

Policy Manual

University College Student Representatives of the Netherlands



Last amended on April 15th 2018



TABLE OF CONTENTS

| | |
|-------------------------------------|-----------|
| Definitions | 3 |
| 1. The UCSRN | 4 |
| 1.1 Status of the Policy Manual | 4 |
| 1.2 Structure of the UCSRN | 4 |
| 1.3 Organizing events | 4 |
| 1.4 Pursuing objectives | 5 |
| 1.5 Communication | 5 |
| 2. Executive Board positions | 5 |
| 2.1 Responsibilities of the EB | 5 |
| 2.2 Chair | 6 |
| 2.3 Secretary | 6 |
| 2.4 Treasurer | 6 |
| 2.5 External | 6 |
| 2.6 Social Committee Chair | 7 |
| 2.7 Academic Committee Chair | 7 |
| 2.8 Malfunctions within the EB | 7 |
| 3. UCSRN Committees | 8 |
| 3.1 Roles of the Committees | 8 |
| 4. Finances | 8 |
| 4.1 Allocation of the budget | 8 |
| 4.2 Membership fees | 8 |
| 4.3 Committee Financial Procedures | 9 |
| 4.4 Travel cost reimbursement | 9 |
| 5. General Assemblies | 10 |
| 6. Elections | 11 |
| 7. Transition | 11 |
| 8. Independent Body (IB) | 12 |
| 8.1 Tasks & Status | 12 |
| 8.2 Membership of the IB | 12 |
| 8.3 Auditing | 12 |
| 8.4 Appeals | 13 |
| 9. Advisory Body | 13 |
| 10. UCSRN Code of Conduct | 14 |
| 10.1 UCSRN Membership expectations | 14 |
| 10.2 Students | 14 |
| 10.3 General Assemblies | 14 |



Definitions

1. 'University Colleges' (hereinafter to be referred to as: 'the UCs') are liberal arts and science colleges that are part of at least one university in the Netherlands.
2. The 'General Assembly' (hereafter: GA) is the most important decision-making body of the UCSRN, which exists of 6 Delegates brought forward by each Member.
3. A 'Member' is an Association of a UC in the Netherlands voted in through the membership procedure.
4. An 'Academic Representative Body' (hereafter: ARB) is the body which represents the academic interests of Students associated with a Member.
5. A 'Student' is a member of an Association.
6. 'Associations' are formal bodies of Students of the UCs, either directly or indirectly chosen by Students.
7. 'The Board' is the body of the University College Student Representatives the Netherlands (hereafter: UCSRN) that is elected by the Delegates to represent the UCSRN and consists of at least three members. Referred to as Executive Board (hereafter: EB).
8. 'Policy Manual' (hereinafter to be referred to as: 'PM') shall be the document including rules about the execution and application of the Statutes, as well as including regulations which are not included in the law or the Statutes.
9. 'The UCSRN's year' will also be the financial year, and runs from the first of July of each year to the thirtieth of June of the following year.
10. 'Delegates' are the 6 Students that represent the Member at the GA. They will have the right to cast 1 vote at a GA. Delegates cannot be part of the Executive Board or the Independent Body.
11. 'Representatives' are Students put forward by the Members to represent them in the Social and Academic Committee.



1. The UCSRN

1.1 Status of the Policy Manual

- 1.1.1 The PM complements the Statutes.
- 1.1.2 If the PM conflicts with the Statutes, the latter will be upheld.
- 1.1.3 All Students have access to the Statutes and the PM and are responsible for being aware of its contents.
- 1.1.4 All Students and the Advisory Body (hereafter: AB) can suggest changes to the PM to the EB, which shall decide whether to propose the changes to the UCSRN General Assembly (hereafter: GA).
- 1.1.5 Members can suggest changes to the PM to the EB, which then must be proposed at the GA.
- 1.1.6 All changes to the PM become binding after passing through a GA with a simple majority, unless otherwise specified in the PM or Statutes.
- 1.1.7 The EB is responsible for communicating changes of the PM to its Members and ARB's Academic Representative Bodies (hereafter: ARB).

