

# **UCSA Policy Manual**

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## The Status of the Policy Manual

### **Article 1**

1. All regulations set forth in the UCSA Statutes will be upheld.
2. The Policy Manual functions as the by-laws of the Statutes.
3. Should the Policy Manual conflict with the Statutes, then the latter will be upheld.
4. All UCSA members should be familiar with the contents of the Policy Manual and the Statutes.
5. The UCSA Board, all members as mentioned in the Statutes under Article 5.1(a) and members of the Independent Body and Advisory Council can propose changes.
6. Changes to the Policy Manual will be presented to the members and will be voted on at a General Assembly. The consent of a 2/3 majority is needed to pass changes.
7. The UCSA Board will keep the members updated on approved changes to the Policy Manual by means of emails, articles in the Boomerang and newsletters.
8. Members referred to in this Policy Manual are members as intended in Article 5.1(a) of the Statutes.

## Language

### **Article 2**

1. With respect to the international character of University College Utrecht, and English being its official language, English will be the official language of the UCSA.
2. With regards to internal communication, all documentation of the UCSA Board and UCSA Committees, and all communication from the UCSA Board and UCSA Committees to its members must be in English.
3. With regard to external communication, it is up to the discretion of the UCSA Board members and UCSA Committee members to decide whether English, Dutch or any other language is the most appropriate one to use.

## UCSA Board

### Members of the UCSA Board and Task Descriptions

#### **Article 3**

1. The UCSA Board consists of four to eight members, in accordance with Article 10 of the Statutes. Currently there is a Chair, a Secretary, a Treasurer and three Committee Affairs Officers (CAO).
2. The function descriptions of the members of the UCSA Board are as follows:
  - a. *Chair*

The Chair carries the overall responsibility of the UCSA Board and the UCSA committees. The following tasks fall under this function:

    - i. Being the motivating factor for the UCSA Board and its committees;
    - ii. Chairing the UCSA Board meetings;
    - iii. Maintaining a close working relationship with the other Board members. Together they decide which course to follow in their policy on internal operations of the UCSA Board and what resolutions are available for possible problems;
    - iv. Being responsible for all external contacts;
    - v. Maintaining a clear picture of the future of the UCSA.;
    - vi. Ensuring that the Statutes and this Policy Manual are respected;
    - vii. Acting as the contact person between the UCSA Board and Management of University College Utrecht (in cooperation with the Secretary and Treasurer);
    - viii. Acting as the contact person towards the Advisory Council and the Independent Body (in cooperation with the Secretary and Treasurer);
    - ix. Revising, and, if necessary, updating the Policy Manual in accordance with the rules and regulations set forth in the Statutes and Policy Manual.
    - x. If the Chair is responsible for one or multiple committees, clauses 3.d.ii-xi on the Committee Affairs Officers' tasks also apply.
  - b. *Secretary*

The following tasks fall under this function:

    - i. Maintaining a close working relationship with the other Board members. Together they decide which course to follow in their policy on internal operations of the UCSA Board and what resolutions are available for possible problems;

- ii. Taking minutes at every UCSA Board meeting, and providing them before the next meeting;
  - iii. Being responsible for the non-financial administration of the Association;
  - iv. Acting as the contact person between the UCSA Board and Management of University College Utrecht (in cooperation with the Chair);
  - v. Acting as the contact person towards the Advisory Council and the Independent Body (in cooperation with the Chair);
  - vi. Maintaining contact with other student associations on non-financial matters;
  - vii. If the Secretary is responsible for one or multiple committees, clauses 3.d.ii-xi on the Committee Affairs Officers' tasks also apply.
- c. *Treasurer*  
The following tasks fall under this function:
- i. Maintaining a close working relationship with the other Board members. Together they decide which course to follow in their policy on internal operations of the UCSA Board and what resolutions are available for possible problems;
  - ii. Being responsible for the financial administration of the Association;
  - iii. Assigning every UCSA committee a budget in cooperation with the respective Committee Affairs Officers;
  - iv. Keeping track of the overall expenditures of each committee;
  - v. Ensuring that the money is spent in the best interest of the Association;
  - vi. Having close contact with the financial head of each committee;
  - vii. Having contact with third parties that provide services and goods for the UCSA;
  - viii. Setting the long and short-term financial goals;
  - ix. Ensuring that the financial procedure, as outlined in Articles 4 and 12 of the Statutes and Articles 18 to 21 of this Policy Manual, is followed;
  - x. Drafting contracts for agreements with third parties;
  - xi. Being the main signatory to all contracts with third parties;
  - xii. If the Treasurer is responsible for one or multiple committees, clauses 3.d.ii-xi on the Committee Affairs Officers' tasks also apply.
- d. *Committee Affairs Officers*  
The Committee Affairs Officers are each assigned a number of committees and provide the link between the UCSA Board and their committees. Their tasks include:
- i. Maintaining a close working relationship with the other Board members. Together they decide which course to follow in their policy on internal operations of the UCSA Board and what resolutions are available for possible problems;
  - ii. Meeting with their committees on a regular basis depending on the size and character of committees;
  - iii. Reporting any updates concerning committee issues and well being to the UCSA Board;
  - iv. Discussing budget proposals with the UCSA Board Treasurer and committees and coming to an agreement;
  - v. Helping to resolve internal problems within their committees;
  - vi. Being responsible for any UCSA equipment used by members of the committees they are assigned;
  - vii. Being present and active in any event organized by any of their committees, unless this is practically impossible, in which case the CAO should make sure that at least one other Board Member is present;
  - viii. Representing the Board for things such as contract discussions and signing (in cooperation with the Treasurer);
  - ix. Being the contact person between the committees and the Management of University College Utrecht (in co-operation with the Chair, Secretary and Treasurer of the UCSA Board);
  - x. Monitoring external relations of their committees;
  - xi. Helping and supporting the committees in any other way possible.

