



UCMSA
UNIVERSALIS

Policy Manual

The UCMSA Policy Manual has first been introduced by the **Spring 2013 Board** and was ratified by the **UCMSA Universalis General Assembly** on **Wednesday 20th of February 2013** with several altering motions adopted. Every effort has been made to avoid unclear language or conflicts within the Manual.

This version is the most up to date version of the UCMSA Universalis Policy Manual up to the General Assembly of **Wednesday 16th November 2016**

31st December 2016

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Article 1 | DEFINITIONS

- 1.1 This is the Policy Manual of the University College Maastricht Study Association UCMSA Universalis as established in the Statutes, henceforth abbreviated to 'UCMSA Universalis' or alternatively 'the Association'.
- 1.2 'Members' as referred to in this Policy Manual, are UCMSA Universalis members as referred to in Article 4 of the Statutes.
- 1.3 The 'UCMSA Universalis Board' as referred to in this Policy Manual, is defined by Article 3 of the Statutes.
- 1.4 A 'General Assembly, also abbreviated as 'GA' is a general meeting as defined in Articles 11-15 of the Statutes.
- 1.5 The 'University College Student Representatives Netherlands', also abbreviated as 'UCSRN' is the organisation as outlined in Appendix A.
- 1.6 The relationship between the UCMSA Universalis Academic Council and UCMSA Universalis is defined in Article 8 of this Policy Manual.
- 1.7 The 'Statutes' as referred to in this Policy Manual, are the *akte van oprichting* (foundation documents) signed on December 3rd 2002 under supervision of notary J.M. Ruyters in Maastricht.
- 1.8 **Language**
- 1 The official language of UCMSA Universalis is English.
- 2 All events, meetings and activities conducted by UCMSA Universalis and its members shall be held in English.

Article 2 | STATUS OF THE POLICY MANUAL

- 2.1 In case of a conflict between this Policy Manual and UCMSA Universalis's Statutes, the Statutes shall prevail.
- 2.2 This Policy Manual functions as the by-laws of the Statutes and can introduce detailed interpretations of the Statutes.
- 2.3 All UCMSA Universalis members should be familiar with the contents of the Policy Manual and the Statutes.
- 2.4 The UCMSA Universalis Board will assure distribution, at the minimum via email and on student portal, of the Policy Manual to all of its members during the first week of every semester to facilitate familiarity of all UCMSA Universalis members with the Policy Manual of their Association as expressed by Article 2.3
- 2.5 At the beginning of the first general assembly of a semester, the Universalis Board in cooperation with the Academic Council and the Independent Body will offer a short introduction to the statutes and policy manual, with a focus on the procedures of the general assembly.
- 2.6 The UCMSA Universalis Board and all members can propose changes to the Policy Manual according to the procedure described in Article 3.6. These changes need to pass a two-thirds majority vote at a GA.
- 2.7 The UCMSA Universalis Board will keep the members updated on approved changes to the Policy Manual by means of e-mails, articles on the UCMSA Universalis website and the UCMSA Universalis Bi-weekly newsletter.

Article 3 | THE BOARD

3.1 **Status of the Board**

1 The UCMSA Universalis Board consists of six members and is composed of a President, a Secretary, a Treasurer, and three Executives. The role of Vice-President will be filled by either the Secretary or Treasurer, to be decided by the President. The Board shall meet on a weekly basis except during holidays and reflection weeks.

2 External body appointments

i At least one elected student representative must be present in the Management Team for the entire duration of the academic year that they hold their position within the Board.

ii One UCMSA Universalis Board member, proposed by the UCMSA Universalis Board, will represent the Association at UCSRN meetings and act as the point of contact for external UCSRN contacts.

iii At least one UCMSA Universalis Board member, proposed by the UCMSA Universalis Board, is responsible for internal promotion of UCMSA Universalis activities and maintaining including but not limited to

- Printed media

- Social media

- Website.

iv The roles defined in 3.1.2 i and 3.2.1 ii cannot be filled by the same UCMSA Universalis member.

3 Together they decide which course to follow in their policy on internal operations of the Board and what resolutions are available for possible problems.

4 Decisions that do not fall under the functions of each Board role, as described by Article 3.2, will be taken by the Board in its entirety through a vote.

3.2 **Board roles and tasks**

The function descriptions of the members of the Board are as follows:

1 President

i The President carries the overall responsibility of the Board and the Committees.

The following tasks fall under this function:

ii Responsible for motivating the Board and its Committees.

iii Preparing and chairing the Board meetings and General Assemblies.

iv Being responsible for all external contacts that are not designated elsewhere in the Policy Manual to other Board members.

v Maintaining a clear vision for the future of the Association.

vi Ensuring that the Statutes and this Policy Manual are complied with.

vii Acting as the contact person for the Advisory Council and the Academic Council and its subsidiaries.

viii Choosing the Vice-President.

ix Maintaining oversight of the Board and the actions of the Board members.

- x Writing the semester report and presenting this in the first General Assembly of the next semester.
 - xi Ultimately responsible for punitive measures according to Article 7 (Sanctions & Appeals).
 - xii In case of a tie during a vote, the President shall cast the deciding vote.
- 2 Secretary
- i Responsible for recording minutes at every Board meeting.
 - ii Responsible for internal communication within the board.
 - iii Responsible for the administration and archive system of the Association.
 - iv Responsible for all out-going and in-coming correspondence and being the first point of contact for the Board.
 - v Responsible for scheduling Board meetings, Board room duties, logistics and supplies.
- 3 Treasurer
- i Being responsible for the financial administration of the Association.
 - ii Keeping track of the overall expenditures of each Committee.
 - iii Ensuring that the money is spent in the best interest of the Association.
 - iv Having close contact with the Treasurer of each Committee.
 - v Having contact with third parties that provide services and goods for the Association (in cooperation with the Secretary).
 - vi Maintaining a long and short-term financial vision.
 - vii Ensuring that the financial procedure, as outlined in article 4 of the Policy Manual, is followed.
 - viii Ensuring that all UCMSA Committees are adequately financed.
 - ix Presenting the budget at General Assemblies.
 - x Ensuring complete insight into and constant transparency of all relevant financial documents for the members of the Independent Body.
- 4 Executive
- i Being the contact person between the Committees, University College Maastricht and the UCMSA Universalis Board.
 - ii Meeting with their designated Committees on a regular basis and attending Committee events as often as they deem necessary to sustain a good working relationship and not less than once a period.
 - iii Reporting any updates concerning Committee issues and wellbeing to the Board.
 - iv Discussing budget proposals with the Treasurer of the Board and Committees and coming to an agreement.
 - v Helping to resolve internal problems within their Committees.
 - vi Being the contact person between the Committees and University College Maastricht.
 - vii Monitoring external relations of their Committees.
 - viii Helping and supporting the Committees in any other way possible.
- 5 Vice-President
- i Taking over tasks and responsibilities of the President, when the President is unable to do so.
 - ii Ideally the role of Vice-President is combined with another board function.

