
POLICY MANUAL
OF THE
AMSTERDAM UNIVERSITY COLLEGE
STUDENT ASSOCIATION

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Preamble

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Preamble

This is the Policy Manual of the Amsterdam University College Student Association as established by the Statutes of the Amsterdam University College Student Association notarised in October 2009. It serves as the core legal reference regarding the conduct and procedures of the association and has been ratified by democratic will of her members. This document is meant to serve and protect the interests of the association her members and representatives to the best of its abilities and to this end and this end only.

Definitions

AC – Advisory Council

AUC – Amsterdam University College

AUCSA – Amsterdam University College Student Association

AUCSC – Amsterdam University College Student Council

CAO – Committee Affairs Officer

GA – General Assembly

PMSA - Policy Manual of the Amsterdam University College Student Association

SSA - Statutes of the Amsterdam University College Student Association

Foundations of the AUCSA

The Policy Manual

Article 1

1. As the association's core legal reference regarding the conduct and procedures of the association, membership *ergo* entails compliance with the content set forth herein. Non-compliance, violations, or abuse of the content of the PMSA will lead to actions as set forth in Article 25.
2. The PMSA functions as by-laws of the SSA and may therefore be subject to amendments and adjustments.
3. The SSA by default supersedes the PMSA, should the latter, by democratic choice or not, ever stand in violation or conflict with the former.
4. All AUCSA members are assumed to be familiar with the contents of the PMSA and the SSA.
5. The AUCSA Board and all members can propose changes to the PMSA. These changes need to pass by a two-thirds majority vote at a Policy Manual GA, the procedures of which are set forth in Article 4.
6. The AUCSA Board will inform the members of approved changes to the PMSA.

Language

Article 2

1. English is the official language of the AUCSA.
2. All documentation of the AUCSA Board, Committees, Commissions, Teams, and any other AUCSA body, as well as all communication between the aforementioned parties and the members, must be conducted in English.
3. For communication with external parties, the language most appropriate will be left to the discretion of the AUCSA Board and AUCSA Committee members.
4. Article 2.3 may however become a subject of decision for the AUCSA Board and the respective Chair of the body in question, should concern be raised that the decision inconveniences AUCSA proceedings.

Communication

Article 3

1. The AUCSA Board official channel of communication is its email address under info@aucsa.nl; as stipulated in Article 7 of the PMSA, the Secretary of the AUCSA is in charge of the communications of the AUCSA.
2. Each Committee has the right to be allocated an e-mail address, in the fashion of Committeename@aucsa.nl, to which the Board, students and others must be able to communicate. **The communication is the responsibility of the Secretary of the Committee. Should the Secretary position go unfilled, the responsibility lies with the respective Chair.**
3. Each Committee has the right be allocated a spot on the AUCSA website, if requested, to which at least one member of the Committee board should have access in order to update the members on their activities.
4. All publications, in whatever medium, be it for internal or external use, made by any organ of the AUCSA must adhere to the following conditions:
 - a. Publications may not contain any kind of personal attack. Mentioning of names in connection with sanctions or actions due to violations of the PMSA or SSA is excluded from this definition, as long as they stay objective to the **measurement taken** and do not employ a value or moral judgment;
 - b. Publications may not contain discriminatory, offensive, or otherwise harmful content based on ethnicity, sex, gender, sexual orientation, religion, socio-economic background, mental or physical disability or illness, nationality, or age;
 - c. Those who produce the publications under AUCSA jurisdiction have the responsibility of taking utmost care not to publish false facts and ensure accurate fact and quote checking;
 - d. Affiliation with the AUCSA must be expressed.
 - e. Violations of the above may be subject to sanctions and actions as set forth in ARTICLE 25.**

General Assemblies

Article 4

1. General Assemblies are the democratic legislative organ of the AUCSA and consist of all members of the AUCSA, including the AUCSA Board, Committee members, Commission members, Team members, and **honorary members.** Former members are not included but may be granted access by the AUCSA Board without the eligibility to vote or proxy.
2. There are four kinds of General Assemblies;

