



# Policy Manual

Roosevelt's All Student Association

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### List of Abbreviations

AAC	Academic Affairs Council
AC	Advisory Council
AoAs	Articles of Association
CAO	Committee Affairs Officer
GA	General Assembly
HAC	Housing Affairs Council
IB	Independent Body
PM	Policy Manual
RASA	Roosevelt's All Student Association
UCR	University College Roosevelt
UCSRN	University College Student Representatives of the Netherlands

### List of Definitions

**Suspension:** Suspension involves the temporary expulsion from all or any of the RASA facilities and Committee activities for a definite and predetermined period of time.

**Expulsion:** Expulsion is the permanent and non-refundable cancellation of RASA membership, access to RASA facilities and events, and forthcoming membership rights.

## Article 1: The Roosevelt's All Student Association (RASA)

### **1.1. Status of the Policy Manual**

- 1.1.1. The PM functions as the bylaws to the AoAs. Only the Dutch version of the AoAs is legally binding.
- 1.1.2. The most updated version of the RASA PM is to be displayed on the RASA website and will be given upon request via email.
- 1.1.3. It is assumed that all RASA members are acquainted with the content of the PM.
- 1.1.4. The RASA Board will keep the members updated on proposed and approved changes to the PM.
- 1.1.5. The RASA Board and members can propose changes to the PM. These will be presented to the members and voted upon at a GA.

### **1.2. Language & Communication**

- 1.2.1. The official language of RASA is English. As such, all internal documentation of the RASA Board and RASA Committees, as well as communication from both of those parties to the RASA members must be in English. With regard to external communication, it is at the discretion of the RASA Board members and RASA Committee Board members to decide which language is most appropriate to use, although English is advised and preferred.
- 1.2.2. The RASA Board, Committees, and students may establish their preferred form of communication as long as all parties agree to it. Any medium agreed upon in such a way is counted as official and shall be treated as such. Either party may request to have a particular correspondence archived, in which case that conversation should be sent to the RASA Board by email. If no preferred form is established, all official communication should occur through email.
- 1.2.3. In each week of the academic year, excluding breaks, a digital newsletter will be sent out to all students promoting events of the upcoming week and outlining any important decisions taken by the RASA Board.
- 1.2.4. The process of summoning a GA is laid down in Article 13 of the AoAs.

### **1.3. General Assembly Proceedings**

- 1.3.1. The GA is the body of highest authority within the Association, and its status and powers are defined in Article 15 of the AoAs.
- 1.3.2. Any RASA member who plans to raise a motion regarding a sum of money larger than but not equal to €150 should notify the RASA Board by email at least 48 hours before the start of the GA. This motion will subsequently be added to the agenda and communicated to the GA.

- 1.3.3. When the RASA board wishes to call a GA other than an Election GA, a call shall be sent out at least twelve days in advance, not including the day of the call and the day of the Assembly in accordance with Article 13.1 in the AoAs. This call shall include the RASA GA Code of Conduct, the Introduction to RASA General Assemblies document, and the agenda for the GA. A second call will be sent out 5 days in advance not including the day of the call and the day of the Assembly, in which all documents pertinent to the agenda of the GA will be included and official minutes from the most recent GA that have yet to be approved.
- 1.3.3.1. Any changes since the second call must be mentioned and explained in the GA.
- 1.3.4. In case of inability to attend a GA, voting by proxy is allowed as is prescribed in Article 15.4 in the AoAs.
- I. Proxy votes can only be cast on matters/items that are on the Agenda of the GA.
  - II. If a RASA member wishes to raise a motion to which proxy votes are permitted, this motion should be raised at least 48 hours prior to the GA, which will subsequently be added to the agenda and communicated to the GA.
  - III. If a RASA member wishes to vote by proxy, they should inform the RASA IB at least 24 hours before the start of the GA by email.
  - IV. The preceding rules apply to every GA, except to a GA at which elections will take place. For the specific procedures of the Election GA, refer to [Article 2.2.1](#) of the PM.
- 1.3.5. Under extraordinary circumstances as defined by the Dutch government, it is possible for a GA to be held online. In such cases, the Online GA Code of Conduct is to be followed.

## 1.4. RASA Events

- 1.4.1. A RASA event entails an event organized by RASA members in the name of the Association, which is open to all RASA members. Non-RASA members can be excluded at the discretion of the Board of the Committee(s) in charge of the event or the RASA Board. An event must either appear in the approved budget of that semester, be approved via the RASA Board via the SSF/CCF etc., or require no money through the RASA bank account in the form of reimbursements, ticket sales etc..
- 1.4.2. The RASA board can include non-RASA members upon request by the organizers of the RASA Event
- 1.4.3. When a participation fee is necessary for a RASA event, any RASA member can request a waiver when the following conditions are met:
- I. The RASA member provides a substantive service at the event;

- II. The waiver is requested at the latest 48 hours before the event takes place and approved by the RASA Board;
- III. The budget for the event is not exceeded.