3.3

Board rules

The following applies to each member of the board:

- 1 Each member of the board is required to attend:
- i Board meetings;
 - ii General Assemblies;
 - iii Committee Chairs' Meeting;
 - iv As many Committee events reasonably possible;
 - v Any other meetings activities where attendance is deemed in the interest of the Association.

2 A Board member may be excused from attending when required at the discretion of the Board.

3 Each Board member has one vote, of equal weight.

4 Each Board member is a representative of the Association and should conduct themselves in an appropriate manner, maintaining the good reputation of the Association.

5 Each Board member should familiarize themselves with the Association's documents and procedures.

6 Each Board member should act in the interest of the Association.

3.4

Board appointments

1 Presidential elections

- i The President is elected by means of popular vote.
- ii The popular vote shall be open to all current members of the Association.
- iii Elections shall be announced at least twenty-five working days before they are due to take place, not including the day of the announcement, nor the day of the elections.
- iv The President will be elected on a year-long term, starting at the beginning of Fall semester and ending at the end of Spring semester.
- v The Presidential elections shall be held in Week 4 of Period 5 except in the case of extenuating circumstances.
- vi The possibility for application for President should be promoted no less than two weeks before the application deadline.
- vii The President does not need to be approved by the GA.

2 **Other appointments**

- i Students interested in becoming a member of the Universalis Board shall apply by means of submitting a letter of motivation and CV to the UCMSA Universalis by the specified deadline.
- ii The UCMSA member leaving the position assisted by members of the Independent Body shall conduct interviews with the applicants. The president shall also be present during the interviews of applicants for the acquisition executive. The board shall rank the candidates according to their perceived suitability and give a recommendation at least one week in advance to the general assembly which candidate they consider the most qualified for each position.
- iii The general assembly votes in secret for each position individually on the suggested candidates. Should a candidate fail to reach absolute majority, the general assembly can vote upon candidates already considered during the interview process. The voting hereby follows the ranking proposed by the board.

3.5

Transition Period

1 The Transition Period shall run through the entirety of the period immediately after the General Assembly that approves the new Board.

2 The first project the new Board shall be responsible for shall be the introduction period for new students.

3 All members of the old Board shall make themselves available to assist the new Board, in addition to briefing them on the role.

4 If a new Board member feels they are not being properly instructed on their role, they should make the Advisory Council aware of this.

3.6

General Assemblies

1 It is the responsibility of the Board to call a General Assembly.

2 GAs shall be held during every regular period in week three. Additionally a GA for election of the Universalis Board, the Academic Council and the Independent Body shall be held in at the beginning of Period Three and Six.

3 The Board shall make use of every available communication channel to both announce the GA and to invite members.

4 The Board shall publish motions, the semester report, audit, and budget proposal no later than two weeks before the GA.

The Board shall accept proposed motions for a period of no less than a week, before the GA.

General Assembly Non-Members:

5 All members of Universalis are invited to the general assembly and have the right to speak at the general assembly. Non-members can attend and have the right to speak at the general assembly, but must first be approved by the GA by an absolute majority at the beginning of the assembly, and then not again.

General Assembly proceedings:

6 i The President of the UCMSA Universalis Board shall chair the GA. In case of absence, the Vice-President shall chair the GA.

ii The Secretary of the Board shall take minutes of the GA and is responsible for ensuring their publication as soon as feasible. In case of absence, the Board will nominate a replacement.

iii The GA shall vote upon the proposed agenda, which has to be published by the board, latest with the publications of motions. Changes can be suggested via proposals for amendments.

iv Ad hoc motions may be put forward by a member of Universalis during a General Assembly; An ad hoc motion is a motion which is not published before a General Assembly and can only contain changes to an already proposed motion; When an ad hoc motion is put forward, the General Assembly shall first vote upon whether the motion shall be voted upon before the voting on the ad hoc motion may take place;

General Assembly voting:

7 i A vote can only pass at a GA if an absolute majority is in favour of it.

ii If an absent member wishes to vote on a particular motion, or all prior published motions, they can do so by providing a written proxy to a present member of Universalis to vote on their behalf. The written proxy must be

- cast before the scheduled beginning of a General Assembly;
- iii If the attendance of the general assembly drops below 2/3 of the initially present members, the general assembly ceases to be quorate.
- iv Any member of the general assembly can request a count of present members. The chairperson has the possibility to call members to reenter the general assembly within three minutes of the request. Afterwards a count follows.
- v The chairperson of the general assembly gives the right of speech to members. Before the discussion of a motion the chairman sets a time-limit and/or a limit of speakers for the discussion. The chairman shall make sure that all positions are represented with equal weight. The chairman has the right to stop a speech should it be purposefully offensive or disruptive to the general assembly.
- vi As long as not specified differently by the statutes or the policy manual all voting shall be open. All elections are to be held by secret ballot. A member can request a secret vote. The request shall be voted on and passes when ten percent of the attending members agree.

