

The official and most up-to-date version of the EUCSA Policy Manual starts on the following page. This page **is not** part of the document.

---

The Policy Manual was last amended following the General Assembly held by the **9<sup>th</sup> EUCSA board** on: *Wednesday December 8<sup>th</sup>, 2021*.

**New articles:**

Article 12: The Intersectional Board

**Amended Articles:**

Budget Transfers: 9.1.2b (new)

Committee Formations: 5.4.4 (amended)

Committee Disbandment: 5.5 (new)

All minutes, and official records of the aforementioned General Assembly can be requested to [board@euksa.nl](mailto:board@euksa.nl)

# **EUCSA POLICY MANUAL 2022**

## **MISSION STATEMENT**

The Erasmus University College Student Association wants to create an inclusive community for the diverse student body of EUC where members can grow together and collectively pursue their passions. We aim to unite our members from different cultural backgrounds and provide them with a memorable university experience in Rotterdam.

## LIST OF CONTENTS

List of Contents.....	3
Article 1: Definition Of Terms .....	5
1.1. EUCSA Member .....	5
1.2. EUCSA Board .....	5
1.3. EUCSA Committees .....	5
1.4. Teams .....	5
1.5. General Assembly .....	5
Article 2: The Eucsa.....	5
2.1. Status of the Policy Manual .....	5
2.2. Language .....	5
2.3. Communication .....	6
Article 3: Conduct .....	6
Article 4: The EUCSA Board.....	7
4.1. Responsibilities of the Board .....	7
4.2. Chairperson .....	7
4.3. Secretary .....	7
4.4. Treasurer .....	7
4.5. Committee Affairs Officer .....	8
4.6. Dysfunctions Concerning the Board .....	8
Article 5: Committees.....	8
5.1. Structure of a Committee .....	8
5.2. Responsibilities of a Committee .....	9
5.3. Dysfunctions Concerning Committees .....	9
5.4. Committee Formation .....	10
5.5. Committee Disbandment.....	10
Article 6: General Assemblies.....	11
Article 7: Board Elections.....	12

Article 8: Independent Body.....	12
Article 9: Financial Procedures.....	13
9.1. Allocation of EUCSA Budget .....	13
9.2. Membership.....	13
9.3. Financial Transactions of the Board .....	14
9.4. Reimbursement Policy .....	14
9.5. Assets .....	14
9.6. Auditing .....	14
Article 10: Advisory Council.....	15
Article 11: Acquisitions.....	16
11.1. Networking & Acquisitions Board .....	16
11.2. Sponsorship .....	16
Article 12: The Intersectional Council.....	17
12.1. Definition & Role of the IC.....	17
12.2. Members.....	17
12.3. Spokesperson.....	17
12.4. Role fulfilment & Proxies .....	17
12.5. Budget & Financials .....	17
Appendix.....	17

## ARTICLE 1: DEFINITION OF TERMS

### 1.1. EUCSA Member

- 1.1.1. An EUCSA member (hereafter ‘member’) is an individual enrolled as a student at EUC who has met their financial obligations towards EUCSA.
- 1.1.2. All EUCSA events shall be open to members who wish to participate in its activities.

### 1.2. EUCSA Board

- 1.2.1. The EUCSA Board (hereafter ‘Board’) organises and facilitates events and activities that benefit members, fosters the community at EUC, and consists of members who oversee the committees, the association’s budget and performance.
- 1.2.2. The Board consists of a Chairperson, Secretary, Treasurer and three Committee Affairs Officers.

### 1.3. EUCSA Committees

- 1.3.1. EUCSA Committees (hereafter ‘committees’) consist of a group of members that organise activities and events that benefit the community under the supervision of the Board.

### 1.4. Teams

- 1.4.1. Some committees will be referred to as teams that work towards one annual goal or event. In communication, the term committees applies to teams unless specified otherwise.

### 1.5. General Assembly

- 1.5.1. A General Assembly allows members to raise, discuss and vote on issues and developments within the association.