#### UCSA Board Elections

##### **Article 4**

1. Elections shall be held at the end of the spring semester of each academic year of University College Utrecht.

2. Elections are open to all members of the UCSA. Candidates must be members for at least one more full academic year.
3. Elections shall be announced at least 30 days before they are to take place, not including the day of the announcement, nor the day of the elections. Candidates must make their desire to participate in the elections known at least 48 hours before the elections are to take place.
4. Candidates may write an election statement, which will be made public to all members 48 hours prior to the elections.
5. Candidates may introduce themselves briefly at the General Assembly by means of a short speech prior to the elections, after which they should be available for questions.
  - a. Those candidates that are unable to present themselves at the General Assembly may prepare a video message or write an official letter, to be presented or read out during the General Assembly;
  - b. Candidates not present at the General Assembly must be available for answering questions through any means of communication, unless deemed practically impossible by the Board.

#### Voting at UCSA Board Elections

##### **Article 5**

1. All members of the UCSA have the right to cast one anonymous vote.
2. The Chair, Secretary and Treasurer with most votes get elected in their respective positions in the UCSA Board, provided that not more than fifty percent of the voting members abstained.
3. The three Committee Affairs Officers with most votes shall be elected. No regulation with regards to abstentions shall have influence on the outcome for this position.
4. In case two candidates for the same position get the exact same number of votes and based on this it is not possible to get a candidate elected into the UCSA Board, a re-run shall be organised between those two candidates only, within five days of the original elections not including the day of the original nor of the new elections. The election General Assembly shall as such not be closed until a new UCSA Board has been elected. Based on Article 9.10 of the Statutes, the Chair of the General Assembly is allowed to add this issue to the end of the agenda. The UCSA Board has the duty to inform all members at least 12 hours before the re-run about the exact procedure to be followed and has the duty to ensure that the voting related procedures, as laid forth in Articles 9.7 and 9.9 of the Statutes and in Article 4 of this Policy Manual, are honoured. Only those members who have voted in the original elections are allowed to vote in the re-run.
5. Members of the UCSA who cannot attend the General Assembly during which the elections will take place for other reasons than those envisaged in Article 5.6 of this Policy Manual, may authorize another member to vote in their stead, to which the following rules apply:
  - a. The authorization must be in writing and must be presented at the General Assembly when ballots are distributed;
  - b. The authorization must be accompanied by a student identification document of the authorizer;
  - c. A member may be authorized to vote for no more than two other persons.
6. Members of the UCSA who cannot attend the General Assembly during which the elections will take place since they are on exchange, may authorise another member to vote in their stead, to which the following rules apply:
  - a. The authorization must be in writing and communicated to the UCSA Board 24 hours before the elections take place;
  - b. Only authorizations sent from the member's Universiteit Utrecht email account shall be taken into consideration;
  - c. The member being authorised must be aware of this authorization;
  - d. Any member may be authorised to vote for no more than two other persons.

#### Transition Period

##### **Article 6**

1. Duties of the parting and arriving members of the UCSA Board during the transition period, i.e. the period between the Election GA and the Installation GA, are as follows:
  - a. The parting members of the UCSA Board shall make themselves available for questions at all times during the transition period;
  - b. The parting members are required to meet with the newly elected UCSA Board as often as both parties deem necessary;
  - c. Each arriving UCSA Board member should at least be present at least at one of the meetings of the old UCSA Board, if by any means practically possible;

- d. Should an arriving member feel that he or she is not being trained properly, he or she may contact the Advisory Council for any information or training needed relating to the duties and responsibilities of this person.

### Vacancies

#### **Article 7**

1. Any vacancy arising on the UCSA Board during the club year may be dealt with in one of the following ways:
  - a. By redistributing the tasks over the remaining Board members;
  - b. By appointing one of the remaining Board members to the vacant position and appointing a new member to the Board, as specified in Article 11.2 of the Statutes;
  - c. By filling the position by appointing a new member to the vacant position.
2. Instead of following the procedure for UCSA Board elections as described in Articles 4 and 5 of this Policy Manual, the UCSA Board may propose a new member for the UCSA Board to the General Assembly.
3. Any change in the functions filled on the UCSA Board is subject to the approval of the General Assembly, in accordance with Article 11 of the Statutes.
4. The UCSA Board must always have a minimum of four members, of which one Chairperson, Secretary and Treasurer, in accordance with Article 10 of the Statutes.