It is at the discretion of the RASA Board whether such a request for a waiver or discount will be honoured. The request should always be cleared with the RASA Board within a week. RASA Board members requesting a waiver or discount are to seek approval from the IB.

## **1.5. The Borrowing System**

- 1.5.1. All RASA members and Committees can borrow items from RASA.
- 1.5.2. A borrowing record is to be kept and updated by the RASA Board.
- 1.5.3. Borrowing is limited to a week of time. The RASA Board may extend this to a maximum of 30 days if the conditions are deemed justifiable.
- 1.5.4. In case a RASA member wants to ensure an item from the borrowing system will be available for them to borrow on a given date, they may make a reservation by sending an email to the RASA Board. Other RASA members will then be unable to borrow the item in question on that particular date.
- 1.5.5. A RASA member may only have one reservation per item at a time. Exceptions to this rule may be made at the discretion of the RASA Board.
- 1.5.6. Under justifiable conditions, the RASA Board reserves the right to request a borrowed item before the time it is due to be returned.
- 1.5.7. A repetition in untimely returns of borrowed items may result in refusal to proceed with a borrowing request from the responsible party in the future, as deemed right by the RASA Board.
- 1.5.8. Liability for the borrowed item lies with the RASA member who borrowed the item. Lending the item out to a second RASA member while it is in one's possession is strongly discouraged. However, if done so, the liability remains with the RASA member who initially borrowed the item. If an item is borrowed by a Committee Board member for Committee motives, the Committee Board bears liability.
- 1.5.9. Liability for the borrowed item will be excused upon return after a RASA Board member has put down their signature.
- 1.5.10. If an item has been budgeted for by or for a specific society, said society has priority in borrowing said item.
- 1.5.11. Borrowing an item can be done by filling in the borrowing sheet in the RASA office, in the presence of a RASA Board member. The borrowing ends when the item is returned and a RASA Board member has signed off on it.

## 1.6. External Contacts

- 1.6.1. Any contract that exceeds the board year of the RASA Board members signing that contract needs to be passed through the GA.

## Article 2: The RASA Board

### 2.1. Members of the RASA Board and Task Descriptions

- 2.1.1. The RASA Board consists preferably of six members, in accordance with Article 6 of the AoAs. The ideal composition is a Chairperson, a Secretary, a Treasurer, and three CAOs.

- 2.1.2. The function descriptions of the RASA Board members are as follows:

- 2.1.2.1 All RASA Board members:

All RASA Board members have general tasks that are not pinned to a certain position. The following tasks fall under this:

- I. Being a motivating factor for the RASA Board and its Committees;
- II. Being responsible for external communication;
- III. Ensuring that the AoAs and PM are respected;
- IV. Maintaining a close working relationship with all Board members. Together they decide which course to follow in their policy and what resolutions are available for possible problems. Decisions are taken after adequate deliberation with the RASA Board;
- V. Acting as the contact person for the AC and the IB;
- VI. Ensuring that the successive RASA Board receives a satisfactory transition.

- 2.1.2.2 Chairperson:

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

- I. Setting meetings, preparing the agenda and chairing the RASA Board meetings and GAs;
- II. Maintaining a clear picture of the future of RASA;
- III. Maintaining the internal operations of the RASA Board while keeping a general overview;
- IV. Acting as the main contact person between the RASA Board and UCR;
- V. Ensuring the PM is properly revised and, if necessary, properly updated together with input from the RASA Board;
- VI. Ensuring the actions of the RASA Treasurer are properly examined.

**2.1.2.3 Secretary:**

The Secretary is in charge of all administrative aspects of RASA, with exception to the financial administration. The following tasks fall under this function:

- I. Taking minutes at every RASA Board meeting and providing them to the rest of the Board within a week;
- II. Being responsible for the administration and archive system of the Association;
- III. Appropriately managing all outgoing and incoming correspondence;
- IV. Keeping track of the inventory and supplies;
- V. Keeping administration of membership.
- VI. Taking minutes at RASA GAs.

**2.1.2.4 Treasurer:**

The Treasurer is in charge of all financial aspects of RASA. The following tasks fall under this function:

- I. Assigning every RASA Committee a budget in cooperation with the other members of the RASA Board;
- II. Keeping track of all of RASA's financial transactions and maintaining a record of this, as is prescribed by Dutch law for all chamber of commerce registered entities;
- III. Ensuring that the money is spent in the best interest of the Association;
- IV. Maintaining contact with third parties that provide services and goods for RASA;
- V. Setting and evaluating long and short-term financial goals;
- VI. Ensuring that the financial procedure, as outlined in [Article 4](#), is followed.

**2.1.2.5 Committee Affairs Officers:**

The CAOs are each assigned a number of Committees and provide the link between the RASA Board and their Committees. The following tasks fall under this function:

- I. Meeting with their Committees on a regular basis;
- II. Reporting any updates concerning Committee issues and well-being to the RASA Board;
- III. Helping to resolve internal problems within their Committees;

- IV. Being present at events organized by any of their Committees as much as possible;
- V. Being the contact person between the Committees and UCR;
- VI. Monitoring external relations of their Committees;
- VII. Helping and supporting the Committees if possible;
- VIII. Supervising the Committee transition period.