9 **General Assembly semester and financial report:**

- i The Board shall present both the Semester Report and the Financial Report at the first GA of the following semester. If the relevant Board members for this report are not available to present these reports, then their successors will be charged with presenting these reports. In this case, it is the duty of the outgoing Board members to fully brief their successors on these reports during the Transition Period. Absence is only permissible under exceptional circumstances.
- ii If the GA votes to reject either report, the following options can be chosen by vote:
 - a) Demanding a rewrite of the report in question;
 - b) In the case of the rejection of the financial report, if a resolution is proposed by a member or members present at the GA then this may be adopted;
 - c) In the case of the rejection of the financial report, requiring the Board to consult an external expert and/or asking this external compile a report;
 - d) In the case of the semester report being rejected, the Independent Body can be tasked with compiling a consequent report on the objections and how to avoid this in future.

10 **General Assembly Procedures**

- i Every member of the general assembly has the right to put forward a procedural motion. These are signalled to the chairman by making a —| with both hands and shall be discussed the moment the current speech ends.
Procedural motions can address the following points:
 - a) Expanding the debate by adding further time or heightening the number of speeches;
 - b) Ending the debate;
 - c) Directly moving to a vote;
 - d) Postponement of a motion to the next general assembly;
 - e) Setting a time limit to speeches;
 - f) Pausing the general assembly;

- g) Changing the chairman;
- h) Changing the notetaker;
- i) Making the general assembly private

The person putting forward the procedural motion has the right to argument in favour of their point for one minute. Following this any other member might argue against the procedure change for one minute. After that the procedural motion shall be voted upon, with an absolute majority needed for it to pass. If there is no one to hold the counter speech the motion passes automatically, as long as no vote as specifically requested by a member of the general assembly.

- ii Every member of the general assembly has the right to put forward a technical point. These are signalled to the chairman by making a T with both hands and shall be answered the moment the current speech ends. A technical point is the request of any member for clarification. This can be done both to the discussion or as a request to check and/or clarify the policy manual and/or the statutes and see whether the current procedure is in line with the outlined rules. This check shall be done by the chairman together with a member of the Independent Body and the raiser of the point.

Article 4 | FINANCIAL PROCEDURES

4.1

Allocation of the UCMSA Universalis budget

- 1 The allocation of the UCMSA Universalis budget is in part meant to ensure the establishment and the efficient continuity of the UCMSA Universalis Committees. A budget will be available to enable the Committees to organise events and activities.
- 2 In all cases, the financial resources of the Association shall serve the interests of all UCMSA Universalis members.
- 3 The Treasurer of the UCMSA Universalis Board should consider both the long term and the short term interests of the Association in the allocation of the budget. These interests shall take social, economic and environmental considerations into account.
- 4 The criteria used by the Treasurer to divide the semester budget shall be:
 - i The strength of each Committee's semester plan and financial planning;
 - ii Upcoming UCSRN financial commitments;
 - iii Financial requests from the Academic Council;
 - iv Any other upcoming financial requests or commitments.
 - v Guidelines for budget allocation:
 - a) Day trips shall be funded up to 15 euros
 - b) Trips longer than 1 day shall be funded up to 30 euros;
 - c) Funding for More specific regulations mean more consistent budgeting decisions on behalf of the UCMSA snacks and drinks at a recurring meeting/event shall not exceed 10 euros per event;
 - d) Funding for Speaker's gifts shall not exceed 10 euros per event;
 - e) Funding for prizes of some sort shall not exceed 10 euros per event;
 - f) Funding for Waffle Wednesday shall not exceed 15 euros per event.Please note that these are guidelines and thus not binding, and may be deviated from at the discretion of the UCMSA Universalis Treasurer and the UCMSA Universalis Boards.
- 5 No event for which full participation per person is predicted to cost more than 10% of the UCM EU tuition fees shall receive funding from the Universalis budget.
- 6
 - i In the event of an expenditure or investment that amounts to 5% or more of the semester budget that was not included in the budget approved by the GA, the Treasurer must notify the members, both at the next GA and through all possible communication channels.
 - ii Should more than 2.5% of the UCMSA Universalis members make any objections within 72 hours of the announcement, either in writing, by e-mail or orally at a GA, then the issue must be brought to a vote at a GA while duly observing the regulations as set forth in Articles 12 of the Statutes.
- 7 The Committees are encouraged to find sponsors for their activities but should always do so in consultation with the UCMSA Universalis Board to prevent conflict of sponsors.

8 Sponsors for Committee events or activities must be approved by the Board before the sponsorship agreement is confirmed.

4.2 **Committee Financial Procedures**

1 As required by Article 3.2.3 of the Policy Manual, all financial matters are subject to control by management and prior approval of the UCMSA Universalis Treasurer. Upon receipt of a request for money by a committee, the Treasurer or any other board member may, in case of doubts concerning the appropriate application of funds in the interest of the Association, consult the Board and may refuse payment. This applies both if money is requested before and after the expense is made. Expenses that do not have the approval of the UCMSA Universalis Board need not be refunded.

2 Each Committee may be entitled to part of the semester budget as agreed upon with the UCMSA Universalis Board Treasurer and relevant Executive on the basis of the Committee's semester budget proposal.

3 A Committee will only be able to exceed its own negotiated budget if the UCMSA Universalis Board has specifically agreed upon it, provided the total UCMSA Universalis budget will not be exceeded.

4 The Committee will either receive funds from the UCMSA Universalis Treasurer prior to or after a particular event or activity. In any case, receipts specifying the expense for which reimbursement is requested must be provided.

5 In no case shall UCMSA Universalis members receive financial compensation for their services to the Association. This applies amongst others to Committee membership, participation in UCMSA Universalis activities and teaching one's skills in the light of Committee activities. The only exception that can be made to this rule concerns the reimbursement specifically allocated to the UCMSA Universalis Board members by University College Maastricht.