## ARTICLE 2: THE EUCSA

### 2.1. Status of the Policy Manual

- 2.1.1. All stipulations set forth in the Statutes and the Policy Manual of EUCSA must be upheld.
- 2.1.2. The Policy Manual functions as the bylaws of the Statutes. Should the Policy Manual conflict with the Statutes, then the latter will be upheld.
- 2.1.3. All members are expected to be familiar with the content of the Policy Manual.
- 2.1.4. Proposed changes to the Policy Manual will be voted upon at a General Assembly. The consent of a majority is needed to pass changes.
- 2.1.5. The Board must inform all members of changes to the Policy Manual.

### 2.2. Language

- 2.2.1. English is the official language of EUCSA.
- 2.2.2. Any and all documentation and communication from and between the Board and committees shall be in English.
- 2.2.3. With regard to external parties, it is up to the Board or committees' discretion to decide which language is most applicable to communicate with.

### 2.3. Communication

- 2.3.1. The official form of communication between the Board, committees and members is email. Alternative channels of communication, including social media, may be used at the discretion of the Board and committees.
- 2.3.2. Official communication is exclusively done via the email address of the Board (board@eucsa.nl).
- 2.3.3. The Board has the responsibility to respond to official correspondence within 5 working days.

## ARTICLE 3: CONDUCT

- 3.1. All members will treat each other with respect, and in accordance with the EUC Honour Code.
- 3.2. Any discriminatory, offensive, or otherwise harmful content based on ethnicity, sex, gender, sexual orientation, religion, socio-economic background, mental or physical disability, illness, nationality, or age will not be tolerated and may be reported to the Dean of EUC and/or the proper authorities.
- 3.3. Should any illegal or fraudulent activity be discovered within the association by the Board or by any member, the Board is required to inform the Dean of EUC and/or the relevant authorities. The General assembly should be informed within the amount of time deemed appropriate by the Board.
- 3.4. The Board shall consider any complaints made by any person against any member due to misbehaviour during an activity or event organised by EUCSA or any of its committees. The Board shall handle any complaints with discretion.
- 3.5. The Board has the discretion to issue the following sanctions:
  - a. Official warnings;
  - b. Suspension from any EUCSA activities for a predetermined period of time;
  - c. Permanent expulsion from EUCSA without refund of membership fees and suspension from all EUCSA activities.
- 3.6. Any sanction issued by the Board will be communicated, with reasoning, to the offender and the Dean of EUC by official communication.
- 3.7. The EUCSA Board room is accessible only when accompanied by a member of the Board.

## ARTICLE 4: THE EUCSA BOARD

### 4.1. Responsibilities of the Board

- 4.1.1. The Board is responsible for implementing and updating the Policy Manual.
- 4.1.2. Ensuring all stipulations of the Policy Manual, as well as the Statutes, are adhered to

### 4.2. Chairperson

- 4.2.1. The Chairperson is responsible for the Board's actions and acts as the spokesperson of the Board. The responsibilities of the Chairperson are as follows:
  - a. The long-term vision of the association;
  - b. Acting as the contact person between the Board and the Advisory Council, and the Independent Body;
  - c. The communication and the relationship between the Board and Erasmus University College, as well as with the Student Academic Affairs Council;
  - d. Chairing General Assemblies;
  - e. Chairing Board meetings;
  - f. Working with the Treasurer to oversee financial transactions and health of the association;
  - g. Working with the Secretary on setting agendas of the Board meetings and General Assemblies;
  - h. Motivate the Board members.

### 4.3. Secretary

- 4.3.1. The Secretary ensures effective administration, promotion and communication of the Board. The responsibilities are as follows:
  - a. Collaborating with the Chairperson in planning and preparing the agenda for Board meetings as well as taking minutes;
  - b. Collaborating with the Chairperson in planning and preparing the agenda of General Assemblies as well as taking minutes;
  - c. The archiving of official communication of the association;
  - d. Internal communication policy through multiple channels, and promotion of Board actions, and Committee events;
  - e. The Secretary functions as the interim Chairperson, in the case of an inability of the Chairperson to perform their duties.

### 4.4. Treasurer

- 4.4.1. The Treasurer is in charge of all financial matters of the EUCSA. The responsibilities of the Treasurer are as follows:
  - a. Ensure that all financial procedures are upheld;
  - b. Monitoring the finances of each committee;

- c. Preparing a budget proposal for the association and submit this for adoption to the Budget General Assembly;
- d. Working with the Chairperson to oversee the financial health and transactions of the association;
- e. Allocation of a budget to every Committee in cooperation with the Committee Affairs Officers;
- f. Provide a financial overview, containing a balance sheet and income statement, at the end of the Board's term;
- g. Collection of the membership fees.