#### 2.1.3. Course Reduction

- I. The Chairperson, Secretary, and Treasurer of the RASA Board are allowed and recommended to drop two courses for both semesters they are in office.
- II. The CAOs are allowed to drop one course during the year they are in office. It is the responsibility of the CAO to find a solution for the shortage of credits.

## 2.2. RASA Board Elections and Re-elections

#### 2.2.1. Election Procedure

- I. Elections shall be held at the end of the spring semester of each year.
- II. Elections are open to all members as referred to in Article 4.1.a of the AoAs.
- III. As stated in Article 7.1 of the AoAs, members of the RASA Board are not eligible for immediate re-election. If no other RASA members have announced candidacy for a position before the official deadline, an exception to this Article can be made for that position.
- IV. The announcement of time, location and place of the Election GA must happen 4 weeks before the GA takes place.
- V. Candidates must make their desire to participate in the elections known to the RASA Board by email at least a week before the elections are to take place.
- VI. Candidates must write an election statement, which will be made public to all members prior to the elections. In the election statement, the candidate must clearly specify the position they apply for.
- VII. Candidates must introduce themselves briefly at the GA by means of a short speech before voting. Those candidates that are unable to present themselves at the GA will be obliged to send in a digital recording of their speech or an official written statement by email, which will be read out by one of the RASA Board members during the GA.
- VIII. All RASA members have the right to cast one anonymous vote for every position.

- IX. RASA members who cannot attend the GA at which elections take place, may authorise another member to vote in their stead, according to the proxy voting rules described in Article [1.3.3](#).
- X. Representatives from the IB, who are not running for the RASA Board, will count the votes. After they approve the results, the winners per position will be announced.
- XI. The IB keeps the results of the election classified until the official announcement of the results.
- XII. All members have a right to either approve, disapprove, or abstain candidates even if only one person is running.

#### 2.2.2. Emergency Election Procedure

- I. Any vacancy arising in the RASA Board during the board year shall be handled in one, or in a combination, of the following ways:
  - I. By redistributing the tasks over the remaining Board members, subject to the provisions of Article 6.1 of the AoAs;
  - II. By appointing one of the remaining Board members to the vacant position and handling the resulting new vacancy according to this clause (2.2.2.I) ;
  - III. By filling the position by electing a new member to the vacant position as outlined in Article 7.2 of the AoAs.

2.2.3. Any change in the composition of the RASA Board is subject to the approval of the GA, in accordance with Articles 6 and 7 of the AoAs. In between the resignation and GA, the new composition will be named Interim, but will be able to function to the fullest extent.

2.2.4. An Emergency Election GA must be summoned at least 5 days in advance (day of call and day of GA not taken into account).

### 2.3. Transition Period

2.3.1. The transition period will occur from the election of the new Board until the first of August, when the newly elected Board will officially take office.

2.3.2. The members of the old Board shall make themselves available for questions from the new Board at all times during the transition period.

2.3.3. The old Board is required to meet with the newly elected Board, as often as either party deems necessary.

2.3.4. Each new Board member should be present at as many meetings of the old Board as possible, but at least one.

2.3.5. Should a new member feel they are not being properly trained, they may contact the AC for extra guidance.

- 2.3.6. At the end of their year in office, the old Board will compile an evaluation of how the Association was managed in the past year as well as update the Board Book. This evaluation and Board Book serves as a guide for the new Board.

### Article 3: RASA Committees

#### **3.1. Committee Structure**

- 3.1.1. Certain Committees will be referred to as Societies. These Committees represent a particular interest of a significant part of the student population.
- 3.1.2. Certain Committees will be referred to as Teams. These are Committees that work towards a specific goal or event that is in the interest of a significant part of the student population, but does not fall under the responsibility of a Society.
- 3.1.3. In principle, all Committee boards shall be composed of only RASA members. In case non-RASA members should be incorporated in a RASA Committee, refer to [Article 3.7.3.1 XI](#) of the PM.

#### **3.2. Responsibilities and Liabilities of the Committees**

- 3.2.1. Any material to RASA property caused by the negligence of a RASA Committee or a RASA member acting as a Committee representative will be compensated for from the budget of the Committee for the semester in which the incident occurred. Should the value of the damaged property exceed the value of the Committee Budget, then the responsible Committee members will be liable for the of property.