6 The Committee's Treasurer is responsible for informing all Committee members of the correct financial procedures. He or she is also responsible for ensuring that the financial procedures, as outlined under in this Policy Manual and in the Committee contract are followed.

7 No reimbursement for expenses can be obtained from the UCMSA Universalis budget if the procedures previously set forward in this Policy Manual and those below are not followed:

- i Only the Treasurer of the UCMSA Universalis Board is entitled to sign contracts. If this is not possible, the President of the UCMSA Universalis Board will sign, after having consulted the Treasurer;
- ii The only exception to the above policy (Article 4.2.7.i) is the borrowing of UCMSA Universalis materials, for which all UCMSA Universalis Board members can sign on behalf of the Association;
- iii Committees will obtain copies of signed contracts;
- iv All contracts and invoices will be sent to the UCMSA Universalis mailbox: *UCMSA Universalis, Zwingelput 4, 6211 KH Maastricht, The Netherlands*. Alternatively contracts and invoices can be submitted in

the UCMSA Universalis mailbox in the green room or in the Treasurer's inbox in the Board room.

- 8 UCMSA Universalis cannot be held responsible for any expenses resulting from a failure to comply with this procedure. In case an individual acting on behalf of a Committee does not follow this procedure, resulting in financial loss or otherwise, the individual member shall be held responsible and thus UCMSA Universalis Board is not obliged to compensate for the loss.

Article 5 | INDEPENDENT BODY AND AUDITING

5.1 **The tasks of the Independent Body are fivefold:**

- i. Auditing the accounts of the UCMSA Universalis board once a semester to confirm the validity of the financial administration;
- ii. Evaluating the legitimacy of expenses by the board, the Academic Council and the committees based on the guidelines lined out in the Policy Manual and Statutes;
- iii. Providing the General Assembly with recommendations regarding changes in the Policy Manual for assessing future expenses of the Board in the form of motions;
- iv. Counting votes and supervising voting at a General Assembly and at presidential elections;
- v. Answering appeals against decisions made by the Board.

5.2 The Independent Body is independent to the extent that its decisions cannot be refuted internally.

5.3 The Independent Body consists of a Chair, a Vice Chair and a secretary. Members are elected individually; the position of Chair bound to election at a General Assembly. There can be up to two additional members of the Independent Body (i.e. a maximal total of 5 members). Members cannot be in the UCMSA Universalis Board, the Academic Council, nor in any Committee Board. Former board members are eligible for election only one semester after completion of their board membership term.

5.4 Members of the Independent Body are elected for one semester. Members of the Independent Body can be dismissed by the General Assembly.

5.5 The Independent Body has an obligation to advertise open positions to all members of UCMSA Universalis.

5.6 Students interested in becoming a member of the Independent Body shall apply by means of submitting a letter of motivation to the members of the current Independent Body that are not reapplying.

5.7 Members of the current Independent Body that are not reapplying assisted by members of the Advisory Council shall conduct interviews with the applicants.

5.8 The interviewers shall give a recommendation at least one week in advance to the general assembly which candidates they consider to be the most qualified.

- 5.9 The general assembly votes in secret upon all candidate who applied to the Independent Body. Every member can vote for up to five candidates. Candidates who reach an absolute majority are elected.
- 5.10 The newly elected Independent Body votes internally upon the positions of chair, vice-chair and secretary.
- 5.11 The Chair of the Independent Body presents a report consisting of the results of the tasks lined out in 5.1 i and 5.1 ii of the previous semester at the budget General Assembly.
- 5.12 The General Assembly can approve or disapprove the recommendations made by the Independent Body. Present and future boards must take into consideration all approved recommendations.
- 5.13 The motion for dismissal of a Board Member, the Academic Council or the Independent Body has to be made at least one week before a general assembly. A $\frac{2}{3}$ majority is needed to pass this motion.

Article 6 | COMMITTEES, SOCIETIES & TEAMS

6.1 **Definition**

1 Committees and Societies are identical constructs within UCMSA
2 Universalis, for the purpose of clarity "Committee" is used to refer to
3 Committees as well as Societies.

6.2 **New Committees**

1 Founders contact the Board and send a proposal to the Secretary.
2 i Proposals include a clear outline of the purpose of the Committee and a
3 budget proposal. The budget proposal can later be extended on a
4 case-to-case basis;
5 ii Nominations for at least three members: Chair, Treasurer and
6 Secretary also must be included;
7 iii Upon approval by the Board, a member of the Committee can hold
8 more than one of those functions.
9
10 2 The proposal shall be discussed with the Executives.
11 3 The founder(s) shall meet with the Executives to discuss the request.
12 4 After approval by the Board, the group becomes a Candidate
13 Committee.

6.3 **Candidate Committees**

1 Candidate Committees can request money on a case-by-case basis.
2 The evaluation takes place after the equivalent of one full period, except
3 when otherwise decided by the Board. Before the evaluation meeting the
4 Board discusses the Committee's progress. The evaluation meeting should
5 take place in week 2.
6 In the case of a trial period being deemed unsuccessful, it can be
7 extended for another period at the discretion of the Board.
8 A trial Committee needs at least a Chair, Treasurer and a Secretary.
9 Upon approval from the Board, the Chair can combine several of
10 these positions.
11 Upon approval of a Candidate Committee by the Board, the
12 Committee will be awarded a certificate. It will be officially announced
13 as a Committee during the
14 next General Assembly.
15 After being approved, the Committee must submit a semester plan as
16 described below.

6.4 **Dormant Committees**

1 A dormant committee is a committee which has existed in the past but does
2 not currently have a complete and active board;
3 Their previous semester plans and transition documents are preserved to
4 allow new students to easily take over and revive the committees;
5 Budget can be allocated to dormant committees if There has been a
6 continuous problem with committees not finding new boards for their
7 respective committees. This provision would allow for committees that did
8 not manage to find a board to still exist in the future and receive potential

budget to revive. their revival is considered probable by the UCMSA Universalis Board;

4 This budget is based on previous expenditures and the amount of budget allocated is at the discretion of the UCMSA Universalis Board.