1.2 Structure of the UCSRN

- 1.2.1 In accordance with article 9.1 of the Statutes, The Board, also referred to as the Executive Board, is the overarching body of the UCSRN. The Board consists of:
 - I. Chair;
 - II. Secretary;
 - III. Treasurer;
 - IV. External
 - V. Social Committee Chair;
 - VI. Academic Committee Chair.
- 1.2.2 The UCSRN may have several committees, two of which will be the Social Committee (hereafter: SC) and the Academic Committee (hereafter: AC).
- 1.2.3 The SC will consist of Representatives, with each of them representing one Member.
- 1.2.4 The AC will consist of Representatives, with each of them representing one ARB.
- 1.2.5 The UCSRN shall have an Independent Body (hereafter: IB), as described in article 8 of the current PM.
- 1.2.6 The UCSRN shall have an Advisory Body (hereafter: AB), as described in article 9 of the current PM.



1.3 Organizing events

- 1.3.1.1 All UCSRN events contribute to positive interactions between the Students.
- 1.3.1.2 All UCSRN events benefit the Students socially or academically and will be open to all Members Students.
- 1.3.1.3 The EB strives to facilitate the accessibility to the UCSRN events.
- 1.3.1.4 The UCSRN keeps in mind the following:
 - I. Affordability for Students and Members;
 - II. The diverse interests of Students.

1.4 Pursuing objectives

- 1.4.1.1 The UCSRN pursues all its objectives without differentiating on the grounds of sex, nationality, ethnicity, race, personal beliefs, religion, political bias, gender identity or sexual orientation.

1.5 Communication

- 1.5.1 All Representatives, as described in article 3.1.1 of the current PM, are responsible for communication between the UCSRN and the Member.
- 1.5.2 Formal communication takes place via email.
- 1.5.3 Members are responsible for communicating important documents and information from the UCSRN to Students.
- 1.5.4 The EB can determine when communication with external parties in any other language than English is necessary and applicable.

2. Executive Board positions

2.1 Responsibilities of the EB

- 2.1.1 The EB has a variety of responsibilities, including but not limited to:
 - I. Connecting Students from UCs all over the Netherlands;
 - II. Establishing both long- and short-term goals at the beginning of the year;
 - III. Organizing GAs;
 - IV. Promoting the UCSRN both to Students as well as to external parties;
 - V. Ensuring the UCSRN will remain viable;
 - VI. Maintaining or establishing contact with external parties and representing the UCs towards external parties;
 - VII. Reviewing and if necessary revising the UCSRN PM.
 - VIII. Transitioning the following EB, especially concerning their respective positions.



University College Student Representatives of the Netherlands

- 2.1.2 The EB presents their goals through a policy plan at the first GA of the UCSRN's year.
- 2.1.3 The EB reports on its initially defined goals and its achievements at the last GA of the UCSRN's year.
- 2.1.4 The EB shall keep the UCSRN financially healthy.
- 2.1.5 Maintaining a close working relationship with the other EB members.

2.2 Chair

- 2.2.1 The Chair is the head of the EB and has multiple responsibilities including but not limited to:
 - I. Ensuring the Statutes and PM are respected and upheld at all times;
 - II. Presenting the goals for the UCSRN's year at the first GA;
 - III. Ensuring long- and short-term goals are constantly worked towards;
 - IV. Chairing the EB's meetings and GAs;

2.3 Secretary

- 2.3.1 The Secretary has multiple responsibilities, including but not limited to:
 - I. Carrying the final responsibility for all and external communication on behalf of the EB;
 - II. Maintaining and archiving the non-financial administration;
 - III. Taking minutes at the EB's meetings and GAs;
 - IV. Providing all Members with minutes of the GAs;
 - V. Functions as Vice-Chair within the EB, who takes over the Chair responsibilities if he or she is temporarily unavailable;

2.4 Treasurer

- 2.4.1 The Treasurer has multiple responsibilities, including but not limited to:
 - I. Making sure that the budget is spent in the best interest of the UCSRN;
 - II. Maintaining the financial administration of the UCSRN, including but not limited to, the collection of the membership fee, creating the budget, and processing reimbursement forms;
 - III. Monitoring the expenditures and revenues of the UCSRN;
 - IV. Presenting the proposed budget at the first GA of the UCSRN's year;
 - V. Having contact with Benefactors. The Treasurer drafts contracts and is the signatory with said parties;
 - VI. Providing the IB with a complete overview of expenditures and revenues;
 - VII. Closing the financial book year before August 1st of the UCSRN's year;