In all instances of to RASA property, the RASA Board will make a decision to:

- I. Hold a Committee Board liable;
  - II. Hold an individual RASA member liable;
  - III. Cover the costs in part, or in full, from the reserves of RASA.
- 3.2.2. Complaints against the functioning of Committee Board members are to be brought to the attention of the RASA Board. The RASA Board will examine the matter and provide reconciliation. If the complaint concerns an individual Committee Board member, the CAO of the Committee in question is to attempt to reconcile the parties to the best of their ability and in good faith. Complaints which cannot be placed solely on the individual in question may be placed on the Committee as a whole.
- 3.2.3. Should a need for sanctioning arise, the nature of the sanction will be decided by the RASA Board and may include official warnings, suspension of a RASA membership, removal from the Committee Board position of the sanctioned person(s), or suspension of a Society. The sanction may also come in different forms, at the discretion of the RASA Board.
- 3.2.3.1. A sanction may also be applied without an issued complaint if unanimously approved and deemed necessary for continued Committee function by the

RASA Board after an extensive discussion and investigation into the matter. Any such sanction can be appealed as mentioned in Article 6.1.4..

- 3.2.3.1.1. If the vote is not unanimous, the issue is dismissed until the next semester or until a complaint is issued.
- 3.2.4. RASA is not liable for any personal financial losses incurred as a result of cancelled or delayed events because less members attended than expected.
- 3.2.5. The Societies are given a Society Handbook by the RASA Board at the start of each semester. The Society Handbook specifies regulations and procedures that Societies have to work by. The Handbook is binding for societies. Revisions to the Society Handbook can be made by the RASA Board throughout the year. The Society Handbook is to be posted online and changes made have to be announced to all members via the RASA Newsletter. If a member does not agree with the change, they can raise this by email to the RASA Board within one week, which will postpone the change to the upcoming GA.
- 3.2.6. The Teams are given a Team Handbook by the RASA Board after the Team is elected. The Team should use the Team Handbook as a guideline for their following actions towards their event/goal. Revisions can be made by the current Team throughout the year in cooperation with the RASA Board.
- 3.2.7. If a Committee exceeds their budget for individual events or items, without explicit permission of the RASA Board and without justifiable circumstances, only the approved budgeted amount will be reimbursed. Reallocation of budget between budget posts is not possible, and will not be granted under any circumstances in order to ensure responsible budgeting practices. Reallocation of budget within one Committee event is allowed, as Committee events are regarded as a singular budget post.
- 3.2.8. In case of intended or severe neglect by a Committee Board member, this person can be held personally accountable for the incurred costs.

### **3.3. Conflicts between the RASA Board and the Committees or their Members**

- 3.3.1. Every Committee member has the right and duty to inform the RASA Board if they feel any RASA Board member has been acting unjustly or failing to fulfil their duties, and vice versa.
- 3.3.2. Any RASA Board or Committee member (as well as any other member of RASA) has the right to bring any issue concerning the business of RASA and its Committees with a specific RASA Board member or Committee Board member forward to the IB. In every conflict between a RASA member and a Committee or member of a Committee, the RASA Board shall mediate the conflict. If the RASA Board cannot solve this conflict, the IB shall take over the mediation. It is the duty of the IB to act as a mediator and propose solutions to resolve the issue:
- 3.3.3. If the RASA Board cannot settle the problem with the Committees or members in question, the RASA Board can take several of the following steps, depending on the nature of the problem:

- I. Freeze the funds of the Committee until the problems are solved;
  - II. Decide to expel people from the Committee, its Board or both;
  - III. Decide to suspend, disband, or merge the Society following the procedures in [Article 3.5](#);
  - IV. Bring forward other solutions, in instances where the aforementioned do not apply.
- 3.3.4. If a Committee Board disagrees with a sanction of the RASA Board, it can appeal to the IB as mentioned in [Article 6.1.4](#).

### **3.4. Society Establishment and Setup**

#### 3.4.1. Prerequisites for new societies:

- I. A Society should not already exist with a similar purpose to the Society that is to be established;
- II. The Society should serve the interests of a significant part of the student population. What is to be considered significant is left to the discretion of the RASA Board;
- III. The Society events pose no undue burden on participation for any RASA members and the Society itself should serve a social function;
- IV. The structure of the Society Board is subject to negotiation and agreement between the new Society members and the RASA Board.

#### 3.4.2. The plan for a new Society

- 3.4.2.1. The new Society has to present a plan of action to the RASA Board by email.
- 3.4.2.2. The RASA Board will ask for particular criteria in deciding whether or not to give the new Society official RASA status. The criteria can include:
- I. A clear outline of the purpose and profile of the Society;
  - II. A preliminary agenda for at least one semester. This plan should include a number of activities and the way they can be organized;
  - III. A budget proposal, which should contain an approximate description of the costs of the activities included in the Society's plan and the possibilities of raising the necessary funds;
  - IV. An indication of the number of people that have shown interest in the proposed activities.
- 3.4.2.3. If the RASA Board decides to accept the establishment of the Society, both parties will sign a binding document confirming this. If the RASA Board does not decide to accept the establishment of the Society, they will provide a written justification for this decision.