- a. The Policy Manual General Assembly, which decides on amendments or adjustments made to the PMSA and can be called either by the AUCSA Board or as stipulated in Article 2.d;
 - b. The Budget General Assembly, which is to take place bi-annually and decides on the allocation of funds of the association. The AUCSA Board calls the Budget GA;
 - c. The Elections General Assembly, which determines the new AUCSA Board;
 - d. The Extraordinary General Assembly, which may be called by a member or several members of the AUCSA community. The Extraordinary GA can take the form of one of the GAs mentioned in Article 2.a-c or may concern a matter of extraordinary circumstance. In order to call an Extraordinary GA the member(s) must submit a request with the AUCSA Board containing signatures and contact details of at least 5% of the AUCSA member body, as stipulated by Article 9.3 of the SSA, a month before the anticipated date of the ExGA. The AUCSA Board is **then** obliged to call a GA unless the request is in violation of the PMSA or the SSA in which case the requesting party may file for mediation with the Advisory Council.
3. Each member and honorary member of the AUCSA has a right to vote. Former members and associates of the association may never be allowed to vote to protect the interests of the current body unless that body passes a respective motion.
- a. Each member and honorary member of the AUCSA has a right to a proxy vote in case they are unable to attend the GA in person; a member may never represent more than two proxy votes (not including their own);
 - b. Each voter and proxy voter is registered by name upon entering the assembly;
 - c. A vote passes with a plurality of the absolute number of voters partaking in the vote independent of the number of registered voters.
 - d. Abstentions will not count towards the total vote number.
4. Members are free to raise motions to make amendments or adjustments not on the agenda subject to a vote.
5. The AUCSA Board lays out the proceedings of the GA in the beginning of the GA.
6. The AUCSA Board is to inform members five business days in advance of the date for a GA and must provide an agenda and instructions no later than 48 hours prior to begin of the GA.

The AUCSA Board

Tasks of the AUCSA Board

Article 5

1. The AUCSA Board is responsible for managing the AUCSA as outlined in Article 8 of the SSA and fulfilling the **goals** of the AUCSA as outlined in Article 2 of the SSA.
2. The AUCSA Board is responsible for creating a framework to facilitate members' initiatives via Committees and Teams.
3. The AUCSA Board is responsible for managing the finances of the AUCSA.
4. At the beginning of each association year, the AUCSA Board will compile the budget proposals of all Committees and assign each Committee a budget for the entire association year.
5. The AUCSA Board is responsible for appointing an Advisory Council and Committees as outlined in Articles 9, 10 and 11 of the PMSA.
6. The AUCSA Board is responsible for communicating its proceedings clearly towards the members of AUCSA.
7. The AUCSA Board, together with the Election **Commission**, is responsible for organising AUCSA Board Elections, as outlined in **Article** 20 of the PMSA.
8. The AUCSA Board is responsible for maintaining contact and cooperating with relevant external parties. These include, but are not limited to, the following:
 - a. the AUC management;
 - b. the other student representatives of AUC, such as AUCSC;
 - c. the AUCAA;
 - d. the UCSRN Board;
 - e. other student associations.
9. The AUCSA Board will provide its members with an annual report, in accordance with Dutch law and Article 5 of the SSA.
10. The AUCSA Board will provide graduates of AUC with a certificate specifying their contributions to the AUCSA community.
11. The AUCSA Board members are responsible for being aware of the location of the most recent version of the PMSA.

Composition of the AUCSA Board

Article 6

1. The AUCSA Board consists of at least three and at most seven members, in accordance with Article 6.1 of the SSA.
2. The AUCSA Board consists of a President, a Secretary, a Treasurer and Committee Affairs Officer(s).

3. The AUCSA Board will appoint either the Treasurer or the Secretary as its Vice President. The Vice President has, in addition to the function he/she holds, the following responsibilities:
 - a. To chair AUCSA Board meetings in absence of the President;
 - b. In the event that the position of President becomes vacant, the Vice President will assume the responsibilities as stipulated in Article 7.1 of the PMSA.
4. The AUCSA Board may appoint a Vice Treasurer on request of the Treasurer of the AUCSA as set forth in Article 7.4 of the PMSA.
5. The AUCSA Board appoints a representative to the AUCAA Board from amongst its members to serve as Secretary of the AUCAA and thereby pursue the mutual interests of the two boards.

Task Descriptions

Article 7

1. President

The President carries the overall responsibility of the AUCSA Board and the AUCSA Committees. The following tasks fall under this function:

- a. Ensuring the ambitions of the AUCSA Board and committee members are sufficiently facilitated;
- b. Chairing the AUCSA Board meetings;
- c. Maintaining a close working relationship with the other AUCSA Board members. Together they decide which course to follow in their policy on internal operations of the AUCSA Board and what resolutions are available for possible problems;
- d. Mediating between other AUCSA Board members, if necessary do so in a neutral position;
- e. Being the ultimate representation and responsibility holder of the Board;
- f. Maintaining a clear vision for the future of the AUCSA;
- g. Ensuring that the PMSA and SSA are respected;
- h. The President is ultimately responsible for the actions and decisions of their Board;
- i. Together with the Secretary and Treasurer, acting as the contact person between the AUCSA Board and AUC management;
- j. If the Chair is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 7.5.b-k of the PMSA also apply.