### UCSA Board Meetings and Resolutions

#### **Article 8**

1. The UCSA Board shall meet at least once a week during the semesters of University College Utrecht.
2. In addition, meetings shall be held as often as the Chair considers such to be desirable or if two of the other UCSA Board members submit a written request for a meeting to the Chair providing a precise description of the issues to be addressed at that meeting. If the Chair fails to act on the request in the sense that no such meeting can be held within fourteen days of the request being made, the applicants may convene a meeting themselves whilst duly observing the requisite formalities.
3. If and when all the current members of the UCSA Board attend a meeting of the UCSA Board, valid resolutions may be passed on all the issues raised at that meeting, even if the requirements set out in Article 8.2 of this Policy Manual have not been observed.
4. UCSA Board meetings shall be led by the Chair of the UCSA Board. In the absence of the Chair the vice-Chair shall lead the meeting.
5. The Secretary or another of the persons present at the meeting and appointed for that purpose by the Chair, shall take minutes on the proceedings of the UCSA Board meetings. The minutes shall be adopted and signed by those persons who acted as Secretary and Chair at the meeting in question.
6. Minutes made by the UCSA Board during meetings are confidential. Only in the case of investigations by the Independent Body or the law will these be made available to the appropriate organs.
7. Abstracts of minutes of UCSA Board meetings shall be available upon the request of any member.

### Voting at UCSA Board Meetings

#### **Article 9**

1. A UCSA Board member may have another UCSA Board member represent him or her at a meeting by written proxy. A UCSA Board member may act as proxy for just one other UCSA Board member.
2. The UCSA Board may pass valid resolutions outside a meeting provided that all the UCSA Board members have been afforded an opportunity to express their views in writing. An exception to this provision can be made only in the event that a certain decision needs to be taken instantly and one or multiple Board members turn out to be unreachable. Any decisions taken outside a meeting shall be mentioned in the next UCSA Board meeting and will thus be described in the minutes of that meeting. Written opinions by all Board members may be enclosed.
3. Each UCSA Board member shall be entitled to cast one vote. In so far as this Policy Manual does not prescribe a greater majority, all resolutions of the UCSA Board shall be passed by a simple majority of the votes validly cast.

4. All votes at meetings shall be taken orally, unless the Chair considers a written vote to be desirable or if any of the voting members request a written vote prior to the vote being taken. Written votes shall be cast using unsigned and unmarked ballot papers.
5. Abstentions shall be counted but do not influence simple or qualified majority counts.
6. All voting-related issues for which the Statutes or Policy Manual make no provision shall be decided on by the Chair of the UCSA Board.

## Advisory Council

### Advice

#### **Article 10**

1. The Advisory Council shall present recommendations. No advice of the Advisory Council shall be binding upon the UCSA Board. The Advisory Council shall not render advice to other organs than the UCSA Board unless agreed otherwise with the UCSA Board.
2. The Advisory Council may pass advice either after having discussed the matter at hand in a meeting or after discussions through email or other such means of communication. All members of the Advisory Council should have had the opportunity to express their opinion within a one week timeframe. After this period the advice will be passed to the UCSA Board, including the names of those members that have participated in drawing up the advice. In case of differing opinions all personal views on the matter will be forwarded to the UCSA Board.
3. The Advisory Council may draw up rules to govern the division of its duties. These rules shall be a separate chapter in the Policy Manual. Implementation of such rules in the Policy Manual shall proceed upon recommendation of the Advisory Council, after approval of the UCSA Board and the General Assembly, subsequently.

## Committees

### Prerequisites for New Committees

#### **Article 11**

1. There should not already be a committee with a similar purpose as the committee that is to be established.
2. The committee should serve the interests of a significant part of the student population. What is considered significant is left to the discretion of the UCSA Board.
3. The committee should be an open organisation and it should serve a general social function.

### Proposals for New Committees

#### **Article 12**

1. A prospective committee must present a proposal to the UCSA Board. This proposal must make clear that the prerequisites as laid forth in Article 11 of this Policy Manual are fulfilled and should contain at least the following points:
  - a. a clear outline of the purpose and profile of the committee;
  - b. a number of activities and the way they can be organised;
  - c. a preliminary agenda for at least one semester;
  - d. a budget proposal;
  - e. an indication of the number of people that showed interest in the proposed activities.
2. After receiving this proposal, the UCSA Board will decide whether or not to give the committee official UCSA status. The UCSA Board can accept the establishment of the committee, in which case both parties will sign a committee contract. The UCSA Board can also refuse the proposal with a written justification for this decision.
3. The UCSA Board can advise the new committee with regard to changes to or improvements of the proposal, in which case a decision on approval of the new committee will be taken after the consideration of the revised proposal.
4. Any other conditions and arrangement required by particular committees are to be discussed with the UCSA Board.

### Structure of a Committee

#### **Article 13**

1. Each committee must have a Chair and a Treasurer. Upon approval of the UCSA Board, they may be the same person. Other specified assigned functions may be established upon