#### 4.5. Committee Affairs Officer

- 4.5.1. The Committee Affairs Officer facilitates the functioning and activities of Committees. The responsibilities of the Committee Affairs Officers are as follows:
- a. Acting as the contact person between the Board and the Committees.
  - b. Maintaining communication with Committees;
  - c. Providing organisational support to the Committees;
  - d. Helping to resolve internal conflicts within Committees.
  - e. Monitoring the external contacts of a Committee.

#### 4.6. Dysfunctions concerning the Board

- 4.6.1. If any member of the Board does not adequately fulfil their role, any member may file a complaint with the Board through official communication.
- 4.6.2. If the complaint is not sufficiently dealt with to the satisfaction of the complaining member, they may file an official complaint to the Independent Body, who will act as a mediator to solve the issue.
- 4.6.3. If the Independent Body deems the Board member unable to fulfil their responsibilities, the matter shall be brought to a General Assembly for discussion with a minimum of one fourth of the members present.
- a. The Independent Body shall inform the General Assembly of the reasons for the complaint against the Board member.
- 4.6.4. The General Assembly may decide, with a two-third majority vote, to dismiss the Board member, allow them to continue their function, or agree upon an alternate solution.

## ARTICLE 5: COMMITTEES

### 5.1. Structure of a Committee

- 5.1.1. Each Committee shall have a board consisting of a Chairperson, a Treasurer and a number of General Members, to be appointed by the Board in consultation with the outgoing Committee.
- 5.1.2. All Committee positions shall be open to any member, with the exception of members of the Board.

- a. All Committee members are selected for one year
- b. At least the Chair and the Treasurer shall be appointed before the end of the academic year

5.1.3. A Committee can alter the number and/or nature of board positions with approval of the Board

5.1.4. The newly appointed chair and treasurer are expected to prepare Committee meetings, events and plan the budget for the upcoming year throughout the summer.

## 5.2. Responsibilities of a Committee

5.2.1. Each Committee is required to fulfil those tasks that are necessary to ensure effective functioning of the Committee. This includes, but is not limited to, organising events and activities, creating a budget, promoting the Committee, ensuring the continuity of the Committee, and staying in regular contact with the Board.

5.2.2. Each individual Committee member is required to fulfil their tasks responsibly. This includes, but is not limited to, attending Committee meetings and Committee events and supporting fellow Committee members, all to the extent that can be reasonably expected from them.

5.2.3. The Chairperson of a Committee is responsible for motivating the Committee members, presiding over meetings and working with the Treasurer on planning and executing a budget.

5.2.4. The Treasurer of a Committee is responsible for working with the Chairperson on planning and executing a budget.

5.2.5. Committees shall follow the guidelines and procedures set out in the Committee Handbook.

5.2.6. Each Committee board shall ensure that the internal and external image of its Committee reflects its affiliation with EUCSA.

5.2.7. The outgoing Committee must advise the incoming Committee to the best of its ability during a transition period after the appointment of the incoming Committee. Each Committee shall draw up a transition document, submitted to the Board, before the end of its term.

5.2.8. All material damages caused by members acting as Committee representatives, i.e. not as private persons, are financially covered by the EUCSA, 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 Board has strong grounds for deciding otherwise.

5.2.9. During each General Assembly, a representative of each committee is required to attend. The representative should ideally be the Chairperson, other Committee members may fill this position if necessary.

## 5.3. Dysfunctions concerning Committees

5.3.1. In case of repeated failure of a committee to fulfil their responsibilities, the Board may ultimately take the following steps:

- a. The Board has the right to freeze or decrease the budget of that committee.

- b. The Board can decide to dismiss the committee members.
- c. In case a committee fails to adhere to their budget without providing a valid reason, the Board has the right to redistribute their budget upon approval at a General Assembly.

