason for needing the data. After an excursion the personal data will be deleted.

§4 Travel Conditions

- 4.1. The travels are open for registration for members, alumni and non-members. There is a priority system where students get priority, then alumni and then the non-members.
- 4.2. For travels there is a period of pre-registration, where students have priority over non-students. This means: first come, first serve. The exact period of registration is determined per trip and is communicated via the monthly newsletter or the travel newsletter.
- 4.3. Alumni and non-members are placed at the bottom of the waiting list and can only join if there are empty spots.
- 4.4. Participants of a trip must comply with the programme that is determined by De L.K.V. The programme from a trip is only optional when the organisers have specified this.
- 4.5. It is not possible to deviate from the “package” that De L.K.V. offers for the trip, unless after deliberation with the participant and organiser(s) it is approved by the organiser(s).
- 4.6. If the participant has a valid reason to deviate from the programme, the participant will discuss this as soon as possible with the organiser(s).
- 4.7. The participant is expected to behave appropriately and take a social stance towards professors, organiser(s), guides, museum staff, hotel staff, fellow participants, etc.
- 4.8. Participants, who do not follow or have followed an art historical study programme at Leiden university or another educational institute and those who do not have work experience in the art sector, are expected to adequately prepare for the travel that they are participating in.
- 4.9. If a participant of a travel or excursion has indicated that they own a student card, museum card, ICOM-card or something similar, they will bring it with them. Any costs that occur when a participant cannot show their card and possible costs that are made for that particular participant will be at their own expense.
- 4.10. Registration for an excursion is made by filling in the registration form that will be provided via the website, Instagram and the newsletter. Personal data needs to be filled out in the form. This form needs to be filled in truthfully.

- 4.11. The asked personal data needs to be filled in carefully, since personal bound tickets are often purchased. For this reason, De L.K.V. asks the members to fill in the data from their passport/ID.
- 4.12. The organiser of the trip asks participants for their name, email address and phone number. This data is needed to communicate details of the trip and to seek contact if for example when a participant is late. Furthermore De L.K.V. asks for the contact information (name and phone number) from an emergency contact. The personal data that is provided during registration will be deleted after the trip.
- 4.13. Participants are obligated to report any medical conditions, allergies and/or medication. This way the travel organisation will not have any surprises during the trip, and they can anticipate a situation better when something does go wrong.
- 4.14. De L.K.V. only accepts complete registration forms.
- 4.15. Alumni of De L.K.V. pay 40% more for participation in trips and non-members pay 50% more for participation in trips.
- 4.16. When registering for a trip, a down payment of the trip price is required, the down payment is calculated per trip.
- 4.17. A registration for a trip is valid, when the payment is received on the bank account of De L.K.V. and when the complete registration form is received by De L.K.V.
- 4.18. Placement for a trip is valid when the registration is valid according to the conditions above and when the registeree has a personal confirmation of participation from De L.K.V.
- 4.19. After placement, the full payment must be paid to the account of De L.K.V. By the indicated deadline.
- 4.20. Upon the cancellation of a travel during or after the registration period, the full amount must be paid. This also goes when there is a valid reason.
- 4.21. If a participant cancels, the Travel- and Excursion committee will find a replacement. The initial participant is responsible for possible costs associated with rebooking the trip.
- 4.22. Bank transfers of the down payment and the travel sum must clearly state the name of the registeree and the trip of registration, this is always clearly indicated in the email provided to the participants.

- 4.23. The travel sum includes a margin of the actual estimated costs, which are calculated per trip. If any amount of money remains after the trip, participants will be refunded.
- 4.24. The L.K.V. has the right to charge the participant a surcharge of 10% on the standard travel price in the event of additional unforeseen costs.
- 4.25. An agreement for payment of the travel sum in instalments can be made with the treasurer of De L.K.V.
- 4.26. The L.K.V. excludes any liability for damage suffered or caused by a participant. Parents/guardians of members under the age of eighteen are requested to provide a written statement that the minor is participating in the trip under their responsibility.
- 4.27. A participant takes out his own travel and health insurance.
- 4.28. A participant is responsible for taking out cancellation insurance but is not obliged to do so.
- 4.29. The travel organisation has the right to make the room layout in the way it deems best. The travel organisation will not discuss this. When registering for the trip, preferences can be specified for roommates, not for room types.

§5 Student Travel Fund

- 5.1. Students can apply to the Student Travel Fund for financial assistance with travel costs. For more information about the Student Travel Fund, see the conditions at www.delkv.com.
- 5.2. The Student Travel Fund application form is available at www.delkv.com and is completed and sent to the secretary's email: secretarisdelkv@gmail.com. The secretary will anonymise the application and forward it to the Travels and Excursions Committee and then it is up to them to decide.

§6 Rules of Conduct

- 6.1. During all activities, trips and borrels organised by De L.K.V., each member must behave properly in accordance with the house rules.

- 6.2. Any drug use, excessive alcohol use and/or transgressive behaviour will not be tolerated. More information about this can be found in De L.K.V.'s separate AD policy.
- 6.3. If a member misbehaves excessively, the board is authorised to temporarily suspend the member in question. The duration of this suspension is at least 1 month and at most 12 months. During this suspension, the member is excluded from participating in all activities, trips and borrels organised by De L.K.V.
- 6.4. The suspension, as referred to in article 3, also applies to already booked trips and activities that take place within the suspension period. In such a case, the member is not entitled to a refund of costs already incurred and the payment obligation for any outstanding amounts remains in full force.
- 6.5. In the event of serious or repeated transgressive behavior, or if a member behaves in a manner that seriously damages the interests or reputation of De L.K.V, the board is authorized to terminate the membership immediately and definitively. This decision will be communicated to the member in question in writing and will take effect immediately. In such a case, the member is not entitled to reimbursement of costs already incurred and the payment obligation for any outstanding amounts remains in full force.
- 6.6. If a member violates the conditions of the suspension during the suspension period or misbehaves again, the board is authorized to convert the temporary suspension into a definitive termination of the membership. In that case, article 4 applies in full.
- 6.7. Repeated cancellations of registrations for L.K.V. activities without a valid reason will be placed at the bottom of the registration list for future registrations.
- 6.8. Members who repeatedly fail to comply with the general terms and conditions for trips and excursions will be placed at the bottom of the registration list for future registrations.
- 6.9. In case of complaints or problems, members can contact the confidential contact person(s) by sending an email to ccpdelkv@gmail.com.

§7 Organisation

- 7.1. The board of De L.K.V. provides on the website, via the newsletter and via the Instagram of De L.K.V. indicate when it is possible to apply for the Travels and

Excursions Committee, the Art Auction Committee, the Activities Committee and the Gala Committee.

- 7.2. The audit committee (*kascommissie*, 'KasCo') is the financial control of the association.
- 7.3. Before the GMA, the audit committee reviews the financial documents for the financial year and checks whether the accounting is correct. Upon verification of the accounting, the committee will grant approval following its acceptance by the GMA.
- 7.4. The Senate is an advisory body that the board can call on when an issue arises.
- 7.5. The Senate has no permanent setup and its members are elected by the Board.
- 7.6. The existence of the Senate is not a requirement within the organisation of De L.K.V. and may be dissolved or re-established at the discretion of the Board.