### 3.4.3. The Structure of a Society

#### 3.4.3.1. Society Boards

- I. Each Society Board should consist of at least a Chairperson and an Admin, unless negotiated otherwise with the RASA Board.
- II. Society Board positions cannot be filled by RASA Board members.
- III. In principle, RASA members may hold no more than two Board positions at the same time. In case of partially overlapping terms and/or conflict of interests of societies, it is at the discretion of the RASA Board member responsible to decide upon the matter.
- IV. If a Society Board wishes to change their name or logo, the RASA Board should be notified of this beforehand. Changing either is subject to negotiation between the Society Board and the RASA Board.
- V. If a Society Board wishes to add a Society Board position, or change the name and/or function of a Society Board position, the Society Board should send in a proposal to the RASA Board that describes the planned changes in detail, and demonstrates that all responsibilities of a Chairperson and an Admin are still taken care of.

#### 3.4.4. Society Election Procedure

- I. Any RASA members that attend the society elections are eligible for voting for the Society, when present for all the speeches of the Society Candidates
- II. The RASA Board will send a call for Society elections to all RASA members via email containing a preliminary date, time and location, and set a deadline for signing up. This call should be sent out at least seven days before the elections.
- III. In case a member wishes to run for a new position within the same Society Board before their current term has ended, they will have to give up the current position in order to be allowed to run.
- IV. All RASA members are allowed to run for any position within a Society Board, except for situations outlined in [3.4.3.2](#).
- V. Members running for a position need to notify the RASA Board by email.
- VI. The RASA Board will publish an overview of all open positions and the candidates, after which a second round of signing up will take place. During this second round, which lasts until 12 hours before the election is held, members are free to run for any position.
- VII. Proxy voting is not allowed during Society elections.

- VIII. New Society Board members will be elected by RASA members and will be in office for the semester for which the elections were run and the following semester. Elections are held on a closed ballot basis supervised by at least two RASA Board members.
- IX. If RASA members enter during the election procedures of a Society after the first candidate has started their speech, they are excluded from voting for that Society.
- X. In case of a tie in votes there will be another round of speeches between the tied candidates, followed by a re-vote by those present at the first voting round.
- XI. Should the re-vote not break the tie, it is up to the CAO of the Society and the Society Board to select a just manner by which the Society Board member will be elected.
- XII. Society elections are to be held at the expiration of a Society Board member's term. Elections may also be held in the beginning of fall semesters to fill any position that was left unfilled.
- XIII. Extraordinary elections for a Society may be called for within 2 weeks of the resignation of a Society Board member, or at the discretion of the RASA Board.

### **3.5. Society Suspension, Disbandment, and Merging**

#### **3.5.1. Suspension**

3.5.1.1. There are three conditions under which a Society is suspended:

- I. The Society Chairperson, Admin, or both Secretary and Treasurer resign without replacement drawn from the remaining RASA members;
- II. When a Society does not function well, at the discretion of the RASA Board and in line with Articles [3.2](#), [3.3](#), and [3.4](#).
- III. If a Society has not held any events during the semester or is not actively trying to hold events during the semester, then it is upon the discretion of the RASA Board to suspend the Society.

3.5.1.2. Upon suspension, the budget of the Society will be frozen and the remaining Society Board cannot organise new events.

3.1.1.1. The RASA Board can choose to withdraw the suspension of a Society Board. Additionally, they should re-evaluate the suspension if a RASA member presents them with a written appeal by email.

#### **3.5.2. Disbandment**

3.5.2.1. A Society can be disbanded under the following conditions:

- I. A Society is suspended for more than one full semester;
  - II. A Society no longer fulfils the initial requirements for establishment.
- 3.5.2.2. Upon disbandment, the Society will become inactive and no elections will take place by default. It is up to student initiative to revive the Board from this state, using the procedure outlined in [Article 3.4.2](#).
- I. During the GA following a disbandment, RASA members will be asked for approval of this decision. If no approval is given, the Society will instead be put on suspension and new elections will be held.

3.5.3. Merging

- I. The RASA Board and two or more Society Boards may decide to merge the Societies because of reasons such as, but not limited to, having too few active members (as specified in Article [3.4.3.1.IV](#)) or having an overlapping goal.

### 3.6. Societies and Their Relationship with Their CAO

- 3.6.1. The CAOs are the contact persons delegated by the RASA Board to negotiate and collaborate with the boards of the societies, with whom they have to have meetings on a regular basis.
- 3.6.2. At the end of a semester, the respective CAO will contact their Society to conduct:
- I. A reflective self-evaluation of the Society Board's performance;
  - II. An evaluation of the RASA Board's performance regarding the respective Society. It is encouraged for both old and new Society Board members and the respective CAOs to be present at this meeting.
- 3.6.3. It is generally expected from all Society Board members to attend the meetings with their CAOs, while scheduling of the meeting and providing meeting structure falls onto the CAO.
- 3.6.4. If the Societies are unsatisfied with the way their CAO represents them or collaborates with them, a complaint can be brought to the RASA Board and when necessary to the IB, which will then decide on the case.

