



Rules and Regulations

STUDY ASSOCIATION POLIS
UPDATED ON: AUGUST 18TH, 2021

Table of contents

1. The Board	2
1.1 General description	2
1.2 Meeting structure	2
1.3 Duties of the board	2
1.4 Purchase of Goods by the board	3
1.5 Impartiality	3
1.6 Elections of a new board	4
1.7 Social media behaviour of the board	4
1.8 Panel sessions and questionnaires	4
2. Annual report	4
3. Membership	4
4. Committees	5
4.1 Participation fee board and Committee members	6
4.2 Committee clothing	6
4.3 Integration international students	7
5. Audit Committee and Advisory Board	7
5.1 Financial control committee	7
5.2 Advisory Board	7
6. General Meeting	7
6.1 Structure of a general meeting	8
6.2 General meeting process	8
7. Health and Safety	8
7.1 Trust person	8
7.2 Alcohol policy	8
7.3 Drugs policy	9
8. Financial matters	9
8.1 Non-profit	9
8.2 Declarations	9

Study Association POLIS

Rules and Regulations

Below you will find the Rules and Regulations of Study Association POLIS. These Regulations must be known and followed by every member.

1. The Board

1.1 General description

Board meetings are closed for members of the association and other external parties. During meetings, decisions are made by roll-call vote by the board members and are based on a majority of the votes. A majority of the board has to be present.

Decisions can only be made if a majority of the board agrees. If no majority is reached, voting will be repeated after a round of discussion. The vote of the chairman is decisive if a majority has not been reached after a second round of voting.

To comply with the new law “Wet Bestuur en Toezicht Rechtspersonen”, which came into effect on the 1st of July 2021, the board will make sure that if there is a conflict of interest regarding a decision to be made, the board member(s) with the conflict of interest can not vote on the issue. If the majority of the board has a conflict of interest, the advisory board will have the final vote in the matter. The advisory board thus only has binding advice in this situation.

Every activity organized by the association needs to be accompanied by at least 3 board members. If the board consists of 6 members, 3 board members, among which the chairman, or 4 board members have to be present.

1.2 Meeting structure

Board members are given the opportunity to read the minutes of the previous board meeting before the upcoming meeting. The secretary ensures that the minutes, if possible, are ready at least two days before the next meeting. The board members have up to and including the start of the meeting to send their agenda points to the chairman.

1.3 Duties of the board

General responsibilities and duties of the board members are:

- Representing the association;
- Being open to ideas and suggestions of members and others concerned;
- Being available for working a shift at the POLIS-room and answering questions of members and others concerned;
- Management of the POLIS-room;
- Collecting, checking, accepting, and taking care of summaries;
- Writing a strategic plan before the beginning of the board year;
- Presenting the progress of the duties of the board and the committees during the General Meeting;
- Composing committees;
- Having the final responsibility for the committees;
- Promoting activities organized by Study Association POLIS;
- Promoting services offered by Study Association POLIS;
- Organizing board activities;
- Evaluating its activities;
- Starting the recruitment of candidate-board members for the upcoming association year on time;
- Transfer for the candidate board members;
- Preparing and coaching the candidate board members;
- Making sure everyone talks English when there's an international student present.

1.4 Purchase of Goods by the board

Article 14, paragraph 5.1 of the statutes of Study Association POLIS states the following: "The board also needs the General Meeting's consent for decisions on: entering into legal acts and effecting investments of an amount or value of one thousand five hundred euros (€1500)."

In addition: "This rule does not apply if: the board is considering the purchase of a certain good, of which, in case it is not purchased, the continuity of the association will be at risk or not purchasing the goodwill cause direct harm to the members of the association." In this case, the board is not required to request the General Meeting's consent. In other cases or in doubt, the board must at all times request the General Meeting's consent to purchase a certain good.

Furthermore, the board has to adhere to the budget that is made at the beginning of the academic year. When it turns out that certain goods, which are not included in the initial budget, need to be purchased, the board needs to check with the Financial Control Committee.

1.5 Impartiality

The association should, at all times, take a neutral position concerning university elections. This entails that POLIS cannot share any kind of promotion for student parties on their social media accounts. Moreover, there cannot be any kind of promotion for any party in the POLIS room. Party electives or board members of student parties are allowed to join POLIS events, however, they are not allowed to actively promote their party during the POLIS event.

Nevertheless, board members are allowed to vote during their board year, and/or to take part in a student party the year after their board year at Study Association POLIS.