- discretion of the committee. All committee members must be UCSA members as specified in Statutes 5.1.a.
2. Each committee selects its own Chair, Treasurer and possibly other persons to fulfil specified assigned functions within a committee. This selection can be vetoed by the UCSA Board, should it have strong grounds to do so. A written justification for this decision must be provided;
  3. Members of the UCSA Board cannot hold the position of Chair, Treasurer or any specified assigned function within a committee. They may be participating members of a Committee.
  4. In exceptional cases, to be determined by the Board, members as specified in Articles 5.1.a, b, c and d of the Statutes can be members of a committee.
  5. The main function of the Chair and the Treasurer of the committee, outside the committee, is to be the representative of the committee to the University College Utrecht community and to collaborate with the UCSA Board.
  6. The Chair and the Treasurer of the committee bear the responsibilities regarding the fulfilment of the plans, the handling of the committee's finances and the smooth functioning of the committee's activities, in accordance with the committee contract, which is to be drawn up every year.
  7. The Chair and the Treasurer of the committee have to meet the Committee Affairs Officer on a regular basis. It is ultimately the responsibility of the Committee Affairs Officer that this happens.
  8. The committee's financial affairs are covered in Article 20 of this Policy Manual.
  9. Upon approval of the UCSA Board, selection procedures may be used by committees for choosing a Chair and Treasurer, and other relevant executive functions of the Committee.
  10. Students who are on social or academic probation cannot be a member of any UCSA committee. Exemptions from this rule are possible only under special conditions and agreements arranged with the Management of University College Utrecht.
  11. In case there are any doubts regarding the functioning of the committee's Chair, Treasurer and/or any other specified assigned function within a committee, the following procedure should be adhered to:
    - a. The Chair of the committee will talk to the member involved, explaining the problems and discussing how to improve the situation. In the case of doubts regarding the functioning of the Chair him/herself the procedure as outlined in Article 13.11.b will be applied directly;
    - b. In case the procedure as outlined in Article 13.11.a does not yield any satisfactory results, the UCSA Board will invite the committee member in question for a conversation on how to improve the situation, with the CAO of the committee and one other Board member;
    - c. Based on Article 15.2 of the Statutes the UCSA Board may, in case the procedure as outlined in Article 13.11.b does not yield any satisfactory results, and after careful consideration, replace or remove a committee's Chair, Treasurer and/or any other specified assigned function within a committee. A written justification for this must be provided to the committee member involved. The UCSA Board may decide to first consult any other relevant committee members concerning the situation before making a decision.
  12. In case of official investigations into the behaviour of a committee Chair, Treasurer or other committee member with a specified assigned function, relating to any of the actions described in Article 25.2 of the Statutes, this committee member may be temporarily removed from the committee without following the procedures outlined in Article 13.11 of this Policy Manual. If no sanction results from the investigations or if a sanction as mentioned in Article 32.2.a or 32.2.b of this Policy Manual is issued, the committee member may resume his/her tasks within the committee.
  13. Changes in the official positions (i.e. Chair and Treasurer) of a committee must be proposed well in advance of these changes actually taking place. Especially when a new person will take up a position at the beginning of a semester, the selection must be finalised before the end of the semester prior.
  14. All resignations from specified assigned functions must be submitted in writing to the UCSA Board.

#### Responsibilities and Liabilities of the Committees

##### **Article 14**

1. Unless Article 14.2 of this Policy Manual applies, all material damages caused by the UCSA committees or UCSA members acting as committee representatives, i.e. not as private

persons, are financially covered by the UCSA, to the extent where the liability insurance applies. In case that this does not apply, material damages caused shall be covered by the budget of the particular committee, unless the UCSA Board has strong grounds for deciding otherwise, as in accordance with Article 14.2 of this Policy Manual;

2. Charges against Committee members, on the basis of neglecting their tasks and/or duties, or abuse of power and/or position against other UCSA members, are brought to the attention of or can be instigated by the UCSA Board. These charges are examined by the UCSA Board, which provides reconciliation between the parties in case of a conflict, or takes further appropriate steps including removal from a Committee position or reimbursing losses in accordance with the rules, regulations and provisions set forth in the Statutes and Policy Manual of the UCSA.
3. Charges against any individual member of a Committee, which cannot be placed solely on the individual in question, will be placed on the Committee as a whole: the Committee shall be responsible for the action of their members and their guests (i.e. guest speakers, performers).
4. In case of any conflict the Chair and/or the Treasurer of the committee will be asked to meet with the UCSA Board on behalf of the committee and/or their guests to settle the matter.
5. Each committee's Chair (and preferably more committee members) shall be present at the General Assemblies organized by the UCSA Board. If a committee's Chair for strong reasons is unable to attend a General Assembly he or she shall appoint a Committee member to attend in his or her place, and notify the UCSA Board in advance. Failure to comply with these regulations may result in penalties or sanctions upon the Board's discretion.
6. The internal and external image of any UCSA committee should reflect its dependency on and affiliation with the UCSA.
7. If a Committee repetitively fails to hold to the formal agreements made between the UCSA Board and the Committee in question, a new Chair and/or Treasurer may be appointed. This procedure will be carried out under the supervision of the UCSA Board and as described in Article 13.11 of this Policy Manual.

#### Biannual Reports of Each Committee

##### **Article 15**

1. At the end of the fall and spring semesters of the academic year of University College Utrecht, each committee shall complete an end-of-semester report, which is expected to contain:
  - a. A report on the activities and handling of the committee's tasks of the semester in question;
  - b. Comments about the success of these activities and possible suggestions for changes and improvements;
  - c. A list of the UCSA members that have been active in the committee throughout the year. This is done so that each student enters in the UCSA 'personal profile system'. Based on this system, each student is given an official certificate, specifying his or her contribution to the student life on campus at the graduation ceremony of University College Utrecht.