University College Student Representatives of the Netherlands

- VIII. Presenting a complete overview of all financial matters at the first GA of the following UCSRN's year;

2.5 External

- 2.5.1 The External has multiple responsibilities, including but not limited to:
 - I. Working on the creation and maintenance of a network of political parties and public influencers for the advancement of the goals of the UCSRN;
 - II. Actively seeking PR moments to raise awareness on the UCSRN and UC education;
 - III. Ensuring the UCSRN is actively and publicly involved in discussions which influence Members and Students;
 - IV. Actively seeking and arranging invitations to events such as discussion sessions, forums, or network events, which contain topics of interest to the UCSRN;

2.6 Social Committee Chair

- 2.6.1 The Social Committee Chair has multiple responsibilities, including but not limited to:
 - V. Scheduling and chairing SC meetings;
 - VI. Motivating all SC members for UCSRN purposes;
 - VII. Defining long- and short-term goals for the SC;
 - VIII. Presenting the goals of the SC at the first GA of the UCSRN's year;
 - IX. Ensuring that the goals of the SC are worked towards;
 - X. Representing the SC in EB and vice versa;
 - XI. Ensuring effective communication between the SC and the EB as well as all other relevant parties;
 - XII. Ensuring the SC appoints a SC Vice-Chair, who takes over the Chair responsibilities if he or she is (temporarily) unavailable;

2.7 Academic Committee Chair

- 2.7.1 The Academic Committee Chair has multiple responsibilities, including but not limited to:
 - I. Scheduling and chairing AC meetings;
 - II. Motivating all AC members for UCSRN purposes;
 - III. Defining long- and short-term goals for the AC;
 - IV. Presenting the goals of the AC at the first GA of the UCSRN's year;
 - V. Ensuring that the goals of the AC are worked towards;



University College Student Representatives of the Netherlands

- VI. Representing the AC in EB and vice versa;
- VII. Ensuring effective communication between the AC and EB as well as all other relevant parties;
- VIII. Ensuring the AC appoints an AC Vice-Chair, who takes over the Chair responsibilities if he or she is (temporarily) unavailable;

2.8 Malfunctions within the EB

- 2.8.1 If under any circumstances the Chair, Secretary, Treasurer, or External is unable to continue in their position in the long-term, elections for the vacant position will take place within six weeks.
- 2.8.2 If under any circumstances the SC Chair or AC Chair is unable to continue their position in the EB, the Vice-Chair of the respective committee will replace the respective Chair.

3. UCSRN Committees

3.1 Roles of the Committees

- 3.1.1 The AC and SC are responsible for proposing a candidate by looking over event proposals from Members to organize academic and social respectively activities for Students. After which, the EB must decide on a vote. Proposals should be made in accordance with the submission process published by the EB.
- 3.1.2 The Member that submits an event proposal is responsible for organising the event. The chair of the Committee is responsible for periodically checking on the progress of the organisation of the event.
- 3.1.3 The AC and SC are responsible for providing a discussion platform for the respective academic and social representative bodies of UCs.
- 3.1.4 Both committees are responsible for encouraging collaborations between Students of the different Members.

4. Finances

4.1 Allocation of the budget

- 4.1.1 The EB shall bear in mind both long-term and short-term interests of the UCSRN in the proposed allocation of the budget that is presented at the first GA of the UCSRN's year.
- 4.1.2 In no case shall Students receive monetary compensation from the UCSRN for their services to the UCSRN.
- 4.1.3 The Treasurer is responsible for updating the Members on the most recent version of the budget at least once every eight weeks.



University College Student Representatives of the Netherlands

- 4.1.4 If an emergency reallocation must be made, the Treasurer must ask IB approval first. The decision will be brought to the first upcoming GA.
- 4.1.5 Requests for reimbursement shall be handed to the Treasurer within a maximum of four weeks after the expense was made. Receipts specifying the expense must be provided.