#### 5.4. Committee Formation

- 5.4.1. Members can submit proposals for a new Committee to the Board. A proposed Committee must be in accordance with the following requirements:
- a. There should not already be a committee with the same purpose;
  - b. The minimum number of people required for setting up a committee is two;
  - c. The Committee events shall be open to all members who wish to participate in its activities.
- 5.4.2. The proposed Committee presents a plan of their ideas and activities to the Board. The proposal should include the following:
- a. A clear outline of the purpose and profile of the Committee;
  - b. A number of proposed activities and the way those can be organised;
  - c. An estimate of the number of members that show interest in the proposed activities;
  - d. A preliminary agenda for at least one semester;
  - e. A detailed budget proposal;
  - f. The number and nature of board positions;
  - g. Any other arrangements necessary for the establishment or well-functioning of the Committee
- 5.4.3. The Board may suggest improvements to the proposed Committee structure, agenda or activities.
- 5.4.4. If a proposal meets the requirements, the Board will submit the proposal to the General Assembly which will decide on the establishment of the proposed Committee through a vote; if the General Assembly approves of the committee with a majority of at least two thirds (66.6%), the committee passes.

#### 5.5 Committee Disbandment

- 5.5.1. If a committee has failed to act in accordance with any of the criteria stipulated in the subsections of article 5 of the EUCSA Policy Manual, the EUCSA Board has the jurisdiction to propose a motion of disbandment to the General Assembly.
- 5.5.1.1 A motion of disbandment entails the following: if successful, a committee will be determined inactive until a general member of EUCSA wants to revitalize the committee. This would see the committee receive no budget and it would have no application possibilities. If a member would wish to revitalize the committee, this would be subject to a majority vote of the General Assembly following a formal proposal as outlined in section 5.4. of the Policy Manual.
- 5.5.1.2 In a motion of disbandment, the General Assembly will listen to the EUCSA Board present their findings and motivation as to why the committee in question ought to be disbanded.

5.5.1.3 Following the explanation of the EUCSA Board, the Chair of the committee in 5.5.1.4 question is allowed, but not obliged, to defend the committee. Proceeding this, the General Assembly will vote on whether the committee will be disbanded or not.

- a. An exemption of this occurs if the committee has no active members, then the disbanding of the committee is exclusive to the board.

## ARTICLE 6: GENERAL ASSEMBLIES

- 6.1. General Assemblies will be scheduled by the Board and must be announced a minimum of 21 days beforehand.
- 6.2. The Board shall communicate relevant documents, including, but not limited to, the agenda, minutes and any proposed amendments to the Policy Manual and budget, to the members by official communication at least 5 days beforehand.
- 6.3. General Assemblies should only be held during a Quad according to the Academic Calendar of EUC.
  - a. Any General Assembly organised outside of the Quad may only be informative and shall not include procedures that require voting.  
Members have the right to participate online in this General Assembly.
  - b. Proposals made by the Independent Body or Auditing Team are allowed to be voted on in a General Assembly organised outside of the Quad.
- 6.4. In the first Quad of the Academic year there shall be a General Assembly and a Budget General Assembly.
- 6.5. All members have the right to propose amendments to the Policy Manual.
  - a. All proposed amendments must be sent to the Board at the latest 7 days before a General Assembly.
- 6.6. Members can bring matters to the attention of the General Assembly through a motion during the open floor.
- 6.7. The agenda will be proposed by the Chairperson and presented for approval to the General Assembly.
- 6.8. All matters will be decided by a majority vote, unless otherwise stated in the Policy Manual.
- 6.9. The Chairperson will decide on the method of voting, with the exception of the following which will be decided by secret ballot:
  - a. Elections of Board members;
  - b. Dismissal of Board members
  - c. Amendments to the Statutes
- 6.10. Members may authorise another member to vote as their proxy at a General Assembly. The proxy must present a voting form, signed by both the voter and the proxy, to the Chairperson before the start of the General Assembly. Each member is only allowed to represent one other member.
- 6.11. Any member can submit a written request calling for a General Assembly, requiring the support of one tenth of the members. The Board is required to schedule a General Assembly within twenty-five days of the submission of the request.

- 6.12. If the Board fails to respond to the request, the applicant has the right to schedule a General Assembly themselves.