#### Teams

##### **Article 16**

1. Certain committees will be referred to as teams. Teams are committees that work towards one goal or event.
2. A team will exist for the period of time that is needed to organize the goal or event it was established for. Upon completion of the event, the team will dissolve.
3. All team members will be appointed by the UCSA Board after a selection procedure open to all UCSA members as referred to in Article 5.1.a of the Statutes. To ensure continuity, the UCSA Board is strongly encouraged to involve previous team members in the selection procedure. The UCSA Board may also involve newly appointed team members in the selection procedure of additional members for that same team. Each team must at least have a Chair and Treasurer.
4. Whenever committees are mentioned in the Statutes, this Policy Manual or communication in general, teams are also addressed, unless otherwise specified and except for those cases mentioned in Article 16.5 of this Policy Manual.
5. Teams have the same rights and duties as committees, with the following exceptions:
  - a. Article 13.3 of this Policy Manual does not apply. Board members, with the exception of the Committee Affairs Officer of the respective team, cannot be member of a team;
  - b. Article 13.1 and 13.2 of this Policy Manual do not apply, as described in article 16.3 of this Policy Manual;

- c. Articles 13 to 15 of this Policy Manual only apply to the months the team is in operation.
6. In exceptional cases, to be determined by the UCSA Board, teams can include members as mentioned in Article 5.1.a, b, c and d of the Statutes.
7. In case there are any doubts regarding a Team member's functioning within the Team the procedures as described in Article 13.11 and 13.12 of this Policy Manual should be adhered to.
8. Teams especially, are expected to write and add to existing scenarios for the events they organize.

### Fraternities, Sororities and Year Clubs

#### **Article 17**

1. Fraternities, sororities, year clubs and other such groupings cannot be considered committees of the UCSA and are not eligible for financial assistance. As such, obligations, rights and responsibilities listed in this Policy Manual do not apply to them.

### Financial Procedures

#### Annual Accounts

#### **Article 18**

1. As stated in Article 12 of the Statutes, the overall budget of the UCSA shall be submitted for adoption to the first General Assembly of the actual club year. In addition, a financial overview shall be presented half way through the year at a General Assembly to inform the members about the financial situation of the Association. A final financial overview, following the closure of the actual financial year, shall be submitted to the Auditing Team and the General Assembly in accordance with Articles 7 and 19 of the Statutes.
2. The financial overview shall be subject to inspection by the Auditing Team at the end of each semester. Both the half-yearly and the final financial overview need to be approved by the General Assembly.

#### Allocation of the UCSA Budget

#### **Article 19**

1. The allocation of the UCSA budget is primarily meant to ensure the establishment and the efficient continuity of the UCSA committees. A budget will be available to enable the committees to organize activities. In all cases, the financial resources of the Association shall serve the interests of all UCSA members.
2. The Treasurer of the UCSA Board should bear in mind both the long term and the short-term interests of the Association in the allocation of the budget.
3. The budget shall be divided in accordance with the relative importance of a certain committee and the prospect of utilization of its activities.
4. In the light of expenditures and investments of over € 2500 not included in the approved budget, the UCSA Treasurer has to notify the members, be that at a General Assembly, in a newsletter or through an email. The only exception to this rule is expenses made by the Bar Committee, on behalf of the UCSA,:
  - a. to the beverage supplier, by approval of the UCSA Board;
  - b. to repair or replace equipment in the UCSA College Bar listed in the Emergency Bar Repair List, by approval of the Auditing Team.
5. Following this notification, should more than 5% of the UCSA members make any objections in writing, by email or orally at a GA within 72 hours of the announcement, then the issue must be brought to a vote at a Generally Assembly while duly observing the regulations as laid forth for this in Articles 7, 8 and 9 of the Statutes.
6. With regard to UCSA activities outside the University College Utrecht campus, the UCSA Board can decide to act as a sponsor. Students will be required to make a contribution towards the costs of these activities, unless otherwise decided by the USCA Board.
7. In addition to Article 12.2 of the Statutes, the following applies for expenditures made before the annual budget is approved by a General Assembly:
  - a. No more than one tenth (1/10) of the total budget, UCSA College Bar and UCU/UCSA Introduction Week excluded, may be spent before the budget has been approved;
  - b. The UCSA expenditures on the UCU/UCSA Introduction Week may be no more than € 10.- per newly arriving student.

### Committee Financial Procedures

#### **Article 20**

1. As required by Article 12 of the Statutes, all financial matters are subject to control by and management and prior approval of the UCSA Treasurer.
2. Each committee has a right to a part of the annual UCSA budget as agreed upon with the UCSA Board Treasurer and relevant CAO on the basis of the committee's annual budget proposal.
3. A committee will only be able to exceed its own negotiated budget if the UCSA Board has specifically agreed upon it, provided the total UCSA budget will not be exceeded.
4. The committee will either receive funds from the UCSA Treasurer prior to or after a particular event or activity. In any case, receipts specifying the expense for which reimbursement is requested must be provided
5. In no case shall UCSA members receive financial compensation from the UCSA for their services to the UCSA. This applies amongst others to committee membership, participation in UCSA activities and teaching one's skills in the light of committee activities.
6. Committees can attempt and are encouraged to find external sponsors for their expenses. This should always happen after having consulted the UCSA Board and the UCSA Acquisition Committee.
7. The committee's Treasurer is responsible for informing all committee members of the correct financial procedures. He or she is also responsible for ensuring that the financial procedures, as outlined under Article 20.8 of this Policy Manual and in the committee contract (to be signed every year) are followed.
8. No reimbursement for expenses can be obtained from the UCSA budget if the procedures in the committee contract, and those below are not followed:
  - a. Only the Treasurer of the UCSA Board is entitled to sign contracts. If this is not possible, the Chairperson of the UCSA Board will sign, though always after having consulted the Treasurer;
    - i. An exception to the above-rule is the borrowing of UCSA materials, for which all UCSA Board members can sign on behalf of the Association.
  - b. Committees will obtain copies of signed contracts;
  - c. All contracts and invoices will be sent to the UCSA Mailbox: Postbox 81-400, 3508 BK, Utrecht.
9. The UCSA cannot be held responsible for any expenses resulting from a failure to comply with this procedure. In case an individual acting on behalf of a committee does not follow this procedure and financial loss is a result, the UCSA Board is not obliged to compensate for the loss and therefore this person can be held accountable.