### 3.7. Team Establishment Setup

- 3.7.1. Prerequisites for Team establishment
- 3.7.1.1. A Team should bear the responsibility of supporting RASA in organising RASA events and projects that do not fall under a Society.
- 3.7.2. The plan for Team Establishment
- 3.7.2.1. A draft for the Team Handbook has to be presented to the RASA Board. This draft should make clear that the prerequisites (see [Article 3.7.1](#)) are fulfilled and should contain the points stated hereafter:

- I. A mission statement and objectives of the Team;
- II. A timetable for the period the Team is active which should include all its activities. A Team is active from the formation until the conclusion of its activities;
- III. A budget proposal, which should contain an approximate description of the costs of the activities included in the Team's plan and the possibilities for raising the necessary funds;
- IV. The minimum and maximum number of Team members;
- V. Description of Board positions and their responsibilities;
- VI. Exceptions in the selection procedure for the specific board positions.

3.7.2.2. The RASA Board will decide whether the product or event is essential or of significant interest to RASA. In case the RASA Board agrees on the special importance of the product or event, this Handbook will be finalized. The RASA Board can also refuse the proposal providing a written justification for this decision.

### 3.7.3. The structure of a Team

#### 3.7.3.1. Members of a Team

- I. Membership of a Team is open to all RASA members.
- II. Each Team should have Board positions that fulfil the responsibilities of a Chairperson and Treasurer/Admin. All other members have the position of general Board members unless specified otherwise.
- III. Board positions are held for the period in which the Team is active.
- IV. At least two weeks prior to the activation of the Team, a call for Team members shall be announced to all RASA members.
- V. At the activation of the Team, Team members will be selected to fulfil the Board positions which are specified in the Team Handbook. The selection will take place through discussion within the Team. In case of no agreement, an election within the Team will be held.
- VI. Selection and election will take place under the supervision of a RASA Board member.
- VII. In case of too many applications, an election among the applicants will be held.
- VIII. Elections are held on a closed ballot basis. Any applicant can cast votes for either two or three different candidates, including themselves. The number of votes is dependent on the size of the

Team to be formed, and is specified in the respective Team handbook. Additional criteria are specified in the Team handbooks.

- IX. To ensure good cooperation with the RASA Board and an optimal knowledge transfer, at least one RASA Board member will be a member of the Team.
- X. Exceptions in the selection procedure are described in the Team Handbook. In case a member leaves the Team, the vacant tasks will be redistributed amongst Team members.
- XI. In exceptional cases, Teams can have non-RASA members. The exceptionality of these cases is assessed by the RASA Board, and decisions are made at their discretion.
- XII. If a team member wants to leave their Team, the RASA Board should be notified by email.

#### 3.7.4. Team Handbook

3.7.4.1. The Team member that fulfils the responsibility of the Chairperson is given the Team Handbook by the RASA Board at the activation of the Team. This Handbook provides guidance for the Teams. Revisions can be made by the Team and the RASA Board throughout the year. At the end of the active Team period, the handbook is expected to contain:

- I. The budget of the Team;
- II. A description of the organised activities;
- III. A self-evaluation;
- IV. A list of external contacts, to be added to the Team Handbook.

### 3.8. Exceptional Cases

3.8.1. If the need arises for a RASA Committee to cooperate with external parties very extensively, the RASA Board can initiate the establishment of a shared Committee. The Committee can be formed under the following conditions:

- I. A binding partnership agreement should be written and agreed upon by both parties;
- II. A financial outline, including liability structure, will be presented and raised at a GA.

## Article 4: Financial Procedures

### 4.1. Allocation of the RASA Budget

4.1.1. The allocation of the RASA budget primarily aims at ensuring the establishment and efficient continuity of the RASA Committees. Money will be made available to enable the Committee to organize activities.

- 4.1.2. Every Committee hands in a budget proposal to the RASA Board by email with the expected funds needed for that semester before the deadlines set by the RASA Board. This proposal will be evaluated by the RASA Treasurer and relevant CAO, and feedback will be given for a final proposal.
- 4.1.3. The RASA Board shall make a division of the budget based on the budget proposals, and the interest in the Committees and their vision, which will be presented to the Budget GA every semester.
- 4.1.4. Budgeting for personal items will not be allowed unless validly reasoned for. These exceptional cases are then to be decided on by the RASA Board.
- 4.1.5. The Student Suggestion Fund can be applied to by any RASA member or group, and approval is subject to the discretion of the RASA Board.
- 4.1.6. A few rules exist for applications to the Committee Collaboration Fund;
  - 4.1.6.1. Must be used by at least one Committee in collaboration with one or more other Committee or Student Initiative groups.
  - 4.1.6.2. Approval is subject to the discretion of the RASA Board.

## **4.2. Sponsoring**

- 4.2.1. Sponsoring, whether with financial or material means, may only take place after approval of the RASA Board. The threshold for the title of benefactor is 250 Euros.
- 4.2.2. Committees can attempt to find an external sponsor for their expenses. This shall always happen in cooperation with the RASA Board.