1.6 Elections of a new board

At least once a year, a proposal for a change of board members has to be made. The change of board members will take place during the General Meeting in September.

This General Meeting will decide whether or not to appoint the new board. The board is expected to start the procedure of composing a new board in April at the latest. Candidates need to apply for board membership by sending a letter or e-mail to the board before the deadline. The candidates need to be members of the association. The board determines the application procedure and proposes a candidate list. If desired, potential board members may introduce themselves during the General Meeting at the end of the academic year.

When the board has decided on the candidate board members, it has to be revealed to the members of the association. During the General Meeting in September, there will be a vote for the resignation of the current board, as well as for the appointment of the new board. If desired, the vote may be anonymous. The board chooses one person of the General Meeting who will, together with one member of the board, count the votes. A majority will be needed to make the vote binding.

1.7 Social media behaviour of the board

The board member is aware of the effect that their social media presence has on the image of the association. The board members will take this into account during their use of social media, as well as in their personal use.

1.8 Panel sessions and questionnaires

The board aims to organize two panel sessions and/or questionnaires each study year with the aim to informally acquire pointed feedback from the association's members. This will increase the responsiveness of the board to the opinion of the association's members, on top of the General Meeting. The advice obtained through these methods are non-binding.

2. Annual report

The board publishes an annual report consisting of the profit and loss account, the balance, and the activity calendar. Consent to the annual report should be given – in accordance with the articles of association – during the General Meeting.

3. Membership

The association's year is set from September the first (1st) until September the first (1st) of the following year. Membership of the association is also set for this period. Students who started the Organization Studies' or Global Management of Social Issues' program at the beginning of the academic year and that want to become a member of Study Association POLIS, must pay the full contribution, irrespective of the date they become a member of the association.

New members are allowed to attend all activities organized by Study Association POLIS, as of the moment they have paid their subscription fee. Non-members are also allowed to attend all activities, but against an extra fee above the ticket price for members.

If a member has paid the subscription fee on time but is not part of the association's member database, the member is entitled to a refund of the subscription fees.

Termination of the subscription is allowed digitally or in writing following the guidelines set by the board. When members want to terminate their subscription and demand a refund, without failures at the side of the association, the board will decide whether or not a refund is applicable.

4. Committees

The association consists of a large number of standing committees and a few ad hoc committees. The examples of standing committees are: the Introduction Committee, Sport Committee, Advancement Committee, Culture Committee, Battle Committee, Study Trip Committee, Community Committee, Career Committee, Event Committee, Food Committee, Lustrum Committee (once every 5 years), Master Committee, Theme Party Committee, Yearbook Committee, Promo Committee, Member Weekend Committee, Excursion Committee and the Exchange Committee.

If necessary, the board is allowed to establish new committees at any time.

The board has the right to exempt committees of their obligations. A committee member is always required to be a member of the association.

Committee's duties:

- The committee makes a profit and loss account and evaluates its activities;
- The committee makes a roadmap and schedule of its activities including a time demarcation, budget, and a list of persons who contributed to a certain activity;
- No committee is authorized to sign a contract on its own;
- The committee contacts companies in consultation with and permission of the PR&EA officer of the board;
- The committee promotes its activities;
- The committee notes down the decisions made in committee meetings;
- The committee files the minutes and a report of the correspondence activities.

The board is, at all times, authorized to reverse or change any decision made by committees. If no immediate agreement with the concerned committee can be reached, all actions as a result of the initial decision will be canceled. Subsequently, the chairman and another committee member will be invited during the next board meeting to reach an agreement.

4.1 Participation fee board and Committee members

All active members will be rewarded for their contribution during the period in which they are active for Study Association POLIS. The board will organize certain extra activities for the committee members during this period. These extra activities will be free of charge. Committee members will have to pay the normal fees for other activities organized by the

Study Association POLIS's committees or board. When a committee member feels this is unjust, the member can ask the board for a reduction or waiver. The request for reduction or waiver must be submitted at least two weeks prior to the activity taking place. The request should include a clear argumentation.

The Study Association POLIS board members will receive a five euros discount for every activity for which the participation fee is between zero and twenty euros. The board can choose to partly or wholly waive committee members who organized activities for those activities.

4.2 Committee clothing

Buying committee clothing is voluntary. Purchased and printed clothes will have to be representative of the association. Representative means that it includes the name and/or logo of the Study Association POLIS, logos of any sponsors, and the name or logo of the committee.

The compensation for committee clothing is €5 per person of the committee. If the clothing is less than €5 per person, the committee members get full compensation.