4.2 Membership fees

- 4.2.1 An annual membership fee will be collected by the Treasurer within four weeks after the first GA of the year.
- 4.2.2 If a Member cannot pay the membership within the designated period, they must contact the Treasurer within four weeks after the first GA of the year and together come to an agreement on the payment.
- 4.2.3 Membership fees are determined and voted upon during the first GA of the UCSRN's year in accordance with article 10.2 of the Statutes.
- 4.2.4 Members can request a membership fee reduction, to be approved by the GA with an absolute majority vote under the following circumstances:
 - I. The Member is unable to pay the membership fee contribution, due to the Member's individual financial status, or other circumstances. In that case, the Member is obliged to present clear reason and proof in the proposal for a reduction;
 - II. An Association becomes a Member of the UCSRN later than the first GA of the UCSRN's year.
- 4.2.5 When a Member decides to propose a membership fee reduction, the following steps must be taken for the proposal to be approved:
 - I. The proposal is received by The EB before September 1st or in case of a new membership, at the GA in which the Association wishes to enter the UCSRN;
 - II. The proposal clearly states why the Member is applying for a membership fee reduction and provides evidence of its financial status of the UCSRN's year;
 - III. The proposal includes a plan on how the Member plans to pay the full membership fee in the coming years, or the proposal includes argumentation on why the Member will not be able to pay the full membership fee in the coming years;
 - IV. The EB and the Member, in mutual agreement, propose the amount for the reduction of the membership fee;
 - V. The EB presents the proposal at the GA and gives advice on the financial impact of the membership fee reduction for the UCSRN. This advice



University College Student Representatives of the Netherlands

includes a proposal, if applicable, on what financial benefits – such as the travel cost reimbursement – the Member might be excluded from.

- VI. The GA decides on the membership fee reduction. The GA can decide to put constraints on the membership benefits as a consequence of the membership fee reduction. The number of votes a Member has at the General Assembly may not be changed.

4.3 Committee Financial Procedures

- 4.3.1 In the process of creating the annual budget, the Committees will submit a budget proposal to the EB for the UCSRN's year outlining all costs and income.
- 4.3.2 If changes to the approved budget are necessary, the Committee must submit a proposal to the EB.
- 4.3.3 Organizers of events are encouraged to find external sponsors. This should always happen after consultation of the EB.

4.4 Travel cost reimbursement

- 4.4.1 In proposing the yearly budget, the EB takes into account the core UCSRN events that should be accessible to all Students.
- 4.4.2 The purpose of the travel cost reimbursement is to strive that events are approachable and affordable for all Students.
- 4.4.3 Delegates, EB members, AB members, IB members and Committee members attending General Assemblies have a right to get their travel costs reimbursed. The amount of this reimbursement is decided on together with the yearly budget.
- 4.4.4 EB members, Committee members, and IB members attending meetings have a right to get their travel costs reimbursed. The amount of this reimbursement is decided on together with the yearly budget.
- 4.4.5 EB members attending meetings or events that are necessary to complete their responsibilities in a good fashion have a right to get their travel costs reimbursed. The amount of this reimbursement is decided on together with the yearly budget.
- 4.4.6 Everyone requesting travel cost reimbursement should strive to take the cheapest method of travel.
- 4.4.7 Travel costs are only reimbursed in case a valid document is attached to the reimbursement on which the spent amount, the place of departure and arrival, and the date are stated.
- 4.4.8 In case a Member would like to use the travel cost reimbursement budget, allocated to them or their members, to use a method of transportation different from a train, the Treasurer needs to give permission first.



5. General Assemblies

- 5.1 In accordance with article 5.3 of the Statutes, Members are represented by the Delegates at the GA.
- 5.2 Decisions of a GA will only be binding when at least two-third of the Members is represented by a minimum of one Delegate.
- 5.3 Members are highly encouraged to divide the votes equally over Students who will represent both social as well as academic needs of the Member.
- 5.4 At the end of the UCSRN's year, no later than June 15th, the EB for the following UCSRN's year will be elected through a GA (hereafter: Election GA).
- 5.5 A GA shall be led, either partly or completely, by a member of the IB at the request of one of the following parties:
 - I. The EB;
 - II. The IB;
 - III. At least 10% of the Delegates.