2. Secretary

The following tasks fall under this function:

- a. 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 AUCSA Board and what resolutions are available for possible problems;
- b. Being responsible for the communication of the AUCSA and the AUCSA Board, including but not limited to
 - c. Promotion for events, communication to AUCSA members, and the final revision of AUCSA documents;
 - d. Communication with external parties;
 - e. Taking minutes at every AUCSA Board meeting, and providing them before the next meeting;
 - f. Being responsible for the non-financial and non-legal administration of the Association;
 - g. Together with the President and Treasurer, acting as the contact person between the AUCSA Board and Management of Amsterdam University College.
 - h. If the Secretary is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 7.5.b-k of the PMSA also apply.

3. *Treasurer*

The following tasks fall under this function:

- a. 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 AUCSA Board and what resolutions are available for possible problems;
- b. Ensuring that the money is spent in the best interest of the association, its goals, and its members;
- c. Being responsible for the financial and legal administration of the association, including but not limited to,
 - i. Arranging contracts with internal and external parties and processing declaration forms;
 - ii. Keeping track of the overall expenditures of each Committee
And thus maintaining close contact with the Treasurers of each Committee;
- d. Ensuring that the Association's savings, the funds not utilised in the annual budget, are allocated and secured in a savings account. This should be done no later than **one month** after the GA's approval of the budget and the transferal of donations by AUC;
- e. Having contact with third parties that provide goods and services for the AUCSA. In order to do so, the Treasurer should draft contracts and be the main signatory with said parties;
- h. Ensuring that the financial procedure, as outlined in Article 5 of the SSA and Articles 17 and 18 of the PMSA, is followed;

- i. Providing guidance and overseeing the proper functioning of the vice-treasury;
- j. Together with the President and Secretary, acting as the contact person between the AUCSA Board and Management of Amsterdam University College.
- k. If the Treasurer is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 7.5.b-k of the PMSA also apply.

4. *Vice-Treasurer*

The following tasks fall under this function:

- a. The Vice-Treasurer is an unelected supplementary office of the AUCSA Treasury. The position is appointed by the AUCSA Board on request of the AUCSA Treasurer, and will be constituted by either the President or Secretary of afore mentioned Board.
- b. The Vice-Treasurer is not a co-holder of the office it is meant to support. In line with the Vice-Presidency the position primarily serves a substitutive function to represent the treasury if the Treasurer is unable to attend. Further, if the moment would arise that the Treasurer position would be vacant, the Vice-Treasurer should take over the responsibilities as stipulated by Article 7.3 of the PMSA
- c. The administrative governance of the finances remains with the Treasurer to ensure administrative cohesion. The Vice-Treasurer may be assigned floating tasks of the Treasurer, unrelated to the responsibilities set forth in Article 7.3 of the PMSA, to ensure they are able to fulfill their responsibilities fluently.
- d. As the Vice-Treasurer is not involved in the direct administration of the finances, they are in charge of ensuring the facilitation, constitution, and maintenance of the Audit Commission. Commissions are endowed with their own Chair for which the Vice-Treasurer is the main communication point in the Board. It is the Vice-Treasurer's duty to inform the Treasurer of the health of the treasury's Commissions.
- e. The Vice-Treasurer is responsible to assist the financial administration of autonomous committees. It is the Vice-Treasurer's duty to inform the Treasurer of the financial health of the autonomous committees.
- f. The Vice-Treasurer is in charge to arrange the presentation and communication of the budget to the members prior to the Budget GA.

5. *Committee Affairs Officers*

The Committee Affairs Officers are each assigned a number of Committees and provide the link between the AUCSA Board and their Committees. Their tasks include, but are not limited to:

- a. 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 AUCSA Board and what resolutions are available for possible problems;
- b. Representing the Board to the Committees for matters such as contract discussions and signing (in cooperation with the Treasurer);
- c. Meeting with their Committees and attending Committee events as often as they deem necessary to sustain a good working relationship;
- d. Reporting any updates concerning Committee issues and wellbeing to the AUCSA Board;
- e. Representing and advocating their Committee's budget proposals in the AUCSA Board;
- f. Helping to resolve internal problems within their Committees;
- g. Being responsible for any AUCSA equipment used by members of the Committees they are assigned;
- h. Monitoring external relations of their Committees;
- i. Guiding the Committees in the promotion of their events;
- j. Helping and supporting the Committees in other possible ways;
- k. Being the contact person between the Committees and the Management of Amsterdam University College (in co-operation with the President, Secretary and Treasurer of the AUCSA Board).

AUCSA Board Meetings and Resolutions

Article 8

1. The AUCSA Board shall meet at least once every two weeks, with exception of holidays during the semesters of the Amsterdam University College.
2. In addition, meetings shall be held as often as the President considers necessary or if one of the other AUCSA Board members submits a written request for a meeting to the President providing a precise description of the issues to be addressed at that meeting. If the President 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. Each AUCSA Board member shall be entitled to cast one vote in AUCSA Board meetings.

