

# **POLICY MANUAL OF THE AMSTERDAM UNIVERSITY COLLEGE STUDENT ASSOCIATION**

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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 its members. This document is meant to serve and protect the interests of the association, its members, and representatives to the best of its abilities and to this end and this end only.

## Foundations of the AUCSA

### Article 1: Definitions

1. The understanding terms shall represent the following:
  - a. AUCSA - Amsterdam University College Student Association
  - b. AUCSC - Amsterdam University College Student Council
  - c. AUCAA - Amsterdam University College Alumni Association
  - d. AC - Advisory Council
  - e. President - Chairperson
  - f. CAO - Committee Affairs Officer
  - g. PM - Policy Manual of the Amsterdam University College Student Association
  - h. GA - General Assembly or General Meeting
  - i. Members - Ordinary Members, Honorary Members and Donors
  - j. Externals - Any natural Person, entity, or institution that is not a member.
  - k. Former Members - Any person that once were either an Ordinary Member or Honorary Member but no longer holds this status
  - l. Kamer van Koophandel - Chamber of Commerce
  - m. Executive Committee - The President, Treasurer and Secretary
  - n. Executive Board - The Executive Committee in addition with all other board members that are registered as legal representatives at the Kamer van Koophandel
  - o. Statutes - Statutes of the Amsterdam University College
  - p. The Board - All members who hold a position in the AUCSA Board.
  - q. The Associations Year - A year running from the 1st of July until the 30th of June  
the next year.
  - r. Simple Majority - A majority by most votes cast.
  - s. Absolute Majority - A majority by more than half of the votes cast.
  - t. Team - Working Group

### Article 2: Policy Manual

1. As the AUCSA'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 PM will lead to actions as set forth in Article 25.
2. The PM functions as by-laws of the Statutes and may therefore be subject to amendments and adjustments.
3. The Statutes by default supersedes the PM, 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 PM and the Statutes.
5. The AUCSA Board and all ordinary Members can propose changes to the PM. 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 5.
6. The AUCSA Board will inform the members of changes made in the PM or statutes if aforementioned changes are approved by the GA in accordance with Article 5 of the PM.
7. The AUCSA Board can make minor changes to the PM, that do not change the meaning, and have as a goal to improve clarity of the document limited to spelling and grammatical errors, without having to pass these changes by vote in a GA but have to notify the members at the next GA of

these minor changes, on the condition that such rectifying change has not been appealed before in a previous GA.

### **Article 3: Language**

1. English is the official written and spoken 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.

### **Article 4: Communication**

1. The AUCSA Board official channel of communication is its email address under info@aucsa.nl; as stipulated in Article 8 of the PM, the President and Secretary of the AUCSA are in charge of the management of the communications of the info@aucsa.nl email account.
2. Each Committee shall have access to an email address, in the fashion of Committeename@aucsa.nl, which shall perform the following functions:
  - a. It shall be the main point of contact for the Board and members;
  - b. It shall be the main mode of contact to the Board, members and externals.
3. Each AUCSA body shall be allocated a spot on the AUCSA website. The primary responsibility of allocating this space shall be of the Board. Any additional responsibility given to the body shall be at the discretion of the AUCSA Board.
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 PM or Statutes 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.

## **The AUCSA Governing Bodies**

### **Article 5: General Assemblies**

1. A General Assembly is the democratic legislative organ of the AUCSA and consists of all Ordinary members of the AUCSA, including the AUCSA Board, Committee members, Commission members, Team members, and honorary members
2. Former members are not admitted but may be granted access by the AUCSA Board or GA without the eligibility to vote or proxy.
3. A General Assembly shall have one of the four main purposes listed below:
  - a. The Policy Manual General Assembly, which decides on amendments or adjustments made to the PM or Statutes;
  - b. The Budget General Assembly, which is to take place at least bi-annually and decides on the allocation of funds of the association;
    - i. At least two Budget General Assemblies will be called by the Board each year;
    - ii. The Board shall bear the responsibility to present the financial overview and insight into the association's financial health;