## **4.3. Procedure for Financial Transactions**

- 4.3.1. The RASA Board discourages the use of cash money and tries to use money transfers wherever possible but maintains the ability to use and store cash money if necessary.
- 4.3.2. The RASA Treasurer needs the permission of the RASA Chairperson to make any payments above €500. When there is a change in limit throughout the year, RASA members will be notified via email. Appeals can be made to the Independent Body, after which the decision will be temporarily reversed before being brought up to a vote in a general assembly.
- 4.3.3. When a RASA member has made an expense, they have to fill out the reimbursement form no later than four weeks after the expense has been made. If a reimbursement form is filled in later than four weeks after the expense, it is at the discretion of the RASA Board to decide whether the expense will be reimbursed.
- 4.3.4. A reimbursement to a RASA member cannot be paid unless a valid receipt or other valid evidence of purchase is uploaded with the reimbursement request via the appropriate channel. Valid evidence includes but is not limited to: printing receipts from MyNetPay, invoices, receipts, and email confirmations with outline of services rendered and paid for. A bank statement is not valid evidence.

- 4.3.5. All expenses will be reimbursed within 2 weeks or the RASA Treasurer must provide a valid reason for the delay.

## Article 5: Code of Conduct

- 5.1. All RASA members are expected to treat each other with respect and to not discriminate against anyone on any grounds.
- 5.2. During a RASA member's membership, the RASA Board, together with the IB, has the right to revoke RASA membership. This decision can be undone by the GA, as stated in section 4.10 of the AoAs.
- 5.3. The RASA Board shall consider complaints made by any person against any RASA members with respect to:
  - I. Misconduct at events or activities organised by the RASA Board or any of its Committees;
  - II. Sexual, racial, religious or any other form of personal harassment;
  - III. Theft of or to RASA or personal property;
  - IV. Actions contrary to the AoAs and the bylaws.
- 5.4. After careful consideration of the situation, the RASA Board is entitled to issue the following sanctions:
  - I. Official warning;
  - II. Suspension;
  - III. Expulsion from RASA and the advice for the issuing of social probation to the Board of Studies.
- 5.5. Official warnings are considered for any minor non-physical misconduct or for less severe or theft. Official warnings are issued when the misconduct is serious enough to be mentioned but not considered grave enough for any further action. If, however, one is to receive repeated warnings within one academic year, a suspension will be considered.
- 5.6. Suspension involves the expulsion from all or any of the RASA facilities and Committee activities for a definite and predetermined period of time.
- 5.7. In the case of repeated or severe physical violence, repeated or severe sexual harassment, or proof of substantial theft or damage, two actions can be taken, other than notifying the relevant authorities when necessary:
  - I. Expulsion; this is the permanent and non-refundable cancellation of RASA membership, access to RASA facilities and events, and forthcoming membership rights;

- II. Advice for the issuing of a social probation, which consists of a letter directed to the management of UCR informing it of the relevant events and the RASA Board's reasons for recommending social probation.
- 5.8. Any material loss or arising from the misconduct shall be compensated by the offender.
  - 5.9. All complaints, which result in sanctions, will be reported to the Managing Director of UCR.
  - 5.10. The RASA Board provides a form to hand in complaints on the RASA website.
  - 5.11. All complaints and hearings will be processed with the maximum amount of discretion and shall not be published in any form.
  - 5.12. A RASA Board member, both in person and by email, shall execute the notification of the sanction. If deemed necessary, the RASA Board can decide to make the name of the offender, the offence, and the punishment public.
  - 5.13. Besides calling for a GA, appeals can be made to the IB (see [Article 6](#)) within two months after notification of the sanction.

## Article 6: Organs

### **6.1. Independent Body (IB)**

#### 6.1.1. Tasks & Status

##### 6.1.1.1. The IB's tasks are threefold:

- I. Acting as a mediator to settle disputes between the RASA Board and another Board, a RASA member or another party that cannot be settled internally;
- II. Auditing the accounts of the RASA Board once every semester;
- III. Counting votes at RASA GAs.

##### 6.1.1.2. The IB shall respond to official requests within 48 hours.

##### 6.1.1.3. The IB shall meet at least once a semester. It is the responsibility of the Chairperson of the IB to make sure that this meeting takes place.

##### 6.1.1.4. The decisions of the IB cannot be refuted by individual RASA members.

#### 6.1.2. Independent Body Membership

##### 6.1.2.1. Members of the IB are appointed for an undetermined period of time by the GA. When a member wishes to resign, the member should inform the chairperson of the IB three weeks in advance by email. The GA can also dismiss members.

##### 6.1.2.2. Only RASA members and participants, as defined in Article 4.1.c of the AoAs, are eligible for IB membership.