- a. In so far as the PMSA does not prescribe a greater majority, all resolutions of the AUCSA Board shall be passed by a simple majority of the votes validly cast.
 - b. All votes shall be taken orally, unless any other AUCSA Board member requests to do so via unmarked ballot papers.
 - c. Any AUCSA Board member may act as proxy of just one other AUCSA Board member after a written notification.
 - d. Valid resolutions may be passed outside a meeting, provided that all the AUCSA Board members have been afforded an opportunity to express their views. Exceptions can only be made in cases that decisions need to be taken instantly, and all reasonable forms of communication have been tried.
 - e. In the event that a board voting results in a tie, because there is an even number of board members, the issue will be put to a second vote in the next meeting. In case the second vote also results in a tie, a GA will be called for and the GA will decide on the issue.
4. Minutes of AUCSA Board meetings regarding specific issues or specific meetings shall be available upon the request of any member at the discretion of the AUCSA Board.

Advisory Council

Article 9

1. The Advisory Council will provide both solicited and unsolicited non-binding advice to the AUCSA Board.
2. The former AUCSA Board ensures the constitution of the Advisory Council for a period of one year.
3. The Advisory Council may have a least three members at most five.
4. The Advisory Council consists of at least two former AUCSA Board members and at least one member of the AUCSA who has not been an AUCSA Board member.
5. The AUCSA Board is responsible for ensuring the visibility of the Advisory Council.
6. The Advisory Council serves as the association's independent body and is therefore the mediating organ between the AUCSA Board and its bodies and members;
7. The Advisory Council is required to meet with the AUCSA Board upon request, either in person or via an equally feasible medium.
8. A member of the Advisory Council may speak to the GA on behalf of the Advisory Council.
9. In the event that the AUCSA fails to comply with Article 3.3 of the SSA, the Advisory Council may organise a GA with the specific aim of taking measures to sustain the AUCSA. This can include a vote of no confidence in a member of the AUCSA Board or the entire Board, as outlined in Article 6 of the SSA.

- a. As stated in Article 9.3 of the SSA, a GA can also be called by 5% of the AUCSA members.
- b. At such a GA, or any other GA for that matter, a vote of no confidence needs to be passed by at least two-thirds of the members present, including abstentions.

Committees, Commissions, and Teams

Prerequisites for New Committees

Article 10

1. A new Committee can only be formed if there is no Committee in place serving a similar purpose. It beyond needs to serves the interests of a significant part of the student body. What is considered similar and significant is left to the discretion of the AUCSA Board.
2. The Committee should be an open organisation and it should serve a general social function.
3. Fraternities, sororities, year clubs and other such groupings cannot be considered Committees of the AUCSA and are not eligible for financial assistance.
4. The Committee may not violate in its purpose subjects set forth in Article 3.4.b of the PMSA.

Proposals for New Committees

Article 11

1. A prospective Committee must present a proposal to the AUCSA Board. This proposal must be in accordance with Article 9 of the PMSA and should contain at least the following points:
 - a. A clear outline of the purpose and profile of the Committee;
 - b. Contact information via which the proposed Committee board members can be reached;
 - c. A number of activities and the way they can be organised;
 - d. A preliminary agenda for the full association year;
 - e. A budget proposal;
 - f. An indication of the number of people that showed interest in the proposed activities.
2. The CAOs of the AUCSA Board should make a template for the proposal mentioned above available. The AUCSA Board may request all proposals to be in this format to ensure efficient administration.
3. After receiving this proposal, the AUCSA Board will decide whether or not to give the Committee official AUCSA status. The AUCSA Board can accept the establishment of the Committee, in which case both parties will sign a Committee contract. The AUCSA Board can also refuse the proposal with a written or oral justification for this decision.

4. The AUCSA Board can advise the new Committee with regard to changes to or improvements of the proposal, in which case the AUCSA Board can re-evaluate the establishment of the Committee.
5. Any other conditions and arrangements required by particular Committees are to be discussed with the AUCSA Board.
6. If a proposal has failed to pass approval of the AUCSA Board it may also be raised in an ExGA if the conditions set forth in Article 2.d are fulfilled.