- iii. At least one representative of the Audit Commission shall be present during the Budget GA and provide additional insight into the financial health of the Association;
  - c. The Elections General Assembly, which determines the AUCSA Board for the following year.
  - d. The Extraordinary General Assembly can only have a topic as noted in Article 5.3.a-5.3.c.
4. A General Assembly can be called by any Ordinary member concerning a matter of extraordinary circumstances.
  - a. To call a GA, the member(s) must submit a request to the AUCSA board containing the following:
    - i. The member(s) calling the GA need to specify a topic or topics to be placed on the General Assembly;
    - ii. The member(s) need to provide a list containing signatures and contact details of at least 5% of members who are eligible to vote and explicitly support the reason for, and the topics of discussion of the GA;
    - iii. The request needs to be filed at least a month before the GA will take place;
  - b. The Board will bear the responsibility to schedule the GA as soon as possible;
  - c. An extraordinary GA cannot take place in the months of July and August.
5. Members are free to raise motions to make amendments or adjustments not on the agenda subject to a vote.
6. The AUCSA Board lays out the proceedings of the GA at the beginning of the GA.
7. 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 the beginning of the GA.

8. The AUCSA Board shall be present at the GA and shall lead the GA.
9. Each 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 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. Each vote, unless otherwise defined shall pass if an absolute majority of valid votes cast in favour.
  - d. A majority vote passes independent of the number of registered voters.
  - e. Abstentions will not count towards the total vote number.
  - f. Honorary members and donors have an advisory vote.

#### **Article 6: Tasks of the AUCSA Board**

1. The AUCSA Board is responsible for managing the AUCSA as outlined in Article 8 of the Statutes and fulfilling the goals of the AUCSA as outlined in Article 2 of the Statutes.
2. The AUCSA Board is responsible for creating a framework to facilitate members' initiatives via Committees, Commissions 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 and review the budget proposals of all Committees and present it at the GA.
5. The AUCSA Board is responsible for appointing an Advisory Council and Committees as outlined in Articles 10, 11 and 12 of the PM.
6. The AUCSA Board is responsible for communicating its proceedings clearly towards the members of AUCSA.
7. The AUCSA Board is responsible for organising AUCSA Board Elections, as outlined in Article 20 of the PM.
8. The AUCSA Board is responsible for maintaining contact with 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 Statutes.
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 PM.
12. The AUCSA Board is responsible to make the PM available to all members.

#### **Article 7: Composition of the AUCSA Board.**

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

3. The AUCSA board will appoint a Vice-President. The Vice-President has, in addition to the function they hold, the following responsibilities:
  - a. To chair AUCSA Board meetings in the absence of the President;
  - b. Any other responsibilities that may be relevant to supporting the President in the day to day tasks;
  - c. In the case that the position of President becomes vacant, the Vice-President will take up the tasks of the President until a new President is elected.
4. The AUCSA Board will appoint a Vice Treasurer, in addition to the function they hold, the following responsibilities:
  - a. Support the Treasurer with any responsibilities deemed necessary;
  - b. Fill in for the Treasurer in the case of the absence of the Treasurer.
5. The AUCSA Board appoints a Board member to be a board member in the AUCAA and to foster the relationship with the AUCAA.