6.5

Committee Structure

1 Committees are required to have a Chair, a Treasurer and a Secretary. Upon approval by the Board, the Chair can combine several of these positions.

2 Members of the UCMSA Universalis Board, Academic Council and Members of the Independent Body cannot hold the positions of Chair, Treasurer or Secretary within a Committee. However, they are allowed to be members of a Committee.

3 The main function of the Chair of the Committee, outside of their Committee work, is to act as a representative of their Committee and the Association, both internally within the UCM community and externally.

4 Every Committee will have an Executive as their contact person. In case of events the Committees need approval by the Executive assigned to them. The Executives are responsible for holding regular meetings with their respective Committee boards.

6.6

Committee Responsibilities and Liabilities

1 A Committee must abide by the regulations set forth in the most recent versions of the official UCM Rules and Regulations, the UCMSA Universalis Policy Manual and the Committee Guidelines.

2 Committee Chairs are obliged to be present at every GA and Committee Treasurers are obliged to be present at every budget GA, in case the Chair cannot attend they must appoint a substitute to attend. In case no one is able to attend, the Committee must inform the Board in writing three days in advance. A failure to do so can result in consequences of the Board's discretion.

3 Committee Chairs must be present at every Committee Night and Chairs' Meeting, in case the Chair cannot attend they must appoint a substitute to attend the events. In case no-one is able to attend, the Committee must inform the Board in written form three days in advance. A failure to do so can result in consequences of the Board's discretion.

4 Every Committee must submit a semester plan at the beginning of every semester which includes a financial plan and an overview of all planned activities. Where necessary, the Executives assigned to the Committee will give feedback on these plans.

5 Material damages caused by a Committee, or its members acting as representatives of the Committee, are to be covered by the current and future budgets of the particular Committee, except for exceptional circumstances where the UCMSA Universalis Board decides otherwise.

6 If a conflict arises within a Committee and it cannot be solved, the whole Committee will meet with their Executive to try and solve the conflict. If said conflict cannot be resolved during this meeting, the Board shall decide upon the course of action to resolve the conflict.

7 Where a Committee or individual Committee Chair repeatedly fails to fulfil vital responsibilities, this will result in consequences of the Board's discretion. The Board can decide to:

- i Continue the Committee with the current Chair, with the possibility of attaching conditions for future activities;
- ii Enforce a change of the Committee Chair;
- iii Discontinue the Committee.

6.7 **Teams**

1 Teams work towards one aim, specified at the initiation of the team. A team is initiated by the Board, the AC, the IB or the general assembly. It dissolves after the completion of its task.

2 Teams have similar responsibilities as Committees, geared towards their single aim. Team finances will have to be discussed personally with the UCMSA Universalis Treasurer.

6.8 **Student Associations & Others**

1 Fraternities, sororities, year clubs and other such groups cannot be considered Committees of UCMSA Universalis and are not eligible for financial assistance. As such, obligations, rights and responsibilities listed in this Policy Manual do not apply to them.

Intellectual Property

6.9 1 All intellectual property (including but not limited to: photography; artistic works; written works) remains the property of the person responsible for producing it.

2 Permission to use, reproduce, display or otherwise make use of this intellectual property is granted indefinitely to UCMSA Universalis, and may not be revoked unless in exceptional circumstances.

The owner of intellectual property may request the Board to no longer make use of this property; this will be decided as per the usual Board decision process.

Article 7 | SANCTIONS & APPEALS

7.1 **Grounds for complaint**

- 1 The Board shall consider a complaint made by any person against any UCMSA Universalis member on the basis of:
 - i Misconduct occurring at any event or activity organised by the UCMSA Universalis Board, or by a UCMSA Universalis Committee;
 - ii Sexual, racist, religious or any other form of abuse or harassment;
 - iii Theft of, or damage to, UCMSA Universalis or personal property;
 - iv Any other action that contravenes UCMSA Universalis's Statutes or Policy Manual.

7.2 **Process of sanction**

- 1 Upon receiving the complaint, the Board shall:
 - i Issue receipt of the complaint immediately;
 - ii Notify the offending member of the complaint;
 - iii Discuss the complaint at the next scheduled meeting, or within a period not exceeding two weeks;
 - iv Notify both the complainant and the offender of the Board's decision immediately after the meeting, as well as making both parties aware of the appeals process.
- 2 The Board shall base their decision upon the relevant statutes and/or policies as laid out in the policy manual.
- 3 The process of sanction shall be carried out with maximum discretion, and every effort made to stop all details of the complaint becoming public, before the process is concluded. The Board is entitled to make the nature of complaint, the name of the offending member and the sanction issued public, if the Board deems it necessary.
- 4 The Board's decision can only be challenged by appeal, as set out in Article 7.4.
- 5 The Board's decision shall be made by the usual process of voting, as set out by Article 2.3.3.
- 6 In the case of a complaint being made against a member of the Board then the Board will ensure the member has no bearing on the outcome of the decision, and the Board will make the decision without prejudice.

7.3 **Sanctions**

- 1 After careful consideration of the complaint, the Board is entitled to issue one or more of the following sanctions:
 - i An official warning;
 - ii Compensation: Theft or damage to property shall be compensated by the offending member;
 - iii Any Board or Committee chair may have their position stripped;

- iv Suspension: a member may be suspended from the Association, during this time the offending member may not attend any activity or event organised by the Board, or a Committee;
- v Expulsion: in the case of serious misconduct, the offending member's membership to the Association may be permanently cancelled, and the offender will be barred from all future UCMSA Universalis activities and events.

2 In the case of expulsion, the offender shall have no right to request a refund of membership fee.

3 In the event of the offending member holding a Board position, or chairing a Committee, being suspended or expelled from the Association, the Board shall find a suitable replacement.

4 If the upheld complaint is of a serious nature, in the eyes of the Board, then the Board shall be entitled to make the Management of University College of Maastricht aware of the complaint and outcome and take appropriate legal steps.