Structure of a Committee

Article 12

1. All Committee members must be AUCSA members as specified in Article 3.2 of the SSA. In exceptional cases, honorary members and donors as specified in Articles 3.3 and 3.4 of the Statutes can also participate, pending approval of the AUCSA Board.
2. Members of the AUCSA Board cannot hold the position of Chair, Secretary, Treasurer or any specified assigned function within a Committee Board. They may be participating members of a Committee.
3. Each Committee must have at least a Chair and a Treasurer.
4. Each Committee selects its own Chair, Secretary, Treasurer and possibly other persons to fulfil specified functions within a Committee. This selection can be vetoed by the AUCSA Board, should it have strong grounds to do so. A written justification for this decision must be provided.
5. Any Chair, Secretary, or Treasurer position in a Committee Board must be resident and located in Amsterdam. Members abroad may not fill a Committee position; members you already fill a position but go abroad will lose this position upon departure
6. The Treasurer of a Committee must be in office for at least one semester; extraordinary circumstances can be considered if the case is brought forth to the respective CAO.
7. All vacancies of Committee board positions should be announced clearly and openly to all AUCSA members. Vacancies on the board may not be filled based on nepotism.
8. 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 Amsterdam University College community and to collaborate with the AUCSA Board.
9. 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.
10. The Chair and the Treasurer of the Committee have to meet the Committee Affairs Officer on a regular basis. It is also the responsibility of the Committee Affairs Officer that this happens.

11. In case there are any doubts regarding the functioning of the Committee's Chair, Secretary, 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 themselves the procedure as outlined in Article 12.12.b of the PMSA will be applied directly;
 - b. In case the procedure as outlined in Article 12.12.a of the PMSA does not yield any satisfactory results, the AUCSA 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. In case the procedure as outlined in Article 12.12.b of the PMSA does not yield any satisfactory results, and after careful consideration, the AUCSA Board, may replace or remove a Committee's Chair, Secretary, 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 AUCSA 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, Secretary, Treasurer or other Committee member with a specified assigned function, this Committee member may be temporarily removed from the Committee without following the procedures outlined in Article 12.12 of the PMSA. If no sanction results from the investigations or if a sanction as mentioned in Article 25 of this Policy Manual is issued, the Committee member may resume their tasks within the Committee.
13. All changes and resignations from specified assigned functions should be submitted in writing to the respective CAO.
14. The Committee's financial affairs are covered in Article 18 of this Policy Manual.

Responsibilities and Liabilities of the Committees

Article 13

1. All Committees must ensure that their image, activities, or publications never contain discriminatory, offensive, or otherwise harmful content based on ethnicity, sex, gender, sexual orientation, religion, socio-economic background, mental or physical disability or illness, nationality, or age; it is imperative that all Committees actively promote inclusion and diversity and protect this integrity in all their actions and decisions.

2. All material damages caused by the AUCSA Committees or AUCSA members acting as Committee representatives, i.e. not as private persons, are financially covered by the AUCSA, 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 AUCSA Board has strong grounds for deciding otherwise.
3. Charges against Committee members, on the basis of neglecting their tasks and/or duties, or abuse of power and/or position against other AUCSA members, can be instigated by the AUCSA Board when brought to their attention. These charges are examined by the AUCSA 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 SSA and PMSA.
4. 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).
5. In case of any conflict the Chair and/or the Treasurer of the Committee will be asked to meet with the AUCSA Board on behalf of the Committee and/or their guests to settle the matter.
6. The Committee board should abide by the Committee contract, which is to be drawn up every association year.
7. Each Committee's Chair and Treasurer (and preferably more Committee members) shall be present at the General Assemblies organised by the AUCSA Board. If a Committee's Chair or Treasurer for strong reasons is unable to attend a GA he or she shall appoint a Committee member to attend in their place.
8. The internal and external image of any AUCSA Committee should reflect its dependency on and affiliation with the AUCSA.
9. If a Committee repeatedly fails to hold to the formal agreements made between the AUCSA 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 AUCSA Board and as described in Article 12.12 of this Policy Manual.

Semester Reports of Each Committee

Article 14

1. At the end of the intensive periods, as indicated by the academic calendar of the AUC, each Committee shall complete and submit to the AUCSA Board an end-of-semester report, which should 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. An evaluation of cooperation with the AUCSA Board;
 - d. A list of the AUCSA members that have been active in organising the Committee throughout the semester.
 - e. If applicable, a list of the AUCSA members that have actively participated in the activities organised.
2. The AUCSA Board shall send out a reminder and a template of the end-of-semester report to Committees at the beginning of each intensive period.

Commissions

Article 15

1. Commissions are a supplementary body established by an office of the AUCSA Board to support a certain function of the governing body.
2. An office of the AUCSA Board (President, Secretary, Treasurer, or CAO) may propose the establishment of a new Commission in a GA to ratify its establishment. A proposed committee is established by the conditions laid out in Article 4.3.c.
3. Commissions unlike Committee do not have a budget or the right therefor.
4. Commissions are endowed with a Chair, which is appointed internally and may structure itself beyond one appointed position; the minimum number for a Commission is two and the maximum may not exceed five.
5. Vacant positions for Commissions must be openly communicated to the AUCSA members by the AUCSA Board and in cooperation with the acting Commission Board.
6. Commission are subject to the same responsibilities and liabilities as Committees in Article 13 of the PMSA.