### **Article 8: Task Descriptions of Board Positions**

1. 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 representative and the responsibility holder of the Board;
  - f. Maintaining a clear vision for the future of the AUCSA;
  - g. Ensuring that the PM and Statutes are respected and upheld;
  - h. The President is ultimately responsible for the actions and decisions of their Board;
  - i. The President acts as the primary contact person between the AUCSA Board and AUC management;
  - j. If the President is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 8.4 of the PM, and the Statutes also apply.
2. The Secretary carries the overall responsibility of structuring the communication, planning and meetings of the AUCSA Board and 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 Board year;
  - b. Setting policy on internal operations of the AUCSA Board and what resolutions are available for possible problems;
  - c. Being responsible for the communication of the AUCSA and the AUCSA Board, including but not limited to:
    - i. Promotion for events, that fall entirely under the responsibility of the AUCSA board, such as General Assemblies;
    - ii. Communication to AUCSA members;
    - iii. Final revision of AUCSA documents;
    - iv. Communication with external parties;
  - b. Taking minutes at every AUCSA Board meeting, and providing them before the next meeting;
  - c. Being responsible for the non-financial and non-legal administration of the Association;
  - d. If the Secretary is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 8.4 of the PM, and the Statutes also apply.
3. The Treasurer carries the overall responsibility of maintaining the treasury and 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 reimbursement forms;
    - ii. Keeping track of the overall expenditures of each Committee and thus maintaining close contact with the Treasurers of each Committee;
    - iii. 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;
    - iv. Having contact with third parties that provide goods and services for the AUCSA. In order to do so, the Treasurer can draft contracts and be the main signatory with said parties;
  - d. Ensuring that the financial procedure, as outlined in Statutes and PM and the Statutes, is followed;
  - e. Providing guidance and overseeing the proper functioning of the vice-treasury;
  - f. The function of acquisitioning in the name of the Association;
  - g. Providing the Audit commission with all reasonable resources that ensure it to function properly;
  - h. If the Treasurer is responsible for one or multiple Committees in substitution of one or more CAOs, Articles 8.4 of the PM, and the Statutes also apply.
4. 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 Committees for matters such as contractual agreements (in cooperation with the Treasurer);
  - c. Representing the Committees in Board Meetings;
  - d. Being up to date on any and all ongoing proceedings and initiatives of committees as well as their financial situation;
  - e. Meeting with their Committees and attending Committee events as often as they deem necessary to sustain a good working relationship;
  - f. Reporting any updates concerning Committee issues and wellbeing to the AUCSA Board;
  - g. Representing and advocating their Committee's budget proposals in the AUCSA Board;
  - h. Helping to resolve internal problems within their Committees;
  - i. Being responsible for any AUCSA equipment used by members of the Committees they are assigned;
  - j. Monitoring external relations of their Committees;
  - k. Guiding the Committees in the promotion of their events;
  - l. Helping and supporting the Committees in other possible ways.

## **Article 9: AUCSA Board Meetings and Resolutions**

1. The AUCSA Board shall meet at least once every two weeks, with the exception of holidays during the semester 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 applicant 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.
4. In so far as the PM does not prescribe a greater majority, all resolutions of the AUCSA Board shall be passed by a simple majority of the votes validly cast.
5. All votes shall be taken orally, unless any other AUCSA Board member requests to do so via unmarked ballot papers.
6. Any AUCSA Board member may act as proxy of just one other AUCSA Board member after a written notification.
7. 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 where decisions need to be made instantly, and all reasonable forms of communication have been tried.
8. 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, an Extraordinary General Assembly will be called for and the GA will decide on the issue.
9. 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,

### **Article 10: Advisory Council**

1. The Advisory Council is a body that has the main goal of ensuring the wellbeing of the Association in the broadest sense of the word.
2. The Advisory Council will provide both solicited and unsolicited non-binding advice to the AUCSA Board.
3. The former AUCSA Board ensures the constitution of the Advisory Council for a period of one year.
4. The Advisory Council may have at least three members and at most five.
5. The Advisory Council consists of at least two former AUCSA Board members and at least one current or former member of the AUCSA who has not been an AUCSA Board member.
6. The AUCSA Board is responsible for ensuring the visibility of the Advisory Council.
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 at the GA on behalf of the Advisory Council.
9. In the event that the AUCSA fails to comply with Article 3.3 of the Statutes, 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 statutes.
10. 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.

## **Committees, Commissions and Teams**

### **Article 11: Establishing New Committees**

1. In order to establish a new Committee, it must adhere to the following rules:
  - a. There is no committee in place serving a similar purpose, and beyond anything else, it 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;
  - b. The Committee should be an open organisation and it should serve a general social function;
  - c. Fraternities, sororities, year clubs and other such groupings cannot be considered Committees of the AUCSA and are not eligible for financial assistance;
  - d. The Committee may not violate in its purpose subjects set forth in Article 3.4.b of the PM.
2. A prospective Committee must present a proposal to the AUCSA Board. This proposal must be in accordance with Article 9 of the PM and the Statutes 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.
3. The CAOs of the AUCSA Board should make a template for the proposal mentioned above available.
  4. The AUCSA Board may request all proposals to be in this format to ensure efficient administration.
  5. 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.
  6. 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.
  7. Any other conditions and arrangements required by particular Committees are to be discussed with the AUCSA Board.
  8. If a proposal has failed to pass approval of the AUCSA Board it may also be raised at a GA if the conditions set forth in Article 11.1 are fulfilled.