- 6.1.2.3. At the end of each semester and the month following that, the Chairperson of the IB should evaluate who will stay a member of the IB in that board year.
  - 6.1.2.4. Newly proposed IB Members shall be presented at the GA upon which the GA votes on the whole group.
  - 6.1.2.5. The IB keeps the results of elections classified until the official announcement of the results.
  - 6.1.2.6. Membership to the IB has several restrictions:
    - I. The IB will consist of a minimum of five members;
    - II. IB members cannot hold a position in a Big Board (AAC, HAC, or RASA), to avoid conflicts of interest;
    - III. Preferably only prior members of the IB should be appointed Chair or Secretary of the IB.
    - IV. If a previous RASA Board member joins the IB, they are prohibited from auditing their own budget.
  - 6.1.2.7. At the start of every academic year, the IB chooses a Chairperson and a Secretary from its members, who may not be in a Committee Board, unless otherwise not possible, and communicates these positions to the RASA Board.
- 6.1.3. Auditing
- 6.1.3.1. A month before the Budget GA, the Treasurer of the RASA Board shall present the results (of the prior semester) to the IB for an audit.
  - 6.1.3.2. For the Spring Budget GA, the Treasurer of the RASA Board shall inform the IB three weeks in advance about the date of the Budget GA and the format. Two weeks before the GA, the Treasurer of the RASA Board shall present the results (of the prior semester) to the IB for audit.
  - 6.1.3.3. During the auditing period, the RASA Board and its Committees shall be available to answer any questions or further inquiries from the IB.
  - 6.1.3.4. The audit shall be executed by an auditing committee composed of the Chairperson of the IB and two other members of the IB. Committee Board members cannot be a part of the auditing committee, unless otherwise not possible.
  - 6.1.3.5. The auditing committee shall present its findings at the first upcoming GA.
  - 6.1.3.6. The audit may result in binding advice to the RASA Board.
  - 6.1.3.7. The IB can sanction one or more RASA Board members, Committee Board members, or RASA members to compensate for inexcusable losses or expenditures.

#### 6.1.4. Appeals

- 6.1.4.1. In case a RASA member wishes to appeal to a RASA Board sanction or decision, the member must contact the IB by email within two months of being informed of the sanction or decision by the RASA Board.
- 6.1.4.2. After receiving such an email, the IB must confirm receiving the complaint and set a date for a hearing. This hearing must take place within one week of receiving the email.
- 6.1.4.3. The IB will review the complaint, using the AoAs and PM of RASA.
- 6.1.4.4. When an appeal is accepted, the IB shall review whether any conflicts of interest between IB members and the relevant actor exist that might influence the objectivity of the appeal. If there is any such conflict, the relevant member shall not be involved with the appeal.
- 6.1.4.5. All transcripts made by the RASA Board during the investigation process shall be made available to the IB for review.
- 6.1.4.6. If it is deemed necessary, the IB can instigate further hearings of any of the parties involved, including the RASA Board itself.
- 6.1.4.7. The IB's decision is binding within the context of RASA membership and it is up to the RASA Board to carry out this decision.

#### 6.2. The Advisory Council (AC)

- 6.2.1. The AC provides the RASA Board with advice to ensure the RASA Board has a reference to earlier experience and policy advice, when either party considers this helpful or necessary.
- 6.2.2. The AC's advice is non-binding; it is at the discretion of the RASA Board to what extent to use the advice.
- 6.2.3. The AC consists of former RASA Board members.
- 6.2.4. The AC is selected by the RASA Board.
- 6.2.5. The AC shall have a minimum of 4 and a maximum number of members up to the discretion of the RASA board, with each RASA Board position represented. Members are appointed for a board year and can resign on their own accord anytime.
- 6.2.6. When a vacancy arises, the RASA Board may appoint new members at their discretion.

### Article 7: The University College Student Representatives of the Netherlands (UCSRN)

- 7.1. RASA is a member of the UCSRN and abides by their AoAs.
- 7.2. The UCSRN AoAs shall be attached to the PM as [Annex A](#).

- 7.3. Any change to the UCSRN AoAs shall be mentioned in a RASA GA.
- 7.4. Of the UCR delegates at UCSRN GAs, a minimum of one delegate needs to be a RASA Board member, another should be an AAC Board member. Delegates are required to be briefed by the RASA Board member representing RASA in the UCSRN.
- I. Every RASA member may become a UCSRN delegate.
  - II. Concerns involving any UCSRN delegate may be raised with the IB. If these concerns are deemed legitimate, the RASA Board will hold delegate elections, as described in Article 3.4.4.
  - III. Any RASA member can vote for the UCSRN delegates.
  - IV. The RASA Board delegates will be put forward by the RASA Board itself.
  - V. Directly elected delegates will hold their position until the end of one UCSRN year.
  - VI. The maximum number of votes to be cast by RASA at a UCSRN GA is defined in UCSRN's PM.
  - VII. The UCSRN delegates may decide among themselves who votes at each GA. If no consensus is reached, all delegates will vote on the final candidates (wishing to vote at the GA) on a closed ballot basis. Any delegate can cast a vote on three candidates. This process will be supervised by the appointed RASA Board delegate.

### Article 8: Annex

- 8.1. The documents listed below shall be considered as added to the PM. These documents do not need to pass through a GA to amend the PM, but approval is needed from all parties listed below before any such act can take place. All RASA members should be notified of any amendments.
- I. [UCSRN AoAs](#).
  - II. [Society Handbook, By: RASA Board](#).