Teams

Article 16

1. Teams are working groups as mentioned in Article 10 of the SSA. Teams are similar to Committees, but work towards one goal or event.
2. Whenever Committees are mentioned in the SSA, the PMSA or communication in general, Teams are also addressed.
3. A Team will exist for the period of time that is needed to organise the goal or event it was established for. Upon completion of the event or goal, the Team will dissolve.
4. All Team members will be appointed by the AUCSA Board after a selection procedure open to all AUCSA members as referred to in Article 3.2 of the SSA. To ensure continuity, the AUCSA Board is strongly encouraged to involve previous Team members in the selection procedure. The AUCSA 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.

5. Articles 12 of the PMSA only apply to the months during which the Team is in operation.
6. Teams have a special position in regards to Article 17 and 18 of the PMSA, but are expected to write and add to existing scenarios for the events they organise. Templates will be made available by the CAO upon request.

Finances of the AUCSA

Allocation of the AUCSA Budget

Article 17

1. The allocation of the AUCSA budget is primarily meant to ensure the establishment and the efficient continuity of the AUCSA Committees. A budget will be available to enable the Committees to organise activities. In all cases, the financial resources of the Association shall serve the interests of all AUCSA members.
2. The Treasurer of the AUCSA Board should bear in mind both the long term and the short-term interests of the association in the allocation of the budget and as such should advocate for the best interest of the finances.
3. The budget shall be divided in accordance with the relative importance of a certain Committee and the prospect of utilisation of its activities, the judgement of which is left to the discretion of the AUCSA Board.
4. To ensure through consideration of the Budget it is the Treasurer's responsibility to call a Budget Weekend with their Board to help them create the new budget.
5. Ultimately the budget is under the Treasurer's administration.
6. Unless inflicted by gross negligence or mal-intent, the Treasurer's liability is protected under the same Article 12.1 of the PMSA as Committees.
7. For expenditures and investments of over two thousand five hundred euros not included in the approved budget, the AUCSA Treasurer has the responsibility to notify the members, be that at a GA, in a newsletter or via e-mail.
8. Should more than 5% of the AUCSA members make any objections within 72 hours of the announcement, either in writing, by e-mail or orally at a GA, then the issue must be brought to a vote at a GA while duly observing the regulations as set forth in Articles 9 of the SSA.
9. The Committees are encouraged to find sponsors for their activities but should always do so in consultation with the AUCSA Board to prevent conflict of sponsors.

Committee Financial Procedures

Article 18

1. As required by Article 5 of the SSA, all financial matters are subject to control and management by and with prior approval of the AUCSA Treasurer.
2. Each Committee has a right to a part of the annual AUCSA budget as agreed upon with the AUCSA 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 AUCSA Board has specifically agreed upon it, provided the total AUCSA budget will not be exceeded.
4. The Committee will either receive funds from the AUCSA 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. Exceptions to this article can be made for committees with exceptionally large and complex budgets and money flow. These committees are to be given more financial freedom as to ensure their proper functioning. The definitions of 'large and complex' as well as 'freedoms' are at the discretion of the AUCSA Board.
5. In no case shall AUCSA members receive financial compensation from the AUCSA for their services to the AUCSA. This applies amongst others to Committee membership, participation in AUCSA activities and teaching one's skills in the light of Committee activities. The only exception that can be made to this rule concerns the reimbursement specifically allocated to the AUCSA Board members by the Amsterdam University College und contractual regulations.
6. 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 in the PMSA and in the Committee contract are followed.
7. No reimbursement for expenses can be obtained from the AUCSA budget if the procedures in the Committee contract, and those below are not followed:
 - a. The Treasurer of the AUCSA Board is the main organ to sign contracts, and will demand the co-signature of the AUCSA President or Secretary. **Only if the Treasurer is not available to sign the President and Secretary may do so after consultancy with the Treasurer;**
 - b. An exception to the above-rule is the borrowing of AUCSA materials, for which all AUCSA Board members can sign on behalf of the Association.
 - c. Committees will obtain copies of signed contracts upon request;
 - d. All contracts and invoices will be submitted in print to the Treasurer post-box in the AUCSA Office at 113 Science Park,

1098XG Amsterdam, NL.

8. The AUCSA 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 AUCSA Board is not obliged to compensate for the loss and therefore this person can be held accountable.