## ARTICLE 7: BOARD ELECTIONS

- 7.1. The Board shall be elected at the end of each academic year by the General Assembly
- 7.2. The votes will be counted by the Independent Body.
- 7.3. All members, with the exception for those who have already held a Board position in the past, are eligible to run for any position on the Board,'
- 7.3.1. Candidates must inform the board of their participation in the election at least 48 hours before the election through official communication.
- 7.4. In the event that there are no candidates for a position until 48 hours prior to the elections former board members may run for this position.
- 7.4.1. If there are still no candidates, a re-election for that position will follow upon approval of the General Assembly.
- 7.4.2. Candidates running unopposed must require a minimum quota of 50%+1 of all attending votes. If the candidate fails to do so, re-election is required for that position.
- 7.5. In case of a tie between two or more candidates for the same position, the affected candidates will have an opportunity to readdress the members, at which point another vote will occur. In case of another tie, the General Assembly will decide on alternative actions proposed by the Board.
- 7.6. In the event of suspected fraud in the voting procedure, either the votes are recounted in public or members are required to recast their votes.
- 7.7. The Board will announce the newly elected Board upon receiving the results from the Election Commission through official communication.
- 7.8. The total number of votes per candidate shall be published in the minutes
- 7.9. The new board will take full responsibility and accountability at the start of their board term.

## ARTICLE 8: INDEPENDENT BODY

- 8.1. The Independent Body is an impartial board that mediates conflict between the Board and its members and ensures the validity of the Board elections.
- 8.2. The Independent Body shall not act out of their own initiative.
- 8.3. Any member may approach the Independent Body through official communication if they feel like their complaint is not sufficiently dealt with by the Board. In that case, the Independent Body shall act as a mediator to solve the issue.
- 8.4. Any sanction the Independent Body wishes to impose upon the Board requires approval from the General Assembly.
- 8.5. The Independent Body consist of 2 EUC Alumni and the Student Life Officer.
- 8.6. A member of the Independent Body can hold a position for a minimum of 1 year and a maximum of 4 years, with the exception of the Student Life Officer.

- 8.7. If a member of the Independent Body chooses to end their term, it is the collective responsibility of the Independent Body to select a successor.

## ARTICLE 9: FINANCIAL PROCEDURES

### 9.1. Allocation of EUCSA Budget

- 9.1.1. An annual budget will be available to all committees and the Board to organize activities that shall serve the interests of all members.
- 9.1.2. At the beginning of every academic year each committee must apply for an annual budget in the form of a committee budget proposal.
- a. The budget proposal should account for the start of Quad 2 till the end of Quad 1 of the following academic year.
  - b. Any revenue produced by a committee activity during or from Quad 1 is subject to reallocation by the EUCSA board and cannot be transferred by the committee in question to the budget of the next academic year.
- 9.1.3. In the Budget General Assembly, the Board shall present a general budget proposal for the association, taking into account the committees' budget proposals.
- a. The treasurer of the EUCSA Board should meet with each EUCSA Committee prior to the finalization of the budget proposal to discuss the budget that will be proposed for that committee.
  - b. The final budget proposal should include a written explanation of the budget allocated for each committee and each category of expenditure by the Board.
- 9.1.4. No more than one tenth of the total budget may be spent before the annual budget has been approved by the Budget General Assembly.
- 9.1.5. The Board must allocate funding for EUC's Lustrum year, which is celebrated every five years. The budgeted amounts that must be set aside by each Board are as follows:
- a. The Board shall allocate €500 after the first and second year of the Lustrum.
  - b. The Board shall allocate €1000 after the third year of the Lustrum
  - c. The Board shall allocate €2000 after the fourth year of the Lustrum.
  - d. The Lustrum Board must allocate €2000 for the Lustrum.

### 9.2. Membership

- 9.2.1. There will be an annual membership fee of 50 Euros that will be collected by the treasurer of EUCSA.
- 9.2.2. The EUCSA Membership grants the following:
- a. Participation in EUCSA activities
  - b. The right to vote at General Assemblies
  - c. The right to join a Committee
  - d. Eligibility to run for the Board
- 9.2.3. The annual membership fee may be changed by the General Assembly upon recommendation of the Board.