## **Article 12: Structure of a Committee**

1. All Committee members must be Ordinary Members as specified in Article 3.2 of the Statutes.
2. In exceptional cases Honorary Members may be admitted into the board of committees pending approval of the AUCSA Board.
3. Donor members shall not be able to hold a position in any Committee.
4. 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.
5. Each Committee must have at least a Chair and a Treasurer.
6. 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.
7. Any Chair, Secretary, or Treasurer position in a Committee Board must be a resident of and located in Amsterdam. Members abroad may not fill a Committee position; members that already fill a position but go abroad will lose this position upon departure.
8. 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.
9. 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.
10. 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.
11. 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.
12. All vacancies of Committee board positions should be announced clearly and openly to all AUCSA members. Vacancies within the board may not be filled based on nepotism.
13. 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 12.13.b of the PM will be applied directly;
  - b. In case the procedure as outlined in Article 12.13.a of the PM 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 12.13.b of the PM and the Statutes 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.
14. 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 12.13 of the PM and the Statutes. 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.
15. All changes and resignations from specified assigned functions should be submitted in writing to the respective CAO.
16. The Committee's financial affairs are covered in Article 17 and 18 of this Policy Manual.

### **Article 13: Responsibilities and Liabilities of the Committees**

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 PM and the Statutes.
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 actions of their members and their guests. Guests in this context meaning externals or members, who are specifically asked to contribute to the event in question (i.e. guest speakers, performers). Any person who acts outside of this context, including Ordinary members, will be personally liable for any damages resulting from their actions.
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 and signed before the first Budget General Assembly of that 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 12.13 of this Policy Manual.

#### **Article 14: Semester Reports of Each Committee**

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.

#### **Article 15: Commissions**

1. Commissions are a supplementary body established by the AUCSA Board to support a certain function of the governing body.
2. An AUCSA Board member (President, Secretary, Treasurer, or CAO) may propose the establishment of a new Commission at a GA to ratify its establishment.
3. Commissions are endowed with a Chair and Treasurer, 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 eight.
4. The AUCSA Board appoints one ordinary member who shall assemble the Commission's board in question on behalf of the AUCSA Board.
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. Commissions are subject to the same responsibilities and liabilities as Committees in Article 13 and Article 14 of the PM.
7. The existence of a commission may be anchored in the PM if they are vital to the existence of the AUCSA.

#### **Article 16: Teams**

1. Teams are working groups as mentioned in Article 10 of the Statutes. Teams are similar to Committees, but work towards one goal or event.
2. Whenever Committees are mentioned in the Statutes, the PM 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, if all business is completed or when the AUCSA board decides so.
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 Statutes. 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 have at least a Chair and Treasurer.
5. Articles 12 of the PM and the Statutes only apply to the months during which the Team is in operation.
6. Teams are managed by at least one and at most two AUCSA Board members who shall, if not already a CAO, function as CAO for that particular team.
7. Teams have a special position in regards to Article 17 and 18 of the PM and the Statutes, but are expected to write and add to existing scenarios for the events they organise. Templates will be made available by the responsible AUCSA Board member(s) upon request.



## **Finances of the AUCSA**

### **Article 17: Allocation of the AUCSA Budget**

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 13 of the PM 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 email.
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.

### **Article 18: Committee Financial Procedures**

1. As required by Article 5 of the Statutes, 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 'freedom' 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 under contractual regulations.
6. The Committee's Treasurer is responsible for informing all Committee members of the correct financial procedures. They are also responsible for ensuring that the financial procedures, as outlined in the PM 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, but at the Boards discretion and with the approval of the Treasurer, other Executive Board Members can enter into agreements;
  - 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 to the Treasurer, either in print or using e-mail.
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.