The Audit Commission

Article 19

1. In accordance with Article 5.6 to 5.9 of the SSA, an auditing body shall be established by the AUCSA Board and approved by the GA. In accordance with Article 7.4 if the position has been established, otherwise the Treasurer will organise the recruiting.
2. The Audit Commission consists of at least two members who are not in the AUCSA Board or in the board of a Committee or Team.
3. The Commission has one Chair and may establish more positions internally as it sees fit. In accordance with Article 14.
4. The Audit Commission will conduct a quarterly annual audit.
5. The Commission may also serve as an advisory body to the AUCSA treasury if so requested by the Treasurer.
6. Halfway through the association year and at its completion and for the purpose of the audit, the AUCSA Treasurer shall hand over a financial overview, containing, among other things, a balance sheet and a complete overview of income and expenditure.
7. The AUCSA Board should support the Audit Commission and cooperate fully with their efforts.
8. The Audit Commission will also provide a letter of recommendation twice a year to advise the members of the AUCSA during a GA, and further will inform the members about the AUCSA's financial health after each audit.

Elections

Election Commission

Article 20

1. An Election Commission shall be formed on initiative of the Advisory Council in the event that the AUCSA Board indicates the need for an election, and the Election Commission will exist for the duration of the election cycle.
 - a. The election cycle is decided as the period from the moment the vacancy in the AUCSA Board is announced, to the moment the vacancy is filled.

2. The Election Commission is not responsible for the promotion of the Elections, as it is the AUCSA Board's responsibility to do so, although the Election Commission may provide advice if they see fit.
3. The Election Commission shall consist of at least three members, of which at least one is a former or current member of the AUCSA Board, one is a former or current member of an AUCSA Committee, and one is former or current AUCSA member of distinction.
4. The Election Commission shall collect written applications via elections@aucsa.nl. The AUCSA Secretary is responsible for granting the Election Commission access to this e-mail address.
5. The Election Commission shall set a deadline for applications and the AUCSA Board should notify all the members of this.
6. After receiving the application, the Election Commission should notify the applicant. Following this written application, the Election Committee will conduct interviews with all candidates that applied in order to make a well-informed and fair decision about the proposed Board.
7. The Election Commission will prefer candidates who will not participate exchange abroad for the duration of their appointed term.
8. The Election Commission will propose a board containing at least one Dutch-speaking and one international candidate, and ensure the proposed board is not comprised of a single gender.
9. The AUCSA Election Commission should use the PMSA as guidelines for the selection process.
10. The Election Commission is, among others, responsible for the handling of the voting at an Election GA.
11. Any member may request a recounting of the ballots, which would be done by the member in question in conjunction with the Election Commission.
12. The Election Commission should be afforded regular facilities to communicate their process to the members by the AUCSA, and the Commission must ensure proper visibility throughout their proceedings.

AUCSA Board Elections

Article 21

1. Elections shall be held at the end of the spring semester of each academic year of Amsterdam University College.
2. Elections are open to all members of the AUCSA except for exchange students. Candidates must be members for as long as they are elected to be in office and must further be located in Amsterdam during their time in office.
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.

4. Candidates may write an election statement, which will be made public to all members 48 hours prior to the debate.
5. The Debate will take place at least 48 hours prior to the GA.
6. Candidates may introduce themselves briefly at the GA by means of a short speech prior to the elections, after which they should be available for questions.
 - a. In the case that a candidate is unable to attend the debate, a personal response to the debate topics will be recorded, or written by the candidate and shown or read during the debate.
7. Those candidates that are unable to present themselves at the GA may prepare a video message or write an official letter, to be presented or read out during the GA;
8. Candidates not present at the GA must be available for answering questions through any means of communication, unless deemed practically impossible by the Election Commission.
9. The proposal of the Election Commission will be made public during the GA, after the speeches of the candidates. The Election Committee will motivate their reasons for proposing this particular board composition based primarily on, but not limited to, board dynamics and individual qualities if so requested by at least one member of the assembly.
10. Beyond the speeches and the procedure provided by the Election Commission, candidates may engage in self-promotion under the following conditions:
 - a. Promotion must exclude organised events that would go beyond bilateral promotion.
 - b. Promotion may not take place on social media.
 - c. A candidate may not make use of promoters in their name or ask friend, family, or acquaintances to do so for them.
 - d. The content of their campaign must comply with Article 3.4.b.
 - e. Handing out of goods or services to promote a candidacy is not allowed under any circumstance.
11. Violations of Article 20.10 or any reports thereof will result in the immediate disqualification of the candidate in question from the current election cycle.

Voting at AUCSA Board Elections

Article 22

1. All members of the AUCSA 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 AUCSA Board, provided that not more than fifty per cent of the voting members abstained.
3. The Committee Affairs Officers with the most votes shall be elected. No regulation with regards to abstentions shall have influence on the outcome for this position.