5 The Board shall make the member who the complaint was made against aware of the decision both in writing and in person. If the complainant is also a member, then they shall also be made aware of the decision in writing and in person.

6 If the complainant is not a member, then the Board is entitled to only make them aware of the decision in writing.

7.4

Appeals

1 Complaints considered by the Board, and/or consequent sanctions, may be appealed within a period not exceeding one week.

2 The appeal shall be considered by the Independent Body.

3 Appeals can be made on the following basis:

- i A complaint unduly dismissed by the Board;
- ii The sanction issued by the Board;
- iii Dissatisfaction of the handling of an election by the Board.

4 Upon receiving an appeal, the Independent Body shall:

- i Issue receipt of the appeal as soon as possible;
- ii Consider the appeal based upon the relevant statutes and/or policies of the Association within two weeks of receiving the appeal;
- iii Make the Board, and any other relevant parties, aware of the decision immediately after making it.

7.5

The Independent Body's decision shall be final.

Article 8 | OTHER ORGANISATIONS & BODIES

8.1 **Universalis Academic Council**

- 1 The Academic Council shall be an affiliated body to Universalis.
- 2 The Academic Council's functions are:
 - i To represent all UCM students to the UCM administration through their presence on the Board of Studies and the Management Team along with any other qualifications therein;
 - ii Organize and promote, in cooperation with UCM faculty staff, academic activities and events.
- 3 The Academic Council consists of five members: a chair, a treasurer, an internal executive, an events coordinator and an external coordinator.
- 4 The election of the chair of the academic council shall follow the procedure of the election of the president of the UCMSA Universalis Board.
- 5
 - i Students interested in becoming a member of the Academic Council shall apply by means of submitting a letter of motivation and CV to the Academic Council by the specified deadline.
 - ii The UCMSA member leaving the position assisted by members of the Independent Body shall conduct interviews with the applicants.
 - iii The board shall rank the candidates according to their perceived suitability and give a recommendation at least one week in advance to the general assembly which candidate they consider the most qualified for each position.
 - i The general assembly votes in secret for each position individually on the suggested candidates. Should a candidate fail to reach absolute majority, the general assembly can vote upon candidates already considered during the interview process. The voting hereby follows the ranking proposed by the board.
- 6 UCMSA Universalis shall work with the Academic Council in order to facilitate its operations and vice versa, in order to:
 - i Facilitate representation of the students by the Academic Council.
 - ii Increase Universalis members' awareness of Academic Council activities.
 - iii Work in joint projects and events.
 - i Provide logistical assistance when required.
 - v Assist and represent UCMSA Universalis in the Board of Studies and Management Team (conjointly with UCMSA Universalis' Management Team member) on relevant issues that are raised.
 - v Other aims that are agreed upon by UCMSA Universalis and the Academic Council.
- 7 Both UCMSA Universalis and Academic Council members will bear in mind that cooperation and affiliation between the two bodies is essential and both the Universalis Board and the Universalis

Academic Council shall therefore act to uphold and operate these relations effectively.”

8 i At the beginning of every semester, at least 5% of the UCMSA Universalis budget shall be allocated to the Universalis Academic Council. This amount can be increased upon agreement between the UCMSA Universalis Board and the Universalis Academic Council. The agreement shall be shown in the budget proposal of the Academic Council and needs to be approved by the general assembly (see also 8.1.6.ii)

ii The Academic Council shall publish a budget proposal before every budget General Assembly. Members can submit motions to modify the allocation of the budget. The budget proposal and motions are voted upon at the budget General Assembly.

9 The Academic Council financial records shall be audited by the same Independent Body charged with auditing UCMSA Universalis, once per semester.

10 The Academic Council shall report its operations to the General Assembly twice a year to allow for students to make enquiries into its activities and allow UCMSA Universalis members to voice their opinions.

11 The treasurer of the Academic Council is responsible for all expenses made by the Academic Council.

8.2

Management Team

1 One member of the UCMSA Universalis Board shall be chosen to attend the weekly Management Team. This representative will serve as a link between UCMSA Universalis and the Management of UCM.

2 The Management Team representative shall report back to the Board on all relevant topics raised in the weekly meeting.

3 A member of UCMSA Universalis board informs the Universalis members via the available routes of information of the publicly disclosable outcomes of the management team meetings.

8.3

Advisory Council

1 The Universalis Advisory Council consists of former members of the Universalis Board, the Academic Council and the Independent Body
2 Outgoing members of the Board become regular members of the Advisory Council after the end of the transition period.

3 The Advisory Council shall not exceed twelve members.

4 Outgoing Board members should have priority to be members of the Advisory Council over elder members which would then have the possibility to become titular members.

5 Titular members are members of the Advisory Council which are at the disposition of Universalis Board members in particular circumstances. They do not hold any particular power and are not consulted on a regular basis. Titular members are not considered ad hoc members of the Advisory Council.

6 The Advisory Council shall present recommendations. No advice of the Advisory Council shall be binding upon the Universalis Board. The Advisory Council shall not render advice to other organs than the

Universalis Board unless agreed otherwise with the Universalis Board.

- 7 The Advisory Council may pass advice either after having discussed the matter at hand in a meeting or after discussions through email or other such means of communication. All members of the Council shall have the opportunity to express their opinion within a one week timeframe. After this period the advice will be passed to the Board, including the names of those members that have participated in drawing up the advice. In case of differing opinions all personal views on the matter will be forwarded to the Board.
- 8 The Advisory Council shall help with the interview process for new members of the Independent Body.

8.4 **Faculty Council**

- 1 The Universalis Board and the Faculty Council meet on a regular basis and inform each-other of decisions that influence student life at UCM.
- 2 One member of the Universalis Board shall be appointed as responsible for the communications with the Faculty Council.
- 3 UCMSA Universalis shall remain independent of all party-political student representative campaigning and activities.
- 4 UCMSA Universalis, nor any member claiming to represent the Association, shall publicly endorse or support in any way a particular student representative nor student representative party in party-political matters.
- 5 UCMSA Universalis may offer its services in facilitation during the campaign process for Faculty Council and/or University Council, if it is in the interests of the Association's members, and if the Association can maintain its neutral position.