If the committee chooses to buy clothes, the clothes need to be ready as soon as possible to support and promote the committee and the activities. This means that the clothes will be worn on a regular basis during drinks and activities during the year. Clothes have to be ordered and printed at the current clothing partner of the association. If this partner has no suitable clothing, the committee can, with approval of the board, order clothing elsewhere.

4.2.1 Association colour

The association colour of POLIS is blue. The colour of the board clothing should be navy blue and is reserved for the board's use only. At the discretion of the board, this reservation can be retracted for a committee.

4.3 Integration international students

To strengthen the integration of international students among our Dutch students, Study Association POLIS aims to distribute international students evenly over our committees, taking their committee choices into account.

5. Audit Committee and Advisory Board

Study Association POLIS is supported by the Audit Committee and the Advisory Board. Their goals and duties will be explained in article 5.1 and 5.2.

5.1 Financial control committee

The duties of the Financial control committee are checking the financial administration of Study Association POLIS. In this audit, the committee needs to give a clear picture of the latest financial position of the association. During the General Meeting, the committee will report its findings to the members and the board. Any errors/imperfections of material impact will be found and transferred to the board and members, but first to the treasurer of Study Association POLIS.

The committee will, if deemed necessary, introduce improvements regarding the bookkeeping to the board. The advice is with obligation.

5.2 Advisory Board

The duties of the Advisory Board are giving advice to the board on everything related to Study Association POLIS. The advisory board gives solicited or unsolicited advice. This advice is non-binding. The advisory board will be chosen during the policy week of the candidate board and will help the candidate board prepare for the general meeting. The advisory board will also help the candidate board prepare for the other general meetings, if asked.

6. General Meeting

The general meeting is held at least 3 times throughout an association year. At a general meeting, all members are invited to think, talk, and vote about the current and future policy of the association. All members have a voting right during a general meeting. This voting right can be used to vote on subjects the board is not allowed to decide on their own. The general meeting has to legally vote about:

- the bylaws;
- appointing and dismissal of the board members;
- the contents of the Rules and Regulations;
- the (dis)approval of the association's finances.

6.1 Structure of a general meeting

The structure of a general meeting usually follows the following agenda:

- Opening
- Announcements
- Incoming (e-)mail
- Approval of the minutes of the last General Meeting
- Approval of the agenda
- Discussion points:
 - Policy plan
 - Evaluation Progress Committees & Activities
 - Finances
 - Target
 - Budget
 - Realizations
 - Debtors, creditors & balance
- Questions
- End

6.2 General meeting process

The board has to invite all members of the association preferably three, but at least two, weeks in advance of the general meeting. As part of the invitation for the next general meeting, the secretary of the board has to include the minutes of the previous general meeting and the mission & vision of the board as an attachment.

7. Health and Safety

7.1 Trust person

The trust person will always be a member of POLIS, but will not be a board member. The association's members can go to this person to voice confidential issues, or any serious problems they've had with other members. The contents of a talk with the trust person will remain confidential, unless there is a mutual agreement between the trust person and the member that the contents of the talk can be shared with anyone else (e.g. the board or the university).

Of course, there is always a possibility to go to the board with these issues, but the trust person can lower the threshold for members to interact with the association in a confidential manner.

7.2 Alcohol policy

Study Association POLIS is an association for everyone. Everyone should be able to feel at home at POLIS. This is done by safeguarding the health and safety of its members. This entails that during every activity of POLIS the board members should drink responsibly, to make sure that if anything happens that would require a board members action, they should be able to act accordingly.

7.3 Drugs policy

Study Association POLIS has a zero tolerance drugs policy. During POLIS activities, any drug use is strictly forbidden.

8. Financial matters

8.1 Non-profit

POLIS is a non-profit organization. This means that the association does not have the goal to make any profit. If the association does make a profit on an activity, the board should try to balance it out by making more of a loss on other activities or by refunding part of the ticket price. If there is a profit made at the end of the book year, the money is to be used for updating the inventory or other things that help keep the association running. This is to make sure the money members pay to POLIS is always used for POLIS' members, either directly or indirectly.

8.2 Declarations

All POLIS members can file a declaration via the designated form on the website. Declarations are only accepted if they entail any purchase related to any POLIS related expenses made by any POLIS committee or the board. When filling out a declaration form, the following information is required:

- Name
- Committee
- Event / activity / expense
- Name of the owner of the bank account
- IBAN
- Description, price and quantity of the purchase
- Total costs

- Receipt