Andy O. Daab 15/1/2017 15:43

Comment [1]: Have Election Commission make it clear what an organised event is

4. In case two or more 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 AUCSA Board, a re-run shall be organised between those candidates only, within five days of the original elections not including the day of the original nor of the new elections. The election GA shall as such not be closed until a new AUCSA Board has been elected. Based on Article 9 of the SSA, the chair of the GA is allowed to add this issue to the end of the agenda. The AUCSA 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 to 9.11 of the SSA and in Article 20 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 AUCSA who cannot attend the GA during which the elections will take place, may authorise another member to vote in their stead, to which the following rules apply:
 - i. Only authorisations sent from the member's AUC e-mail account shall be taken into consideration and must be communicated 24 hours before the elections take place;
 - ii. The member being authorised must be aware of this authorisation. This is the responsibility of the one authorising;
 - iii. Any member may be authorised to vote for no more than two other members.
6. The Election Commission should keep in the voting ballots of Board elections for a period of two years.
7. Attempts to conduct fraudulent voting or the execution thereof will be sanctions as set forth in Article 25 of the PMSA.

Vacancies

Article 23

1. Any vacancy arising on the AUCSA Board during the office year may be dealt with in one of the following ways:
 - a. By temporarily redistributing the tasks over the remaining Board members;
 - i. Within a period of two months, a new Board member to replace the vacancy should be appointed;
 - b. The vacancy can also be filled by a current AUCSA Board member, who vacates their old position;
2. Any change in the functions filled on the AUCSA Board is subject to the approval of the GA, in accordance with Article 6 of the Statutes.

Transition Period

Article 24

1. Duties of the parting and arriving members of the AUCSA Board during the transition period, i.e. the period between the Election GA and the next office year as specified in Article 5.3 of the SSA, are as follows:
 - a. Newly elected board members are responsible for acquiring the necessary skills and knowledge to successfully fulfil their role.
 - b. The parting members of the AUCSA Board are responsible for transferring necessary skills, knowledge and documents to enable the newly elected board members to fulfil their roles.
 - c. The parting members of the AUCSA Board shall make themselves available for questions at all times possible during the transition period;
 - d. The parting members are required to meet with the newly elected AUCSA Board as often as both parties deem necessary, but at least twice;
 - e. Should an arriving member feel that they are not being trained properly, they may inform the Advisory Council to find a resolution.

Sanctions & Appeals

Sanctions

Article 25

1. As a result of one or more complaints filed against an individual as mentioned in Article 4.4 and 4.5 of the SSA, or should a violation of any of the herein defined rules be brought forth and after careful consideration of the transcripts of the investigations conducted, the AUCSA Board is entitled to issue the following sanctions:
 - a. An official warning;
 - b. A compensation demand: material loss or damage arising from misconduct will be compensated by the offender;
 - c. A suspension: involves expulsion from some or all AUCSA facilities for a definite and predetermined period of time;
 - d. Persona-non-grata of the AUCSA: the permanent cancellation of AUCSA membership, the person may be denied access to AUCSA facilities and events, denied the acquisition of goods and services provided or sold by the AUCSA, forthcoming membership rights such as a right to vote, run for office or be part of a Committee or Commission, as well as no eligibility to the refund of the membership fees;
2. Following a sanction from the AUCSA, the AUCSA Board is entitled to recommend social probation to the management of the Amsterdam University College.

3. All complaints and hearings will be processed with the maximum amount of discretion and are not public.

Appeals

Article 26

1. Appeals to AUCSA sanctions can be made by contacting the Advisory Council within 72 hours of the decision, which will set up an independent body to investigate the case.
2. Appeals can be made in the following cases:
 - a. Complaints dismissed by the AUCSA Board as envisioned in Article 4.5 of the SSA;
 - b. Termination of mediation;
 - c. The imposition of a sanction;
 - d. Dissatisfaction with the handling of the AUCSA Board Elections.
3. In the case of expulsion, a term of one month shall apply to Article 26 of this Policy Manual.
4. 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.

UCSRN Membership

Relationship with the UCSRN

Article 27

1. The AUCSA is a member of the University Colleges Student Representatives of the Netherlands, and as such so are its members.
2. Each member of the AUCSA and the association itself are subject to the UCSRN Policy Manual when attending event under their jurisdiction or in cooperation with them.
3. The AUCSA Board appoints a representative to the UCSRN Board from amongst its members through an application process, which is up to their discretion. The representative is then responsible for pursuing the UCSRN's goals on behalf of the AUCSA, as well as the AUCSA's goals on behalf of the UCSRN.
4. The AUCSA pays an annual membership fee to the UCSRN on behalf of its members.
5. Membership of the UCSRN is subject to the approval of the AUCSA members represented at the discretion **of the AUCSA.**
6. The AUCSA can be requested to withdraw from the UCSRN by its members in accordance with the procedure laid forth in Article 4 of the PMSA.