- 9.2.4. The annual membership fee must be paid before a date set by the Board. The timeframe will be officially communicated by the treasurer.
- a. If a student is unable to meet this requirement, they can file a request to the Board to become member at a later stage.
- 9.2.5. No refunds will be given for any purchased EUCSA memberships.
- 9.2.6. Members with the following circumstances are entitled to a 50% reduction of the membership fee:
- a. Incoming and outgoing exchange students
  - b. Students on academic leave
  - c. Students with exceptional circumstances approved by the Board.

### 9.3. Financial Transactions of the Board

- 9.3.1. The Board should aim to maintain a Zero Cash Policy.
- 9.3.2. If the Board exceeds their allocated budget, they must announce it through official communication.
- 9.3.3. In case the Board would like to make a financial decision affecting future board years that has not been accounted for in the annual budget, the Board must get approval from the General Assembly.
- 9.3.4. Any and all financial contracts entered into on behalf of the EUCSA, at or greater than the amount of 500 euros, can only be conducted by either the Chair or Treasurer of the Board.

### 9.4. Reimbursement Policy

- 9.4.1. Reimbursements should always be requested using an official EUCSA reimbursement form within 4 weeks of the expense date.
- 9.4.2. A complete request for reimbursement shall include:
- a. Proof of the expenses in the form of a receipt or an official invoice. This must include (1) name of vendor (2) amount (3) transaction date (4) detailed description of goods and/or services.
  - b. Written justification of the expenses.
- 9.4.3. All reimbursement requests shall be delivered to the Treasurer.
- 9.4.4. In case of an incomplete request, the Treasurer has the right to refuse reimbursement.
- 9.4.5. Reimbursements shall be transferred within two weeks of submission, with the exception of vacation and the Board transition period.

### 9.5. Assets

- 9.5.1. The assets of EUC consist of membership fees, gifts and all other types of income.
- 9.5.2. In case the EUCSA board receives money from EUC for organizing a specific event, this money does not have to be accounted for, and its use does not have to be approved by a General Assembly.

### 9.6. Auditing

- 9.6.1. The Auditing Team has the following responsibilities:
- a. All financial actions of EUCSA must be audited at least once, at the end of the Board term, by an independent Auditing Team, outside of the Board.
  - b. Reviewing Board expenses and assessing whether revenues and expenditures have been made in accordance with the Statutes, the Policy Manual and the law.
  - c. The Auditing Team shall publish a report on its auditing and present these findings to a General Assembly.
- 9.6.2. The Auditing Team is selected by the Advisory Council with the following requirements:
- a. The Auditing Team shall be composed of a minimum of two members.
  - b. The Auditing Team shall not be composed of Board members or Advisory Council members.
- 9.6.3. The Auditing Team must be assembled and communicated to the members at least three weeks prior to the final General Assembly of the academic year.
- 9.6.4. Any member wanting to challenge the validity of the auditing team can do so through an official written email to the Advisory Council within 72 hours of the announcement of the auditing team. Both the Board and the Advisory Council will discuss this challenge and come up with a solution within 72 hours of the filled request.
- 9.6.5. The Auditing Team shall receive a financial report from the Board before the 1<sup>st</sup> of July containing the following:
- a. Balance sheet
  - b. Overview of income and expenditure
  - c. Archives of reimbursement forms, receipts and invoices.
- 9.6.6. Upon approval of the final financial overview of EUCSA, the EUCSA's books shall be closed at the end of each Board term. From this moment onwards, that Board is no longer liable for those financial transactions.
- 9.6.7. Upon disapproval of the final financial overview of EUCSA, the Auditing Team shall recommend alternative solutions.

## ARTICLE 10: ADVISORY COUNCIL

- 10.1. The Advisory Council shall provide both solicited and unsolicited nonbinding advice to the Board in the interest of the association.
- 10.2. The Advisory Council shall consist of:
- a. A minimum of three, and maximum of six members, selected by the Board.
  - b. At least one member from each cohort.
  - c. At least one former EUCSA Board member.
- 10.3 The Advisory Council will self-elect a chairperson to preside over the Advisory Board for that term.
- 10.3. Advisory Council members may be re-selected.
- 10.4. The Advisory Council may pass advice both through meetings and official communication and shall include the dissenting opinions of each Advisory Council member.