### Guest Membership

#### **Article 21**

1. Non UCU students, residing on campus could be offered the possibility to purchase a UCSA Guest-membership card. The price of this card is to be determined by the UCSA Board. Guest members are entitled to:
  - a. Participate in UCSA activities, sports teams ,and so forth;
  - b. Make use of UCSA facilities, including the UCSA College Bar and Sports facilities.

### UCSA College Bar Regulations

#### Goal and Structure

#### **Article 22**

1. The UCSA College Bar exists for the purpose of providing UCSA members and their guests with a place for socializing, partying and the like.
2. It should be a point of active policy by all parties involved that the largest possible part of the UCSA members feels welcome and willing to attend the bar on a regular basis.
3. The license of the bar is held by Maarten Diederix (the UC Housemaster) and Jeroen van Disseldorp (an alumnus of UC).
4. A set of house rules, made in cooperation by the Bar Committee and the UCSA Board should be on display in the UCSA College Bar at all times. These include amongst others a number of points from this Policy Manual pertaining to behaviour in the Bar and should be regularly assessed and updated.

5. When there is a conflict situation, it is the responsibility of all those present in the UCSA College Bar to ensure that the Chief Bartender is informed. Furthermore:
  - a. Depending on the severity of the situation, the Chief Bartender may decide to involve the Bar Committee, the UCSA Board or FBU;
  - b. If not immediately involved, the UCSA Board shall be informed of the conflict situation no later than 24 hours after the situation taking place;
  - c. The UCSA Board is the only UCSA organ to impose sanctions, as laid forth in Article 25 of the Statutes and Article 32, 33 and 34 of this Policy Manual.

### UCSA College Bar Management

#### **Article 23**

1. The Bar Committee is a UCSA committee that functions under supervision of the UCSA Board, as described in Article 15 of the Statutes and Articles 13-15 of this Policy Manual, excluding exceptions set forth in Articles 22-27 of this Policy Manual.
2. The Bar Committee's Chairperson and his/her Committee Affairs Officer shall meet at least once a week.
3. The UCSA Bar Committee manages the UCSA College Bar. The UCSA Bar Committee is responsible for the finances, maintenance, stocks, security, scheduling Bar events and other such practical matters.
4. The Bar Committee should have an active role in policy making in reference to the previous points. The Bar Committee is responsible for the presentation and representation of the Bar.
5. The Bar Committee represents the UCSA College Bar to all UCSA Members, UCSA Committees and specific bar related external contacts, but not to University College Utrecht Administration or non bar related external contacts, unless decided otherwise by the UCSA Board.
6. The UCSA College Bar itself is operated by Chief Bartenders, who are selected and trained by the Bar Committee in accordance with regulations set forth by Dutch law. Chief Bartenders work on a voluntary basis. They function under the supervision of the Bar Committee.
7. The Chief Bartenders and the Human Resource Officer of the Bar Committee manage the bartenders who work in the bar on a voluntary basis.
8. Only Bar Committee members and the scheduled Chief Bartenders and bartenders are allowed to be behind the bar at any moment. A DJ can be allowed to have access to the sound system at the Chief Bartenders discretion.
9. Although UCSA Board members are allowed unrestricted access to all UCSA facilities according to Article 10.5 of the Statutes, UCSA Board members can only access the area behind the Bar if the situation deems it necessary.

### Financial Procedures of the UCSA College Bar

#### **Article 24**

1. The overall and final responsibility of the Bar finances lies with the UCSA Board Treasurer.
2. For practical reasons, the management of the Bar finances is largely delegated to the UCSA Bar Committee Treasurer. The UCSA Bar Committee Treasurer is required to submit a budget proposal to the UCSA Board Treasurer at the beginning of the financial year. This budget must be approved by the GA in accordance with the rules and regulations set forth in the Statutes and Policy Manual of the UCSA.
3. The Treasurer of the UCSA Board has the right to request a comprehensive overview of the UCSA College Bar's finances at any given time, as well as the complete financial administration of the UCSA College Bar.
4. The allocation of UCSA College Bar's profits will only be decided by the UCSA Board in cooperation with the Bar committee.

### Tabs

#### **Article 25**

1. The right to have a tab can only be obtained by signing a bank withdrawal authorization form (machtiging). Only Dutch bank accounts will qualify.
2. UCSA Board members, UCSA Bar Committee members, former UCSA Board members and former Bar Committee members are allowed to have tabs during their study at University College Utrecht, ending one month prior to graduation.
3. Other tabs will be issued solely at the discretion of the Treasurer of the Bar Committee. These tabs will cease to exist when the Bar Committee Treasurer steps down or one month prior to the member's graduation.