This decision shall be taken by means of a simple majority vote at the beginning of the GA.

- 5.6 Students shall have the right to propose amendments to any resolution and motions brought forward during a GA.
- 5.7 An amendment must clearly state which parts of the proposed resolution it alters, introduces and/or deletes.
- 5.8 The EB shall allow the GA to discuss all amendments and bring them to a vote before the originally proposed resolution is brought to a vote.
- 5.9 As stated in article 12.10 of the Statutes, a Delegate may act as a proxy for at most one Delegate. The absent Delegate must notify the EB and the IB in written form before the opening of the GA.
- 5.10 Votes will be counted by the IB.

6. Elections

- 6.1 Elections for the Chair, Secretary, Treasurer, and External of The EB are open to all who are currently, and in the following UCSRN's year, Student.
- 6.2 It is the responsibility of the Members, the ARBs and the EB to promote the possibility to run for the EB to all Students.
- 6.3 The Election GA shall be announced at least eight weeks before the opening of the GA.
- 6.4 The Elections for SC Chair and AC Chair are open to all Representatives of the respective Committee.
- 6.5 Students must inform the EB of their candidacy at least 72 hours prior to the Election GA.



University College Student Representatives of the Netherlands

- 6.6 The EB will provide the Members and ARBs with at least the names of the candidates, and positions they wish to run for, at least 48 hours prior to the Election GA.
- 6.7 Candidates may write an election statement, which will be made public by the EB to all Members at least 48 hours before the start of the Election GA.
- 6.8 Candidates may introduce themselves briefly to the General Assembly by means of a short speech. Those who are unable to be present may introduce themselves through any means of communication, such as a video message or an official letter, to be presented or read out during the General Assembly.
- 6.9 Candidates shall be available for questions at the Election GA. Those who are unable to be present shall be available for answering questions through any means of communication, unless deemed practically impossible by the EB.
- 6.10 All Delegates have the right to cast one anonymous vote for every vacant position on the EB.
- 6.11 The candidates for the EB with most votes are elected in their respective position in the EB, provided that not more than 50 percent of the Delegates abstained for that particular position.
- 6.12 In the case of a tie vote between two or more candidates for the same position, a new vote will be held between only these candidates, excluding the option of abstaining.

7. Transition

- 7.1 The transition period lasts from the Elections GA until the first GA of the new UCSRN's year.
- 7.2 It is the EB's responsibility to ensure the new EB is provided with all necessary knowledge and training. The Chair of the AC and the Chair of the SC are responsible for the transition of the new AC and new SC respectively.
- 7.3 All relevant documents will be presented to the new EB during the transition period.
- 7.4 The new EB will gain knowledge in their transition period of the social and academic structure of all.
- 7.5 The parting members of the EB are required to meet with the newly elected EB as often as either party deems necessary.
- 7.6 The parting members of the EB shall make themselves available for questions at all times during the transition period.
- 7.7 The parting EB is responsible for informing the AB on the transition process. The Executive Board will have to present a plan to the Advisory Body detailing how the Executive Board plans on transitioning the next Executive Board members. This presentation will have to be done before the General Assembly during which the



next Executive Board will be elected. However, the decision of the time and place of such presentation will be up to the discretion of the Executive Board and the Advisory Body.

- 7.8 Should an arriving EB member feel that he or she is not being trained properly, he or she may inform the AB and they can take action as they see fit.

8. Independent Body (IB)

8.1 Tasks & Status

- 8.1.1 As stated in the article 11.3 of the Statutes, the Independent Body's tasks are fourfold:
- I. Act as an appeal court to settle disputes between the EB and another party that cannot be settled internally;
 - II. Audit the accounts of the EB twice during the UCSRN's year;
 - III. Count and administering the votes at a GA;
 - IV. Monitor whether the EB upholds the Statutes and the PM.
- 8.1.2 The IB meets at least twice a year. This is the responsibility of the Chair of the IB.
- 8.1.3 The IB is independent to the extent that its decisions cannot be refuted internally.
- 8.1.4 The IB shall elect a Chair amongst themselves.