8.5 **University College Student Representation in the Netherlands (UCSRN)**

- 1 The UCMSA Universalis Board shall undertake to participate in the UCSRN and abide by its Articles of Association.
- 2 The UCSRN Articles of Association shall be attached to the Policy Manual as annex.
- 3 Any change to the UCSRN Articles of Association shall be ratified by the General Assembly for the Association to be able to participate in the UCSRN.

Annex A | UCSRN ARTICLES OF ASSOCIATION

Article 1 | **Mission Statement**

- 1 The University College Student Representatives Netherlands (UCSRN) exists to facilitate collaboration between the participating student bodies of the University Colleges in the Netherlands and to represent UC students towards external parties.

Article 2 | **Members**

- 1 The UCSRN consists of two representatives of every participating University College's student body.
- 2 The two representatives must be members of, or appointed by an elected body (hereafter termed 'Board' regardless of its name or function) that fulfils the following criteria:
 - i Must represent students of that University College only.
 - ii Must represent a large majority, if not all, of the students at the University College.
 - iii Must be invested with legal authority to represent the students either towards the University College's administration or in a broad sense.
 - iv Must represent both the academic and social interests of the students of the respective University College.
- 3 It is up to discretion of these bodies how these representatives are chosen, as long as they meet the aforementioned criteria.
- 4 Each representative shall serve for a maximum of one year.

Article 3 | **Structure**

- 1 All representatives in the UCSRN shall have equal voting rights with voting used only as a means of evaluating and stating opinions.
- 2 The UCSRN will elect a Chair from its midst.
 - a) The Chair's duties will include:
 - i Chair meetings of the UCSRN;
 - ii Send out the agendas to be discussed during the meetings of the UCSRN one week in advance, and any changes thereof;
 - iii Holding general responsibility for the functioning of the UCSRN;
 - iv Coordinating the communication between the representatives of the UCSRN.
 - b) The same member will not hold the Chair position for a consecutive period of longer than one year.
 - c) The position of Chair will be rotated annually between the University Colleges.
 - d) The Chair of the previous year will be responsible for the first meeting of the next year where a new Chair and Secretary are appointed.
- 3 The UCSRN will elect a Secretary from its midst.
 - a) It is the Secretary's duty to take minutes at meetings, and send them to all the UCSRN members within one week after the meeting.

- b) The same member will not hold the Secretary position for a consecutive period of longer than one year.
 - c) The position of Secretary will be rotated annually between the University Colleges.
- 4 The UCSRN will elect a Financial Coordinator from its midst:
- a) The Financial Coordinator is there to keep an overview of the expenses made on behalf of the UCSRN
 - b) The Financial Coordinator will ensure communication lines between the UCSRN team and the treasurers of all Colleges.
 - c) The position of Financial Coordinator will be rotated annually between the University Colleges
 - d) The Financial Coordinator will present the UCSRN budget at the first UCSRN summit.
- 5 The UCSRN will elect a Student Council Coordinator from its midst.
- a) The Student Council Coordinator is there to ensure communication between the different academic councils.
 - b) The Student Council Coordinator will update the UCSRN team Chair on these matters.
 - c) The position of Student Council Coordinator will be rotated annually between the University Colleges.
- 6 For all above clauses, sub clause (c) is a right rather than an imposition. If a college does not want to hold any of the positions, this sub clause falls.

Article 4 | **General Functions**

- 1 The UCSRN will take up representation towards external parties on any academic or non-academic issues for the purposes of lobbying, negotiating, securing agreements with those parties or other such activities. Such activities will conform to the following procedure:
- a) A representational endeavour must be proposed to the UCSRN by one or more representatives.
 - b) The representatives will communicate the proposal to their respective Boards.
 - c) The Boards who choose to participate in the endeavour will then formulate a consensus opinion with the other participants through the UCSRN and its representatives.
 - d) Representation may then be carried out by the UCSRN or specific appointed members, given to circumstances.
 - e) UCSRN will represent the agreed position unless power of attorney is given to a representative explicitly by the participating Boards, in accordance to Article 8.2.
 - f) Every participating Board may reserve the right to withdraw from a representational endeavour at any time.
 - g) Any representational endeavour may continue over any amount of time.

- 2 The regular tasks performed by the UCSRN are to encourage sharing information, the organisation of joint projects, joint events and any other such cooperative endeavours.
- a) The planning of these activities will be carried out in a similar fashion to the process described in Art. 4.1 given to understandings between the Boards and the Chair of the UCSRN.
- 3 It is up to the participating Boards to send to the UCSRN representatives whose function in their Board is relevant to their activity in the UCSRN.
- 4 Representatives to the UCSRN will serve as delegates of their respective Boards, voice their Board's views and act as agents on their behalf in the context of UCSRN activities.

Article 5 | **Specific Functions**

- a) To ensure the continuous fluent functioning of the UCSRN, it will be required to fulfil the following tasks:
- i Organising a UC Summit twice a year to bring together all members of the Boards currently represented in the UCSRN.
- ii Arranging of a meeting in person between all representative members of the UCSRN once a semester.

Article 6 | **Communication**

- 1 Acknowledging that representatives live all across the Netherlands, and that meetings in person are hard to realise, the main communication will be via other means.
- 2 Any representative of the UCSRN can call for a meeting outside of regular ones to meet the needs of any University College as they arise.
- 3 Each representative of the UCSRN can send the Chair agenda points to be discussed at each meeting at least a week prior to them being held.
- 4 The communication between the representatives and their respective Boards is the responsibility of the Boards.

Article 7 | **Funding**

- 1 Funding for projects organised by the UCSRN is determined on a yearly basis, with responsibility and discretionary powers on spending being autonomous for each University College.
- 2 A detailed budget proposal for the entire year will be drawn up by the proposing UCSRN representatives, in collaboration with the Financial Coordinator and Chair of the UCSRN. These will then be discussed at the first UC Summit.