4. Non UCSA members are allowed to have a tab for a specific evening only, under the discretion of the Treasurer of the Bar Committee, given that the procedure as outlined in Article 25, clause 1 of this Policy Manual is followed.
5. Payment is due monthly. The UCSA Bar Committee treasurer informs tab holders about the height of their respective tabs, the possibility of reviewing the various entries on their respective tabs, and around which date the balance due will be withdrawn from the tab holder's bank account.
6. The tab holder has one week (7 days), to pay its outstanding payment.
  - a. If the tab holder were not to pay the bill within the first week, the account will be frozen resulting in a strike. The tab holder can no longer order drinks on the tab as long as it has not paid its bill.
  - b. The tab holder has two weeks to pay and reactivate the tab, otherwise it will be permanently blocked and the student can no longer register a tap. If the bill gets paid within the two-week period, the tab will be re-opened and the tab holder can continue ordering drinks on the tab.
  - c. If the tab holder, for whatever reason, does not pay the tab, the Bar Committee will notify the UCSA Board and appropriate measures will be taken.
  - d. After two strikes, that tab holder will no longer be able to hold tab.
7. Tab holders may close their tab at any time by withdrawing their bank withdrawal authorization form (machtiging), provided there is no outstanding balance on their tab.

#### The Use of Alcohol and Other Stimulants

##### **Article 26**

1. It is forbidden to bring any consumable items into the UCSA College Bar. Only beverages and snacks provided by the UCSA College Bar may be consumed in the College Bar.
2. Chiefs and Bartenders are required to deny the provision of alcoholic beverages to any person that is recognizably drunk.
3. The use of illegal substances as described by Dutch law is strictly forbidden inside the building and shall be sanctioned by immediate expulsion from UCSA College Bar for the duration of the night and longer if deemed necessary by the UCSA board. Additionally, other measures may be taken in conformity with the graveness of the violation.

#### Guests and Alumni

##### **Article 27**

1. A member is entitled to introduce a maximum of four guests to the UCSA College Bar at any one point, except when they are hosting a party approved by the UCSA Bar Committee.
2. Any person that is not a UCSA member and cannot point out a member who did indeed introduce him/her will be expelled from the UCSA College Bar.
3. Upon a guest entering the UCSA College Bar, his/her host has to write down the name of both the host and the introducée in the Guest Book, which will be at all times available through the Chief Bartender on duty.
4. Members are fully responsible for the actions of their guests, as further described in Article 33 of this Policy Manual.
5. In case of alumni visiting the UCSA College Bar, the alumnus/-a should sign in. It is not necessary for alumni to be introduced by a UCSA member.
6. In case UCSA members or alumni want to organize a private party in the UCSA College Bar the organiser has to inform the Bar Committee a minimum of two weeks in advance. The Bar Committee has to know how many people are to be expected and must stress the responsibility of the host towards his or her guests. The organiser of the party needs to supply the Bar Committee with a full list of all non-members attending this party a minimum of three days in advance.
7. No more than two private parties will be allowed at the same time

#### Auditing

##### Yearly Audit

##### **Article 28**

1. In accordance with Article 19 and 21 of the Statutes, the audit shall be executed by an Auditing Team to be appointed by the General Assembly for a yearly period. Elaborating on article 23 of the Statutes, until the UCSA Board decides otherwise, the AT will be appointed at

the first GA of the academic year. Additional members may be added during later General Assemblies. This team consists of at least two members, of which one is the Chairperson of the Independent Body, or a representative appointed by the Chairperson of the Independent Body, and none of which are also members of the UCSA Board. Multiple Independent Body members may put themselves forward for participation in the Auditing Team.

2. There will be a guideline containing the required contents of the annual report. This guideline will be established in cooperation between the UCSA Board and the Auditing Team. Changes to this guideline can be made only after mutual consent.

### Half Yearly Audit

#### **Article 29**

1. In accordance with Article 18 of this Policy Manual, the UCSA Board Treasurer shall make a financial overview halfway through the year, containing a balance sheet and a complete overview of income and expenditure.
2. The Auditing Team shall check the half yearly overview and present its findings to a General Assembly, held no later than March 1<sup>st</sup>.
3. Articles 19.2, 20.2, 21 and 22.1 of the Statutes and Article 28 of this Policy Manual also apply for the half yearly audit.

### Mediation

#### Principles of Mediation

#### **Article 30**

1. In case of a conflict between the UCSA Board and a member, before or after having followed the procedures as outlined in Article 24, 25 or 26 of the Statutes, but before going through the procedures as outlined in Article 27 and 28 of the Statutes, any of the parties involved may explicitly ask the Independent Body to mediate.
2. The Independent Body shall only act as a mediator, upon the agreement of all parties involved.
3. As soon as the Independent Body starts acting as a mediator, all procedures as outlined in Article 24, 25 or 26 of the Statutes shall be temporarily put to hold.

#### Procedures of Mediation

#### **Article 31**

1. As mediator, the Independent Body shall
  - a. Get an as objective as possible view of the situation by individually hearing all the parties involved;
  - b. Invite all parties involved for meetings to resolve the problem, during which the Independent Body shall act both as mediator and as Chairperson.
2. The Independent Body shall inform all parties involved as soon as they feel that no compromise can be reached.
3. The Independent Body shall inform any party as soon as they feel that this party is not acting in the interest of settling the issue at stake.
4. The Independent Body may at all times decide to discontinue mediation, informing all parties involved of their rights with regards to the right of appeal as outlined in the Statutes and this Policy Manual.
5. The results of mediation are not binding unless all parties involved state their intention to follow the outcome reached.