#### **Article 19: The Audit Commission**

1. In accordance with Article 5.6 to 5.9 of the Statutes, 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. Furthermore, there shall be no AUCSA Board member in the Audit Commission. In case a member of the Audit Commission is on the board of a Committee, Team or Commission, the latter excluding Audit Commission, this member is not allowed to audit the budget of this or these board(s) in question.
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 quarter-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.
9. Should the Audit Commission bring forward any kind of concerns about the financial administration of the AUCSA to the Treasurer of the AUCSA, the Treasurer will have to reply to these concerns within five working days.
10. The Treasurer of the AUCSA has to present a draft of the AUCSA budget to the Audit Commission before every budget GA.

#### **AUCSA Board Elections**

##### **Article 20: Election Commission**

1. An Election Commission shall be formed on the 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.
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 a former or current AUCSA member of distinction.
4. The Election Commission shall collect written applications via [elections@aucsa.nl](mailto:elections@aucsa.nl). The AUCSA Secretary is responsible for granting the Election Commission access to this email 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 Commission 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 strongly 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 PM as guidelines for the selection process.
10. The Election Commission is 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.

#### **Article 21: AUCSA Board Elections**

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 at least 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.
7. 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.
8. 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;
9. 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.
10. 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.
11. Beyond the speeches and the procedure provided by the Election Commission, candidates may engage in self-promotion under the following conditions:
  - a. Promotion may not take place on social media;
  - b. A candidate may not make use of promoters in their name or ask friends, family, or acquaintances to do so for them;
  - c. The content of their campaign must comply with Article 3.4.b;
  - d. Handing out of goods or services to promote a candidacy is not allowed under any circumstance.
12. Violations of Article 21.11 of the PM or any reports thereof will be investigated by the Elections Commission and can result in the immediate disqualification of the candidate in question from the current election cycle.

#### **Article 22: Voting at AUCSA Board Elections**

1. All members of the AUCSA have the right to cast one anonymous vote.
2. The Chair, Secretary and Treasurer will get elected with a simple majority in their respective positions in the AUCSA Board, provided that not more than fifty percent of the voting members abstained.
3. The Committee Affairs Officers with the most votes shall be elected.
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 Elections GA shall as such not be closed until a new AUCSA Board has been elected. Based on Article 9 of the Statutes, 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 statutes 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 on behalf of them, to which the following rules apply:
  - a. Only authorisations sent from the member's AUC email account shall be taken into consideration and must be communicated 24 hours before the elections take place;
  - b. The member being authorised must be aware of this authorisation. This is the responsibility of the one authorising;
  - c. Any member may be authorised to vote for no more than two other members.
6. The Election Commission should keep the voting ballots of the Board elections for a period of two years.
7. Attempts to conduct fraudulent voting or the execution thereof will be sanctioned as set forth in Article 25 of the PM.

### **Article 23: Vacancies**

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;
  - b. Within a period of two months, a new Board member to replace the vacancy should be appointed;
  - c. 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.

### **Article 24: Transition Period**

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 Statutes, 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.
2. The Task of preparing the transition shall be distributed among one or two members of the AUCSA Board.

## **Sanctions & Appeals**

### **Article 25: Complaint Procedure**

1. The AUCSA Board is responsible to set up an accessible, clear, anonymous complaint procedure.
2. Complaints can be filed about any member, committee, or regulation of the AUCSA.
3. When a complaint concerns an AUCSA Board Member, the Advisory Council shall act as an independent body that acts accordingly to the complaint and mediates between the parties.
4. All complaints and hearings will be processed with the maximum amount of discretion and are not public.

### **Article 26: Sanctions**



1. As a result of one or more complaints filed against an individual as mentioned in Article 4.4 and 4.5 of the Statutes, 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. The AUCSA Board shall inform the Student Life Officer of AUC about any incidents involving physical violence or any incident resulting in expulsion of a member. In all other matters regarding conflicts and sanctions, it is up to the discretion of the AUCSA Board to discuss those with parties of AUC.

## **Article 27: Appeals**

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 Statutes;
  - 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**

### **Article 28: Relationship with the UCSRN**

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 an event under their jurisdiction.
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 PM and the Statutes.