- a) Additions to the yearly budget can be made on a case-by-case basis by approval of all involved Boards.
- 3 The budget will have to be proposed to the participating University College's elected bodies in accordance to their regular procedures, and approved within 10 working days.
- 4 The budget is signed by the treasurers of all participating University Colleges, plus the chair and financial coordinator of the UCSRN.
- 5 Via the UCSRN the University Colleges participating in projects can decide on a deadline by which withdrawal of financial commitments can be permitted, and a contract can be signed to that end.

Article 8 | **Powers**

- 1 The UCSRN has no binding power over the participating elected bodies of the UCSRN. All participating elected bodies have the right to withhold from actions that were assigned by the UCSRN.
- 2 Wherever these Articles may come into conflict with the respective Boards' Statutes or Policy Manuals by which they are bound, the Statutes and Policy Manuals shall prevail.
- 3 If participating associations have a policy manual, they should append these articles to their policy manual.
- 4 No Board will be held accountable to its constituents for the actions or omissions of other Boards within the framework of the UCSRN.

Annex B | FINANCIAL GUIDELINES

Article 1 | Clarity of financial administration

- 1 Wrong payments and the corrections need to be filed together, stapled.
- 2 Everything that appears in the administration should reappear in the books.
- 3 Everything in the books should be justified by a receipt or a statement – some way of proof or responsibility.
- 4 Cash income can be included by a statement signed by the treasurer.
- 5 Transactions should include a transaction overview from the Universalis account.
- 6 Cash withdrawals should be included in the books with the withdrawal transcript;
 - i. On the same page in the books it should be justified how the money is spent.
- 7 All receipts should be attached at the backside of the form.
- 8 The treasurer has to make sure that the readability of the receipts is optimal.
- 9 Without receipt or statement, an issue cannot be marked as filed.
- 10 Without a receipt the file cannot be filed in the books.
- 11 The Charity Committee should report their income, expenses and donations at all times to the UCMSA Universalis Treasurer, who will hold record of them similarly to how other committees' income is recorded.
- 12 The Charity Committee should publish reports per period detailing their income or donations, resulting in a publicly available overview showing the profit of the Charity Committee that will be donated to charity.
- 13 An overview should be provided in the books that mentions the events organized by UCMSA Universalis and their corresponding forms. This overview shall be also provided in a digital form.
- 14 The UCMSA Universalis Treasurer should provide a (short) report at the end of each period detailing the sales and payments of the second hand book sale. In this report, the books sold should be mentioned, as well as the payments made to the original owners of these books. If the original owners have not been paid, a reason should be provided per person why this did not happen (e.g. said person did not reply to the Treasurer).
- 15 The cash flow forms in the books should refer to their corresponding bank account transactions, if applicable.
- 16 An exhaustive print-out of the transactions made with the bank accounts of UCMSA Universalis should be included in the tangible financial overview at the end of every Semester.

Article 2 | **Personal Board expenses**

- 1 There should be made a list which shows which personal expenses for the board are allowed. This list should be absolute of nature, meaning that no exceptions are possible, but by the creation of amendments which are approved by a General Assembly.
- 2 Universalis members might use the Universalis account for private expenses in emergency cases;
 - i. In this case, an invoice should be issued to the person having used the money within one week of said person using money, stating a payment term of one week.
 - ii. All expenses need to be filed in the financial administration;
 - iii. A clear overview of what the money was used for is provided to the association as well as proof of bank transfer, since the association has responsibility for the consequences of the expenses;
 - iv. If money is not paid back in time, an additional fee of 5% of the total amount has to be paid to the Association. For every full month passed after the payment deadline, an additional fee of 5% shall be added to the total amount to be paid;
 - v. The file of the expense has to include the reason of necessity which explains the reasons for the use of the card to the association's members;
 - vi. If the payment has not been made after the first full month after the initial payment deadline, then the members of the Association need to be informed about the amount of money and by whom this has to be paid back in order to allow the Association's members to check, and possibly complain about, the expenses which are not needed for the Association.
 - vii. This has to appear in the administration books of the association.

Article 3 | **Partial personal expenses**

- 1 When an expense fits two separate categories this has to be justified in the financial administration of the association;
 - i. An agreement needs to be signed by both the treasurer and all persons involved on how to split the costs;
 - ii. In case money has to be paid back to the association, an agreement needs to be signed by both the treasurer and all persons involved on how and when the latest the money has to be paid back.

Article 4 | **Clarity of Universalis funding**

- 1 Whenever UCMSA Universalis is considering using paid transportation services, an overview should be made of all the options, and the least expensive yet realistic option should be taken.
- 2 In no case should taxis be used to transport goods.
- 3 Whenever UCMSA Universalis reimburses fuel costs to its members, a standardized fuel reimbursement rate should be used. This rate should be in accordance with the annual guidelines of the Dutch Government and should be adapted annually.

- 4 Without a receipt money cannot be reimbursed.
- 5 UCMSA Universalis should not provide funding for food during meetings, exceptional cases can still be decided upon by the board in which a funding request must be handed in prior to this meeting.
- 6 To ensure an harmonious working environment the UCMSA Universalis Board and the Academic Council shall be provided with funds for bonding activities The contribution made by UCMSA Universalis can be of a maximum of 50 euro per Board member per semester, regardless of the number of activities this is used for.

Article 5 | **Responsibility of the Treasurer**

- 1 In the case that the Treasurer does not approve an expense, but the majority of the Board does, the expense can proceed;
 - i. In this case, the form should explicitly mention the dissenting opinion of the Treasurer;
 - ii. In this case, the form should explicitly contain the signatures and full names of the Board members that do support the expense;
 - iii. In this case, the Treasurer is not responsible for the expense;
 - iv. In this case, the Board members that signed for the expense adopt the responsibility for the expense.