### Sanctions

#### Actions

#### **Article 32**

1. As a result of one or more complaints filed against an individual as mentioned in Article 25 of the Statutes, or in reaction to an act as mentioned in for instance, but not limited to, Articles 14, 20, 22 or 26 of this Policy Manual and after careful consideration of the transcripts of the investigations conducted, the UCSA Board is entitled to issue the following sanctions:
  - a. official warning;

- b. compensation: material loss or damage arising from misconduct will be compensated by the offender;
  - c. suspension: involves expulsion from some or all UCSA facilities for a definite and predetermined period of time;
  - d. expulsion: the permanent cancellation of UCSA membership, access to UCSA facilities, events, and forthcoming membership rights, without the refund of the membership fees,
  - e. bar ban: in the case of fighting, which is in violation of the bar rules as laid out in article 22.4, the following guidelines will be followed (it is up to the discretion of the UCSA Board to impose other sanctions if deemed appropriate):
    - UCSA members involved will be banned from entering the bar for:
      - i. 1 week, if it is the first violation;
      - ii. 1 month, if it is the second violation;
      - iii. one semester, if it is the third violation;
      - iv. permanently, if it is the fourth violation.
2. It is up to the discretion of the UCSA Board to hand matters over to, or to discuss matters with, the Management of University College Utrecht relating to conflicts and sanctions.
  3. Following expulsion from the UCSA, the UCSA Board is entitled to recommend the Management of University College Utrecht to issue social probation, by informing the Management of University College Utrecht of the relevant events and the UCSA Board's reasons for recommending social probation.
  4. All complaints and hearings will be processed with the maximum amount of discretion and are not public.

### Alumni and Guests

#### **Article 33**

1. Alumni will be sanctioned more severely than members.
2. Guests of UCSA members will be sanctioned by a permanent ban from UCSA activities. The introducer of the guest will be sanctioned as if he or she was the offender: members are fully responsible for the actions of their guests.

### Notification

#### **Article 34**

1. In the case of expulsion from the Association, the UCSA Board will make public the sanction and the name of the offender. In the case of suspension, it is up to the discretion of the UCSA Board to decide whether or not they wish to actively make public the sanction and name of the offender. In all cases the sanction and name of the offender will be made known to those persons relevant to the enforcement of the sanction, such as committee chairs and/or chiefs and bartenders.
2. Upon request by any UCSA member, the UCSA Board shall be obliged to provide information on the offence committed.
3. Notification of a sanction will be executed by a UCSA Board member, both in person and in writing.
4. All complaints resulting in expulsion will be reported to the Management of University College Utrecht.

### Appeals

#### Appeals

#### **Article 35**

1. Appeals can be lodged explicitly in writing with the Independent Body within 72 hours of:
  - a. complaints dismissed by the UCSA Board as envisioned in article 24.3 of statutes of the statutes;
  - b. termination of mediation;
  - c. the imposition of a sanction.
2. In the case of expulsion, the member in question may lodge an appeal against the decision to expel him or her. Such an appeal should be lodged explicitly in writing with the Independent Body within one month of the decision.
3. Upon receiving an appeal, the Independent Body shall:
  - a. confirm having received the appeal to all parties involved;

- b. set a date for a hearing within one week of having received the appeal and;
- c. reach a decision within two weeks of having received the appeal, unless in the case of exceptional circumstances.

## Miscellaneous

### Use of the Gym

#### **Article 36**

1. The UCSA Sport Committee runs a fitness area (gym) on campus. The following terms and conditions apply to the use of this fitness area:
  - a. All users need to be in possession of an Olympos basis membership card and are required to take an introductory course, either at UCU or at Olympos. If the user does not have this card and/or did not take the mandatory instruction course, the UCSA, University College Utrecht, Universiteit Utrecht and Olympos are not liable for any injuries;
  - b. If a user is caught in the gym without an Olympos basic membership card, the following steps may be taken:
    - i. A warning will be issued to the member;
    - ii. A final warning will be issued and the UCU facility manager will receive a notification;
    - iii. The member will be suspended from further use of the gym.

### Publications

#### **Article 37**

1. All publications, in whatever medium, be it for internal or external use, made by any organ of the UCSA must adhere to the following conditions:
  - a. Publications may not contain any kind of personal attack, with the exception of columns and opinionated articles of the Boomerang;
  - b. Those who produce the publications have the responsibility of taking utmost care not to publish false facts;
  - c. Affiliation with the UCSA must be expressed.

### Annexes

#### **Article 38**

1. The documents listed below shall be considered as added to the Policy Manual. These documents do not need to pass through a General Assembly to adopt or amend them, but approval is needed from all parties mentioned before any such act can take place:
  - a. Auditing Agreement  
By: UCSA Board and Independent Body;
  - b. UCSA College Bar House Rules  
By: UCSA Board and Bar Committee;
  - c. Full UCSA College Bar tab procedures  
By: UCSA Board and Bar Committee;
  - d. Emergency Bar Repair List  
By: UCSA Board and Bar Committee
  - e. Guidelines for sanctions and verdicts  
By: UCSA Board and Advisory Council.
  - f. Guidelines for Board expenses  
By: UCSA Board
  - g. Guidelines for Committee travel expenses  
By: UCSA Board