8.2 Membership of the IB

- 8.2.1 All Students are eligible for IB membership, with an exception of Representatives, the EB, and members of the previous EBs.
- 8.2.2 The IB has several restrictions:
- I. The IB consists of a minimum of three people, of which no more than two members of the same Member;
 - II. Members of the IB cannot be Delegates nor proxy vote during GAs.
- 8.2.3 When a member wishes to resign, the member must inform the Chair of the IB and the Chair of the EB in writing three weeks in advance.

8.3 Auditing

- 8.3.1 During an auditing period, the EB shall be available to answer any questions or further inquiries from the IB.
- 8.3.2 The audit shall be executed by no less than the IB Chair and two other members of the IB.
- 8.3.3 The IB shall present its report at the first upcoming GA.
- 8.3.4 The audit may result in an advice to the GA, where it will be brought to a vote.



8.4 Appeals

- 8.4.1 Students or Members can file a complaint to the IB against an EB member if they have the impression that the EB member is not fulfilling its role.
- 8.4.2 In principle, in the case that a Student or Member wishes to appeal to an EB decision, the Student or Member must contact the IB in writing within one week of being informed of this decision.
- 8.4.3 After receiving an appeal, the IB must confirm receiving the complaint within a week and set a date for a hearing. This hearing must take place within three weeks upon receiving the writing.
- 8.4.4 The IB will carefully and objectively review the complaint, consulting the PM and the Statutes of the UCSRN.
- 8.4.5 All transcripts made by the EB as well as the committees shall be made available to the IB for review during the investigation process.
- 8.4.6 If deemed necessary, the IB can instigate further hearings of any of the parties involved.
- 8.4.7 Taking personal confidentiality into account, the IB's decision is presented at the GA.
- 8.4.8 The IB's decision is binding unless rejected by the GA. It is the responsibility of the EB to carry out the decision made.

9. Advisory Body

- 9.1 The AB shall provide both solicited and unsolicited guidance and advice to the EB. Members of the AB may also do so individually. No advice of the AB shall be binding upon the EB.
- 9.2 The AB exists of at the least 3 members, of which at least 2 former EB members. The term lasts one UCSRN year, previous members can be re-elected.
- 9.3 The members of the AB shall comprise persons with extensive knowledge of the UCSRN, such as, but not limited to, former EB members or Honorary members. EB members and members of the IB may not be members of the AB.
- 9.4 On recommendation of the EB the members of the AB shall be appointed, suspended, and removed by the GA.
- 9.5 The members of the AB appoint a Chair from their midst and present this person to the EB.
- 9.6 The EB together with the current AB is responsible for ensuring continuity of the AB.
- 9.7 Every year at the first GA the AB of that year will be presented.
- 9.8 The AB shall advise on the transition plan of the EB and may support the EB how they see fit.
- 9.9 The EB invites the AB to the GAs.



10. UCSRN Code of Conduct

10.1 UCSRN Membership expectations

- 10.1.1 The UCSRN expects the following from its Members:
- I. Active participation of the Members through their Delegates;
 - II. Upholding good relationships with the other Members;
 - III. Abiding by the UCSRN Statutes and PM.

10.2 Students

- 10.2.1 Students are required to adhere to Dutch law, the UCSRN Statutes and PM in any matter related to the UCSRN.
- 10.2.2 The UCSRN is dependent on active participation of every Student, therefore every Student is encouraged to:
- I. Take part in the activities of the UCSRN;
 - II. Attend GAs and voice their opinion;
 - III. Work together with the UCSRN committees or the EB.
- 10.2.3 Students are expected to respect and tolerate each other.

10.3 General Assemblies

- 10.3.1 The EB respects the GA as the most important decision-making body.
- 10.3.2 The EB will organize GAs in a manner that allows all Members and as many Students as possible to be present.
- 10.3.3 Each Student shall contribute to a respectful, proactive, and productive atmosphere at GAs.

10.4 Representatives & EB members

- 10.4.1 The UCSRN expects the following from the Representatives and members of the EB:
- I. Active participation;
 - II. Upholding good relations with Members, Representatives, and EB members;
 - III. Abiding by the UCSRN Statutes and PM.