- 10.5. At the final General Assembly, the Advisory Council shall provide a report and general reflection of their term to all members consisting of the situations in which they have provided guidance.
- 10.6. The Advisory Council must meet at least three times in the academic year.
- 10.7. One of these meetings must evaluate the relationship between the Advisory Council and the Board.
- 10.8. The Advisory Council must meet the Board at least twice in their Board term.
- 10.9. Before the end of the academic year, the EUCSA Board must outline to the Advisory Council how they plan on briefing/training the Board-elect into their new roles.

## ARTICLE 11: ACQUISITIONS

Acquisitions refers to the (non-)financial relationships between the EUCSA and external bodies and organizations. Acquisitions are managed by the Networking & Acquisitions Board.

### 11.1. Networking & Acquisitions Board

- 11.1.1 The Networking & Acquisitions Board, hereafter referred to as “N&A Board” will be regarded as a team, with the specific responsibilities being
  - a. Establishing and maintaining (non-)financial partnerships that benefit the EUCSA.
  - b. Building a network between the EUCSA and external parties.
  - c. Organising an annual sponsorship event
  - d. Maintaining a close relationship with ACES and the EUCSA Alumni Body.
- 11.1.2 The members of the N&A Board are selected by the EUCSA Board.
- 11.1.3 The N&A Board shall consist of at least a Chair, Treasurer and a General Member (see Appendix).
- 11.1.4 At least a Chair and Treasurer have to be selected before the end of the academic year
  - a. The main responsibilities of the Chair are the effective performance of the Team and organizing events. Additionally, the Chair is the main contact person for the EUCSA Board.
  - b. The main responsibility of the Treasurer is to oversee all financial aspects of the Networking & Acquisitions Board, with the budget provided by the Board.
  - c. Each General Member shall aim to work towards the goals as outlined in the additional responsibilities (Appendix)
- 11.1.5. In the case of insufficient applications, it is up to the discretion of the Board to provisionally fulfil the empty position(s).

### 11.2. Sponsorship

- 11.2.1. Members, excluding members of the Board and the Networking & Acquisitions Board, that provide the EUCSA board with a partnership that leads to a sponsorship of at least 250 euros will receive a free gala ticket in return, including the party and a dinner, if that is offered.
- 11.2.2. The Chair of the Networking & Acquisition Board will inform the Board about the members who are entitled to a free gala ticket.

- 11.2.3. It is the responsibility of the Committee Affairs Officer to keep a record of the members who are entitled to a free gala ticket, and written proof of the provided partnership (such as a confirmation email).

## ARTICLE 12: INTERSECTIONAL COUNCIL

- 12.1. The Intersectional Council (hereafter IC) will be regarded as a separate council within the EUCSA with its responsibilities including, but not limited to;
- a) Providing the Board with non-binding advice regarding matters of diversity and inclusion
  - b) 12.1.2. Organizing an EUCSA diversity week in collaboration with the EUCSA Board
- 12.2. The members of the IC will be as follows;
- A member of each identity-based committee, one person from the SAAC Board (EUCSA membership required), and a general member of EUCSA selected by the Board
- a) A member of each identity-based committee, one person from the /SAAC Board (EUCSA membership required), and a general member of EUCSA selected by the board.
- 12.3. The IC will choose a Spokesperson who will facilitate communication between them and the Board
- 12.4. If a member of the IC is unable to fulfill their duties, the Board will propose a replacement
- a) A capable proxy can be sent to an IC meeting in the event of scheduling conflicts.
- 12.5. The intersectional council operates using the budget of the Board. To accommodate for this, the identity-based committees will confer with the Treasurer of the board to come to an agreement about the budget needed

## APPENDIX

Additional responsibilities of the Networking & Acquisitions Board are the following:

1. Constant communication with the EUCSA members.
  - a) Promote e.g. events, job opportunities, internship opportunities
  - b) Give members the opportunity to get in contact with sponsors.
  - c) Providing an approachable atmosphere that encourages members to pursue potential partnerships on behalf of EUCSA
2. Maintaining an active relationship with EUCSA Alumni.
  - a) Using online platforms such as LinkedIn to update alumni on the developments within the EUCSA.
  - b) Potentially using the alumni network to procure opportunities for EUCSA members.
3. Updating the partner database with their CAO.
4. Actively communicating with external parties.
  - a) Organising annual networking events.
  - b) Proactively approaching potential sponsors in Rotterdam.